

### NURSING INFORMATICS AUSTRALIA (NIA)

Health Informatics Society of Australia (HISA) – Special Interest Group

The pre-eminent national nursing informatics body and a special interest group of HISA.

#### NIA BY-LAWS

Amended and accepted by HISA Board 2017

Adapted from the American Medical Informatics Association Inc - Nursing Informatics Working Group By-Laws, and the Constitution of Health Informatics Society of Australia Ltd.

#### Article 1: Name

The name of the group shall be Nursing Informatics Australia (herein referred to as NIA). Nurses refer to registered nurses and registered midwives.

#### Article 2: Relationship to HISA

NIA is a Special Interest Group of the Health Informatics Society of Australia. NIA operates within the HISA organisation and is governed by NIA's bylaws, policies, and procedures which will be consistent and congruent with HISA's constitution. Where there is a conflict between the HISA constitution and the NIA by laws, the HISA constitution will take precedence.

#### Article 3: Purpose

To provide a national focus to:

- identify and address nursing informatics issues of national and local importance
- increase the level of representation of nursing in health informatics issues
- increase awareness and understanding of the role of informatics in nursing practice
- liaise with other national and international health informatics and nursing associations to promote the appropriate use of information technology in nursing
- participate in the formulation of health informatics policy at the national, state and local level
- provide a forum for the dissemination of information regarding nursing informatics.

#### Article 4: Framework of reference

1. Identify and respond to health informatics issues of national importance with a specific reference to how these may impact upon nurses or nursing, through the HISA network, various nursing organisations, consultation with local groups, government and the literature
2. Organise activities which promote nursing involvement in the development, purchase, management, and use of ICT to enhance nursing practice
3. Promote the appropriate use of information technology in all sectors associated with nursing service delivery
4. Promote and support research aimed at better use of ICT as a tool for the provision and administration of quality nursing services
5. Nominate individuals to represent NIA and participate in national projects and in the formulation of national policies which impact upon health informatics.

### **Article 5: General NIA Membership**

#### **5.1 Qualifications**

Persons eligible for membership of the group shall be any person interested in the purpose and activities of the NIA and who are financial members of HISA.

#### **5.2 Admission**

Applicants will be admitted via membership to HISA and elect to participate in NIA.

#### **5.3 Annual subscription**

The annual subscription to HISA will cover the membership to NIA when the member elects to participate in NIA.

### **Article 6: NIA Officers and Administrative Committee**

#### **6.1 Committee membership and composition**

All members and officers of the committee must be currently registered nurses/midwives i.e.: as listed on AHPRA (Australian Health Practitioners Regulation Agency).

##### **Executive Officers (4 persons)**

The officers of NIA shall be as follows:

1. Chair
2. Deputy Chair
3. Secretary
4. Treasurer

##### **Committee Members (4 persons)**

- The Committee will be established to support the Executive Officers and will comprise of a maximum of four elected current registered nurses
- The Committee may co-opt other HISA members to their number
  - Co-opted members may provide advice on specific projects or represent NIA on specific committees as directed by the Committee
- The maximum number of members and officers is eight (8)

### 6.2 Duties

The duties of the officers shall be as follows:

#### 1. Chair:

The Chair shall convene, preside over and set the agenda for the meeting of the Committee and Membership; provide leadership in Nursing Informatics for NIA and HISA. Represent NIA as a member of CONNMO (Coalition of National Nursing and Midwifery Organisations)

Other responsibilities include:

- scheduling meetings and informing members
- being responsible for the preparation of the agenda in consultation with the Secretary
- inviting any advisers, presenters, etc
- guiding the meeting through the agenda
- ensuring all have an opportunity to speak
- ensuring the committee stays within its charter
- reviewing and approving minutes of the meetings
- attending meetings as scheduled

#### 2. Deputy Chair

The Deputy Chair will deputise for the Chair when and as required to convene and preside over and set the agenda for the meeting of the Committee and Membership; represent NIA in HISA in lieu of the Chair; provide leadership in Nursing Informatics for NIA and HISA.

Other responsibilities include:

- attendance at meetings as scheduled

#### 3. Secretary

The Secretary shall record minutes of meetings of the membership and Administrative Committee, shall assist the Chair in any NIA activities.

Other responsibilities include:

- keeping all committee records, for example master minutes file, tabled reports etc.
- dispatch of accepted minutes of meetings to HISA
- reporting on the status of recommendations
- preparation of the agenda for each meeting in consultation with the Chair
- distribution of the minutes to committee prior to meeting date
- attendance at meetings as scheduled.

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### 4. Treasurer

The Treasurer shall prepare an annual budget using the Financial Processes document for the approval of the Committee and presentation to the HISA Board for approval including any conference budgets; shall keep records of any or all revenues and expenditures of NIA and report same to HISA; and shall assist the CFO to prepare an annual financial report to be submitted to members, the Committee and HISA Board.

Other responsibilities include:

- attendance at meetings as scheduled
- liaise with the HISA CFO

### 5. Committee members

The duties of the committee members shall be as follows:

- participate in the work of the Committee and carry out related activities as requested by the Chair
- report issues arising from their State or Territory that may be the concern of the members and/or committee
- attend meetings as scheduled
- represent NIA on external committees or groups as directed

## 6.3 Elections

### Committee

- Committee member nominations will be sought from the NIA membership six weeks prior to the NIA Annual General Meeting for available committee positions. Nominees must be a financial member of HISA and NIA and a registered nurse/midwife with a current AHPRA registration and have expressed an interest in NIA SIG on membership profile
- Nominations are to be forwarded to the nominated Returning Officer
- Nominees are to advise as to the preferred positions nominating for on the committee (that is Officer or general committee member positions)
- A maximum of eight (8) committee members will be elected
- The returning officer will count the votes including any votes by proxy and announce the outcomes, which will be presented to the AGM and forwarded to all members
- If the nominations are the same number or less than the vacancies for the committee, all shall be deemed to be duly elected
- Each financial member of NIA may vote for up to as many candidates as there are vacancies to be filled and no more
- Each member shall serve three years on the committee, with the term of office commencing from the date of election. At the end of that period they may renominate for the same or another position.

