

Community Health Nurses of Alberta By-Laws

July 2015

Article I. Name and Location

Section 1.01 The name of the organization is Community Health Nurses of Alberta, hereinafter referred to as 'CHNAlberta' and abbreviated to CHNAb.

Section 1.02 The office of the CHNAlberta shall be located at the Membership Coordinator's address or at such a place as determined by the Executive Board.

Article II. Affiliation

Section 2.01 CHNAlberta shall be a Specialty Practice Group (SPG) of the College and Association of Registered Nurses of Alberta (CARNA).

Article III. Purpose

Section 3.01 CHNAlberta's vision: The recognition of Community Health Nurses (CHNs) in Alberta for their unique contribution to the health and well being of all Albertans.

Section 3.02 CHNAlberta's mission: To advance the profile of community health nursing in Alberta.

Section 3.03 CHNAlberta's guiding principles: The Community Health Nursing Standards of Practice (CHNAC, 2011) and the Principles of Primary Health Care (WHO, 1978).

Section 3.04 The Goals of CHNAlberta are:

- (a) To acknowledge and advance the collective knowledge, skills and expertise of community health nursing practice in Alberta.**
 - (i) To provide on-line access to community health nursing resources and best practice innovations.
 - (ii) To provide opportunities for continuous learning for CHNs
- (b) To support and disseminate community health nursing research**
- (c) To increase the public's awareness of the knowledge, skills and expertise of CHNs in Alberta**
 - (i) To maintain a public CHNAlberta website

- (ii) To promote community health nursing and CHNA Alberta through various public communication avenues

(d) To create a community of practice for CHNs in Alberta

- (i) To provide an on-line forum for professional networking
- (ii) To engage CHNA Alberta members in CHNA Alberta activities

(e) To fulfill the requirements of a CARNA SPG

- (i) To submit an annual report and regular provincial council updates to CARNA
- (ii) To respond to requests from CARNA for document reviews
- (iii) To attend the CARNA annual convention when feasible

(f) To have relationships with other associations interested in community health

- (i) To maintain a relationship with the Community Health Nurses of Canada (CHNC).
- (ii) To maintain a relationship with the Alberta Public Health Association (APHA)
- (iii) To develop a relationship with the Home Care Association of Alberta (HCAA)
- (iv) To promote and attend conferences related to community health nursing

(g)

(h) To promote the CHN certification through the Canadian Nurses Association (CNA)

- (i) To support national and provincial CHNC activities

Article IV. Membership

Section 4.01 Any practicing or non-practicing nurse, with an interest in community health nursing, who is a member or an associate as defined by the

CARNA by-laws, shall become a member of CHNA Alberta upon payment of an annual membership fee.

Section 4.02 Community Health Nursing is defined as nursing practice specializing in promoting the health of individuals, families, communities and populations, and promoting an environment that supports health (CHNAC, 2008).

Section 4.03 The membership year shall be from January 1 to December 31 each year.

Section 4.04 Membership Fees: Membership fees shall be paid annually. This fee shall be an amount as may from time to time be fixed by the Executive Board and ratified at the Annual General meeting or special vote by the membership.

Section 4.05 Privileges of active membership include:

- (a) The right to vote**
- (b) The right to hold office**
- (c) The right to have access to CHNA Alberta members' online communication resources**

Article V. Executive Board

Section 5.01 Executive Board: The Executive Board shall be composed of the President, Past-President, Vice-President National, Vice-President Provincial, Communication Coordinator, Education Coordinator, (2) Practice Leads Public Health and Home Health Nursing, Secretary, Membership Coordinator, Treasurer, and (up to 6) Members at Large.

