

### 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 2019**

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 by-laws, 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 digital health issues.
- increase awareness and understanding of the role of digital health in nursing practice.
- liaise with other national and international digital health, nursing informatics and nursing associations to promote the appropriate use of information technology in nursing.
- participate in the formulation of digital health policy at the national, state and local level – particularly those that relate to or impact nursing practice.
- provide a forum for the dissemination of information regarding nursing informatics and digital health.

#### Article 4: Framework of Reference

- Identify and respond to digital health 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 literature.
- Organise activities which promote nursing involvement in the development, purchase, management, and use of information and communications technology (ICT) to enhance nursing practice.
- Promote the appropriate use of digital technology in all sectors associated with nursing service delivery.
- Promote and support research aimed at better use of digital technology for the provision and administration of quality nursing services.
- Nominate individuals to represent NIA and participate in national projects and in the formulation of national policies which impact upon digital health.

### 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 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, as listed on Australian Health Practitioner Regulation Agency (AHPRA).

##### 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 a maximum of four (4) elected current registered nurses
- The Committee may co-opt other HISA members to provide advice on specific projects or represent NIA on specific committees as directed by the Executive Officers.
- The maximum number of elected members and officers is eight (8).

#### 6.2 Duties

The duties of the executive officers shall be as follows:

##### 1. Chair:

The Chair shall

- convene, preside over and set the agenda for meetings of the Committee and Membership;
- provide leadership in nursing informatics for NIA and HISA;
- represent NIA at HISA Board meetings;
- represent NIA or nominate a committee member as a member of CoNNMO (Coalition of National Nursing and Midwifery Organisations).

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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 remains within its by-laws;
- reviewing and approving minutes of the meetings;
- attending meetings as scheduled;
- nominating other committee members to represent NIA if unable to attend.

### 2. Deputy Chair

The Deputy Chair will deputise for the Chair as required.

Other responsibilities include:

- attendance at meetings as scheduled

### 3. Secretary

The Secretary shall record all minutes of meetings of the NIA Committee and Annual General Meeting (AGM) and assist the Chair in any NIA activities.

Other responsibilities include:

- keeping all committee records in a secure electronic format;
- electronically dispatching accepted minutes of meetings to HISA;
- reporting on the status of recommendations;
- preparing the agenda for each meeting in consultation with the Chair;
- distributing minutes and relevant documents to the committee seven (7) days prior to meeting date;
- attendance at meetings as scheduled.

### 4. Treasurer

The Treasurer shall

- receive a quarterly financial statement from the HISA CFO;
- table the quarterly financial statements at NIA Committee meeting;
- report on the current financial status at each NIA Committee meeting;
- annually review the Financial Processes document, in consultation with the NIA Committee and the HISA CFO, for submission to the HISA Board for approval;
- assist the HISA 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

Committee members shall:

- 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 Committee Elections

- Committee member nominations will be sought from the NIA membership six (6) weeks prior to the NIA AGM for available committee positions. Nominees must be a financial member of HISA and a registered nurse with a current AHPRA registration and have expressed an interest in NIA SIG on their membership profile;
- Nominations are to be forwarded to the nominated Returning Officer;
- The Returning Officer will determine the number and nature of the positions to be vacated (and whether an Executive or Committee position) and liaise with the HISA National Office for the notification of members.
- Nominees are to advise as to their preferred vacant positions when nominating for the committee (i.e. Officer or General Committee Member positions);
- A nominee may nominate for both an Executive and Committee position and the votes for an Executive position will be counted first.
- A maximum of eight (8) committee members will be elected;
- The Returning Officer will tally the votes and announce the outcome at the AGM;
- The results will be published to the membership;
- 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 HISA may vote for up to as many candidates as there are vacancies to be filled and no more;
- Each member shall serve three (3) years on the Committee, with the term of office commencing from the date of election. At the end of that period they may re-nominate 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;
- In the event of a position falling vacant, the Chair, with the advice and consent of the Committee, may co-opt a full member to serve temporarily in the vacated position;
- At the next regularly scheduled election, there shall be nominations and voting to fill the vacated 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;
- Records of any correspondence and decisions are to be forwarded to the Secretary for compilation into the permanent records of NIA and HISA;
- Half of the committee's number plus one (1) shall constitute a quorum and will include at least two committee officers;
- Meetings will be held every month;
  - An annual face-to-face planning meeting will generally 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 two (2) meetings in a row without good reason and an apology will result in removal from the committee (at the discretion of the Chair).

#### 7.2 Annual General Meetings

The AGM of NIA shall be held each year for transacting the following business:

- receiving the Annual Report from the Chair;
- receiving and approving the Annual Financial report;
- confirming the officers elected for the ensuing year;
- considering any other business relevant to the AGM.

Other:

- Business may be conducted face-to-face, by telephone, or electronic media;
- Notice of the AGM shall be communicated to every member of the group;
  - notice shall be issued at least 21 days before the date of the AGM and shall indicate the business to be transacted;
- 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;
- Eight (8) attendees shall constitute a quorum;
- 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;
- Each member shall be entitled to one (1) 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;
- Proxy voting requires proxies to be
  - a. received by the current NIA Secretary 48 hours prior to the AGM;
  - b. forwarded by any current NIA member on behalf of another NIA member.

### 7.3 Extraordinary Meetings of the Membership

- 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

- NIA financial management is under the control of HISA Head Office as per *the HISA Constitution and the NIA Financial Procedure as agreed by HISA and NIA April 2019*;
- 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 Board;
- 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, spending guidelines and limits set by the annual budget;
  - 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;
- Copies shall be made available to the Membership upon request;
- NIA information will also be electronically available via the NIA and HISA website;
- HISA National Office shall keep a correct and current record of NIA members, to be provided to NIA committee upon request;
- A copy of all NIA records is to be supplied to HISA 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 NIA.

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

Not Applicable.

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

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