



BYLAWS
Adopted at General Meeting
June 6, 2010

Revised and Adopted at General Meeting on:

February 2, 2013

September 27, 2014

April 30, 2016

April 28, 2018

Article 1

Name

1.1 The name of the association (here-in-after called the 'Association'), is called the Canadian Family Practice Nurses Association (CFPNA)

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

Article 2

Executive Committee

2.1 The Executive Committee will manage the affairs and further the purpose of the Association. The Executive Committee will be comprised of eleven elected positions and two selected, non-voting positions.

2.2 Voting Positions will be elected by the current active membership for a two year term. The President and President-Elect positions will serve one term in each respective office. All other Executive Committee members can serve two consecutive terms in the same office. An executive member may be elected to a new voting position at the end of a term of office, but may only hold a voting position for 8 consecutive years:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer/Membership
- e) Education Chair
- f) Public Relations
- g) Member at Large
- h) Provincial Reps (can be either the Family Practice/Primary Care Nurses Association President from the Region or a designated representative):

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Canadian Family Practice Nurses Association

Association canadienne des infirmières en médecine familiale

- i) Atlantic Region
- ii) Ontario/Quebec Region
- iii) Manitoba/Saskatchewan Region
- iv) Alberta/BC/Territories Region

2.3 Non-voting executive positions will be selected from the current active membership by the current Executive Committee.

- a) Website Manager
- b) Regional Meeting Organizer

2.4 In the event an executive member is unable to complete their term of office, the Executive Committee will appoint an active member of the Association to the vacated office for the remainder of the designated term.

2.5 Members will be invited to submit their name for nomination to the Executive Committee. The President or executive designate will receive the nominations and prepare the nomination slate of officers for the voting body prior to the General Meeting.

2.6 Election of the Executive Committee shall be held at the General Meeting by the voting members of the Association. Votes shall be decided by simple majority of those in attendance. The President or executive designate will report the results of the votes to the membership at the General Meeting.

2.7 In the event a term of office is not filled during the election process, the Executive Committee will appoint an active member of the Association to the position.

2.8 An executive member may hold more than one position, but may never hold more than one vote at any time.

2.9 Executive Committee quorum shall be 50% of filled positions.

2.10 Votes shall be decided by a simple majority.

2.11 An executive member will not receive any salary remuneration.

2.12 An executive member may receive travel remuneration to attend the Association General Meeting and Biennial Conference or other meetings/conferences on behalf of the Association. Approval for attendance and associated expenditures will be reviewed and determined as appropriate by the Executive Committee. A travel expense form along with original receipts must be submitted to the Treasurer to receive approved remuneration.

2.13 The Executive Committee shall determine the portfolios of executive positions. Job descriptions and duties of executive positions will be posted on the

Association website.

Article 3 Committees

3.1 Ad Hoc Committees shall be appointed by the Executive Committee to address a specific topic for a specific period of time.

3.2 Quorum for any committee shall be decided by simple majority.

Article 4 Membership

4.1 Voting membership in the Association is available to all nurses who are registered with a Canadian Regulatory Body, nursing retirees and students of nursing.

4.2 Active members are eligible to hold office in the Association and have voting rights.

4.3 Fifty percent of the membership must be members of the Canadian Nurses Association.

4.4 Associate membership in the Association is available to any health care professional or member of the public with an interest in primary care. Associate members are not eligible to hold office and have no voting rights.

4.5 Membership will cease if annual dues are not remitted to the treasurer by December 31st

Article 5 Membership Fees

5.1 An annual membership fee shall be determined by the Executive Committee and approved by the voting membership at the General Meeting.

5.2 Annual fees shall be payable to the Association by October 31st. Those members not paid by this date will be placed on the inactive membership list.

5.3 Executive Committee members (both voting and non-voting) will have their membership fee waived for the duration of their active term of office.

5.4 Annual fees will not be prorated.

Article 6

Finance and Audit

6.1 The fiscal year of the Association shall be November 1st to October 31st of each year.

6.2 The Executive Committee shall prepare a budget and submit to membership for approval at the General Meeting.

6.3 The Executive Committee will determine financial policy.

6.4 Appointment of the Auditor:

a) The Executive Committee, at an executive meeting, will appoint an Auditor to hold office until the next General Meeting of the Association.

b) The Auditor will have all rights and privileges to review the financial records of the Association annually.

c) The following will be eligible for appointment as Auditor:

i) By unanimous vote of the Executive Committee who are represented at the meeting where the Auditor is appointed, the Members can appoint any two Executive Members, other than the Treasurer, to be the Auditor for the Association, or;

ii) A duly qualified accountant can be appointed as Auditor.

Article 7

Meetings

7.1 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 reports of the officers and committees and any other business that may arise.

7.2 Notice of a General Meeting will be distributed by the listserv/email, social media (as available) and posted on the website at least 30 days prior to the meeting.

7.3 Quorum for a General Meeting will be 15 voting members in good standing with the Association.

7.4 A minimum of two executive meetings will be held annually. Additional meetings may be called by any member of the Executive Committee.

Article 8

Resolutions

8.1 Resolutions shall be presented at the General Meeting and voted on by the membership.

Article 9 Parliamentary Authority

9.1 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 10 Amendments

10.1 Amendments to the bylaws must be made by Special Resolution, circulated to members 30 days in advance and passed by 2/3's majority of voting members assembled at the General Meeting.

10.2 Bylaw amendments that receive a majority affirmative vote shall become effective immediately upon certification of the voting results.

Article 11 Dissolution

11.1 In the event of the 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.

Article 12 Miscellaneous

12.1 The Association shall file with the Canadian Nurses Association (CNA) its annual statement, list of directors' names and addresses and date of their election or appointment and within fourteen days of a change of directors, notify the CNA of the change.

12.2 The borrowing powers of the Association may only be exercised by special resolution of the voting members.

12.3 Preparation of minutes, custody of the books and records and custody of the minutes of all meetings of the Association and of the Executive Committee shall be retained by the Secretary.

APPENDIX A
Vision Statement

To provide a national voice for nurses in
primary care through leadership, mentorship
and fostering expertise