- (a) Duties of President: The President shall supervise the business and affairs of the CHNA Alberta and represent it during her or his term in office. The President shall be an ex-officio member of all committees and perform all duties incidental to the office. The President shall preside at all meetings of the Executive Board and general membership.**
- (b) Duties of Past-President: The Past-President shall act as an advisor to the President and Executive Board and as the CHNA Alberta historian. The Past-President shall chair the nominating committee.**
- (c) Duties of the Vice-President National: The Vice-President shall be the designated representative for CHNA Alberta at the national CHNC meetings. The Vice-President National may preside at meetings and fulfill the duties of President in the absence of the President. The Vice-President National may become President in the successive term of office.**
- (d) Duties of the Vice-President Provincial: The Vice-President Provincial shall create provincial opportunities to recruit, collaborate, and build capacity with members. The Vice-President Provincial shall support the Practice Leads to align new knowledge and other practice innovations within the organization, and be the**

liaison with CARNA including assisting the President to write the annual SPG report and updates for the CARNA Provincial Council. The Vice-President Provincial may preside at meetings and fulfill the duties of President in the absence of the President. The Vice-President Provincial may become President in the successive term of office.

- (e) **Duties of Secretary:** The Secretary shall be responsible for all correspondence and records and keep accurate minutes of all CHNA Alberta meetings. The Secretary shall submit notices of meetings for publication to the AlbertaRN and other publications and through the CHNA Alberta online communication resources.
- (f) **Duties of the Membership Coordinator:** The Membership Coordinator shall keep an up-to-date electronic record of CHNA Alberta membership and be responsible for membership renewals. The Membership Coordinator shall be responsible for enrolling and updating CHNA Alberta members in online communication resources. .
- (g) **Duties of the Treasurer:** The Treasurer shall select a suitable bank and arrange signing authority. The Treasurer shall maintain accurate account of CHNA Alberta funds and prepare an annual budget and year-end report for approval by the Executive Board.
- (h) **Duties of the Communication Coordinator:** The Communication Coordinator shall be responsible for the creation, safekeeping, and distribution of the CHNA Alberta display and promotional materials. The Communication Coordinator shall oversee any communication with members including website, online communication resources, membership promotion, and the promotion of educational events.
- (i) **Duties of the Education Coordinator:** The Education Coordinator shall be responsible for creating and promoting various online and face to face opportunities for CHNA Alberta members to engage with each other, speakers/facilitators, and/or the Board of Directors. The Education Coordinator shall coordinate the development of CHNA Alberta education events and activities.
- (j) **Practice Leads Public and Home Health Nursing (2):** The Practice Leads shall work in partnership to identify and explore ways to reinforce reflective practice, and review practice documents from various sources including CARNA, CNA, and PHAC. The Practice Leads shall provide interpretation of and encourage utilization of the national CHN standards and competencies and CNA certification requirements, and ensure that the organization's goals are reflected in the promotion of the CHN Standards and Competencies
- (k) **Members at Large (up to 6):** Members at Large shall be responsible for participating in board activities and committees. Members at large shall provide input and advice to the Executive Board committees on issues relevant to their

practice and/or geographic area including urban and rural areas, and various practice areas.

Section 5.02 Terms of Office:

- (a) **The members of the Executive Board shall hold office for a term of two (2) years following their election at the AGM.**
- (b) **Efforts will be made to have one-half of the members of the Executive Board elected each year to ensure continuity from year to year.**

Section 5.03 Powers of the Executive Board:

- (a) **Creation of other committees: The Executive Board shall have the power to create committees as it may time to time deem advisable. The membership and terms of reference for these committees are to be decided by the Executive Board.**
- (b) **The Executive Board shall represent and manage the CHNA Alberta in all its business affairs, subject to the provisions of these by-laws. The board shall supervise all publications and statements issued on behalf of the CHNA Alberta or using the name of the CHNA Alberta in any manner whatsoever.**

Section 5.04 Meetings of the Executive Board:

- (a) **At least four (4) meetings of the Executive Board will be held each fiscal year. These meetings may be any combination of asynchronous or synchronous, online or face to face. Asynchronous meetings will be held within a maximum of a 7-day period of time.**
- (b) **The president shall call a meeting at her/his discretion or upon written request from a majority of the Executive Board.**
- (c) **Should a situation occur that does not permit a formal meeting, the president shall consult with available members of the Executive Board and take such actions as deemed in the best interest of CHNA Alberta. The interim action shall be documented**

and subject to ratification by e-mail vote or at the next meeting of the Executive Board.

