



Statute
Revised 2016

1. NAME

The association referred in this statute shall be called the 'Maltese Association of Psychiatric Nurses' and in short should be known with the initials M.A.P.N.

2. DESCRIPTION

The association is a registered non-governmental organization and all work carried out within its name is done on a voluntary basis. It has been officially established on the 11th May 2006. The association is committed to work and enhance the psychiatric mental health nursing profession in Malta and Gozo.

3. MISSION & OBJECTIVES

- a) To improve and recognize the roles and standards of Psychiatric Nurses in Malta.
- b) To represent the special interests of Psychiatric Nurses in Malta and team up with the stake holding nursing organizations/associations.
- c) To promote Psychiatric Mental Health Nursing, locally and internationally.
- d) To empower nurse leadership in mental health
- e) To provide information and education about mental health within the Maltese islands.
- f) To organize conferences, congresses and continuing education opportunities for nurses who have interest in mental health and other related professionals.
- g) To co-operate between the multidisciplinary team, institutions, agencies and associations involved in the care of mentally ill patients.
- h) To promote psychiatric nursing interventions based on the latest research and evidence based practices.
- i) To provide a link with similar national/international associations within Europe and the rest of the World.

4. LOGO

The logo of the association is the one below (updated May 2016) and shall be determined from time to time by the council.



5. ADDRESS

- a) The official address of M.A.P.N is 'MAPN, PO Box 188, Maltapost Headoffice, Marsa MRS 1000 MALTA'.
- b) This address is temporally and shall be changed by M.A.P.N council as needed.

6. MEMBERSHIP

- a) Psychiatric nurses, General Nurses with interest in Psychiatry and nursing students may become members of M.A.P.N. Nurses who wish to become members are required to fill in a specified application form and present it to one of the members of the council.
- b) Any health or social professional who can join the M.A.P.N. and will have the status of Associate Members. Associate members:
 - i. Do not hold voting rights in elections and AGMs/EGMs
 - ii. Can't be nominated / elected in M.A.P.N. council
- c) Health or Social Students can join the M.A.P.N and hold the same status as Associated Members (6.b)
- d) Members of M.A.P.N. should abide by the regulations of M.A.P.N. They should also identify themselves clearly with the philosophy, mission and vision of M.A.P.N.
- e) The council of M.A.P.N. has the right to refuse any application for membership.
- f) The Committee has the right to suspend or revoke the membership or responsibility of any of its members, Committee Officials or Committee members whose behaviour is considered contrary to the well-being or philosophy of the M.A.P.N. The member or Official who is suspended or expelled has a right to appeal this decision.
- g) Synopsis of refused/revoked applications/memberships should be given during the general conference.

7. MEMBERSHIP FEE

- a) The council establishes membership fees.
- b) The annual membership fee maybe increased or reduced by the M.A.P.N. council on agreement of 75% of the council members.
- c) Honorary members are exempt from paying membership fees.
- d) Any member who does not pay his/her membership, after reminder, will have his/her membership terminated automatically if he/she does not settle membership dues within two months.
- e) The membership fee of M.A.P.N shall be as follows:

Standard Membership	€ 15
Associate Membership	€ 15
Student Membership	€ 10
Ten year Membership	€ 140
Lifetime Membership	€ 300

8. ACTIVITIES ON NATIONAL LEVEL

- a) M.A.P.N will not be affiliated with any political party and will not take part in political activities but will assist in any possible way so that political parties will not go against the principles that M.A.P.N stands for.
- b) M.A.P.N will endeavour to be represented and participate in activities relevant to its role on a national scale. This will be done with the aim that the Profession of Psychiatric Nursing is given the due importance on a National level.
- c) M.A.P.N can give its contribution in activities organised by political parties when their aim is social, educational, philanthropic, recreational, cultural or humanitarian, or other similar fields and whose main aim is not primarily a political activity.
- d) M.A.P.N will facilitate activities related to anti-stigma promotion associated with mental ill health.

