

NOVA SCOTIA GERONTOLOGICAL NURSES ASSOCIATION



By-Laws

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BYLAWS- NOVA SCOTIA GERONTOLOGICAL NURSES ASSOCIATION

Article #1 NAME

The name of the society shall be Nova Scotia Gerontological Nurses Association (NSGNA) herein after referred to as the Association.

Article #2 AFFILIATIONS

The association shall be a professional Practice Group of the College of Registered Nurses of Nova Scotia. The Association shall be represented by the President (or designate) on the Canadian Gerontological Nursing Association Board.

Article #3 OBJECTIVES

1. To promote high standards of gerontological nursing practice.
2. To promote educational programs in gerontological nursing.
3. To participate in affairs which promote the health of older adults.
4. To promote networking opportunities for nurses.
5. To promote and disseminate gerontological nursing research.
6. To present the views of the Association to government, education, professional and other appropriate bodies.

Article #4 MEMBERS AND DUES

Section 1

Membership in the Association shall be available to nurses who are active practicing members and non-practicing members of CRNNS. and CLPNNS. Privileges of active practicing members include:

- a) Voting rights
- b) The right to hold office

Section 2

Associate members are consultants or resource people, but do not imply that they are members of the Association. Resource people may be asked to sit on a specific committee

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Section 3

Student associate member shall consist of any undergraduate nursing student enrolled in a recognized institution in a province or territory in Canada studying towards Registered Nurse, Licensed Practical Nurse, Registered Practical Nurse or Registered Psychiatric Nurse designation with the province or territorial regulatory body may become an associate of the Association upon payment of an annual fee of such an amount or amounts as may, from time to time, be fixed by resolution of the board and ratified by the members voting at the annual General Meeting.

Associates shall be entitled only to those rights and privileges of the association as may, from time to time, be determined by resolution of the Board of Directors and shall receive a certificate identifying such person as an associate thereof.

Retired membership

Shall consist of any member of the Association who is not in paid employment and who has

- a) Reached the age of 60; or
- b) Reached the age of 55 and maintained regular membership in the Association or other provincial gerontological nursing associations for a total of 15 years, may become a retired member. A retired member shall have all of the rights and privileges of regular member.

Section 4

Annual membership fees of the association shall be recommended by the board and approved by the voting membership at the General meeting of the Association.

Section 5

The annual dues shall be payable at the beginning of each membership year (April 1 - March 31); those whose dues are not paid within that date thereafter shall be automatically dropped from membership in the association. No dues shall be pro-rated as to time of joining or resigning from the Association.

Article #5 REGIONS

Section 1

The Province shall be divided into nine district health authorities, based on geographical and other pertinent considerations. The boundaries may be amended from time to time by the Executive Committee

Section 2

The District Health Authorities are designed to permit each member to participate in the affairs of the Association and to promote communication between all levels of the Association. There shall be a DHA representative from each district.

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Section 3

The District Health Authorities shall include:

- 1) The South Shore - District 1. It includes Queens County and Lunenburg counties.
- 2) South West - District 2. It includes Shelburne, Yarmouth and Digby counties.
- 3) Annapolis Valley - District 3. It includes Annapolis and Kings counties.
- 4) Colchester East Hants - District 4. It includes Hants and Colchester counties.
- 5) Cumberland – District 5. It includes Cumberland county.
- 6) Pictou County - District 6. It includes Pictou county.
- 7) Guysborough Antigonish - District 7. It includes Guysborough, Antigonish, Richmond and the southern portion of Inverness counties.
- 8) Cape Breton – District 8. It includes Victoria, Cape Breton and rest of Inverness counties.
- 9) Capital - District 9. It includes Halifax and the western portion of Hants counties.

Article #6 OFFICERS

Section 1

The affairs of the Association shall be managed by a Board which shall be composed of the following members:

- President (who acts as chairperson)
- President Elect
- Past President
- Secretary
- Treasurer
- Regional Representatives as outlined in Article V/Section 3.

Section 2

The slate of officers shall conduct affairs of NSGNA within the body of the Executive Committee. These persons shall hold office for a term of two (2) years or until their successors are elected or appointed. The term of office shall begin at the conclusion of the annual meeting. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 3

Election of the President-Elect, Secretary, and Treasurer of the Executive Committee shall be held at the General Meeting of NSGNA.

Section 4

In the event that any officer is unable to complete a term of office, the Executive shall appoint a member of the Association to the vacated office for the remainder of the designated term until a new slate of officers is elected.

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Section 5

An Elective Committee Officer may tender her/his resignation by written notice to the elective Committee along with Executive Committee document, assets and property of NSGNA.

Section 6

If a vacancy on the Board occurs during an election term of office, the Board shall appoint a member of the Association to the vacated office for the remainder of the designated term.

Article #7 THE EXECUTIVE COMMITTEE

Section 1

The Members of the Board shall constitute the Executive Committee.

Section 2

The Executive Committee shall have and exercise all the powers and perform the normal functions of the Association between the General Meetings, fix the hour and place of meetings, make recommendations to the Association and shall perform such duties as are specified in the bylaws. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3

The Officers of the executive Committee shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 4

A quorum shall be 60% of filled positions.

