



Australasian Rehabilitation Nurses Association (Inc)

ARNA

Constitution and Rules

PO Box 193
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ABN 78.676.522.506

Australasian Rehabilitation Nurses Association Inc (ARNA)

The rules of the Australasian Rehabilitation Nurses Association Inc contained herein are in accordance with Section 11 of the Associations Incorporation Act 1984 and contain those matters specified in Schedule 1 of the Act.

This document was originally described as 'The Annexure of 17 pages marked 1 to 17 referred to in the Application for Incorporation of Association (Form 1) signed and dated 29-10-92.

This revision of the Australasian Rehabilitation Nurses Association (Inc) (ARNA) 'Constitution and Rules' completed October 2001 and confirmed by resolution of members at the Annual General Meeting held 19 October 2001.

Working Party:

Mr Garry Fehring, Treasurer
Ms Linda Glanfield, President
Ms Sandra Lever, President New South Wales – Australian Capital Territory Chapter
Ms Liz McNally, National Committee Member

And furthermore revised in 2004 and confirmed by resolution of members at the Annual General Meeting held 22nd October 2004.

Working Party:

Sandra Lever, President
Garry Fehring, Treasurer
Carol Clarke, National Committee Member
Robin Grenenger, Secretary.

Revised again in 2008 and confirmed by resolution of members at a Special General Meeting held 14th January 2008.

Working Party:

Monique Berger, President
Garry Fehring, Treasurer
Lesley Brennan, Illawarra Chapter President

President of the Association.

Date:

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1. Purpose of the Association and interpretation of definitions

1.1) Nature and Scope of Rehabilitation Nursing

The purpose of the following statement is to describe the nature and scope of practice of rehabilitation nursing for members of the nursing profession, other health care professionals, policy makers, nursing education providers, consumers and the wider community.

Rehabilitation nursing differs in its focus from many other nursing specialties in that the identified body of knowledge, skills and attitudes informs both the roles and functions of nurses as well as the manner in which nursing care is delivered regardless of diagnosis, prognosis, age or setting.

Rehabilitative nursing care is planned, managed and evaluated by registered nurses, who may consider themselves to be generalist or specialist rehabilitation nurses.

The provision of nursing care is supported by enrolled nurses (however titled) and assistants in nursing as deemed appropriate by the registered nurses.

1.2) Objectives

The objectives of the Association are:

- To be recognised as a peak body that consults with, makes representation to, and advises government, governing bodies, educators, health care providers and consumers in regard to rehabilitation nursing
- To promote the roles and development of Rehabilitation Nurses in health services
- To serve as a forum for the exchange of ideas related to Rehabilitation Nursing and to represent these ideas at appropriate peak bodies.
- To promote the advancement of knowledge and skills in Rehabilitation Nursing through the promotion and support of education and research activities
- To facilitate the utilisation of new knowledge in the improvement of rehabilitation services
- To develop and maintain collaborative relationships with other specialist nursing and health related fields both nationally and internationally

- To develop and maintain representation on relevant state, national or international associations or groups
- To develop responsible initiatives and strategies to ensure the ongoing financial viability of the Association and,
- To conduct the business of the Association in a professional and ethical manner.

1.3) Interpretation of definitions

In these rules, except in so far as the context or subject matter otherwise indicates or requires:

- "Committee" means a member of the National Committee of the Association who is neither a member of the National Executive nor a Chapter President. (See Rule 13(4)).
- "Secretary" means the person holding office under these rules a Secretary of the Association.
- 'National Committee" means those offices or members described in Rule 13.
- "National Executive" means those offices described in Rule 13.
- "Financial member" means a member who has paid all dues, fees or payments owed to the Association.
- "General Meeting" means either the Annual General Meeting or a Special General Meeting.
- "Special General Meeting" means a general meeting of the Association other than Annual General Meeting (See Rule 24).
- 'Special Resolution' (See Rule 25).
- 'The Act" means the Associations Incorporation Act, 1984.
- 'The regulation" means the Associations Incorporation Regulation hospital, Area wide and Metropolitan, 1999.
- 'Poll' means a secret postal ballot of all the members of the Association.

