



The Canadian Association of Paediatric Nurses

l'Association Canadienne des Infirmières et Infirmiers Pédiatriques

## **CONSTITUTION AND BY-LAWS**

June 15, 1997

Revised and Approved; April 29, 2017, November 23, 2018, December 9, 2019

## TABLE OF CONTENTS

	Page
I. Name	3
II. Objectives	3
III. Organizational Structure	3
IV. Membership	4
V. Board of Directors	6
VI. Officers	7
VII. Provincial/Territorial Representatives	10
VIII. Committees	11
IX. Meetings	13
X. Elections	14
XI. Parliamentary Authority	15
XII. Amendment of By-Laws	15
XIII. Language	15

## I. NAME

1. The Canadian Association of Paediatric Nurses/l'Association Canadienne d' Infirmieres et Infirmiers Paediatriques, and
2. CAPN/ACIIP

## II. OBJECTIVES

The mandate of the Canadian Association of Paediatric Nurses (CAPN) is to protect and promote the health of Canadian children through advancing the professional specialty of Paediatric Nursing, through education and learning for nurses, and advocacy locally and nationally for the well-being of children.

1. To advocate for the well-being and health care needs of children and their families.
2. To promote education in paediatric nursing based on national standards at the undergraduate and graduate levels.
3. To share opportunities for continuing education and information about educational resources for Canadian paediatric nurses and nurses who care for the needs of children and families as part of their practice.
4. To facilitate opportunities for Canadian nurses to unite and address issues related to paediatric nursing.
5. To support Canadian Nurses Association (CNA) in its objective to speak for Canadian nursing on national and international levels.
6. To promote a high standard of paediatric nursing practice in Canada by facilitating the integration of national standards of care.
7. To advocate and work towards establishing a certification process for paediatric nurses in Canada.
8. To promote research development and knowledge translation in paediatric nursing.

## III. ORGANIZATIONAL STRUCTURE

1. CAPN/ACIIP seeks status as Network Affiliate Organization of the Canadian Nurses Association (CNA). The Board of Directors (also known as "Executive") shall work **with** the members and **for** the members.
2. CAPN/ACIIP shall work closely with any Provincial/Territorial Paediatric Nursing Groups and Networks and provide national linkage between them. All national statements or

endeavors shall reflect the needs and values of the membership and objectives of the organization.

3. CAPN/ACIIP, in being a Network Affiliate Organization of the CNA, shall ensure that the group's objectives remain compatible with those of CNA.

#### **IV. MEMBERSHIP, VOTING PRIVILEGES, ANNUAL FEES**

1. The membership shall maintain a percentage of CNA membership congruent with current CNA by-laws.
2. The membership for individual shall be of three categories: Regular, Associate, Student, and Honorary. In addition, other related organizations can be in partnership with CAPN/ACIIP.

##### **2.1 Regular Membership**

- 2.1.1 Nurses (Registered Nurses, Registered Practical Nurses, Licensed Practice Nurses, Nurse Practitioners) registered in Canada with an interest in Paediatric Nursing, shall be voting members of the association.
- 2.1.2 Regular/Honorary members who are CNA members may serve on the Board of Directors.
- 2.1.3 All regular members are allowed to vote and hold office.

##### **2.2 Associate Membership**

- 2.2.1 Nurses living in other countries
- 2.2.2 Other Health Care professionals with an interest in paediatrics
- 2.2.3 Associate members are not eligible to vote or hold office.

##### **2.3 Student Membership**

- 2.3.1 Includes those who show proof of fulltime enrollment in an accredited undergraduate nursing program in Canada.
- 2.3.2 Students are not eligible to vote or hold office, except for the Executive position of Student Representative.

##### **2.4 Honorary Membership**

- 2.4.1 May be granted to any Regular member of the association who meets the following criteria:
  - A. Active participation in CAPN/ACIIP and long standing membership warrants such respect, or
  - B. Their contributions to paediatric nursing warrants such respect, and
  - C. Their status as an Honorary Member is sanctioned by a vote of the general membership.
- 2.4.2 Honorary members receive lifelong membership in CAPN/ACIIP, free of the Association's usual fee.
- 2.4.3 Are eligible to vote and hold office.

