

**COMMUNITY HEALTH NURSES' INITIATIVES GROUP OF THE REGISTERED
NURSES' ASSOCIATION OF ONTARIO**

**BYLAWS
&
GUIDELINES FOR TEAMS**

Approved by Membership April 17, 1999
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BYLAWS

Definition: Throughout the bylaws, the Association refers to the Registered Nurses' Association of Ontario.

I. GOALS

Members of CHNIG have developed bylaws which provide a structure through which they promote the stated goals of the group.

II. NAME

The name of the organization shall be the Community Health Nurses' Initiatives Group (CHNIG).

III. MEMBERSHIP

A. Any practicing or non-practicing nurse, with an interest in community health nursing, who is a member or an associate as defined in the Association bylaws, shall become a member of CHNIG upon payment of an annual membership fee.

B. Membership renewal shall be required annually.

C. Membership fees shall be determined by the Executive and changes ratified by the membership at the AGM provided that at least 30 days before such an annual or general meeting, notice of the intention to change such an amount shall have been given to the members.

IV. EXECUTIVE COMMITTEE

A. COMPOSITION

1) An Executive Committee will be formed from the membership with the following positions:

1. President
2. President Elect or Past-President
3. Treasurer
4. Secretary
5. Team Co-Leader- Communication: Electronic
6. Team Co-Leader- Communication: Newsletter
7. Team Leader- Member Benefits
8. Team Leader- Policy and Political Action
9. Team Co-Leader- Professional Nursing Practice: Home Health
10. Team Co-Leader- Professional Nursing Practice: Public Health
11. Team Leader- Research and Education
12. Member-at-Large: Ontario Public Health Association representative

- 13. Up to three Members-at-Large as designated in section IV.A.2 – IV.A.5 of this bylaw
- 14. Non-voting Student representative

- 2) Members-at-Large positions may be created by the Executive to facilitate partnerships between CHNIG and other organizations.
- 3) Members-at-Large positions may be filled through appointment by an external partner organization or by election by CHNIG membership and shall be executive committee members.
- 4) Members-at-Large who are appointed shall be a non-voting member of CHNIG executive. CHNIG will financially support attendance of this individual(s) at executive committee meetings.
- 5) Members-at-Large who are elected by CHNIG membership will represent CHNIG to an external organization where there is a formal membership with an organization to which CHNIG may pay membership fees as a constituent member. This individual is a voting member on the CHNIG executive.
- 6) All voting executive committee members must be members of CHNIG.

B. TERM OF OFFICE

- 1) A term of office shall be two years, beginning and ending at the Executive meeting following the Annual General Meeting except for the position of President-Elect, Past President and Student Representative which shall be one year terms.

No officer shall serve more than two consecutive terms in the same position, or three consecutive terms of office on the Executive Committee. Members who are ending their terms must be re-nominated and re-elected in order to remain on the Executive Committee.

- 2) The time spent on the Executive Committee as Past President shall not be counted in the above limitation of terms.
- 3) If a position remains vacant following the election process, or a vacancy occurs during a term of office, an executive member who has served 6 consecutive years or any other member may be appointed for up to one year, until the next election, provided full executive approval.
- 4) The term of a non-voting Member-at-Large on the Executive Committee shall be collaboratively determined by the appointing organization and the CHNIG executive.

C. FULFILLMENT OF ROLE

- 1) The Executive Committee shall have the right to request the resignation of any committee member, except the President, who has missed three consecutive meetings or who fails to meet the expectations of the position held.
 - 1.1) A majority vote of the executive will remove the individual from the office held on the Executive Committee and result in the position being declared vacant.,
 - 1.2) Removal of the President from office for failure to fulfill the role will require a 2/3 majority of votes cast at a general meeting of the membership duly called for that purpose.

- 2) The President, Past-President or President -Elect will notify the individual of the decision.

D. VACANCY

- 1) A position may become vacant through member resignation, death, incapacitation, or request of the Executive or membership to resign as specified in Bylaw IV.B.4.
- 2) In the event of a vacancy within the office of President, the Past-President or President-Elect will assume the role of President for the remainder of the term.
- 3) In the event that the term of the vacancy exceeds one year, the Executive Committee shall fill any other Executive position as specified in Bylaw IV.B.4 for the remainder of the first year and arrange for an election to fill such vacancy at the next Annual General Meeting.

