



**THE CONSTITUTION
OF THE
AUSTRALIAN NURSE TEACHERS'
SOCIETY (ANTSW)
2010**

TABLE OF CONTENTS

	Page
1. THE NAME	4
2. LEGISLATION	4
3. OBJECTS	4
4. ELIGIBILITY FOR MEMBERSHIP	5
5. APPLICATION FOR ADMISSION TO MEMBERSHIP OF THE SOCIETY	5
6. CESSATION OF MEMBERSHIP	6
7. TRANSFER OF MEMBERSHIP ENTITLEMENTS	6
8. REGISTER OF MEMBERS	6
9. FEES AND SUBSCRIPTIONS	7
10. MEMBERS LIABILITIES	7
11. FUNDS – SOURCE	7
12. FUNDS – MANAGEMENT	7
13. RESIGNATIONS	8
14. RESOLUTION OF INTERNAL DISPUTES	8
15. DISCIPLINING OF MEMBERS	8
16. RIGHT OF APPEAL FOR DISCIPLINED MEMBERS	9
17. THE NATIONAL EXECUTIVE – DUTIES	10
18. THE NATIONAL EXECUTIVE - MEMBERSHIP	10
19. THE NATIONAL EXECUTIVE - ELECTION	10
20. THE NATIONAL EXECUTIVE - TERM OF OFFICE	10
21. THE NATIONAL EXECUTIVE – CASUAL VACANCIES	11
22. NATIONAL MEETINGS AND QUORUMS	11
23. ANNUAL GENERAL MEETING	12
24. VOTING	12
25. APPOINTMENT OF PROXIES	13
26. NATIONAL ACCOUNT	13
27. INSURANCE	14
28. THE BRANCHES	14
29. THE BRANCH COMMITTEE – DUTIES	14
30. THE BRANCH COMMITTEE – MEMBERSHIP	15

TABLE OF CONTENTS

	Page
31. THE BRANCH COMMITTEE – ELECTION	15
32. THE BRANCH ACCOUNTS AND AUDITS	16
33. ALTERATION OF THE OBJECTS AND RULES.	17
34. INSPECTION OF BOOKS	17
35. DISSOLUTION OF THE SOCIETY	17
36. REGISTERED OFFICE	18

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1. THE NAME

The name of the organisation shall be the Australian Nurse Teachers' Society Inc. (ANTS).

2. LEGISLATION

ANTS is a not for profit Incorporated Association and regulated by the Associations Incorporation Act NSW (1984).

3. OBJECTS

The objects of the Society shall be to:

- 3.1** Promote the advancement of all aspects of nurse education.
- 3.2** Encourage the free exchange of educational and professional ideas within the Society.
- 3.3** Establish effective communications and relationships between the Society, other educational bodies and other groups involved in nursing and nurse education.
- 3.4** Evaluate research from all sources in nurse education, recommend areas of research to appropriate persons and groups and assist with research where practicable.
- 3.5** Formulate policies on nurse education; evaluate the policies formulated by other bodies, and communicate these policies and evaluations to interested parties, including government, its instrumentalities and other policy-making bodies.
- 3.6** Confidently reflects and expresses the opinions and policies of those engaged in nurse education in all contexts.
- 3.7** Accept or refuse any gift, endowment or bequest made to or acquired by the Society and undertake and execute any charitable and other trusts which may be considered expedient and desirable in the interest of the Society.
- 3.8** Raise funds by contributions, subscriptions, levies, donations, investments and otherwise for the attainment of the above objects.
- 3.9** To do all such other things as are incidental or conducive to the attainment of the above objects.

4. ELIGIBILITY FOR MEMBERSHIP

4.1 The Society shall consist of:

Ordinary Members being those engaged in nurse education in the following categories:

- a) **Category One:** Registered nurses who are primarily engaged in the teaching of nurses and scholarship. These persons have voting rights but are not eligible to stand for office;
- b) **Category Two:** Registered nurses who are engaged in the teaching of nurses as part of their role, but generally it is not their primary role. These persons have voting rights but are not eligible to stand for office;
- c) **Category Three:** Other persons, including Enrolled Nurses who are primarily engaged in the teaching of nurses. These persons have voting rights but are not eligible to stand for office.

4.2 **Fellows** are Category One Members who have fulfilled the criteria for admission to Fellowship of the Australian Nurse Teachers' Society.

4.3 **Honorary Members** being persons who show evidence of continuing contribution to ANTS and have been approved by National Executive as Honorary Members. Honorary Members shall be exempt from Annual Membership fees and may attend meetings and functions at Membership rates but are not entitled to vote or nominate for office on a Branch or National Committee.

