

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
President Elect
Membership Secretary
Recording Secretary

Treasurer
Education Chair

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 Annual 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 per year.

2. Nominating Committee

- a. The nominating committee shall consist of three active members. The Past President will act, as Chairperson and the two remaining members 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 will cease if annual dues are not received by treasurer by April 30th.
4. Membership can be given to any Registered or Licensed Practical Nurse living in another Province or outside the country and must be living in Nova Scotia to hold office.

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 March 31 to the Association. Those members not paid by April 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 an annual 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 annually 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 distributed by mail to addresses on file to all members at least 30 days prior to the meeting. A quorum would be not less than three fourths of the members.

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 not less than the majority (51%) of members present at the annual general meeting.

These by-laws may be amended by the required quorum vote of the members. By-law amendments that receive a majority (51%) affirmative vote shall become effective immediately upon certification of the voting results.

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.

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.

President Elect

- a) Automatically succeed the President.
- b) In the absence of the President, assume responsibilities of the President.
- c) In the absence of the President, have all the powers of the President.

Membership Secretary

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

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 (8 hours per year)
- 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.