

Constitution and Bylaws of the Peri-Anesthesia Nurses of Alberta Southern Alberta Chapter



CONSTITUTION

Article 1: General

1.1 Name and Association

- 1.1.1 The organization shall be known as PANAsac, the Peri-Anesthesia Nurses of Alberta, Southern Alberta Chapter.
- 1.1.2 PANAsac is an affiliate of the National Association of Peri-Anesthesia Nurses of Canada (NAPAN©).
- 1.1.3 PANAsac is a recognized Specialty Interest Group of the College and Association of Registered Nurses of Alberta (CARNA).

1.2 Corporate Seal

The seal and impression whereof is stamped in the margin and shall be the seal of the Association, and thereby be considered official documentation of the PANAsac organization which can only be utilized by Executive members whose purpose is to communicate with PANAsac members.

1.3 Definition

- 1.3.1 Peri-Anesthesia Nursing refers to a Registered Nurse who uses knowledge, philosophy, theory, research methodology, and evidence based literature from nursing and other disciplines. The Peri-Anesthesia Registered Nurse utilizes critical thinking through assessment, diagnosis, outcome analysis, planning, implementation, and evaluation of clinical practice to facilitate positive outcomes for clients of all ages who are recovering from sedation/analgesia and anesthesia agents post surgery or post procedure.

1.3.2 Phases of Care

- 1.3.2.1 Pre-Anesthesia: an assessment of anesthesia and surgical risk, pre-operative physical and psychosocial preparation and education.
- 1.3.2.2 Post-Anesthesia Phase I – a transition from constant vigilance to meeting discharge criteria to Phase II or institutional setting.
- 1.3.2.3 Post-Anesthesia Phase II – a preparation of the patient for accompanied discharge home or to alternate care setting.

1.4 Board of Directors

The Board of Directors, also referred to Executive Council, shall consist of:

- 1.4.1 President
- 1.4.2 Vice President
- 1.4.3 Immediate Past President
- 1.4.4 Secretary
- 1.4.5 Treasurer

1.5 Financial Year

The fiscal year of the Association shall be from April 1 to March 31 of each year.

Article 2: Objectives

- 2.1 To promote the highest standard of practice in Peri-Anesthesia setting in order to provide quality nursing care.
- 2.2 To provide an opportunity for professional development of Peri-Anesthesia Nursing through the presentation of educational sessions.
- 2.3 To advance education for Peri-Anesthesia Nurses across Alberta through the provision of financial assistance.
- 2.4 To provide an opportunity for Peri-Anesthesia Nurses to meet and exchange ideas of common professional interests.
- 2.5 To establish cooperation and liaise with all groups, association, institutions, or bodies that may impact and affect the objectives of PANAsac.
- 2.6 To promote interest in Peri-Anesthesia Nursing as a unique nursing specialty.
- 2.7 To broaden public awareness of the role of the Peri-Anesthesia Nurse as a vital member of the health care team.
- 2.8 To assist with input and development for a national examination for Peri-Anesthesia Nurses in Canada to obtain certification.

Article 3: Membership

3.1 Jurisdiction

PANAsac membership shall be open to Peri-Anesthesia Nurses in the Alberta area south of Red Deer.

3.2 The association shall have three (3) classes of members:

- 3.2.1 Active Members: Registered Nurses with an active CARNA membership who are currently practicing within the field of Peri-Anesthesia Nursing, including management, teaching and research. Active members have the right to vote on committees, hold office and apply for financial assistance.
- 3.2.2 Associate Members: Those individuals having interest in Peri-Anesthesia nursing / or practicing in a related discipline. Associate members are not eligible to hold office or vote, but may serve on committees. These members are not eligible for financial assistance.
- 3.2.3 Honorary Members: A person who the Association recognizes for their outstanding contribution to Peri-Anesthesia Nursing. This membership is voted upon by the

Executive Council. Nominations may be brought forth by an Active Member. Honorary membership is awarded on a life-time basis with no annual membership fees. Honorary Members are not eligible to vote or access to financial assistance, but may serve on committees.

3.3 Conditions of Membership

- 3.3.1 Annual fees must be up to date during the fiscal year.
- 3.3.2 Membership in the Association shall be limited to persons interested in furthering the objectives of the Association.

3.4 Removal of Membership

- 3.4.1 Members who are in arrears of their membership dues shall not be able to participate in PANAsac sponsored activities, hold office, vote or receive financial assistance.
- 3.4.2 Members may be asked to resign if they do not support the objectives of PANAsac. A vote of $\frac{3}{4}$ of the membership shall be required to remove a member.

