



Intravenous Nursing

• • NEW ZEALAND • •

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Rules of Intravenous Nursing New Zealand Incorporated

The Intravenous Nursing New Zealand Incorporated Society is constituted by resolution dated the 11th day of May 2006

1 TE INGOA/NAME

The name of the Society is Intravenous Nursing New Zealand Incorporated ("the Society").

2 WHAINGA/PURPOSES

The purposes of the Society shall be to:

- (a) Promote excellence in infusion therapy and vascular access practice with ongoing quality improvements to patient care;
- (b) Promote infusion therapy and vascular access through evidence-based best practice in education, and research;
- (c) Promote and sponsor a biennial New Zealand conference and such other meetings as may be useful or desirable for the advancement of the purposes of the society;
- (d) Promote national standards in infusion therapy and vascular access management;
- (e) Promote a framework for the process of infusion therapy and vascular access certification;
- (f) Develop and maintain national and international networks to promote a consistent approach in infusion therapy and vascular access practice;
- (g) Periodically publish, electronically and/or paper, newsletters or other material dealing with the science and practice of infusion therapy and vascular access;
- (h) Promote cultural safety and cultural responsiveness frameworks and uphold the principles of the Te Tiriti o Waitangi – The Treaty of Waitangi;
- (i) Make regulations or bylaws to advance the attainment of any of the above purposes;
- (j) Do any act or thing incidental or conducive to the attainment of any of the above purposes.

3 TAKETAKE/POWERS

In order to carry out the Society's charitable purposes, the Committee has the power to:

- (a) Raise funds, receive grants and donations;
- (b) Apply for funds to carry out the purposes of the Society;
- (c) Co-operate with and support other charities with similar purposes;
- (d) Do anything which is lawful and necessary to achieve the purposes of the Society.

4 KO NGA RAWA HEI PAINGA MO TE IWI/ INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES

- (a) All income, benefit or advantage must be used to further the charitable purposes of the Society;
- (b) The committee and members of the Society cannot receive any money or property from the Society, except to refund reasonable out of pocket expenses;
- (c) The use of money and property must be approved by either the Committee or a majority vote of the Society.

5 MEMBERSHIP

- 5.1** Membership shall be open to all registered health practitioners from a recognised regulatory authority whose interests include the delivery and management of infusion therapy and vascular access and who subscribe to the purposes of the Society.
- 5.2** The classes of membership and the method by which members are admitted to different classes of membership is as follows:
- (a) Individual Member
An individual member is an individual or incorporated or unincorporated body;
 - (b) Corporate Member
A corporate member is an incorporated or unincorporated body admitted to membership;
 - (c) Life Member
A life member is a person honoured for meritorious services to the Society after recommendation by the executive and election as a life member by resolution of a general meeting passed by a two-thirds majority of those present and voting. A life member shall have all the rights and privileges of an individual member and shall be subject to all the duties of an individual member except those of paying subscriptions and levies.
- 5.3** The committee shall keep a membership register of members recording their names, email addresses and the dates each member became a member.
- 5.4** All members (and executive members) shall promote the interests and the purposes of the Society and shall do nothing to bring the Society into disrepute.
- 5.5** Copies of this constitution to be available on the Society website.

6. SUBSCRIPTION AND LEVIES

- (a) The annual subscription shall be set by resolution of a general meeting;
- (b) Any member failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees within one calendar month of the date the same was set shall be considered as un-financial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Society activity until all the arrears are paid. If such arrears are not paid within one calendar month of the date the subscription or levy became due or such later date as the executive may determine the member's membership shall be deemed to have been terminated and the member shall cease to hold himself or herself out as a member of the Society.

7 CESSATION OF MEMBERSHIP

- 7.1** Any member may resign from that member's class of membership by written notice or email, and each such resignation shall take effect from the end of the Society's then current financial year.
- 7.2** The executive may declare that a member is no longer a member (from the date of that declaration or such date as may be specified) if that member ceases to be qualified to be a member or is convicted of any indictable offence or offence for which a convicted person may be imprisoned, is adjudged bankrupt, makes a composition with creditors, or (if a body corporate) is wound up or placed in receivership or liquidation.
- 7.3** After due enquiry and having given the member the right to be heard, the executive may by letter, invite any member within a specified time to retire for failure to comply with these rules or any of the other duties of a member. If the member does not so retire, the executive may recommend to general meeting that the member be expelled, and after the member has been given the opportunity of being heard by or providing written comments to the general meeting, that meeting may expel the member by resolution passed by a two-thirds majority of those present and voting.
- 7.4** A member whose membership is terminated under these rules shall remain liable to pay all subscriptions and levies to the end of the Society's financial year in which the membership was terminated, shall cease to hold himself or herself out as a member of the Society, and shall return to the Society all material produced by the Society (including any membership certificate, handbooks and manuals).