### 2.5 Paediatric Partner Membership

- 2.5.1 CAPN/ACIIP may be in partnership with other Interest Groups with interests in child and youth (paediatric) health.
- 2.5.2 Said groups will be granted one (1) paid membership to CAPN/ACIIP. This membership will include exchange of newsletters and information.
- 2.5.3 Partner memberships must be sanctioned by a vote of the general membership.

## 3. Annual Fees

- 3.1 There shall be an annual fee for CAPN/ACIIP membership. The annual fee for Regular and Associate membership shall be recommended by the Board of Directors and voted upon at a CAPN/ACIIP annual meeting.
- 3.2 Annual Fees (In Canadian Dollars):
  - A. Regular: \$60.00
  - B. Associate: \$30.00
  - C. Student: \$0.00
  - D. Honorary Nurse: \$0.00 as recommended by board
  - E. Paediatric Partner Member: \$30.00
- 3.3 Fees will be renewed for the period of January 1 to December 31 of each year. Notification of a proposed change of fee shall be sent to the membership at least two (2) months prior to annual meeting.
- 3.4 The membership and fiscal year of CAPN/ACIIP are January 1 – December 31.

**V. BOARD OF DIRECTORS**

Officers	Provincial/Territorial Representatives	Partner Membership Representatives
----------	---	---------------------------------------

1. The **Board of Directors** shall be also known as “the Executive.”
2. The **Board of Directors** shall be comprised of:
  - 2.1 The officers of CAPN/ACIIP.
  - 2.2 One representative from each of the provinces and territories. These positions could be held as a combined role where one individual holds both an executive position and acts as territory/provincial membership if needed.
3. The term of Officer for all Board members, except President-elect and Past President shall be two (2) years. President-elect and Past President will be a one year term.
4. All Board members must be members in good standing of the Canadian Nurses Association.
5. All Board member positions shall be elected (see IX ELECTIONS).
6. Chairs of committees, unless otherwise stated, shall be elected from the Board, by the Board (see VII COMMITTEES).
7. The Board of Directors shall be responsible for the affairs of CAPN/ACIIP.
8. The Board of Directors shall serve as a Standing Committee on By-Laws and Finance and shall make recommendations to the membership on:
  - 8.1 By-Law changes.
  - 8.2 Budget and financial management.
9. Each Board member, excluding the President, shall have one vote at Board meetings. The President, as the presiding officer, votes only to break a tie.

## VI. OFFICERS

1. The Officers of CAPN/ACIIP shall be:

- 1.1 President
- 1.2 Past President
- 1.3 President Elect
- 1.4 Finance Officer
- 1.5 Communications Officer
- 1.6 Internal Communications Officer (formerly Secretary)
- 1.7 Social Media Officer
- 1.8 Education Officer
- 1.9 Policy & Political Action Officer
- 1.10 Membership & Marketing Officer (member communications)
- 1.11 Professional Practice Officer
- 1.12 New Graduate Officer
- 1.13 Student Office
- 1.14 Academic/Research Officer

2. The term of office shall be:

- 2.1 One year for the President-elect, and Immediate Past-President.
- 2.2 Two years for all other officers, including the President.

3. The officers shall be elected directly by the regular/honorary membership of CAPN/ACIIP (see IX ELECTIONS)

4. The General Duties of the Officer shall be as follows:

- 4.1 The officers of the association shall manage the day to day affairs of CAPN/ACIIP, and report each of their activities to the Board at quarterly intervals.

4.2 The **President** shall:

Provide leadership to the Board and CAPN/ACIIP members to facilitate the ongoing progress of the association and its objectives.

- Participate in CNA Interest Group meetings and CNA Advisory Council.
- Preside over all CAPN/ACIIP meetings and prepare agendas in consultation with the Board.
- Delegate tasks as needs arise.
- Submit a report to CNA and the general membership annually.