Section 5.05 Quorum for Executive Board Meetings: A simple majority of board members shall constitute a quorum at any meetings of the Executive Board.

Section 5.06 Vacancies: Should a vacancy occur on the Executive Board, the Executive Board shall appoint a CHNA Alberta member to fill the position for the remainder of the term.

Section 5.07 Nominations and Elections

- (a) The nominating committee shall be composed of the Past-President and two (2) other members of CHNA Alberta.**
- (b) Duties of the nominating committee shall include:**
 - (i) Planning succession for the appropriate number of the Executive Board to maintain continuity;
 - (ii) Soliciting candidates for nomination for open positions from within the CHNA Alberta membership
 - (iii) Overseeing the election procedure.
- (c) Elections: Elections of the Executive Board shall be completed using appropriate technology to ensure confidentiality and security.**

Article VI. Financial Accountability

Section 6.01 There shall be a finance committee consisting of the Treasurer, President, Membership Coordinator, Secretary, Vice-President Provincial, and Vice-President National

Section 6.02 The signing officers of CHNA Alberta shall be the Treasurer and one of the following: a delegate appointed by the Board or the President, who are accountable to generally accepted accounting principles.

Section 6.03 The financial records of CHNA Alberta shall be audited once each year by two members of CHNA Alberta selected for that purpose by the Executive

Board for that purpose. . The auditors' report and financial statement shall be presented at the next Annual General Meeting.

Section 6.04 The fiscal year of the CHNA Alberta shall end on December 31 each year.

Article VII. Meetings

Section 7.01 Every effort will be made to make decisions by consensus but when this is not possible or appropriate a decision will be made by simple majority vote.

Section 7.02 Annual General Meetings will be held at any time within the calendar year, providing that members receive a minimum of 30 days electronic notice of the AGM.

Section 7.03 Annual General Meetings will be conducted using appropriate technology and may include asynchronous online discussions or a combination of face-to-face and synchronous discussion.

Section 7.04 Additional general membership meetings of the CHNA Alberta may be called at any time and place at the discretion of the Executive Board or at the request of at least 10 members.

Section 7.05 The number of CHNA Alberta members participating in any general meeting shall constitute a quorum.

Article VIII. Amendments

Section 8.01 By-law amendments: Bylaws to be reviewed biannually.

Section 8.02 These by-laws may be added to, altered, repealed or amended at the CHNA Alberta Annual Meeting by a majority of the votes cast provided that the notice of such Annual Meeting has been advised that such amendments would be dealt with at that time.

Article IX. Policies

Section 9.01 Correspondence and financial records shall be kept for a minimum of seven (7) years.

Section 9.02 Audited financial statements, minutes and contracts are to be kept for the life of the organization.

Section 9.02 General members may be represented by Proxy (that is held by a current active member) if unable to attend the meeting in person or by

teleconference at which the vote will be taken. Proxy voting may be done by print or email.

Proxy by print: The proxy form must be presented to the Secretary prior to the start of the business meetings. See attached Proxy Voting Form by Print.

Proxy by email/fax: emailed/faxed proxy forms must be sent to the CHNAAlberta@shaw.ca email address by 1000 on the morning prior to the vote. See attached Proxy Voting Form by Email.

Upon dissolution of the Organization, it is required that any assets remaining after paying debts and liabilities be disbursed to CARNA directed to the ARNET fund. Consideration will be given to funding for Community Health Nursing, Certification support for Community Health Nursing or other ARNET educational funds that are available at the time.