

**FEDERATION OF OCCUPATIONAL
HEALTH NURSES WITHIN THE
EUROPEAN UNION**



CONSTITUTION / STATUTES

6th Edition May 2013



FEDERATION OF OCCUPATIONAL HEALTH NURSES WITHIN THE EUROPEAN UNION

Constitution / Statutes

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Contents list:

| | | |
|------------|-----------------------------|-----------|
| Article 1 | Name and Address | Page 3 |
| Article 2 | Mission Statement | Page 3 |
| Article 3 | Aims | Page 3 |
| Article 4 | Membership | Page 3, 4 |
| Article 5 | Membership fees | Page 4 |
| Article 6 | Financial year | Page 4 |
| Article 7 | Executive Officers | Page 5, 6 |
| Article 8 | Board Meetings | Page 6 |
| Article 9 | Liabilities | Page 6,7 |
| Article 10 | Changes to the Constitution | Page 7 |

Article 1 Name and Address

The Federation of Occupational Health Nurses within the European Union is a non-profit making organisation. The Federation was founded on March 21st 1993 in the United Kingdom. For practical reasons the abbreviation **FOHNEU** will be used throughout this document. The official address of FOHNEU is that of the secretary. FOHNEU was registered on June 27th 1996 in Brussels, Belgium. Registration No. 14230-96

Article 2 Mission Statement

The Mission of FOHNEU is to consolidate and represent the voice of Occupational Health Nursing within the EU in order to promote the Health, Safety and Well-Being of the European Workforce.

Article 3 Aims

The Aims of the Federation are:

1. To contribute to the total health, safety and well-being of the European working population
2. To raise the profile of Occupational Health Nursing within the European Union
3. To promote European training, education and standards for professional qualifications
4. To encourage research into areas of occupational health practice, education, management and service provision with appropriate dissemination and publication of results
5. To maintain an open dialogue with the EU organisations responsible for health and safety, public health and EU nursing authorities

Article 4 Membership

- 4.1 FOHNEU collective membership shall be open to all Occupational Health Nurse (OHN), Associations or OHN Groups within the European Union. Each Association or Group shall be entitled to send two (2) delegates to the FOHNEU Board Meetings.
- 4.2 Where there is more than one Occupational Health Nurse Association or Group within a Member State, each Association or Group can apply for membership of FOHNEU. Each Association or Group will be required to pay the appropriate membership fees and will be invoiced separately.
- 4.3 Applications for membership of FOHNEU from a Member State with more than two Associations/ Groups will be put to the FOHNEU board for consideration.
- 4.4 Each Member State irregardless of the number of Associations or Groups will only have one vote at Board meetings.

- 4.5 Applications for membership must be submitted to the Executive Board. Membership will be granted by FOHNEU Board decision.
- 4.6 OHN Associations or groups in non EU States may obtain observer status and attend FOHNEU meetings. This entails no voting rights, no financial support and non eligibility to the FOHNEU Board or Executive positions
- 4.7 National OHN Associations or Groups are required to promote the activities of FOHNEU at National level.
A link to the FOHNEU website is required on the homepage of the website of the National Association or Group.
- 4.8 Honorary Membership may be granted to persons in relation to their contribution to FOHNEU. Proposals for Honorary Membership must be submitted to the Executive Board. Membership will be granted by FOHNEU Board decision.
- 4.9 Membership resignation must be submitted in writing to the Executive Board. Exclusion of a Member State acting against the interest of the Federation will be decided by the FOHNEU Board.

Article 5 Membership fees

- 5.1 Each Association or Group is required to pay an annual membership fee. Payments are organised by the FOHNEU Treasurer and must be in the FOHNEU account by the end of February.
- 5.2 The membership fees shall be set by the FOHNEU Board.
- 5.3 Member States failing to pay their membership fee will not be allowed to vote or eligible for Executive Office.
- 5.4 Member states failing to pay membership fees for any particular year will be requested to remunerate the outstanding arrears. The only exception is a case of a force majeure. Force majeure is only applied in exceptional circumstances and must be formally requested in writing to the FOHNEU Executive and approved by the FOHNEU Board.