8 READMISSION OF FORMER MEMBERS

- (a) Any former member may apply for re-admission in the manner prescribed for new applicants, and may only be re-admitted by decision of the executive;
- (b) However, if a former member's membership was terminated the applicant shall not be re-admitted by the executive without the prior approval of a general meeting.

9 RUNANGA WHAKAHAERE/MANAGEMENT OF THE SOCIETY

- 9.1** The following officers shall be elected at the Annual General Meeting (AGM) of the Society every 2 years (biennial): (Term of 2 years):
- (a) Patrons (optional); and
 - (b) A President, Secretary, Treasurer, Educator and 3 other executive members, who (together with the immediate Past President in the year following that person's last year as President) shall be the Society's executive.
The health professional who practises the profession in respect of which he or she is registered must have a current practising certificate issued by the responsible regulatory authority in New Zealand;
 - (c) Are residents of New Zealand;
 - (d) Current financial member of the society;
 - (e) Have no financial conflict of interest.
- 9.2** The President (and, in the absence of the President, the Educator) shall, in addition to all other duties described in these rules, generally oversee and direct the affairs and business of the Society.
- 9.3** No executive shall serve for more than 3 consecutive terms in one named position.
- 9.4** Re-election to the executive is allowed after one term off.
- 9.5** The election of officers shall be conducted as follows:
- (a) Nominations for executive committee under Rule 10.1, shall be called at least 28 days before the Annual General Meeting. Each candidate shall be proposed and seconded in writing by members and the completed nomination is emailed to the secretary, and shall be posted on the website not less than fourteen clear days before the date of the annual general meeting;
 - (b) Not less than seven clear days before the date of the annual general meeting the secretary shall post on the website for all members a voting paper listing all officer nominees and such information (e.g. biography not exceeding one side of an A4 sheet of paper) as may be supplied to the secretary by or on behalf of each nominee in support of the nomination;
 - (c) If there are insufficient valid nominations received under sub-Rule (a) above, but not otherwise, further nominations may be received from the floor at the annual general meeting;
 - (d) Votes shall be cast in such manner as the chairperson of the annual general meeting shall determine;
 - (e) The secretary and some other member (who is not a nominee) designated by the chairperson of the annual general meeting shall act as scrutineers for the counting of the votes and destruction of any voting papers;
 - (f) In the event of any vote being tied the tie shall be resolved by the incoming executive;
 - (g) Committee members must commit to attending at least 50% per annum of meetings either in person or virtually.
- 9.6** If a vacancy in the position of President, Educator, Secretary, Treasurer or other executive member occurs between annual general meetings that vacancy shall be filled by the executive.

- 9.7 Any officer or other member of the executive may be removed by a resolution of a general meeting of which prior notice was given in the notice of meeting and which is passed by a two thirds majority of those present and voting.

10 MANAGEMENT BY THE EXECUTIVE

- 10.1 From the end of each annual general meeting until the end of the next, the Society shall be administered, managed and controlled by the executive, which shall be accountable to the members for the implementation of the policies of the Society as approved by any general meeting.
- 10.2 Subject to these rules and the resolution of any general meeting, the Executive may exercise all the Society's powers, other than those required by statute or by these Rules to be exercised by the Society in general meeting.
- 10.3 The executive shall meet at least quarterly in person or virtually and as convened by the President or Secretary. Minutes shall be kept for every meeting.
- 10.4 All executive meetings shall be chaired by the President or in the President's absence by the Educator or in the absence of both of them by some other executive member elected for the purpose by the meeting, and any such chairperson shall have a deliberative and casting vote.
- 10.5 The executive may co-opt any person to the executive for a specific purpose, or for a limited period, or generally until the next annual general meeting.
- 10.6 The quorum for executive meetings is at least half the number of the executive members.
- 10.7 Only executive members elected under Rule 10.1 who are present in person or virtually shall be counted in the quorum and entitled to vote.
- 10.8 The executive may appoint subcommittees consisting of such persons (whether or not members of the society) and for such purposes as it thinks fit. Unless otherwise resolved by the executive:
- (a) The quorum of every subcommittee is half the members of the subcommittee;
 - (b) No subcommittee shall have power to co-opt additional members;
 - (c) No subcommittee may commit the Society to any financial expenditure without express authority, and
 - (d) No subcommittee may delegate any of its powers.
- 10.9 The executive and any subcommittee may act by resolution approved by not less than two thirds of the members of the executive or subcommittee in the course of a telephone conference call or through a written ballot conducted by mail, facsimile or email.
- 10.10 The executive from time to time may make and amend regulations, bylaws and policies for the conduct and control of Society activities, but no such regulations, bylaws and policies shall be inconsistent with these rules. These rules, and such regulations, bylaws and policies shall be available at all

