



Queensland Society for Vascular Nursing

Bylaws

Article 1

Name and Affiliation

Section 1:

The name of the organization shall be Queensland Society for Vascular Nursing.

Section 2:

Queensland Society for Vascular Nursing (QSVN) shall be a non-profit body, organised and administered by a Queensland committee.

Article 2

Mission and Goals

Section 1: Mission Statement

The QSVN is a professional nursing organization dedicated to promoting excellence in the nursing care of individuals with vascular disease by providing quality education, fostering clinical expertise, supporting nursing research and contributing to the prevention of vascular disease.

Section 2: Goals

The Objectives of the QSVN shall be to:

- *Represent Queensland Vascular Nurses as a professional body and assume a leadership role in the advancement and promotion of the specialty of vascular nursing.*
- *Promote a Queensland network of vascular nurses through a website, newsletters, conferences and the facilitation of regional groups*
- *Liase and collaborate with national and international professional bodies and individuals who share concern and interest for people with vascular disease.*

- *Enhance public awareness of vascular disease and encourage members to be active within the field of vascular health education and health promotion.*
- *Assume the leadership role in defining and advancing the evidenced-based education of nurses involved in the care of patients with vascular disease.*
- *Facilitate and encourage vascular nursing research.*

Section 3: Powers of the QSVN

For the purpose of carrying out its objectives, the QSVN may, subject to the Act and its regulations:

- *Open and operate bank accounts,*
- *Invest its monies-*
 - a) *in any security in which trust monies may, by Act of Parliament, be vested,*
 - b) *in any other manner authorized by the Bylaws of the QSVN*
- *Raise, accept, borrow, lend, or donate any monies, gifts or properties upon such terms and conditions as the QSVN deems appropriate*
- *Give such security for the discharge of liabilities incurred by the QSVN as the QSVN sees fit*
- *Appoint agents to transact any business of the QSVN on its behalf (including an auditor)*
- *Enter into any other contract the QSVN considers necessary or desirable*
- *Print, publish or otherwise produce any journals, periodicals, newsletters, books, leaflets or educational material that the QSVN believes of value for the promotion of its objectives.*
- *Do all such other things incidental or conducive to the attainment of the objectives and exercise the powers of the QSVN.*

Article 3 Membership

Section 1: Active member

Active members shall be nurses (registered with the various Australian and New Zealand Nurses Boards as general registered or enrolled nurses) who profess an interest in carrying out the purpose of the Society.

Active members shall be required to pay annual dues to remain a financial member. These dues are payable directly to the Society.

An agreed amount of funds for management of the societies business shall be forwarded to the (Australian and New Zealand Society for Vascular Nursing) ANZSVN each year by the QSVN. This amount shall be determined by the membership at each Annual General Meeting

Section 2: Associate Member

Associate membership is available for those interested in supporting the purpose of the Society, but who are not nurses. Associate members receive all benefits of membership but may not vote or hold office.

Section 3: Corporate Member

Corporate membership is available to any company, corporation, business or other body corporate whose financial basis stems from the manufacturer, direct wholesale, sale and distribution of any product that may be used in vascular disease management or promotion. A Corporate member can include an individual person in his / her capacity or comprising membership of a partnership, unincorporated association or institution and their employees. Only one set of correspondence will be distributed per corporate membership. A corporate member does not have any voting rights and must not hold office.

Section 4: Renewal of membership

- *The QSVN Committee shall determine membership dues in consultation with the representative Australian state/ territory or New Zealand bodies*
- *Full membership fees are due on the anniversary date each year and payable within three months of that date*
- *Current membership list is forwarded to the Australian and New Zealand Society for Vascular Nursing (ANZSVN).*

Section 4: Termination of membership

1. *A member will cease to be a member if:*
 - 1) *The member resigns in writing to the Secretary; or*
 - 2) *The member fails to pay the prescribed annual subscription within 3 months of the due date; or*
2. *Should a member behave in a manner which in the opinion of the committee contravenes the stated aims of the society the member will be given the opportunity to defend and justify said conduct before the committee or in writing. The member will be informed in writing of the decision to expel her /him.*

Article 4

Meetings and Financial year

Section 1: Annual General Meeting

- *An Annual General Meeting (AGM) of the QSVN, shall be held on the essential business of the Society in the second half of each year, and where possible in conjunction with the annual conference and every financial member will receive not less than thirty days notice of such meetings.*

- *A quorum for the AGM will be a minimum of 10 full members.*

Section 2: Proxy voting

- *A member may vote at a meeting of the QSVN in person or by proxy.*
- *A proxy vote must be completed by the Full member issuing the proxy vote on the nominated form.*
- *The appointed trustee of the proxy vote must be a Full member of the Association.*
- *The proxy voting form shall be provided to the QSVN Secretary not less than forty eight hours before the commencement time of the meeting. Failure to comply invalidates the proxy vote.*

Section 3: General and Committee Meetings

- *Committee meetings of the QSVN shall be held at the discretion of the committee. These will be able to be performed via telecommunication or electronic means.*
- *Notice of meetings shall be given verbally at the end of the preceding meeting*
- *A quorum for all general meetings shall be (8).*
- *Minutes of the meetings shall be forwarded to the committee within twenty-eight days of the conducted meeting.*
- *Minutes will consist of;*
 - 1. Members present/participating*
 - 2. Ingoing / outgoing correspondence*
 - 3. Treasurer's report*
 - 4. General business*

All minutes shall be kept as an official record of any meeting conducted

Section 4: Special Meetings

The QSVN Committee may call a special meeting of the membership for any purpose so long as notification of the special meeting is given 28 days prior to the date of the meeting.

