CONSTITUTION & BYLAWS

OF

THE CANADIAN ASSOCIATION OF CRITICAL CARE NURSES

British Columbia CHAPTER

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CONSTITUTION & BYLAWS

OF

THE CANADIAN ASSOCIATION OF

CRITICAL CARE NURSES

BRITISH COLUMBIA CHAPTER

This document represents the rules and regulations directing the operations of the B.C. Chapter of the CACCN. This document is to be used in conjunction with the CACCN National Chapter Operations Manual and Constitution and Bylaws.

March 2011
CACCN B.C. CHAPTER  

Constitution & Bylaws  

ARTICLE I  

1.01 No rules or regulations can be made which supersede the CACCN's National Constitution & Bylaws.  

ARTICLE II: Purposes  

2.01 To promote the goals and objectives of the Canadian Association of Critical Care Nurses in the British Columbia Chapter.  
2.02 To promote and provide continuing education as defined by the needs of chapter members.  
2.03 To maintain a resource file for reference and assistance in meeting the objectives of the CACCN.  
2.04 To increase the networking opportunities amongst members in the BC Chapter  
2.05 To encourage and support new membership into the CACCN in B.C.  

ARTICLE III: Membership  

3.01 As defined by the CACCN National Constitution and Bylaws.  

ARTICLE IV: Executive Chapter Officers  

4.01 The terms of office will be for one fiscal year (April 1 - March 31). Executive Officers can be re-elected to the same office for a maximum of 3 years. The Executive Officers (see Appendix B for Executive Roles & Responsibilities) shall consist of the following, each of whom shall be active members of the National CACCN and the B.C. Lower Mainland Chapter.  
- President  
- Vice President  
- Past President  
- Treasurer  
- Communications Officer  

4.02 Role & Responsibilities of the President  
- To coordinate the activities of the Chapter.  
- Possess a working knowledge of the organizational structure of CACCN and the Chapter.  
- Chair at all general & Executive meetings, or designates alternate.  
- Formulates the agenda for all business meetings of the general membership, or delegates an individual to do so.  
- Reviews annual goals and objectives with Chapter Executive.  
- Collaborates with Executive in the formulation of a budget.  
- Is a signing authority for financial transactions.  
- Coordinates Chapter committee meetings in consultation with Executive members.  
- Serves as an ex-officio member of all standing committees.  
- Informs the general membership of Chapter progress, nursing issues and/or National
CACCN information through general meetings and Chapter publications.

- Develops leadership potential of Chapter members.
- Establishes clear lines of communication.
- Assures that records of the Chapter are maintained as necessary.
- In consultation with the Executive, completes two (2) CACCN Chapter activity reports which are sent to Chapter membership and CACCN National Board of Directors. These may be in the form of the newsletter.
- Performs other responsibilities as designated by the National Board of Directors and Chapter Executive.
- Serves as liaison among the Chapter membership, Chapter Executive Assistant and the National Board of Directors.
- Represents the Local Chapter at meetings of the health professional groups or designates another officer and/or members to attend.
- Presents an annual report to the membership at the Annual General Meeting.

4.03 Role & Responsibilities of the President-Elect

- To become familiar with the duties of the President.
- To succeed to the Presidency at the expiration of the President's term or the resignation of the President.
- To assume the Presidential role in the absence of the President or the President's inability to act.
- Attends General Task Group and, on a rotating basis with the President, subcommittee meetings to learn activities and functions of the Chapter.
- Consults with the President throughout his/her term of office to provide for continuity of leadership and smooth transition of Chapter leadership.
- Performs such other duties as the President and Executive may assign.

4.04 Role & Responsibilities of the Past-President

- To assist the President and President-Elect to become familiar with their duties.
- To assume the Presidential role in the absence of the President and President-Elect.
- Attends General Task Groups meetings and functions of the Chapter.
- Consults with the President and President-Elect through their terms of office to provide for continuity of leadership.
- Performs Presidential duties in the absence of the President and President-Elect.
- Performs such other duties as the President and Executive may assign.
- Coordinates annual nominations and elections.

4.05 Role & Responsibilities of the Communications Officer

- To facilitate organized communication between the Chapter Executive, General Task Group, subcommittees, membership, and Executive Assistant.
- To reflect the policies and procedures of the Chapter and CACCN National Board of Directors and the membership in all communications.
- To provide the continuity of Chapter proceedings through record-keeping of all official activities of the Chapter.
- To facilitate effective communications between the British Columbia Chapter of the CACCN and outside individuals/groups, e.g., prospective members, other interest groups, corporate sponsors.
- Maintains all official records of the Chapter including Chapter Constitution, By-laws, financial reports and minutes of all Executive meetings and committee meetings.
- Facilitates an organized communication network by:
  a) Informing President and Executive of all communications.
  b) Maintaining correspondence with the National office.
  c) Maintaining regular communications with the Executive Assistant.
- Assists committees as necessary with communications pertaining to their activities.
- Organizes contacts with corporate sponsors.
- Promotes visibility / communications with prospective members and other interest groups.
- Executive contact for liaisons.