4.4 The National Executive can establish or delete any category as they see fit.

5. APPLICATION FOR ADMISSION TO MEMBERSHIP OF THE SOCIETY

5.1 The application for Membership to the Society must:

- a) be submitted to the Secretariat on the current application form;
- b) have all the components of the form completed
- c) includes the sum payable as indicated on the application form;

5.2 The application form, is to be emailed by the Secretariat to the National Executive for affirmation against the Membership criteria.

5.3 When the application is approved by the National Executive, the Secretariat must:

- a) provide the new member with a welcoming letter signed by the President or Vice-President;

- b) issue a receipt;
- c) send any other appropriate documentation;
- d) notify the appropriate Branch of the new Membership.

5.4 If the National Executive rejects the application, the Secretariat must:

- a) notify the applicant by letter of the reason for non acceptance
- b) not process the membership fee.

6. CESSATION OF MEMBERSHIP

6.1 A person ceases to be a member of the Society if the person:

- a) dies;
- b) resigns that Membership;
- c) fails to pay renewal of the Membership fee within a 12 month period.

6.2 If a member of the Society ceases to be a member, the Secretariat must make an appropriate entry in the register of Members recording the date on which the member ceased to be a member of the Society and shall forward such information to the National Executive.

7. TRANSFER OF MEMBERSHIP ENTITLEMENTS

7.1 Membership of the Society is **not** transferable to another person.

8. REGISTER OF MEMBERS

8.1 The Secretariat of the Society shall maintain a register of Members of the Society specifying the name, category and contact details of each person who is a member of the Society together with the date on which the person became a member.

8.2 The Secretariat is required to send monthly updates of the list of Members to the National Executive with identification of New Members. The Secretariat should also send the State Branches a monthly update of the list of their state Members.

8.3 The register of all Society Members' names shall be kept by the Secretariat at the principal place of administration of the Society and shall be open for inspection, free of charge, by any member of the Society at any reasonable hour.

8.4 The contact details of Members should remain confidential to the National Executive and the Branch Committees.

8.5 Any requests to contact the Members should be referred to the National Executive for consideration.

9. FEES AND SUBSCRIPTIONS

9.1 A member of the Society shall pay:

- a) an Annual Membership fee of the amount annually determined by the National Executive, and ratified at the National Annual General Meeting
- b) within 30 days of the due date or within such time allowed by the National Executive.

9.2 Unfinancial Members are unable to vote or stand for office or receive membership entitlements until fees are paid. Any member who fails to pay within twelve (12) months of having been sent a fee notice shall be deemed to have resigned and shall have his/her name removed from the register of Members.

10. MEMBERS LIABILITIES

10.1 The liability of a member of the Society to contribute toward the payment of any debts and liabilities of the Society or the cost, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of Membership of the Society.

11. FUNDS - SOURCE

11.1 The funds of the Society shall be derived from educational seminar fees and annual fees of members, donations and such other sources as (determined by) the National Executive determine.

11.2 All money received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's account.

11.3 The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

12. FUNDS - MANAGEMENT

12.1 Subject to any resolution passed by the Society in a General Meeting, the funds of the Society are to be used in pursuance of the objects of the Society in such a manner as the National Executive determines.

12.2 All expenditure shall be authorised by two (2) Members of the Executive, one of whom is the Treasurer or as authorised to do so by the National Executive.

13. RESIGNATIONS

13.1 A member of the Society may resign from membership of the Society by first giving to the Secretary of his/her Branch written notice of at least one month of the member's intention to resign. On expiration of the period of notice, the member shall cease to be a member.

14. RESOLUTION OF INTERNAL DISPUTES

14.1 Disputes between Members (in their capacity as Members) of the Society, and disputes between Members and the Society, are to be dealt with in accordance with procedural fairness by writing a letter to the National Executive outlining the issue of dispute.

15. DISCIPLINING OF MEMBERS

15.1 A complaint may be made by any member of the Society if some other member of the Society has:

- a) persistently refused or neglected to comply with a provision or provisions of these rules; or
- b) persistently and wilfully acted in a manner prejudicial to the interests of the Society.

15.2 On receiving such a complaint, the National Executive:

- a) must cause notice of the complaint to be served on the member concerned; and
- b) must give the member at least 14 days from the time the notice is served within which to make submissions to the National Executive in connection with the complaint; and
- c) must take into consideration any submissions made by the member in connection with the complaint.

