

# ANSA

Association of Nurses in Substance Abuse

# CONSTITUTION 2008

## Introduction

The Association of Nurses in Substance Abuse (ANSA) was formed in 1983 as an interest group for like-minded nurses. It soon developed into an Association for nurses both working in the drug and alcohol fields but also in other areas of nursing. Since its inception 22 years ago ANSA has monitored, influenced and responded to the enormous changes both within and outside the field of addiction. This is especially so in relation to nursing and the role of the nurse in the care and treatment of service users and their families.

In 2004 ANSA updated its constitution and reviewed its values, purpose and vision for the future, this was ratified at the 2005 Annual General Meeting. The Executive Committee has again reviewed the constitution and a new updated document was agreed by the membership at the 2007/8 Annual General Meeting.

ANSA remains committed to its core values of high standards of care, professionalism, networking at all levels, harm reduction and access to services.  
The terms use, misuse and abuse are used interchangeably within this document.

Chairperson  
27 March 2008

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# Section 1 - Preamble

## **Name**

The Association shall be known as the 'Association of Nurses in Substance Abuse' hereinafter referred to as ANSA.

## **Mission Statement**

ANSA exists to support nurses; and allied professionals; working with people affected by substance use.

## **ANSA Values**

### **To ensure:**

1. Good practice that is of the highest standard and is based on clinical governance,
2. Effective professional and social networking,
3. Members' views and experiences are recognised within strategic local, national and international decision making forums,
4. Members' views are heard at all levels of governance,
5. The discouragement of the harmful use of substances,
6. An individual's right to appropriate services without discrimination are respected and supported,
7. Professional alliances which seek to enhance the Association and optimise the health of the individual and the wider community.

# Section II – Objectives

## **The objectives of ANSA are:**

1. To facilitate networking and information sharing through its activities,
2. To act as an advisory and consultative body on nursing issues relating to substance use,
3. To promote good practice via the publication of relevant literature,
4. To monitor developments within the field of substance misuse and to comment accordingly,
5. To lobby decision-makers to improve care standards for people using substances and their families.

# Section III - Admission and Membership

Admission to membership shall be provided by the by-laws. The by-laws provide for three levels of membership and these are set out later in this constitution.

# Section IV - Adoption and Amendments

This Constitution may be adopted and amended as provided by the by-laws.

## Section V - Fiscal Year

The fiscal year shall begin on the first day of March and end on the last day of February in each year.

## Section VI – By-laws

These by-laws set out the rules by which members of ANSA agree to be bound.

### A. Membership

ANSA has three categories of membership: Full, Associate and Corporate.

#### 1. Membership Categories

##### 1.i Full Membership

1.i.a Open to all registered nurses or nurses in training who share ANSA's mission statement and values.

1.i.b Membership of this category allows full voting rights.

##### 1.ii Associate Membership

1.ii.a Open to non-nursing individuals with an interest in the field of substance use.

1.ii.b Membership of this category allows no voting rights.

##### 1.iii Corporate Membership

1.iii.a Open to companies or their representatives who can demonstrate a commitment to ANSA's mission statement and values. Nurses employed by a corporate membership arrangement are not individual members of ANSA and do not hold voting rights. In corporate membership, the organisation or company becomes a member e.g. Anywhere NHS Trust or Anywhere Healthcare plc.

1.iii.b Membership of this category allows no voting rights.

#### 2. Application

##### 2.i Full and Associate Membership

2.i.a To become a member, an individual must complete and submit an approved application form and pay dues.

##### 2.ii Corporate Membership

2.ii.a To become a Corporate Member the following procedure must be followed.

2.ii.b Corporate membership declaration form must be signed (see appendix 1).

2.ii.c At least one of the following Company's documents to be submitted with application:-

- Annual report
- Value/Mission statement(s)
- Constitution

#### 3. Application consideration

3.i Applications will be considered by the National Executive at every National Executive Committee meeting. If agreed by the National Executive the approval of the application for membership will be taken to the next Annual General Meeting (AGM) for ratification.

3.ii List of all corporate members will be published in the ANSA Annual Report.