4.06 Role & Responsibilities of the Communications Officer-Elect
- To become familiar with the duties of the Communications Officer.
- To succeed to the Communications Officer position at the expiration of the Communications Officer’s term or the resignation of the Communications Officer.
- To assume the Communications Officer's role in the absence of the Communications Officer or the Communications Officer's inability to act.
- Attends General Task Group and subcommittee meetings as requested to learn activities and functions of the Chapter.
- Consults with the Communications Officer throughout his/her term of office to provide for continuity of communications.
- Performs such other duties as the Executive may request.

4.07 Role & Responsibilities of the Treasurer
- To oversee, and track the financial transactions of the Chapter.
- To maintain a systematic, accurate accounting record of all financial transactions of the BC Chapter.
- To participate in fund-raising activities of the Chapter.
- Reviews Chapter finances for the past year with outgoing Treasurer to prepare for the coming year.
- Conforms with National accounting records as prepared by CACCN Treasurer.
- Is a signing authority for financial transactions.
- Prepares a Treasurer's Report to be presented at AGM and designated “special meetings”.
- Coordinates the financial aspects of registration at Chapter activities with the General Task Group.
- Prepares the quarterly and annual financial statements to be submitted to the membership, Chapter Executive and to the National office of the CACCN.
- Formulates an annual budget for the fiscal year in consultation with the Executive.

4.08 ARTICLE V: Jurisdiction of the Executive
5.01 The Executive Committee shall be responsible for the administration of the affairs and activities of the Chapter when the Chapter is not in meeting.
5.02 The Executive may act or meet by letter, telephone or any form of electronic communication, on all matters of any nature requiring action by the Executive Committee. When the President or any other member of the Executive desires that the Executive take action, she/he may contact the other members of the Executive by letter, telephone or any other form of electronic communication. Any action so taken by the Executive shall constitute action of
the Executive as though in formal session and shall be immediately documented and then reviewed at the next meeting of the Executive and shall be part of the minutes thereof.

5.03 Prior to the annual meeting, the Executive will review the Chapter Constitution & Bylaws and Goals & Objectives and circulate recommended changes to the membership.

5.04 To the extent necessary for the proper functioning of the Chapter, the Executive shall employ, retain, direct and fix compensation for personnel, consultants and legal accounting and other professional personnel, and engage and pay for the use of premises and equipment as agreed upon by the Executive Committee.

5.05 No monies of the Chapter shall be expended without the authorization of the Executive or of such person or persons as the Executive may from time to time authorize for this purpose or of a meeting of the Association; and the manner in which monies may be withdrawn or cheques issued by the Chapter shall be determined from time to time by the Executive. The Chapter Executive is responsible and accountable to the National Board of Directors of CACCN for all financial transactions conducted in the name of CACCN.

5.06 Formulates an annual budget for the fiscal year.

5.07 The Executive shall have full power and authority to set up Ad Hoc Committees of the Chapter and to appoint, when necessary, the members of each such committee from the membership, the Chairman being a member of, or designated by, the Executive. The Executive may delegate any of its powers to any such committees. These committees shall be subject to any restrictions, regulations imposed upon them by the Executive and will be given guidance by the Executive.

5.08 Vacated offices will be filled by appointment of the Executive until the next Chapter election is held.

5.09 The Executive will appoint a Nominations Committee three months prior to elections.

**ARTICLE VI: Meetings of the Executive**

6.01 The Executive Committee shall meet at the call of the President or at the request of no fewer than two (2) members of the Executive. In any event, the Executive shall meet a minimum of twice per fiscal year.

6.02 A minimum of three (3) members of the Executive Committee shall constitute a quorum for the transaction of business.

**ARTICLE VII: Meetings of the CACCN Chapter**

7.01 The Chapter shall hold an annual meeting at such time and place as may be determined by the Executive, provided that one annual meeting be held each fiscal year.

7.02 Regular meetings are scheduled, dependent upon the needs of the membership. The agenda is to be planned in conjunction with the Executive Committee.

7.03 Written notice of meetings shall be sent to the members and hospital liaisons a minimum of two weeks prior to the meeting.

