

Statutes of the Icelandic Nurses' Association

Section I – Name and Purpose of the Association

Article 1: Name, domicile and venue

The name of the Association is the Icelandic Nurses' Association, abbreviated to INA. It operates nationwide but its domicile and venue is in Reykjavík.

Article 2: Purpose

The Association is a professional and trade organization. Its purpose is to engage in the advancement of nursing and the professional development, terms of employment and working conditions of nurses by:

- Promoting the development of nursing and the knowledge and competence of nurses.
- Safeguarding the interests of nurses and defending their autonomy, rights, obligations, terms of employment and working conditions.
- Upholding the Association's code of ethics.
- Participating in the formulation of health service policies with a special emphasis on social responsibility and public interest.

Section II – Membership

Article 3: Full membership, professional membership and supplementary membership

Membership of the Association is open to those who hold a licence to practise as nurses and to use the professional title of nurse, as provided for by the Healthcare Practitioners Act No. 34/2012 and the Nursing Regulation. Membership is also open to student nurses who have completed the first year of their study programmes at an accredited university.

The following membership options are available for nurses:

Full membership: Nurses who pay membership fees based on their salaries as determined by the General Meeting and whose employers make the requisite contributions to the Association's funds on their behalf.

Professional membership: Nurses who do not pay membership fees but have applied for professional membership and pay an annual professional membership fee as determined by the General Meeting.

Pension membership: Nurses who have started drawing pension, are no longer in employment and do not pay membership fees.

Student membership: Nursing students who have completed the first year of their study programmes at the University of Iceland, the University in Akureyri, or another accredited university. Nursing students who receive remuneration for their work on the basis of a collective agreement made by the Association on their behalf have the right to vote on any such agreement and to apply for Association funding. Special applications must be made for student memberships

Article 4: Membership applications

Applications for membership of the Icelandic Nurses' Association shall be made in writing or by electronic means. Applications shall be accompanied by documentary evidence to verify that conditions for membership have been met, cf. Article 3 above. Membership becomes effective on the date by which the application was received.

Article 5: Resignation

Resignation from the Association shall be notified in writing or by electronic means and becomes effective 3 months from the date on which it was received.

A resignation does, however, not become effective after a legal decision to take industrial action has been made and during a strike, but is instead postponed until the strike has been called off.

Article 6: Exclusion

The Governing Board of the Association may apply sanctions against a member who, in the Board's opinion, has acted in violation of its statutes, confidentiality, code of ethics, other rules, resolutions or

decisions. The sanctions may range from caution to exclusion in the event of a serious violation. The member shall be given an adequate time limit to explain his/her case to the Board in writing and in person before a decision on sanctions is made and is permitted to bring a spokesperson along to a meeting with the Governing Board if he/she wishes. The member shall be notified in writing of the Board's decision.

A member may, within four weeks from the date of the Board's decision on exclusion, appeal this decision to the next association meeting. The meeting shall vote on the Board's decision. The member shall be given the opportunity to explain his/her case at the meeting if he/she wishes to do so. If a simple majority votes against the Board's decision, it shall be deemed that no exclusion has taken place.

If a former member applies for membership, cf. Article 4 of these Statutes, after being excluded in accordance with this Article, the approval of 2/3 of members eligible to vote at an association meeting is required for this member to be readmitted.

Section III – Organisation of the Association

Article 7: General Meeting

The highest authority concerning the affairs of the Association rests with the General Meeting. A General Meeting shall be held in May every year. The date and time of the General Meeting shall be advertised at least 8 weeks in advance. A continuation general meeting may be called if requested by 2/3 of those members present at the General Meeting.

The Governing Board of the Association organises and is responsible for the preparation and conduct of the General Meeting.

All members are entitled to attend the meeting. Members who have registered their attendance at the meeting at least one week in advance have the right to vote at the meeting, as detailed in Article 13. Other attendees are not eligible to vote.

A General Meeting shall be called at least two weeks in advance. The invitation to the meeting shall include its agenda and the deadline for registration. The meeting is properly constituted and valid if it has been correctly called.

Proposed amendments to the Associations' statutes as well as any other matters which members may wish to be addressed by the General Meeting must be submitted in writing to the Governing Board at least four weeks prior to the General Meeting. Matters not listed on the circulated agenda will only be dealt with if approved by a majority of members eligible to vote and present at the meeting. Amendments to the statutes will only be addressed if they accompany the invitation to the meeting. Formal proposals concerning amendments to the existing amendment proposals that are raised during the meeting shall be voted on separately. Such proposals shall be made in writing.

