

## 1. NAME

1.1 The name of the incorporated Association is Hyperbaric Technicians and Nurses Association (HTNA) hereinafter called the "Association".

1.2 The address of the registered office of the Association will be the postal address of the Secretary of the Association.

## 2. OBJECTIVES

2.1 The objectives of the Association are to:

- a. To promote and encourage the exchange of information between members;
- b. To standardise practice and protocols within technical and nursing communities affiliated with the Association;
- c. To educate and inform the recreational diving industry, particularly to developments that affect safe diving practices;
- d. To maintain and uphold the principle that the Association exists to cater for the full range of its membership interests and must never be seen as being sectional in its approach;
- e. To abide by the rules promulgated by the provisions of the Associations Incorporation Act 1983 for the benefit and protection of its members, and
- f. To encourage hyperbaric research in order to advance the scientific basis of our practice.

## 3. MEMBERSHIP

3.1 Association membership categories and eligibility criteria are:

- a. Full: Open to any Nurse, Chamber Operator, Chamber Supervisor, Underwater Medic, or other worker, appropriately trained<sup>(1)</sup> currently working<sup>(2)</sup> in the field of Diving or Hyperbaric Medicine. Only Full Members who are financially current<sup>(3)</sup>, are eligible to vote and hold positions as members of the Executive<sup>(4)</sup>.
  - 1) Has completed a certified training program in their chosen field, which has been endorsed by the HTNA's Training Committee.
  - 2) Currently holds a permanent or casual position in the area of hyperbaric or diving medicine/research.
  - 3) Have paid their fees as a Full Member of the HTNA and their membership has not lapsed
  - 4) President, Treasurer or Secretary of the HTNA
- b. Associate: Open to interested individuals and parties;
- c. Corporate: Open to any corporate organisation or interested group that is interested in the aims of the Association, and
- d. Honorary Life: awarded to any individual who has made a significant contribution to the Association as decided at the Annual General Meeting (AGM).

3.2 Corporate membership shall be divided into the following categories:

- a. Diamond
- b. Platinum;
- c. Gold;
- d. Silver, and

Other negotiations around the donations from the corporate sector can be approved by the HTNA Executive.

3.3 The advantages offered to each level of Corporate Membership shall be:

- a. Diamond
  - Recognition of your company on the HTNA Website as a Diamond Sponsor and a link from the HTNA's Website to your company's Website
  - Double trade display for the conference duration in premium position on request.
  - Full registration to the scientific meeting for three (including all social events).
  - A4 one-colour, one page advertisement on the HTNA Official Social Media platform, for one year.
  - A subscription to the HTNA Official Social Media platform, for one year
  - One full page, full colour advertisement (A4) in the conference proceedings and/or satchel.
  - Recognised in the closing address as a Diamond Sponsor
- b. Platinum
  - Recognition of your company on the HTNA Website as a Platinum Sponsor and a link from the HTNA's Website to your company's Website.
  - Single trade display for the conference duration on request.
  - Full registration to the scientific meeting for two (including all social events)
  - One full page, full colour advertisement (A4) in the conference proceedings and/or satchel
  - A one-colour half page advertisement in the HTNA Official Social Media platform, for one year
  - A subscription to the HTNA Official Social Media platform, for one year
  - Recognised in the closing address as a Platinum Sponsor
- c. Gold
  - Recognition of your company on the HTNA Website as a Gold Sponsor and a link from the HTNA's Website to your company's Website
  - Single trade display for the conference duration on request.
  - Full registration to the scientific meeting for one including social events
  - A one page advertisement in the conference proceedings and /or satchel.
  - A one-colour half page advertisement in the HTNA Official Social Media platform, for one year
  - One year subscription to the HTNA Official Social Media platform.
  - Recognised in the closing address as a Gold Sponsor
- d. Silver
  - Single trade display for the conference duration on request.
  - A single registration for duration of scientific meeting (Not including social events)
  - An advertisement (A4) in the conference proceedings and/ or satchel.
  - One year subscription to and an advertisement on the HTNA Official Social Media platform.
- e. Event/Merchandise Sponsorship can be arranged with varying pre-arranged fees
  - At a request to the HTNA Executive Committee, merchandise for distribution or particular events may be sponsored by individual companies at the Annual Scientific Meeting
  - An advertisement (A4) in the conference proceedings and/ or satchel
  - A quarter page advertisement in on the HTNA Official Social Media platform for one year.

Please Note: The location of trade displays is the responsibility of the organising committee. Diamond sponsors have first refusal to subsequent naming rights for all scientific meeting events and merchandising goods.

- 3.4 The following guidelines shall be observed in the administration of memberships:
- a. Membership fees are due annually.
  - b. Fees shall be payable on application to join;
  - c. If any member's subscription is in arrears for more than one month, or other monies are owed to the Association for a period to be determined by the Committee of Management (hereinafter called "the Committee"), the Committee may direct that the member's name be removed from the database of members. Such person shall cease to be a member and lose any voting rights;
  - d. The Committee may restore membership upon payment of all monies due to the Association;
  - e. Membership fees will be periodically reviewed at the AGM;
  - f. Members may terminate their membership at any time, however, membership fees will not be refunded, and
  - g. Only full members and honorary life members have voting rights.
  - h. The HTNA Committee of Management has responsibility for the administration of the Corporate Membership and Sponsorship. Changes can be made to Constitution item 3.2 and 3.3 without requiring a Constitutional change process as outlined in Section 16.1.
- 3.5 The procedure for registration of members shall be:
- a. An individual seeking membership must send a completed application form and the annual membership fee to the Secretary;
  - b. Membership shall commence when the completed application and membership fee are received by the Treasurer;
  - c. Upon notification by the Treasurer that membership has commenced, the Secretary shall enter the applicant's name in the database of members, and
  - d. The Committee may reject any new member at its next meeting and shall be under no obligation to give any reason for its decision.
- 3.6 A database of members shall be kept and maintained by the Secretary. Membership details must include, as a minimum the member's full name, address, date of membership and occupation if applying for Full Membership.

