

European Specialist Nurses Organisations

Title: European Specialist Nurses Organisations
Abbreviated: ESNO

Working languages

The working languages of the ESNO in the General Assembly, Executive Committee and Evaluation meetings shall be English. In the event of any discrepancies in interpretation of the Constitution, the Dutch version will supersede.

Documents will be communicated in English (e.g. Briefings Notes, Reports, social media of lobby meetings, ...).

Spokes person

The president is formal spokesperson on communicating the information to and from external partners, media, government and the public on behalf of the ESNO. In absence of the president the vice-president takes this position or Executive Secretary or a member with a mandate. See attachment for overview

Structure of board.

The board act as the Executive Committee, and is composed with

- a) Positions
 - a. President,
 - b. Vice-President / President Elect
 - c. Past president
 - d. Boarmember
 - e. Treasurer
 - f. Executive Secretary
- b) A secretary of the board is only needed with a professional director or manager is in function.
- c) Elected for a for a two ears period, with maximum of 2 terms
- d) Members are from different member organizations, unless otherwise decided in General Assembly for a limited period of time and one of them with voting mandate.
- e) The president cannot represent a member because of neutrality of position
- f) The board can recruit an executive secretary not allied to member responsible for the process
- g) The definitions of the roles and responsibilities (president, vice president, treasurer and executive secretary) are described is Annex I

The board

- a) The board meetings take place in the Brussels, unless otherwise decided.
- b) A board meeting can be an online meeting (for example by Skype)
- c) The dates for the Board meetings shall be decided by the Board and with a minimum of four time a year.
- d) The Executive Secretary provides the agenda and any necessary documents at least one week prior to the meeting.
- e) In case of an extraordinary meeting, this will be convened by the President or any two other members of the Board, the agenda and any necessary documents shall be communicated two weeks in advance to the meeting.

- f) The minutes of the meetings will be drawn up by the Executive Secretary and sent to the ESNO President and Vice president for verification. After approval by the President, minutes will be circulated to the ESNO members within 6 weeks after the meeting.

Nomination and Election of the Board Members

- a) Not less than two months before the date of the meeting at which the election is to take place, the Executive Secretary shall send an application form to the members. The full member shall complete the form if it wishes to nominate its official delegate for the ESNO office. The form shall state the date by which it must be forward to the returned to the Executive Secretary.
- b) Not less than one month before the meeting at which the election is to take place, the Executive Secretary shall circulate to each full member a list of the persons nominated for election.
- c) The election shall take place during the General Assembly of the ESNO.
- d) A full member association shall have the right to use a postal vote (or by proxy) if it so wishes.
- e) A member can nominate one person for one position.
- f) A board member can be re-elected for a second term, unless otherwise decided at the general assembly
- g) A list of successors are in Annex II

The General Assembly of ESNO

Place and time

The General Assembly shall normally agree the dates of meetings for the next year and the places in which the meetings are to be held. If exceptionally the need arises, the charges for the hire of a room shall be met from the funds of the ESNO always provided that the President shall have authorized this expenditure before it is incurred.

Agenda and other documentation

It shall be the duty of the Executive Secretary to prepare the agenda and annexes and to keep the board informed between meetings. Any delegate may submit an item for inclusion on the agenda. Such items, accompanied by the appropriate documentation, shall be submitted to the President, with a copy to the Executive Secretary, not less than one month prior to the date of the meeting. The agenda and annexes and any other documentation relating to items on the agenda shall be circulated by the Executive Secretary to all those who have the right of attendance at meetings so that they are received not less than two weeks before the date of the meeting.

Minutes of the General Assembly

The Executive Secretary prepares the minutes of the General Assembly. After approval by the President and vice president, the minutes will be circulated to all members and observers no later than 6 weeks after the meeting.

Assistance at meetings

In order to facilitate translation into the official languages of ESNO or to assist with the work of the office, the ESNO President may agree that one or more delegates be accompanied by a person who shall undertake defined duties for the ESNO. The ESNO shall meet all or part of the expenses of any such person or persons.

Experts

The ESNO may agree to invite an expert or experts to attend a meeting in order to provide expert opinion in respect of a specific item or items on the agenda. The ESNO shall defray the expenses of any person so attending when required and according to the financial budget.

