

Nursing Wound Care Club Constitutions and Bylaws

Guidelines Chapter

Article 1. Club Name:

The name of this club shall be Wound Care Club.

Article 2. The Purpose of the Club:

The Nursing club aims to strengthen the registered nurse's position within the Saudi Arabian health care system by establishing a professional link between the Saudi nursing association, which is governed by the Saudi council for health specialties, and interest groups that focus on nursing practice issues. It also assists the membership in developing a strategic plan for recommendation to the Saudi nursing association, which is governed by the Saudi council for health specialties.

2.1 The Club Target:

- A. To serve as a voice for Registered Nurses (RNs) in the provincial nursing field.
- B. To advocate from a nursing viewpoint for nursing objectives.
- C. To guarantee that the voice of a professional nurse is heard.

Article 3 – Members and Appointed Positions:

- A. Members qualify for RNs and nursing students.
- B. Positions are held for one year.
- C. The positions of the club are Chairperson, vice Chairperson, coordinator, and members.
- D. The Wound Care Club shall consist of:
 - a. Chairperson- 1
 - b. Vice Chairperson- 1
 - c. Coordinator- 1
 - d. Members- 8

Note: Selected by the chair for the first year of the nursing club's operation. After a year, the chair will initiate system voting to add new members or address any changes that may be necessary.

3.1 The duties of each appointed positions are as follows:

A. Chairperson Functions:

- Holds the legal representation of the Wound Care Club.
- Appoints the vice chairperson.
- Calls and chairs the club meeting and schedules the events, activities, and workshops thereof, specifying its operational tasks and procedures.
- Presides over committee meetings.
- Approves agendas for meetings and inviting guests.
- Identifies and allocates pre-meeting work.
- Preparation of the committee's final report(s) with recommendations for the Saudi Nursing Association
- Communicating with external organizations on committee-related problems.
- Ensure all meeting requirements are met as indicated above.
- To be the main contact for all club events and responsibilities.
- Oversees authorize payments and financial credit, limitedly to the amounts expected for the conventional administration to implementing the projects and events in achieving the Wound Care Club purposes.
- Collaborates with the coordinator in a daily basis for the financial decisions and approves the final annual financial report to be presented at the Saudi Nursing Association General Assembly meeting.
- Supervises the construction and content of the Wound Care Club official webpage.

B. Vice Chairperson Functions:

- To be responsible for all fundraising efforts for the club.
- Compiling meeting minutes with the aid of Nursing club members.
- In absence of the chairperson or when needed, the Vice-chair will assume the duties of the Chairperson.
- Approves the General constitutions and guidelines by proposal of the chairperson.
- Controls and manage the regularity of the proposals of membership, events, and upholding requirements.

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- Supports club members and settles disagreements that may arise between supporting associations and club members.

C. Coordinator Functions:

The coordinator, who shall be selected by the chair, will be accountable for the following:

- To be responsible to keep minutes of all meetings and to send information to the club members.
- To be responsible to keep all records of club expenditures and bearing additional duties.
- Scheduling meetings and reserving meeting rooms.
- Assembling and disseminating agendas.
- Assembling and disseminating minutes.
- Calls, communicates, and sends needed invitations to national or international guests (for example, nursing directors).
- Distributing feedback reports to committee members prior to and following meetings.
- Providing the chairperson with the committee's final report
- Maintaining records of nursing club papers, such as the committee's final reports to the Saudi nursing organization.
- Maintaining and disseminating timeframes for program assessment and/or approval within the chair and the Saudi Nursing Association.

D. Members Functions:

Each member of the Nursing club will be accountable for the following:

- Regular attendance and participation at all meetings (usually monthly).
- Reviewing nursing club proposals and supporting documentation.
- Contributing to the resolution of any perceived quality concerns with the submission, including pre- and post-meeting feedback reports, as well as final reports to the Saudi nursing association.
- Evaluating and simplifying nursing club processes to ensure they are beneficial and relevant to all stakeholders while maintaining high standards.

Article 4. Determining The Nursing Club Membership:

- Members of the Nursing Club will be nominated by the chair to begin the process of developing club ideas in collaboration with other members.
- Saudi Nursing associations will approve the appointment of an executive member as a chairperson.
- The chairperson will appoint a vicechair from among its members.
- Members should serve a two-year minimum term to guarantee continuity, knowledge, and competence with prevalent concerns.
- For any disagreements or concerns not resolved by the chairperson is responsible for notifying the Saudi Nursing Association.

