



# A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

## **CONSTITUTION**

(As agreed by the inaugural meeting in May 1995; revised following the General Assemblies in March 1999, March 2003 & June 2009)

### **ARTICLE 1: TITLE, PURPOSE and FUNCTION**

- 1.1. The Title of the Association shall be the Association for Common European Nursing Diagnoses, Interventions and Outcomes (ACENDIO).
- 1.2. The Mission and Purpose for which the Association is established is:  
To promote a Common European framework for the development of nursing practice through the employment of standardised nursing languages and information systems.
- 1.3. The objectives of the Association are to promote:
  - 1.3.1 The development and implementation of nursing diagnoses, interventions and outcomes and their inclusion into nursing practice;
  - 1.3.2 The development and implementation of nursing classifications and databases relevant to health and health care throughout Europe;
  - 1.3.3 The development and implementation of information systems to support nursing practice;
  - 1.3.4 The development of a common European nursing minimum data set;
  - 1.3.5 The identification, validation, standardisation, translation and use of the terms to represent nursing concepts;
  - 1.3.6 Research on standardised nursing languages and information systems in order to increase the body of nursing knowledge;
  - 1.3.7 The inclusion of the above across all levels of nursing education.
- 1.4. The Association will pursue these objectives through means including but not limited to:-
  - conducting conferences;
  - publishing a journal or newsletter and other documents;
  - serving as a network and information resource for its members;
  - promoting educational support.
- 1.5. The purposes and activities of the Association shall be characterised by inclusion and equality.

### **ARTICLE 2: MEMBERSHIP**

- 2.1. The membership of ACENDIO shall consist of:
  - Ordinary members;
  - Associate members;
  - Student members;
  - Honorary members;
  - Institutional members (Professional/Educational and Corporate).

- 2.2. An Ordinary Member is a professional nurse<sup>1</sup> who is entitled to practise as a qualified or registered nurse in his/her own county, and who has paid the specified dues for the current membership year. Professional nurses who are retired or are currently not practising may also be Ordinary Members, provided that they are recognised as qualified nurses in their own country. Ordinary members are entitled to vote, hold office, be elected as members of the Board of Directors, serve on Committees, and otherwise actively participate in all other activities of the Association.
- 2.3. An Associate Member is an individual who does not qualify as an Ordinary Member, who shares an interest in the purposes of the Association and who has paid the specified dues for the current membership year. Associate Members are not entitled to be elected as a member of the Board of Directors, but may serve on Committees and otherwise actively participate in all other activities of the Association.
- 2.4. A Student Member is a qualified nurse who is undertaking a full-time post-basic programme at a recognised educational institution and who has paid the specified dues for the current membership year. Student members are entitled to the same rights and privileges as Ordinary Members.
- 2.5. Honorary membership is a lifetime award of free individual membership which the Board of Directors will award each biennium to an individual who has made an outstanding contribution to the development of nursing terminology within Europe. Any member can nominate such individuals for consideration by the Board which will decide on the award at the Board meeting prior to the General Assembly.
- 2.6. There are two categories of institutional membership:
- 2.6.1 A Professional/Educational Institutional member is an organisation whose purpose, structure, and by-laws are consistent with those of the association as set out in Article 1 of the Association, and who has paid the specified dues for the current membership year. Professional/Educational Institutional members shall be ratified by the General Assembly. Each Professional/Educational Institutional Member shall have ten votes in the General Assembly and ten votes for the purpose of electing Officers of the Association and members of the Board of Directors. Individuals who are members of or associated with Professional/Educational Institutional Members of the Association and wish to stand for office or be elected to the Board of Directors must in addition be Ordinary Members in their own right;
- 2.6.2 A Corporate Institutional member is an organisation that has shown an interest in the activities of the Association and who has paid the specified dues for the current membership year. Corporate Institutional Members Member shall have one vote in the General Assembly.
- 2.7. The subscription period shall be biennial, commencing on the 1<sup>st</sup> April of 2009 (and every second year thereafter) and ending on 31<sup>st</sup> March 2011 (and every second year thereafter). A member who joins less than one year before the commencement of the next biennium shall pay 50% of the specified biennial subscription. Any member who has failed to renew his/her subscription by three calendar months shall, following the issuance of two reminders by the Secretariat, cease to be recognised as a member.

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<sup>1</sup> as defined by the International Council of Nurses

### **ARTICLE 3: BOARD OF DIRECTORS**

- 3.1 The Board consists of Officers (President, Vice-President, Secretary, and Treasurer), four other Directors. Candidates for election shall be Ordinary Members of the Association.
- 3.2. The Term of office of the President and Vice President shall be two years. The Term of office of other Officers and members of the Board of Directors of the Association shall be four years. Each Board member may be re-elected for one further term into the same position.
- 3.3. The Board of directors shall meet at least annually. Special meetings may be called with a ten-day notice to each of the Board members. Special meetings may be called by the President or by written request by four (4) or more Board members.
- 3.4. The Board of Directors shall have authority over the business of the Association between regular Association meetings. The Board will perform the following duties and others as delegated to it by the Association:
  - 3.4.1 Transact the general business of the Association;
  - 3.4.2 Establish administrative policies governing the affairs of the Association;
  - 3.4.3 Develop/implement a strategic plan toward the accomplishment of the Association's purposes;
  - 3.4.4 Provide a biennial report to the General Assembly of the Association;
  - 3.4.5 Act as the custodian of the property, securities and records of the Association; select a place for the deposit of funds of the Association; provide for the annual audit of the books of the Association; provide for payment of authorised expenses;
  - 3.4.6 Establish and dissolve task forces, committees and appointments to accomplish the purposes of the Association;
  - 3.4.7 Fill vacancies which occur between elections, except the office of President;
  - 3.4.8 Determine date and place of General Assembly;
  - 3.4.9 Adopt a biennial budget and review/revise it at least annually;
  - 3.4.10 Perform other duties as assigned elsewhere in the Bylaws of the Association.
- 3.5. The Board of Directors may delegate to a committee, task force, working group, or individual, the directing and maintaining of any of the operations of the Association, provided always that all funds and physical assets of the Association are safeguarded and administered as directed by the Board of Directors.
- 3.6. The Board of Directors may co-opt or invite attendance of individuals with expertise in specific fields to further its work.