#### 4. RESIGNATION AND EXPULSION OF MEMBERS

- 4.1 Any member of the Association may terminate their membership by either not renewing their membership or by informing the Secretary of their intention to terminate their membership.
- 4.2 The Committee may by resolution, suspend or expel a member of the Association for contravention of the rules, or for behaviour unbecoming a member or prejudicial to the interests of the Association. Particulars of the charge shall be communicated to the member at least one calendar month before the meeting of the Committee at which the matter will be determined.
- 4.3 Any member suspended or expelled, shall have the opportunity of appearing before a Committee to exercise a right of appeal, provided that such an appeal is lodged with the Secretary within 21 days of having received written notice informing them of the penalty. The Committee may at the appeal meeting determine whether to confirm or revoke the resolution.
- 4.4 All rights of membership shall cease on the member's death, suspension, expulsion or resignation.

## 5. COMMITTEE OF MANAGEMENT

- 5.1 The Committee of Management (the Committee) shall manage the business and affairs of the Association and shall make any decisions or take any action in the best interests of the Association as governed by the terms of the constitution or the will of the members.
- 5.2 Committee positions are only available to full or honorary life members and shall consist of:
  - a. President;
  - b. Secretary;
  - c. Treasurer;
  - d. Editor;
  - e. Facility representative - one representative from each Hyperbaric Facility in Australia and New Zealand, and
  - f. International
- 5.3 All positions are honorary and each member of the Committee shall hold office for a nominal period of two years unless removed by special resolution at a special general meeting of the Association.
- 5.4 The tenure shall normally conclude at the end of the AGM, however, the member is eligible for re-election at the AGM. In the event of an unexpected vacancy occurring in the Committee, it may appoint a full or honorary life member of the Association to fill the vacancy until the next AGM.
- 5.5 The Committee may remove from office committee officials; however, such an official must be advised in writing of the reason for the action and have the right of appeal at the next Committee meeting.
- 5.6 The Committee may create positions or form sub-committees to be filled from within its ranks to assist in the management of the Association. Incumbents of such appointments do not automatically become members of the Committee and decisions made are provisional until approved by the Committee.

## 6. ELECTION OF OFFICE

- 6.1 The Secretary shall distribute to the Full Members an official Committee of Management nomination form at least 90 days before the date of the AGM. Both the candidate nominating and the member seconding the nomination must sign the nomination form. Nominations shall close 40 days before the date of the election to facilitate a postal ballot if required.
- 6.2 If only one nomination is received for each of the Committee positions, then the candidates shall be deemed to be elected. If more than one nomination is received for a Committee of Management position, a postal ballot to contest the position/s shall be held. Ballot papers shall be distributed by the Secretary 28 days prior to AGM.
- 6.3 The Executive Committee consists of the President, Secretary and Treasurer.

## 7. PRESIDENT

- 7.1 The President shall be responsible to the members for:
  - a. The overall administration of the Association;
  - b. Delegation of Committee activities;
  - c. Promoting the Association, and
  - d. Representing the Association as necessary.

## 8. SECRETARY

- 8.1 The Secretary shall be responsible to the members for:
- a. The administration of memberships including the maintenance of a membership database and the collection of membership monies;
  - b. Maintain a database of Hyperbaric Technical Officers and Chamber Operators;
  - c. Maintain a database of Hyperbaric Nursing Attendants;
  - d. Promoting membership;
  - e. Providing a status of Association membership at the AGM;
  - f. Assist the Editor with the distributing the Association's Official Social Media platform;
  - g. Compiling and distributing minutes of the resolutions and proceedings of meetings;
  - h. The safe custody of the Association's common seal, books, documents and securities, and
  - i. Ensuring all activities conducted by the Association are constitutional.
- 8.2 The position of Secretary and Editor may be held concurrently by the same member.

## 9. EDITOR

- 9.1 Responsible for the compiling and distribution of the Association's Official Social Media platform (four monthly).

## 10. TREASURER

- 10.1 The Treasurer shall be responsible to the members for:
- a. The collecting and banking all monies due to the Association; and assist the Secretary in maintenance of the membership data base.
  - b. Making payments authorised by the Committee;
  - c. Keeping correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with activities of the Association;
  - d. Presenting to the Committee a financial statement of all accounts as required;
  - e. Preparing and presenting the annual audited financial report condition of the Association to the AGM, and
  - f. Presenting all books for inspection by members of the Association at the AGM.
- 10.2 The Treasurer, along with the President and the Secretary are empowered to operate bank accounts. Any two may sign but the Treasurer must be one of the co-signatories. If the President or Secretary do not live within a convenient distance, a full member of the Association shall be appointed by the Committee at the AGM to act as co-signatory with the Treasurer.
- 10.3 The Treasurer may hold an amount of petty cash, as resolved by the Committee, and must maintain a true and correct record in the form of a petty cash book.