15.3 The National Executive may, by resolution, expel the member from the Society or suspend the member from membership of the Society if, after considering the complaint and any submission made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

15.4 If the Society expels or suspends a member, the National Executive Secretary must, within 7 days after the action is taken, of the reasons given by the National Executive for having taken that action and of the member's right of appeal under rule 16.

15.5 The expulsion or suspension does not take effect:

- a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
- b) if within that period the member exercises the right of appeal, unless and until the Society confirms the resolution under rule 16 (4), whichever is the later.

16. RIGHT OF APPEAL OF DISCIPLINED MEMBERS

16.1 A member may appeal to the Society in a general Meeting against the resolution of the National Executive under rule 15, within 7 days after notice of resolution is served to the member by lodging with the branch Secretary a notice to that effect.

16.2 The notice needs to be accompanied by a statement of the grounds on which the member intends to rely for the purpose of the appeal.

16.3 On receipt of a notice from the member under rule 16.1, the branch Secretary must notify the National Executive which is to convene a general Meeting of the Society to be held within 28 days after the date on which the Secretary received the notice.

16.4 At a general Meeting of the Society convened under rule 16.3:

- a) no business other than the question of appeal shall be transacted; and
- b) the Society and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
- c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

16.5 If at the general Meeting the Society passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

17. NATIONAL EXECUTIVE – DUTIES

17.1 The committee of management of the Society shall be known as the National Executive and is subject to the Associations Incorporation Act NSW (1984).

17.2 The National Executive:

- a) controls and manages the National affairs of the Society;
- b) has the power to perform all such acts and do all such things as appear to the National Executive to be necessary or desirable for the proper management of the affairs of the Society;
- c) is responsible for the overall management of the Branch Committees;
- d) receives reports from the Branch Committees on a quarterly basis;
- e) may from time to time determine to amend the duties of the State Office Bearers.

18. THE NATIONAL EXECUTIVE – MEMBERSHIP

18.1 The National Executive of the Society shall be the President, the Vice-President, the Treasurer, the Secretary, and the Publications Editor. The Members of the National Executive will be known as Office Bearers.

19. THE NATIONAL EXECUTIVE - ELECTION

19.1 Six weeks prior to The National Annual General Meeting, Members can nominate potential candidates for the National Executive who have served at least one term on a Branch Committee.

19.2 The National Executive will be elected by ANTS Branch committee Members at the National Annual General Meeting every year.

19.3 Within two weeks following the National Annual General Meeting, voting for the National Executive positions will be determined by the newly appointed National Executive.

19.4 National Executive Members shall serve in an honorary capacity.

20. THE NATIONAL EXECUTIVE - TERM OF OFFICE

20.1 The initial term of office for each member of the National Executive will be set at 2 years with a provision of re-election by Members for a maximum period of 3 terms.

21. NATIONAL EXECUTIVE -CASUAL VACANCIES

21.1 A casual vacancy in the office of a member of the National Executive occurs if that member:

- a) dies;
- b) ceases to be a member of the Society;
- c) resigns office by notice in writing given to the Secretariat;
- d) is absent without knowledge or consent of the National Executive for 2 consecutive meetings;
- e) is removed from the National Executive as part of an initiated grievance process as identified in rule 16.2. When a casual vacancy exists, the Branch Committees will nominate a replacement for the remaining duration of the term.

22. NATIONAL MEETINGS AND QUORUMS

22.1 Meetings of The National Executive should be conducted on a quarterly basis or as deemed appropriate by the President. Extraordinary Meetings may be held at the discretion of the National Executive.

22.2 National Meetings with the Branches of the Society shall be held as frequently as the National Executive deems appropriate or in response to the wishes of members for the following purposes:

- a) to receive reports and information from the Branches and deal with any business arising there upon;
- b) to deal with any business which may be placed on the agenda by a Branch or National Secretary, and any business placed before the Meeting by a member. For the purposes of any General Meeting a quorum shall be constituted by 10% of members eligible to vote.

22.3 The President or Vice President must be present to chair all National meetings of the Society.

22.4 There must be three (3) Office Bearers present at any meeting of the National Executive.

22.5 There must be at least two Office Bearers from each Branch at National Meetings with State Branches.

22.6 The National Secretary (or nominated officer) shall record the Minutes:

- a) the names of the Members present at each Meeting of the Society;

- b) all resolutions and proceedings;
- c) all appointments of officers, sub-committees.

22.7 Such minutes shall be signed by the Chairperson of the Meeting to which they relate.

23. ANNUAL GENERAL MEETING

23.1 With the notice of the Annual General Meeting the National Executive shall call for written nominations. Each nomination must be submitted to the Secretary on the Official Nomination Form (see Appendix 2) and be signed by a proposer, a seconder, and the nominee, all of whom must be financial members of the Society.

