



## EUROPEAN FEDERATION OF NURSES ASSOCIATIONS (EFN) INTERNAL REGULATION

### 1. TITLE

The title of the European Federation of Nurses Associations shall be:

Albania – Federata Europiane e Asosacioneve te Infermiereve

Austria – Europäische Föderation der Berufsorganisationen der Pflege (EFN)

Belgium – Fédération Européenne des Associations Infirmières (EFN) / Europese Vereniging van Verpleegkundige Beroepsverenigingen (EFN) / Europäische Föderation der Berufsorganisationen der Pflege (EFN)

Bulgaria – European Federation of Nurses Associations (EFN)

Croatia – Europska federacija udruga medicinskih sestara

Cyprus – Ευρωπαϊκή Ομοσπονδία Συνδέσμων Νοσηλευτών (ΕΟΣΝ)

Czech Republic – Evropská federace sesterských asociací (EFSA)

Denmark – Den Europæiske Sammenslutning af Sygeplejerskeorganisationer

Estonia – European Federation of Nurses Associations (EFN)

Finland – European Federation of Nurses Associations (EFN)

France – Fédération Européenne des Associations Infirmières (EFN)

FYR Macedonia - Европска Федерација на Здруженија на Медицински Сестри

Germany – Europäische Föderation der Berufsorganisationen der Pflege (EFN)

Greece – Ευρωπαϊκή Ομοσπονδία Συνδέσμων Νοσηλευτών (ΕΟΣΝ)

Hungary – Ápolási Egyesületek Európai Szövetsége (AEESZ)

Iceland – Evrópusamtök félaga hjúkrunarfræðinga (EFN)

Ireland – European Federation of Nurses Associations (EFN)

Italy – Federazione Europea delle Associazioni Infermieristiche Nazionali (FEAIN)

Latvia – Eiropas mūsu Asociāciju Federācija

Lithuania – Europos Slaugytoju Asociacijų Federacija

Luxembourg – Fédération Européenne des Associations Infirmières (EFN)

Malta – Federazzjoni Ewropeja tal-Assocjazzjonijiet tal-Infermiera (EFN)

Montenegro - Evropska federacija udruženja sestara

Netherlands – European Federation of Nurses Associations (EFN)

Norway – Den Europeiske Sammenslutning av Sykepleierorganisasjoner (EFN)

Poland – Europejska Federacja Stowarzyszeń Pielęgniarek

Portugal – Federação Europeia das Associações de Enfermeiros

Romania – European Federation of Nurses Associations (EFN)

Serbia - Европска федерација удружења медицинских sestara (EFN)

Slovak Republic – Európska Federácia Asociácií Sestier (EFAS)

Slovenia – Evropsko Združenje Organizacij Medicinskih Sester

Spain – Federación Europea de Asociaciones de Enfermería

Sweden – Den europeiska sammanslutningen för sjuksköterskeorganisationer (EFN)

Switzerland – Fédération Européenne des Associations Infirmières (EFN)

UK – European Federation of Nurses Associations (EFN)

## 2. WORKING LANGUAGE

The working language of the European Federation of Nurses Associations (EFN) in the General Assembly and the Executive Committee meetings is English.

The language used for all official documents pertaining to the Belgian authorities shall be in one of the official languages of Belgium.

## 3. MEMBERSHIP AND REPRESENTATION

### a) Membership

Any National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation fulfilling the criteria as set out in Article 6 of the European Federation of Nurses Associations (EFN) Constitution, may apply for membership, which shall be granted after the process of accreditation has been completed and agreed on by the General Assembly (see 8 b).

Related to the criteria 6.1.a (Article 6 – European Federation of Nurses Associations (EFN) Constitution), a ‘nurse’ is a person who has completed a nursing education programme and is qualified and authorised in her country to practise as a nurse (*Ref. ICN Definition*).

Related to the criteria 6.1.b (Article 6 – European Federation of Nurses Associations (EFN) Constitution), ‘independent of government’ means free from control in action and judgement. An organisation is considered independent when the government can in no way control the decisions of that organisation.

Related to the criteria 6.1.d (Article 6 – European Federation of Nurses Associations (EFN) Constitution), ‘controlled by nurses’ means that individual members of the applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation, elect the governance board of the applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation, and that the governance board gains its authority from its members and speaks on nursing matters on behalf of its members. Within the governance body of the applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation, at least 60% of the members must be nurses, and the person representing the association/organisation within the European Federation of Nurses Associations (EFN) have to be a nurse.

