

## IANO CONSTITUTION



1. The Association is to be known as the Irish Association for Nurses in Oncology (I.A.N.O.)
2. **Mission Statement:**  

To promote and develop excellence in the care of the patient with cancer, and to provide support and education for nurses involved in caring for patients with cancer.
3. **Aims of the Association:**
  - (i) To participate fully in the development of cancer nursing in Ireland.
  - (ii) To participate fully in the development of cancer nursing in Europe through our active membership of the European Oncology Nursing Society (E.O.N.S.).
  - (iii) To participate appropriately with international nursing organisations.
4. **Objectives of the Association:**
  - (i) To promote ongoing education in cancer care.
  - (ii) To increase awareness among nurses, of cancer prevention and early detection.
  - (iii) To educate nurses in all aspects of a cancer diagnosis, treatment, rehabilitation and palliations.
  - (iv) To provide a network for nurses working in cancer care and to support and facilitate the work of subspecialties in cancer nursing.
  - (v) To have a greater 'one voice' in the field of cancer nursing with a view to advocating for patients and nurses where relevant and appropriate to ensure optimal patient experience and outcomes
  - (vi) To promote nurse leadership in cancer care delivery
  - (vii) To be a forum of support for nurses working in cancer care.
5. **Membership:**
  - (i) Every nurse who is currently working in cancer care or interested in the area of cancer care.
  - (ii) The Treasurer shall keep a register of names and addresses and e-mail addresses of members.
  - (iii) A Subscription Fee is payable annually. The Annual General Meeting of the Association shall have power to vary the subscription by ordinary resolution.
  - (iv) All members of the National Executive Committee must have their membership set up by standing order.

## **6 National Executive Committee (NEC) Structure:**

- (i) The NEC will have a maximum of fourteen members, composed of a representative from each Regional Network (5), a representative from each Special Interest Group (SIG) (5), the EONS young and early career cancer nurse representative (section 6.ii and 6. iii) and three nationally elected members representing academia, pediatric cancer nursing and service users. The President will be the EONS representative while in office.
- (ii) The EONS YCN member will sit on the NEC for 2 years and given the opportunity to reapply to the NEC for a further 2 years for the position as the EONS young and early career cancer nurse representative. YCN will report to the NEC meetings with updates on engagement and details on YCN membership on a national level.
- (iii) YCN is not eligible to apply for a NEC officer position.

## **7 Voting Procedure:**

- (i) All members are invited to put forward their nominations for President provided the nominee has already served 2 years on the Executive Committee. The President's term of Office will be for 2 years. The President may serve 2 consecutive terms.
- (ii) All Regional Networks will nominate a committee member as their representative on the NEC.
- (iii) Each SIG will be represented on the NEC by the Coordinator of their committee.
- (iv) No one person may be a member of the NEC for more than 8 consecutive years.
- (v) Members are entitled to nominate themselves for a position on the NEC. There will be a maximum of two members from one institution on the NEC at any one time.
- (vi) Voting papers for election of the President and Committee shall be mailed to all members of the Association prior to the A.G.M. and members shall be invited to vote for the candidates of their choice.
- (vii) Where an Executive Committee member, who represents one of the Regional Networks, goes on maternity leave, a replacement officer may be elected from this Network to serve the interim of maternity leave.
- (viii) Where the Coordinator of the SIG goes on maternity leave, this person may be replaced by one of the Co-coordinators to serve in the interim.

## **8. Bye-Laws of the Executive:**

- (i) The following officers shall be elected by the National Executive Committee.
  - (a) Treasurer, who will administer all monies of the Association and present an Annual Report to the A.G.M. and a financial update at each Committee Meeting.

- (b) The Secretary, who with the support of a central secretariat, will record proceedings at all meetings of the Association and present the report for signing at the next meeting. Prepare and present an Annual Report to the A.G.M. Deal with and keep a record of all correspondence with the Association.
- (c) Public Relations Officer - remove this position
- (ii) All officers will be elected for a term of 2 years. Officers may serve 2 consecutive terms.
- (iii) Any Committee Member may act as either Treasurer or Secretary in the absence of either of these officers.
- (iv) Any officer may retire by giving one week's prior notice to the President and all shall retire at the end of each Annual General Meeting but shall be eligible for re-election at that meeting.
- (v) The National Executive Committee has the right to co-opt members to the Committee as deemed necessary.
- (vi) Any person who fails to attend two consecutive meetings of the Committee without giving a reason acceptable to it shall cease automatically to be a member of the Committee.
- (vii) The Committee shall manage all the affairs of the Association and shall have the power to do everything necessary for that purpose.
- (viii) At Executive Committee meetings or teleconferencing, a quorum for decision making purposes is deemed to be half plus 1 of the number of serving members. The quorum for decision making can be made up by telephone if required.
- (ix) Committee meetings shall be held not less than once every three months.
- (x) No less than seven days written, or oral notice shall be given by the Secretary to members of the Committee of every meeting but in an emergency, at the discretion of the President and Secretary, additional meetings may be called at not less than 24 hours' notice.
- (xi) Decisions at meetings of the Committee are made by a single majority and in the event of equality of voting, the Chairperson (or Acting Chairperson of that meeting) shall have a casting vote.
- (xii) A member who is in absentia may be nominated and seconded onto the NEC at the AGM.
- (xiii) If a current member of the NEC is on maternity leave, a member may be nominated to fill the position in their absence for the designated time of leave.
- (xiv) The E.O.N.S representative shall give feedback from the E.O.N.S meeting he/she is attending.
- (xv) Travel and subsistence shall be payable by the Association (I.A.N.O).