### 6.4 Eligibility

- All committee members must be members of HISA and hold a current nursing/midwife registration listed on AHPRA.
- Nominees must be a member of the NIA Committee to be eligible to nominate for an Executive Committee Position
- In the event of a position falling vacant, the Chair, with the advice and consent of the Committee, may appoint a full member to serve in the vacated position.
- At the next regularly scheduled election, there shall be nominations and voting to fill the position.

## Article 7: Meetings

### 7.1 Committee

- The Committee and any ad hoc committees shall meet as necessary
- They may conduct business by telephone or electronic media
- When business is conducted outside formal meetings, records of any correspondence, transactions, and decision are to be forwarded to the Secretary for compilation into the permanent records of NIA
- Half of the committee number plus one shall constitute a quorum and will include at least two committee officers
- Meetings will be held every month via teleconference facilities
  - An annual face to face planning meeting will be held in the first quarter of the calendar year, with a second face to face meeting the day before the NIA conference
- Extra ordinary meetings will be held when necessary
- Officers and members must attend the AGM and all other scheduled meetings.
  - Failure to attend more than 2 meetings in a row without good reason and/or an apology will result in removal from the committee (at the discretion of the chair).

### 7.2 Annual General Meetings

The AGM of Nursing Informatics Australia shall be held each year for transacting the following business:

- receive the Annual Report from the Chair
- receive and approve the Annual Financial report
- confirm the officers elected for the ensuing year
- consider any other business relevant to the AGM.

Other:

1. Business may be conducted face-to-face, by telephone, or electronic media
2. Notice of the AGM shall be communicated to every member of the group
  - a. notice shall be issued at least 21 days before the date of the AGM and shall indicate the business to be transacted
3. Accidental omission to give notice of the AGM to, or non-receipt of such notice, by any person entitled to receive notice shall not invalidate any resolutions passed
4. Eight shall constitute a quorum

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5. In the absence of a quorum the Chairperson may allow the meeting to proceed with its business, but all resolutions passed must be confirmed at the subsequent AGM
6. Each member shall be entitled to one vote. Voting at the AGM may be by a show of hands or a yes/no via electronic communication unless a ballot is demanded by a least one third of the members
7. Proxy voting
  - a. proxies must be received by the current NIA Secretary 48 hours prior to the Annual General Meeting
  - b. proxies can be forwarded by any current NIA member on behalf of another NIA member.

### 7.3 Extraordinary Meetings

- The Secretary under direction of the Committee or on the request by one fifth of the membership shall convene extraordinary meetings of the group
- A quorum for extraordinary meetings shall be the same as that required for the AGM
- In the absence of a quorum the procedure shall be the same as that for the AGM.

### Article 8: Finances

- The funds of NIA are under the control of HISA Head Office per the *NIA Financial Process* agreed by HISA and NIA April 2017.
- The Treasurer shall prepare an annual budget with HISA CFO and in consultation with the NIA committee for inclusion in HISA's operational budget.
  - The final budget is to be signed off by the NIA Executive Committee and HISA.
- The financial year of NIA shall commence on the first day of April each year and the Treasurer will present a summary report of finances at the AGM
- The Treasurer, in consultation with HISA CFO and the NIA committee, will establish spending guidelines and limits, and review same annually
- The HISA CFO will provide a bill paying service for NIA, within the budget, spending guidelines and limits set by NIA
  - The Treasurer is to approve all such payments
- The Treasurer is to work with HISA CFO to ensure receipts are presented for all payments.

### Article 9: Records

- A correct record of the proceedings of all meetings of NIA shall be kept in a suitable electronic format (HISA Dropbox is available for storage)
- Copies shall be made available to the Membership upon request
- Nursing Informatics Australia information will also be made available via electronic resources including web site linked to the HISA web site
- HISA National Office shall keep a correct record of the accepted members of HISA/NIA to be provided to NIA committee upon request

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- A copy of all NIA records is to be supplied to the HISA National Office on the finalisation of those records by the committee.

### **Article 10: Working Groups or Ad Hoc Committees**

#### **1. Working Groups**

Members of NIA may form a working group with the consent of the Chair and NIA committee. The group may be short-term, for a specific purpose or long-term constituting a special interest group.

#### **2. Ad hoc committees**

The Chair of NIA may appoint ad hoc committees as necessary. The charge, membership, and duration of those ad hoc committees shall be determined by the Chair of NIA with the advice and consent of the Committee.

### **Article 11: Public Announcements**

Public announcements concerning NIA cannot be made without the comment of the Chair. If a local meeting is to be advertised as a meeting of NIA, then the organiser is obliged to notify the Chair and Secretary of the Group.

### **Article 12: Winding Up**

If upon winding up or dissolution of NIA there remains, after satisfaction of all its liabilities, any property, it shall be distributed at the discretion of the Committee.

### **Article 13: Alterations to the By-Laws**

- Alterations to By-Laws cannot be effected until ratification by the HISA Board
- By-laws come into effect after acceptance by the members at the AGM.