

## Proposed constitutional changes 22<sup>nd</sup> OHNNG AGM

4.2	Associate Member Any national or international nurse, student nurse, company representative or Allied health professional who has an interest in or desire to further his/her knowledge of Otorhinolaryngology, Head & Neck nursing. A <b>NON NURSING</b> member is not eligible to vote, hold office, seek members' concession rates for <b>NATIONAL</b> meetings or apply for sponsorship.
4.3	Register of Members
4.3.1	Membership to the group shall be renewable at the <b>beginning of each calendar year. AT THE ANNIVERSARY DATE.</b>
4.3.2	The committee shall cause a register to be kept in which shall be entered the names and postal address of all persons admitted to membership of the group, the dates of their admission, organisation of employment, current position held, and any particulars deemed to be necessary, for the exclusive use of the group.
4.3.3	The membership data base will be maintained by the Executive Secretary.
4.3.4	<b>Any member not paying their annual membership AS PROMPTED BY THE MEMBERSHIP PROGRAM shall be deemed not financial and no longer entitled to membership and membership benefits.</b>
4.3.5	
4.5	Membership Fee
4.5.1	The Executive shall review the annual fee payable for existing and new members annually.
4.5.2	Membership fee shall be determined, confirmed and published in the minutes at the AGM.
4.5.3	
6.4	Monies
6.4.1	It is the responsibility of the Management Committee to control the spending of monies. The Otorhinolaryngology, Head & Neck Nurses Group shall not be in debt to the Management Committee members or group members for expenses incurred on behalf of the group.
6.4.2	The elected Honorary Treasurer shall keep a record of all monies collected or raised by the group. This shall be receipted and deposited promptly into a bank or other institution approved by the Management Committee.
6.4.3	<b>The Honorary Treasurer will keep a record of all TRANSACTIONS in ACCOUNTING SOFTWARE . WITHDRAWALS GREATER THAN \$2000 WILL BE AUTHORISED BY TWO MEMBERS OF THE EXECUTIVE ONE OF WHICH IS THE PRESIDENT.</b>
6.4.4	<b>A CERTIFIED ACCOUNT WILL ASSESS THE FINANCIAL BALANCE SHEET PRIOR TO THE AGM AND shall certify to the correctness of THE GROUPS BALANCE STATEMENT before they are tendered to the Annual General Meeting.</b>
7	SPONSORSHIP
7.1.5	That nurse speaker/presenters shall receive complementary registration for the day they present at the National Conference or National Study Day. <b>ONE COMPLIMENTARY REGI!</b>
7.1.5.1	<b>SpeakerS/presenters THAT THE PRESIDENTS INVITES TO PRESENT AT THE NATIONAL CONFERENCE MAY receive reimbursement for airfare and or accommodation costs for the day they present at a the National Conference or National Study Day AT THE DISCRESSION OF THE EXECUTIVE.</b>
9	GENERAL MEETINGS AND ANNUAL GENERAL MEETING
9.1	General Meetings
9.1.1	<b>AN ANNUAL MEETING of the Otolaryngology, Head and Neck Group committee shall be held at TWICE A YEAR, MID YEAR AND AT ANNUAL CONFERENCE.</b>
10	ALTERATION OF THE CONSTITUTION
	This constitution may be amended, rescinded or added to at an Annual General Meeting, or an Extraordinary General Meeting. The Honorary Secretary shall give notice of alteration one month before such meeting. Motion to alter the constitution is carried by a majority of 2/3rds of the votes cast by the voting members present.
7.1.3.3	Successful applicants must present verbally at the following annual confrence, or exhibit a poster in addition to a written tour summary. SUCCESSFUL APPLICANTS MUST PRESENT A TEMPLATED REPORT FOR DISTRIBUTION VIA GROUP E NEWSLETTER WITH 60 DAYS OF COMPLETION OF CONFERENCE.