

Family Practice Nurses Association of Nova Scotia (FPNANS)

By-Laws

The Goals of the Association are to:

1. Provide a forum for Family Practice Nurses to discuss common issues, share knowledge and experiences to enhance patient care.
2. Promote and provide continuing education to Family Practice Nursing.
3. Develop policies to promote and support Family Practice Nursing.
4. Advocate for the profession of Family Practice Nursing.

Article 1

Name

The name of the association (here-after called the Association), is called the Family Practice Nurses Association of Nova Scotia (FPNANS).

Articles 11

The FPNANS shall be registered with the Registry of Joint Stock Company yearly to maintain the exclusive use of the name Family Practice Nurses Association of Nova Scotia. (FPNANS)

Article 111

Executive Committee

1. The following offices will be elected by the current active membership for a two (2) year term. No executive committee member may serve more than two consecutive terms in the same office. The term of an executive member is to be no more than 6 years in total:

President
Vice President
Membership Secretary
Recording Secretary
Treasurer

Education Chair
Education Co-Chair
Member at Large

2. In the event that an executive member is unable to complete their term of office, the executive shall appoint an active member of the Association to the vacated office for the remainder of the designated term.
3. Election of the executive committee shall be held at the Biennial General Meeting.
4. A quorum shall be 50% of filled positions.
5. See Appendix A for job descriptions for each executive position.

Article 1V

Committees

Ad Hoc Committees shall be appointed by the executive committee to address a specific topic for specified period of time.

Quorum: The quorum for any committee shall be a majority of the committee.

1. Education Committee

- a. The education committee chair is part of the elected executive committee. The membership of the education committee shall have at least 3 members from the active membership plus the chair.
- b. The educational committee will organize a minimum of 8 educational hours every other year.
- c. As a member of the education planning committee all conference fees are waived.

2. Nominating Committee

- a. The nominating committee shall consist of two active members. The President will act, as Chairperson and the remaining member will be appointed at the Annual General Meeting.

- b. They shall be responsible for the preparation of a slate of officers for the voting body of the AGM.
 - i. They will report the results of the votes to the membership at the AGM.
 - ii. All persons nominated must signify a willingness to accept the office.

Article V

Membership

1. Membership in the Association is available to all members of the College of Registered Nurses Association of Nova Scotia and members of the College of Licensed Practical Nurses of Nova Scotia (or the equivalent if from a province or territory other than Nova Scotia), retirees and students of nursing who have an interest in Primary Health Care Settings.
2. Active members have voting rights and the right to hold office in the Association.
3. Membership in the Association shall cease: upon death or if the member resigns by written notice to the Association, or if the member ceases to qualify for membership in accordance with the by laws.

A member may be expelled: if a member is not in good standing with the College of Registered Nurses of Nova Scotia and, if by a vote of the majority of the Executive members of the Association, it is deemed that the Member's membership in the Association has terminated.

Article V1

1. The annual registration fees will be collected to include both the national and provincial registration fees. The national fees collected will be forwarded to the national association by the Treasurer. If a member has a membership in more than 1 province, only one national fee will be collected by the association designated by the registrant. The annual fee shall be adjusted to include the cost of the provincial and national fees.
2. Annual fees shall be payable by October 31st to the Association. Those members not paid by November 30th will be placed on the inactive membership. Annual fees will not be prorated.

3. Membership dues shall be determined by the executive committee and approved by the voting membership at a biennial general meeting.

Article V11

Finance and Audit

Section 1

The fiscal year of the FPNANS shall commence April 1 to March 31st of each year.

Section 2

Cheques and money orders may be made payable to FPNANS.

Section 3

Signing authority shall be granted to three members of the executive committee. Two authorized signatures are required for all payments from the Association.

Section 4

All claims are to be submitted and supported by receipted bills or vouchers. Financial decisions can be made at the discretion of the executive committee and must be supported by a quorum.

Section 5

The financial records of the Association shall be audited annually by an external person who has been recommended by the executive committee. This is to be reported at the AGM. A copy of the statement shall be distributed to each member of the Association.

Section 6

The executive committee shall prepare a budget for the fiscal year and submit it to the membership for approval at the AGM.

Article V111

Meetings

Section 1

The Association shall hold a general meeting of the membership biennially at a date and location chosen by the executive committee for the purpose of electing officers, receiving reports of the officers and all committees and any other business that arises.

Notice of general meeting and special meetings will be sent by email to all members at least 30 days prior to the meeting. The AGM announcement will be posted on the FPNANS website 30 days prior to the meeting.

In all voting procedures the principal of one vote per active member shall pertain.

Meetings of the executive shall be held at the discretion of the President.

Article IX

Resolutions

Resolutions shall be presented at the AGM and voted on by the membership.

