



# Veterinary Nurses Council of Australia Incorporated

## REGULATIONS

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## **1. FORMS**

- 1.1 For the purposes of rule 7(1)(a) the membership application form set out in Appendix 1 is prescribed.
- 1.2 For the purposes of rule 19(2)(a) the proxy form set out in Appendix 2 is prescribed.

## **2. DIVISIONS**

### **2.1 Establishment of Divisions**

The following Divisions are established under rule 42(1):

- (a) New South Wales
- (b) Queensland
- (c) South Australia
- (d) Victoria
- (e) Western Australia

### **2.2 Constitution of Divisional Committees**

- (a) Each Divisional Committee is constituted under rule 42(2) by the following Divisional Officers:
  - (i) Divisional President,
  - (ii) Divisional Vice-President,
  - (iii) Divisional Treasurer, and
  - (iv) Divisional Secretaryand between five and ten ordinary Committee members.
- (b) Subject to these regulations, the provisions of the rules relating to the Executive apply to Divisional Committees with any modifications that are authorised by the Executive.

### **2.3 Election and Term of Office of Divisional Committee**

- (a) The Divisional Committee will be elected each year at the Divisional Annual General Meeting.
- (b) All full and associate members of the Division whose subscriptions are not in arrears are eligible to stand and vote. Life members are also eligible to stand and vote.
- (c) Nominations will be made prior to the Divisional Annual General Meeting.
- (d) Members may vote in person or by proxy.

- (e) Voting is by show of hands, unless any member present requests that a secret ballot be held.
- (f) The term of office of the Divisional Committee will be from the end of the Divisional Annual General Meeting at which its members are elected until the end of the next Divisional Annual General Meeting.
- (g) Without limiting regulation 2.2(b), the provisions of the rules relating to vacancies in the Executive apply to the Divisional Committee with any modifications that are necessary.

## **2.4 Responsibilities of Divisional Officers**

Divisional Officers have specific responsibilities as follows:

- (a) The President
  - Figurehead of the Division
  - Presides over meetings as Chair
  - Presents a monthly report to Divisional Committee including report on National activities
  - Develops (with Divisional Committee) Annual Management Plan
  - Represents the Division on public occasions
  - Expresses the policies of the VNCA impartially
  - Represents the Division at Council meetings
  - Mail received and sent to be given to Secretary at monthly Committee meeting and noted in correspondence
  - Co-ordinate and assist portfolios to complete monthly tasks
  - Contact training providers for presentations to students
- (b) The Vice-President
  - Assumes President's role if absent
  - Assists and supports the President
  - As officer has the responsibility to make/ discuss policy decisions and aid in managing administration affairs
  - Performs tasks delegated
  - May act as Divisional representative at Council meetings where the Divisional President is a member of the Executive
- (c) The Treasurer
  - Accounts for all money received and expended using the VNCA National Treasury System
  - Deposits all money promptly
  - Must ensure that at least 2 officers authorise all payments
  - Keeps all invoices, receipts, cheque books, deposit books and bank statements, maintains up-to-date cheque and deposit listings, and prepares monthly bank reconciliations and financial statements
  - Presents the monthly financial statement to each Divisional Committee meeting, which is then included in the minutes

- As soon as possible after 1 January each year, prepares a draft annual financial statement for the Division and forwards it to the National Treasurer, together with all invoices, receipts, cheque books, deposit books and bank statements for the previous year, and any other records, statements and reports required by National Treasurer for the National audit. A Divisional annual financial statement will be presented to the first Divisional Committee meeting after the National audit is completed.
  - Maintains a current inventory of all furnishings and equipment held on behalf of the VNCA by that Division
  - As officer has the responsibility to make/ discuss policy decisions and aid in managing administration affairs
  - Be present whenever possible at seminars, meetings, etc. to accept money and make payments
  - Develops Financial Plan for review during Planning meeting
- (d) The Secretary
- Reads, records and attends to correspondence
  - Keeps records and maintains files
  - Organises AGM – venue, date, time, etc.
  - Prepares election procedure for following years officers, including nominations, proxy votes, ballot papers, etc.
  - Records minutes
  - Sends copy of minutes of Divisional Committee and general meetings to the National Office within one month
  - Sends out the monthly minutes, notices of meeting, agenda, action list, etc.
  - Updates relevant bodies with change of Committee members or contact details
- (e) Members of Divisional Committees may be allocated portfolios. These may include:
- Continuing Education Seminar Coordination
  - Industrial Relations
  - Industry Links, e.g. affiliated associations
  - Membership Recruitment
  - Industry Advisory Committee
  - Branch Liaison

Members holding these portfolios will report to the Divisional Committee and make recommendations. The Divisional Committee will, in the normal manner, act upon and pass resolutions regarding these recommendations.

