

NEONATAL NURSES ASSOCIATION OF SOUTHERN AFRICA

CONSTITUTION

1. Name:

1.1 The name of the Association shall be the Neonatal Nurses Association of Southern Africa (NNASA)

1.2 Body corporate

The organization shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own possessions.
- Be able to sue and be sued.

2. Aims:

2.1 To enhance the quality of healthcare for newborn babies born in Southern Africa

2.2 Enhancing the professional development of neonatal nurses in relation to education and research.

2.3 Providing expert advice to, and regarding professional communication with government bodies and other professional associations on matters pertaining to neonatal nursing and the wellbeing of newborn babies.

2.4 Facilitating close and continuing contact with other professional associations pertaining to neonatal/ perinatal care

2.5 Co-coordinating activities common to all interested parties or professional bodies to maximize resources and prevent duplication of services.

2.6 Fostering national and international liaisons to promote neonatal nursing in Southern Africa

3. Objectives:

3.1 To promote the development and implementation of standards of care for neonatal nursing practice.

3.2 To promote post graduate training in neonatal nursing.

3.3 To promote and facilitate nursing research related to neonatal care.

3.4 To establish fora at regional, national and international levels, for the exchange of information and ideas pertaining to neonatal care.

3.5 To remain a non-profit organization.

3.6 To compile and disseminate quarterly newsletters

3.7 To host an annual neonatal conference

4. Membership:

4.1 Membership of the Association shall be representative of neonatal nurses in Southern Africa and be dependant on annual membership fee as determined by the National Board

4.2 Associate membership shall be open to any other interested person at the discretion of the executive council. The fee for associate membership shall be less than that for full membership and such members shall not have voting rights.

4.3 Honorary membership shall be granted to persons of distinction who have made a significant contribution to neonatal nursing. They shall be admitted to honorary membership by a resolution of the National Board.

4.4 Members of the organization must attend its annual general meetings (AGM). At the AGM members exercise their right to determine the policy of the organization.

5. Regional Associations:

5.1 Each regional association operates as an independent body for matters of concern/interest/education. This provincial group will remain financially independent from the national association apart from a predetermined annual association payment from the National Association.

5.2 Members in areas without regional associations will be represented by the National Association.

5.3 The regional associations represented on the inaugural national association are: Free State, Gauteng, KZN

6. Special interest groups (SIGs):

6.1 In order to achieve the objectives as stated in point 3, the association may form Special Interest Groups.

6.2 These groups may consist of inter alia: Communications/Marketing, Research/Academic and Education/Training

6.3 Any decision /communication from a SIG must be ratified by national board

7. Functions of Special Interest Groups

7.1 Communications / Marketing (in collaboration with secretariat)

7.1.1 Organise membership drives

7.1.2 Arrange launches for potential new branches

7.1.3 Produce annual membership report

7.1.4 Produce marketing material

7.1.5 Liaise with secretariat regarding current status of membership

7.1.6 Maintain current website on a weekly basis

7.1.7 Produce bi-annual newsletter

7.1.8 Produce monthly SMS alerts

7.1.9 Regularly communicate/blog with Healthy Newborn Network and groups of similar interest and goals

7.1.10 Promote communication amongst members

7.1.11 Distribute evidence-based guidelines

7.1.12 Ensure that messages are accurate

7.1.13 Collaborate with the other interest groups where communication/marketing is required

7.2 Education

- 7.2.1 Develop an annual in-service training plan
- 7.2.2 Disseminate the in-service training to members
- 7.2.3 Liaise with regional branch workshop committees
- 7.2.4 Liaise with universities and nursing colleges regarding neonatal nurse training curriculum
- 7.2.5 Meet with/correspond with SANC, Department of Health, Department of Education and Department of Higher Education regarding neonatal nurse training
- 7.2.6 Develop evidence based guidelines
- 7.2.7 Disseminate evidence based guidelines to members and allied interest groups
- 7.2.8 Liaise with the research committee in the development of position statements
- 7.2.9 Distribute educational programmes e.g in-service training plan and evidence-based guidelines
- 7.2.10 Monitor educational activities
- 7.2.11 Evaluate, monitor and make recommendations for national educational requirements