3.iii ANSA reserves the right to terminate membership at any time.

#### **4. Dues**

4.i The rate of dues are determined by the National Executive and voted on by members at an AGM. The agreed level of dues then come into force on the first payment date after the AGM at which they were passed.

4.ii Membership payment year runs from the first day of June to the last day of May.

4.iii Each member shall be required to pay dues annually. Delinquency of dues payment for a period of 12 months from the beginning of the membership payment year shall be cause to terminate membership.

### **B. Officers**

#### **1. National Executive Committee**

1.i The National Executive shall be responsible for those activities specifically directed in the Constitution and these By-laws. The officers will also be responsible for the day-to-day management of the property and affairs of ANSA. The National Executive will be accountable to the membership and report annually at the AGM.

#### **2. Composition of the National Executive Committee**

2.i The Committee will consist of the following officers:

- a) Chairperson (i)
- b) Treasurer (ii)
- c) Membership Secretary (i)
- d) Journal Editor (ii)
- e) Research & Development Officer (i)
- f) Communications Officer (ii)
- g) Education & Training Officer (i)
- h) Conference Organiser (ii)

2.ii The National Executive Committee shall decide the position of Vice-Chairperson on an annual basis; this decision taking place at the first Executive Meeting after the AGM. The role of Vice-Chairperson will be to deputise for the Chairperson. If the Vice-Chairperson has to deputise for the Chairperson then they shall have the same duties, responsibilities and authorities that the Chairperson would hold at that time.

2.iii In addition to elected officers the National Executive Committee may invite members and representatives from relevant organisations to observe its business.

The former is open to all full members of ANSA who have an interest in serving on the National Executive Committee, but wish first, to observe and understand the expectations such a responsibility would bring. 'Outside' observers are drawn from organisations or associations that share ANSA's values and mission statement e.g. Nursing Section, Department of Health, Home Office, Advisory Council on the Misuse of Drugs (ACMD) and other professional organisations.

2.iv The National Executive Committee may determine the need for new officer positions from time to time. The National Executive Committee can co-opt any members to participate in Executive Business. Such positions will be considered 'temporary' until such time as members can ratify the decision at a General Meeting of the membership.

### **3. Eligibility**

3.i Any full member in good standing shall be eligible to run for office.

3.i.a The same individual can only hold office for a maximum of four (4) full terms, running consecutively. The positions of Chairperson and Treasurer are however subject to conditions set out in 3.ii and 3.iii.

3.i.b If both the posts of Treasurer and Chairperson are vacated simultaneously at any point then the National Executive Committee is authorised to nominate someone to the role of Acting Treasurer. Such person would not be required to meet the criteria laid out in B.3.iii.a. Said person would remain Acting Treasurer until the end of the office of the previous incumbent.

#### *3.ii Chairperson*

3.ii.a To be eligible to run for the office of Chairperson an individual must be a full member of ANSA for a minimum of three (3) years that run consecutively and have served for a minimum of one year at National Executive Committee level.

3.ii.b If the person elected to the position of Chairperson had previously been the Vice-Chairperson and had to act up into the role of the Chairperson, then that period of time would not count towards their two possible consecutive terms of office.

3.ii.c The same individual can only hold the office of Chairperson for a maximum of two (2) full terms, running consecutively.

#### *3.iii Treasurer*

3.iii.a To be eligible for the position of Treasurer, an individual must be a full member of ANSA for a period of two (2) years which run consecutively and served for a minimum of one year in an executive position or as a nominated observer shadowing the position of the Treasurer.

3.iii.b The same individual can only hold the office of Treasurer for a maximum of two (2) full terms, running consecutively.

### **4. Term of Office of Committee Members**

4.i Members elected onto the National Executive shall hold the position for two (2) years (counted as one (1) full term) under the rolling election system set out in B.4.iv below. Members can stand for re-election subject to B.3.i above.

4.ii To facilitate transition the outgoing chairperson will be invited to remain on the National Executive Committee for a period of not less than one year and a maximum of two years.