- 1.4) In these rules -
- a) a reference to a function includes a reference to a power, authority and duty;
- and
- b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- 1.5) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

2. Membership qualifications

There are four classes of membership:

- 2.1) A voting member is qualified to be a member of the Association if the applicant is a registered or enrolled nurse primarily engaged in, or with an interest in, rehabilitation nursing. A voting member is a person who has current financial membership. A voting member is entitled to:
- (a) speak to a motion and vote at their designated Chapter Meeting.
 - (b) speak to a motion and vote at any General Meeting of the Association.
 - (c) receive all information and publications of the Association as determined by the National Committee.
 - (d) attend education forums and conferences at the member rate.
 - (e) have access to the scholarship & research fund/s.
- 2.2) An associate member is a member who is not a registered or enrolled nurse and may be but is a member of any other health care discipline who and has an interest in rehabilitation nursing. An associate member is a person who has current financial membership. An associate member is entitled to:
- (a) receive all information and publications of the Association as determined by the National Committee
 - (b) attend education forums and conferences at the member rate.

An associate member is not entitled to:

- (a) have access to the scholarship & research fund/s.
- (b) speak to a motion at any ARNA meeting.
- (c) vote at any meeting of the Association.

- 2.3) A corporate membership is open to any hospital, company, business or other body corporate who has an interest in rehabilitation nursing and has current financial membership. A corporate member is entitled to:
- (a) receive all information and publications of the Association as determined by the National Committee executive.
 - (b) register two people only at the ARNA member rate at all education forums and conferences.

A corporate member is not entitled to:

- (a) have access to the scholarship & research fund/s.
- (b) speak to a motion at any ARNA meeting.
- (c) vote at any meeting of the Association.

- 2.4) Life Membership is awarded by the Association to a member in recognition of conspicuous contribution to and eminence in the field of rehabilitation nursing

A life member is entitled to:

- (a) be regarded as a voting member but not required to pay membership fees (See Rule 8).
- (b) receive all information and publications of the Association
- (c) attend education forums and conferences at the member rate
- (d) speak to a motion and vote at their designated Chapter meeting
- (e) speak to a motion and vote at any General Meeting of the Association
- (f) be eligible to hold a position of office
- (g) have access to scholarship and research funds

Characteristics and nomination of Life Members are:

- (a) an ARNA member for at least 10 years
- (b) conspicuously contributed to the development of rehabilitation nursing through leadership and/or research
- (c) are nominated by any member of ARNA in writing to the National Committee
- (d) is voted on by the membership through a Secret Ballot at a General Meeting with a two thirds majority.
- (e) is presented by the National President or delegate at a General Meeting.

- 2.5) Honorary membership is awarded by the National Committee to any individual or group in recognition of special services rendered to the

Association or for outstanding development or achievement in the field of rehabilitation nursing.

3. Application for membership

- 3.1) Application for membership of the Association is complete and confirmed when:
- (a) the completed ARNA application form is lodged with the Secretary.
 - (b) the proscribed fees are paid (See Rule 8).
 - (c) the Secretary has entered the applicant's name in the Register of members.

4. Cessation of membership

- 4.1) A person ceases to be a member of the Association if the person:
- (a) Dies.
 - (b) resigns their membership.
 - (c) is expelled from the Association.
 - (d) has remained unfinancial for a period of three months i.e. 1st May of each year.

5. Membership rights

- 5.1) A right, privilege or obligation which a person has by reason of being a member of the Association:
- (a) is not transferable to any other person or organisation.
 - (b) terminates upon cessation of the persons' membership.

6. Resignation of membership

- 6.1) A financial member of the Association may resign their membership by giving one month written notification to the Secretary.
- 6.2) Membership of the association shall cease immediately upon receipt of the notice by the Secretary.
- 6.3) Fees paid in advance are non-refundable and non-transferable.
- 6.4) Any member so resigning shall be liable for any outstanding monies owed to the Association, which shall be recovered as a debt to the Association.
- 6.5) The Secretary ceases the membership of unfinancial member/s after three (3) months of the due payment.

