

Yukon Registered Nurses Association

BYLAWS



Revised April 2010

YUKON REGISTERED NURSES ASSOCIATION

BYLAWS

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YUKON REGISTERED NURSES ASSOCIATION

BYLAWS

- (1) In these bylaws
- (a) "Act " means the *Registered Nurses Profession Act* ;
 - (b) "member" means respectively a registered nurse or active practising member, a non-practising member, a graduate nurse member, and an honorary member;
 - (c) "Board" means the Board of Directors of the Association;
 - (d) "Regulations" means the Regulations made under Section 7 of the Act.

PART 1 OBJECTS OF THE ASSOCIATION

- 2 (1) The goal of the Association is to promote safe and competent nursing care to the people of the Yukon.
- 3 (1) The objectives of the Association are as stated in the Act AND:
- (a) to promote member participation in matters that concern the health and well-being of the people of the Yukon;
 - (b) to promote the welfare of the individual nurse;
 - (c) to promote generally the profession of nursing.

PART 2 MEMBERSHIP

- 4 (1) On the coming into force of the *Registered Nurses Profession Act*, every person who is currently employed as a Registered Nurse in the Yukon is entitled to have his/her name entered into the Register by meeting the requirements as outlined in Part 2 of the Regulations.

PART 3 BOARD OF DIRECTORS

Board Size and Composition

- 5 (1) The Board of Directors of the Association shall consist of the following officers who shall be elected from the membership:
- (a) President;
 - (b) President-Elect or Past President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) 3 Members-at-Large, at least one of whom shall be from Whitehorse and one of whom will be from outside Whitehorse (Rural)
- 5(2) The Board of Directors of the Association shall also include:
- (a) a Public Representative appointed by the Board of Directors;
 - (b) the Executive Director, who shall be appointed by the Board of Directors, and who shall be a non-voting member.

Term of Office

- 6 (1) The term of office for those members of the Board of Directors listed in 5 (1) and 5(2)(a) shall be two years except for the President-Elect and the Past President
- 6 (2) The President-Elect serves a one year term and succeeds to the office of President on the expiry or termination of the President's term of office and thereafter continues in office as the President.
- 6 (3) If the President-Elect succeeds to the office of President during his/her term of office as President-Elect, he/she:
 - (a) holds office as President for the remainder of his/her predecessor's term of office; AND
 - (b) continues in office thereafter as President for a two year term of office.
- 6 (4) The Past President serves a one year term following the term of office of President.
- 6 (5) No member of the Board, except the Executive Director, shall hold the same office for more than two consecutive terms.
- 6 (6) Any member of the Board shall notify the secretary, in writing, one month before the effective date of resignation.
- 6 (7) Vacancies in any elected office shall be filled by appointment by the Board until such time as the vacancies can be filled by a majority vote at any general meeting.

Duties of Board Members

- 7 (1) The Board of Directors shall:
 - (a) establish the goals, objectives and policies of the Association;
 - (b) approve the appropriation, investment and disbursement of the funds of the Association including the annual budget;
 - (c) prepare and submit to each annual meeting of the Association a financial statement of the operations of the Association for the past year;
 - (d) appoint the Executive Director/Registrar of the Association and authorize the appointment of such additional employees as the Board may consider necessary for the conduct of the business of the Association, and prescribe the duties of such employees;
 - (e) generally direct and conduct the business and affairs of the Association;
 - (f) perform all duties as set out in the Act, By-laws, and Regulations.
- 7 (2) The President shall:
 - (a) preside at all meetings of the Association;
 - (b) exercise general control and supervision of the affairs of the Association and be the official representative of the Association;
 - (c) sit as an ex-officio member of all committees except the Nominations Committee;
- 7 (3) The President-Elect shall:
 - (a) Automatically succeed the President;
 - (b) In the absence of the President, perform all duties of the President;
 - (c) Sit as an ex-officio member of all committees except the Nominations Committee.
- 7 (4) The Past President shall:
 - (a) represent the Association as designated by the Board which may include continuing to sit as the YRNA member on the CNA Board of Directors.