4.iii If after a person has held the chair for two (2) full terms of office there is no nomination received for the office of Chairperson then the current Chairperson may be asked to stay in the post for a further year to enable the National Executive Committee to find a suitable candidate to present to the membership to be the chairperson of the organisation.

4.iv Elections for National Executive Officers will be on a rolling basis. This will ensure that all of the committee is not lost at any one meeting. Pairings are as identified in Section B.2.i above and B.5.i below.

4.v If an officer leaves before expiration of his/her term, the National Executive Committee shall appoint a replacement for the duration of his/her term. In the case of the National Chairperson, the Vice-Chairperson will automatically assume the responsibilities of this office. Any officer who misses two (2) consecutive official meetings, without due cause, may be replaced by this method.

4.vi Former Chairs of ANSA will be invited to participate in and support ANSA activities as required.

## **5. Election and Installation**

5.i At the AGM or at a date designated by the National Executive Committee there will be elections for either the Chairperson, Membership Secretary, Research & Development Officer, Education & Training Officer, as pairing one OR Treasurer, Journal Editor, Communications Officer and Conference Organiser as pairing two.

5.ii As this process was adopted by the membership at the 2005 AGM then the election cycle will start with the Treasurer, Journal Editor, Communications Officer and Conference Organiser standing for election at the 2005 AGM, who will then hold office until the elections at the 2007 AGM. The current Chairperson, Membership Secretary, Research & Development Officer, Education & Training Officer will all remain in post until the elections of the 2006 AGM, when they will enter the two-year cycle.

5.iii Call for nominations will be announced to all members in advance of the AGM.

5.iv Nominations must be submitted to the National Executive Committee and will be agreed at the AGM.

## **6. Meetings**

6.i The National Executive Committee shall be expected to meet a minimum of four times within a 12-month period; with no more than two of these being via electronic means.

6.ii The purpose of the Executive Committee meeting shall be to conduct the business of ANSA.

6.iii Minutes of meetings shall be co-ordinated by the Chairperson and made available to the membership on request.

6.iv Any ANSA member who wishes to attend any National Executive meeting to observe the business of ANSA can do so by making a formal request in writing to the Chairperson of ANSA. Acceptance to attend will be on first come first served basis. Attendance at meetings will be at the member's own expense unless a member is invited for a specific reason.

## **7. Duties**

7.i There are 8 core positions, which have key responsibilities. In addition officers will take on responsibility for key areas agreed each year as required.

### *7.ii Chairperson*

- a. Calls and prepares agenda of all meetings of the Executive,
- b. Co-ordinates written reports on activities at the meetings of the Executive and the AGM,
- c. Is a member of the ANSA Finance Committee,
- d. Presides over all meetings of the Executive and AGM,
- e. Ensures that the business of ANSA is operated within a constitutional manner,
- f. Co-ordinates ANSA's representation at relevant national and international meetings,
- g. Is an authorised account signatory,
- h. Verifies and signs minutes of Executive meetings,
- i. Provides leadership and co-ordinates the administration of the organisation.

### *7.iii Treasurer*

- a. Develops an annual budget with the Finance Committee to be approved by the Executive Committee,
- b. As chief financial officer of ANSA, oversees ANSA's finances, including disbursements, and makes financial reports at the meetings of the Executive and the AGM,
- c. Arranges an annual audit of ANSA's finances,
- d. Is an authorised account signatory,
- e. Co-ordinates the ANSA Finance Committee.

### *7.iv Journal Editor*

- a. Presides over all meetings of Editorial Committee's as required,
- b. Calls upon other Executive Officers to participate in the production of ANSA materials as required,
- c. Ensures that the business of the Editorial Committee is carried out (i.e. the production of journal(s) as required),
- d. Prepares reports at meetings of the National Executive Committee and the AGM,
- e. Is an authorised account signatory.

### *7.v Conference Organiser*

- a. Co-ordinates and facilitates any ANSA conference,
- b. Supervises arrangements for conference administration,
- c. Works with the Communications Officer to prepare conference publicity,
- d. Prepares reports at meetings of the National Executive Committee and the AGM,
- e. Is an authorised account signatory.