Article 5. Term of Membership

- Elected members shall serve a two-year term beginning with the conclusion of the annual general meeting after their election, with the possibility of renewal for a maximum of three terms upon re-election (no more than 6 years total).
- Nursing club members may serve several terms as the collegiate body to support and activate the chairperson in the task of accomplishing activities aimed at pursuing the objectives of the club.
- Nursing club members devote their time and efforts to the wound care club on a voluntary basis and do not receive financial benefit for their contributions, except for reimbursement of expenses that may approved by chairperson.
- The nursing club chairperson will serve a two-year term, while the vice chairperson will serve a one-year term to maintain consistency throughout the decision-making process.
- Chairperson will oversee an orderly transition by limiting new membership to no more than half of the club in any one year.
- In the case of chairperson resignation or temporary impediments, the executive functions are presumed by the Chairperson Elect if already appointed, whereas in the election absence thereof, the vice chairperson, proceed in taking up the executive position and functions.

- In the case of chairperson two years period is reached, the new appointed chairperson takes over all the responsibilities and authorities.
- The Past chairperson shall be a member to supports the completion of club projects started in the term as chairperson. In this role, also advises and recommendations in the discussions of the club members meetings and collaborates with the new chairperson carrying out executive functions.

Article 6. The Wound Care Club Objectives, Deliverables, and Accountabilities

- Make recommendations to the staff regarding advocacy and actions related to nursing problems from an RN's perspective.
- Advise, assist, and collaborate with personnel, the Saudi nursing association, and others.
- Prioritize initiatives relevant to RN practice. Where necessary, extra (financial and/or personnel) assistance.
- Advise staff on pushing for structural reforms that will enable RNs to practice within their full scope and/or extended scope, maximizing RNs' potential to make a significant difference in the health of individuals and populations.
- Establish priorities to drive the nursing club's overall strategic plan and collaborate with the Saudi nursing association to implement the strategic plan through new and ongoing activities (including, but not limited to, CPGs, conferences, and workshops).
- Collaborate on joint projects with other nursing clubs locally and globally.
- Establish priority areas of concentration that are consistent with the 2030 vision.
- Continue to foster nursing leadership development, capacity building, and opportunities for nurses.
- Adhere to and carry out the Saudi nursing association's decisions and recommendations.



Article 7. Authority:

- The chairperson will have ultimate control over all members' activities and outcomes, including the vice-chair functions.
- The Chairperson will facilitate the meeting by summarizing significant choices and suggestions from each member.
- Notifying the Saudi nursing association of any action taken, or decision made.
- If absent with an apologies, to email remarks on agenda items.

Article 8. Budget and Resources:

- The club economic and financial management will be accountable for handling the Saudi nurses association's budget allocation.
- The chairperson shall present the Saudi nursing association with an annual financial account detailing how the allocation and any additional money received were utilized.
- Additional information about meeting and travel fees is available under "Communications and Meetings." Additional expenditure reimbursement offered by sponsors for non-meeting related expenses must be authorized in advance by the Saudi nursing association.

Article 9. Governance

- The governance process will be guided by the organization's commitment to valuing the involvement of all members.
- All meeting discussions and decisions will be influenced by full and open involvement, including active support for members' voicing of various viewpoints.
- When making significant strategic decision, the chair will be guided by a general preference for consensus based on thorough and informed debate. Without consensus, a two-thirds majority of voting members, each with one vote, will be necessary to advance an issue or suggestion.
- Yearly evaluation of the collective and individual (anonymous) performance will be performed for the purpose of quality improvement.



- All assessment activities will be carried out in compliance with the standards established by the Saudi nursing association.

Article 10. Communications and Meetings:

- The Chair will be supported and compensated to meet in person up to (24) times a year.
- Meetings can take place in person, through teleconference, or by utilizing other information technologies.
- Additional phone and webinar possibilities will be accessible at any moment during the call of meeting. The first meeting following the election of new members will establish the meeting schedule and frequency.
- Each member will have access to a secure Intranet form, as well as common purpose, vision, objectives, and goals.
- The primary mode of contact will be email, and each member is required to keep the chair's email and phone number current.
- Club members agree to maintain the confidentiality of information as needed by the chair and a signed confidentiality agreement with the Saudi nursing association is necessary.