7.04 A quorum is defined as at least five (5) voting members, which will include 2 Executive members.
ARTICLE VIII: Rules of Procedure and Order of Business at Meetings of the CACCN

8.01 All meetings are to be conducted following Bourinot's Rules of Order in so far as they shall apply (CACCN National Constitution and Bylaws, Article III, Section 8).

ARTICLE IX: VOTING (INCLUDING ELECTIONS) AT MEETINGS OF THE CHAPTER

9.01 Active members only shall be entitled to vote and must be prepared to present their membership card as proof of active membership. Proxy forms must be received forty-eight (48) hours prior to meeting time (excluding Sundays & holidays).

9.02 Every member of the Executive shall have a vote, excluding the Chairman (President or delegate). Tie vote, Chairman shall vote.

9.03 Voting shall be by a show of hands unless the Chairman otherwise directs or unless otherwise provided hereinafter.

9.04 The Chairman of the meeting shall appoint two (2) or more, non-members who shall act as scrutineers.

9.05 The scrutineers shall arrange for the holding of any vote, shall distribute, collect and count ballots if used, and shall report the results to the meeting.

9.06 General Chapter business may be passed by 51% of active members present.

9.07 All proposed changes to the British Columbia Chapter's Constitution & Bylaws must be sent to the membership at least 14 days prior to the meeting at which the motion is to be presented. The National Board of Directors of the CACCN must approve changes in the Chapter Constitution & Bylaws before being enacted.

ARTICLE X: Chapter Elections

10.01 Election proceedings are to be conducted as outlined in the CACCN National Constitution & Bylaws (Article IV, Section 4).

10.02 The list of candidates are to be sent to all members a minimum of 14 days prior to the election.

10.03 All elections shall be by secret ballot, unless otherwise provided in this Constitution.

10.04 If it should appear that no person who is willing and able to stand for election has been nominated for a position, nominations for the said position(s) shall be accepted from the floor at a general meeting, provided that each such nomination shall be made by three (3) members of the Chapter who present satisfactory proof that the consent of the nominee has been obtained.

ARTICLE XI: Finances

11.01 Monies of the Chapter shall be kept in a chequing and/or savings account and in a petty cash account.

11.02 Debits/payments shall be by a cheque co-signed by any two (2) members of the Executive. Deposits can be made by any Executive member who is a signing authority for the account.

11.03 Annual membership fees are to be paid to the CACCN National Office. The Chapter portion of $15.00 for Active/Associate Members and $7.50 for Student Members is later reimbursed to the Chapter by National office.

11.04 Chapters must submit a quarterly financial report to the National Office of CACCN due 30 days after the end of each quarter (July 31, Oct. 31, Jan. 31, Apr. 30).
11.05 The fiscal year of the Chapter shall be April 1st to March 31st in keeping with the National Association (Article I).

**ARTICLE XII: Suggested Committees**

12.01 In order to meet the objectives of the Association a General Task Group shall be implemented.

- This Task Group is the “back-bone” of the Chapter.
- At this level the creative ideas for the Chapter activities will be developed.
- Sub-committees of this group will be determined and hold office upon the terms and conditions and for the duration specified by the Executive Officers of the Chapter.
- These sub-committees will address the goals and objectives of the National Association and the B.C. Chapter of CACCN.

**ARTICLE XIII: Communication Board Liaison**

13.01 Role & Responsibility

- Serve as a liaison amongst CACCN National, the British Columbia Chapter and the organization for the purpose of disseminating information.
- Responsible to post and advertise newsletters and chapter/national events; maintains National CACCN bulletin board.
- Promote CACCN membership.
- Promote critical care certification.
- Position appointed by Chapter Executive, with Communications Officer being Executive contact person.

**ARTICLE XIII: DISSOLUTION**

12.01 In the event of dissolution of the CACCN British Columbia Chapter by resolution approved by a two-thirds (2/3) majority of votes cast at an Annual General Meeting or a special meeting called for that purpose, the assets of the Chapter shall be forwarded to the National CACCN office along with a letter informing them of the dissolution of the Chapter.

THE AFORESAID CONSTITUTION AND BYLAWS OF THE CACCN BRITISH COLUMBIA CHAPTER HAVE THIS DAY BEEN APPROVED FOR ADOPTION

Dated at _________________ this __________ day of ______________, 2011.

