



CONSTITUTION

THE INTERNATIONAL NURSING GROUP FOR IMMUNODEFICIENCIES (INGID)

1. Aims

The aims of the International Nursing Group for Immunodeficiencies (INGID) are to improve and extend the quality of nursing care of immunodeficiency patients and to increase the awareness and understanding of primary Immunodeficiencies.

2. Purpose

These aims should be achieved by

- (1) forming an international network for nurses working with patients with Immunodeficiencies to share knowledge, experience, information and research results and
- (2) creating a base for international collaboration between nurses in research and quality-assurance projects.
- (3) working with patient and physician organizations within the field of immunodeficiency in order to further improve the care, understanding, support, and education of nurses involved in the specialty

3. Organization

INGID consists of its members and an elected President and Board from the membership.

4. Membership

The INGID is open for membership to all registered/licensed nurses with an interest in Immunodeficiencies. Decisions on written applications for membership are made by the Board.

5. Resignation

A member may resign from the INGID by giving written notice to the Board.

6. Expulsion

The Board may expel a member who has either

- (a) brought Immunodeficiencies into disrepute
- (b) disregarded his or her duties and under 8 or
- (c) not paid an overdue membership fee within one (1) month of receiving a written request to do so

7. Membership fees

A member shall pay the membership fee of the amount stipulated by the General Meeting.

8. General duties of a member

A member must comply with these regulations and the decisions based on them.

9. General Meeting

The General Meeting is the INGID` s highest decision-making body. At the General Meeting, each member present has a vote. The ordinary General Meeting is held every second year.

10. Invitation to the General Meeting

Invitation, agenda, any propositions from the Board or suggestions from the Election Committee and any proposals for amendments to the regulations shall be in the members` hands at the latest two weeks before the General Meeting. Other documents will be distributed at the General Meeting. Summonses to an extraordinary General Meeting will be sent at the latest ten days in advance.

11. Agenda

The agenda for the General Meeting shall include at a minimum the following items:

- (a) The proper announcement of the General Meeting,
- (b) The verification of the electoral register,
- (c) The election of members to check the minutes and to count the votes,
- (d) The election of the chairman of the General Meeting
- (e) The election of the secretary for the General Meeting
- (f) The Board`s report
- (g) Statement of accounts
- (h) Report from the auditors
- (i) Discharging the Board from liability
- (j) The Board`s suggestions for INGID activities until next General Meeting
- (k) Decision membership fee (l)
- Motions from the members
- (m) Propositions from the Board
- (n) The election of the INGID President
- (o) The election of members of the Board
- (p) The election of auditors and their deputies
- (q) Election of the Election committee
- (r) Conclusion

12. Motions

The agenda will include items (motions) of which members have given written notice to the Board at the latest six weeks before the General Meeting. The Board shall make a report on such items. The time for giving notice of motions will be announced.

In addition, other items included in the agenda will be dealt with. If, at an ordinary General Meeting, an item is proposed that has not been included in the agenda, the item may be discussed if at least three-quarters of those present so decide. Notice of such an item must be given at the opening of the General Meeting.

At an extraordinary General Meeting, only items mentioned in the summons will be discussed.

13. Right to attend

Members have the right to attend, to express their opinions, to put forward proposals and to make decisions at the General Meetings. Members of the Board and auditors appointed by the General Meeting have the right to attend, to express their opinions and to put forward proposals.

Specially invited guests have the right to attend, unless the General Meeting decides otherwise in dealing with a particular item.

14. The Board

The Board is responsible for the management of the INGID's activities and constitutes the INGID's highest decision-making body between the General Meetings. It consists of a President and four members. It is appointed by the General Meeting from among the members.

Decisions within the INGID Board will be made by simple majority. The President will have the casting vote.

The President is appointed for two years and other members of the Board are appointed for four years. The Board members should be elected in such a way that half of them are elected every other year. The election is to be specified with the roles (i.e. treasurer, secretary, vice president, president and communications director) so that the candidates know the role to which they choose to stand for possible election.

In order to maintain the international mission of INGID, geographical representation is taken into account when electing the members of the Board. The Board is authorized to co-opt an INGID member; from the coming host country of the conference, onto the Board. The Board has a quorum if three members are present. It shall meet at least four times a year (telephone conferences are also recognized as meetings). If a Board member resigns prior to the next General Meeting, the Board should notify the Election Committee and together recruit an INGID member to act as a Board member until the next General Meeting.

15. Tasks

The Board's tasks are as follows:

- (a) To appoint a person or persons from among its own members authorized to sign on behalf of the Board at its first constituting Board Meeting after the General Meeting
- (b) To manage the activities in accordance with the INGID's regulations and decisions
- (c) To look after the members' interests, as regards the INGID's aims
- (d) To arrange conferences
- (e) To appoint any necessary working parties
- (f) To prepare items for discussion at the General Meeting
- (g) To draw up the agenda for the General Meeting
- (h) To implement the decisions of the General Meeting
- (i) To administer the INGID's funds and any property
- (j) To be responsible for setting up and maintaining systems and tools suitable for communication between Board members and among members
- (k) To appoint a person from among its own Board members or among the INGID members to be responsible for the communication systems and tools

16. The INGID communication systems and tools

The INGID communication system and tools should be designed to facilitate the sharing of information and knowledge among the INGID members including the Board. Examples of communication system and tools are a website and Newsletter. All INGID members should have access to communication systems and tools free of charge.

17. Auditors

The financial years are from September 1 (year 1) until August 31 (year 2) in-between the General Meetings. The INGID's accounts shall be scrutinized every second year by a professional independent business from the INGID organization itself. This independent audit will not alter in any way in the right of any INGID member to review the accounts at any time. The treasurer is responsible that the accounts and other relevant documents should be audited after August 31 (year 2).

18. Election Committee

The INGID has an Election Committee of three persons who are not members of the Board and one of them is the convener. In its proposals, the Election Committee should take geographical representation into consideration and present its proposals to the Board five weeks before the General Meeting.

19. Minutes

Minutes shall be kept at General Meetings and at meetings of the Board.

20. Voting

In voting at a General Meeting or at a meeting of the Board, decisions will be made by a simple majority. Voting shall be secret if anyone requests this and,

in the event of the numbers of votes being equal, the outcome must be decided by lot.

21. Amendment of regulations

Any decision to amend these regulations will be made by the General Meeting. The proposed amendment will be sent to members in connection with the summons to the General Meeting. For an amendment, it is required that at least two-thirds of the members who are present and entitled to vote shall be agreed on the decision. An amendment of the regulations can also be made by a simple majority at two consecutive, ordinary General Meetings.

22. Dissolution

A decision to dissolve the INGID may be made by a majority of at least three-quarters at two, consecutive, ordinary General Meetings. In this eventuality, any assets shall be used for purposes to be determined in connection with the decision to dissolve.