7. Register of members

- 7.1) The Secretary shall keep or cause to be kept a Register of Members of the Association. The Register specifies the date of admission to the Association, type of membership, name, address, workplace and cessation of membership of each member of the Association.
- 7.2) The Register of members is kept at the principal place of administration of the Association.
- 7.3) The Secretary will ensure maintenance of the register and will be responsible for all correspondence related to membership including issuing of renewal notices.
- 7.4) On giving written notice to the Secretary, a member may have their address withheld from any mailing list

8. Membership Fees

- 8.1) The National Committee sets the membership fee.
- 8.2) Fees are reviewed annually.
- 8.3) Membership fee is payable on 1st February each year. When a new member joins between 1st August and the 30th November, then the fee payable is half the annual fee i.e. enrolls the member until the next 1st February. When a new member joins after 30th November then the fee payable is the full annual fee, this includes full membership until the end of the next financial year.

9. Members' liabilities

In the event of dissolution of the Association, the liability of a member to contribute towards the debts of the Association is limited to the amount, if any, unpaid by the member at the date of dissolution (See Rule 8).

10. Disciplining of members'

- 10.1) Where the National Committee is of the opinion that a member of the Association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules. Or

- (b) has persistently and willfully acted in a manner which discredits or is injurious to the character or interest of the Association

The National Committee may, by resolution:

- (a) expel the member from the Association. Or
- (b) suspend the member from membership of the Association for a specified period.

10.2) Where the National Committee passes a resolution under clause (1), the Secretary shall, as soon as practicable, notify the disciplined member in writing:

- (a) setting out the resolution of the National Committee and the reasons for action.
- (b) stating that the member may address the National Committee at a meeting to be held not earlier than fourteen days and not later than twenty-eight days after written notification was sent to the disciplined member.
- (c) stating the date, place and time of that meeting. And
- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting.
 - (ii) submit to the National Committee at or prior to the date of that meeting written representations relating to the resolution and discipline.
- (e) stating the process if the member chooses not to act on the notification (set out in 4 below).

10.3) At a meeting of the National Committee held as referred to in clause (2), the committee shall:

- (a) give to the member an opportunity to make oral representations.
- (b) give due considerations to any written representations submitted to the committee by the member at or prior to the meeting. And
- (c) by resolution determine whether to confirm or revoke the resolution.

10.4) Should the member fail to address the National Committee, the National Committee may proceed in the absence of the member's response and resolve by a majority of those entitled to vote at the meeting

10.5) Where the National Committee confirms a resolution under Clause (4) and (5), the Secretary shall, within seven days after than confirmation, inform the member in writing of the fact and of the members' right of appeal. (See Rule 11 & 18).

- 10.6) A resolution confirmed by the National Committee under Clause (4) and (5) does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution and the Association confirms the resolution as described under Rule 11 (4).

11. Right of appeal of disciplined member

- 11.1) A member may appeal against a resolution of the National Committee, which is confirmed under Rule 10 (4) or 10 (5), by appeal to a Special General Meeting of the Association. Such intention of the member to appeal is notified in writing to the Secretary within seven days of receipt of the reconfirmed resolution of the National Committee to discipline the member (See Rule 10).
- 11.2) Upon receipt of a notice from a member under clause (1), the Secretary shall notify the National Committee, which shall convene a Special General Meeting of the Association to be held within twenty-one days after the date on which the Secretary received the notice.
- 11.3) At a Special General Meeting of the Association convened under clause (2),
- (a) no business other than the question of the appeal shall be transacted.
 - (b) the National Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both. And
 - (c) the members present shall vote by secret ballot on the question of whether the resolution of the National Committee should be confirmed or revoked.
- 11.4) If at the Special General Meeting of the Association a resolution in favor of confirmation of the resolution of the National Committee is carried, that resolution is confirmed.

12. Powers of the National Committee

The National Committee:

- (a) is the committee of management of the Association.
- (b) is subject to the Act, the Regulations and these rules and to any resolution passed by the Association in a General Meeting.
- (c) shall control and manage the affairs of the Association.