Article X

Parliamentary Authority

Parliamentary authority shall follow the rules contained in Roberts Rules of Order and shall govern the Association in all cases to which they are applicable.

Article XI

Amendments

Amendments to the bylaws must be made by Special Resolution, and requires the amendment to be passed by three – quarters (3/ 4) or more of members who are present or by proxy.

Bylaws become effective once reviewed and approved by the Registrar.

Article XII

Dissolution

In the event of dissolution of the Association and the discharge and settlement of the corresponding affairs, all funds and properties of the Association remaining shall be conveyed to a non-profit charitable organization to be designated by the Executive committee at a time of dissolution.

Miscellaneous

- 1) The Society shall file with the Registrar with its Annual Statement a list of its directors with their addresses, occupations, and dates of appointment or election, and within fourteen days of a change of directors, notify the registrar of the change. There will be no remuneration for executive for attending of Executive meetings and the operational duties of the Association.

In specific situations whereby a request has been received by a Member of the Executive for representation from the Family Practice Nurses Association of Nova Scotia (FPNANS) or the executive deems it appropriate to have a member represent the Association, then remuneration will be considered to ensure there is representation. Examples of these requests include: requests from CRNNS, Canadian Nurses Association, CFPNA and Department of Health and Wellness. Other individual requests will be discussed and determined by the Executive based on quorum. All members, either Executive or general members, will qualify. The Executive will determine who is the most appropriate representative and determined by quorum vote.

The following criteria must be adhered:

- a) The Executive member or member of the Association must not be receiving any other salary, honorarium or other form of remuneration for the time attending.
- b) Only one member will receive remuneration per request. Decision regarding most appropriate Executive member will be determined by quorum. If two representatives are requested then it may be appropriate to have a member who is salaried also attend.

- c) Reasonable costs and expenses for an executive member or other member of the Association to carry out the objects of the society that require representation at external meetings would be reimbursed by the Association. These reasonable costs and expenses would include: reimbursement for lost salary, costs for travel by vehicle if travel required is greater than 60 kms. The mileage rate will coincide with the Department of Health and Wellness listed rate at that time. No other expenses and costs will be included in this reimbursement.
- d) A total of \$1000.00 will be allocated per fiscal year to cover total reasonable costs required for representation at external meetings. The total maximum amount will be determined each year as voted on by the membership.
- e) A cheque will be payable to the member and signed by two signing officers.
- f) At all times, attempts for alternate funding will be considered. For example if an honorarium is offered from an external source then further payment for reasonable expenses will not be required or considered by the Association.
- g) A report at the next Executive meeting will be expected to ensure the Executive are updated regarding the initiative. In addition, this report will be made available/delivered to the membership body at the AGM.

2) The borrowing powers of the Society may be exercised by special resolution of the members.

3) The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

4) Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary.

5) The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.

6) Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice President and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.

APPENDIX A

Job Descriptions and Duties of the Executive

President

- a) Preside at all meetings of the association.
- b) Arrange for all meetings, compile agenda together with secretary, conduct the meeting following parliamentary procedure.

Vice President

- a) In the absence of the President assume responsibility of the President.
- b) Regularly reviews by-laws, amends as required and presents to membership at the Annual General Meeting.

Membership Secretary

- a) Develop and distribute membership form throughout the year and have available at AGM.
- b) Keep accurate membership data base (addresses, emails).
- c) Maintains and regularly updates FPNANS website.

Recording Secretary

- a) Record minutes and keep official records of all executive and Annual General Meetings.
- b) Responsible for giving notice of meetings and AGM to members.
- c) Responsible for all correspondence.

Treasurer

- a) Keep accurate records of all financial transactions of the association. Keep receipts for 5 years.
- b) Receive funds.
- c) Mail receipts of membership fees to members.
- d) Pay debts incurred by the association.
- e) Submit an annual financial report at AGM.
- f) Arrange auditing of financial records.

Education Chair

- a) Co-ordinate educational session as noted in By-laws
- b) Coordinate newsletters.

APPENDIX B

Family Practice Nurses Association of Nova Scotia Vision, Mission & Values

Our Vision

Promote excellence and advocacy for Family Practice Nursing in Nova Scotia.

Our Mission

To advance Family Practice Nursing in Nova Scotia through collaborative networks and support systems and by promoting our vision and standard of care.

Our Values

Advocacy; for the role of Family Practice Nurse.

Excellence; in the diverse care we provide.

Collaboration; with interdisciplinary health care stakeholders to promote optimal care in our perspective communities.

Continuing Education; adhere to evidence-based practice through life long learning.

Accountable; to our professional standards for practice and code of ethics.

Accessibility; to publicly funded health care.