

SECTION 1 – PRINCIPAL STATEMENTS

Article 1 – Name and Logo

- 1.1 The organization shall be known as the “*Malta Emergency Nurses' Association*”, hereinafter referred to as “*MENA*” or “*association*”.
- 1.2 The logo of MENA has been selected through a logo competition organized in 2004 and is the following.



Article 2 – Founding

- 2.1 MENA was founded by a group of nurses who identified themselves under the title of “*MENA temporary committee*” with the main aim of drafting a statute as a foundation for the constitution of this organisation.
- 2.2 Important dates in the foundation of the MENA are the following:
 - the first meeting of the temporary committee, which was held on the 13th of July 2004; and
 - the first meeting of the permanent committee, which was held on the 4th of October 2005.

Article 3 – Value Statements

- 3.1 Emergency nursing is a specialized area of nursing practice. It includes a defined and evolving body of knowledge based on research which is independent from, yet collaborative with other fields of nursing practice and with that of other professions. Continuing education and professional development as well as evidence based practice are thus fundamental to quality emergency nursing practice.

- 3.2 All clients are unique individuals with different physical, psychological, social and spiritual needs. They have an equal right to professional emergency care and support without discrimination on the grounds of sex, age, nationality, race, sexual orientation, religious beliefs, personal attributes, nature or origin of their health problem or any other factor.
- 3.3 Teamwork, cooperation with other agencies/organizations and respect towards colleagues, their experience, knowledge, beliefs and opinions are all elements inherent to professional emergency nursing practice.
- 3.4 Promotion of health and wellness, dissemination of knowledge on the prevention of illness and injury as well as education on action in emergency situations are essential components of emergency care.

Article 4 – Mission, Purposes and Limitations

- 4.1 MENA's mission statement is to promote excellence in emergency nursing practice, in view of the professional code of ethics for nursing practice.
- 4.2 In this respect the main purposes of the MENA are:
- to define standards of excellence for emergency nursing practice;
 - to raise the profile of emergency nursing as a nursing speciality;
 - to advocate the philosophy of an emergency nursing speciality through the code of professional ethics for nurses;
 - to work towards the improvement of emergency care in collaboration with other organizations;
 - to serve as a knowledge resource for emergency nursing practice through research and education;
 - to monitor and participate in discussions and activities related to issues affecting emergency nursing practice;
 - to provide a networking structure, identifying and addressing professional emergency nursing issues;
 - to encourage emergency nurses to work together in a professional manner and share knowledge, information and education;
 - to promote the common interests of the association's members;

- to serve as the patient's advocate through public education and other mechanisms; and
- to promote injury prevention, health and wellness activities.

4.3 The actions of the association are limited to those outlined in articles 4.1 and 4.2. To this effect and furthermore:

- the MENA shall in no way act as a union and it shall never assume the role of any union representing nurses to intervene in social and/or political issues;
- activities organized by the MENA are not organized for the private gain of any person; and
- no part of the activities organized by the association shall contribute to carry out propaganda or to participate or intervene in any political campaign on behalf of any candidate for a public office.

SECTION 2 – MEMBERSHIP

Article 5 – Membership Categories

- 5.1 Membership is open to first level and second level nurses who have an interest in Accident and Emergency Nursing.
- 5.2 Interested parties may apply for any of the following membership categories if they satisfy the requisite criteria:
- Full Members: Nurses who have been working full time, part time or voluntarily (for more than 12 hours per week) in an accident and emergency department and/or prehospital setting (performing nursing duties as part of an emergency medical service) for more than 6 months during the previous three years and/or nurses in possession of a valid qualification in accident and emergency nursing, prehospital nursing or equivalent.
 - Associate Members: Nurses who have a special interest in accident and emergency or prehospital nursing but do not fulfill requirements for full membership.
 - Honorary Members: Persons onto whom the executive committee has conferred an honour in recognition or prospect of outstanding service.
 - Executive Committee Members: Members elected by the general assembly to form part of the executive committee.
- 5.3 The executive committee reserves the right to accept and refuse any application as it may deem necessary.

Article 6 – Membership Fees

- 6.1 The executive committee establishes membership fees for different categories of members.
- 6.2 Membership fees can only be waived if 75% of all votes of the executive committee so decide.
- 6.3 Honorary members are exempt from paying membership fees.
- 6.4 Membership fees shall be collected annually by executive committee members before the end of November of each year.
- 6.5 Membership fees paid become valid in January of the succeeding year.