- 7 (5) The Secretary shall:
- (a) record and maintain minutes of all Board, Executive, special and general meetings of the Association;
 - (b) record and maintain a list of the general membership, standing committees, Executive and Board of Directors.
- 7 (6) The Treasurer shall:
- (a) maintain financial records;
 - (b) prepare a financial statement, in conjunction with an accountant as necessary, for presentation to the membership at the annual general meeting;
 - (c) provide regular financial reports to the Board.
- 7 (7) The Members-at-Large shall:
- (a) promote the Association to members;
 - (b) bring member concerns to the Board;
 - (c) be individually designated to take responsibility for editing the newsletter, organizing the annual general meeting and representing members from the rural communities.
- 7 (8) The Public Representative shall:
- (a) represent the public.
- 7 (9) The Executive Director shall;
- (a) act as registrar for the Association and carry out the registration activities as outlined in the Act and Regulations;
 - (b) conduct the affairs of the Association in accordance with the direction of the President and Board of Directors;
 - (c) act as Custodian of the Seal of the Association.
- 7 (10) Officers and directors (except the Executive Director/Registrar) shall receive no remuneration as a consequence of office.
- 7 (11) Travel, salary support, and other expenses incurred by members on Association business shall be paid from general funds according to the policies of the Association.

**PART 4
EXECUTIVE COMMITTEE**

Size and Composition

- 8 (1) The Board of Directors may establish an Executive Committee composed of four members of the Board with the Executive Director as an ex-officio member of this committee.

Duties

- 9 (1) The Executive Committee shall:
- (a) meet at the request of the President to administer urgent affairs of the Association between meetings of the Board, subject to the Bylaws and any restrictions or limitations imposed by the Board;
 - (b) act on any matters delegated to it by the Board;
 - (c) not change any policy of the Association or authorize or incur any extraordinary expenditure;
 - (d) be responsible and accountable to the Board.

**PART 5
ELECTION OF THE BOARD**

- 10 (1)** A person nominated as a candidate for the Board shall be a registered nurse resident in the Yukon.
- 10 (2)** The President-Elect, Secretary, and Member-at-Large Rural shall be elected in odd numbered years, and Treasurer, Member-at-large Whitehorse and a third Member-at-large shall be elected in even numbered years at the Annual General Meeting.
- 10 (3)** Any registered nurse member may submit nominations to the chairperson of the Nominations Committee.
- 10 (4)** All nominations must be received in writing by the chairperson of the Nominations Committee by February 1 of each year.
- 10 (5)** Each nomination must include the signature of the nominator and a written acknowledgment by the nominee that she/he is prepared to accept the nomination.
- 10 (6)** The nomination slate will be circulated at least 30 days before the Annual General Meeting.
- 10 (7)** Each registered nurse member is eligible to cast a vote for each position.
- 10 (8)** Balloting shall be by secret ballot returned to the YRNA office no later than one day before the annual general meeting or on the day of the annual general meeting to the place of the meeting before the beginning of the meeting.
- 10 (9)** Before the vote is taken, the chairperson of the annual general meeting shall appoint three members, who are not candidates for election, to act as scrutineers.
- 10 (10)** If no nominations are received prior to the close of nominations, the positions may be filled by nomination and election at the annual general meeting.
- 10 (11)** In the event that a member elected for office is unable to accept the position, or if any position remains vacant after the annual general meeting, the Board may make such appointment as it deems appropriate.

**PART 6
MEETINGS OF THE ASSOCIATION**

Annual General Meetings

- 11 (1)** Annual General Meetings of the Association shall be in the spring of the year at a time and place to be determined by the Board of Directors;
- 11 (2)** Sixty (60) days notice of the each Annual General Meeting shall be given to the membership by publication in the newsletter.
- 11 (3)** A quorum for the Annual General Meeting shall be the members present at the Annual General Meeting who are eligible to vote.

Special Meetings

- 12 (1)** Special meetings of the Association may be called at any time by the Board provided fourteen (14) days public notice is given.
- 12 (2)** Any member so entitled, and in good standing, present at a general meeting may vote on any matter put before the meeting.
- 12 (3)** Notice of fee changes and amendments to the Bylaws, to be voted on, shall be mailed to the members thirty (30) days prior to the date of the meeting.