__________________________
President

__________________________
Secretary
APPENDIX A

CACCN BRITISH COLUMBIA CHAPTER POLICIES
RAFFLES

Revised: July 1992; February 1997, March 2011

1. All raffles held by the Chapter will be for the purpose of raising monies for the Chapter.
2. All raffle tickets will have an approved lottery number and the raffle must comply with Provincial law governing organized lotteries.
3. All monies raised from raffles must be put into the chapter’s interest bearing account.
STUDENT RATES FOR EDUCATIONAL EVENTS

Originated: September 1985


1. Selected educational events sponsored by the Chapter shall offer a reduced rate for full time Nursing students in recognized education programs.

2. This rate shall be less than that for non-members but greater than that for Chapter members.

3. The rate shall be determined for each event by the Chapter executive.

4. Recognized educational programs shall be:
   a) programs leading to a diploma or degree in nursing or related field (including master’s and doctoral programs).
   b) post-basic nursing programs granting a certificate of completion.

5. Proof of active student status must accompany registration fee.
EXPENSES

Originated: October 1987

Chapter activity expenses, incurred by members in good standing of CACCN B.C. Chapter, will be paid with chapter funds providing:

1. Receipt(s) is/are submitted to Treasurer prior to reimbursement, accompanied by an official CACCN expense record.

2. Expense record is maintained for incidental costs (i.e. Postage stamps and mailing, phone calls, photocopying). When the amount totals approximately $10.00 it should then be submitted to Treasurer for reimbursement. Receipts must be submitted with the expense record.

3. Expenses greater than $20.00 require prior approval of the Executive.

4. Expenses incurred without receipts or without prior approval by the appropriate Executive committee members or in amounts deemed to be excessive by the Executive may not be reimbursed in full.
FUNDING FOR CACCN NATIONAL CONFERENCE AND AGM

1. **Chapter President or Delegate:**

   CACCN National pays registration to conference and one (1) night accommodation. The president (or designate) is expected to attend the Chapter Connections Day meeting, the Conference and the AGM. British Columbia Chapter will cover 50% of remaining expenses (travel, accommodation). If the Chapter does not have sufficient funds to cover this expense the President or (designate) will be reimbursed a mutually negotiated lump sum.

   Application: Must submit application letter and proof of conference registration and attendance along with copies of expenses to: The Executive, CACCN BC Chapter.

2. **2nd Executive Member:**

   If the chapter is able to fund the President or delegate as outlined above then a second member of the Executive may be financially supported to attend the CACCN National Conference. Registration and 50% of major expenses will be paid (travel and accommodation). If the chapter does not have sufficient funds to cover this total amount then the 2nd Executive member will be reimbursed a mutually negotiated lump sum.

   Application: Must submit application letter and proof of conference registration and attendance along with copies of expenses to: The Executive, CACCN BC Chapter.

3. **Member Presenting at National Conference:**

   If the chapter is able to fund the President/delegate and the 2nd Executive member as outlined above then funding for a member of the B.C. chapter who is delivering either an oral presentation or poster display will be reimbursed the remainder of registration costs. Note: CACCN National issues tuition coupons to presenters in an amount determined by National Office to be applied to registration.

   Application: Must submit application letter and proof of conference registration and attendance along with copies of expenses to: The Executive, CACCN BC Chapter.

4. **Tuition Coupons and Member Contribution Award:**

   National distributes tuition coupons to each Chapter based on the Chapter’s recruitment and retention for the previous year, to support member attendance at the National Conference. These coupons are to be divided amongst interested members.

   Eligibility: Applicants will be assessed on the basis of the extent of their B.C. Chapter involvement within the past 5 years. One coupon or award per person per year will be granted. Preference will go to those who have not been previous recipients. The individuals will be selected by the current Chapter Executive (President, Past-President, Treasurer and Communications Officer).

   Application: Please send a letter of application summarizing your CACCN involvement to: The Executive, CACCN B.C Chapter Vancouver, B.C.

   Notification will be by telephone. Coupons will be mailed out and must be attached to the registration form to be valid.

   For Award: Notification will be by telephone. Please submit proof of registration to receive award reimbursement.
LOCAL CACCN CONFERENCES/WORKSHOPS

**Originated:** March 1987

**Revised:** July 1992; February 1997; July 2004, March 2011

1. All B.C. CACCN Conferences/Workshops will offer reduced registration for CACCN Members.

2. Any CACCN Member who is active on the Planning committee for a B.C. Chapter CACCN educational event will have registration fees deferred.
FINANCIAL STATEMENTS