### b) Procedure for Accreditation of European Federation of Nurses Associations (EFN) membership

On the basis of a written request to the European Federation of Nurses Associations (EFN) from an applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation, the following procedures shall be followed, in receiving, considering and approving requests for membership:

1. The General Secretary shall provide the applicant with a form enquiring to indicate:
  - the mission and main activities of the organisation applying for membership;
  - a commitment to share the aims and objectives of the European Federation of Nurses Associations (EFN);
  - a commitment to pay annual fees
2. The applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation will also be required to provide an assurance that their association/organisation complies with the European Federation of Nurses Associations (EFN) membership criteria. The applicant shall be asked to provide copies of their constitution and of their latest annual accounts. The members of the European Federation of Nurses Associations (EFN) from the applicant’s country shall be asked to express their views on the application.
3. On the basis of a properly completed membership application form, accompanied by the necessary documents, the European Federation of Nurses Associations (EFN) General Secretary shall present the information provided by the applicant association/organisation to the Executive Committee for acceptance, which shall decide whether or not to recommend the application to the General Assembly.

4. If in doubt of compliance with the European Federation of Nurses Associations (EFN) membership criteria, the General Secretary and two other persons, appointed by the Executive Committee, shall visit the applicant National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation in its home country and report back on the specific information requested by the Executive Committee.
5. The Executive Committee shall present the application for approval by the General Assembly together with the background information requested.
6. Proposals to admit new members have to be approved by the General Assembly, by simple majority.
7. Any National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation whose application for membership has been rejected, either by the General Secretary or by the Executive Committee, shall have the right to appeal to, and to be heard by, the Executive Committee or the General Assembly respectively.
8. Decisions of the General Assembly regarding the approval and rejection of an application for membership are final. National Nurses Associations/Organisations (NNAs) or section of National Healthcare Workers Association/Organisation rejected will not be eligible to reapply for one year from the date that the decision is taken.
9. Membership will be effective by the first day of the month following the decision taken by the General Assembly, and the membership fee for the current year will be calculated as a portion of a full year membership fee (e.g. 10/12 if membership becomes effective by 1 March, 6/12 if membership becomes effective by 1 July etc.).

**c) Representation of the members**

The members are represented by the delegates and the substitute delegates, appointed by their National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation. For EFN, these appointed delegates and substitute delegates are the only representatives of the members.

If a member revokes the mandate of his delegate and/or substitute delegate, he will give notice to the Executive Committee; from this notice, the revoked delegate and/or substitute delegate can no longer represent the National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation in EFN.

If a member is no longer represented by its delegate and substitute delegate due to the revocation of the mandate, he will appoint a new delegate and/or substitute delegate. They can replace the revoked delegates and/or substitute delegates as soon as the National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation has given notice of their replacement to the Executive Committee.

**4. GENERAL ASSEMBLY**

**a) Place and time**

At its final meeting in any year, the General Assembly shall normally agree the dates of meetings for the next year. The meetings are to be held in Brussels. One ordinary meeting each year may be held in a place other than Brussels.

**b) Proxy**

A member of the European Federation of Nurses Associations (EFN) who cannot be present in the meeting where a decision/vote is taking place may request, prior to the meeting, to the EFN Brussels Office, a written proxy, and nominate another member of the European Federation of Nurses Associations (EFN) to represent and vote for him/her. A member of the European Federation of Nurses Associations (EFN) can only represent one other member of the European Federation of Nurses Associations (EFN) by proxy. A proxy is valid only for the meeting for which it has been given. All the proxies should be announced at the beginning of the meeting.

**c) Agenda and other documentation**

It shall be the duty of the General Secretary to prepare the agenda and annexes.

Any delegate may submit an item for inclusion on the agenda. Such items, accompanied by the appropriate documentation, shall be submitted to the General Secretary, not less than one month prior to the date of the meeting. The material shall be submitted in English. In the event that such items are submitted after the last ordinary Executive Committee meeting prior to the General Assembly where the items are to be discussed, an extraordinary Executive Committee meeting shall be convened to prepare the items for the General Assembly.

The agenda and annexes and any other documentation relating to items on the agenda shall be circulated by the General 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.

**d) Minutes of the General Assembly**

The General Secretary prepares the minutes of the General Assembly. After approval by the President, the minutes will be circulated to all the members and observers of the European Federation of Nurses Associations (EFN) no later than 6 weeks after the meeting.

**e) Experts**

The President 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 European Federation of Nurses Associations (EFN) shall cover the expenses of any person so attending.