A member association may seek the approval of the President to send an expert to a meeting of the General Assembly. Where such a request is made, the President shall consult with the Vice-President and Treasurer / Executive Secretary before responding. In the event that the request is acceded to, the President shall invite the member association which made the request to arrange for the attendance of the expert. The member association shall meet the expenses of the expert.

Funding Accounts

The financial year shall be from 1st January to 31st December. All full member shall pay dues each year at the rate agreed by the General Assembly and 2 months after receiving the membership fee letter. For organizations accorded candidate status and observers, a fee is required to pay for attending the General Assembly. The General Assembly shall determine the level of dues to be paid by each member for the ensuing financial year. In determining the level of dues and of other payments to be made, the General Assembly shall have regard to the financial position of the ESNO as reflected in the statement of accounts for the past financial year and in the provisional budget for the next financial year. The dues for candidates members during meetings shall be fixed at the General Assembly. One or more observers may be exempted from paying dues, as determined by the General Assembly. Attendees meet their own expenses for travel and venue unless the Board members have decided otherwise for exceptional cases. Cost for the Executive Secretary are covered by the ESNO.

Membership

Procedure: an application in writing will be considered by the Board, for formal approval by the General Assembly. The application must be registered at least two months in advance of the Board meeting, during which the application will be considered. The Board contact the full members if there are objections or conflicts of interest and they can reply in a period of two month. Candidate membership will become effective by the first day of the month following the approval by the Board.

a) Full membership:

Any European Specialist Nurses Organisation, network or alliance can apply for full member. An application in writing must be sent to the board which will be approved at its first meeting. Membership will be effective by the first day of the month following this meeting. The membership fee for the current year will be calculated as a portion of a full or half year membership fee (12/12 if membership becomes effective before by 1 June, 6/12 if membership becomes effective before 1 November.

b)

If an organisation applies for membership and meet all criteria except of the ability to full the payment oblofgation of the annual fee, this member can be take part in the ESNO as an 'Associate member' with a limitation of three years. The members has only the limitation of not take part as board member and having voring rights.

c) Candidate members:

European Specialist Nursing organisations, network or alliances can apply for Candidate membership in the case that they have an interest and the ability to join the ESNO as full member and comply to the regulation set for full members. The period is for one year and ending at the date one year after the acceptance of the candidate status.

Upgrade of from candidate to full membership status:

Candidate member which have met one year's period and apply for full membership may register full membership status without an additional application procedure and further delay.

d) Observers:

Observer status are those invited by the board for the ESNO meetings and General Assembly.

A list of full members, associates and candidates and observers is in the annexed to these internal regulations.

Exclusion and withdrawal from Membership

Exclusion:

a. Automatic discontinuation of membership:

General Assembly decision on discontinued membership:

1. The non-payment of annual fees or non-compliance with the Constitution may lead to the exclusion of a member.
2. In case of non-payment of fees, the President will send to the member concerned a final reminder at the end of the year. At the same time the concerned member will be notified that membership rights will be suspended until outstanding fees have been paid or the General Assembly has decided otherwise.
3. If the outstanding amount is not paid within a period of six months following the final reminder, the issue will be discussed during the next meeting of the General Assembly. If the General Assembly accepts the member concerned explanation/justification for not paying the fees, the General Assembly may:
 - a. Exempt the member from paying fees for a specific period of time;
 - b. Convert outstanding fees into a loan, to be repaid within a specified period of time;
 - c. Agree a reduced membership fee for a given period of time.
4. The General Assembly may also decide to limit membership rights, until all fees have been paid or periods of exemption/reduced fees have elapsed. If the General Assembly does not accept the explanation/justification, the member concerned immediately loses its membership. The president notifies the member of its exclusion in writing. Outstanding fees have to be paid before new membership may be granted. This requirement will, however, no longer be valid, once the membership has been discontinued for two consecutive years.

Withdrawal:

Withdrawal from the ESNO will automatically be accepted but within the regulations of the constitution. A ESNO full, associate or candidate member, which has previously withdrawn or been excluded from membership and applies for membership, can apply for full member, not earlier than a full year later.

