



Manitoba Chapter Policy

Canadian Association of Critical Care Nurses

February 2014

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PREAMBLE

- The Chapter Policy is available to members of the Manitoba Chapter of the Canadian Association of Critical Care Nurses (CACCN) on the Chapter Webpage and upon request.
- This Chapter Policy will revoke and supersede all previous policies and constitution and bylaws once approved by the Chapter membership. The policy will be sent to the National Association of CACCN upon this approval.
- The Mission Statement of the CACCN:
- The Canadian Association of Critical Care Nurses (CACCN) is a non-profit, specialty organization dedicated to maintaining and enhancing the quality of care provided to critically ill patients and their families.
- We serve the public, our members and the critical care nursing community by meeting the professional and educational needs of critical care nurses.
- These needs are met by:
 - developing and implementing standards of critical care nursing practice
 - providing educational opportunities
 - supporting and facilitating critical care nursing research
 - providing opportunities for networking
 - identifying and addressing political and professional issues
 - collaborating with other professional organizations.

ARTICLE I. NAME / AFFILIATION OF THE CHAPTER

- The name of this Chapter is the Manitoba Chapter of the Canadian Association of Critical Care Nurses (CACCN), hereafter referred to as the Manitoba Chapter.
- The mailing address: P.O. Box 2236, Winnipeg, Manitoba, R3C 3R5

ARTICLE II. DEFINITION OF CRITICAL CARE NURSING

- The challenges of critical care nursing face nurses in a variety of clinical settings. Critically ill patients or patients that develop life threatening complications or devastating health problems may be on any unit or ward.
- The critical care nurse is defined as the nurse responsible for the patient who requires immediate intervention at a critical point in the course of an illness. These nurses require knowledge, skill and critical thinking to make quick and accurate decisions. Critical Care Nursing is a specialty within the nursing profession requiring advanced knowledge, clinical training and specialized skills.
- Amid the rapid technological advances and numerous responsibilities, critical care nurses should never lose sight of the emotional and psychosocial needs for both the patient and family involved. This caring comes from within the nurse.

- The concept of critical care nursing lies not within a specific environment with specialized equipment, but rather in the patient assessment that guides the decision making process and actions of the nurse.

ARTICLE III. MANITOBA CHAPTER PURPOSE / OBJECTIVES

- provide educational opportunities pertinent to critical care nursing.
- encourage and support ongoing educational opportunities and professional development in critical care nursing.
- facilitate communication and the open exchange of ideas among various critical care areas.
- promote CACCN Standards of Practice for Critical Care Nursing.
- assist in meeting the objectives of the National Association of CACCN.

ARTICLE IV. MEMBERSHIP

- Membership shall be defined by the CACCN National General Operating Bylaw #1:
- Membership in the Association shall be available to any registered nurse with an interest in critical care, who possesses a current and valid license or certificate in the province, territory or country in which the registered nurse practices.
- Membership may be further divided into categories of membership as described in the Association's Operating Policies. Each category shall have the privileges and pay the membership fee set out in the Operating Policies. (see CACCN Affiliates Policy – Affiliates and Students).
- Each member shall be entitled to vote, hold office and serve on committees.
- Affiliates/Students may not vote or hold office, but may serve on committees
- Terms and conditions of membership are defined in the National Association's General Operating Bylaw # 1.
- Membership fees are determined and communicated by the National Association. Membership fees are paid directly to the National Association and membership shall run for 12 months from the month fees are paid. Upon payment of fee, a membership card and receipt will be issued by the National Association.

Privileges of Membership

Chapter:

- Attendance at the provincial and national Annual General Meeting (AGM)
- Voting privileges
- Manitoba Chapter Newsletter publications
- Reduced tuition at Chapter workshops and the Manitoba Chapter annual conference
- Opportunity for educational funding
- Opportunity to be nominated for the Manitoba Chapter Critical Care Nurse of the Year Award.

- Various opportunities to accumulate continuing learning hours

National:

- National membership privileges as determined by the National Association of CACCN, including but not limited to:
 - Subscription to the peer-reviewed Journal of the Canadian Association of Critical Care Nurses
 - A copy of the CACCN Standards for Critical Care Nursing Practice
 - Publications such as CACCN's Annual Report and Position Statements
 - Access to Award funding opportunities

ARTICLE V. CACCN CONSTITUTION AND BYLAWS

- CACCN Chapters including the Manitoba Chapter are guided and bound by the CACCN General Operating Bylaw # 1 as approved by the membership on September 23, 2013 with an effective date of April 1, 2014.