- (d) has power to perform all such acts and do all such things as appear to the National Committee to be necessary or desirable for the proper management of the affairs of the Association.
- (e) may exercise all such functions as may be required on behalf of the Association other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association.
- (f) endorses & maintains Position Descriptions for each office of the National Executive. (see rule 13 (1))
- (g) If a decision is required urgently and in the event that a full committee cannot be convened prior to the next date set for a National Committee meeting the Executive Committee shall have the power to approve any or all actions pertaining to the business and management of the Association.

13. Constitution and membership

13.1) The National Executive of the Association consists of:

- (a) the President.
- (b) the Vice-president.
- (c) the Treasurer.
- (d) the Secretary.
- (e) the JARNA Chief Editor (ex-officio member)

13.2) The National Committee shall consist of:

- (a) the National Executive. And
- (b) at least four and no more than six Committee members. And
- (c) the President (or delegate) of each and every Chapter of ARNA Inc (See Rule 42).
- (d) The (immediate) Past President (ex-officio/automatic position)

13.3) The National Executive holds office from their election until the conclusion of the Annual General Meeting in the second (next year plus one) year after their election.

13.4) Committee members of the National Committee shall hold office from their election until the conclusion of the Annual General Meeting the year after their election. Each and every voting or life member is eligible for election or re-election.

13.5) Chapter Presidents (or delegate) are members of the National Committee for the term of their Presidency.

- 13.6) The (immediate) Past President shall hold office from the time of their standing down from the President until the conclusion of the Annual General Meeting the year after.
- 13.7) The National Committee may appoint any voting or life member of the Association to fill any casual vacancy of the National Committee except that of President. The member appointed in this way shall hold office until the next Annual General Meeting or for a period of time as deemed appropriate by the National Committee

14. Election of members

- 14.1) Nominations for election to the National Committee:
- (a) are made in writing on the official nomination form (refer to rule 31/3)
 - (b) is signed by any two voting members of the Association.
 - (c) are accompanied by the written consent of the candidate.
 - (d) contain a concise resume.
 - (e) are delivered to the Secretary of the Association not less than fourteen days before the date nominated for the relevant Annual General Meeting at which the election is to take place.
- 14.2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be deemed to have been elected.
- 14.3) If insufficient nominations are received to fill all vacancies on the National Committee, the candidates nominated are deemed to have been elected and further nominations shall be called for and accepted from the floor at the relevant Annual General Meeting.
- 14.4) If insufficient further nominations are received any vacant positions remaining on the National Committee shall be deemed to be casual vacancies.
- 14.5) If more than one is received for an elected position, a secret ballot is held.
- 14.6) A member may nominate for any number of positions on the National Committee, though they shall be elected to one position only. When a candidate is elected for more than one position, the election for each position shall be conducted in order of the hierarchy indicated under clause 15, the highest office being the President. Once a member is determined elected to a particular office, all other nominations held by that member are deemed void.

- 14.7) Chapter Presidents may nominate for a position on the National Executive whilst maintaining their Chapter Presidency.

15. National Executive roles

15.1) President

The President is the Public Officer of the Association and is the primary contact of the organisation. The President shall delegate National Committee activities and Chair all National Committee, General and Special meetings. The President or, in the President's absence, the Vice-President, presides as chairperson at each General Meeting of the Association. The President is responsible for lodging documents and except as otherwise provided by these rules, the President must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

15.2) Vice-President

The Vice-President shall:

- (a) fill the office of the President should it become vacant
- (b) assist the President to perform the duties pertaining to that office, or as directed by the National Committee

15.3) Treasurer

The Treasurer shall:

- (a) keep or cause to be kept correct records showing the financial affairs of the Association
- (b) Manage the financial affairs of the Association
- (c) Prepare financial reports before each National committee meeting
- (d) Review the financial affairs of the Association as necessary with the assistance of legal counsel or a tax adviser if necessary
- (e) Present the annual audited financial report at each Annual General Meeting in accordance with the requirements of the Act.
- (f) All cheque payments require two signatures. The Signatories shall be delegated and minuted by the National Committee Secretary

15.4) Secretary

The Secretary shall:

- (a) Be responsible for all correspondence related to the Association

including that all incoming correspondence is dealt with promptly and any correspondence deemed by the National Committee to be of interest to members is distributed accordingly.