Article 7 – Member Rights and Responsibilities

7.1 Rights

- All members have the right to receive a quarterly newsletter.
- All members have the right to be informed of updates according to their membership category.
- All members have the right to benefit from discounted activities in accordance with their membership category.
- All members have the right to attend to regular educational seminars on various subjects.
- All members have the right obtain a gift upon initial subscription.
- Only full members have the right to vote during meetings of the general assembly (AGM and EGM).
- Only full members have the right to contest elections for posts on the executive committee.
- Honorary members have all the rights and privileges afforded to full members except the right to vote and to hold an elected office.

7.2 Responsibilities

- All members have the responsibility to support and disseminate the value statements, mission statement and purposes of the association (Section 1 Articles 3 & 4).
- All members have the responsibility to abide by the code of conduct of the MENA.
- All members have the responsibility to pay the membership fee (section 2 article 6) according to their membership category (Section 2 Article 5).

Article 8 – Termination of Membership

- 8.1 Any member of the MENA may terminate his/her membership by giving notice in writing to the secretary of the executive committee. Membership fee already paid will not be refunded.
- 8.2 Any member who does not pay his/her membership will have his/her membership terminated automatically if he/she does not settle membership dues within two weeks of expiry.
- 8.3 Members of the MENA who do not adhere to the association's statute and code of conduct may have their membership terminated at anytime without refunding the membership fee already paid.
- 8.4 In case of article 8.3, a decision to terminate one's membership can only be taken after a member is reprimanded and given 10 days time to exculpate him / herself.

SECTION 3 – ORGANISATIONAL STRUCTURE

Article 9: The General Assembly

- 9.1 The general assembly is the official policy determining component of the association.
- 9.2 The general assembly determines policies and monitors the activities of the association.
- 9.3 The general assembly is chaired by the chairperson or deputy chairperson of the executive committee and is composed of all members of the association.
- 9.4 The general assembly meets once a year (annual general meeting) in November or December. The specific date, time, place and agenda must be notified to all members at least 20 working days in advance.
- 9.5 The executive committee reserves the right to call a meeting of the general assembly to discuss specific issues or occasions (extraordinary general meeting). The specific date, time, place and agenda must be notified to all members at least 10 working days in advance.
- 9.6 Meetings of the general assembly start as soon as a quorum of 50% of the voting members is present. In case the quorum is not achieved within 30 minutes the meeting shall start anyway with the members present.

Article 10: The Executive Committee

- 10.1 The executive committee is the official policy implementation body of the association.
- 10.2 The responsibilities of the executive committee are:
- to perform all duties entrusted to it by the general assembly;
 - to develop and abide by the statute of the association;
 - to develop and direct the business and financial affairs of the association;
 - to identify relevant issues for presentation, discussion and action by the general assembly; and
 - to direct and monitor the activities of all the component divisions within the association.

- 10.3 Meetings of the executive committee are called by the secretary upon advice by the chairperson or deputy chairperson at least once a month or more frequently as required if circumstances permit.
- 10.4 All executive committee members are to be informed of the date, time, place and agenda at least 10 working days before the meeting.
- 10.5 The executive committee is composed of seven elected members namely:
- Chairperson
 - Deputy Chairperson
 - Secretary
 - Assistant Secretary
 - Treasurer
 - Public Relations Officer
 - International Relations Officer
- 10.6 Candidates wishing to form part of the executive committee must:
- be full members of the association for at least 1 calendar year;
 - have attended at least one meeting of the general assembly within the last two years; and
 - be nominated for election by another two full members.
- 10.7 Candidates receiving the highest number of votes for each position are elected. In case of a tie vote, election for that specific post is held again.
- 10.8 Each member holds his office for a period of three calendar years from the date of appointment or election.
- 10.9 Any member on the executive committee may resign by giving written notice to the chairperson, assistant chairperson or secretary of the same committee. The resignation shall be effective regardless of whether it is accepted by the executive committee or not.
- 10.10 In the case of executive committee vacancies;
- in the office of chairperson, the deputy chairperson succeeds to the office of chairperson until the next meeting of the general assembly;
 - in the office of secretary, the assistant secretary succeeds to the office of secretary until the next meeting of the general assembly; and

- in the office of treasurer, the assistant secretary succeeds to the office of treasurer until the next meeting of the general assembly.
- Changes in the executive committee as mentioned above shall be accepted at the discretion of the “assistant” committee member.

10.11 An elected executive committee member shall be removed:

- if he/she fails to meet the eligibility criteria for election as outlined in Section 3 Article 10.6; or
- if he/she fails to abide by the responsibilities of executive committee members as outlined in Section 3 Articles 10.15 and 10.16.