ARTICLE VI. QUORUM

- **Chapter Executive Meetings**
 - To conduct business at a Chapter Executive meeting, a quorum will consist of 50% plus one of the Executive membership. No business shall be transacted at any general or special meeting unless the said quorum is present at the commencement of business.
- **Annual General Meeting:**
 - The Chapter will hold one Annual General Meeting per calendar year. At the Annual General Meeting the quorum will require the presence of not less than 25% of the Chapter members in good standing. For the purpose of determining quorum, a Member may be present in person, or by telephone and/or by other electronic means.

ARTICLE VII. PARLIAMENTARY AUTHORITY AT MEETINGS

- All meetings shall be conducted in accordance with the National Association General Operating Bylaw # 1 which Bourinot's Rules of Order insofar as they apply. Bourinot's Rules shall govern the Chapter in all procedural matters not otherwise covered by the Policies or approved procedures of the organization.

ARTICLE VIII. AMENDMENTS TO THE CHAPTER POLICY

- Proposals to amend the Manitoba Chapter Policy shall be submitted, in writing to the secretary of the Manitoba Chapter a minimum of 60 days prior to the annual general meeting.
- The proposals shall be considered and discussed by the executive
- Should a proposal be considered invalid by the executive, the secretary shall advise the originator of the proposal of the decision with the rationale.

- Should a proposal be considered valid, the proposal will be presented in writing to the general membership for ratification at the next Annual General Meeting of the Chapter.
 - The proposal will be presented, discussed and modified to please the assembly.
 - The presiding officer shall ask for discussion or further amendments prior to the motion that "changes to the Manitoba Chapter Policy be adopted".
- The Chapter's policy may be amended at the AGM or any general meeting that hosts 2.5% of the membership. An amendment shall be affected only with the support of the quorum.

ARTICLE IX. VOTING

- Should a member be unable to attend the annual general meeting but wishes to have a vote cast, a proxy form (as prescribed in Schedule I) may be completed and given to a representative of their choice who will be in attendance at the meeting.
- Each member, as defined under Article IV, present (or represented by proxy) shall be entitled to one vote on each matter of business brought before the general membership. Proxy votes must be registered with the secretary of the Manitoba Chapter a minimum of one week prior to commencement of the meeting.
- All members, as defined under Article IV, shall be entitled to vote and must present their membership card upon request, as proof of active membership. Voting shall be by a show of hands unless otherwise directed by the presiding officer.
- The presiding officer of the meeting shall appoint two or more members of the general membership to act as scrutineers. The scrutineers shall arrange for the holding of any vote, shall distribute, collect and count ballots if used, and shall report the results. Any decision made, as a result of a vote at a meeting shall take effect at the conclusion of the meeting if it is consistent with the National Association's General Operating Bylaw # 1.

ARTICLE X. NOMINATION PROCEDURE

- Approximately two months prior to the date of the election, the membership will be informed of all vacant positions for officers along with the job descriptions of these positions.
- Members will be invited to submit nominations of members to serve in those positions. This invitation will include the time and date for receipt of nominations, approximately one month prior to the date of the AGM.
- Nominations will also be accepted from the floor at this meeting. Once there has been a reasonable opportunity to nominate, it will be announced that nominations are closed.
- Voting may be performed by secret ballot or by a show of hands.

- The chief scrutineer presents the results to the president, who will in turn announce the results to the general membership.

ARTICLE XI. EXECUTIVE COMMITTEE

The executive committee will consist of:

- President
- Vice President
- Past President
- Secretary
- Treasurer
- Membership/Contact Chairperson
- Programs Chairperson
- Publicity/Newsletter Chairperson
- Conference Chairperson (appointed)
- Member at Large

a) PRESIDENT

Purpose:

- Oversee chapter activities.
- Act as chapter spokesperson and liaise with general membership, executive, and the national board.

Responsibilities:

- Possess a working knowledge of the organizational structure for CACCN.
- Establish and carry out the annual chapter goals/objectives with the executive.
- Organize and preside at meetings of the general membership and the executive.
- Serve as an ex-officio on all standing chapter committees.
- Communicate chapter progress, nursing issues and national board information to the general membership.
- Communicate information from the national board meeting minutes to the executive in a timely manner.
- Ensure chapter records are maintained and reports submitted to the national board in a timely manner.
- Prepare the annual report for the chapter annual general meeting (AGM) and the national board.
- Update and maintain the chapter web page.

b) VICE-PRESIDENT

Purpose:

- Become familiar with the activities and president role of the chapter.
- Assume the presidential role in the absence of the president at national and chapter meetings.