9. ACTIVITIES ON INTERNATIONAL LEVEL

- a) M.A.P.N seeks to increase its contacts and collaboration with similar Psychiatric Nursing Associations abroad. This will be done to further enhance the professional status of its members and to create further opportunities for networking and joint projects.
- b) Joint projects with International Psychiatric Associations may include collaboration on research or educational initiatives.
- c) M.A.P.N will encourage Psychiatric Nurses from abroad to attend and contribute in its main conferences and opportunities for attendance to Psychiatric Nursing Conferences abroad will be sought for its members.

10. AUTHORITY

- a) The highest Authority of M.A.P.N is the General Conference. The General Conference outlines and clarifies the work of M.A.P.N.
- b) The Committee of M.A.P.N directs all the activity of M.A.P.N according to the decisions taken during the General Conference including issues not listed in the statute.

11. STRUCTURE

- a) General Conference
- b) Committee
- c) Sub-committees

12. GENERAL CONFERENCE

The Association shall in each year hold a general meeting as its Annual General Conference. The Annual General Conference shall be held at such time and places as determined by the Committee every year. Other general meetings shall be conducted as deemed necessary by the Committee. The President or, in his absence, the vice-president, shall preside as Chairman at every general meeting of the Association. Notice of the Annual General Conference is to be sent out to all members, at 2 weeks prior to the meeting. New proposal to be sent to the secretary 1 week before the Annual General Conference duly proposed and seconded.

The aim of the Annual General Meeting is to:

- a) Confirm the minutes of the previous Annual General Conference and any other meetings held since that date.
- b) Discuss matters as structured by the secretary.
- c) Matters arising from the Minutes.
- d) Receive the president's report.
- e) Receive the Treasurer's financial statement of accounts and shall be open to the inspection of the Members at all reasonable times during reasonable time.
- f) Determine fees for the following year.
- g) Elect officers when necessary.
- h) Discuss any other relevant issues.
- i) No new proposal other than the ones received by the secretary may be made at the Annual General Conference.
- j) Acknowledge that the following persons shall be entitled to attend the Annual General Conference as non-voting observers:
 - I. Persons invited by the Committee to attend

- II. Honorary members
 - III. First time paying members
- k) Decisions at annual general meetings other than:
- I. A resolution to alter any of the objects or the rules of the Association
 - II. A resolution to amend or change this Statute; is decided by a simple majority of votes cast.
 - III. A resolution put to vote of the meeting shall be decided on a show of hands
 - IV. A quorum to hold the Annual General Conference will be at least 10 persons. If the quorum is not reached the Annual General Conference must be postponed.

13. EXTRAORDINARY GENERAL CONFERENCE

Extraordinary General Conferences of M.A.P.N can be called in the following situations:

- a) The President has the right to call an Extraordinary Conference whenever the need is felt.
- b) An Extraordinary General Conference of M.A.P.N can be called by the M.A.P.N Committee or after a request of at least fifty per cent plus one (50+1%) of all the M.A.P.N members.
- c) In the case that the Extraordinary General Conference of M.A.P.N is not called by the M.A.P.N Committee, those who call for the meeting have to send a written reason/s to the Secretary of M.A.P.N within a realistic time and not later than four weeks before the meeting is called.
- d) Decisions taken during an Extraordinary General Conference have the same importance as any other decisions taken during a General Conference.

14. THE COMMITTEE

Subject to any decision of a general meeting of the Association the Committee has the entire management and control of the business of the Association, and has the power to do anything necessary or convenient to achieve the aims and objectives of the Association. The committee shall have the following powers in addition to and without limitation of any powers conferred by law:

- a) To establish, promote, or assist in promoting or establishing and to subscribe to or become a member of or to be associated with any association whose objectives are similar to the objectives of the Association
- b) To take other actions as are incidental or conducive to the attainment of the Association's aims and objectives.