## 11. FACILITY AND OVERSEAS REPRESENTATIVES

- 11.1 The Facility (in the context of this document, Facility is all recognised Hyperbaric Facilities operating under AS/NZS 4774.2) and overseas representatives shall be responsible to the members for:
- a. Actively representing the Association and participating in the meetings of the Association;
  - b. Promoting membership in their respective facilities;
  - c. Keeping their members informed of the activities of the Association;

- d. Preparing and presenting an annual report, in poster format, to the membership at the Annual Scientific Meeting (ASM), and
- e. Submitting an article on hyperbaric-related matters to the Secretary for inclusion on the Association's Official Social Media platform.

## 12. ANNUAL GENERAL MEETING

- 12.1 The Association shall convene an AGM of its members each calendar year at a venue and time determined by the Committee in conjunction with the host hyperbaric facility. The venue, time and guest speakers of the meeting shall be determined at least a year in advance of the scheduled AGM.
- 12.2 The AGM will be conducted in accordance with the Standing Orders contained in Appendix 1.
- 12.3 The ordinary business of the AGM shall be to:
  - a. Confirm the minutes of the last preceding AGM;
  - b. Receive the Annual Report and Statement of Accounts from the Committee of the preceding financial year;
  - c. Elect members of the Committee as required;
  - d. Elect Facility Representatives.
  - e. Elect a full member of the Association, to act as co-signatory for the purposes of Paragraph 21 of the constitution, and
  - f. Select the next host hyperbaric facility.
- 12.4 The order of business at the AGM shall be:
  - a. Apologies;
  - b. Acceptance of previous AGM minutes;
  - c. Individual reports from the President, Secretary and Treasurer of the Committee;
  - d. Address matters rising from the previous year's minutes;
  - e. Address new business matters;
  - f. Announce newly elected office bearers, and
  - g. Closure of the meeting.

## 13. SPECIAL GENERAL MEETINGS

- 13.1 With the exception of the AGM, any other meetings that are convened shall be called Special General Meetings (SGM) - a teleconference is a recognised format for a SGM. SGMs shall be convened when:
  - a. The Committee deems fit to do so, and
  - b. The Committee receives in writing from ten percent of full member's justification to convene a SGM. The justification shall state the purpose of the meeting and shall be signed by the convening members.

## 14. NOTICE OF MEETINGS

- 14.1 The Secretary shall give the Association at least six weeks notice in writing of the intention to hold an AGM or SGM. Such notice shall include details of the place, date and time of that meeting and in the case of SGMs the nature of the business to be transacted. An agenda is to be prepared and no other business other than that set out in the final notice posted four weeks prior to the AGM shall be transacted.
- 14.2 A member desiring to bring any business before a meeting shall give notice of that business in writing to the Secretary five weeks prior to the date of the meeting.

## 15. PROCEEDINGS OF MEETINGS

### 15.1 Procedures shall be followed at meetings are:

- a. The President, or in his/her absence, the Secretary, shall preside as chairperson at any meeting. If either is absent the members present shall elect a person to preside as chairperson at that meeting;
- b. The quorum required to transact business at any meeting shall be five (5) financial full members (see para 4d). Attendance can be by proxy, actual, or by conference phone;
- c. Full members shall be entitled to one (1) vote only either given personally or by proxy. In the case of an equality of voting, the President shall have the casting vote;
- d. Absent members are entitled to vote by proxy, by appointing another member to vote on their behalf and by giving notice to the honorary Secretary of the intention to do so;
- e. With the consent of the meeting, an adjournment may take place and another meeting scheduled in its place, and
- f. General business shall be passed by a majority of votes cast. For changes to the constitution a majority shall be two thirds of the full members.

## 16. ALTERATION OF THE CONSTITUTION

### 16.1 The Constitutional Review Committee (CRC) has the role of reviewing and approving proposed changes to the constitution.

- a. The CRC Membership will consist of 5 members:
  - Two nurse representatives
  - Two Chamber Supervisor Representatives and
  - One other representative who can be from any stream or position
- b. CRC Membership will be via an application process and each position approved by a vote of the Committee of Management
- c. Committee members will hold office for a minimum period of 2 years unless they resign from their position or are stood down by the Committee of Management
- d. Proposed changes may be submitted by HTNA Full Members and long-term\* Corporate Members of the HTNA. The format for the application for constitutional change will be promulgated by the CRC and readily available to the appropriate members.
  - \* Long term corporate members are defined as Corporate Members who have had Corporate Member status for more than 5 uninterrupted years.
- e. The process for application for constitution change and approval thereof will be as per document- "Decision Tree-CRC" (Enclosure Two)

## 17. DISSOLUTION OF THE ASSOCIATION

### 17.1 The Association may at any time be dissolved at an AGM, or SGM, upon the correct notification of members of the intention to do so. Forty-two (42) days notice is to be given.