Responsibilities:

- Assist the president and ensure leadership continuity in the executive.
- Preside at meetings of general membership and the executive in the absence of the president.
- Promote chapter activities to the critical care community.
- Assist the executive and the conference planning committee as requested.
- Be familiar with the chapter constitution and bylaws.
- Prepare and present a report at the chapter AGM.

c) PAST PRESIDENT:

Purpose:

- Support and guide the president and vice-president.
- Assume the presidential role in the absence of both the president and vice-president at national and chapter meetings.
- Act as a resource for the executive. Responsibilities:
- Assist with executive tasks as requested.
- Preside at meetings of general membership and the executive in the absence of both the president and vice-president.
- Prepare and present a report at the chapter AGM.

d) SECRETARY

Purpose:

- Provide continuity of chapter proceedings through record keeping of all official activities.
- Facilitate open communication among the executive through regular correspondence.

Responsibilities:

- Maintain all official chapter records, including the constitution, by-laws, and minutes from the executive and the AGM.
- Prepare and distribute meeting minutes to the executive in a timely manner.
- Provide a verbal report of chapter minutes from the previous meeting as requested.
- Remind the executive of upcoming meetings or responsibilities as required.
- Provide chapter sub-committees with correspondence in their activities as required.
- Prepare and present a report at the chapter AGM.
- Maintenance and routine checking of chapter mailbox.

e) TREASURER

Purpose

- Oversee the financial transactions of the chapter
- Maintain all financial chapter records

Responsibilities

- Review chapter finances for the previous year and prepare a budget for the fiscal year in consultation with the executive
- Daily fiscal operation of the chapter, including:
 - Checking invoices and paying bills
 - Preparing bank deposits
 - Recording all payments and deposits
 - Ensuring all discrepancies with the monthly bank account are resolved
 - Processing expense reports of all executive members
 - Maintain accurate, systematic financial reports of the chapter.
 - Prepare and send the quarterly chapter financial reports to the national board as requested.
 - Prepare and present financial reports for executive meetings and the AGM.

f) MEMBERSHIP/CONTACT CHAIRPERSON

Purpose:

- Promote membership to nurses working in critical care or those with an active interest in critical care.
- Liaise between executive and the provincial contacts.

Responsibilities:

- Develop and carry out annual strategies for chapter recruitment and retention.
- Maintain a current membership list from the national board (including member name, employer, CACCN number, contact information, membership expiry date).
- Prepare and distribute welcome letter to new members.
- Update and maintain the list of provincial contact persons.
- Assist the program chairperson by informing the membership and contact persons of upcoming chapter events.
- Provide the executive with current mailing list as required.
- Maintain attendance records of any non-members to facilitate Informing them of upcoming educational opportunities.
- Prepare and present a report at the chapter AGM.
- Assist the publicity/newsletter chairperson to distribute newsletters via email and mail outs.

g) PROGRAMS CHAIRPERSON

Purpose:

- Provide quality critical care educational sessions in a fiscally responsible manner.
- Assess and strive to meet the educational needs of the membership.

Responsibilities:

- Organize and implement chapter programs based on the educational needs of the membership.
- Implementation of the following components of program planning:
 - Arrange suitable facility location, date and time
 - Select presenter(s) and presentation topic(s)
 - Arrange presenter requirements (audiovisual, handouts, transportation) as requested

- Introduction of presenter(s)
- Compilation of evaluations
- Design advertising for the educational activity and submit to the publicity/newsletter chairperson for distribution
- Arrange refreshments as required
- Collaborate with the treasurer and adhere to budget guidelines for chapter educational programs
- Communicate with the publicity/newsletter chairperson and membership/contact chairperson regarding printing and distribution of chapter program advertising.
- Ensure educational sessions are delivered in a fiscally responsible manner by soliciting sponsorship when appropriate.
- Prepare and present a report at the chapter AGM.
- Maintain attendance records for chapter activities and events.

h) PUBLICITY/NEWSLETTER CHAIRPERSON

Purpose:

- Communicate chapter activities to the general membership and the provincial contact persons.
- Provide regular chapter newsletters to the membership throughout the year.