### **ARTICLE 4: OFFICERS AND DUTIES OF OFFICERS**

- 4.1. The Officers of the Association will be the President, Vice President, Secretary, and Treasurer.

The officers are authorised to transact the business of the Association between meetings of the Board.

- 4.2. In the event of vacancies arising between elections they shall be filled as follows:  
A vacancy in the office of President will be filled by the Vice President. The offices of Vice President, Secretary or Treasurer will be filled by appointment by the Board of Directors until the next General Assembly.
- 4.3. Duties of the Officers of the Association:
  - 4.3.1 The President is the Chairperson of the Board of Directors and of the General Assembly and is ex-officio member of all Committees and task forces. The President serves as the Association's representative and performs other duties as assigned by the Board.
  - 4.3.2 The Vice President assumes the duties of the President in case of the President's absence and performs other duties as assigned by the Board.
  - 4.3.3 The Secretary is responsible for the minutes of all proceedings of the Association and the Board. The Secretary performs other duties as may be assigned by the Board.
  - 4.3.4 The Treasurer is responsible for the management of the Association's finances and for the maintenance and presentation of accounts.
- 4.4 Elected officers will not receive any compensation for their services but may be reimbursed for their expenses.

#### **ARTICLE 5: COMMITTEES**

- 5.1 The Board of Directors may appoint standing committees, ad-hoc committees, task forces, working groups or branches as necessary to undertake work in furtherance of the purpose and objectives of the Association. Such groups may be appointed following written proposal from, and consultation with, member(s) of the Association.
- 5.2 All members of all Committees shall be members (Ordinary, Associate, or Student) of the Association. The members of the committees shall be appointed by the Board. The Chairperson of any standing committee shall be appointed from the Board of Directors. The term of membership of a Committee shall be two years.

#### **ARTICLE 6: GENERAL ASSEMBLY**

- 6.1 The General Assembly is the ruling body of the association and is composed of the voting members of the Association who are present at the meeting.
- 6.2 The General Assembly will meet biennially. A special meeting of the General Assembly may be called by the President upon a majority vote of the Board of Directors or upon the written request of 100 members representing at least four countries. Notice of meetings will be given by public advertisement at least one month prior to the date of the meeting.
- 6.3 At each meeting the General Assembly will:
  - 6.3.1 appoint two individuals from the attending membership who shall undertake the counting

- of votes;
- 6.3.2 receive and approve the draft minutes of the previous General Assembly;
  - 6.3.3 receive and approve a report from the Board of Directors of activities since the previous General Assembly;
  - 6.3.4 receive and approve the audited accounts of the Association;
  - 6.3.5 receive and approve the proposals of the Board of Directors for activities during the forthcoming biennium;
  - 6.3.6 receive and approve the proposal for membership fees for the forthcoming biennium;
  - 6.3.7 receive and approve a proposed budget for the forthcoming biennium;
  - 6.3.8 elect the President, other offices of the Association and the Board of Directors, in accordance with Article 7;
  - 6.3.9 consider other matters of importance to the Association which have been made in writing to the secretary and postmarked one month prior to the meeting.

#### **ARTICLE 7: ELECTIONS**

- 7.1 Elections for the Officers of the Association, Board of Directors, and members of Standing Committees shall be held biennially during a meeting of the General Assembly. Elections shall be so arranged that the President, Vice-President, either the Secretary or the Treasurer, two ordinary Board members are elected on each occasion.
- 7.2 The Board of Directors shall appoint a Returning Officer from its membership who shall be responsible for receiving nomination for election to office, or for membership of the Board of Directors, before the General Assembly. S/he shall also be responsible for the proper conduct of elections.
- 7.3 Voting shall be by ballot. The person receiving the most votes in each case shall be declared elected. In the event of a tie the ballot will be repeated, limited to the candidate having the same number of votes.

#### **ARTICLE 8: ADMINISTRATIVE AND FINANCIAL AFFAIRS**

- 8.1. Fees may vary for each category of membership. Fees shall be set for a period of two years, or until the next meeting of the General Assembly.
- 8.2. Financial accounts shall be independently audited, and published.

#### **ARTICLE 9: AMENDMENT and DISSOLUTION**

- 9.1. This Constitution and Bylaws may be amended by a two thirds majority of members voting at a meeting of the General Assembly. Any such proposal must previously have been communicated in writing to all members of the Association and been considered by the Board of Directors.

- 9.2. The Association may be dissolved by a two thirds majority of members voting at a meeting of the General Assembly. Any such proposal must previously have been communicated in writing to all members of the Association and been considered by the Board of Directors. Upon dissolution after payment of all liabilities, any remaining assets shall be donated to the International Council of Nurses.

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