### 17.2 Should the meeting approve dissolution of the Association; the following shall apply:

- a. All liabilities shall be honoured;
- b. All remaining assets, both real and monetary, shall be passed to an organisation with similar objectives to be held in trust for a period of three (3) years;
- c. If during this time the Association is reconstituted or a new Association is constituted, the holders of the trust fund may determine to pass those assets held in trust to such an association, and
- d. If after the expiration of three (3) years no claim has been recognised, all assets held in trust shall become the property of the holders of the trust fund to be used for the advancement of hyperbaric medicine.

## 18. AMALGAMATION OF ASSOCIATIONS

18.1 The Association may associate with any other organisation by special resolution passed by the majority of members at a SGM.

## 19. SEAL

19.1 The common seal shall not be affixed to any instrument except by the authority of the Committee and signatures of two members of the Committee shall attest the affixing of the common seal. The common seal shall be kept in custody of the Secretary.

## 20. FUNDS

20.1 The funds of the Association shall be derived from annual membership fees, donations, fund raising activities or other sources as determined by the Committee.

The Association may:

- a. Borrow money from banks or other financial institutions upon such terms and conditions as the Committee deems fit, and may secure the repayment thereof by charging the property of the Association, and
- b. Invite and accept deposits of money from any person on such terms and conditions as determined by the Committee.

20.2 The assets and income of the Association shall be applied solely in furtherance of its objectives and no portion shall be distributed, directly or indirectly, to its members except as a bonafide compensation for services rendered or expenses incurred on behalf of the Association.

20.3 The Executive Committee may only spend up to A\$500 on the behalf of the HTNA. Approval for general expenditure in excess of \$500 must be sought in writing from the Committee of Management providing justification for the expenditure. Should approval be sought, a majority is required for the expenditure to proceed.

20.4 Those authorised in paragraph 9.2 may issue cheques in excess of A\$500 to cover normal operating costs for the publication of the HTNA Official Social Media platform and for financing the Annual Scientific Meeting.

## 21. RECORDS

21.1 Association records and any other archival records will be housed at one location to be determined at the AGM. The outgoing Secretary will be responsible for that year's records being consolidated and placed in the care of an archivist.

## 22. DATE OF OPERATION OF CONSTITUTION

22.1 Changes to this constitution shall become effective after the process described in section 16



## Appendix 1 to the Constitution of the Hyperbaric Technicians and Nurses Association

### Standing Orders

1. These standing orders shall be applicable to all general meetings and committee meetings and, as far as appropriate, to meetings of sub-committees, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chairman shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at general meetings shall rise in her or his place and when called upon by the Chairman shall address the meeting. If two or more members rise simultaneously, the Chairman shall call upon the member who first caught the eye of the Chairman.
5. When the Chairman speaks any member standing shall sit down.
6. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
7. A motion or amendment before the Chairman shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chairman, the proposer of any motion or amendment shall submit it in writing.
9. A motion or amendment before the Chairman may be reworded by the mover subject to leave of the meeting.
10. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
11. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
12. When an amendment is before the meeting, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chairman has been disposed of.
13. The Chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
14. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
15. Any member disagreeing with the Chairman's ruling on a point of order may move dissent (1). The Chairman shall then vacate the chair and such motion shall be put forthwith without debate.
16. On an equality of voting, the Chairman shall declare the question resolved so as to maintain the status quo.

17. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put" (2), which motion, if accepted by the Chairman, shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also without returning a motion put the question if the Chairman feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chairman, the closure motion shall be deemed to close the debate on the amendment only.
18. A member may at any time move, "That the speaker be no longer heard" (3) or, "That the speaker be heard for a further limited period only" (3). Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
19. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question be not now put " (4). This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chairman, but in no case shall it be put until all amendments have been disposed of.
20. A member may move: "That the debate [or meeting] be now adjourned" (5)(6). Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence' over other business before the Chairman except points of order and personal explanations.
21. Standing Orders may be suspended by a majority of those present. A motion to this effect shall be open to debate.
22. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause of the Constitution or a standing order, except on a motion (of which due notice was given) to amend or repeal such clause or order.
23. Voting will be done by a show of hands of only financial, Full Members.
24. When members rise to speak, they are to state their name for the minutes.
25. Alterations to the standing orders shall be made by a majority decision of the Management Committee.
26. Any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.
27. Explanatory Notes
  - a) Dissent

A dissent motion is not a motion of no confidence. It is used either to correct a bona fide mistake on the Chairman's part, or give legitimate effect to the will of the meeting. For example, the Chairman may correctly rule out of discussion some subject as irrelevant to the motion, but the meeting may decide that to have such a discussion would be a more convenient course of action.
  - b) That the question now be put

If members of the meeting feel that the discussion has gone on long enough on a particular matter then this motion can be raised from the floor. If the majority are in agreement, then the proposer of the original motion is given the right of reply and a vote on the motion is then taken.
  - c) That the speaker be no longer heard

If a particular speaker is taking too long to put his point across on a particular motion, then it can be raised from the floor that the speaker be no longer heard or that a time limit be placed on the speaker to finish.
  - d) That the question not now be put

This motion is mainly used where during the discussion it is considered that a vote either way on the motion in hand could be embarrassing or misleading. It means that the meeting is not committed to make a decision on the motion and the meeting moves on the next business.
  - e) That the debate be now adjourned

That discussion on that particular motion be set aside till a later time to allow other business of the meeting to proceed.
  - f) That the meeting be now adjourned

The purpose of this motion is to provide the members with a break in the meeting, there is usually a time imposed i.e. 15 minutes.