### *7.vi Communications Officer*

- a. Prepares reports at meetings of the National Executive Committee and the AGM,
- b. Issues press statements on behalf of ANSA, as discussed with the National Executive Committee and confirmed with the Chairperson; maintaining a record,
- c. Co-ordinates the delivery of an ANSA website,
- d. Co-ordinates the development of ANSA publicity materials,
- e. Co-ordinates the preparation of other briefings for members,
- f. Is an authorised account signatory.

### *7.vii Research and Development Officer*

- a. Encourages, promotes and supports research among members,
- b. Develops and monitors a database of members' skills and publications,
- c. Prepares reports at meetings of the National Executive Committee and the AGM,
- d. Is an authorised account signatory.

### *7.viii Education and Training Officer*

- a. Prepares reports at meetings of the National Executive Committee and the AGM,
- b. Co-ordinates educational issues,
- c. Provides information to members on educational issues,
- d. Is an authorised account signatory.

### *7.ix Membership Secretary*

- a. Prepares reports at meetings of the National Executive Committee and the AGM,
- b. Co-ordinates the membership issues on behalf of ANSA,
- c. Develops and encourages membership,
- d. Presents quarterly figures to the National Executive at meetings,
- e. Is an authorised account signatory.

7.x Officers who are unable to attend Executive Meetings are expected to submit reports in advance of the meeting.

## **C. Administration of ANSA**

### **1. General Meetings**

1.i A General Meeting can be requested by any full member of ANSA with the agreement of the National Executive Committee but a formal meeting of the membership shall be held once a year and shall be known as the Annual General Meeting (AGM).

1.ii Notice of this meeting will be given to all members.

1.iii The Chairperson will give notice of this and any Extra-ordinary General Meetings to members at least three weeks before the date of the meeting.

### **2. Management of ANSA**

The National Executive shall be required to meet as specified as B.6 under terms of B.1.

### **3. Conduct of the meeting**

3.i The conduct of the meeting lies with the Chairperson.

3.ii The membership secretary will provide the meeting with the membership as of that date and the number of members present at the meeting.

3.iii At each General Meeting, every full member who has paid dues for the current year as per A.4.iii shall be considered to be in good standing and shall be entitled to one vote on each matter submitted to vote by the membership.

3.iv Matters submitted are passed by simple majority of all voting members present, or in the case of an election where there are more than two candidates for an office, by a plurality.

3.v Full members may submit items for the Agenda no less than thirty (30) days before the General Meeting.

3.vi The National Executive Committee will prepare the Agenda.

3.vii Only full members can submit a resolution, which must be seconded by another member and forwarded to the Chairperson at least thirty (30) days before the General Meeting.

3.viii Any three members can petition the Chairperson with urgent business, which may have arisen since the closure of the Agenda. It is then at the discretion of the Chairperson to accept such a petition or not.

### **4. Special Meetings**

4.i Special meetings shall be called by written notice to the membership, upon request of the Chairperson, by a simple majority of the National Executive or by a simple majority of voting members. Such notice shall be given not less than sixty (60) days prior to the date of the meeting and shall indicate that it is being issued by or at the direction of the person(s) calling the meeting and shall state the purpose(s) for which the meeting is being called.

4.ii No business other than specified in the notice shall be transacted at a special meeting.

## **D. Committees**

1. All Committee meetings will keep formal records of minutes. These will be circulated to the National Executive Committee and available to members.

2. Each Committee will prepare an annual action plan.

### **3. Editorial Committee (as required)**

The Journal Editor can co-opt members of ANSA to participate in the Editorial Committee as required. This Committee under the chairmanship of the Editor will have responsibility to publish the ANSA Journal. The Editor will provide a report to the National Executive Committee. This Committee shall only exercise such power and perform such duties as prescribed by the National Executive Committee. The Editor will co-opt members of the Executive Committee to proof read the final draft.