Documents for the General Meeting, including proposed amendments to the Association's statutes, shall be made available to members in an electronic format on the Association's website no later than a week before the meeting.

Matters for the General Meeting agenda:

- i. Election of chairpersons and secretaries as nominated by the Governing Board.
- ii. Governing Board's report.
- iii. Accounts of the Association and its funds.
- iv. Decision on membership fees.
- v. The Association's operational plan for the coming year presented for approval.
- vi. Proposed amendments to the statutes.
- vii. Results of election for President.
- viii. Election of 3 members for the Governing Board and 1 alternate.
- ix. Election of accounts examiners.
- x. Elections to the Association's committees and fund administrations.
- xi. Any other business.

The minutes of the General Meeting shall be recorded and special entries made for all resolutions and decisions taken by the meeting. Secretaries prepare the minutes for publication upon the conclusion of the meeting and sign them together with the chairperson.

The minutes of the General Meeting shall be published on the Association's website no later than a week after the meeting and a timeframe of two weeks given for comments. Following that time, the minutes shall be considered as approved and published together with any comments on the Association's website.

Article 8: Governing Board

The Governing Board shall be comprised of members with full membership: the Association's President, six board members and two alternates selected from among members with full membership..

The President is elected in a general Association election, cf. Article 10 of these Statutes.

Every year the General Meeting shall elect three Governing Board members and one alternate.

Members of the Governing Board, both full-time members and alternates, are elected by the General Meeting. The election committee shall call for candidates no later than by the end of January. Candidacies shall be announced no later than four weeks prior to the General Meeting.

The term of office for board members is two years. No board member may serve on the Governing Board for more than four consecutive terms. The newly appointed Governing Board divides task between its members and elects from among board members its vice-president, secretary and treasurer. The secretary records the minutes of the Governing Board's meetings.

The Governing Board is the highest authority concerning the affairs of the Association between General Meetings. The board's role is to formulate the Association's strategy and main emphases in line with the policy direction and decisions of the General Meeting. The Governing Board is responsible to the General Meeting for the Association's finances and operational activities.

The Governing Board shall in general meet once every month. Board meetings shall be called at no less than a week's notice. Meetings may, however, be called at shorter notice if there are cogent reasons for doing so. If three or more board members request that a meeting be called, the President shall comply with their request within a week. Should the President fail to act upon the request within the specified period, the members who requested the meeting may issue a call for a meeting at 24 hours' notice. Meetings of the Governing Board are properly constituted and valid if a majority of board members is present.

Motions are carried by simple majority of votes but in the event of a tie, the President shall have the casting vote. The Governing Board may initiate an Association referendum on important issues that are not specifically covered by the General Meeting.

Article 9: Association President

The President is responsible for the day-to-day management of the Association in accordance with the strategy of the Association and its Governing Board. The President is also the chairperson of the Governing Board. The President is the spokesperson for the Association and its Governing Board.

The President calls and chairs all meetings of the Governing Board.

The term of office for President is four years.

The President shall be employed full-time by the Association.

Article 10: Election of President

The President of the Association is elected by general ballot. Only individuals holding full Association membership can stand for the office of President.

The election committee shall call for candidates for the office of President no later than by the end of January. The nomination deadline shall be no less than four weeks.

Candidates for the office of President shall present to the election committee a written notification of their intention to stand for election together with a list of proposers representing a minimum of 0.6% of the Association's members.

If no candidate for the office of President receives more than 50% of the votes cast in the general ballot for President, a further election shall be held between the two individuals holding the highest number of votes. The results of the election of President shall be made public at least eight weeks prior to the General Meeting.

The term of office for President is four years and the same individual may only serve for a maximum of two consecutive terms.

If a President resigns before the end of his/her term of office, the vice-president shall take over as President and remain in office until the next General Meeting, where a new President shall be elected.

Article 11: Organisation of activities

The Association operates an office for the service of its members. The Governing Board is responsible for ensuring that the organisation of the office reflects its duties toward members of the Association

The core activities of the Association concern remuneration and rights and also professional issues as detailed in Article 2 of these Statutes. The Governing Board hires staff for the office upon recommendation by the President.