7.3 Research/ academic

- 7.3.1 Participate and support researchers involved in neonatal research (particularly relevant to NNASA)
- 7.3.2 Conduct neonatal research
- 7.3.3 Encourage research relating to efficacy of NNASA
- 7.3.4 Review relevant research
- 7.3.5 Liaise with education and communication committee where appropriate
- 7.3.6 Assist with the development of evidence-based guidelines
- 7.3.7 Develop position statements
- 7.3.8 Liaise with the communications committee for the dissemination of relevant research findings

8 Nomination / Election process for Regional Branches

- 8.1 NNASA Members nominate and vote for regional board members at branch AGM every 3 years
- 8.2 Office bearers nominated and voted for by regional board
- 8.3 Regional (ad hoc) operational committees are optionally created and concluded by the regional branch according to size and functionality requirements

9. Nomination / Election process for Special Interest Groups

- 9.1 Nomination forms sent out to membership with guidelines for selection
- 9.2 Suitable nominees are then voted for at national AGM
- 9.3 Office bearers nominated and voted for by Special Interest Group members

10. National Board:

- 10.1 The National Board shall consist of 8 Regional Presidents, 3 SIG Presidents and a

representative from the Secretariat. These appointments are ratified annually at the national AGM

10.2 The maximum term that an individual can serve on the board is two four year terms.

10.3 The National Board shall meet at least twice a year to consider and decide on any matters and current issues relevant to the Association. The venue will be rotated between regions as decided by the board.

10.4 If a Board member is unable to attend a meeting he/she may invite a proxy from the regional association or SIG she represents to attend the meeting on his/her behalf, provided the secretary is notified of this before the meeting.

10.5 A quorum for a board meeting, in all its formats, is met when at least 2/3 of the board are present.

10.6 The newly elected board members should take office at the conclusion of the meeting at which the election was held.

10.7 If a member of the executive does not attend 3 consecutive executive meetings without obtaining leave of absence then the board will find a new member to take that persons place.

10.8 Minutes will be taken at every meeting to record the board's decisions. These will be kept by the secretariat and given to all board members at least 2 weeks before the next meeting. The minutes will be confirmed as a true record of proceedings by the next council meeting and thereafter be signed by the president.

10.9 All members of the association have to abide by decisions that are taken by the National Board.

10.11 If the president is not available to chair a meeting a deputy should be selected prior to commencement of the meeting.

10.12 Should any voting procedures result in a tie-the president has the deciding vote.

10.13 Members or office bearers of the association will not be personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office bearer is performing functions for or on behalf of the association.

11. Election of Office Bearers:

11.1The executive offices of Council shall be nominated and elected by the National Board on an annual basis for a term of three years (renewable once).

11.2 If more than one nomination is received for a particular office, then the office will be filled by a simple majority vote from the Board at the Annual General Meeting. In the case of a tied vote the President shall have the deciding vote.

11.3 If an office becomes vacant then it may be filled by a member of Council until the next Annual General Meeting.

11.4 The office holding positions (executive) of the board are: President, Vice President (President elect), Treasurer.

12. Duties of the President:

12.1 Preside at all meetings of the Association and coordinate the work of the officers to ensure that the objectives and policies of the association are maintained and promoted.

12.2 Present a report at the annual general meetings of the Association.

12.3 Compile report for Department of Social Development

13. Duties of the Vice President (President Elect):

13.1 Perform the duties of the President in the absence of the President and assume the office of Presidency on the retirement of the current holder.

14. Duties of the Treasurer:

14.1 Collect and disburse monies payable to the Association and prepare a statement of financial condition and estimate of expenditure and income for the coming year, for the Annual General Meeting.

15. Duties of secretariat:

15.1 Manage membership

15.1.1 Maintenance of current membership

15.1.2 Manage new members

15.1.3 Assist with formation of new branches

15.2 Conference management

15.3 Secretarial

15.3.1 Conduct call communication with membership

15.3.2 Compile and distribute minutes of all meetings

15.3.3 Send out notice of all meetings

15.3.4 Receive and forward all mail, email or other communications

16. Annual General Meetings:

16.1 The AGM shall be held annually at a time and venue as determined by the Board.

16.2 Venues shall where possible rotate between regions at the discretion of the Board.

16.3 Due notice together with the agenda shall be sent to all members by the secretary no less than thirty days before the date of the meeting.