- (b) Ensure that accurate records of membership are maintained (including removal of the names of unfinancial members) and are available for inspection and that the details contained in the register of members are held in a safe place.
- (c) Prepare and present membership reports at each National Committee and Annual General meetings.
- (d) Ensure that the Agenda of all National Committee Meetings are drafted or prepared in consultation with the President.
- (e) Ensure that all records, books and documents of the Association are maintained safely

15.5) **JARNA Chief Editor**

The JARNA Chief Editor will:

- (a) be appointed by a meeting of the National Committee
- (b) be appointed for a two year term
- (c) be a member of ARNA
- (d) be the officer authorised to manage matters relating to JARNA
- (e) consult with, advise and refer matters to either the National Executive or National Committee, as directed
- (f) ensure efficient publication of JARNA
- (g) consult and plan for continued improvement and direction for JARNA
- (h) plan and implement publishing strategies to promote ARNA membership
- (i) annually review publication, production and processing costs for JARNA

16. **Vacant**

17. **Casual vacancies on the National Committee**

For the purpose of these rules, a casual vacancy on the National Committee occurs if a committee member:

- (a) Dies.
- (b) ceases to be a member of the Association.
- (c) becomes an insolvent under administration within the meaning of the companies (New South Wales) Code.
- (d) resigns office by notice in writing given to the Secretary.
- (e) is removed from office (See Rule 18).

- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health. Or
- (g) is absent without giving apology to the National Committee from two consecutive meetings of the National committee. Or
- (h) the member holds an office of profit in the Association. Or
- (i) the member is directly or indirectly able to profit by a contract or proposed contract with the Association.

18. Removal of a member of the National Committee

The National Committee in accordance with rule 10 and 11 may by resolution remove any member of the National Committee from office before the expiration of the members' term of office.

19. Meetings and quorum of the National Committee

- 19.1) National Committee meetings shall be held at the discretion of the National Committee
- 19.2) The Secretary shall provide written notice of the meeting at least forty-eight hours prior to the meeting
- 19.3) A quorum of the National Committee is a majority of its current National Committee membership. Where casual vacancies remain they are not counted in calculation of a quorum.
- 19.4) The National Committee shall transact no business unless a quorum is present. If within fifteen minutes of the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to the same time & place in the following week, or as otherwise determined by a majority of the National Committee.
- 19.5) committee members must seek the consent of the National Committee to be absent for more than two meetings in succession.
- 19.6) At a meeting of the National Committee:
 - (a) the President, or in the President's absence, the Vice-president shall preside. Or
 - (b) if the President and Vice-president are absent or unwilling to act, another member of the committee present may be chosen to preside by a resolution of the remaining members present.
- 19.7) Motions put to the National Committee are determined by a majority vote. National Committee members may delegate a proxy vote (See Rule 31).

- 19.8) Each member present at a meeting of the National Committee (including the person presiding at the meeting) is entitled to one vote. In the event of a tied vote on any motion, the person presiding may exercise a second or casting vote.
- 19.9) Minutes of a meeting are confirmed at the next National Committee Meeting and signed by Chairperson being either of
- a) The Chairperson who presided at the meeting being minuted or
 - b) The Chairperson at the meeting where the minutes are confirmed.

20. Delegation by committee to a sub-committee

- 20.1) The National Committee may (by way of its minutes) delegate to subcommittees or working parties (however titled) the exercise of those functions of the National Committee as are specified in the instrument, other than:
- (a) this power of delegation. And
 - (b) a function, which is a duty, imposed on the National Committee by the Act or by any other law.
- 20.2) A sub-committee will remain active until the National Committee revokes its delegation or the function is achieved.
- 20.3) A sub-committee is required to confine itself within the delegation authorised by the National Committee.
- 20.4) Notwithstanding any delegation under this rule, the National Committee may continue to exercise any function delegated.
- 20.5) Any function exercised act or thing done by the sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been exercised done or suffered by the National Committee.
- 20.6) Sub-committee meetings are conducted in a manner that is consistent with that of the National Committee. (See Rule 19).
- 20.7) A sub-committee will meet as it determines.