**f) Technical Advisor to the EFN member**

A delegate may be assisted by a technical adviser at General Assembly meetings. The technical adviser may speak but not vote on behalf of the delegate. In the event that both the delegate and substitute delegate are unable to attend, a technical adviser may attend to speak on behalf of the member association, but not take part in voting. All costs for such technical advisers shall be covered by the National Nurses' Association/Organisation (NNA) and/or section of National Healthcare Workers Associations/Organisations.

**5. EXECUTIVE COMMITTEE**

- a) The Executive Committee meetings will take place in the EFN Brussels Office, or by electronic means, unless otherwise decided by the Executive Committee.
- b) The dates for the Executive Committee meetings shall be decided by the Executive Committee.
- c) The General Secretary provides the agenda and any necessary documents two weeks in advance of the meeting.
- d) In case an extraordinary meeting will be convened by the President or any two other members of the Executive Committee, the agenda and any necessary documents shall be communicated two weeks in advance of the meeting.
- e) The minutes of the meetings will be drawn up by the General Secretary and sent to the President for verification. After approval by the President, and the Executive Committee, the minutes will be circulated to the members of the European Federation of Nurses Associations (EFN).

**6. NOMINATION AND ELECTION OF THE EXECUTIVE COMMITTEE MEMBERS**

- a) Not less than two months before the date of the meeting at which the election is to take place, the General Secretary shall send to each member association/organisation of the European Federation of Nurses Associations (EFN) a form indicating clearly the vacant position to which it relates. The member association shall complete the form if it wishes to nominate a candidate from its National Nurses Association/Organisation (NNA) or the section of National Healthcare Workers Associations/Organisations for the particular vacant position. The form shall state the date by which it must be returned to the General Secretary.

- b) The candidate must comply with the criteria as laid down in *Article 7.1 of the Constitution*.
- c) Not less than one month before the meeting at which the election is to take place, the General Secretary shall circulate to each member association/organisation of the European Federation of Nurses Associations (EFN) a list of candidates nominated for election, including any information provided by the candidate (biography, statement, etc...).
- d) The election shall take place during the General Assembly of the European Federation of Nurses Associations (EFN). It shall be conducted by secret ballot and each delegate of the member associations of the European Federation of Nurses Associations (EFN) shall have the right to vote for one of the persons whose names appear in the list of nominations for each vacant position.
- e) The result of the elections shall be decided on a simple majority of the votes cast.
- f) In the event that there should be a tied vote, the meeting shall be adjourned and on reconvening a second vote shall be taken. If there is still a tied vote the President shall have the right to cast a second vote, except that, if the tied vote should occur in the election of the President, the Vice-President shall have the right to cast a second vote.
- g) If a candidate withdraws her/his candidacy before the meeting of the General Assembly, and there are no other candidates for the vacancy, the current Executive Committee member will stay on until the next meeting, at which new elections for that vacant position will be organised in accordance with article 6.a-c of the Internal Regulation.
- h) Once elected as a member of the Executive Committee, he/she automatically loses his/her membership when he/she loses his/her registration as a nurse.

#### **6. bis NOMINATION AND ELECTION OF THE FOUR EFN DIRECTORS FOR ENRF**

- a) Not less than two months before the date of the meeting at which the election is to take place, the EFN Secretary General shall send to each member association/organisation of the European Federation of Nurses Associations (EFN) a form indicating clearly the vacant position to which it relates: 1/ Founding EFN Director and 2/ 3 EFN Director (see ENRF constitution and IR). The member association shall complete the form if it wishes to nominate a candidate from its National Nurses Association/Organisation (NNA) or the section of National Healthcare Workers Associations/Organisations for the particular vacant position. The form shall state the date by which it must be returned to the Secretary General.
- b) Not less than one month before the meeting at which the election is to take place, the EFN Secretary General shall circulate to each member association/organisation of the European Federation of Nurses Associations (EFN) a list of candidates nominated for election of the 4 posts, including any information provided by the candidate (biography, statement, etc...).
- c) The election shall take place during the General Assembly of the European Federation of Nurses Associations (EFN). It shall be conducted by secret ballot and each delegate of the member associations of the European Federation of Nurses Associations (EFN) shall have the right to vote for one of the persons whose names appear in the list of nominations for each vacant position in the board of the ENRF.
- d) The result of the elections shall be decided on a simple majority of the votes cast.
- e) In the event that there should be a tied vote, the meeting shall be adjourned and on reconvening a second vote shall be taken. If there is still a tied vote the EFN President shall have the right to cast a second vote.
- f) His/her term of office is two years and can be renewed for two consecutive terms. Therefore, the total term of office of the President cannot exceed six years.