16.4 Notice of additional business shall be forwarded to the secretary in writing no less than fourteen days in advance of the meeting.

16.5 At each AGM the venue and date for the next AGM shall be confirmed.

16.6 The association shall deal with the following business, amongst others, at the AGM

- Agree to the agenda
- Attendance and apologies register
- Confirm previous minutes and any matters arising
- Presidents report
- Treasurers report
- Election of new office bearers
- Possible amendments to the constitution
- General
- Close meeting

16.7 Minutes will be taken by the secretary and distributed to the regional representatives.

17. Quorum:

17.1 One quarter of the full membership of the Association shall constitute a quorum for all meetings of the Association.

18. Powers of the organization

18.1 The National Board may take on the power and authority that it believes it needs to be able to achieve the objectives as stated in point 3 of the constitution. Its activities must abide by the law.

18.2 The National Board has the power and authority to raise funds or to invite and receive contributions/donations.

18.3 The National Board has the power to buy, hire or exchange for any property that it needs to achieve its objectives.

18.5 The National Board has the right to make by-laws for proper management, including procedures for application, approval and termination of membership which should be renewed each calendar year.

19. Voting

19.1 Voting may be in person by post or by email or by proxy at the Annual General Meeting.

19.2 A member may, by instrument in writing sent to the Secretary, appoint another person to attend and vote instead of the member.

19.3 By-laws may be amended, added to or repealed by council at any time.

20. Changes to the constitution

20.1 The constitution can be changed by a resolution that must be agreed upon and passed by two thirds of the members at the AGM or special general meeting.

20.2 A written notice must go out 14 days before the meeting at which changes to the constitution are to be proposed. The notice must indicate the proposed changes that will be discussed.

20.3 A quorum must be at a meeting before a decision to change the constitution is taken.

20.4 No amendments may be made which would have the effect of making the organization cease to exist

21. Communications:

21.1 All communications from the National Association shall be directed to the membership by the secretariat

21.2 Copies of all relevant correspondence shall be forwarded to the regional associations for information.

21.3 The President and Secretary (or person nominated by the Board) shall be empowered to make statements to the media on behalf of the Association on national issues. A press release should be formulated when appropriate for distribution after approval by the Board. A request for a media statement on an issue which relates to one region only should be referred to the regional delegate for action following approval of the Board.

21.4 From time to time the Board may have cause to publish information leaflets with position statements on issues related to neonatal nursing. The content should be approved by the Board prior to distribution.

21.5 A news sheet should be circulated to each region at the conclusion of each Board meeting for distribution to the regional members on any items of general interest.

22. Finance and Fees:

22.1 Each member is liable for an annual membership fee payable 1st October each financial year. This sum is to be set by the National Board and may be altered by a resolution passed by a simple majority.

22.2 50% of each members fee will be paid to the regional association to which they belong

22.3 The Associations finances shall be held in a national bank with branches in each state represented.

22.4 The statement of receipts and expenditure shall be audited immediately prior to the AGM and a copy shall be forwarded by the Treasurer to the regional Associations.

22.5 There shall be two signatories for all financial documents, one of whom shall be the treasurer and the other either the president and/or secretary.

22.6 The financial year of the organization ends on the 28 February each year.

22.7 The associations accounting records must be ready and handed to the Director of Nonprofit organizations within 6 months after the financial year end.

22.8 Any funds accrued by the association will be used to achieve or further the aims and objectives as stated in sections 2 and 3.

23. Income and property

23.1 The association shall keep a record of everything it owns.

23.2 The association may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done. The payment must be a reasonable amount for the work done.

23.3 A member of the association can only get money back from the association for expenses that she/he has paid for on behalf of the association.

23.4 Members or office bearers of the association do not have rights over things that belong to the association.

23.5 Members or office bearers of the association will not be personally liable for any obligations or liabilities of the association by virtue of their status as members or office bearers of the association.

24. Dissolution:

24.1 On the failure of the Association to retain representation from more than two regions, the Association shall be dissolved.

24.2 Dissolution shall be affected by members of whom two thirds of the current membership shall be present and voting, at a special meeting called for this purpose.

24.3 Any monies remaining after settling all accounts of the Association shall be donated to an agreed non-profit nursing organization.

This constitution was approved and accepted by members of:

The National Board

At a special meeting held on _____

President

Secretary