21. Meetings by telephone

- 21.1) National Executive or Committee or sub-committee members may conduct meetings by telephone, audio-visual link up or any other technological

means consented to by all the members of that committee provided that all those members are able to hear and be heard by all others attending the meeting.

- 21.2) A committee member participating in a meeting in accord with clause (1) above is deemed to be present, including for the purposes of constituting a quorum and is entitled to vote at the meeting.
- 21.3) A meeting conducted by telephone, audio-visual link up or other technological means is to be treated as held at the place agreed upon by the members of that committee provided that at least one member present at the meeting was at that place for the duration of the meeting.
- 21.4) An original document, an electronic version , a photocopy or facsimile copy which is in the possession of or has been seen by all members of the committee attending that meeting prior to, or at the time of, that meeting may be treated as a document tabled at that meeting.

22. Vacant

23. Annual General Meetings

- 23.1) The Annual General Meeting of the Association is held each year between July and December.
- 23.2) The Annual General Meeting of the Association shall, subject to the Act be convened on such date, time & place as the National Committee determines.
- 23.3) The business of an Annual General Meeting shall be:
 - (a) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting.
 - (b) to receive from the National Committee reports upon the activities of the Association during the preceding financial year.
 - (c) to elect National Executive and ordinary members of the National Committee (in relevant years). And
 - (d) to receive and consider the statement that is required to be submitted to members pursuant to Section 26 (6) of the Act.
 - (e) to transact any other business as determined by the National Committee or members.
- 23.4) Notice of the Annual General meeting is given at least twenty-eight days in writing to members of the Association.

24. Calling Special General Meetings

- 24.1) The National Committee may convene a Special General Meeting of the Association.
- 24.2) The National Committee shall, on the requisition in writing of not less than 5% of the total number of members of the Association, convene a Special General Meeting.
- 24.3) A requisition of members for a Special General Meeting:
- (a) shall state the purpose or purposes of the meeting.
 - (b) shall be signed by the members making the requisitions.
 - (c) shall be lodged with the Secretary. And
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 24.4) The Secretary shall organise a Special General Meeting to be held within forty-two days of receipt of the requisition. The Special General Meeting is held principally for resolution of the matters raised by the requisition; however other business may be raised (See Rule 27).
- 24.5) Should the National Committee fail to hold a Special General Meeting within forty-two days after the date on which such requisition is lodged with the Secretary; then any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three months after that date.
- 24.6) A Special General Meeting convened by a member or members as referred to in clause (5) is convened as nearly as is practicable in the same manner as are General Meetings convened by the National Committee.
- 24.7) Any member incurring a related expense is entitled to be reimbursed by the Association as per National Committee guidelines.

25. Purpose of Special Resolutions

- 25.1) Special Resolution may be put at a Special General Meeting when:
- (a) The National Committee determines that a 'Special Resolution' should be put.
 - (b) On the requisition of members (See Rule 24 (2)) that a 'special Resolution' be put.

26. Procedure at Special General Meetings

- 26.1) The Secretary will:
- (a) notify each member of the Association in writing at least twenty eight days before the date fixed for the Special General Meeting.
 - (b) include in the notice the place, date, time and purpose of the meeting.
 - (c) specify the intention to propose resolution/s as a 'Special Resolution/s'.
 - (d) use the registered postal address of each member.
 - (e) include any supplementary material or information as directed by either the National Committee or a requisition of members.
- 26.2) If the President and the Vice-president are absent from a General Meeting or unwilling to act, the members present will elect one of their number to preside as Chairperson at the meeting.
- 26.3) Five members present in person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of any Special General Meeting.
- 26.4) No business is transacted without a quorum.
- 26.5) If within half an hour of the time appointed for the meeting a quorum is not present; the meeting stands adjourned to the same time & place in the following week.
- 26.6) At the adjourned meeting if a quorum is not present within fifteen minutes half an hour after the time appointed for the meeting, then the majority of the members present (three or more) constitute a quorum.
- 26.7) The Chairperson of a Special General Meeting (at which a quorum is present) may with the consent of the majority of members present at the meeting adjourn the meeting.
- 26.8) The Chairperson at the re-convened meeting ensures that no business is transacted at that meeting other than business left unfinished at the meeting at which the adjournment took place.
- 26.9) If the Special General Meeting is adjourned for fourteen days or more:
- (a) the Secretary will within seven days after the adjourned meeting give written or oral notice (as is practicable) of the adjournment and notify the place, date and time of the re-convened meeting to each member of the Association.

