



ARNS

Association of Respiratory
Nurse Specialists

RULES OF ASSOCIATION

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NAME

The Association shall be called "The Association of Respiratory Nurse Specialists" hereinafter referred to as "The Association".

OBJECTS OF THE ASSOCIATION

- ❖ To influence respiratory strategies locally and nationally through the skills, knowledge and research experience of the membership.
- ❖ To become a respected and effective respiratory nurse specialist body with expert opinions, through links with other professional organizations.
- ❖ To co-operate and collaborate with other respiratory specialist groups to influence improvements and developments in respiratory care.
- ❖ To encourage active participation from respiratory patients and their carers in relation to respiratory service development.
- ❖ To be recognized as effective change agents with strong leadership skills and values, which represent evolving respiratory services
- ❖ To participate in raising the standard of respiratory nursing and clinical effectiveness in conjunction with the relevant government policies.

MEMBERS

Criteria for membership of the Association includes working across the primary/secondary interface as a specialist respiratory nurse.

All members will be NMC registered and provide NMC registration number on application form.

Any person who fulfils the criteria for membership may apply for membership by making application to the Membership Secretary on the official form. The applicant shall not be considered a member until the application has been considered and approved by the Membership Secretary. Membership is renewed annually.

An applicant who is refused membership may appeal to the Committee. The decision of the Committee to admit or refuse a member is final. In the case of non-approval the Committee is not required to disclose it's reasons

The Association shall keep a register of Members and enter in the names and addresses of all persons who become members.

A member shall cease to be a Member:

- ❖ If the member gives to the secretary a written notice of resignation of his or her membership
- ❖ If the member no longer fulfils the criteria for membership
- ❖ If the member fails to renew their membership annually
- ❖ If the member having committed some act or been guilty of behaviour inconsistent with membership of the association, the Committee resolves by a majority to remove him or her from membership

The committee may in its discretion award Associate Membership to individuals who do not fulfil the criteria for membership but who are concerned with or engaged in the practice of respiratory care. Associate members will have no voting rights but are entitled to receive ARNS mailings. Associate members may attend the annual conference as long as ordinary members have been given first option.

SUBSCRIPTIONS

Currently there is no subscription fee.

The Committee shall review the need for and set the registration fee annually. The Annual General Meeting of the Association shall have power to vary the subscription by ordinary resolution.

OFFICERS

The Officers shall comprise:

Chair, Vice-Chair, Treasurer and Secretary.

- ❖ The officers shall be members of the Committee, with full voting rights.
- ❖ All the officers must be members of the Association

THE COMMITTEE

The Association shall be administered by a committee. The Committee shall consist of the Officers and not more than seven members of the Association, who shall be elected as stated hereinafter.

The Committee shall fulfil the Objects of the Association and manage all the affairs of the Association to the best of their ability and shall have power to do everything necessary for that purpose.

The committee shall meet at least three times during the year.

The Chair of the Association shall be Chair at each meeting of the committee but in the absence of the Chair of the Association, the meeting shall elect a Chair, preference going to the Vice Chair and then to an Officer of the Association.

No committee meeting may be held unless there is a quorum of five members of whom at least one must be an Officer.

Every proposal, duly seconded, shall be determined by the majority of votes. Each member of the Committee shall have the right to one vote. In the event of equality of voting the Chair at the meeting shall have the option of a casting vote.

Any vacancy on the committee arising between Annual General Meetings may be filled by the committee at its own discretion from the membership.

A Committee Member attending any Meeting in his or her capacity as an Association Committee member is entitled to an honorarium and travelling expenses. The level of honorarium is to be determined by the Committee.

The Committee shall delegate certain duties to Sub-groups, which it shall appoint when deemed necessary. The Committee shall elect the members and one of their number as Chair for each sub-group.

ELECTIONS

Election of Officers

At the committee meeting prior to the Annual Meeting the committee will elect the officers.