- (xvi) The I.A.N.O. through the National Executive Committee may elect a representative from its membership to other organisations.

## **9 Regional Networks:**

- (i) Regional Networks may be set up if there is a group of three or more interested persons.
- (ii) Application to set up a Regional Network must be made in writing to the National President stating:
  - (a) Proposed location of the Network
  - (b) Facilities within the area to accommodate a Network (i.e. accommodation, secretarial assistance).
  - (c) Names and addresses of interested parties.
- (iii) The Regional Network shall elect a Committee from its active members at their Annual General Meeting.
- (iv) All Regional Networks are actively encouraged to generate finance through their local activities.
- (v) The I.A.N.O shall provide €100 per annum to each of the Regional Networks to assist with the running costs. This allocation will be reviewed on an annual basis.
- (vi) Each year and subject to demand, the I.A.N.O shall provide funding to the maximum of €1,000 to support one Regional Network cancer-related educational event. In the interest of fairness, a raffle system will be employed, and the Network in receipt of funding will be eliminated from the draw in the following two years until all Networks have had the opportunity to receive funding. All Regional Networks will be required to adhere to the NEC guideline outlining this process.
- (vii) Each Regional Network shall annually elect a representative to the National Executive Committee. One of the functions of this representative shall be to report to the National Executive Committee an outline of the ongoing activities of their Regional Network

## **10 Byelaws of the Regional Network:**

- (i) All members of the Regional Networks must have renewed their membership annually.
- (ii) The following officers shall be elected by the Regional Networks.
  - (a) Chairperson, who will take a leadership role in the Regional Network and be responsible for ensuring that the Network is carrying out educational activities during each year.
  - (b) Secretary, who will record proceedings at all meetings of the Regional Network and present the report for signing at the next meeting. Prepare and present an Annual Report to the A.G.M. Deal with and keep a record of all correspondence of the Regional Network.
  - (c) Treasurer, who will administer all monies of the Network and present an Annual Report to the AGM.

- (iii) Any officer can serve only three consecutive terms of office after which they must stand down for one year before seeking re-election, (term of office is one year).
- (iv) Any Committee Member may act as either Treasurer or Secretary in the absence of either of these officers.
- (v) Any officer may retire by giving one week's prior notice to the Chairperson.
- (vi) Any person who fails to attend two consecutive meetings of the Regional Network without giving a reason acceptable to it shall cease automatically to be a member of the Regional Network.
- (vii) Decisions at meetings of the Committee are made by a single majority and in the event of equality of voting, the Chairperson (or Acting Chairperson of that meeting) shall have a casting vote.

11 **Special Interest Groups (SIGS)**

- (i) SIGS may be set up if there are 3 or more persons interested in establishing a subgroup with a focus on a particular cancer nursing specialty area.
- (ii) Application to set up a SIG must be made in writing to the IANO President, setting out the rationale for the establishment of the SIG.
- (iii) Any IANO member may become a member of a SIG.
- (iv) All SIG members must be IANO members and must have renewed their membership of the IANO annually.
- (v) Each SIG will have a 3-member coordinating committee to include a Coordinator and 2 Co-coordinators.
- (vi) The Coordinator will represent the SIG on the NEC and will serve a 2-year term of office in the position of Coordinator
- (vii) The Coordinator and Co-coordinators will remain on the SIG committee for a maximum of 8 years
- (viii) Each SIG will endeavour to update their members regarding new developments in their specialty.
- (ix) The I.A.N.O shall provide €100 per annum to each of the SIG to assist with the running costs. This allocation will be reviewed on an annual basis.
- (x) Each year and subject to demand, the I.A.N.O shall provide funding to the maximum of €1,000 to support one SIG cancer-related educational event. In the interest of fairness, a raffle system will be employed, and the SIG in receipt of funding will be eliminated from the draw in the following two years until all SIGs have had the opportunity to receive funding. All Special Interest Groups will be required to adhere to the NEC guideline outlining this process.

**Annual General Meeting:**

- (i) An Annual General Meeting shall be held annually unless the Committee shall otherwise determine.
- (ii) The business of the Annual General Meeting shall be:
  - (a) To receive the Secretary's Report from the National Executive Committee and the Regional Network on the activities of the Association during the preceding year.
  - (b) To receive and consider the accounts of the Association for the preceding year and the Treasurer's Report from the National Executive Committee and the Regional Networks.
  - (c) To elect a President and a National Executive Committee.
  - (d) To fix subscriptions for the succeeding year.
  - (e) To alter rules
- (iii) Proposals to amend the Constitution shall be submitted to the President at least six weeks before the A.G.M. Proposals must be seconded by at least one other member of the Association.
- (iv) Motions for debate should be submitted in writing within two weeks of the Annual General Meeting.
- (v) Amendments to the Constitution and any resolutions at the A.G.M. shall be passed by a simple majority of the votes entitled to be cast by the members present and voting at the meeting.
- (vi) Each member shall have one vote on every amendment and/or resolution.
- (vii) In the event of equality in voting at the A.G.M. the Chairperson (or Acting Chairperson) at the meeting shall have the casting vote.
- (viii) The quorum for the A.G.M. of the Association shall be twenty persons.

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