27. Notification of New Business

- 27.1) A member desiring to bring any new business before a General Meeting may give notice in writing of that business to the Secretary. The Secretary will include that business in the next notice calling a General meeting.
- 27.2) New Business (without notice) may be raised at a General Meeting at the discretion of the Chairperson (other than Adjourned or 'Special Resolution' Meetings).

28. Vacant

29. Making decisions at meetings

29.1) Decisions at General Meetings can be determined or organised in two ways. Generally decisions are made by a show of hands, however

- a) the Chairperson can rule that a secret ballot will be taken.
- b) the members at the meeting may determine by resolution that a secret ballot will be taken.

In either case the decision or procedural motion to hold a secret ballot is determined before the question (primary motion) is put.

29.2) When a secret ballot is taken; the Minutes-Secretary records the number of those voting in the positive, the negative and abstaining.

29.3) Demands for a Poll (Secret Postal Ballot)

- (a) From time to time a question may be of such seriousness or consequence that it is referred to the entire voting and life membership for a decision. A poll (used hereafter) is always a secret postal ballot.
- (b) A poll card or secret postal vote is drafted or prepared by the Secretary for the purpose of a poll.
- (c) Polls can be ordered by any of the
 - I. National Committee
 - II. National Executive
 - III. Annual General Meeting
 - IV. Special General Meeting (called for other reasons)
 - V. Special General Meeting at which a 'Special Resolution' is put with neither negation nor confirmation of the 'Special Resolution'
- (d) Following direction by any of those listed in Rule 29 Clause 3 (c) The Secretary within fourteen days will send a ballot to the registered address of every member of the Association. Such ballot will contain information for and against the resolution or 'Special

Resolution' as determined by the National Committee or a Special General Meeting respectively.

- (e) The Secretary will close the ballot and voting fourteen days after the last secret ballot is dispatched to members of the Association.
- (f) The Secretary will count secret postal ballot votes (poll result) and declare the vote.
- (g) The National Committee will determine scrutinizers (if any) for the secret postal ballot.
- (h) The Secretary will notify the result of the secret postal ballot in writing to members of the Association as soon, as is practicable.

30. Vacant

31. Notification and management of proxy votes

- 31.1) Every voting member is entitled to appoint another voting member as proxy by written notice given or lodged with the President or Secretary or Chairperson as deemed in the Notice of Meeting. This is done at least twenty-four hours before the start of the meeting for which the proxy is delegated.
- 31.2) A proxy not lodged within the obligations of this clause is deemed not valid.
- 31.3) An instrument appointing a proxy is in the form:

'Australasian Rehabilitation Nurses Association Inc'

I,.....
of.....
being a financial voting member of the Australasian Rehabilitation Nurses Association Inc and entitled to attend and vote at a meeting of the Association, hereby
appoint.....

of.....
Being a financial voting member of the Association as my proxy to vote for me on my behalf at the General Meeting of the Australasian Rehabilitation Nurses Association(Annual General Meeting or Special General Meeting, as the case may be) to be held on the day of and at any adjournment of that meeting.

If no directions are given my proxy may vote at the proxy thinks fit or may abstain

If you wish to give directions to your proxy please complete the following:

* My proxy is authorised to vote as the proxy seems fit: Yes/No (delete as appropriate) or in favor of/against (delete as appropriate) the resolution (insert details).....

.....
.....
.....

Signature of member appointing proxy.....
Dated.....

32. Voting

- 32.1) Upon any motion arising at a General Meeting of the Association a member has one vote per member. (whether present or through delegated proxy). There is no restriction upon the number of proxy votes a member may hold or cast.
- 32.2) Where the votes at a General Meeting are tied on a motion, the Chairperson of the meeting is entitled to exercise a second or casting vote.