Committees and working groups

Structure and function

Committee Positions and Role Descriptions

The structure of Committees and roles within Committees may vary according to their purpose and length of operation. The structure includes the Chair and Secretary and if needed with treasures, depending on the finance involved, each with defined and distinctive roles. The members of the committee will be selected based on volunteering and do not require a fee. Costs are covered by the association in the case there is a necessity and the ESNO budget allows to act as such. The aim, goals, activities with timeline are described and approved by the board.

Role of the Chair

The Chair is charged with providing leadership and direction to the Committee, the Chair is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the committee. He/she also works to optimize the relationship between the Committee. The Chair is generally the spokesperson for the committee and should work to maintain key relationships within and outside of the ESNO.

Role of the Secretary

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and board. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the ESNO etc.

Role of the Treasurer

The Treasurer is responsible for the financial supervision of the committee to allow the Committee to provide good governance of the ESNO. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the treasurer is well organized and possesses a level of financial expertise.

Additional financial income

Accreditation

The income to the ESNO of the approved evaluations of education activities will go proportion to the evaluators.

Based on the process expect in 2016 and 2017 guidelines on the amount / percentage will be developed.

E-Book

The income to the ESNO of E-books go partially to the editors and the director.

Based on the process expect in 2016 and 2017 guidelines on the amount / percentage will be developed.

Donations

The ESNO may accept additional donations of members and partners. The donations are separately from the members fee.

ANNEX I**ESNO Officers and Executive Director/Secretary:**

The ESNO Board is composed of **3 (4)** officers elected by association members representatives and the Executive Secretary / Director.

Each officer will be elected by a majority of votes. Candidates have to be the appointed representative of the Association Member in a good standing with a nursing background and nurse specialty experience.

Officers are elected for 2 years terms. For the continuity and reliability of the ESNO relationship with EU authorities, it is possible to have 3 consecutive terms.

Elected Officers are:

- **President,**
- **Vice-President,**
- **Second Vice-President**
- **Treasurer.**

The Board of Officers shall:

A. Act in emergencies between meetings of the Council of Members representatives and general Assembly.

B. Transact business between Council of Member Representatives and General Assembly meetings; such transactions shall be ratified by the Council of Member Representatives at the next regular meeting.

C. Admit new member associations into ESNO membership. Any membership applications appearing problematic, questionable or complicated must be referred to the Council of Members Representatives (CMR)

D. Act as ESNO Finance Committee to make recommendations, to the Council of Members Representatives on financial matters including:

- (1) The annual budget
- (2) An investment program
- (3) The scope of the audit and the appointment of auditors.
- (4) General policies of headquarters.

President:

The President is the official spoken person for the ESNO. She/he develops strategies and policies for the years of her/his term.

The President is the chair of all ESNO meetings and member of all committees.

The President is responsible for planning and organizing Board meeting and General Assembly in collaboration with the Executive Secretary.

The President is responsible of the ESNO finances and the Budget plan as developed and adopted by the Board.

Vice-president:

The Vice-President replaces the President in case of vacancy.

Second Vice-President

The Second-Vice president replaces the 1st Vice-President in case of vacancy.

Treasurer:

The Treasurer is responsible for verifying the ESNO Expenses and income according to the decisions made by the Council of Members Representatives.

Executive Secretary/ DirectorPosition Summary:

In close collaboration with the President of the ESNO, is responsible for the management and direction of all planning, organization and administration of the ESNO.

Duties and Responsibilities:

1. Advises on policies of the ESNO and implements directives adopted by the Board , General Assembly and Council of Members Representatives.
2. Acts as representative and spokesperson for the ESNO on all policies and other issues with member organizations, other organizations and the public.
3. Collects and disseminates information for delegates, officers, national organizations, committees and external organizations.
4. Collaborates with the ESNO Treasurer in maintaining financial responsibilities.
5. Participates in all meetings of the ESNO Board, General Assembly and Council of ESNO Members Representatives.
6. Prepares and finalizes agenda of materials in collaboration with the President of ESNO, for meetings of the ESNO Board, General Assembly, Council of Members Representatives and intermediate meetings.
7. Arranges and organizes ESNO official meeting sites i.e: hotels, meeting rooms, etc.
8. Reviews, analyzes, evaluates and presents input to activities and issues of the ESNO
9. Provides effective support to the Board and member associations.
10. Communicates with all ESNO member organizations through speaking engagements and other lines of communication and regularly prepares and disseminates an "Update" on ESNO activities to the ESNO members
11. Presents reports to the ESNO Board, and Council of ESNO members representatives at regular intervals regarding overall issues and concerns of ESNO
12. Presents ideas, values and recommendations on programs to the ESNO Council of members representatives based on membership input.
13. Serves as Executive Secretary for writing the minutes of ESNO Board, Council of Members representatives and general Assembly.