23.2 The Returning Officer shall be appointed by the Society's President at the Annual General Meeting from members who are not candidates for office at that election.

23.3 At the opening of the Annual General Meeting, the Returning Officer is to announce the closing time of nominations for the National Executive.

23.4 Election shall be by simple majority.

23.5 The incoming National Executive shall assume office from the close of the Annual General Meeting.

23.6 In the event of the receipt of fewer nominations than places available on the National Executive, the National Executive may co-opt any eligible members to temporary membership of the National executive until the position is filled. Such co-opted members shall hold all the rights and obligations of any duly elected member of her/his tenure. If the number of nominations received exceeds the number of vacancies to be held, a ballot will be held.

24. VOTING

24.1 Upon any question arising at an Annual General Meeting of the Society a member has one vote only.

24.2 All votes shall be given personally or by proxy. A member or proxy is not entitled to vote at any Annual General Meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the amount of the annual subscription payable in respect of the current year.

24.3 In the case of an equality of votes on a question at a general Meeting, the Chairperson of the Meeting is entitled to exercise a second or casting vote.

25. APPOINTMENT OF PROXIES

25.1 Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than the commencement of the Meeting in respect of which the proxy is appointed.

26. NATIONAL ACCOUNTS

26.1 All National funds of the Society shall be deposited in an approved account at a nominated financial institution. The signatures of two (2) of three (3) members of the National Executive whose signatures are held at the nominated financial institution shall be required to operate the account.

26.2 Expenditure authorised by the National executive shall be in three (3) classes:

- a) normal day to day business deemed by the National Executive to be necessary for the Society to function;
- b) business recommended by members of the National Executive at a National Executive;
- c) business recommended by members of the Society at any Meeting.

26.3 The National Executive will be directly responsible for the National accounts, expenditure and other day to day expenses deemed by the National Executive for the Society to function.

26.4 The National Executive will have authority over State Branch accounts.

26.5 The National Executive shall cause proper accounts and records to be kept in books of accounts at the office or such other place as the National Executive nominates and shall at any time be available for the inspection by Members of the Society.

26.6 The Accounts of the Society shall be audited annually and a statement of the audited accounts, including Branch accounts, shall be presented at the National Annual General Meeting.

26.7 The income and profit of the Society whensoever derived shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of individual bonus or

otherwise howsoever by way of profit to the members of the Society except as a bona fide compensation for services rendered or expenses incurred on behalf of the Society.

27. INSURANCE

27.1 The Society must effect and maintain insurance pursuant to the Associations Incorporation Act NSW (1984).

27.2 In addition to the required insurance required, the Society may effect and maintain other insurance.

28. THE BRANCHES

28.1 There shall be Branches of the Society in any State/Territory as determined by the National Executive.

29. THE BRANCH COMMITTEE - DUTIES

29.1 The Branch Committees shall be subject always to the control of the National Executive and follow the rules and regulations of the Society.

29.2 Do all such things as necessary for the management of the affairs of the Branch of The Society.

29.3 Branch Committees purpose will be primarily to organise Education Seminars for Nurse Teachers and to support the recruitment and professional development of Members in their own state as directed by the National Executive.

29.4 The Branch Committee will maintain a financial record of all Branch transactions in accounts established and approved by the National Executive. The Treasurer of the Branch Committee will send a quarterly report to the Treasurer of the National Executive.

29.5 The Branch Committee will send a quarterly report of activities to the President of the National Executive.

29.6 The Branch Committee will organise regular meetings of the Branch of the Society.

29.7 The Branch Committee will organise an Annual Meeting at the end of each year to elect a new Branch Committee as per rule 26.

29.8 The Branch Committee will liaise with the Publications Editor regarding submission of branch news items.

30. THE BRANCH COMMITTEE - MEMBERSHIP

30.1 The number of Members on the Branch Committee is determined by the National Executive. The Branch Committee shall consist of a minimum of four (4) Members: the Chairperson, Secretary, Treasurer and Education Officer.

30.2 Branch Committee Members shall serve in an honorary capacity.

30.3 The minimum term of tenure of the Committee shall be one (1) year.

30.4 The maximum continuous term shall be 6 years.

30.5 Branch Committee Members shall be eligible for election to National Executive after one term.

30.6 The tenure of a member of the Branch Committee is cancelled if she/he fails to attend two (2) consecutive Meetings of the Branch Committee without leave of absence by the Chairperson.