3.5 Resignation of Members

- 3.5.1 Any member may resign their membership by submitting a resignation in writing to the Executive Council.
- 3.5.2 Fees are non-refundable.

3.6 Reinstatement of Members

- 3.6.1. Reinstatement of membership shall be granted following submission of written request, payment of dues and approval of the Executive Council.

Article 4: Fees

- 4.1 Each individual wishing to become a member of PANAsac shall submit to the Treasurer a written and signed application form along with membership fees.
- 4.2 Membership fees are payable to the chapter Treasurer by April 14, annually.
- 4.3 Membership year shall be from April 1 to March 31.
- 4.4 Membership fees shall be determined annually by the Executive Council and approved by the membership.
- 4.5 Any member, who is in arrears of their fees for any year, shall be automatically suspended on May 1 of that membership year.
- 4.6 Membership dues include a remittance for associate status with NAPAN©.

Article 5: Bylaws

There shall be bylaws established in conjunction with the constitution.

Article 6: Amendments

The constitution may be amended only by two-thirds (2/3) majority vote at the annual general meeting or at a special meeting called for that purpose by PANAsac. Full details of the proposed amendments must be included in the notice of meeting sent to every PANAsac member.

BYLAWS

Bylaw 1: Organizational Structure

- 1.1 The Executive Council shall include:
 - 1.1.1 President
 - 1.1.2 Vice President
 - 1.1.3 Immediate Past President
 - 1.1.4 Secretary
 - 1.1.5 Treasurer
- 1.2 In the event that there is a vacancy on the Executive Council, it will be filled by appointment of a member on an interim basis.
- 1.3 The term of office for each position shall be two years. No member will hold the same office for more than two consecutive terms.

Bylaw 2: Role of the Executive Council

2.1 Executive Council

- 2.1.1. It is expected that the Officers of the Executive will attend all meetings of the Association. If an officer is unable to attend a meeting, advance notification shall be provided to the Executive.
- 2.1.2. Review the annual budget.
- 2.1.3. Propose a membership fee.
- 2.1.4. Plan, organize and facilitate the Annual General Meeting.
- 2.1.5. Ensure educational opportunities are provided for the membership.
- 2.1.6. Establish awards, as appropriate.
- 2.1.7. Establish policies, as appropriate.
- 2.1.8. Responds to correspondence.
- 2.1.9. Establish committees as necessary to fulfill the objectives of the organization.
- 2.1.10. Approve the "Terms of Reference" for committees.
- 2.1.11. Meet regularly to deal with PANAsac business utilizing telecommunication methods such as teleconference and email.
- 2.1.12. Appoint a representative for PANAsac and liaise with external groups and organizations.

2.2 Duties of the President

- 2.2.1. Assumes the role of Chair of the Executive Council.
- 2.2.2. Prepares the agenda in an electronic format, calls and presides at all meetings.
- 2.2.3. Is the official spokesperson for PANAsac.
- 2.2.4. Prepares an annual report to submit to the Annual General Meeting of NAPANc.
- 2.2.5. Prepares a report for CARNA Provincial Council meetings.
- 2.2.6. Is an ex-officio member of all Committees.
- 2.2.7. Assists the Treasurer with the preparation of a proposed budget for the new fiscal year.
- 2.2.8. Assists the Secretary in the preparation and circulation of meeting minutes.
- 2.2.9. Is a signing officer with the Treasurer.
- 2.2.10. Is a member of the Board of Directors for NAPANc and attends all meetings in person or via teleconferencing methods.

2.3 Duties of the Vice President

- 2.3.1. Assumes the responsibilities of the President as required.
- 2.3.2. Assumes any such duties as the Executive Council may determine as appropriate.
- 2.3.3. In the event that the position of President is vacated, the Vice President shall immediately assume the position for the remainder of the term of office.
- 2.3.4. Performs other duties as assigned by the President.

2.4 Duties of the Immediate Past President

- 2.4.1. Acts as an advisor to the Executive Council.
- 2.4.2. Performs such duties as determined by the Executive Council.

2.5 Duties of the Secretary

- 2.5.1. Prepares, records, and maintains accurate minutes in electronic formatting of all meetings.
- 2.5.2. Circulates meeting minutes to all members.
- 2.5.3. Maintains an accurate record of attendance of all meetings.
- 2.5.4. Notifies members of all meetings.
- 2.5.5. Maintains an accurate membership list with assistance of the Treasurer.
- 2.5.6. Responsible for ensuring website information is current.