Requirements/Experience:

1. Nurse Specialist
2. Transnational European Experience

Educational Requirements:

1. Nurse Specialist education

Working Conditions:

- a. Part time
- b. Normal Office conditions.
- c. Requires frequent travel, often of weekends.

Annex II

Overview executive positions

2010

- President: Pascal Rod (IFNA)
- Vice President: Wouter de Graaf (EfcNNa)
- Secretary: Ber Oomen (Horatio)
- Treasurer: Paul van Keeken (EANN)

2011

- President: Pascal Rod (IFNA)
- Vice President: John Sedgwick
- Secretary: Wouter de Graaf (EfcNNa)
- Treasurer: Paul van Keeken (EANN)

2012

- President: Pascal Rod (IFNA)
- Vice President: Vacant
- Secretary: : Wouter de Graaf (EfcNNa)
- Treasurer:

2013

- President: Pascal Rod (IFNA)
- Vice President Françoise Charnay-Sonnek (EONS)
- Secretary: Ber Oomen (Horatio)
- Treasurer: vacant

2014

- President: Pascal Rod (IFNA)
- Vice President Françoise Charnay-Sonnek (EONS)
- Executive Secretary and Treasurer: Ber Oomen (independent)

2015

- President: Françoise Charnay-Sonnek (EONS)
- Vice President: Pascal Rod (IFNA)
- Executive Secretary and Treasurer: Ber Oomen (independent)Treasurer

2016

- President: Françoise Charnay-Sonnek (EONS)
- Vice President: Pascal Rod (IFNA)
- Executive Secretary and Treasurer: Ber Oomen (independent)Treasurer

2017

- President: Françoise Charnay-Sonnek
- Vice President: Pascal Rod
- Treasurer: vacant
- Board member: Patrick Combrez
- Executive Secretary: Ber Oomen

2018

- President:
- Vice President:
- Executive Secretary:
- Treasurer:

ANNEX III:**Members overview, 2016**

	Member	First Representative	Second representative
1.	ACENDIO - Association for Common European Nursing Diagnoses, Interventions and Outcomes	Fintan Shereen	Jan Florin
2.	EDTNA/ERCA - European Dialysis and Transplant Nurses Association / European Renal Care Association	Marianna Eleftheroudi
3.	EfCCNa - European federation of Critical Care Nursing associations	David Waters
4.	ENDA - European Nurse Directors Association	Iris Meyenburg Altwarg	Alessandro Stievano
5.	EONS - European Oncology Nursing Society	Patrick Gombrez	Francoise Charnay-Sonnek
6.	EORNA - European Operating Room Nurses Association	May Karam	Christine Willems
7.	FINE - European Federation of Nurse Educators	Jean Laure Danan	Anne Lekeux
8.	FEND - Foundation of European Nurses in Diabetes	Anne Felton	Kristin de Backer
9.	IFNA - International Federation of Nurse Anesthetists	Pascal Rod
10.	EAUN - European Association of Urology Nurses	Bente Toft	Hanneke Lurvink
11.	ESGENA - European Society of Gastroenterology and Endoscopy Nurses and Associate	Ulrike Beilenhoff	Hilde Willekens
12.	ERNA - European Respiratory Nurses Association	Monica Fletcher
13.	EULAR - European League Against Rheumatism / Nurses section	Yvonne Eyk-Hustings	Jette Primdahl
14.	European Veterinary Nurses	Lily Lipman	Julie Dugmore
15.	ESE - European Society of Endocrinology Nurses	Sofia Llahana
16.	EuSEN - European Society for Emergency Nursing	Door Lauwaert	
17.	European Skinn and Dermatology Nurses (Observer)	Corine Ward
18.	ECMH - European Conference on Mental Health (Candidate)	Louri Kuosmanen	Heiki Ellila