The tenure of a member of the Branch Committee is cancelled if she/he resigns the position which is submitted in writing to the Branch Secretary.

30.8 Any changes in the members of the Branch committee must be approved by the National Executive.

31. THE BRANCH COMMITTEE – ELECTION

31.1 The Branch shall have a Branch general meeting before 31st December of each year to appoint to following Office Bearers of each state Branch: Chairperson, Secretary, Treasurer and education Officer or as determined by the National Executive.

31.2 Each nomination must be submitted to the Branch Secretary on the Official Nomination Form and be signed by a proposer, a seconder, and the nominee, all of whom must be financial Members of the Society.

31.3 The Returning Officer shall be appointed by the Branch Chairperson at the Annual Meeting, from Members who are not candidates for office at that election.

31.4 At the opening of the Branch General Meeting, the Returning Officer is to announce the closing time of nominations for the Branch Committee Office Bearers.

31.5 Election shall be by simple majority.

31.6 The incoming Branch Committee shall assume office from the close of the Annual Meeting.

31.7 The names of the successful Office Bearers will be submitted to the National Executive within 14 days.

31.8 In the event of the receipt of fewer nominations than places available on the Branch Committee, the Committee may co-opt any eligible Members to temporary Membership of the Committee until the position is filled. Such co-opted members shall hold all the rights and obligations of any duly elected member of her/his tenure.

31.9 If the number of nominations received exceeds the number of vacancies to be held, a ballot will be held.

32. THE BRANCH ACCOUNTS AND AUDITS

32.1 The funds of the State Branch of the Society shall be deposited in an approved sub-account at a nominated financial institution. The signatures of two (2) of three (3) Office Bearers whose signatures are held at the nominated financial institution shall be required to operate the account.

32.2 When the National Executive approves the establishment of a Branch sub-account, the names of the three signatories must be notified to the National Executive.

32.3 Expenditure authorised by the State Branch Committee shall be in three (3) classes:

- a) normal day to day business deemed by the State Branch Committee to be necessary for the Branch to function;
- b) business recommended by members of the National Executive or Branch Office Bearers at a National Executive or Branch Meeting and carried by the majority of those Office Bearers; and
- c) business recommended by members of the Society at any Meeting.

32.4 The State Branch Committee will be responsible for the State Branch accounts, expenditure and other day to day expenses deemed by the State Branch Committee for the Branch of the Society to function.

32.5 At the beginning of each year the Branches will develop a projected annual budget which will be ratified by the National Executive.

32.6 A financial report will be submitted by the Branch Treasurer at each Branch meeting and at each National Executive meeting.

32.7 An auditor shall be appointed each year by the Branch Committee on the recommendation of the National Executive at the National Annual General Meeting.

33. ALTERATION OF THE OBJECTS AND RULES

33.1 Amendments to the Constitution shall be proposed by resolution at the National Annual General Meeting.

33.2 Any changes to the Constitution shall be communicated to all Members six (6) weeks prior to a National Annual General Meeting.

33.3 Amendments may only be accepted with a clear majority vote at the National Annual General Meeting in accordance with law.

34. INSPECTION OF BOOKS

34.1 The records, books and other documents of the Society shall be open to inspection, free of charge, by any Member of the Society at any reasonable hour.

34.2 Notification that Members would like to inspect the books must be submitted to the National Executive Secretariat within a reasonable time period.

35. DISSOLUTION OF THE SOCIETY

35.1 If in the event of a duly constituted National Executive Meeting of the Society a two-thirds majority of Members eligible to vote decides that the Society is dissolved, then this decision shall be put to a second vote at a second Special General Meeting.

35.2 Such Meeting shall be convened not less than twenty-eight (28) days and not more than fifty-six (56) days following the first Special General Meeting.

35.3 Notice of dissolution shall be given to all Members in writing within fourteen (14) days after the date of the second Special General Meeting.

35.4 In the event of the Society being dissolved, the National Executive and Members of the Society shall direct at the second Special Meeting that any monies held at that date be transferred to a nominated registered non profit- making organisation.

35.5 If upon winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or is distributed among the Members of the Society but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society and which shall also prohibit the distribution of its or their property among its or their Members such institutions to be determined by the

Members of the Society act or before the time of dissolution or in default thereof by the Chief Judge of such Court as may have or acquire jurisdiction in this matter.

35.6 The Department of Fair Trading is to be notified.

36. REGISTERED OFFICE

36.1 The Registered Office of the Society shall be in the State of NSW, or at such other place as the National Executive may from time to time determine.

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