



Paediatric Stoma
Nurse Group

PSNG
CONSTITUTION
2019



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CONSTITUTION:

Name: Paediatric Stoma Nurse Group – PSNG

Objectives:

- a) To provide nurses, with an interest in paediatric stoma care, with education input which will include national study days.
- b) Promoting the health and well-being of the patients.
- c) Work with national guidance to promote transition to stoma/bowel management in adult services for those young people requiring a long term stoma.
- d) Developing education and training materials pertinent to paediatric stoma care.
- e) Receive specialist education and support for PSNG members.
- f) Advancement of clinical practice and to support and carry out research relevant to specialist practice.
- g) Work with stoma care companies / industry to develop stoma products appropriate for children.
- h) Collaborate with professional and patient organisations.

Membership:

- a) Membership to the PSNG shall be open to anyone who:
 - Is a neonatal or paediatric stoma nurse
 - Is a neonatal or paediatric surgical nurse specialist working with stomas
 - Is an adult stoma nurse providing stoma care within a paediatric tertiary specialist centre
 - Is a paediatric community nurse providing stoma care in community
- b) Members will be entitled to:
 - A discount on PSNG standalone study days
 - Involvement in meetings and the development of future documentation
 - Apply for funding for conferences and study days
 - Will have the privilege of decision making, voting and/or holding office
- c) Membership by written application only
- d) Membership subscription:
 - Individual membership fee £10
 - Subscription payable annually from January Subscription is subject to change on review by full members at AGM
- e) To maintain full membership, centres must be represented at a minimum of one meeting per year.
- f) The Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- g) Registration and termination of membership.
 - Any member / centre of the group may resign his/her membership by giving written notification to the secretary of the group to that effect.



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- Membership will be terminated if membership is not paid in full within 3 months of it falling due.
- The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the group, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

PSNG Conflict of Interest Clause

All members of the Paediatric Stoma Nurse Group (PSNG) will strive to avoid any conflict of interest between the interests of the group on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this clause is to protect the integrity of the group's decision-making process, and to protect the integrity and reputation of its members.

Examples of conflicts of interest include:

- Group member employed by a stoma care company which is different to that of the meeting sponsor.
- Group member sponsored by a stoma care company which is different to that of the company sponsoring the meeting.

Upon application each member will be asked to make a full disclosure of interests.

In the course of meetings or activities, committee members will disclose any potential conflicts of interests, for example; if a company is presenting a new development not yet available on the open market.

After disclosure, members understand that they may be asked to leave the room for the discussion and may not be able to take part in the discussion depending on the judgement of the other sponsoring company and any committee members present at the time. This decision will be discussed on a meeting by meeting basis.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

Management: PSNG shall be administered by a Committee of four (4) posts elected at the group's Annual General Meeting, chosen by the group members.

- a) The officers of the Management Committee shall be:
 - The Chairperson – in post for 3 years. The new chairperson will be nominated at the end of the second year of term to allow a year overlap.
 - The Secretary – in post for 3 years.
 - The Treasurer – in post for 3 years (associated to signatures for the bank account)



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- The ASCN area rep
- b) All members of Committee to attend at least two meetings per year.
- c) Voting at meetings shall be by show of hands on a majority basis. If there is a tied vote, then the chairperson shall have a second vote.
- d) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.



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Finance:

- a) Any money obtained by the group shall be used only for the group.
- b) Any bank accounts opened for the group shall be in the name of the group.
- c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- d) The Committee will ensure that the group stays financially sound.
- e) Application for sponsorship must be made in writing to the committee
- f) A donation for publication endorsement will be requested and used for educational purposes by the group.
- g) The treasurer will produce an annual report of the last financial year's account to be present at AGM
- h) The financial year of PSNG UK shall run from 1st November – 31st October to coincide with the AGM.

Group Meetings:

- a) The committee shall call three meetings each year, the purpose of these meetings is:
 - The minutes of the previous meeting will be acknowledged and agreed at each meeting.
 - For the group to exchange new learning opportunities and relevant researched evidence which can inform and improve practice.
 - To promote update of local/national developments to enable members to stay current in the speciality.
 - To allow participation in the development of new education and training material.
 - For the endorsement of other research or publications (a quorum of 5 is needed).
 - Promote best practice in paediatric stoma care and related subjects to benefit [patients and other Health care professionals.
 - Expand body of knowledge through research and evidence-based practice.
- b) The Chair of the group shall create an agenda and chair the meetings.
- c) If the chair is unable to attend they will nominate a representative
- d) The committee will be responsible for sourcing sponsorship.
- e) A nominated member will be responsible for arranging local speakers.



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- f) The date of the next meeting will be arranged at the previous meeting, noted in the minutes and posted on the website.
- g) Quorum at these meetings shall be five (5)
- h) The final meeting of the year shall be the AGM.

Annual General Meeting:

- a) The PSNG shall hold an Annual General Meeting (AGM) as part of the last meeting each year.
- b) The business of the AGM shall include:
 - Receiving a report from the Chairperson of the group's activities over the year.
 - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - Electing new Committee members as needed and considering any other matter as may be appropriate at such a meeting.
 - The quorum for Annual General Meeting shall be at least eight (8) persons.

Alteration of the Constitution:

Proposals for amendments to this constitution or dissolution must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice to its members. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

The constitution shall be reviewed at least every 2 years.

Dissolution: The group may be dissolved at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.



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Adoption of the Constitution

This constitution was adopted by the members at the PSNG meeting on:

6th March 209

Signed:

A handwritten signature in black ink, appearing to read 'K Dick', written in a cursive style.

(Chair)

Karen Dick