33. Insurance

- 33.1) The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
- 33.2) In addition the National Committee is required to comply with all laws regarding or requiring insurance and take reasonable steps to protect the property, viability and reputation of the Association.

34. Funding source of the Association

- 34.1) The funds of the Association (derived from annual membership subscriptions, entrance fees, donations or other sources) are subject to any resolution of the National Committee or General Meetings of the Association.
- 34.2) All money received by the Association is deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 34.3) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- 34.4) All cheaques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the National Executive, such Office Bearers having been authorised by the National Committee to manage the monies of the Association.

35. Vacant

36. Alterations to the Constitution and Rules

The statement of objectives and these rules may be altered, rescinded or added to only by a 'Special Resolution' of the Association.

37. Common Seal

37.1) The common seal of the association must be kept in the custody of the Public Officer.

37.2) The common seal must not be affixed to any instrument except by the authority of the National Committee. The affixing of the common seal must be attested by the signatures of The President and one (1) other member of the National Committee Executive.

38. Vacant

39. Service of notices

39.1) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by post.

39.2) A document properly addressed and sent prepaid to the registered address of a member by ordinary post will be deemed by these rules to have been delivered and served to the member unless proved to the contrary.

40. Vacant

41. Payment of office bearers and members

41.1) A member of the Association shall not be appointed to any office of the Association paid by salary or fees. except by resolution of the National Committee

41.2) The Association gives no monies or services to voting members except for repayment of out of pocket expenses incurred in representation or volunteer for the Association and/or except by resolution of the National Committee.

42. Foundation of a Chapter

- 42.1) A Chapter can be formed in any State, Territory or Province or within representatives of a special interest nursing group with a minimum of 10 voting members
- 42.2) An inaugural Chapter meeting is held and an election of the Chapter Committee shall take place
- 42.3) A Chapter Committee shall consist is formed and consists of at least:
- (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) Three ordinary committee members.
- 42.4) The chapter committee executive shall hold office from their election until the conclusion of the Chapter Annual General Meeting the second year after their election
- 42.5) Each Chapter shall hold an Annual General Meeting at the beginning of each financial year.

43. Management of the Chapters

- 43.1) Each Chapter is bound by the ARNA Constitution, Rules and Guidelines aims and objectives but otherwise may act autonomously.
- 43.2) A member may elect to either be a member of their state chapter or join a special interest nursing chapter. If no choice is made they will automatically become a member of the state chapter according to their postcode.
- 43.3) Each State, Territory or Province or category of special interest nursing chapter has one Chapter only with the exception of New South Wales which also contains the 'Foundation Chapter' Illawarra.
- 43.4) A member belongs to one chapter only. Members of the Association with postal addresses in those States, Territories or Province which have no chapter and who have not elected to join a special interest nursing chapter are deemed members of the Chapter, which is geographically closest.
- 43.5) The postal address of each member is used to determine membership of a Chapter, unless the member has elected to join a special interest nursing chapter.
- 43.6) A State, Territory or Province or special interest nursing Chapter has a minimum of 10 voting members (with the exception of Illawarra).

- 43.7) Each Chapter President (or delegate) shall present a Chapter report prior to each National Committee meeting.
- 43.8) Each Chapter President (or delegate) presents a Chapter Annual Report at the Annual General Meeting of the Association. The National Committee may from time to time determine or specify some of the elements contained in the Chapter Annual Report.
- 43.9) The National Committee may at any time give 30 days written notice directing a Chapter Committee to make available all books, financial records and minutes of the meetings of that Chapter.
- 43.10) On dissolution of a Chapter all funds and assets of the chapter become the property of the Association.
- 43.11) Chapter elections are generally conducted within the scope of Rule 14 & 15.
- 43.12) Chapter meetings are conducted within Rule 19 and 29 and those relating to conduct of meetings.
- 43.13) A capitation fee of 30% of membership fees is paid to each Chapter. Such capitation fee is calculated on the number of members in that Chapter at 31st March each year. The calculation and payment of capitation fees is to be undertaken on the first day of business after 31st March each year.