Election of Committee Members

Elections for vacant committee positions shall take place according to a schedule that ensures that newly elected committee members can take office at the annual meeting in the year of their election.

Nomination forms for vacant committee places will be sent to the membership in the format and time scale agreed by the Committee.

Committee members shall be elected by mail ballot.

Ballot papers shall be mailed out to members on or about September 15th of each year. Completed ballot papers must be postmarked not more than 30 days later on or about October 15th in order to be counted. The Committee's designated Election Official shall tally all ballots postmarked by this date and shall report the election results to the Chair and other committee members on or about October 22nd.

In the event of the number of nominees not exceeding the vacant places on the committee the Committee will dispense with the formality of the election and declare the nominated candidates duly elected.

TERMS OF OFFICE

Members of the Committee, except Chair and Vice Chair, may only serve three consecutive years on the committee. At the end of their three year term committee members must then stand down or seek re-election.

No committee member can become Chair or Vice Chair unless they have served at least one full year on the committee.

The term of office of vice-chair is two years. At the end of the two year term vice-chair will automatically succeed to the office of Chair.

The term of office of Chair is two years. At the end of this term the Chair must stand down. The Chair cannot be re-elected to the Committee for one year after retirement.

The Term of Office shall begin at the close of the annual meeting in the year of the election.

Only one office may be held by the same person at any one time, except that any officer may serve in an additional office on an "acting" basis for the purpose of filling a temporary vacancy.

REMOVAL FROM OFFICE

Any officer or committee member may be removed by the Committee whenever, in its judgement, the best interests of the Association would be served.

RESIGNATION FROM OFFICE

Any officer or committee member may resign from the Committee by submitting a letter of resignation to the Committee.

ARNS ANNUAL GENERAL MEETING

An annual general meeting of members shall be held in November in every year.

The business of the annual general meeting shall be:

- ❖ To receive the Chair's report of the activities of the Association during the preceding year
- ❖ To ratify the appointments of elected officers and members of the committee

No business shall be discussed at an Annual General Meeting unless notice thereof appears on the agenda, with the exception of routine matters or those, which in the opinion on the Chair of the meeting, are urgent.

All resolutions at the Annual General Meeting shall be passed by a simple majority vote of the members present at the meeting. In the case of an equal number of votes the Chair shall have the casting vote.

Each member shall have one vote on every resolution.

SPECIAL GENERAL MEETINGS

A Special General Meeting may be called at the discretion of the committee to put any matter to the membership deemed necessary by the committee including inter alia revision of these Rules.

The Committee may, instead of convening a general meeting, arrange for a postal ballot of the Members on any matter not reserved for the annual meeting.

All resolutions at a Special General Meeting shall be passed by a simple majority vote of the members present at the meeting. In the case of an equal number of votes the Chair shall have the casting vote.

Resolutions on a ballot shall be passed by a simple majority of the votes received and entitled to be cast. In the case of an equal number of votes the Chair shall have the casting vote.

MINUTES

Minutes of all meetings shall be kept by the Secretary.

A copy of the minutes of each meeting shall be sent by the secretary, to each committee member, within twenty eight days of the meeting.

FINANCE

The financial year of the Association shall be from 1st January to 31st December.

There shall be a bank account operated in the name of the Association and cheques for withdrawal of monies shall only be signed by any two of the authorised signatories to the account, one of which must be an officer.

No action involving expenditure in the name of or on behalf of the Association shall be taken and no undertakings which would commit the Association to expenditure or other liability shall be made, without the prior authority of a resolution of the committee.

The treasurer will prepare and present a financial report on the current financial state of the association at each committee meeting.

After the end of the financial year, an audited financial report including a statement of the assets and liabilities of the Association and a statement of income and expenditure for that year shall be prepared and presented to the committee for approval and adoption. This report shall be presented at the following Annual General Meeting.

GOVERNING LAW

The Association shall be governed by the Laws of England and Wales.