The Officers of the Association shall be:

- a) President
- b) Vice-President
- c) Secretary
- d) Vice-Secretary
- e) Treasurer
- f) Public Relations and Media Watcher
- g) International advisor
- h) Committee General Members (3)

Each Officer of the Association shall hold office until the committee elections but is eligible for re-election. In the event of a casual vacancy/absence in any office the Committee may appoint an accredited delegate of one of the Members to the vacant office and the person so appointed may continue in office up to and including the next election following the date of appointment.

The Committee may consult people with particular expertise to assist the Association to further the purpose and objectives of the Association from time to time in relation to specific activities. These people will advise the Association but will have no voting rights.

14.1 PRESIDENT

The president shall have the power to:

- a. Call meetings and determine the agenda of the meeting.
- b. Preside over such meetings.
- c. Explain the matters to be discussed and the questions to be decided.
- d. Ensure the execution of the decisions taken.
- e. To represent M.A.P.N on all occasions.
- f. Carry out the directions of the Committee.

14.2 VICE PRESIDENT

The Vice President is responsible for all the President's duties when the latter is absent.

14.3 SECRETARY

It is the responsibility of the Secretary to:

- a) Keep records and files of all meetings and business
- b) Arrange meetings of the Committee and all general meetings
- c) Structure the agenda of the meeting
- d) Be in charge of all correspondence and all communications
- e) Ensure that minutes of the meetings are kept and at the next meeting to demand that these are read out to members present and to vouch for their correctness by his/her signature.
- f) Sending off the minutes to each State body in the shortest time possible.

14.4 VICE-SECRETARY

The vice secretary is responsible to manage the secretary duties in his/her absence.

14.5 TREASURER

It is the responsibility of the Treasurer to:

- e) Keep the Association books in order.
- f) Present all financial reports to the Committee.
- g) Collect all monies due to the Association and the banking of same.
- h) Pay all expenses incurred by the Association.
- i) Prepare an annual budget of sources and uses of funds for the forthcoming year for presentation to and endorsement by the Committee at the annual general meeting.

14.6 INTERNATIONAL ADVISOR

It is the responsibility of the International advisor to:

- a. Organize and maintain information gathered at international events for association resource.
- b. Preparing annual piece for inclusion in newsletter and promote international publications.
- c. To enhance networking.
- d. To promote activities of M.A.P.N internationally.

14.7 PUBLIC RELATIONS OFFICER (PRO) AND MEDIA WATCHER

The PRO is responsible for:

- a) Advertising and promoting M.A.P.N activities.
- b) To inform the media on the association activities.
- c) To strengthen the image with the public.
- d) To identify areas where M.A.P.N can be involved to reduce stigma.
- e) To enhance input from members of the council in the local media.

14.8 GENERAL COMMITTEE MEMBERS

The elected members have the role to be present in the meetings and can be given the extended role to manage a subcommittee. If the committee members decide that it is temporary necessary to have assistance from any other member, that same member may gain an observant role in the meetings held during that period, if the committee deems necessary.

The roles and responsibilities identified in this document are not exhaustive. Committee members may be expected to undertake additional tasks when this is deemed appropriate by the committee.

15. ELECTIONS

- a) The eligible candidates either hold at least a Diploma in Psychiatric Nursing or have a nursing qualification with a minimum of five years experience in a psychiatric setting and these are the only individuals that own the voting rights.
- b) Elections should be held every FOUR years at the General Conference or when the council agrees it's necessary.
- c) Eleven committee members are elected during the elections, of which ten should hold at least a Diploma in Psychiatric Nursing and one should have a nursing qualification with a minimum of five years experience in a psychiatric setting. The various roles should be decided within seven days after the elections in council

meeting. The roles assigned should be communicated to the MAPN members and the media.

- d) If a nominated candidate holds dual qualifications *i.e.* a diploma or higher in psychiatric nursing and another nursing qualification with a minimum of five years experience, the Psychiatric Nursing qualification would prevail during the election process regulations.

