**Rules of the National Union of Registered Veterinary Nurses**

**1 Name**

The Trade Union formed under these Rules shall be known as the National Union of Registered Veterinary Nurses (“NURVN”).

**2 NURVN Mission Statement**

To improve the economic and social well-being of NURVN members (“Members”) and Registered Veterinary Nurses (“RVNs”) in general and to enhance their status, pay and conditions of employment.

To watch over, promote and protect the common and individual interests of Members and to regulate relations between Members and employers.

To ensure that the opportunity for training and improvement is available to all RVNs and Members in particular, in order to achieve their full potential within their work careers and lives.

**3 Objects**

The objects of NURVN shall be to:

1. Develop, encourage, promote, support and protect the professional status of Members and RVNs.
2. Promote and protect the common and conditions and individual interests of Members and to regulate relations between Members and employers.
3. Promote and secure legislation in Parliament for the benefit of Members.
4. Give consideration to all matters relating to RVNs and to take the appropriate action.
5. Continue to maintain and, where necessary, to further develop, nationally recognised standards for veterinary nursing.
6. Act as a consultative body to whom reference may be made by interested parties for guidance in connection with the veterinary nurse profession.
7. Maintain contact with all appropriate bodies in order to achieve these objectives.
8. Provide advice, guidance and representation in the workplace (such as internal grievance or disciplinary meetings in the workplace) to members on matters arising during the course of their employment where the Executive Council (“EC”) at its absolute discretion deems appropriate.
9. Provide legal assistance, advice and representation to Members in employment proceedings (employment tribunal, professional regulatory and disciplinary and court proceedings solely) on matters arising during the course of the member’s employment where the EC at its absolute discretion deems appropriate.
10. Provide legal assistance to Members and their relatives where they have suffered any accident or injury where the EC at its absolute discretion deems.

Obtain representation and/or affiliation to various organisations and appropriate bodies to ensure that the interests of Members are advocated and protected and to ensure co-operation between NURVN and other Trade Unions.

1. Provide assistance whenever possible to Members who have withdrawn their labour with the authority of the EC or who are locked out as a result of a dispute with their employers.
2. Negotiate collective agreements and promote the settlement of disputes between Members and employers and employer’s associations.
3. Purchase, lease, exchange, hire or by any other means otherwise acquire, build, alter, manage, maintain, prepare, develop, sell, lease out, mortgage or charge any buildings or parts of buildings, offices, halls, clubs, hotels, residences or property or take options over any real or other property whatever and any rights and privileges of any kind over and in respect of any property and to invest or lend money or property of NURVN upon such terms and for such purposes as the EC may direct.
4. Give financial assistance and lend money, with or without interest or other equivalent, to any organisation, as the EC may think fit in the interests of or for carrying out the objects of NURVN.
5. Invest any monies belonging to NURVN upon such terms as the EC may think fit in the purchase of or secured upon any shares, bonds, debentures, stocks, loans, deposits, mortgages, or securities of any Government, State, Dependency, Public Utility Company, Local Authority, Limited Liability Company, or Society registered under the Industrial and Provident Societies legislation, and in mortgages of Freehold or Leasehold property or in any units of a Unit Trust, Investment Trust or similar Scheme approved by the government.
6. Borrow any monies required for NURVN’s purposes upon such terms and on such securities as may be determined and to do all such other things permitted by the law for the time being in force as are identical or conducive to the attainment of the above Objects, or any of them, or may be deemed to be advisable in the interests of its members or to be calculated directly or indirectly to benefit NURVN or any of its members.
7. Collect, maintain and administer funds for the purpose of objectives.
8. Promote equality for all.

**4 Head Office**

The Head Office of NURVN shall be 9 Valley Ridge, Kippax, Leeds, LS25 7DG as the EC may decide.

**5 Members (Eligibility)**

Any person of good character, who has not, at any time preceding the date of application for membership, done anything which would have caused the cessation of membership under Rule 9 (xvi) and who fulfils any of the following qualifications, may be eligible for membership of NURVN in one of the following categories

1. Full Time Members:

This category is open to all RVNs in the UK (including the Channel Islands and Isle of Man), working more than 20 hours per week, including those working in non-clinical roles, for example, practice management, reception, treatment co-ordination and those involved in the training or education or management of veterinary nurses.

1. Part Time Members:

This category is open to all RVNs in the UK (including the Channel Islands and Isle of Man) working less than 20 hours per week, including those working in non-clinical roles, for example, practice management, reception, treatment co-ordination and those involved in the training or education or management of veterinary nurses.

1. Student Members:

This category is open to all Student Veterinary Nurses currently enrolled on an approved training course or have been accepted on but are waiting to begin a training course leading to becoming a RVN.