## Appendix 2 to the Constitution of the Hyperbaric Technicians and Nurses Association

### Training Committee Terms of Reference

#### 1. PREAMBLE

The training committee is the management body responsible for the effective compilation, administering, and development of training requirements for Technical and Nursing staff employed in hyperbaric medicine who are subject to AS/NZS 4774.2

#### 2. DUTY

The training board has a duty to:

- Develop, monitor, and evaluate training programs.
- To liaise with other institutions and members through Facility reps for informing of developments in training programs.

#### 3. OBJECTIVES

The objectives of the committee are as follows:

- a. To ensure that the representations of all members including Health Care Facilities are considered.
- b. To develop and maintain training programs that reflect current best practice
- c. To ensure appropriate standards of training are maintained.
- d. To ensure effective communication within the HTNA and externally with other organisations. e. To ensure Q.I. programs are in place
- f. To monitor educational requirements
- g. To make recommendations to the HTNA Executive

#### 4. QUALITY IMPROVEMENT

The committee's responsibilities with regard Q.I. are as follows: a.

To develop a Q.I. plan

- b. To ensure members are familiar with the quality system and that all documentary requirements are met.
- c. To resource and support Hyperbaric Facilities and to supply an annual report to membership.

#### 5. POWERS OF THE COMMITTEE

The committee shall be a committee of recommendation and as such has no authority to make commitments either financial or contractual on behalf of the HTNA Incorporated.

#### 6. ADVOCACY

The committee's role is to work with all Hyperbaric Facilities subject to AS/NZS 4774.2 by providing support and advice with regard training requirements.

#### 7. MEETINGS

- a. The committee shall meet annually at the AGM
- b. The committee may choose to meet more frequently or tele-conference with the approval of the HTNA executive.

#### 8. MINUTES OF MEETING

- a. Committee Members will share responsibility for minute taking.
- b. Minutes of meetings shall be kept in writing.
- c. Minutes shall be confirmed and signed by all members of the committee as "true and correct record" at the next meeting.
- d. A copy of the minutes shall be forwarded to the secretary of the HTNA.

#### 9. STANDING AGENDA

The annual agenda will comprise:

- a. Review of trained staff numbers.
- b. Training development.
- c. Overview report for distribution to Facility Representatives.

#### 10. COMMITTEE MEMBERSHIP

The membership shall comprise:

- Hyperbaric Technical Officers
- Registered Nurses with Hyperbaric Certificate
- 1 Medical Officer as required (Nominated by the ANZHMG / ANZCA SIG) All committee members will be financial members of the HTNA.

#### 11. TERMS OF OFFICE

Committee members will generally serve two year terms and are eligible for reappointment for a second one year term. They may not serve more than two consecutive terms on a committee without an intervening period of one year. If no other member nominates for a position, the intervening period of one year requirement can be waived

#### 12. QUORUM

A minimum of 3 committee members will constitute a quorum.

#### 13. CHAIRPERSON

The chairperson will be a shared responsibility.

#### 14. CONFIDENTIALITY

All members' personal information shall be considered confidential.

#### 15. LEGISLATION

These terms of reference shall not override the obligations placed upon the HTNA and its committees by relevant Acts and Regulations (AS/NZS 4774.2)

## Enclosure One to the Constitution of the Hyperbaric Technicians and Nurses Association

### Guidelines for the Annual Scientific Meeting

#### 1. ANNUAL SCIENTIFIC MEETINGS (ASM)

- a. The ASM will be conducted annually on the Thursday, Friday and Saturday of the last weekend in August. The HTNA AGM is to be programmed for the 0900 – 1200 period on the first day.
- b. The host unit for the ASM will be decided at the AGM two years prior to the event.
- c. The meeting will normally be hosted by a hyperbaric unit located in either a public or private hospital or military establishment in a major Australasian city. If two units are in close proximity to each other they may co-host the ASM.
- d. Applications from institutions outside of the Australian mainland may also be considered.
- e. The ASM should have one day dedicated to diving medicine and the other to hyperbaric medicine.
- f. The ASM is to include the following social functions:
  - 1.) Pre conference informal “get together” (\$500 funded by the HTNA remainder by the host unit or local sponsorship). This function may be at the host unit or other suitable venue.
  - 2.) Cocktail Party (Funded by registration costs).
  - 3.) Conference Dinner (Funded by registration costs).
- g. Full registration should include, all days of the conference, conference proceedings, all social functions, breakfast, lunch and morning and afternoon teas.

#### 2. INVITED SPEAKERS

- a. The speakers shall be suitably qualified Doctors, Nurses or Technicians but they may be from other disciplines if their subject matter is sufficient and relevant to Diving and Hyperbaric Medicine.
- b. Where possible a representative from each arm of Hyperbaric Medicine should be selected.
- c. Invited speakers will receive free full registration.
- d. No honorariums will be paid.
- e. The maximum number of invited speakers is to be limited to three. It is encouraged that a guest speaker is from Australia/New Zealand.

#### 3. PRE/ POST TOURS

- a. For pre/post tours of hyperbaric units it is the individual unit’s responsibility to determine which if any of the speakers will visit them.
- b. The cost of internal airfares for pre/post tours will be shared equally by those units on the tour itinerary. The HTNA treasurer will individually invoice each unit. All internal travel will be economy class.
- c. During the pre/post tour the cost of accommodation, airport transfers and itinerary in each unit’s location is the responsibility of that unit.
- d. The conference host unit is responsible for organising the overall itinerary and planning the internal air travel.