- e) Nominations of candidates for election as Officers of the Association:
 - I. Shall be made in writing and should be paying members
 - II. Shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the holding of the Annual General Meeting
 - III. May only be made in respect of an accredited delegate

- e) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations to the vacant positions shall be received at the Annual General Meeting

- f) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

- g) If the number of nominations exceeds the number of vacancies to be filled, a vote shall be held.

- h) The vote for the election of Officers shall be conducted at the Annual General Meeting in a manner agreed to by the members.

- i) An independent body will assist in the organisation of the Election during the General Conference

16. RELATIONSHIP WITH MUMN

- a) The M.A.P.N will be affiliated within the MUMN structure, as part of the Educational Committee branch but will have autonomous Executive powers in relation to its activities.

- b) M.A.P.N will not be involved in specific trade union activities and will maintain its educational and social orientation. However, M.A.P.N will not go against the principles of the MUMN and will support MUMN's activities when these do not go against its principles.
- c) M.A.P.N will receive assistance from MUMN as agreed with the MUMN Executive Committee. This assistance will include:
 - I. Help in the publication and distribution of its Newsletter
 - II. Use of facilities of MUMN according to the need.
 - III. Assistance as required in the organisation of Conferences
- d) M.A.P.N will have a Bank account independently of MUMN but will send a financial report every year to the Financial Secretary of MUMN as part of the audit process.
- e) Any profit from Social activities and Conferences organised by M.A.P.N Committee will be the property of M.A.P.N.
- f) Any Educational Activities, Conferences and half-day study events carried out by M.A.P.N Committee will be accredited accordingly by the MUMN Educational Committee through the ECTS points system. These ECTS points will be recognised for the Professional Development Allowance scheme.
- g) M.A.P.N will be responsible for the organisation of the Psychiatric Nurses' Register in collaboration with the MUMN Educational Committee.
- h) A member of M.A.P.N Committee will represent the Association within the Educational Committee. The purpose of this presence is to establish the overall strategic direction for the field of Psychiatric Nursing practice, to identify issues and priorities to feed into the MUMN Executive Council planning and agendas, and to encourage joint working and collaboration between Association and prevent duplication of activities.

17. OTHER ASSOCIATIONS/ORGANISATIONS

- a) The Committee has the right to affiliate or associate M.A.P.N with other international Psychiatric Nursing or other Nursing Associations when these are not of a political nature.
- b) The Committee has the right to collaborate with and help other associations where this is in the interest of the M.A.P.N members and mental health in general.

18. FINANCE

- a) Any profit from the Association will be utilised to attain the goals of the Association.
- b) No member of the Association can make personal gain from any of its activities.

- c) All payments by M.A.P.N should be made against a receipt. The M.A.P.N Committee may decide upon the format of these receipts.
- d) No money can be withdrawn from the bank account without the consent of the officials of the M.A.P.N Committee or as authorised by the Committee of M.A.P.N.
- e) The bank account shall be managed by the M.A.P.N through the Treasurer.
- f) Any payments by M.A.P.N should be done ideally by cheque. This includes any payments given to Committee members to reimburse any expenses.
- g) The Committee will decide the highest amount of money that can be withdrawn by the M.A.P.N officials without prior notice to the Committee from the Bank account of the M.A.P.N.
- h) Once at least every year the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by other Committee Members.
- i) In case that the M.A.P.N is dissolved any remaining funds will be distributed to other voluntary mental health related association.

19. LEGAL ASSISTANCE

The M.A.P.N Committee may request the legal assistance of MUMN if the situation requires such assistance.

20. OTHER NOTES

- a) No new Regulation can be carried out and no existing Regulation can be amended unless there is a decision by two thirds (2/3) of the members present at the General Conference who have voted.
- b) Wherever these Regulations do not stipulate specifically and clearly the required action or where there is a need of interpretation regarding any Regulation of M.A.P.N, the Committee of M.A.P.N should decide itself, as long as this decision is then brought before the following General Conference.
- d) Whenever requested a copy of this statute is given to the member.