Board Meetings

- 13 (1)** Meetings of the Board shall be called by the President with not less than three meetings being held between Annual Meetings.
- 13 (2)** Fourteen days notice shall be given to each member of the Board for ordinary meetings.
- 13 (3)** A special meeting of the Board may be called by the President and shall be called upon the request of one-third of the members of the Board, with at least seven days notice, stating the purpose of the meeting.
- 13 (4)** Each member of the Board shall be entitled to one vote at any meeting of the Board, and in the case of a tie vote, the presiding officer shall have a casting vote.
- 13 (5)** A quorum at any meeting of the Board shall be a majority of the Board.

Procedure for Meetings

- 14 (1)** The procedure at all meetings of the Association shall be governed by Robert's Rules of Order Revised.

PART 7 GENERAL ADMINISTRATION

Seal

- 15 (1)** The Corporate Seal of the Association shall be as prescribed by the Board and shall have the words YUKON REGISTERED NURSES ASSOCIATION endorsed thereon.

Forms and Documents

- 16 (1)** All contracts, documents, negotiable instruments, or any instruments in writing requiring the signature of the Association shall, when required, be sealed with the corporate seal, and shall be signed by two of the following persons:
 - (a) the President;
 - (b) the Executive Director/Registrar;
 - (c) any person authorized by resolution of the Board for the purpose; at least one of whom shall be either the President or Executive Director.

- 16 (2)** All contracts, documents, negotiable instruments, or other instruments in writing so signed shall be binding upon the Association without any further authorization or formality.

Fiscal Year

- 17 (1)** The fiscal year of the Association shall be January 1 to December 31.

Membership Year

- 18 (1)** The membership year of the Association shall be from April 1 to March 31.

Distribution of the Membership Roster

- 19 (1)** The Board may establish policies governing the use and distribution of the membership list, roster, and records of the Association.

Borrowing of Money

- 20 (1)** The Board may borrow money for the purpose of the Association after securing the permission of the members by extraordinary resolution passed by a majority vote at any general meeting.

Association Office

- 21 (1)** The office of the Association shall be located within the city of Whitehorse, Yukon Territory.

**PART 8
COMMITTEES**

- 22 (1)** The standing committees of the Association shall be:
- (a) Registration Committee;
 - (b) Nursing Practice Committee;
 - (c) Nominations Committee;
 - (d) Complaints Committee;
 - (e) Discipline Committee;
 - (f) Education Approval Committee.
- 22 (2)** Each standing committee shall perform its duties subject to the Act and Regulations and the direction of the Board.
- 22 (3)** Standing committees shall meet as frequently as required to fulfill the terms of reference.
- 22 (4)** Each standing committee shall report directly to the Board by:
- (a) submitting a written report before Board meetings AND
 - (b) submitting an annual report for publication.
- 22 (5)** The Board shall appoint members to standing committees having regard for criteria established by the standing committee.

- 22 (6) All appointments to standing committees shall be for a two year term renewable for a second two year term unless otherwise specified.
- 22 (7) Unless the chairperson is elected, the Board shall identify the chairperson.
- 22 (8) All members of standing committees shall have voting power, unless otherwise specified.

Registration Committee

- 23 (1) The membership of the Registration Committee shall be three members appointed for two year terms, renewable at the Board's discretion. The Registrar shall be a member in a non-voting capacity.
- 23 (2) The mandate of the Registration Committee shall be to make recommendations to the Board with respect to:
 - (a) management of examinations;
 - (b) requirements for registration and membership.

Nursing Practice Committee

- 24 (1) The membership of the Nursing Practice Committee shall be five members from a variety of practice areas.
- 24 (2) The mandate of the Nursing Practice Committee shall be to:
 - (a) consider issues and make recommendations to the Board in the areas of nursing practice, legislation and bylaws.
 - (b) recommend Standards of Practice for approval by the Board.