Originated: March 1987

1. Financial statements are to be completed by the Treasurer.
2. Financial statements are done quarterly and annually (Fiscal year is April 1 to March 31).
3. Financial statements are to be submitted to the President of the B.C. Chapter no later than 25 days after quarter end.
4. Financial statements are to be sent to the National Board, by President, with Chapter Activity reports (usually in the form of the chapter newsletter) no later than 30 days after quarter end.
5. Chapter membership will receive financial statements 3-4 times per year with Chapter Activity Reports (usually in the form of a newsletter)
6. Financial statements will be summarized at the Annual General Meeting.
APPENDIX B

CACCN BRITISH COLUMBIA CHAPTER
GOALS AND OBJECTIVES

Annual revision required – Revised August 2011
GOALS AND OBJECTIVES

GOAL:

TO PROMOTE THE PROFESSIONAL DEVELOPMENT OF CRITICAL CARE NURSES IN BRITISH COLUMBIA

OBJECTIVES:

1. Maintain and increase the membership through higher visibility and engagement
2. Promote the benefits of CACCN National and Chapter membership
3. Provide opportunities for networking amongst BC Critical Care Nurses
4. Facilitate communication with and amongst members
5. Operate in an ethical, efficient and cost effective manner
6. Provide a bridge between CACCN National and the BC membership
APPENDIX C

CACCN BRITISH COLUMBIA CHAPTER
HELPFUL INFORMATION
Helpful Suggestions - President

The following guidelines have been created to help you meet the challenge of leadership.

1. Planning Executive Meetings.
   a) Executive meetings will be held prior to Task Group or other meetings whenever possible. Executive Meetings/Task Group meetings will be held on the same evening whenever possible.
   b) Review subcommittee assignments and progress.
   c) Incorporate agenda items submitted by Executive and subcommittee chairpersons when preparing final agenda for meeting. Assignments and notations may be made on the agenda for individual officers.
   d) Provide a copy of the agenda to the Executive Assistant for distribution to all members with the minutes from the previous meeting if possible.

2. Conducting a Business Meeting.
   a) Conduct the meetings according the Bourinot's Rules of Order. Review and become familiar with the content to help establish and maintain the organization. Of particular importance is knowing and understanding the process of motion procedures.
   b) Start the meeting on time!
   c) Once the meeting has been called to order, proceed with:
      Approval of the minutes of the previous meeting.(circulated the week prior to the meeting) Ask for any additions, corrections and approval

Helpful Suggestions - President-Elect

1. It is suggested that the President-Elect have prior experience through active committee membership.

2. Becoming familiar with Bourinot's Rules of Order is suggested. Of particular relevance is understanding of the process of motion procedures.

Helpful Suggestions - Past-President

1. The Past-President lends an important historical perspective to Chapter planning.

2. The Past-President may help with the recruitment and orientation of Executive and General Task Group members.

Helpful Suggestions - Treasurer

1. It is helpful to maintain a "Treasurer's Notebook" which includes the CACCN Chart of Accounts, bookkeeping procedures, quarterly Treasurer's Report from CACCN and other pertinent information.

2. All monies should be deposited regularly.

3. All disbursements should be paid promptly.
4. In order to keep accurate financial records, receipts for all disbursements should be kept.
Guidelines for Support Services

(Tasks are divided up consensually amongst the Executive Team if no person holds this position)

Support services include the following:

1. Typing all committee minutes, Chapter correspondence.

2. Circulating minutes to Executive, committee members as appropriate. A minimum of two (2) weeks lead time for typing and mailing should be allowed.

3. Provides the Executive, subcommittee chairpersons, General Task Group members, and Chapter members with minutes of meetings as appropriate.

4. Typing and circulating meeting notices.

5. Typing thank you letters, correspondence to all guest speakers and exhibitors as directed by the Communications Officer.

6. Updating and maintaining accurate mailing lists.

7. Ensuring a copy of all correspondence is mailed or sent to Communications Officer and President (for files).

8. Typing all financial reports submitted by Treasurer, copy to all Executive and to National Treasurer.

9. Summarizing program evaluation forms, needs assessment surveys.

10. Circulating registration flyers, program announcements, membership information as directed by subcommittee chairpersons.

11. Circulating membership correspondence as directed by Communications Officer /President. General correspondence to members is coordinated with quarterly newsletters to reduce mailing and administrative costs. Newsletter is sent to hospital liaisons, members, CACCN Chapters and National President.

12. Select telephone information and conference registrations as agreed with Executive.

13. Maintaining membership files to include: name, address, telephone number, CACCN National member number with expiration date, hospital affiliation, unit and position, highest degree held, initial membership date, and date of expiration.

14. Revising membership mailing list and reporting changes to Chapter Executive.

15. Maintaining online correspondence (Email) and website accuracy.