ARTICLE #8 COMMITTEES

Section 1

A Nominating Committee shall consist of three members:

- a) The Past President who shall act as chairperson.
- b) Two (2) members elected by the membership at a general meeting proceeding the year of elections.

They shall be responsible for the preparation of a slate of officers for the voting body at the general meeting. The committee shall administer election procedures as described in Article XI.

Section 2

A Public Relations Committee shall consist of a chairperson appointed by the President promptly after the general meeting. Committee members shall be

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appointed by the chairperson. The Committee shall be responsible for promoting the association's workshops and meetings, publishing the NSGNA Newsletter, maintaining the NSGNA website and liaison between the Association and relevant agencies, news media and others.

Section 3

Such other committees, standing or special, shall be appointed by the Executive Committee or by resolution from the members at the general meeting that shall from time to time be deemed necessary to carry on the work of the Association. The President shall be ex-officio member of all the committees except the Nominating Committee.

Section 4

A majority of voting members of any committee shall constitute a quorum.

Section 5

A Scholarship Committee shall consist of a chairperson appointed by the Board and members solicited by the chairperson from the general membership as required. This committee shall be responsible for all matters related to scholarship awards of NSGNA.

Article #9 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 officers and all committees, and for any other business that may arise.

Section 2

The Association shall hold an educational conference, which shall be held in conjunction with the General Meeting.

Section 3

Special meetings of the Association may be called by the chairperson of the Association on her/his own motion and must be called by the Chairperson of the Association upon written request of the executive Committee or a majority of voting members of the Association. Such meetings shall be held within ninety (90) calendar days of such requests as received by the Secretary.

Section 4

Except as provided in Article VII, Section 4, of these bylaws, a quorum shall consist of twenty-five (25) members present who are eligible to vote or ten percent (10%) of members, whichever is the greater number. Voting for general business including elections shall be by a show of hands

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Section 5

Meetings of the Executive Committee shall be held at the discretion of the Chairperson.

Section 6

Special Meetings of the Executive Committee may be called by the Chairperson and shall be called upon the written request of three members of the Executive Committee.

Section 7

A full member, in good standing, shall have the right to vote at any meeting which she/he attends in person. In all voting procedures, the principle of one vote per member shall pertain.

Section 8

Notice of meetings shall be published at least thirty (30) days in advance of a meeting.

Article #10 RESOLUTIONS

Section 1

Resolutions for consideration at the General Meeting shall be forwarded by a member or regional group in writing to the executive Committee meeting preceding the General Meeting. Such resolutions must be accompanied by explanatory documentation and information

Section 2

Resolutions shall be reviewed and considered by the Executive Committee prior to the date of the General Meeting.

Section 3

Resolutions approved by the Executive Committee shall be submitted in writing to the membership for study at the beginning of the General Meeting.

Section 4

Any resolution received after the time herein set forth, may be presented to the General Meeting only with the unanimous consent of the voting members present.

Article # 11 ELECTION PROCEDURE

Section 1

The election of officers shall be by a majority show of hands of the voting members present at a General or Special Meeting. If a candidate is uncontested,

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that candidate shall be elected by acclamation. Nominations for office may be forthcoming from the floor of the meeting.

Section 2

Regions may nominate any member in good standing for any office. All persons nominated must signify a willingness to accept the office.

Section 3

Whenever possible, a minimum of two (2) nominees shall be nominated for each position to be elected.

Section 4

The Nominating Committee shall prepare the slate of officers and report the nominations to the Executive Committee meeting preceding the general meeting where elections will take place.

Section 5

The Chairperson of the Nominating Committee shall not cast a vote except in the case of a tie vote.

Section 6

The Candidates receiving the highest number of votes shall be declared elected; the results of the votes shall be announced at the General Meeting.

Article #12 FINANCE AND ACCOUNTING

Section 1

The fiscal year of the Nova Scotia Gerontological Nurses Association shall be April 1st and end March 31st of the following year.

Section 2

Cheques and money orders shall be made payable to the Nova Scotia Gerontological Nurses Association.

Section 3

Signing authorities shall be granted to three people who are members of the Executive Committee; one of which must be the Treasurer. Cheques must be signed by the treasurer plus one other signatory.

Section 4

All claims are to be submitted and supported where indicated by receipted bills or vouchers. All claims must be approved by the Association's Treasurer before payment can be made.

Section 5

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The financial records of the Association shall be examined annually by an external person recommended by the Executive Committee and reported at the Annual Meeting. A copy of the statement shall be distributed to each member of the association at the General Meeting. The Executive Committee may from time to time submit supplements to the budget for the current fiscal year.

Article #13 PARLIAMENTARY AUTHORITY

Section 1

Parliamentary authority shall follow the rules contained in the current edition of Robert's Role of Order Newly Revised and shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article #14 AMENDMENTS OF BYLAWS

Section 1

These bylaws may be amended provided proposed amendments to these bylaws are submitted in writing to the Secretary/Treasurer at least three (3) months prior to a General Meeting and thereafter the Secretary/Treasurer shall send a copy to each member at least sixty (60) days prior to the meeting at which they will be considered.

Section 2

All amendments must be approved by a two-thirds (2/3) vote at the General Meeting of the Association.

Article #15 DISSOLUTION

Section 1

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