E. NOMINATIONS

- 1) Notice of election and call for nominations will appear in the Newsletter prior to the Annual General Meeting.
- 2) Candidates for office shall be nominated in writing, and nominations shall be delivered to the President or Past President up until one week prior to the CHNIG Annual General Meeting.
- 3) Candidates for office may be nominated from the floor provided they are present or have submitted a candidate's statement in writing.
- 4) Nominations must be accompanied by the signatures of at least two CHNIG members who support the nomination.
- 5) Nominees will submit a letter stating their qualifications, outlining their interest in the position and indicating how they would fulfill the role.
- 6) Candidates nominated from the floor will be verbally required to state their qualifications, outline their interest in the position and indicate how they would fulfill the role.

F. ELECTIONS

- 1) Elections shall be held each year at the Annual General Meeting as necessary. Elections for President-Elect will be held in odd years.
- 2) The CHNIG membership shall elect at the Annual General Meeting the number of persons necessary to render an Executive Committee as specified in bylaw IV. A..

V. POWERS OF THE EXECUTIVE COMMITTEE

The CHNIG Executive Committee shall:

- 1) Coordinate the Association activities at the CHNIG level.
- 2) Determine the numbers, composition and duties of teams as necessary to fulfill the goals of the CHNIG.

- 3) Appoint ex-officio members as required.
- 4) Request the resignation of any Executive Committee Member as outlined in section IV.C.1-3.
- 5) Appoint individuals to fill vacant offices of the Executive Committee should a vacancy arise between elections.
- 6) Oversee the financial affairs of the CHNIG
- 7) Determine the amount of the annual membership fee.
- 8) Annually review or identify collaborations with partnering organizations, through the creation or dissolution of Member-at-Large positions.

VI. MEETINGS OF THE EXECUTIVE COMMITTEE

1) TIME AND PLACE

- 1) The Executive Committee shall meet at least three times a year, in addition to the CHNIG Annual General Meeting, at such times and places as the Committee shall determine.
- 2) Additional meetings of the CHNIG Executive Committee may be held upon the resolution of the Committee or at the call of the President.

B. ATTENDANCE AT MEETINGS

If all the members of the Executive Committee consent thereto generally or in respect of a particular meeting, and executive members or members, may participate in a meeting of the Executive by means of an audio, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. A member(s) participating in such a meeting by such means is deemed to be present at the meeting.

C. NOTICE OF EXECUTIVE COMMITTEE MEETINGS

- 1) Notice of meetings of the CHNIG Executive Committee shall be contained in the minutes of the preceding Executive Committee meeting.
- 2) Notice of any additional meetings as specified in section VI.A.2 will be received at least one week prior to the meeting, by phone or in writing.

D. QUORUM FOR EXECUTIVE COMMITTEE MEETINGS

The quorum at a meeting of the CHNIG Executive Committee shall be 50%.

E. VOTING AT EXECUTIVE COMMITTEE MEETINGS

- 1) Voting shall be by a show of hands, unless the President of the meeting directs otherwise. A majority of the quorum is required to pass a motion. For those issues where 100% of the executive will be required to vote, a proxy will be accepted.
- 2) An issue requiring 100% of the Executive to vote may be identified by any of the following:

- a) The President, President-Elect and Past President
 - b) Any five members of the Executive Committee OR
 - c) Any ten general members
- 3) Notice of the request must be given in writing to the President prior to voting on the issue. The President shall vote only as necessary to break a tie.

VII. DUTIES OF OFFICERS

A. THE PRESIDENT SHALL:

- 1) Have served at least one year as President-Elect immediately before becoming President.
- 2) Preside at or designate an alternate to reside at all meetings of the CHNIG and Executive Committee.
- 3) Be or designate a member to be at the RNAO Assembly meetings.
- 4) Exercise general control and supervision over the affairs of the CHNIG.
- 5) Be responsible for the agenda, changes in it and new business for meetings.
- 6) Present an Annual Report.
- 7) Inform the membership about CHNIG affairs and current community health nursing issues through contributions to the CHNIG newsletter, website or other communication vehicles.
- 8) Act as CHNIG's representative to CHNAC in years in which there is no Past President.
- 9) Coordinate the nomination process and conduct the election of officers at the Annual General Meeting in years in which there is no Past President.
- 10) Represent CHNIG as voting delegate to the RNAO AGM.

