



CAMSUN BYLAWS

Revised and approved by CAMSN Board of Directors September, 2018

Acknowledge development by CAMSN Board of Directors December, 2008

1.0 Name of organization:

1.1 The name of the association is the Canadian Association of Medical and Surgical Nurses and hereafter will be referred to as CAMSN.

2.0 Objectives /Purpose:

2.1 To be the voice of adult medical and surgical nurses across Canada.

2.2 To maintain Specialty Designation with the Canadian Nurses' Association via a certification exam for medical-surgical nurses.

2.3 To foster quality care in medical-surgical nursing through knowledge application and critical thinking.

3.0 Membership:

3.1 Interested persons will be required to complete the registration form located on the CAMSN website and pay the annual membership fee.

3.2 Membership Categories:

3.2.1 **Active** membership will include Registered Nurses, Licensed/Registered Practical Nurses who actively practice in or have a keen interest in the area of medical-surgical nursing.

3.2.2 **Retired** membership will include Registered Nurses, Licensed/Registered Practical Nurses who are no longer practicing and wish to maintain interest in the area of medical-surgical nursing.

3.2.3 **Student** membership will include Student Nurses in either a registered nursing or practical nursing program who have a keen interest in the area of medical-surgical nursing.

4.0 Membership Fees:

- 4.1 Fees will be paid annually via the CAMSN website.
- 4.2 Fee rate will be set by the CAMSN Board of Directors and may be reviewed every 2 years.
- 4.3 Membership remains Active/Retired unless the member requests to be removed or membership fees are not paid within a three-month grace period.

5.0 Board of Directors:

- 5.1 The governing body of CAMSN will be the Board of Directors. The Board of Directors consists of President, President-Elect, Treasurer, Secretary, External Communications Officer, and Conference Coordinator(s).
- 5.2 Each member of the Board of Directors shall serve a two-year term starting in January. A member may not serve on the Board for more than three consecutive terms.
- 5.3 Election of the Board of Directors:
 - 5.3.1 Elections for the positions of the Board of Directors will be held biennially in the month of October.
 - 5.3.2 Members of the Board shall be elected by CAMSN members.
 - 5.3.3 If there is only one candidate for a specific position, they will be elected by acclamation.
 - 5.3.4 If there are two or more persons interested in a specific position on the Board, a ballot will be taken.
 - 5.3.5 Elections for the Board of Directors will be conducted by electronic mail-out ballot, where email address is available, to each CAMSN member.
 - 5.3.6 Ballots for election of the Board of Directors will be sent to CAMSN members no later than two months prior to the date ballots must be returned.
 - 5.3.7 Members shall be notified of election results on the CAMSN website.
- 5.4 Persons eligible for seeking positions on the Board of Directors must hold an Active membership in CAMSN and maintain an Active Registered Nurse license. It is preferred that the candidate have a Certified Medical-Surgical Nurse (CMSN) designation. Retired members with an active RN license and active CAMSN membership may serve on the Board.
- 5.5 Persons elected to the Board of Directors will begin their term immediately upon notification that they are the successful candidates for mentorship until their terms commences in January.
- 5.6 Duties of the Board of Directors:
 - 5.6.1 Direct the business and financial affairs of CAMSN
 - 5.6.2 Establish policy, procedure and communications on behalf of the CAMSN membership.
 - 5.6.3 Participate in sub-committee work for CAMSN such as the maintenance of a certification exam for medical-

- surgical nurses.
- 5.6.4 Organize and conduct a biennial CAMSN nursing conference.
- 5.6.5 Promote the existence of CAMSN, its accomplishments, and the future goals of the association.
- 5.6.6 Represent CAMSN on the Canadian Nurses Association committees.
- 5.7 Duties of each member of the Board of Directors:
 - 5.7.1 The President shall:
 - 5.7.1.1 Be a representative and spokesperson for CAMSN.
 - 5.7.1.2 Be the contact person for the Canadian Nurses Association on behalf of CAMSN.
 - 5.7.1.3 Participate in the Canadian Nurses Association Specialty Network, and Certification Program Advisory Committee meetings.
 - 5.7.1.4 Promote the objectives of CAMSN.
 - 5.7.1.5 Document and submit reports of CAMSN activities to the Canadian Nurses Association.
 - 5.7.1.6 Preside over all meetings of the Board.
 - 5.7.2 The President-Elect shall:
 - 5.7.2.1 Perform the duties of the President in their absence.
 - 5.7.2.2 Assume the position of the President when predecessor's term is completed.
 - 5.7.3 The Treasurer shall:
 - 5.7.3.1 Report to the Board regarding CAMSN's financial position.
 - 5.7.3.2 Manage all funds belonging to CAMSN.
 - 5.7.3.3 Perform all accounting duties.
 - 5.7.3.4 Will have signing authority over all financial transactions.
 - 5.7.3.5 Will complete Non-Profit Organization (NPO) Information Return (T1044 Form) to Canada Revenue Agency as required.
 - 5.7.4 The Secretary shall:
 - 5.7.4.1 Document the minutes of all Board and membership meetings.
 - 5.7.4.2 Will be responsible for the storage of reports and records of CAMSN.
 - 5.7.4.3 Maintain membership database.
 - 5.7.4.4 Send out official notice of all Board and membership meetings.
 - 5.7.5 The External Communications Officer shall:
 - 5.7.5.1 Participate in the composition of all communications on behalf of CAMSN.
 - 5.7.5.2 Determine and monitor content on the CAMSN website.

5.7.6 The Conference Coordinator(s) shall:

5.7.6.1 Participate in the business of the Board of Directors as required.

5.7.6.2 Coordinate and conduct biennial conferences.

5.8 Any member of the Board wishing to leave their position prior to the end of their term must submit their request to the Board in writing. The Board of Directors will appoint a member of CAMSN to fill any vacant position.

5.9 Board members unable to fulfill their duties will be reviewed by their peers on the Board of Directors. If required, Board members may vote (by majority) to remove the person under review from their position. The Board of Directors will appoint a member of CAMSN to fill any vacant position.

6.0 Fiscal Year:

6.1 The fiscal year will be January 1st through December 31st.

7.0 Financial:

7.1 The Treasurer shall have signing authority belonging to CAMSN. The President will also have signing authority.

7.2 The Treasurer will submit to Canada Revenue Agency (CRA) a Non-Profit Organization Information Return when assets reach the limit required by CRA.

7.3 Financial records will have an external "review engagement" conducted by an accountant when CAMSN revenues are \$200,000/year.

8.0 Meetings:

8.1 Board Meetings:

8.1.1 Meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors.

8.1.2 Members of the Board wishing to call a meeting must organize such meetings in partnership with the Secretary.

8.1.3 The Secretary will send written electronic notification of the meeting and the agenda no later than fourteen days prior to such meetings.

8.1.4 The quorum for meetings of the Board shall be three members.

8.1.5 The Secretary will record and store minutes to all meetings of the Board of Directors indefinitely.

9.0 Conferences:

9.1 Conferences will be held every two years, on even years, with the location changing every conference.

9.2 The Conference Coordinator(s) will coordinate the planning of the conference and all Board of Directors will participate and assist as needed.