Article 12: Sections

Association members, albeit never fewer than 25, may establish sections relating to a professional field or geographical district. Professional sections shall operate on a national level.

Sections are responsible for their internal organisation and shall operate in accordance with procedures that have been approved by the Governing Board and the General Meeting.

The sections are concerned with the promotion and advancement of nursing within specific fields or geographical areas, as well as providing education on nursing matters and strengthening professional and social ties. They serve as advisory bodies to the Governing Board and committees of the Association. The sections shall submit reports on their activities each year before the end of March. If a section fails to submit a report for two years running, the General Meeting may decide on its dissolution.

Sections for elders and young members may be operated within the Association. They are subject to the same minimum membership requirements as other sections of the Association. They are responsible for their internal organisation and shall operate in accordance with procedures that have been approved by the Governing Board and the General Meeting.

Section IV – Members

Article 13: Rights and obligations

Individuals with full membership, professional membership, pension membership and student nurses receiving payment for their work on the basis of a collective agreement made on their behalf by the Association, have the right to speak, propose motions and vote at the General Meeting, Association meetings and in general ballots unless otherwise provided in these Statutes. The right to vote at the General Meeting is subject to the registration requirement stipulated in these Statutes.

Members holding full membership are eligible candidates for the administration boards of funds, committees and commissions under the auspices of the Association unless otherwise provided in these Statutes.

Members holding professional membership and pension membership are eligible candidates for committees and commissions under the auspices of the Association unless otherwise provided in these Statutes.

Members holding full membership but not receiving remuneration in line with the Association's collective agreements do not have the power of decision in matters relating to pay and conditions.

Members holding professional or pension memberships do not have the power of decision in matters relating to pay and conditions.

Student members have the right to speak and propose motions at Association meetings, but do not have the right to vote or to stand for office.

The right of members to apply for grants from the Association's funds or funds administered by the Association is governed by the rules pertaining to each particular fund, cf. Section VII of these Statutes.

All members shall respect the Association's Statutes and rules of procedure, the resolutions and decisions of its meetings and of its Governing Board and the Association's code of ethics.

Article 14: Membership fees

Members shall pay membership fees as determined by the General Meeting, but the Governing Board submits proposals for full, professional and student membership fees to the meeting.

The Governing Board may, however, completely exempt individual members from the obligation to pay membership fees if there are cogent reasons for doing so.

Honorary members do not pay membership fees but enjoy all the rights and benefits permitted by these Statutes.

Article 15: Honorary members

The Governing Board may bestow the title of honorary member on an individual as a special tribute by the Association and propose a motion to that effect at the General Meeting. The motion shall be carried if it receives the majority of votes cast by eligible members present. Members may submit proposals for the nomination of honorary member to the Governing Board. The proposal shall be accompanied with a written justification and be endorsed by at least 0.6% of association members. Special rules apply to honorary members.

Article 16: Association meetings

Association meetings shall be held whenever the Governing Board or President consider necessary and also if 50 or more members request such a meeting in writing.

Calls for an association meeting shall be made with at least a week's notice. An association meeting may, however, be called at 24 hours' notice if necessary. Notifications of the meeting shall be made via such media that are most likely to reach the majority of members. The minutes of association meetings shall be recorded. A special record shall be made of all resolutions and decisions taken by the meeting.

Association meetings may be held with the aid of teleconferencing equipment. The Governing Board shall define further rules on the conduct of such meetings.

Article 17: Nursing convention

The nursing convention shall address professional and strategic matters concerning nursing and health. A nursing convention shall generally be held every two years.

Section V – Committees

Article 18: Election committee

There shall be an election committee comprised of three members and one alternate elected by the General Meeting in an odd-numbered year for a term of two years. No member may serve on the election committee for more than four consecutive terms.

The election committee is in charge of preparing and implementing the election of President and members of the Governing Board of the Association, its committees and other official positions which are decided by ballot. The committee advertises nomination deadlines, receives statements of candidacy, and ensures that all positions will be manned. The committee prepares lists of candidates and other election documents as required. Candidacies for the Governing Board and other official positions that are decided by ballot at the General Meeting shall be published on the Association's website at least two weeks before the General Meeting.

The election committee also manages other Association voting as requested by the Governing Board. The election committee is in charge of the counting of votes and decides on doubts and disputes.