Only Members shall be entitled to hold office, vote and speak at General Meetings and have a right to representation and services provided by NURVN provided their subscription fees are fully up to date. All members are entitled to:

1. Attend the Annual General Meeting (“AGM”).
2. Make a nomination for an elected post.
3. Accept a nomination for the post of Executive Council member.
4. Hold office under Rule 7 (post of General Secretary)
5. Hold office under Rule 8 (elected post of Executive Council member).
6. Hold office under Rule 10 (President and Vice-President).
7. Hold office under Rule 11 (Treasurer).
8. Vote in any election for the elected posts of General Secretary, President or Executive Council member.
9. Vote in ballots for industrial action organised by NURVN.

**6 Structure of NURVN**

1. NURVN is organised on a national basis and all Members’ details are contained on a national database held at NURVN Head Office.
2. NURVN is divided into the following five Regions:

* Scotland
* North (including Isle of Man)
* West
* East
* South

1. Each region may hold a regional member’s meeting at which a Regional Committee may be elected by and comprising only of members based in that Region. The regional member’s meeting shall determine the structure and composition of the Regional Committee subject to ratification by the EC.

(iv) Once ratified, each Regional Committee may meet as frequently as it chooses and shall normally elect a Chairman and Secretary.

1. All EC members from the Region shall be invited to attend every Regional Committee meeting and report back to the meeting on EC business.
2. Once a Regional Committee is established it shall hold annual elections of its officials for which purpose it shall call a regional members’ meeting, usually in January of each year.

(vi) Until the establishment of a Regional Committee day-to-day management of the Region will remain with the EC.

**7** **General Secretary of the Union**

1. The General Secretary shall be elected for a term of office of five years by individual ballot of all Members. Only existing EC members are eligible to hold office as General Secretary. Only Members can make a nomination for the post of General Secretary.
2. The General Secretary shall ensure the smooth running of NURVN and shall be the spokesperson on behalf of the EC.
3. In the event of a vacancy arising for the post of General Secretary, the EC shall have the power to appoint an acting-General Secretary from amongst its Members on an interim basis for no more than 1 year pending an individual ballot of Members for that post.

**8 Executive Council**

1. There shall be an EC comprised of up to 5 Members elected by Members as provided for in Rule 9 (iii).
2. Only Members can hold office as EC members. All EC members must be nominated. Only Members can make a nomination for the post of EC member. A Member may nominate one or more EC members.
3. EC members are elected by individual postal ballot of all the Members.
4. All EC members shall be elected for a term of five years.
5. An EC member may be represented by a deputy. Deputies may speak but not vote at meetings of the Executive Council.
6. The EC shall have the power to co-opt a Member of NURVN into a vacant seat for a period of no longer than 12 months. Co-opted Members may speak but not vote at meetings of the EC.

**9 Role and Function of the Executive Council**

1. The EC shall be the governing body and general management of NURVN shall be vested in it.
2. The General Secretary of NURVN shall be the Chair of the EC.
3. The business of the EC shall be conducted in formal meetings.
4. The General Secretary shall act as Chairman at all meetings of the EC. In the absence of the General Secretary, the acting-General Secretary shall be the Chair. In the absence of the General Secretary or acting-General Secretary, the EC shall elect a deputy from amongst its numbers to Chair that meeting only.
5. All members of the EC shall have one vote including the General Secretary or Chair of the meeting who shall also have a casting vote in the event of a tie in the vote.
6. Minutes of each EC meeting shall be circulated to all EC members and Regional Committees.
7. The EC shall meet not less than 4 times per year. The quorum shall be one third of those elected as EC members rounded down. In the event of an inquorate meeting, business may still be conducted with the decisions recorded in the minutes and requiring ratification at the next meeting. In the event of three consecutive meetings being inquorate, new EC elections shall be held.
8. The EC shall be empowered to appoint Committees from within NURVN to transact special or urgent business, policymaking, and negotiations or to make recommendations on its behalf and for any other purpose.
9. EC members whether elected or seconded shall only be paid reasonable expenses incurred in attending an EC meeting or any other policy-making meeting of a similar nature and any other meeting in their capacity as an EC Member.
10. The General Secretary is a Member of the NURVN Executive for the purpose of this Rule.
11. The EC shall receive details of all financial transactions in the form of monthly accounts and other appropriate documents.
12. The EC may use the funds of NURVN for any purpose which it considers to be in the interests of members, having regard to the Objects of NURVN.
13. Members of a region can call for an existing EC Member to be required to stand for re-election upon sending to Head Office a petition signed by 20% of members of the EC members Region.
14. The EC shall have the sole authority to make, amend or rescind any Rule.
15. The EC may decide how to deal with any matter not provided for in these Rules.
16. The EC shall have the power to establish a Complaints Committee comprising of EC members to fine and/or suspend from all benefits any Member and/or remove from office in NURVN and/or to exclude from NURVN any Member who in the opinion of the Complaints Committee:

a. Wilfully breaks, evades or violates any of the provisions of these Rules.