Section 5: Financial year

The financial year shall be the 1st of July to the 30th of June

Article 5 Elected Officers

Section 1: Structure of QSVN Committee

The governing body of the QSVN is the Committee, which shall consist of the President, Vice-President, Secretary, Treasurer, Membership Officer (which may be inclusive in the treasurer position), Newsletter Editor and Ex-officio President and a quorum of other committee

members. It has the power and authority over the affairs of the Society between and during meetings.

The committee shall be responsible for establishing the Society's policies, directing its activities and approving all actions pertaining to the business and management of the QSVN. The QSVN Committee may appoint standing committees or ad hoc committees and they are to conduct business in the same manner as the QSVN Committee. The QSVN Committee shall determine the terms of reference and functions of any sub committees and receive minutes of any proceedings.

Section 2: Eligibility

To be eligible for elective office as a member of the QSVN Committee a nominee must be a nurse (registered with the appropriate registering body) with active membership.

Section 3: Terms of Office

All office bearers shall hold office for two years. Terms of office shall commence at 30 days from the AGM. The Ex-officio President is to provide support and guidance to the President.

Section 4: Resignation

When a member of the Committee is unable to meet the requirements of the position, that person may submit a resignation to the Committee for approval.

Section 5: Vacancy

In the event of a vacancy in any of the offices the Committee shall appoint a qualified member of the Society to the position. He/she will assume this position for the unexpired term of the predecessor.

Section 6: Duties of Committee Members

6.1: President

The function of president is to promote the purpose and goals adopted by the QSVN, act as chief elected office of the Society, preside at all business meetings officially held by the Society, act as an ex-officio member of all committees, and perform such duties as prescribed by the Committee.

6.2 Vice-President

The function of the vice-president is to fill the office of president should that office become vacant, and assist the president to perform the duties pertaining to that office or as directed by the committee.

6.3 Secretary

The function of the Secretary shall be to record and distribute minutes, maintain records for the QSVN, and complete correspondence as delegated.

6.4 Treasurer

The functions of the treasurer shall be to assume responsibility for the financial affairs of the QSVN, manage and control the funds and present a written report of the financial status of the QSVN at meetings of the Committee.

6.5 Membership Officer

The functions of the membership officer shall be to assume responsibility for the membership affairs of the QSVN, manage the database and notify members when fees are due, and perform such duties as prescribed by the Committee.

6.6 Membership Officer

The functions of the membership officer shall be to assume responsibility for the membership affairs of the QSVN, manage the database and notify members when fees are due, and perform such duties as prescribed by the Committee. This position may be combined with the treasurer position at the discretion of the QSVN committee.

6.7 Ex-officio President

The functions of the ex-officio president shall be to provide support and guidance to the president and act as an ex-officio member to the committee, and perform such duties as prescribed by the Committee.

Article 6

Nominations and Elections

Section 1: Eligibility

Only active members are eligible to participate in election.

Section 2: Nominations

Nominations shall be submitted in writing by an active or associate member to the Committee prior to the commencement of the AGM. Members may nominate themselves or another member.

Section 3: Manner of Election

Elections shall be by ballot at the AGM, or by proxy or by post.

Section 4: Proxy Voting

A proxy vote must be completed on the QSVN proxy voting form and signed by the member issuing the vote. The form must be received by the executive committee prior to or at the commencement of the meeting at which it is intended to be used.

Section 5: Postal Vote

A postal vote can be obtained to assist in the formation of policy or in election of committee. Where a postal vote is conducted, all members must receive with the voting papers all relevant information pertaining to the matter.

Completed voting papers must be returned to the committee not less than 10 days or more than 21 days from the date voting papers are sent to members

Section 6: Electoral Quorum

A plurality vote for any office shall constitute an election. In the case of a tie, the election shall be determined by lot, by the Committee.

Section 7: Notification

Candidates shall be announced to the members at the AGM.

Article 7
Non-Profit Clause

Section 1: Use of assets

The income and property of the QSVN shall be applied solely towards the promotion of the objects of the Society. No portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or profit, to the members, or relatives of members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society, or to any member, in return for any services actually rendered to the Society.

Article 8
Winding-up Clause

Section 1: Distribution of property

If upon winding up or dissolution of the QSVN, there remains after satisfaction of all debts and liabilities, any property whatsoever, such property shall be distributed to other body or bodies having similar objects or to such charitable body or bodies and which shall prohibit the distribution of its income and property among its members.

Article 9
Amendment to Bylaws

Section 1: Process of Amendment

These bylaws can be amended at an AGM of the QSVN by a simple majority vote of those present.

Article 10
Parliamentary Authority

Section 1:

The Associations Incorporations Act 1981 Queensland shall govern the Society in all cases to which they are applicable

Article 11
Liability

Section 1:

The QSVN does not accept liability in respect to information or opinions provided at QSVN education forums.

Section 2:

The QSVN does not accept liability for any injuries sustained to any persons attending QSVN education forums, committee meetings or during the course of activities related to QSVN.

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