Article 6 Financial year

- 6.1 The financial year of FOHNEU shall be the calendar year.
- 6.2 The Account shall be audited on an Annual basis.
The Audit shall be executed by two persons appointed by the FOHNEU Board

Article 7 Executive Officers

- 7.1 The Executive Officers of the Federation shall consist of the President, Vice President, Secretary and Treasurer.
- 7.2 The Executive Officers must be FOHNEU Board members.
- 7.3 A Nomination for the post of Executive Officer must be officially approved by the National Association or Group of the Candidate.
- 7.4 The Executive Officers are elected by written ballot by the FOHNEU Board members present.
- 7.5 A member state is only allowed to hold one of the 4 positions on the Executive Board for the given period of office.
- 7.6 The Executive Officers shall be elected for a period of three (3) years. The elections shall take place at the Spring Board Meeting.
- 7.7 The Executive Officers may be re-elected.
- 7.8 The position of an Executive Officer can only be revoked by the FOHNEU Board.
- 7.9 The election to the Office of President and Vice-President should not be concurrent.
- 7.10 The election to the Office of the Secretary and Treasurer should not be concurrent.
- 7.11 Should an Executive Officer retire prematurely, the vacant post will be submitted for election. The term of office shall be limited to the remaining period.
- 7.12 Executive Officers can be requested to stand down by the FOHNEU Board.
- 7.13 The Executive Officers shall meet twice a year. Interim on-line meetings take place at regular intervals. All meetings of the Executive Officers shall be minuted and signed.
- 7.14 The President shall be responsible for the overall management of the Federation.
- 7.15 The President is authorised to represent the Federation.
- 7.15 The Vice President will closely co-operate with the President in the management of FOHNEU. The Vice President shall represent the President when he or she is absent, or by delegation.

- 7.16 The Secretary shall have charge of the FOHNEU Office and work closely with the other Executive Officers.
- 7.17 The Treasurer shall have charge of the FOHNEU Accounts and shall be involved in all transactions involving the FOHNEU finances.
- 7.18 The Executive Officers shall make decisions and adopt resolutions by simple majority.

Article 8 Board Meetings

- 8.1 The FOHNEU Board shall meet at least once a year.
- 8.2 To validate voting procedures at Board meetings a quorum of 50% + 1 of members must be the minimum number present.
- 8.3 Each Member State has one vote. Motions are adopted by simple majority.
- 8.4 The Agenda for all meetings shall be prepared by the Secretary in conjunction with the Executive Officers.
- 8.5 Motions proposed by Board Members shall be clearly defined and submitted in writing to the Secretary at least four weeks before FOHNEU Board meetings.
Other motions may only be proposed within the context of an agenda item under discussion. Such motions must be resolved by agreement of minimum 40 % of the FOHNEU member countries present.
- 8.6 The Agenda of the Board Meetings shall include:
- The President's Address
 - A Financial Report
 - National Updates from Member States
 - A report on the activities of the Working Groups.
 - The date and venue of the next meeting
- 8.7 All Board members and observers shall be required to join a Working Group.

Article 9 Liabilities

- 9.1 The Federation accepts no liability for accidents or illnesses arising in connection with travel or activities undertaken on behalf of the Federation.
- 9.2 The Federation can only be dissolved by resolution of an extraordinary FOHNEU Board meeting called specifically for this purpose. The resolution shall require a majority of at least two-thirds (2/3) of the members present.

- 9.3 In the case of the dissolution of the Federation, decisions concerning any remaining assets will be taken at the meeting as described in article 8.2.

Article 10 Changes to the Constitution / Statutes

Any proposals for changes or amendments to the Constitution shall be made in writing and sent to the Secretary at least six (6) weeks before the FOHNEU Board Meeting. Amendments to the Constitution require a two-thirds (2/3) majority of the votes cast by the members present.

Signed 13th May 2013

Julie Staun
FOHNEU President