reasonable times for inspection by members, and copies shall be provided (at cost) to any member on request.

- 10.11** The President (and in the absence of the President the Educator) shall, in addition to all other duties described in these rules, generally supervise and direct the affairs and business of the Society.
- 10.12** Other than as prescribed by statute or these rules, the executive may regulate its proceedings as it thinks fit.
- 10.13** Members:
- (a) Of the executive shall receive such honoraria as may be set by resolution of a general meeting; and
 - (b) Of the executive and of subcommittees shall be entitled to be reimbursed by the society for any reasonable actual expenses incurred by them on behalf of the society as approved by resolution of the executive.
- 10.14** Subject to statute, these rules and the resolutions of general meetings, the decisions of the executive on the interpretation of these rules and all matters dealt with by it in accordance with these rules and on matters not provided for in these rules shall be final and binding on all members.
- 10.15** Each officer shall within one calendar month of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the Society possessed by such former officer.
- 10.16** The executive may employ any person or company to administer or manage the affairs of the Society.
- 10.17** Indemnity for Executive:
- (a) No officer or member of the executive shall be liable for the acts or defaults of any other officer or member of the executive or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence;
 - (b) The officers, executive and each of its members shall be indemnified by the Society for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

11 TARI/REGISTERED OFFICE

The registered office of the Society shall be at such place as the executive from time to time determines.

12 PŪTEA/ FINANCIAL ARRANGEMENTS

- (a) The committee must keep accounts consistent with the standards set by the External Reporting Board. The most recent annual accounts can be seen by any member of the Society on request and filed with Charities Services within six months of the Society's balance date;
- (b) The financial year of the Society will be from 1st January to 31st December;
- (c) Money must be held in the Society's bank account. All internet transfers must be authorised by 2 committee members.

13 ANNUAL GENERAL MEETING – AGM

- (a) The AGM must be held every year, no later than 5 months after the end of the Society's financial year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM;
- (b) There must be at least 10% of members present at the AGM;
- (c) Every member has one vote;
- (d) The Treasurer shall present the annual report and performance report;
- (e) Any member may stand for election to the committee;
- (f) Elected officers will retire at the next AGM but may stand for re-election;
- (g) The AGM may be held remotely by electronic means;
- (h) The business of the annual general meeting shall be:
 - (i) Minutes of the previous general meeting(s);
 - (ii) Annual report of the executive;
 - (iii) Statement of Accounts;
 - (iv) Election of any Patron(s), the Officers, and the Executive;
 - (v) Motions of which notice has been given;
 - (vi) Approval of a budget for the next financial year (e.g. Membership fees);
 - (vii) General business.

14. GENERAL MEETINGS

- (a) If the Committee consider it is necessary to appoint new officers, amend the rules, or wind up the Society, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. The Committee may also call a General Meeting to consult the membership;
- (b) All members must be given 14 days notice and told the reason for the meeting. All decisions require a majority. Minutes must be kept.;
- (c) General Meetings may be held remotely by electronic means.

15 AMENDMENTS OF RULES

Amendments to the rules can be made at AGMs or General Meetings. No change can be made that would make the Society no longer a registered charity.

16 TAKAWAENGA/ MEDIATION AND ARBITRATION

If a dispute arises out of, or relating to these rules, those involved will follow the Society's dispute resolution policies and procedures that are listed below. If the dispute cannot be resolved the Committee may refer the dispute to mediation and/or arbitration.