Two board members elections will be held during the last meeting of years with odd numbers. The other two board members elections will be held during the last meeting of years with even numbers.

## 7. FINANCIAL OPERATION

### a) Funding

The financial year shall be from 1st January to 31st December.

All member associations/organisations shall pay dues each year at the rate agreed by the General Assembly by the 31<sup>st</sup> March, after receiving the membership fee letter. Individual National Nurses' Association/Organisation (NNA) and/or section of National Healthcare Workers Associations/Organisations can apply to the Executive Committee to pay their membership fees on a quarterly basis.

International associations/organisations, European institutions and associations/organisations accorded observer status shall pay an amount each year as agreed by the General Assembly.

At its final meeting in each year, the General Assembly will determine the level of dues to be paid by each member association/organisation for the ensuing financial year and by associations/organisations having observer status. 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 European Federation of Nurses Associations (EFN) 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 the European Federation of Nurses Associations (EFN) members shall be based on the membership figures of the European Federation of Nurses Associations (EFN) as of 1<sup>st</sup> January of the previous year, presented by each National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation member of the European Federation of Nurses Associations (EFN), and the Euro zone inflation for the current year and shall be calculated based on an agreed minimum base amount per individual member in the National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation.

In relation to the due for the European Nursing Research Foundation (ENRF) shall be based on the membership figures of the European Federation of Nurses Associations (EFN) as of 1<sup>st</sup> January of the previous year, presented by each National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation member of the European Federation of Nurses Associations (EFN), and the Euro zone inflation for the current year and shall be calculated based on an agreed minimum base amount per individual member in the National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation.

The dues for observers shall be fixed at an annual bloc amount. One or more observers may be exempted from paying dues, as determined by the General Assembly.

Notwithstanding the payment of dues by member associations/organisations, and associations/organisations having observer status, each association/organisation shall meet the expenses of its official delegate or deputy in attending General Assemblies of the European Federation of Nurses Associations (EFN). Similarly, associations/organisations having observer status at the meetings of the European Federation of Nurses Associations (EFN) shall meet the expenses of their representatives.

### b) Treasurer

The treasurer is responsible for:

- Overseeing the accounts and all financial transactions of the European Federation of Nurses Associations (EFN);
- Presenting proposals for annual budgets and membership dues;
- Preparing financial analysis for the European Federation of Nurses Associations (EFN) and its activities in a 3-year period years' perspective, to be revised and presented in conjunction with proposals for annual budgets;
- Presenting proposals for principles regarding the European Federation of Nurses Associations (EFN) financial policy.

## 8. EXCLUSION AND WITHDRAWAL FROM MEMBERSHIP

### 1. Exclusion

#### a. Automatic discontinuation of membership:

Membership of the European Federation of Nurses Associations (EFN) will automatically be discontinued in the event of discontinued membership of both the European Union and the Council of Europe by the country of a member National Nurses Association/Organisation (NNA) or section of National Healthcare Workers Association/Organisation

Automatic discontinuation of membership will be effective from the same date any of the above criteria are effective. The concerned member will be notified in writing that the membership of the European Federation of Nurses Associations (EFN) is being automatically discontinued.

#### b. General Assembly decision on discontinued membership:

The non-payment of annual fees or non-compliance with the Constitution of the European Federation of Nurses Associations (EFN) may lead to the exclusion of a member.

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.

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:

- Exempt the member from paying fees for a specific period of time;
- Convert outstanding fees into a loan, to be repaid within a specified period of time;
- Agree a reduced membership fee for a given period of time.

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 three consecutive years.

In the event of other non-compliance with the Constitution, the member concerned will be notified in writing that the issue will be discussed at the first meeting of the General Assembly. The member concerned shall have the right to justify its non-compliance. The General Assembly will decide whether the justification is acceptable. If not, the member concerned immediately loses its membership.

In case of exclusion due to non-compliance with the Constitution, the member concerned may apply for renewed membership after a period of three years following the date of exclusion. The application will be considered by the Executive Committee, for final approval by the General Assembly, following the same regulations as for ordinary applications for membership.

### 2. Withdrawal

Withdrawal from the European Federation of Nurses Associations (EFN) will automatically be accepted, provided that the withdrawal takes place in line with the provisions of Article 18 of the European Federation of Nurses Associations (EFN) Constitution.