Nominations Committee

- 25 (1) The Nominations Committee shall be two registered nurse members appointed annually at the annual general meeting.
- 25 (2) The duties of the Nominations Committee shall be to:
 - (a) call for nominations by December 31st of each year;
 - (b) receive nominations and circulate the list of nominees;
 - (c) prepare the ballot officers of the Association with the list of nominees arranged in alphabetical order under the name of each elected position for the coming year; and
 - (d) file with the Board a report of the Nominations Committee and the ballot for officers of the Association by February 15th.

Complaints Committee

- 26 (1) The membership of the Complaints Committee shall be two registered nurse members and a public representative appointed by the Board for two year terms, renewable at the Board's discretion.
- 26 (2) The mandate for the Complaints Committee shall be in accordance with the Act and shall be to:
 - (a) recommend policies and procedures governing the work of the committee;
 - (b) review appeals under Section 12 of the Act and make a decision to:
 - (i) approve the appeal applicant for registration, or
 - (ii) refuse the appeal, or
 - (iii) approve a temporary permit with or without conditions.
 - (c) investigate complaints.

Discipline Committee

- 27 (1)** The membership of the Discipline Committee shall be three persons, at least two of whom must be registered nurses, appointed by the Board for two year terms, renewable at the Board's discretion.
- 27 (2)** The mandate of the Discipline Committee shall be in accordance with the Act and shall be to:
- (a) recommend procedures and policies to the Board concerning the work of the committee;
 - (b) prepare for the Board an annual summary of the activities of the committee;
 - (c) hold all hearings in Whitehorse unless otherwise authorized by the Board;
 - (d) hold in confidence all sessions, documentation, and information received.

Education Approval Committee

- 28 (1)** The membership of the Education Approval Committee shall be at least three registered nurse members appointed by the Board.
- 28 (2)** The mandate for the Education Approval Committee shall be to:
- (a) develop standards for the approval of nursing education programs;
 - (b) make recommendations to the Board with respect to criteria and procedures for the approval of nursing education programs;
 - (c) receive and review reports relative to the development and implementation of new educational programs and modifications of established nursing education programs in the Yukon;
 - (d) promote continuing education for nurses in the Yukon.

PART 9 FEES

- 29 (1)** The registration fees for membership in the Association shall be proposed by the Board and accepted by a majority vote at a General Meeting of the Association, held prior to such fees coming into effect.
- 29 (2)** The registration fee must be paid prior to the end of the registration year by each member wishing to maintain active registration for the coming registration year.
- 29 (3)** Members who do not pay the registration fee as required shall forfeit all rights and privileges as a member until the fee is paid.
- 29 (4)** The Board shall establish fees for:
- (a) application for initial registration;
 - (b) temporary permit holders;
 - (c) annual fees for non-practising members;
 - (d) any other fees that are required under the Registration Regulations.

**PART 10
REGISTRATION EXAMINATIONS**

- 30 (1)** Notice of registration examinations shall be sent by the Registrar to the director of each nursing program in the Yukon at least three months before the date fixed for the examination. Such notice shall state the expiry date on which applications to write such examinations must be received. Such notice shall further be published in such a manner as may be prescribed from time to time by the Board of Directors.
- 30 (2)** Each candidate for registration examination shall be required to pay an examination fee in such an amount as the Board may prescribe from time to time. Such fee shall not be refundable. All candidates successful in registration examination shall further be required to pay the current registration fee to effect active membership in the Association.
- 30 (3)** Candidates for initial writing of the registration examination may not write such examination more than four weeks prior to completion of the theoretical and clinical components of an approved program in nursing.
- 30 (4)** Candidates shall have a maximum of three opportunities to pass the registration examination which shall be taken in the 24 month period immediately following their eligibility to write.
- 30 (5)** The pass mark for the registration examination shall be established by the Board.
- 30 (6)** A candidate who fails to achieve a pass mark in three writing opportunities is not eligible to write again and is not eligible to re-apply to the Association for registration until such time as the candidate has subsequently successfully completed a nursing education program as prescribed by the Board.

**PART 11
CODE OF ETHICS**

- 31 (1)** The Code of Ethics of the Association shall be the Canadian Nurses Association Code of Ethics for Registered Nurses.

**PART 12
AMENDMENT OF BYLAWS**

- 32 (1)** The Bylaws of the Association may be amended by an extraordinary resolution at any general meeting by a majority vote.