## **2.5 Liaison between Executive and Divisional Committees**

The mechanism for liaison between the Executive and Divisional Committees is as follows:

(a) From Executive to Divisional Committee

The State Liaison Officer (SLO) is the communication link between Divisional Committees and the Executive.

- (i) The National Secretary shall inform Divisions of any changes to Council and Executive members' names, addresses or phone numbers via the Divisional President.
- (ii) The National Secretary shall mail minutes of Council and Executive meetings to the Divisional President.
- (iii) Policy Portfolio holders shall notify Divisional Presidents of changes in operating procedures & policies.

(b) From Divisional Committees to Executive

- (i) Divisional Secretaries shall send a copy of the "accepted" minutes of each Divisional Committee meeting to the National Office within one week of accepting them.
- (ii) Divisional Secretaries shall send a copy of the minutes of each Annual and Special General Meeting to the National Office within one month.
- (iii) Divisional officers shall send changes to Divisional Committee names, addresses and phone numbers to the National Office.

## **2.6 Divisional Annual General Meetings**

- (a) Each Divisional Committee must convene an Annual General Meeting of the members of that Division in February of each year.
- (b) Without limiting regulation 2.2(b), the provisions of the rules relating to the Annual General Meeting of the VNCA apply to Divisional Annual General Meetings with any modifications that are authorised by the Executive.

### **3. BRANCHES**

In response to an application by a group of members for a local seminar, the Division may appoint an individual member to assist with organization. In addition to this a member who lives in a regional area may approach a Division to set up a Branch. The role of this member will be to assist with local continuing education seminars and improve communication between veterinary nurses sometimes disadvantaged by distance.

### **4. SPECIAL INTEREST GROUPS**

May be formed by applying to the Council.

### **5. MEMBERSHIP**

#### **5.1 Code of Professional Conduct**

- (a) All full members of the VNCA must comply with the Code of Professional Conduct set out in Appendix 3.
- (b) A full member who breaches the Code is subject to the disciplinary sanctions in rule 11, including expulsion.

#### **5.2 Associate Members**

- (a) The rights of associate members prescribed under rule 10(2) are currently the same as for full members
- (b) Associate members have the same obligations and liability under rules 10(6)-(9) as other members of the VNCA.

#### **5.3 Supporter Members**

Supporter membership is available to any individual, partnership, company or organisation that supports the VNCA, and wishes to demonstrate this through membership.

#### **5.4 Recruitment of Members**

- (a) Membership inquiries must be attended to immediately. Details of the enquiry must be forwarded to the National Office so that a membership information package can be sent out as soon as possible. Enquiries may be made to the National Office via email or the VNCA website.
- (b) Members will be informed of the date, time and place of Divisional Committee meetings, and encouraged to participate.

- (c) A member of the Divisional Committee shall be nominated to speak to veterinary nurse students at registered training organisations (RTO) in their state about the benefits of membership.
- (d) Each month a list of membership applicants will be forwarded to the Divisional Committee. These should be tabled at the next Divisional Committee meeting for approval. The name of any applicant who is considered unsuitable should be forwarded immediately to the Executive.

## **5.5 Membership Records**

- (a) Membership lists and databases are the sole property of the VNCA, and may only be used with the express permission of the Executive.
- (b) All enquiries regarding commercial use of the databases should be directed to the National Office.

## **6. MEETINGS**

- 6.1 Meetings should be conducted in accordance with the recognised rules of meeting procedure.
- 6.2 Committees that are structured and correctly chaired stand a far greater chance of surviving and of meeting the VNCA's objectives.
- 6.3 Divisional Committees should actively encourage members to join their Committees, and take part in the promotion and education of the profession.
- 6.4 Meetings should be held at a regular time, i.e. same time, same day each month.
- 6.5 An agreed agenda should be used for the meeting.

## **7. FINANCIAL MANAGEMENT**

### **7.1 Treasury Regulations**

All financial management details are included in the Treasury Regulations which form part of the Regulations of the VNCA.

### **7.2 Donations**

Divisions to refer to National Treasurer for guidance.

### **7.3 Sponsorship**

- (a) The policy of the VNCA is to adopt a global outlook towards received financial support.