The election committee shall submit its annual report before the end of April each year.

Article 19: Editorial committee

The editorial committee shall be comprised of seven members who have been elected by the General Meeting. Elections for the editorial committee shall take place every year, whereby 4 representatives are elected in odd-numbered years and 3 representatives in even-numbered years. The term of office for editorial committee representatives is two years. No representative may serve on the editorial committee for more than four consecutive terms.

The editorial committee, together with the editor, formulates the editorial policy of the journal and oversees its publication. The committee elects its chair and divides tasks between representatives.

The editorial committee draws up a budget for each publishing year.

The editorial committee shall submit its annual report before the end of April each year.

Article 20: Negotiating committee

The Association shall have negotiating committees appointed by the Governing Board. The period of service of a negotiating committee shall be determined by the Governing Board.

The negotiating committees are responsible for making collective agreements with the Association's contracting parties and shall co-operate with the Remunerations and Rights division and union representatives in all districts.

The Governing Board shall establish procedures for the negotiating committees.

The negotiating committees shall submit their annual reports before the end of April each year.

Article 21: Ethics committee

There shall be a board of ethics comprised of 7 nurses. The Governing Board appoints representatives to serve on the ethics committee in an odd-numbered year for a term of two years. At least one representative shall hold a recognised postgraduate degree in ethics. The Governing Board nominates one representative to be the chair but board members divide other task between them. No representative shall serve on the board of ethics for more than four consecutive terms.

The ethics committee shall provide counsel to the Governing Board, professional sections and members on ethical issues. It shall also review cases that are referred to the committee concerning alleged infringements by members of the Association's code of ethics. The committee rules on cases and submits its findings in writing to the parties concerned and to the INA President for information and safekeeping.

The board of ethics shall submit its annual report before the end of April each year.

Article 22: Ad hoc committees

The Governing Board has the authority to appoint specific committees on certain issues or policy areas. Upon nomination, members of such committees shall receive a letter of commission detailing their functions, duties, time of service and mandate.

Section VI – Fund administrations

Article 23: Science fund

The science fund is made up of contributions from employers as determined in collective agreements.

The science fund board of administration comprises four representatives nominated by the Governing Board.

The science fund board of administration shall be appointed for two years at a time. No representative may serve on the science fund board of administration for more than four consecutive terms.

The science fund board of administration establishes procedures for the fund which shall be submitted to the Governing Board for approval.

The science fund board of administration shall submit its annual report before the end of April each year.

Article 24: Vacation fund

The vacation fund is made up of contributions from employers as determined in collective agreements.

The vacation fund board of administration comprises five representatives selected from among those members who are entitled, according to rules of procedure, to allocations from the fund.

The board of administration of the vacation fund shall be elected by the General Meeting in an odd-

numbered year for a period of two years. No representative may serve on the vacation fund board of administration for more than four consecutive terms.

The board of administration of the vacation fund shall adopt procedures for the fund which shall be submitted to the Governing Board for approval.

The vacation fund board of administration shall submit its annual report before the end of April each year.

Article 25: Vocational training fund

The vocational training fund is made up of contributions from employers as determined in collective agreements.

The vocational training fund board of administration is comprised of four representatives, of which two are nominated by the Icelandic Nurses' Association. The Governing Board appoints two association members who at the time of appointment are entitled to allocations from the fund in accordance with its rules of procedure.

Fund administrators representing the Association are appointed for a term of two years at a time. No representative may serve on the vocational training fund board of administration for more than four consecutive terms.

The board of administration of the vocational training fund shall adopt procedures for the fund which shall be submitted to the Governing Board for approval.

The vocational training fund board of administration shall submit its annual report before the end of April each year.

Article 26: Strike fund

The Association shall operate a strike fund.

The Governing Board appoints three members and two alternates to serve on the strike fund board of administration for a term of two years at a time. No member shall serve on the strike fund board of administration for more than four consecutive terms.

The board of administration adopts procedures for the strike fund which are submitted to the Governing Board for approval.

The strike fund board of administration shall submit its annual report before the end of April each year.

Article 27: Support fund

The support fund is made up of contributions from employers as determined in collective agreements.

The board of administration of the support fund shall be comprised of three representatives and two alternates elected by the General Meeting from among those members who are entitled, according to rules of procedure, to allocations from the fund.