#### 4. TRAVEL TO AND FROM THE CONFERENCE

- a. The HTNA will pay for a return economy class airfare from the country/ state of origin plus any domestic travel costs to the conference location. Business class airfares may be offered at the discretion of the Executive Committee based on the economics of the HTNA.
- b. In country transfers from the airport to the accommodation and return will also be paid.
- c. Qantas should be the preferred carrier.
- d. The HTNA will not pay for a spouse/family member accompanying the guest speaker.

#### 5. ACCOMMODATION

- a. The HTNA will pay accommodation costs (double room) for each invited speaker at the venue if available or a suitable hotel/motel if not.
- b. The standard of accommodation shall be of a high standard.

#### 6. REGISTRATION

- a. The Secretary shall format a generic registration and abstract form and the associated database.
- b. There will be no reduced cost for early registration.
- c. There will be a reduced rate for HTNA members and members of affiliated organizations (BNA, UHMS and SAUHMS). ANZHMG membership does not qualify.
- d. There will be a warning advising that the registration will be returned without action if the cheque or credit cards are not honoured or are non-financial.
- e. The penalty for registration cancellations prior to the conference will be calculated by the host unit and the management committee.
- f. Registrations will be forwarded directly to the Secretary who will pass them to the Treasurer.

- g. Call for abstract will be forwarded directly to the host unit.
- h. The Secretary will keep the host unit informed of all the necessary delegate details.

#### 7. RESPONSIBILITY OF THE HOST UNIT

- a. Selection of the conference venue. The venue is to be:
  - 1.) Be capable of seating a minimum of 150 persons, and
  - 2.) Have an area adjacent capable of accepting tables for at least 10 trade displays.
  - 4.) Have suitable accommodation at the venue or nearby (walking distance).
- b. Provide details of three other accommodation sites in close proximity to the conference venue.
- c. Selection of a suitable “personality” to open the meeting.
- d. Selection of the invited guest speakers.
- e. Selection of the venue for the conference dinner and cocktail party.
- f. Provide suitable venues for the HTNA and ANZHMG AGMs.
- g. The attraction of sponsorship to affray some or all of the cost.
- h. The printing and distribution of a comprehensive literature package advertising the meeting including the Call for Abstracts and Registration form. This package is to be released by the end of February.
- i. Receive and evaluate Abstracts and publish the meeting Proceedings (A4 size, ring bound).
- j. Provision of delegate’s nametags and conference satchels.
- k. Provide a suitable insertion for the HTNA Official Social Media platform published prior to the conference (February and June).
- l. Pass on all relevant information to and assist where possible the next ASM host unit.

#### 8. RESPONSIBILITY OF THE HTNA COMMITTEE OF MANAGEMENT

- a. The formatting of the ASM Registration and Call for Abstracts forms is the responsibility of the ASM host unit. The e-mailing address for completed registration forms is info@htna.com.au and the Call for Abstract's return e-mail address is conference@htna.com.au
- b. Acceptance and processing of all completed registration forms, including banking and the issue of receipts.
- c. Negotiate with a major air carrier (preferably Qantas) for reduced conference rates for delegates.
- d. Confirm/ book/ arrange payment of itinerary air tickets.
- e. The maintenance of a database of conference delegates details and liaison with the host unit.
- f. The payment of invoices presented by the host unit in conjunction with the cost of the meeting.
- g. Provide overall guidance for the conduct and administration of the ASM.

#### 9. SPONSORSHIP

- a. Institutions that are interested in sponsoring the ASM should be directed to the Corporate Membership entitlements outlined in section 3.2 and 3.3 above.
- b. The prime trade display locations shall firstly be offered to the top level sponsors.