B. THE PAST PRESIDENT SHALL:

- 1) Act as a consultant to the President and Executive Committee.
- 2) Co-ordinate the nomination process and conduct the election of officers at the Annual General Meeting.
- 3) Act as CHNIG's representative to CHNAC (Community Health Nurses Association of Canada).
- 4) Sit on the Finance Committee in accordance with VIII below.

C. THE PRESIDENT-ELECT SHALL:

- 1) Perform such duties as may be assigned by the Executive Committee or the President.
- 2) In the absence of the President, perform the duties of the President.

- 3) Assume the office of President when the President's term expires.

D. THE SECRETARY SHALL:

- 1) Keep records of all proceedings of the CHNIG including a record of all meetings of the CHNIG and Executive Committee.
- 2) Cause to be sent a copy of the minutes of any such meeting to the Executive Committee members, ex-officio members and the Association office.
- 3) Maintain a list of Executive members' contact information.
- 4) Develop and produce letterhead.
- 5) Distribute and ensure annual completion of, an Accountability Agreement by every executive committee member.
- 6) Maintain a master file of active, original accountability agreements.

E. THE TREASURER SHALL:

- 1) Keep a record of all monies received and expended.
- 2) Issue and sign cheques for payment of authorized expenditures.
- 3) Place funds in the bank.
- 4) Send vouchers, bank passbooks and bookkeeping records to the Association office for audit when instructed to do so.
- 5) Report, at the request of the President, the state of the finances.
- 6) Prepare the annual financial statement for presentation at the Annual General Meeting and submission to the Association office.
- 7) Invest funds as directed by the Executive.

F. THE TEAM LEADER OF EACH TEAM SHALL:

- 1) Select team members in the numbers recommended by the Executive Committee, and submit names of such team members to the Executive Committee for approval.
- 2) Submit a proposed annual budget for the team to the Finance Committee for approval each year after the first Executive Committee meeting following the Annual General Meeting.
- 3) Prepare and submit to the Finance Committee a financial statement for the term each year in April, prior to the Annual General Meeting.
- 4) Direct the team in performing its duties as outlined for the team in the Guidelines.
- 5) Ensure that actions requested by the Executive Committee are carried out.

- 6) Present a report of team activities at each Executive Committee meeting.
- 7) Determine the frequency and location of and agenda for team meetings.
- 8) Chair team meetings or designate an alternate chair
- 9) Establish project teams to accomplish identified work at the request of the Executive Committee.

G. MEMBER-AT-LARGE - ONTARIO PUBLIC HEALTH ASSOCIATION REPRESENTATIVE SHALL:

- 1) Attend OPHA meetings and AGM as a representative of CHNIG and contribute public health nursing expertise to the matters under consideration and by speaking on behalf of CHNIG at such meetings.
- 2) Act as a liaison between OPHA and CHNIG/RNAO.
- 3) Keep Executive Committee up to date on OPHA activities and recommend action as necessary.
- 4) Promote CHNIG by contributing to the OPHA newsletter.
- 5) Collaborate with Executive members on policy directions and practice issues related to public health nursing that arise through OPHA.

H. A STUDENT MEMBER SHALL:

- 1) Bring a student perspective to the discussion of community health issues.

Promote CHNIG and RNAO's perspectives, links, resources and awards to peers in nursing programs.

Work with other Executive members to respond to community health nursing educational issues.
- 2) Liaise with other student nursing associations, in particular, the Ontario Regional Director of the Canadian Nursing
- 3) Students¹ Association (CNSA) and the Provincial Nursing Students¹ Interest Group (Nursing Students of Ontario-NSO) on a regular basis.
- 4) Contribute the student column for the newsletter and CHNIG website.
- 5) Invite CHNIG student members to CHNIG AGM and offer sponsorship.