- (b) On the basis of delivering benefits that equate to money received, all enquiries regarding sponsorship must be referred to the VNCA Executive Sponsorship Portfolio Chair. That officer will then determine how both the VNCA and the company can achieve a win: win outcome.
- (c) The VNCA has established a reputation for impartiality towards commercial companies, and this is vital if the VNCA is to meet its objectives.
- (d) Guidelines for sponsorship are contained in the Sponsorship Policy.

#### **7.4 Mail-Outs**

All enquiries from companies regarding the mail out of literature must in the first instance be referred to the National Office.

### **8. BUSINESS PLANNING**

The strategic planning process for the VNCA will be as follows:

#### **8.1 Overview**

- (a) In addition to the National Business Plan, each Division will develop an Annual Management Plan. This will include a budget and cash flow, and will detail activities for the year, such as meetings, seminars, etc.
- (b) The Executive continuously revisits the National Business Plan throughout the year. On an ongoing basis, the Divisional Committees work through strategies that are developed. Each year Divisions revisit their Divisional Management Plan. These plans give the VNCA and its Divisions focus and direction, and ensure that all activities and strategies, state or nationwide, are pulled together into an effective program for veterinary nurses throughout Australia.

#### **8.2 National Planning Meeting**

Following the National AGM held in April/May each year, the new Executive will by establish the portfolios and activities for the year in line with the new budget. This process will take the format deemed necessary by the Executive, but should adopt a formal planning approach to ensure effectiveness of resource allocation.

#### **8.3 Divisional Planning Meeting**

- (a) The objective of the Divisional Planning Meetings is to align the Divisions to the National Business, Marketing and Financial Plans to ensure a national focus for veterinary nurses throughout Australia. This system

allows resource allocation to be effective and efficient by utilising a state management approach.

- (b) The outcomes of the Divisional Planning Meeting must be documented in the minutes of the meeting based on the following framework:
1. Committee Administration
    - Structure - to develop a sound working structure to allow effective internal and external communications.
    - After consultation with the Committee members, the President allocates each Committee member a portfolio/role to perform.
  2. Management
    - To develop an activity plan to run and be reviewed every quarter.
    - The Committee to meet and set an Action/ Activity Plan and review it monthly.
  3. Education
    - To run continuing education seminars.
    - To attend Industry Advisory Committee meetings.
    - To communicate with the Registered Training Organisations
    - To organise at least 4 continuing education seminars each year.
  4. Membership
    - To increase membership by an agreed target.
    - Each Committee member will endeavour to recruit new members.

## **9. CONTINUING EDUCATION**

### **9.1 National Conference**

The Convenors Handbook in its entirety is incorporated into these regulations.

### **9.2 Continuing Education Seminars**

- (a) The continuing education of veterinary nurses shall be a major objective of the Divisions.
- (b) Divisions have a responsibility to organise seminars which shall be impartial and of a high technical standard.
- (c) VNCA continuing education seminars shall not have commercial sponsorship.
- (d) It is suggested that at least 4 seminars each year are achievable.

- (e) Evening seminars of 2-3 hours duration have proved most successful and cost effective. They are accessible to the greatest number of potential delegates. Seminars shall be no longer than one day in duration except in special circumstances where the Executive has given approval.
- (f) In order to maintain impartiality and integrity, commercial companies shall not influence the technical content of the seminar. Divisions must not endorse any product or company. (Please see Divisional Committee Handbook).

## **10. INDUSTRY ADVISORY GROUPS**

### **10.1 National**

- (a) The National Industry Advisory Group (NIAG) for veterinary nursing includes representatives of the VNCA, Australian Veterinary Association, Australian Small Animal Veterinary Association and educators. It also liaises with the Rural Training Council of Australia.
- (b) The Rural Training Council of Australia is the body responsible for the training package for the veterinary nursing profession.

### **10.2 Divisional**

- (a) Divisional Committee members will represent veterinary nurses on the State Industry Advisory Committee. Other members of the IAC will be registered training organisations, veterinary practitioners, Primary Industries Board representative, Australian Veterinary Association representative, and possibly State Veterinary Board and Australian Small Animal Veterinary Association representative.
- (b) The Divisional Committee members of the State IAC will give direction and advice to registered training organisations, and will monitor outcomes and ensure that competency standards for veterinary nursing are met. The State IAC will report to the NIAG.

## **11. MISCELLANEOUS**

### **11.1 Locum Veterinary Nurses**

Divisions must not set themselves up as agencies or recommend individuals. There may be substantial financial repercussions should a nurse or employer fail to meet the expectations of the other party. As a consequence, there is a potential that the VNCA may be sued in a court of law. (See Divisional Committee Handbook for advice for veterinary nurses wishing to work as locums).