16.1. How complaint is made

- (a) A member or an officer may make a complaint by giving to the committee (or a complaints subcommittee) a notice in writing that:
 - (i) States that the member or officer is starting a procedure for resolving a dispute in accordance with the society's constitution; and
 - (ii) Sets out the allegation to which the dispute relates and whom the allegation is against; and
 - (iii) Sets out any other information reasonably required by the society.
- (b) The society may make a complaint involving an allegation against a member or an officer by giving to the member or officer a notice in writing that:
 - (i) States that the society is starting a procedure for resolving a dispute in accordance with the society's constitution; and
 - (ii) Sets out the allegation to which the dispute relates.
- (c) The information given under subclause 1b. or 2b. must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.
- (d) A complaint may be made in any other reasonable manner permitted by the society's constitution.

16.2. Person who makes complaint has right to be heard

- (a) A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.

- (b) If the society makes a complaint:
 - (i) The society has a right to be heard before the complaint is resolved or any outcome is determined; and
 - (ii) An officer may exercise that right on behalf of the society.
- (c) Without limiting the manner in which the member, officer, or society may be given the right to be heard, they must be taken to have been given the right if:
 - (i) They have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - (ii) An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - (iii) An oral hearing (if any) is held before the decision maker; and
 - (iv) The member's, officer's, or society's written statement or submissions (if any) are considered by the decision maker.

16.3. Person who is subject of complaint has right to be heard

- (a) This clause applies if a complaint involves an allegation that a member, an officer, or the society (the respondent):
 - (i) Has engaged in misconduct; or
 - (ii) Has breached, or is likely to breach, a duty under the society's constitution or bylaws or the Incorporated Societies Act 2022; or
 - (iii) Has damaged the rights or interests of a member or the rights or interests of members generally.
- (b) The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- (c) If the respondent is the society, an officer may exercise the right on behalf of the society.
- (d) Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if:
 - (i) The respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 - (ii) The respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - (iii) An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - (iv) An oral hearing (if any) is held before the decision maker; and
 - (v) The respondent's written statement or submissions (if any) are considered by the decision maker.

16.4. Investigating and determining dispute

- (a) The society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its constitution, ensure that the dispute is investigated and determined.
- (b) Disputes must be dealt with under the constitution in a fair, efficient, and effective manner.

16.5. Society may decide not to proceed further with complaint

Despite the clause 'Investigating and determining dispute' above, the society may decide not to proceed further with a complaint if:

- (a) The complaint is trivial; or
- (b) The complaint does not appear to disclose or involve any allegation of the following kind:
 - (i) That a member or an officer has engaged in material misconduct;
 - (ii) That a member, an officer, or the society has materially breached, or is likely to materially breach, a duty under the society's constitution or bylaws or the Incorporated Societies Act 2022;
 - (iii) That a member's rights or interests or members' rights or interests generally have been materially damaged.
- (c) The complaint appears to be without foundation or there is no apparent evidence to support it; or
- (d) The person who makes the complaint has an insignificant interest in the matter; or
- (e) The conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the constitution; or
- (f) There has been an undue delay in making the complaint.

16.6. Society may refer complaint

- (a) The society may refer a complaint to:
 - (i) A subcommittee or an external person to investigate and report; or
 - (ii) A subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
- (b) The society may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

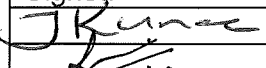
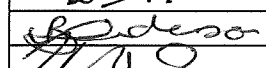
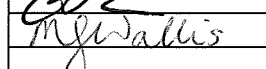
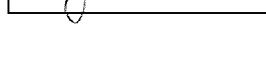
16.7. Decision makers

A person may not act as a decision maker in relation to a complaint if 2 or more members of the committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be:

- (a) Impartial; or
- (b) Able to consider the matter without a predetermined view.

17 WINDING UP

If a decision is made to wind up or dissolve the Society and any property remains after the settlement of the Society's debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

Signed	Name and Role in Society	Date
	Tracey Kume President	14/3/25
	LINU VARGHESE Editor	14/3/25
	Bronwynne Anderson Editor	14/3/25
	Zola McKenzie	14/3/25
	FREDERICK LAJARA TREASURER	14/03/25
	Ethan Wallis Website	14/03/25
	Michelle Wallis Secretary	14/03/25