



Scottish Neonatal Nurses' Group

Constitution

**March
2008**

1 NAME

The name of the group shall be The Scottish Neonatal Nurses' Group. (hereinafter called the SNNG)

2 OBJECTIVE

2.1 The SNNG is established to promote good standards of neonatal nursing care for the benefit of newborns, their families and the staff involved in their care.

2.2 To aid the above objective the SNNG may

2.2.1 Collect and disseminate information to members on relevant matters affecting the above objectives, and exchange such information with other bodies having a similar objective.

2.2.2 Organise and provide for or join in arranging and providing for, the holding of meetings, discussions, lectures, conferences and exhibitions locally, nationally and internationally.

2.2.3 Procure to be written and printed, published, including electronically, issued and circulated such papers, pamphlets or other documents or films which shall further the above objective.

2.2.4 Do all other lawful things as are necessary for the attainment of the said objective.

3 MEMBERSHIP

3.1 Eligibility for Membership

3.1.1 Full Membership - shall be open to any nurse or midwife whose name appears on the Register of the Nursing and Midwifery Council

3.1.1.1 Who is interested in furthering the work of the SNNG.

3.1.1.2 Who has paid the Annual Subscription as laid down from time to time by the Council, hereinafter mentioned.

3.1.2 Associate Membership - shall be open to any person directly or indirectly concerned with neonatal nursing in Scotland or the United Kingdom.

3.1.2.2 Who has paid the Annual Subscription for Associate members as laid down from time to time by the Council, hereinafter mentioned.

3.1.3 **Honorary Membership** - shall be granted on occasions at the discretion of the Executive Committee to persons who have made a particular contribution to neonatal nursing or to the work of the SNNG.

3.2 Application for Membership

3.2.1 Any eligible person wishing to become a full or associate member may do so by applying to the SNNG and completing a membership form.

3.2.2 The Executive Committee hereinafter mentioned shall have the right

3.2.2.1 To approve or reject applications for membership

3.2.2.2 For good and sufficient reason to terminate the membership of any individual provided that the individual member concerned shall have the right of appeal to the said Executive Committee whose decision shall be final.

3.3 Cessation of Membership

A member shall cease to be a member when:

3.3.1 Having paid the subscription for the current year, she/he notifies the Membership Secretary of her/his desire to resign.

3.3.3 She/he fails to pay the subscription within three calendar months after the due date of payment.

3.4 Membership Fee

3.4.1 The subscription shall be payable annually to the SNNG.

3.4.2 The Council of the SNNG shall have the power to vary the subscription by ordinary resolution.

3.5 Voting

3.5.1 Only full members of the SNNG have the power to vote on any business the Council or Executive Committee sets before them.

4 The Council

4.1 **The Council** will comprise of a representative from each neonatal unit in Scotland, from the Advanced Neonatal Nurse Practitioner Scotland group, the Scottish Neonatal Transport Service, plus an educationalist to represent neonatal nurse education. The Council shall normally meet three times per year to consider and decide on any matters and current issues relevant to the SNNG.

- 4.2 The representative for each neonatal unit on the Council** shall be invited by the Executive Committee to be that representative or be nominated by their said neonatal unit. Only one representative from each neonatal unit in Scotland may attend the meetings of the Council. The said representative should be a full member of the SNNG.
- 4.3 The Council** shall then consist of these representatives together with the Executive Committee, hereinafter mentioned.
- 4.4 If a Council member** is unable to attend a meeting she/he may invite another full member from the same neonatal unit to attend the meeting on her/his behalf, provided that the Chairperson is notified before the meeting.
- 4.5 A Council member** shall serve normally until they resign. In special circumstances, the Executive Committee may invite a Council member to resign.
- 4.6 Any vacancy in the Council** may be filled by invitation by the Executive Committee.

5 The Executive Committee

- 5.1 The Executive Committee** regularly meet throughout the year to manage the business, the financial affairs and the running of the SNNG, in accordance with the decisions of the Council.
- 5.2 The Executive Committee** will consist of a minimum of 5 persons but not exceeding eight persons in all. This group shall form the Executive Committee of the SNNG and are in addition to the Council.
- 5.3 The Executive Committee** will select from its members the following Officers: a Chairperson, Membership Secretary/Treasurer, Conference/Events Organiser, Educational Representative plus one deputy. Other Officers can be selected as the SNNG shall from time to time decide. The Executive Committee has the power to appoint a Treasurer, not necessarily a member of the SNNG, to deal with financial matters on behalf of the SNNG.
- 5.4 An Executive Officer** shall serve normally until they resign. In special circumstances, the Executive Committee may invite a Executive Officer to resign.
- 5.5 Any vacancy in the Executive Committee** may be filled by a Council member selected by the Executive Committee.