4.3 The **Past-President** shall:

- Chair the Nominations Committee
- Act as a resource to the Board, as needed.
- Provide mentorship and guidance to the current and incoming President.
- Investigate and implement strategies to market the Association.

4.3 The **President-Elect** shall:

- Be a member of the Finance Committee
- Serve as President-elect for one year, become President for the following year, and become past-president for one year following his/her term as president.
- Perform the duties of the President, in the event of his/her absence.
- Participate in CNA Interest Group meeting and CNA Advisory Council, as an observer.

4.4 The **Finance Officer** shall:

- Manage the financial affairs of the Association.
- Chair the Finance Committee and make recommendations on budget and financial management.
- Prepare the budget and maintain the record of accounts.
- Prepare the annual financial report for the CNA and CAPN/ACIIP membership.
- Collaborate with the Membership and Marketing Officer to ensure membership payments and information are updated.

4.5 The **Communications Officer** shall:

- Develop a comprehensive strategic communication plan designed to ensure that the association achieves its objectives.
- Chair the Communications committee.
- Maintain and update information on the website and in e-mail communication with membership.
- Assist CAPN/ACIIP to speak out on issues related to Paediatric Nursing and Child Health.

4.6 The **Internal Communications Officer** shall:

- Conduct general correspondence.
- Maintain minutes of all meetings of the officers, Board of Directors, and general membership.



- Chair the committee on By-Laws.
- 4.7 The **Social Media Officer** shall:
- Develop and maintain all social media correspondence.
  - Collaborate with the **Communications** and **Membership and Marketing** Officers to cultivate and engage in effective communication with potential, new and existing members.
- 4.8 The **Education Officer** shall:
- Plan and implement education activities and conferences for membership; either in-person or remote learning opportunities.
  - Collaborate with other paediatric organizations to engage in education activities for membership.
  - Research and provide educational materials of interest to membership on the CAPN website.
- 4.9 The **Policy & Political Action Officer** shall:
- Ensures Board of Directors and membership remain current in political and advocacy activities that affect children, youth and family health and welfare
  - Assist in providing action reports between CAPN and CNA
  - Assist members who participate in policy action to provide reports to the CAPN membership
- 4.10 The **Membership & Marketing Officer** shall:
- Chair the Membership Committee, maintain an official membership roll and distribute said membership list to members of the Board.
  - Implement and organize activities related to membership recruitment, retention and appreciation.
  - Develop and implement resources for Nursing Week activities for provincial representatives
- 4.11 The **Professional Practice Officer** shall:
- Lead and participate in professional practice activities for the organization
  - Support Paediatric Certification exam marketing and related activities
  - Assist in developing practice resolutions related to paediatric nursing for CAPN and CNA
- 4.12 The **New Graduate Officer** shall:
- Provide perspective of recent graduate experience.
  - Assist in planning and organizing any student or new-graduate related events.

4.13 The **Student Officer** shall:

- Be a member of Canadian Nursing Students Association (CNSA)
- Liaise between CAPN and undergraduate nursing student organizations to develop, promote and facilitate educational and networking activities with students.

4.14 The **Academic/Research Officer** shall:

- Be a liaison with academic partners in Canadian schools of nursing
- Support schools of nursing to adopt and incorporate the Paediatric Nursing Standards into their curriculum
- Review and share with membership trends in paediatric nursing research and practice

## VII. PROVINCIAL/TERRITORIAL REPRESENTATIVES

1. There shall be one representative from each Canadian province and territory, on the CAPN/ACIIP Board of Directors.
2. Membership in, or leadership of (as an Officer), one CAPN/ACIIP committee or subcommittee is required.
3. Membership in the CNA is required.
4. The chief function of the provincial/territorial representative is one of information sharing.
  - 4.1 The representative shall advise their province or territory of the activities of CAPN/ACIIP.
  - 4.2 The representative shall facilitate the collection of member input in their province/territory, when so requested by the Board of CAPN/ACIIP.
  - 4.3 The representative shall bring forth paediatric issues of provincial/territorial concern including:
    - 4.3.1 The provincial/territorial concern, and/or position
    - 4.3.2 Possible action recommendations for CAPN/ACIIP in the form of a resolution.
5. The representative will assist the membership committee through local member recruitment and retention activities.