#### 10. WORKSHOPS

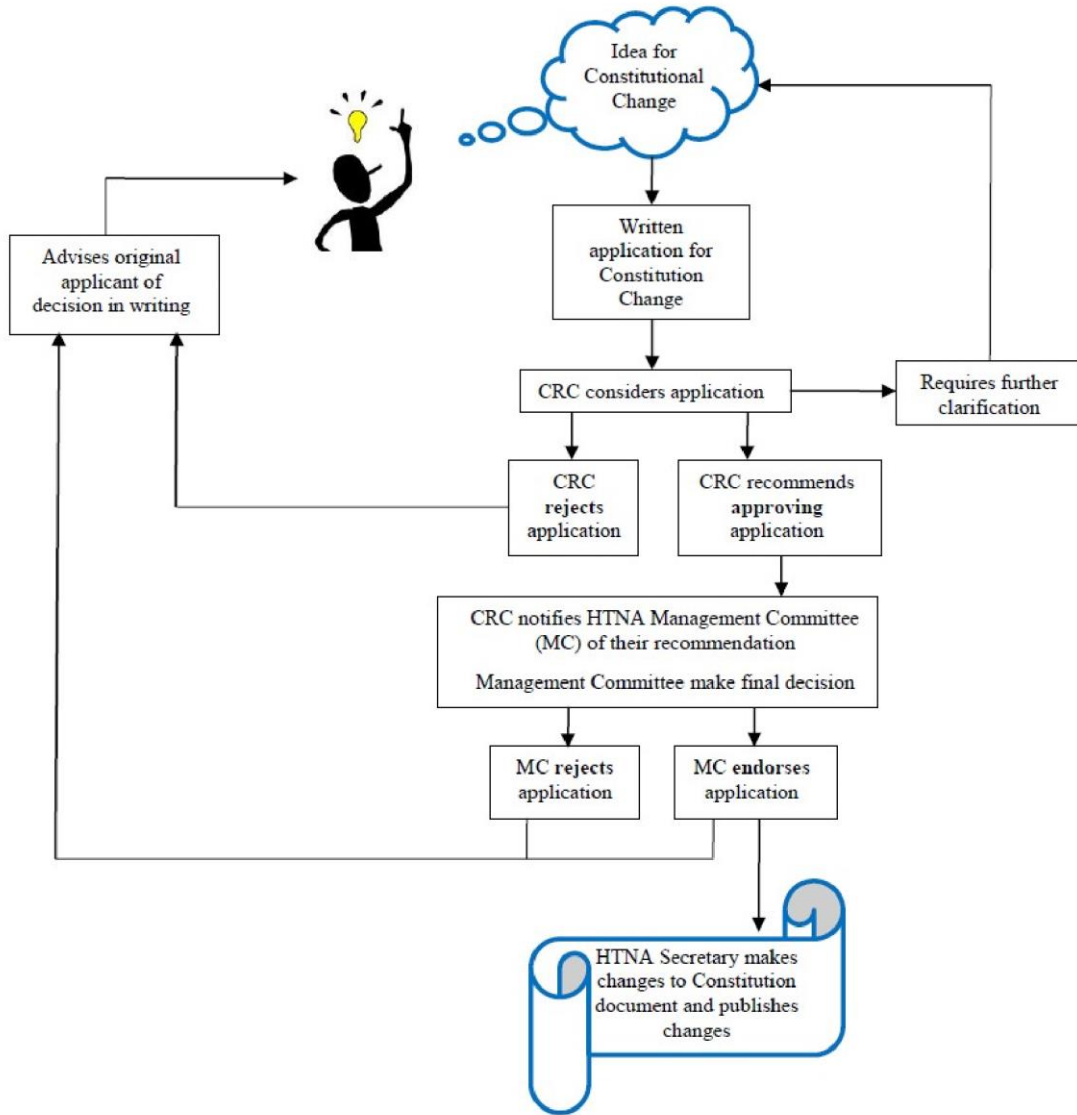
- a. Pre/post conference workshops may be arranged in conjunction with the ASM providing that they relevant to hyperbaric medicine.
- b. Workshop timings and venues cannot clash with other HTNA functions.
- c. The host unit will be responsible for liaison with the workshop organisers.
- d. Prior approval from the Committee of Management must be obtained before any “deals” or “concessions” are made with workshop organisers.

#### 11. ADDITIONAL MATTERS

If any additional matters arise that are not covered by or contravene these guidelines then prior approval from the Committee of Management must be sought before action can be taken.

Enclosure Two: The Constitution Review Committee Decision Tree

**Decision Tree – Constitution Review Committee**



**Appeal Process**

If the applicant wishes to appeal the decision of the CRC and/or Management Committee they may apply in writing to the Management Committee for a review of the decision and will have the opportunity to present their concerns directly to the Management Committee.

The appeal application must be received by the Management Committee within 14 days of being notified of the original decision.

The Management Committee will review the appeal and provide a final decision to the applicant within 28 days of receiving the submission. The subsequent decision of the Management Committee is final.

## Enclosure Three to the Constitution of the Hyperbaric Technicians and Nurses Association

### Committee Guidelines

#### 1. INTRODUCTION

With any association it is necessary to form committees to ensure the proper functioning of that association. Each committee is entrusted with making decisions concerning their particular task and bringing these decisions to the association's members for approval. Once a decision is made it may be the responsibility of that particular committee to accomplish the task.

The following guidelines are to assist committee members in the work of the committees and communication to the Committee of Management and association members.

#### 2. PURPOSE OF THE COMMITTEE

The Committees of the Hyperbaric Technicians and Nurses Association (HTNA) are delegated by the HTNA with the task of insuring that the organisational goals of the HTNA are met. Each committee is to perform a support function, which furthers the goals of the HTNA. It is appropriate to review these Guidelines periodically, as a reminder of production mechanisms for meeting the goals of the committee and the association as a whole.

#### 3. COMMITTEE DIRECTIVE

Each committee shall have a formal written directive. The directive shall detail such items as: missions, scope of committee responsibilities, makeup of the committee, duration of the committee, reporting requirements and liaisons with agencies outside the HTNA. This shall be reviewed as required or on an annual basis.

#### 4. FORMATION OF COMMITTEES

The Committee of Management or an AGM may authorise the formation of new committees. For committees formed at an AGM, a written directive is to be forwarded to the designated chair of that committee within one month after the AGM.

#### 5. SELECTION OF NEW MEMBERS

All full members of the HTNA are eligible to serve on the Associations Committees. Members can volunteer or be nominated by another member of the HTNA.

If a committee is formed at an AGM, applicants shall indicate their interest and a vote will be taken to select committee members from the volunteers. For committees formed at other times, nominees and applicants should submit their written expression of interest, which should be submitted to the Committee of Management for consideration. The Committee of Management will decide appointment recommendations through a voting process.