b. By their conduct directly or indirectly acts against the interests of NURVN.

c. Disregards or acts in any manner contrary to a decision of the EC of NURVN.

d. Misappropriates or fraudulently receives any money, funds or property of NURVN or makes any false declaration in relation to the same.

e. Is no longer a fit person to remain in membership or to hold or be appointed to or elected to office.

f. If that Member has been removed from the register by the Royal College of Veterinary Surgeons.

g. If that Member has not paid their subscription fee for the year.

(xvii) The provision of advice, guidance and representation in the Workplace to Members on matters arising during the course of their employment (Object (viii) at Rule 3) is at the absolute discretion of the EC.

1. The provision of legal assistance, advice and representation to Members in employment proceedings (employment tribunal, professional regulatory and disciplinary and court proceedings solely) on matters arising during the course of the Member’s employment (Object (ix) at Rule 3) is at the absolute discretion of the EC.
2. The provision of legal assistance to Members and their relatives where they have suffered any accident or injury (Object (x) at Rule 3) is at the absolute discretion of the EC.
3. The EC has the power to set the terms of any appeals process.

**10 President and Vice-President**

(i) The President shall be elected for a term of office of five years by individual ballot of the Members. Only existing EC members are eligible to hold office as President. Only Members can make a nomination for the post of President.

(ii) The President shall work in partnership with the General Secretary to ensure the smooth running of NURVN and shall be the spokesperson on behalf of the EC.

(iii) In the event of a vacancy arising for the post of President, the EC shall have the power to appoint a President from amongst its members on an interim basis for no more than 2 years pending an individual ballot of Members for that post.

(iv) The Vice-President shall be elected for a term of office of one year by a ballot of the EC members, and shall stand for re-election on an annual basis.

(v) Only existing EC members are eligible to hold office as Vice-President. Only Members can make a nomination for the post of Vice-President.

**11 Treasurer**

1. There shall be a Treasurer appointed by the EC.
2. No member of the EC or any full time official or member of the permanent staff of NURVN shall be eligible to act as a Treasurer.
3. The funds and property of NURVN shall be held by the Treasurer and dealt with by them as the EC shall direct.
4. All money subscribed, received as subscription or donation and all property acquired for NURVN shall belong to NURVN generally, and shall be held by the Treasurer for and devoted to the payment of benefit to Members within the Rules or expenses incurred in the administration of these Rules.
5. All deeds, documents of title and securities for money of NURVN shall be held by the Treasurer who shall be responsible for safe custody, shall produce them when required by the EC or when required by the auditors of the books and accounts.
6. Treasurer in an ex-officio capacity may attend the AGM.

1. Treasurer in an ex-officio capacity may attend and address EC meetings.
2. Treasurer shall give at least three months’ notice in writing to the General Secretary of their intention to retire or resign.
3. In the event of any Treasurer dying, resigning or being removed from office the EC may appoint a replacement by majority vote.

**12 Annual General Meeting (AGM)**

1. An AGM shall be held each year.
2. All Members are entitled to attend the AGM which shall be presided over by the General Secretary or in the General Secretary’s absence, a member of the EC.
3. The EC shall determine the agenda of the AGM.
4. The AGM shall be held no later than fourteen months after the previous AGM.
5. Only Members notified to the NURVN Head Office under the procedures and timetable laid down by the EC shall be eligible to attend the AGM.

**13 Auditors**

A firm of qualified accountants appointed by the EC shall audit the general accounts of NURVN at least annually.

**14 Dissolution**

1. NURVN may be dissolved by a two-thirds majority vote of Members conducted by individual postal ballot.
2. In the event of dissolution, any funds remaining after discharging all debts and other liabilities shall be distributed as identified in the resolution for the dissolution of NURVN.

**16 Interpretation**

1. Any dispute regarding the interpretation of the Rules or arising in a matter where the Rules are silent shall be referred to the EC and its decision upon any matter of interpretation shall be final.
2. Words importing a gender include every gender.
3. Sub-headings and Rule Headings are for information purposes only. They are not guides to interpretation.
4. Definitions:

“AGM” is the Annual General Meeting.

“EC” is the Executive Council.

“NURVN” is the National Union of Registered Veterinary Nurses.

“RCVS” means the Royal College of Veterinary Surgeons.

“RVNs” means Registered Veterinary Nurses.