6. The term of office or Provincial Representative is two (2) years.

## VIII. COMMITTEES

### 1. CAPN/ACIIP Committee Structure

<b>Standing Committee</b>	<b>Chair</b>	<b>Membership</b>	<b>Sub-Committee</b>	<b>Chair</b>	<b>Membership</b>
Standards	Policy and Political Action Officer	3 CAPN/ACIIP Members	Certification	Elected from the Board by the Board	3 CAPN/ACIIP Members
Education	Elected from the Board by the Board	3 CAPN/ACIIP Members			
Public Relations	Social Media Officer or Communications Officer as elected by the Board	3 CAPN/ACIIP Members	Website & Social Media	Social Media Officer or Communications Officer as elected by the Board	
Research	Academic/Research Officer	3 CAPN/ACIIP Members			
Membership	Membership and Marketing Officer	3 CAPN/ACIIP Members	Nomination of Officers	Past President	3 CAPN/ACIIP Members
Finance	Finance Officer	President-Elect plus 2 Board Members			
By-Laws	President Elect	Board of Directors			

- 1.1 The CAPN/ACIIP Committee structure is arranged to assist the Association to achieve its objectives, share leadership, involve membership, and to facilitate cohesion among Canadian Paediatric Nurses through democracy and involvement.
- 1.2 Special Committees are those deemed necessary, and shall be formed as the need arises under the direction of the Board.
- 1.3 Two Standing Committees (Standards & Nomination) shall have sub-committees that report through the Standing Committee to the Board.
- 1.4 Committee members shall be appointed by each committee chair person with the approval of the Board
- 1.5 Associate members may serve on committees but may not serve as a chair nor hold a vote. There will be a maximum of one Associate member on each committee.

- 1.6 Term of office for chairs and members of committees will be two (2) years.
  - 1.7 The chair of each Standing Committee shall be a member of the Board.
  - 1.8 The President is an ex-officio member of all committees and as such would receive the minutes of said committee meetings.
  - 1.9 The chairs of all committees shall prepare a bi-annual written or verbal report for the President and the Board, and a written annual report for the Annual General Meeting.
2. The **Standards Committee** shall:
- Identify and recommend standards of paediatric nursing care and outcomes in the care of children and their families.
  - Address ongoing paediatric nursing practice issues.
  - Have a sub-committee: The Certification Sub-Committee
- 2.1 The **Certification Sub-Committee** shall:
- Work collaboratively with the CNA towards establishing, maintaining, and marketing the certification program for Paediatric Nursing in Canada.
3. The **Education Committee** shall:
- Identify the educational needs of Canadian Paediatric Nurses and promote suitable means of fulfilling those needs
  - Arrange for marketing of educational programs and materials.
  - Organize and direct the bi-annual CAPN/ACIIP Conference.
4. The **Public Relations Committee** shall:
- Work closely with the board to ensure that the association achieves its objectives.
  - Work to develop CAPN/ACIIP into a high profile advocacy group, for children and families.
  - Have as its sub-committee: the Website and Social Media Sub-Committee
5. The **Research Committee** shall:
- Promote the development, dissemination and utilization of nursing research related to children and their families
  - Establish a liaison with the Canadian Nursing Research Group.
6. The **Membership Committee** Shall:

- Establish a plan for the recruitment and retention of members.
- Establish membership procedures and benefits for CAPN/ACIIP Members.
- Have as its sub-committee: The Nominations Sub-Committee.

6.1 The **Nominations Sub-Committee** shall:

- Determine the process of nominations and elections.
- Produce a slate of candidates for elected offices, and publish the same.
- Preside over elections.
- Report election results.