I. The Non-Voting MEMBER(S)-AT-LARGE SHALL:

- 1) Participate in executive meetings

- 2) Identify synergies between CHNIG goals and the work of the partner
- 3) Report/share and collaborate on mutually agreed initiatives

VIII. FINANCE COMMITTEE

A. COMPOSITION

There shall be a finance committee consisting of the President, President-Elect or Past President, Treasurer and Secretary.

B. SIGNING AUTHORITY

The signing officers of the CHNIG shall be the Treasurer and one of the following: The President or one other member of the Finance Committee to be determined annually by the Executive Committee.

C. DUTIES OF THE FINANCE COMMITTEE SHALL BE:

- 1) To review expenditures proposed by the Executive Committee and Teams and identify implications for the CHNIG budget.
- 2) To prepare an annual budget, based on budgets submitted by Executive members, to be presented to the Executive Committee for the approval at the first Executive Committee meeting of each fiscal year.
- 3) To develop proposals regarding investment of funds, fee structures and other financial matters, as necessary, to present to the Executive Committee for approval.

IX. FISCAL YEAR

The fiscal year of the CHNIG shall end on the 31st day of October of each year.

X. MEETINGS OF THE COMMUNITY HEALTH NURSES' INITIATIVES GROUP

A. ANNUAL GENERAL MEETING

The CHNIG shall hold an Annual Meeting, to be held at any time within the calendar year, providing that members receive a minimum of 90 days notice of the Annual General Meeting.

B. ADDITIONAL MEETINGS

Additional general meetings of the CHNIG may be called at any time and place at the discretion of the Executive Committee or by any ten CHNIG members.

C. NOTICE OF MEETINGS

Notice of a general meeting, including an agenda, shall appear in the Newsletter preceding such meeting.

D. QUORUM FOR MEETINGS

The number of CHNIG members present at any general meeting shall constitute a quorum.

XI. PROJECT TEAM AND/OR GEOGRAPHIC NETWORK

A. FORMATION shall be:

- 1) With the approval of the CHNIG Executive Committee.
- 2) Considered for a Geographic Network when interest is expressed by at least ten members.
- 3) Considered for a project team when a term and task initiative requires dedicated time beyond the capacity of an established team. The Project Team will be required to provide a work plan which identifies annual project activities to be undertaken to meet the goals established.
- 4) Based on CHNIG's mission and goals.
- 5) With a commitment to fulfill the requirement to regularly report to the CHNIG Executive Committee about their activities

B. DISSOLUTION

The Executive Committee may, if it considers it in the best interest of the CHNIG to do so:

- 1) Dissolve any Geographic Network if:
 - a) Such Geographic Network ceases at any time to have a minimum number of ten members therein; or
 - b) The majority of the Geographic Network members of such Network have indicated in writing to the Executive Committee of the CHNIG their desire to dissolve the Geographic Network.
- 2) Project teams will dissolve when the goals of the project team are deemed to be achieved by the project team and the Executive Committee.

C. AREA AND NAME OF GEOGRAPHIC NETWORKS

Geographic Networks' boundaries and name will be based on the geographic region(s) represented as agreed to by the geographic network members and the Executive Committee

A. FUNDING

- 1) Geographic Networks will be supported financially to conduct meetings in an amount established annually by the Executive Committee
- 2) A project team will be provided funding as determined appropriate, by the executive committee, to the term and task for each team.

XII. RULES OF PROCEDURE

The rules contained in the current edition of Wainburg's Company Meeting Rules of Order shall govern CHNIG in all cases to which they are applicable and in which they are not inconsistent with those bylaws and special rules of order the CHNIG may adopt.

XIII AMENDMENTS

- 1) The Executive may revoke, amend or re-enact these bylaws provided notice in writing is given to each CHNIG member at least four weeks before the CHNIG general or annual meeting at which such revocation, amendment or re-enactment is proposed to be implemented.
- 2) Any revocation, amendment or re-enactment shall not come into force unless and until it has been ratified by at least 50% CHNIG members in attendance at a general or annual meeting.
- 3) In the event that a majority of CHNIG members ratifies the change, such change shall come into force on a date to be determined by the executive.