Committee members will generally serve two year terms and are eligible for reappointment for a second one year term. They may not serve more than two consecutive terms on a committee without an intervening period of one year.

#### 6. RETIREMENT OF EXISTING MEMBERS

It is very important that the committees turn over at a reasonable rate so that the fresh ideas and enthusiasm of new members can be continually tapped. At the same time it is important that continuity be maintained and the expertise of experienced members be present. To fulfil these goals, one or two new members may be added each year within an equal number of existing members stepping down. Membership on the committee should be restricted to a term of three continuous years, however, after having left for one year, a person is eligible to be selected again in subsequent years. A ballot will determine which positions will be vacated and nominations for replacement committee members will be called for prior to each AGM.

When it is felt that a member/members of a committee is/are not fulfilling their obligations to that committee, then that member could be asked to leave. Use of these mechanisms is not encouraged and should be a last resort. It is provided as a means of handling a member who is disruptive, counter-productive or simply non-productive. If this occurs, then the members requesting the change must submit, in writing, to the Committee of Management through the HTNA Secretary their reasons why the committee members should be replaced. That member may then either accept the decision, and resign voluntarily or may appeal the decision. The Committee of Management's decision after that appeal will be final.

Replacement committee members will be selected from previous applicants for the committee. If there are none, applications from other members will be sought. The replacement process will be as for the selection process for new members.



## 7. PARTICIPATION OF THE COMMITTEE OF MANAGEMENT IN COMMITTEES

Committee of Management members may serve on Committees as either members or as the chair. The HTNA Secretary shall be kept informed of each discussion and a Committee of Management decision must be sought where HTNA goals are thought to be compromised, before implementation. The Committee of Management reserves the right to modify any proposals if necessary.

## 8. COMMITTEE MEMBERS

Members of each committee are expected to contribute and to expend a reasonable and timely effort in carrying out the mission of the committee. Duties should be divided as equally as possible among the individual members. Those who are unwilling or unable to participate under these circumstances should respectfully decline membership.

## 9. EXPENSES

Requests for reimbursement for legitimate expenses are to be submitted in writing to the association's secretary. This is generally limited to economy air travel, accommodation (if necessary), and associated travel between airport, meeting venue and accommodation. Any expenses must be approved beforehand.

## 10. CONFLICT OF INTEREST

Members should avoid all conflicts of interest, either real or apparent, in regard to their association with the HTNA and any other party. Members should not expect or accept any personal gain over and above that, which would generally come to all committee members as a consequence of working for the common good of the committee and the HTNA. No member should endorse any product, instrument, or commercial concern that can be construed to be involved in the committee's responsibilities. A member may feel free to express his or her professional opinion providing it is done as an individual and not as a representative of the HTNA.

## 11. COMMITTEE CHAIR

A chair shall be selected by the members by consensus agreement. It is the chair's responsibility to see that each member carries out their responsibility and that the committee as a whole is successful in carrying out its mission. The chair should supply minutes of the meetings to the HTNA Secretary, for distribution to all members, in a timely manner. The chair should provide the committee members with a tentative agenda for upcoming meetings.

## 12. COMMITTEE COMMUNICATION

The chair shall make regular committee reports to the Committee of Management via the HTNA Secretary, and to report any resignations from the committee as they occur.

## 13. ANNUAL REPORTS

The committee chair is responsible for preparing an annual report. Copies of this report are to be provided to the HTNA Secretary. In addition, the committee chair may be asked to provide a brief oral report on the year's activity of the committee at the AGM.

## 14. CORRESPONDANCE

All correspondence and reports are to be completed on official HTNA letterhead but with a sub heading identifying the committee in question. Copies of all correspondence will be sent to the HTNA Secretary.

## 15. MEMBERS REPRESENTING THE HTNA ON EXTERNAL COMMITTEES

If the HTNA is requested to provide representatives for external committees then the member selection process reporting procedures and expense reimbursement is the same as for HTNA internal committees.

The tenure of the committee member should be limited to one year but this will depend on both the requirements of the external committee and the HTNA.

Hyperbaric Technicians and Nurses Association Constitution Version Control			
Revision	Date Amended	Reference	Change
Rev:8	17/03/2022	8. RESPONSIBILITY OF THE HTNA COMMITTEE OF MANAGEMENT Replace “OFFGASSING” with the wording of “Official Social Media platform” to reflect shift away from a physical Journal to an online presence.	Changes to reflect change in technology and email.
Rev: 7	08/09/2021	Formatting & Wording	Change Unit Representative to Facility Representative
REV. 6			
	08/02/17	Formatting	General formatting corrections & Insert definition of Executive Committee – Section 6.3
	9/12/16	2016 Special General Meeting Webinar	5.6 Addition of Constitution Review Committee
	11/08/16	2016 Annual General Meeting Hamilton Island	3.1 Wording change/elaboration on “full membership”
	11/08/16	2016 Annual General Meeting Hamilton Island	3.4 Delete all reference to term “financial year”, membership through website now annual.
		Formatting	Correcting AS 4774.2 to AS/NZS 4774.2 throughout document.
		Constitution Review Committee change	Replacement of State Rep with Facility Rep
		Formatting	General fix of grammar, spelling and formatting errors.