### **4. Finance Committee**

4.i This Committee will comprise of the Chairperson of ANSA, the Treasurer and one other Executive Officer. The Finance Committee will set budgets and monitor the finances on behalf of the organisation. The Finance Committee will ensure that the accounts are audited according to law. The committee will report to the National Executive Committee.

### **5. Other Committees**

The National Executive Committee may appoint from time to time such other Committees as may be desirable in forwarding the work of ANSA, and each of such Committee's shall exercise such power and perform such duties as prescribed by the National Executive Committee. The National Executive Committee shall renew annually, as needed the composition and duties of such Committees.

## **E. Finances**

1. ANSA will operate a full bank account. Said bank account will be approved by the National Executive Committee.

2. All monies raised in the name of ANSA shall be paid into the said ANSA bank account.

3. A report on ANSA's financial account will be submitted to the National Executive Committee at each meeting.

4. No Executive Officer will receive payment either directly or indirectly for services to ANSA other than out of pocket expenses incurred in the work of ANSA.

5. All cheques drawn against ANSA's account must be signed by two members of the National Executive Committee one of whom should be either the Chairperson or the Treasurer or their duly recognised deputy if neither is capable of signing the cheque. This condition is waved in the case of the National Executive Committee having to act on B.3.i.b above.

6. All monies raised in the name of ANSA must be audited once a year by an external auditor appointed by the National Executive Committee.

7. An audited statement of accounts for the previous fiscal year (i.e. 1 March – 28 February) must be submitted annually by the National Executive Committee to the AGM.

## **F. Sponsorship and Fundraising**

1. ANSA will accept gifts and raise or borrow money subject to such consents as may be required by law for the purposes of ANSA on such terms and on such security as shall be thought fit.

2. Sponsorship will not be accepted from or provided to any company that promotes addictive behaviours.

3. ANSA's name may only appear on the same material of that of its sponsors if approved by the National Executive Committee.

4. ANSA reserves the right to accept and terminate sponsorship.

5. All applications for sponsorship must be submitted to the National Executive Committee for consideration by the Chairperson or his/her deputy in the absence of the Chairperson, plus two other Executive officers.

6. Names of current sponsors/those sponsored will be listed in the ANSA Journal and Annual Report.

## **G. Closure**

1. If no nominations have been received for any National Executive post at two consecutive Annual General Meetings and the organisation finds itself in a position where after the second AGM it would have no National Executive Officers for the commencing year the following action is taken.

1.i The membership secretary or failing them the last National Executive Officer in post (as Acting Chairperson) writes to the whole membership of ANSA calling an Extra-ordinary General Meeting.

1.ii Such a meeting is to take place a minimum of twelve (12) weeks and maximum of sixteen (16) weeks after the date of the second consecutive AGM at which no nominations were received.

1.iii This meeting will have two agenda items only

1.iii.a Acceptance of nominations and election of National Executive Officers

1.iii.b The planned closure of ANSA.

2. The latter of these being automatic if no nominations are received for item 1 of the agenda of the Extra-ordinary General Meeting.

3. Re-enactment

3.ii If the second item has been enacted ANSA will be closed until such time as four (4) current members contact the holder of the membership lists requesting an Extraordinary General Meeting.

3.iii Such a meeting is to take place a minimum of twelve (12) weeks and maximum of sixteen (16) weeks after the holder of the membership list receives the last of the requests.

4. This meeting will have one agenda item only.

4.i Acceptance of nominations and election of National Executive Officers.

**5.** If this meeting results in the election of a National Executive Committee, the people elected will commence management of ANSA as if they had met the criteria set out in B.3 and 4 above.

**APPENDIX 1  
CORPORATE MEMBERSHIP /SPONSORSHIP  
DECLARATION FORM**

The Company declares to:

- a) Uphold and share the values and mission statement of ANSA;
- b) Not bring ANSA's name into disrepute;
- c) Not to use ANSA's name on company material unless permission is given.

A copy of the following company documents is enclosed (please tick ✓)

Annual report .

Values/Mission Statement(s) .

Constitution .

(at least one of the above documents must be submitted before membership application will be processed).

ANSA reserves the right to accept or terminate membership at any time.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed on behalf of Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_