COMMUNITY HEALTH NURSES' INITIATIVES GROUP GUIDELINES FOR TEAMS

I. The Executive Committee of the Community Health Nurses' Initiatives Group (CHNIG) shall determine numbers, composition and duties of teams as necessary to fulfill the CHNIG's goals (Bylaw V.A.2).

II. THE FOLLOWING SHALL BE STANDING TEAMS:

- A. Communication
- B. Member Benefits
- C. Policy and Political Action
- D. Professional Nursing Practice
- E. Research and Education

Ad hoc teams may be designated by the Executive Committee for a period not exceeding two years.

III. COMPOSITION OF TEAMS

A. Team leaders shall select team members according to Bylaw VII.F.1

IV. DUTIES OF TEAMS

A. COMMUNICATION

- 1) Produce, distribute where necessary, and post the CHNIG Newsletter on the website.
- 2) Assess and provide for communication needs of members re: CHNIG goals, surveys.
- 3) Ensure CHNIG website is current, maintained and responsive to communication needs of CHNIG membership.
- 4) Develop, in collaboration with the Policy and Political Action team leader, external media releases re: CHNIG and Community Health Nurse (CHNs) in collaboration with RNAO home office.

- 5) Develop and produce promotional material i.e. T-shirts, poster display.
- 6) Assist and support other teams in communicating about issues to the membership and the community at large.
- 7) Collaborate with the Association home office to distribute email communications to the membership.
- 8) Represent CHNIG on related committees as requested by the President or Executive Committee.

B. MEMBER BENEFITS

- 1) Maintain membership lists.
- 2) Assist with selection of bursary, scholarships, awards and grant recipients (advertise, review applications, make selections). Joint responsibility with Research and Education team.
- 3) Contribute to the planning of CHNIG conferences/workshops.
- 4) Monitor and respond to calls from members and non-members regarding the role and activities of and benefits of membership in CHNIG.
- 5) Recognize the contributions of individual members (e.g., retiring Executive members).
- 6) Plan and co-ordinate member events, including Annual General Meeting activities.
- 7) Administer the annual Community Health Nurses' Initiatives Group
- 8) Award for Clinical Excellence in Community Health Nursing.
- 9) Arrange promotional activities to increase the visibility and profile of CHNs.

C. POLICY AND POLITICAL ACTION

- 1) Provide leadership for political action activities within CHNIG and responding to RNAO Action Alerts.
- 2) Establish relationships with key political leaders in all parties and network with other stakeholders in collaboration with the president.
- 3) Contribute to a course of action on policy issues in collaboration with the Executive members i.e. policy statements, government policy change, media releases.
- 4) Give input to activities undertaken by RNAO on issues which affect the clients and practice of CHNs *in collaboration with the Executive.*
- 5) Develop, in collaboration with the Communications team leader, external media releases re: CHNIG and CHN practice issues and the position of the CHNIG on matters of relevance to the clients served by CHNs, *in collaboration with RNAO home office.*

D. PROFESSIONAL NURSING PRACTICE

- 1) Monitor developments in community health/public health nursing practice.
- 2) Develop position statements *and practice papers on community health nursing practice* as necessary.
- 3) Give input into RNAO on nursing practice issues as they relate to CHNs.
- 4) Represent CHNIG on related committees as requested by the President or Executive Committee

E. RESEARCH AND EDUCATION

- 1) Monitor developments in research and education pertaining to community health nursing, including the ongoing education of CHNs.
- 2) Receive applications for and lead the process for the selection of bursary, scholarships, awards and grant recipients (advertise, review applications, make selections). Joint responsibility with Member Benefits.
- 3) Develop position statements on research and education issues in community health nursing as necessary.
- 4) Provide input to RNAO on research and education issues related to community health nursing.
- 5) Represent CHNIG on committees related to community health nursing research and education, and as requested by the President or Executive Committee.

V. TERMS OF REFERENCE

Teams shall develop and maintain current terms of reference which incorporate the above duties and other activities deemed necessary to fulfill their mandates. Terms of reference shall be reviewed and approved biannually by the Executive Committee.