- 5.6 The Executive Committee** shall have the power to co-opt up to two Council members as additional members of the Committee to fulfil a specific remit. Co-opted members serve until completion of their remit.
- 5.7 The Executive Committee** shall have the power to appoint an administrative assistant, not normally a member of the SNNG, to assist with the administration of the business of the SNNG.

6 Meetings of the SNNG

6.1 Annual General Meeting

6.1.1 The Annual General Meeting of the SNNG will be held annually as the Executive Committee shall determine and being not more than fifteen months after holding the preceding Annual General Meeting. At least twenty eight days notice shall be given to each member usually via the web site. At such Annual General Meetings the business shall include:

- 6.1.1.1 Notification of members elected to the Executive Committee.
- 6.1.1.2 The appointment of an auditor.
- 6.1.1.3 The consideration of the annual report and the audited accounts.
- 6.1.1.4 Transaction of such other matters as may from time to time be necessary.

6.2 Special General Meetings

6.2.1 A Special General Meeting may be called

- 6.2.1.1 By the Chairperson of the Executive Committee at any time.
- 6.2.1.2 The Chairperson must give the reasons for calling the Special General Meeting.
- 6.2.1.3 Within twenty one days in the event of receiving a written request by not less than one third of the membership which must state the reason for calling the Special General Meeting.

7 Rules of Procedure at all Meetings

7.1 The Quorum

7.1.1 The quorum at a meeting of the Council shall be eight of the neonatal unit representatives and four of the Executive Committee.

7.1.2 The quorum of the Executive Committee meeting shall be four members.

7.1.3 If a quorum is not present one half hour after the time for which the meeting is convened then any decisions that require a vote will be held over to the following meeting.

7.2 Voting

The persons entitled to vote are all those holding full membership, Council members and Executive Committee members. Questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. Arrangements for proxy or postal voting may from time to time be made by the Executive Committee, provided always that no such arrangements shall be made with regard to clauses 9 and 10 hereof. In the cases of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

7.3 Minutes

Minutes shall be kept by the Executive Committee, Council and all other committees, and the appropriate minute keeper shall enter therein a record of all proceedings and resolutions.

8 Finance

8.1 All monies raised by or on behalf of the SNNG shall be applied to further the purposes of the SNNG.

8.2 The Treasurer shall keep proper accounts of the finances of the SNNG and shall produce all the books of accounts at every General Meeting and also at the Council meetings if requested to by a majority of the Council members.

8.3 The accounts shall be audited at least once per year by the Auditor appointed at the Annual General Meeting.

8.4 An audited statement of the accounts for the last financial year shall be submitted by the treasurer/membership secretary to the Annual General Meeting as aforesaid.

8.5 A Bank Account is opened in the name of the SNNG with the Bank of Scotland. The Executive Committee shall authorise in writing the Treasurer/Chairperson of the SNNG and one other member of the Executive Committee to sign cheques on behalf of the SNNG. All cheques should be signed by one or other authorised signatory.

9 Alterations to the Constitution

Any alteration to this Constitution shall require assent of not less than two-thirds majority of those present and voting at the Annual General Meeting or a meeting specially called for the purpose provided that notice of any such alteration shall have been received by the

Chairperson in writing not less than thirty one clear days before the meeting at which the alteration is to be brought forward. At least twenty one clear days notice of such a meeting setting forth the terms of the alteration to be proposed, shall be sent to each member of the SNNG via the web site.

10 Dissolution

If the Executive Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the SNNG, it shall call a meeting of all the members of the SNNG who have the power to vote, of which not less than twenty one days notice shall be given, stating the terms of the Resolution to be proposed. If such a decision shall be confirmed by a two-thirds majority of those present and voting at such a meeting, the Executive Committee shall have the power to dispose of any assets held by or on behalf of the SNNG. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such another body having objectives similar to some or all of the SNNG as the Executive Committee may determine.