Responsibilities:

- Arrange printing and distribution of chapter correspondence and newsletter to the membership and the provincial contacts.
- Prepare the newsletter through the following activities:
- Encourage members to submit items for the newsletter.
- Gather articles, reports and other items submitted for the newsletter and organizing the newsletter layout/format.
- Edit the newsletter content prior to submission to the typist.
- Submit the hard copy and electronic version of the newsletter to the typist.
- Proof read the newsletter once completed by the typist and arranging the printing.
- Collaborate with membership/contact chairperson to distribute the newsletter to the members and provincial contacts.
- Arrange printing and distribution of chapter program advertising in collaboration with the program chairperson and the membership/contact chairperson.
- Act as the liaison between the typist, printer and the executive.
- Prepare and present a report at the chapter AGM.

i) CONFERENCE CHAIRPERSON

Purpose

- Coordinate the annual critical care nursing conference for the Chapter
- Oversee conference planning activities and develop a program with a variety of critical care nursing presentations.

Responsibilities:

- Utilize edge planning guidelines to develop a conference planning timetable including long range conference goals.
- Organize and preside over conference planning committee meetings.
- Act as a liaison between the conference planning committee and the executive.

- Delegate specific duties to members of the conference planning committee and the executive in relation to the conference.
- Prepare an evaluation form for the conference and compile the overall conference evaluation.
- Prepare an edge conference report to be presented at the next conference's Annual General Meeting (AGM).

j) MEMBER AT LARGE

Purpose

- Represent the general membership on areas of interest and concern.

Responsibilities:

Participate as a member of the chapter executive in a one year appointed position with voting privileges.

Listen to the membership and communicate their issues, needs and interest to the chapter executive

Assist with projects and help develop services for the membership.

Assist with conference and meeting planning and production.

ARTICLE XII. EXAMINATION OF BOOKS

The accounts and books of the Manitoba Chapter are open for inspection by individual Chapter members. The time, place and under what conditions such inspection shall take place must be mutually agreeable to the member, Chapter president and the treasurer.

ARTICLE XIII. SIGNING POWERS

The president and the treasurer shall have the authority to sign on behalf of the Manitoba Chapter all instrumentations in writing, which once signed shall be binding without any further authorization or formality.

ARTICLE XIV. FINANCIAL RECORDS

The Chapter's bank account and investments shall be kept in such chartered bank, trust company, or other firm or corporation carrying on banking business.

Cheques, promissory notes, bills or exchange, orders for the payment of money and other negotiable papers may be endorsed from deposit to the credit of the Chapter's account by the treasurer or the president. They may be endorsed from such deposit by means of a stamp bearing the Chapter's name.

ARTICLE XV. DISSOLUTION

- The Chapter may dissolve with the approval of the Board of Directors and the Chapter Membership.
- The Board may dissolve the Chapter by its own resolution:
 - where the Board determines that the Chapter has failed to comply with the chapter operating / policy requirements;
 - where the Board determines the Chapter has conducted its business in a dishonourable fashion; **and/or**
 - The chapter is in breach of the CACCN's mission and objectives.

- The Board shall have sole discretion in these determinations.
- Upon dissolution of the Chapter, the following becomes the sole property of the CACCN National office:
 - All funds remaining in the Chapter bank account(s);
 - All funds invested in the name of the chapter
 - The chapter may not disperse any funds without permission of the CACCN National Board of Directors after notification of chapter dissolution

The aforesaid Policies of this Chapter have this day been approved for adoption by the members:

Chapter President

Name:

Chapter Secretary

Name:

Date:

SCHEDULE I: PROXY VOTE FORM



Every active member may, by means of proxy, appoint a person (*not necessarily a member of the association*), as his/her nominee to attend and act at the annual general meeting of the Manitoba Chapter in the manner and to the extent and with the power conferred by the proxy. The proxy shall be in writing in the hand of the member or his/her attorney, authorized in writing, and shall cease to be valid after the expiration of one (1) year from the date thereof.

The following shall be sufficient form of proxy:

I, _____ of _____
Name of CACCN Manitoba Member (please print) City, Province

an active member of the **Canadian Association of Critical Care Nurses**, hereby appoint:

_____ of _____
Name of Proxy (please print) City, Province

or failing him/her,

Chapter President or Secretary

as my proxy to vote for me and on my behalf at the meeting of members of the Manitoba Chapter to be held on the XX day of XXXXXX, XXXX and at any adjournment thereof.

Dated at _____, this _____ day of _____,
20____.

Signature of Member _____

CACCN Membership Number _____ **Chapter: Manitoba**

SCHEDULE II: PROXY VOTE FORM



MANITOBA CHAPTER
CANADIAN ASSOCIATION OF CRITICAL CARE NURSES

ELECTION OF CHAPTER EXECUTIVE OFFICERS
NOMINATION FORM

I, _____ A MEMBER IN GOOD STANDING WITH THE
CACCN, DO HEREBY NOMINATE _____ FOR
THE POSITION OF _____

Signature of nominator

Signature of nominee

Membership number

Membership number