2.6 Duties of the Treasurer

- 2.6.1. Receives membership fees and distributes membership cards.
- 2.6.2. Assists the Secretary in maintaining an accurate membership list.
- 2.6.3. Responsible for keeping a complete and accurate account of all receipts and disbursements of funds.
- 2.6.4. Responsible for providing a written financial statement at each meeting.
- 2.6.5. Responsible for having the books audited upon request of the membership.
- 2.6.6. Prepares and submits an annual report (including audit report as appropriate) to the Annual General Meeting.
- 2.6.7. Is a signing officer with the President.
- 2.6.8. Assists the President with the preparation of proposed budget for the new fiscal year.

Bylaw 3: Meetings

3.1 General Membership Meetings

- 3.1.1. A written / electronic notice shall be sent by the Secretary at least one (1) week prior to the meeting.
- 3.1.2. All meetings shall follow Robert's Rules of Order.

3.2 Annual General Meeting (AGM)

- 3.2.1. The Annual General Meeting shall be held once per year.
- 3.2.2. For any Annual General Meeting, written / electronic notice shall be sent by the Secretary at least twenty-one (21) days prior to the meeting.
- 3.2.3. The Annual General Meeting shall follow Robert's Rules of Order.
- 3.2.4. A quorum of ¼ of the membership is required to hold the meeting.

3.3 Special Meetings

A Special Meeting may be called at the discretion of the Executive Council or upon written request of six (6) members.

Bylaw 4: Elections

- 4.1 Elections for the Executive Council shall be held at the Annual General Meeting.
- 4.2 All elections shall be by secret ballot. The results are to be determined by simple majority.
- 4.3 Nominations shall be accepted from the floor, in addition to those submitted by members to the nominating committee.
- 4.4 Should a vacancy occur among the officers of the Executive Council, the remaining Executive shall appoint a consenting member to fill the vacancy for the remainder of the term of office.

Bylaw 5: Committees

5.1 Standing Committees

The Standing Committees shall include:

- a) Education Planning Committee
- b) Nominating Committee
- c) Constitution Committee

Each Standing Committee consists of a chairperson elected by the committee members and at least two (2) members. A majority of the members of the committee constitute a quorum. Vacancies on any committee shall be filled by the Executive Council.

5.1.1. Education Planning Committee

- 5.1.1.1. Plans educational programs, including conferences, workshops and seminars.
- 5.1.1.2. Submits a report / list of proposed education sessions for the ensuing year to the Executive Council in April of each year.
- 5.1.1.3. Committee Chairperson to submit a report to the Executive Council at their request.

5.1.2. Nominating Committee

- 5.1.2.1. Prepares a list of candidates who are suitable and willing to let their name stand for nomination of an Executive position.
- 5.1.2.2. Forwards this list to the Executive Council at least four (4) weeks prior to the Annual General Meeting.
- 5.1.2.3. The list of nominees shall be included in the written / electronic notice of meeting to be forwarded to each member at least two (2) weeks prior to the Annual General Meeting.
- 5.1.2.4. Shall act as scrutineers for the election at the Annual General Meeting.
- 5.1.2.5. Committee Chairperson to submit a report to the Executive Council at their request.

5.1.3. Constitution Committee

- 5.1.3.1. Responsible for the collection and compilation of the proposed amendments to the constitution.
- 5.2.3.2. Presents the proposed constitutional amendments to the Executive Council at least eight (8) weeks prior to the Annual General Meeting.
- 5.1.3.3. Submits the proposed constitutional amendments to the general membership at least three (3) weeks prior to the Annual General Meeting.
- 5.1.3.4. Submits the revised constitution to NAPANc following membership approval.
- 5.1.3.5. Submits the revised constitution to CARNA following membership approval.
- 5.1.3.6. Committee Chairperson to submit a report to the Executive Council at their request.

5.2 **Special Committees**

- 5.2.1. Special committees may be appointed by the Executive Council as required.
- 5.2.2. Such committees will cease to exist when their mandate is completed.
- 5.2.3. Committee Chairperson to submit a report to the Executive Council at their request.

Bylaw 6: Finances

- 6.1. The fiscal year shall be from April 1 to March 31.
- 6.2. All funds received shall be deposited into an account in the name of PANAsac at a chartered financial institution.
- 6.3. All transactions by cheque shall be signed by the President and the Treasurer.
- 6.4. The funds may be used only to pay expenditures as authorized by PANAsac.

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This Constitution and Bylaws document has been approved by the voting membership of PANAsac.

Dated: _____

Dory Glaser, President

Clarissa Munar, Vice President

Yvonne Klaver, Secretary

Faisal Kassam, Treasurer