

Canadian Family Practice Nurses Association By-Laws

Article I

Name

The name of the association (hereinafter called the 'Association'), is called the Canadian Family Practice Nurses Association (CFPNA).

Article II

The CFPNA shall be registered with the Canadian Nursing Association yearly to maintain the exclusive use of the name Canadian Family Practice Nurses Association (CFPNA).

Article III

Executive Committee

1. The Executive Committee will manage the affairs and further the purposes of the Association. The Executive Committee will be comprised of eight elected positions and up to six non-elected, non-voting positions.
2. Voting Positions: will be elected by the current active membership for a two 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 six years in total. The executive committee members shall determine the portfolios of the executive members.

Voting Positions:

- i. President
- ii. President Elect
- iii. Recording Secretary
- iv. Treasurer
- v. Past-President
- vi. Membership Secretary
- vii. Education Chair
- viii. Public Relations Chair

3. Non voting Positions:

- i. Web Manager
- ii. Regional meeting Organizer
- iii. Provincial Representatives*:
Atlantic
Ontario/Quebec

Manitoba/Saskatchewan
Alberta/BC

* Each Province may appoint one representative from their Provincial Association. Until such time as each Province has a sustainable Provincial Association/Group, a Regional representative will be appointed by the voting of the executive committee.

4. An Executive member may hold more than one position, **but may never hold more than one vote at any time.**
5. 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 the next Biennial GM where an election can occur.
6. Election of the executive committee shall be held at the Biennial General Meeting by the voting members of the Association.
7. Votes shall be decided by a simple majority.

Article IV

Committees

1. Ad Hoc Committees shall be appointed by the executive committee to address a specific topic for a specified period of time.
2. There shall be a number of standing committees, Education, Nominating & Finance.

1. Education Committee

- a. The chair shall be a member of the executive committee.
- b. The membership of the education committee shall have at least three members from the active membership, plus the chair.
- c. The educational committee will organize the biennial meeting educational event as well as educational events based on the needs of the membership.

2. Nominating Committee

- a. The nominating committee shall consist of three active members.

- c. The past president or executive designate will act as Chair and the two remaining members will be appointed at the Biennial General Meeting.
- d. The nominating committee shall be responsible for the preparation of a slate of officers for the voting body of the Biennial GM.
 - i. The nominating committee will report the results of the votes to the membership at the Biennial GM.
 - ii. All persons nominated must signify a willingness to accept the office.

Article V

Membership

1. Voting membership in the Association is available to all nurses who are registered in Canada. At least fifty percent of the membership must be members of the Canadian Nurses Association.

Each individual member is entitled to one vote and is eligible to hold an executive position.

Retired Nurse Membership: Any retiree Nurse residing in Canada is eligible for individual membership in CFPNA. Each retiree nurse is entitled to one vote but is not eligible to hold an executive position.

Student membership: Any student nurse enrolled in an approved or accredited nursing program in Canada is eligible for individual membership in CFPNA. Students have no voting rights and are not eligible to hold office.

Associate Membership Any member of another health profession or member of the public may apply to CFPNA for associate membership. Associate members have no voting rights and are not eligible to hold office.

Article VI

1. There shall be an annual membership fee in an amount as may from time to time be fixed by the Executive and ratified at the General Meeting.
2. Annual fees shall be payable by March 31st. Those members not paid by April 30th will be placed on the inactive membership list. Annual fees will not be prorated.
3. Annual fees shall be determined by the executive committee and approved by the voting membership.

Article VII

Finance and Audit

Section 1

The fiscal year of the CFPNA shall be April 1st to March 31st of each year.

Section 2

Cheques and money orders may be made payable to Canadian Family Practice Nurses Association (CFPNA).

Section 3

- a. The financial records of the association shall be audited annually with an internal audit every second year.
- b. The auditors of the association shall be appointed by resolution at the general meeting of the association and shall serve until the next biennial meeting unless previously removed by resolution of the association.

Section 4

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

Article VIII

Meetings

Section 1

- a. 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 the audited financial statements, reports of the officers and all committees and any other business that arises.
- b. A general meeting may also be called by the executive committee or members
- c. Notice of general meetings will be distributed by email or mail if email not available to addresses on file to all members at least 30 days prior to the meeting. d. A quorum for a general meeting of 40 voting members in good standing.
- e. At least two executive meetings will be held annually, face to face or using technology as available. Additional Executive Meetings shall be held as deemed necessary.

Article IX

Resolutions

Resolutions shall be presented at the biennial general meeting and voted on by the membership.

Article X

Parliamentary Authority

The association shall follow the rules contained in **Bourinot's Rules of Order** and shall govern the Association in all cases to which they are applicable.

Article XI

Amendments

Amendments to the by-laws must be made by Special Resolution, and amendments are to be passed by the majority of the voting members at a general meeting.

Article XII

Dissolution

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

Miscellaneous

- 1) The Association shall file with the Canadian Nurses Association (CNA) its Annual Statement, a list of directors names and addresses, and date of appointment or election and, within fourteen days of a change of directors, notify the CNA of said change.
- 2) The borrowing powers of the Association may only be exercised by special resolution of the members.
- 3) Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Association and of the Executive shall be retained by the Secretary.