10.12 Removal of committee members takes place upon an affirmative two thirds vote of the association members attending the extraordinary meeting.

10.13 Executive committee members may recommend the removal of an executive committee member, provided the elected member who is to be removed is given the chance to defend himself/herself. The committee has to be notified about the intention of defence by a written notice to the president or secretary within ten (10) working days.

10.14 All members of the executive committee are expected:

- to attend at least 75% of the meetings and activities organized by the association
 - to arrive on time for meetings and activities
 - to inform the chairperson or deputy if he/she is unable to attend meetings or events
 - to ensure that any allocated work is completed by the deadline agreed and discuss issues with the chairperson or deputy in case of difficulties
 - to forward any relevant information he/she possesses to the chairperson or deputy before the meeting if he/she is unable to attend
- The roles and responsibilities identified in this document are not exhaustive. Committee members may be expected to undertake additional tasks when this is deemed appropriate by the committee.

10.15 The specific roles and responsibilities of individual executive committee members are as follows:

Chairperson and Deputy Chairperson

- Chair meetings of the executive committee and general assembly
- Prepare the agenda for meetings of the executive committee and general assembly
- Verify and sign minutes of previous meetings before distribution and filing
- Ensure decisions made during meetings of the executive committee and general assembly are congruent with the statute
- Receive attendance apologies from executive committee members for meetings
- Delegate tasks/responsibilities amongst executive committee members
- Ensure tasks are completed in the allocated time frame
- Provide advice and support as required
- Ensure that money spent is entirely spent for the work of the association
- Produce a predicted budget statement for the coming year at the annual general meeting
- In absence of the chairperson, the deputy chairperson shall fulfil the role of chairperson as required

Secretary

- Circulates the agenda amongst all executive committee members at least 10 days before a meeting
- Takes notes during meetings and write them up as minutes
- Forwards minutes to the chairperson or deputy for verification within 10 days of the meeting
- Maintains records of agendas, minutes, letters, reports, communications etc... of all activities organized by the association
- Distributes agendas, minutes, mail and other correspondence to all executive committee members of the association
- Keeps an up to date contact list of executive committee members
- If required, writes letters on behalf of the executive committee
- Forwards letters, correspondence and reports to the chairperson or deputy for verification and approval prior to distribution

Assistant Secretary (with responsibility for membership)

- Receives membership applications and processes them
- Ensures that the membership fee is paid to the treasurer
- Maintains up to date records of all members of the association
- Keeps an up to date database of activities and reports
- Ensures that the association complies with any legal requirements regarding data collection and protection
- In absence of the secretary, the assistant secretary shall fulfil the role of secretary as required

Treasurer (with responsibility for marketing)

- Keeps records of all financial transactions
- Keeps receipts or copies of all bills and invoices to account for expenditure
- Banks all incoming money
- Along with chairperson signs cheques on behalf of the executive committee
- Gives a report of the financial status at every meeting
- Produces an annual report of the account for review by the general assembly
- Explores income generation possibilities
- Attracts representatives to attend and sponsor activities
- Maintains a database with details of previous and potential sponsors
- Ensures that the committee's expenditure does not surpass the allocated amount

Public Relations Officer

- Coordinates representations on behalf of the association
- Promotes the image of the association
- Coordinates the development and maintenance of the association's website
- Coordinates the development and distribution of the association's newsletter
- Coordinates the distribution of correspondence to all non – executive members of the association
- Provides information to members
- Assists in the recruitment and organisation of members
- Ensures that the association makes effective contact with the media whenever necessary

International Relations Officer

- Explores, develops and maintains contact with international structures

- Liaises with international structures
- Explores possibilities for international recognition
- Coordinates representation of the association at international events
- Seeks to develop an international perspective amongst members of the association

SECTION 4 – SPECIAL PROCEDURES

Article 11 – Amendments to the statute

11.1 Any changes or amendments to the statute can only be effected upon a 75% approval of the voting members at an annual or extraordinary meeting of the general assembly.

Article 12 – Dissolution of the Association

12.1 In the event of the dissolution of the association, all liabilities and obligations shall be paid and the remaining funds of the association shall be given to charity.

12.2 All members of the MENA shall be indemnified out of assets belonging to the MENA against expenses, costs, fines, claims, liabilities, actions and legal proceedings arising from the performance of their duties in accordance with this statute.

12.3 The personal property of members of the MENA shall not in any manner constitute a guarantee in favor of any other member or third party in respect of any obligation arising under this statute.