The board of administration of the support fund shall be appointed in odd-numbered years for a term of two years. No representative may serve on the support fund board of administration for more than four consecutive terms.

The board of administration of the support fund shall adopt procedures for the fund which shall be submitted to the Governing Board for approval.

The support fund board of administration shall submit its annual report before the end of April each year.

Section VII – Publishing Activities

Article 28: General

All materials released in print, on electronic or broadcast media, at conferences, etc. - as well as souvenirs - shall be regarded as INA publications.

The Governing Board adopts rules regarding publications.

Article 29: The Icelandic Journal of Nursing and editor

The Association publishes a journal under the title *Tímarit hjúkrunarfræðinga (Icelandic Journal of Nursing)*.

The editor is appointed by the Governing Board. Together with the editorial committee, the editor formulates the editorial policy of the journal and is responsible for its publication.

Article 30: Other publications

The INA office supervises and is responsible for other publications as well as supervising and being responsible for the Association's website.

Section VIII – Union Representatives

Article 31: Union representatives

The Governing Board shall ensure that members elect union representatives in their places of employment as provided for by Act No 94/1986 on collective agreements in the public sector, Act No 80/1938 on trade unions and industrial disputes, or as may otherwise be settled in collective agreements. Union representatives shall work in co-operation with INA office staff.

Section IX – Strike Actions

Article 32: Decision to strike

The Governing Board or the Association's negotiating committee may propose strike action by such members as have the right to strike. Decision to declare a strike shall be made in the manner prescribed in the Act on Trade Unions and Industrial Disputes No. 80/1938 and the Act on Collective Agreements of Public Servants No. 94/1986.

Section X – Amendments to the Statutes

Article 33: Amendments

These Statutes shall only be amended by the Association's General Meeting on the condition that amendment proposals have been presented along with the invitation to the meeting. The General Meeting may, however, refer significant proposals to a general ballot among association members for acceptance or rejection.

A majority of 2/3 of votes cast is required for amendments to take effect, be it at the General Meeting or in a general ballot.

The provision in these Statutes on the dissolution of the Association shall only be changed if approved by a 2/3 majority of two consecutive General Meetings.

Section XI – Dissolution of the Association

Article 34: Dissolution of the association

A motion to dissolve the association shall only be carried by a 3/4 majority of votes cast in a general ballot. Upon dissolution, the assets of the Association shall be passed on to its successor or any such legal entity as would be closest to assuming that function.

Section XII – Other Provisions

Article 35: Decision-making and elections

A simple majority suffices to carry motions at meetings unless otherwise provided in these Statutes. Voting shall be by show of hands unless otherwise provided in these Statutes or if a meeting decides that voting should be secret. Voting at meetings may also be carried out by electronic means on the condition that the ballot is conducted in such a manner that only those members who are present at the

meeting are able to vote. Electronic voting mechanisms may, for instance, include the use of digital identification.

Article 36: General ballot

A general ballot shall be secret and the appropriate voting documents shall be sent to all association members together with a presentation of the respective voting.

A general ballot shall be electronic, for instance by the use of digital identification certificates. The list of voters in a general ballot shall be the membership roster at the beginning of the month preceding the month in which the voting takes place. The onset and ending of the voting shall be advertised at no less than a week's notice and the voting period shall span no less than 72 hours.

In the event of a tied vote, the result shall be decided by a coin toss.

In a general ballot on collective agreements, only those who are employed by the contracting parties concerned have the right to vote.

The Governing Board shall adopt further rules on the management of electronic voting and in so doing seek to ensure ballot security and secrecy of voting as far as permitted by the available technology at any given time.

The implementation of electronic voting is the responsibility of the election committee, which shall also rule on any issues that may be raised concerning the voting. The rulings of the election committee may only be reversed by resolutions passed at a General Meeting.

Article 37: Accounts and auditing

The Association's accounting year is the calendar year. The accounts of the Association, its committees and funds shall be audited by a certified accountant and two accounts examiners elected by the General Meeting from among association members for one year at a time.

Article 38: Obligations in the name of the Association

The Association's Governing Board and its President are authorised to enter into obligations on the Association's behalf. Others, to whom a formal and specific mandate has been granted by the Governing Board or the President, may also enter into obligations on behalf of the Association.

Section XIII – Entry into Effect

Article 39: Entry into effect and conflict of law

These Statutes shall enter into effect at the INA General Meeting on 26 May 2021.