7. The **Finance Committee** shall:

- Investigate and make recommendations to the Board regarding CAPN/ACIIP budget and financial management.
- Work with the membership committee in the areas of fundraising and sponsorship

8. The **By-Laws Committee** shall:

- Investigate and/or make recommendations for by-laws changes, and publish same in the Newsletter prior to the CAPN/ACIIP Annual General Meeting.
- Present by-law changes at the CAPN/ACIIP Annual General Meeting
- Finalize amendments and inform membership.

9. **Special Committees** shall:

- Be established to achieve tasks deemed necessary by the Board
- Exist only for the duration required to achieve their particular goal

10. Any Committee may recommend the establishment of a task force to assist in achieving its specific objectives. Final approval shall lie with the Board.

## **IX. MEETINGS**

1. A general meeting of the membership shall be held annually. Written notice of date, time and place shall be sent to all members no later than ninety (90) days prior.
2. CAPN/ACIIP shall hold its annual meeting in conjunction with the CNA Biennium's and on alternate years, as determined by the Board.
3. The Officers shall meet:
  - 3.1 At least quarterly, in person or via teleconferences.

- 3.2 Prior to, and **immediately following** the CAPN/ACIIP Annual General Meeting.
- 3.3 As needed more often, to address any urgent issues.
4. The Board of Directors shall meet:
  - 4.1 Bi-annually via teleconference.
  - 4.2 Prior to, and immediately following the CAPN/ACIIP Annual General Meeting.
5. The President of CAPN/ACIIP may call a special meeting of the Officers or the Board of Directors at any time. Notice of date, time and place of these special meetings must be at least twenty-one (21) days prior to the meeting. Such meetings may take the form of a teleconference.
6. All CAPN/ACIIP Board Meetings are open to the membership.
7. Quorum at a meeting of the Board shall be a majority of the total number of Board Members.
8. Quorum at a meeting of CAPN/ACIIP shall be twenty (20) regular/honorary members or 10% of the general membership, whichever is the greater number. A majority of the Board Members shall constitute a quorum.
9. Voting for general and financial business at an annual meeting shall be by a show of hands.
10. When timely direction is required from the membership, e-mail ballots may be utilized.

## **X. ELECTIONS**

1. Election of Officers shall occur at the CAPN/ACIIP Annual General Meeting.
2. For the positions of Provincial/Territorial representative CAPN/ACIIP shall invite said representative at the annual meetings or as necessary if a vacancy is created mid-term.
3. All voting shall be by secret ballot, and will be presided over by the Nominations Sub-Committee.

4. Active or Honorary members, attending the CAPN/ACIIP meetings can carry proxy votes of other Active or Honorary CAPN/ACIIP members, and the proxy vote procedure will be determined and facilitated by the Nominations Sub-Committee.
5. Should there be only one name put forward for any of the above positions, said positions shall be acclaimed, unless there is disagreement as to fit by any Board Member.
6. Should there be no names put forward for any of the above positions, said position shall be appointed by the existing Board of Directors.

## **XI. PARLIAMENTARY AUTHORITY**

1. The rules contained in Robert's Rules of Order most recent edition shall govern CAPN/ACIIP in all cases to which they are applicable and in which they are consistent with the constitutional by-laws of the CNA.
2. A parliamentarian shall be appointed by the Board for the proceedings of the CAPN/ACIIP Annual Meeting. This parliamentarian shall be familiar with Robert's Rules, and the by-laws of CAPN/ACIIP and the CNA.

## **XII. AMENDMENT OF BY-LAWS**

1. Suggestion for amending the by-laws may be submitted by a Regular or Honorary member to the By-Law committee by no later than sixty (60) days prior to a CAPN/ACIIP Annual Meeting.
2. Clarification, repeal or re-enactment of the by-laws may be proposed by the Board of Directors but such action must be approved by the Regular/Honorary membership at the Annual Meeting by not less than 2/3 of the members present or by proxy ballot.
3. All amendments must be circulated to the general membership at least thirty (30) days prior to the Annual meeting.

## **XIII. LANGUAGE**

By-Laws shall be made available in Canada's two official languages: English and French as requested.





