

Saskatchewan Chapter
of the
Canadian Association of Critical Care Nurses



Constitution and Bylaws

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Revised March 1996
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As approved by at a general meeting of the Saskatchewan Chapter membership on February 8, 1991, revised April 1996, revised July 2006, and revised April 2009.

Signed _____ on _____
President (date)

and _____ on _____
Vice-President (date)

Saskatchewan chapter of the Canadian Association of Critical Care Nurses
Constitution and Bylaws

Article 1 – Definition:

The Saskatchewan Chapter of the Canadian Association of critical Care Nurses, herein known as the “Saskatchewan Chapter” or “Chapter” is a group of Saskatchewan Critical Care Nurses who are members of the Canadian association of critical Care Nurses (CACCN) The Saskatchewan Chapter adheres to the mission and vision of CACCN (See Appendix A). A strategic plan and chapter objectives will be formulated and reviewed yearly by the executive officers.

Article 2 – Membership:

Section 1 – Categories of membership shall correspond to those of CACCN.

Section 2 – Conditions of Membership – Members shall include those nurses whose annual CACCN – national and chapter memberships dues are paid. Dues shall be set by bylaw change.

Article 3 – Meeting of Members:

Section 1 – Number – The business of the chapter shall be conducted by a minimum of three meetings each year including the annual meeting.

Section 2 – Notification – An email or mailed letter will notify members of meetings. The annual meeting shall be by written notice of meeting in the Newsletter or sent to each member at least three weeks prior to the date of meeting.

Section 3 – Annual General Meeting – Shall be held each year to ratify decisions of the executive officers, elect executive officers, hear reports of the executive officers and carry on the business of the chapter. The fiscal year of the chapter will be April 1 to March 31, annually.

Section 4 – Special Meetings – Special meetings may be called by the executive of the chapter or must be called at the request of twenty-five (25) percent of the Chapter members.

Section 5 – Quorum – will be defined as at least six members of the chapter at general meetings and one half of the executive officers at an executive meeting.

Section 6 – Voting – Each active member of the chapter present at a meeting will have one vote.

Section 7 – Rules of Order – Bourniot’s rules of Order, in as far as they apply, shall be used to conduct meetings.

Section 8 – Amendments to the Constitution and Bylaws –

8.1 The chapter shall have the authority to confirm, repeal or amend the constitution and bylaws upon a two-thirds (2/3 majority vote of members present at an annual meeting or special meeting at which adequate notice of amendment has been given.

8.2 Interim changes to the constitution and bylaws may be made by the Chapter executive upon duly accepted motions at a meeting of the executive. Such changes to the chapter constitution and bylaws will be in force until approved or repealed by the membership at the next annual or special meeting.

8.3 Notice of motion to amend, repeal or confirm the constitution and bylaws must be sent to each member at least three weeks prior to the meeting at which the motion is to be presented.

8.4 Neither repeal or amendment of the constitution and bylaws shall be enforced until approved by the national board of directors of CACCN.

Article 4: Governance of Chapter

Section 1 – Executive Officers.

The affairs of the Saskatchewan Chapter CACCN will be governed by an executive committee consisting of executive officers. Eight executive officers, four of whom shall constitute a quorum will meet regularly to conduct the business of the association.

Section 2 – Election and Terms of Office...

Executive officers will be elected at the annual meeting of the chapter by a secret ballot. The terms of office of the executive officers shall be one year. Executive officers may be re-elected to the same office for a maximum of three consecutive years.

Section 3 – Nominating Committee.

A nominating committee of three active members shall be chaired by the Vice-President. The nominating committee will be appointed by the executive committee. The nominating committee is charged with the production of a slate of officers for election at each annual meeting,

Section 4 – Nominations.

Executive officers must be nominated by one active member of the chapter and accept the nomination in writing or verbally at the annual meeting.

Article 5: Executive Committee

Section 1 – Officers.

The executive officers of the chapter shall consist of the President, Vice-President, Treasurer, Secretary, Education Chairperson, Publication Chairperson, at least Two members at Large, Funding Chairperson.

Section 2 – Duties of Executive Officers.

2.1 **President:** Will supervise and direct the activities of the chapter and communications with national office. The President will chair all meetings of the chapter and executive committee and ensure suitable notification of same. The president prepares the agenda of all meetings and serves as an ex-officio member of all committees. The president shares signing authority with the Treasurer. Communicates with the general membership and presents an annual report to the membership.

2.2 **Vice-President:** The vice-president assumes the office of President in the President's absence. Succeeds the president should the president be unable to complete the term of office. Maintains a current membership list and is responsible for recruitment of membership. Liaises with the critical care units in the province to keep them abreast of chapter activities. Liaises with and maintains open communication with Critical Care Course at SIAST, through clinical educators of the Critical Care Units. Performs such other duties as may be assigned by the executive committee. Serves as chairman of the nominations committee and obtains a slate of officers for the chapter.

2.3 **Treasurer:** Supervises and maintains records of the financial transactions of the chapter. Shares signing authority for chapter funds with the President. Provides yearly and interim financial reports to the executive committee and to the membership. Prepares quarterly financial reports for national office. Formulates an annual budget for the upcoming fiscal year. Maintains a systematic and accurate accounting record.

2.4 **Secretary:** Facilitates open communication with the executive committee, members and the national office. Keeps records of all general, special and annual meetings. Ensures notice of meetings are provided. Retains and maintains copies of all correspondence, meeting minutes, reports and financial statements of the chapter. When needed will organize, prepare and distribute letters for fundraising to appropriate individuals. Maintains a roster of all executive and committee members.

2.5 Chairperson-Education: Plans, organizes, implements and evaluates regular educational activities of the chapter. Selects resources, budgets, presents plans to the executive for approval and coordinates educational activities. Selects suitable committee members to assist with the educational activities. Coordinates and ensures publicity for chapter educational events. Assesses membership needs, plans, budgets, organizes implements and evaluates the annual conference for the membership. All conference plans are subject to approval by resolution or motion at the executive committee.

2.6 Chairperson-Publications: Prepares publicity, brochures, and syllabi for education and other events of the chapter. Prepares, develops and produces three newsletters for the chapter. Coordinates and ensures publication of the chapter newsletter. Sets deadlines for newsletters and obtains material for newsletters.

2.7 Two Members at Large: Serves as chairperson for special committees of the chapter. Assists the chapter executive with projects including education activities.

2.8 Fundraising Chairperson: Develop and maintain sponsorship with funding groups. Coordinate, plan and organize fundraising activities.

Article 6 – Annual Dues

Saskatchewan Chapter membership dues are \$10.00 per year. They are collected by national office with the national fees. They are remitted to the chapter on a quarterly basis along with a list of chapter members.

Article 7 – Signing Power

The President, Vice-President, and Treasurer of the chapter shall have signing authority for the chapter. Other officers of the association shall have signing authority for the chapter after appointment by the executive committee of the chapter.

Article 8 – Dissolution

The chapter shall be dissolved by a majority vote of the active members present at the annual general meeting or special meeting called for that purpose. Assets of the chapter will be presented to CACCN national office as specified by resolution of the executive committee.