



NURSES ASSOCIATION OF NEW BRUNSWICK
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GENERIC BY-LAWS FOR CHAPTERS

Article I Name

The name of the Chapter shall be.....

Article II Purpose

The purpose of the chapter is to encourage active participation in nursing affairs, and to promote awareness of the objectives and activities of the provincial, national, and international nursing association. (NANB By-law 4.02)

Article III Objectives

The objectives of the Chapter shall be:

(Each chapter shall establish objectives to give direction and focus to its activities. The objectives of each Chapter shall be consistent with the Chapter's role in communication, educational programming, and governance.)

Examples could include:

- a) To inform nurses within the chapter area of activities and issues relevant to the provincial, national, and international nursing associations;
- b) To serve as a liaison between the provincial nurses association and nurses in the chapter area;
- c) To encourage and provide educational programs for nurses within the chapter area;
- d) To promote nursing as a professional practice; and
- e) To provide nursing leadership within the local community.

Article IV Membership

The categories of membership within the Chapter shall be:

1.
2.

Each chapter shall establish its categories of membership from among the following six categories:

1. practising nurse members;
2. associate members;
3. non-practising members;
4. life members;
5. honorary members; and
6. retired members.

4.01 Practising Nurse Members

- A. Practising nurse members shall be practising nurse members of NANB who have complied with the by-laws and rules of the chapter.
- B. Practising nurse members, subject to the by-laws and rules of the chapter, may vote in the affairs of the chapter, hold office, and serve on chapter committees.

4.02 Associate Members

- A. Associate members shall be those persons whose names are entered in the temporary register of NANB.
- B. Associate members shall be entitled to the rights of non-practising members.

4.03 Non-Practising Members

- A. Non-practising members shall be those persons whose names are entered in the non-practising member's roster of NANB.
- B. Non-practising members may attend meetings, vote, serve on committees, and hold offices of the chapter except the office of president and president-elect.
- C. Non-practising members shall have no voting rights at the provincial level and shall not be eligible for nomination to any provincial office.

4.04 Life Members

- A. Life membership may be conferred on a member or former member of the chapter in recognition of long or outstanding service to the chapter.
- B. Life membership shall be conferred in accordance with chapter by-laws and rules.
- C. Life members shall have all the rights and privileges of practising members.

4.05 Honorary Members

- A. Honorary membership may be conferred on a person otherwise ineligible for membership in the chapter, in recognition of distinguished service or valuable assistance to the nursing profession.
- B. Honorary membership shall be conferred in accordance with chapter by-laws and rules.
- C. Honorary members shall have no voting or other rights within the chapter.

4.06 Retired Members

- A. Retired members shall be those former members who have retired from the practice of nursing.
- B. Retired members shall have all the rights and privileges of non-practising members.

Article V Fees

The Chapter may, by rule, impose an annual or other fee to members for local purposes.

Article VI Fiscal Year

The business or fiscal year of the Chapter shall be the calendar year.

Article VII Officers

The officers of the chapter shall be:

1. President;
2. President-Elect;
3. Secretary; and
4. Treasurer.

7.01 The officers shall be elected at the annual meeting of the chapter for a two year term. The offices of president and president-elect should be filled alternately with the offices of secretary and treasurer whenever possible.

7.02 The duties of the officers shall be as follows:

President

The president shall:

- a) preside at all general and special meeting of the Chapter and at all meetings of the executive;
- b) be a member ex-officio of all standing and special committees;
- c) countersign all orders for the payment of monies;
- d) perform all acts and deeds pertaining to the office of president;
- e) exercise a general control and supervision over the affairs of the chapter; and
- f) represents the Chapter at the NANB Chapter President forums.

President-Elect

The president-elect shall:

- a) have such powers and perform such duties as may be assigned by the president or the executive committee;
- b) in the absence of the president, perform the duties of president; and
- c) prepare for the role of president by participating in orientation activities and leadership development sessions as may be available from time to time.

Secretary

The secretary shall:

- a) keep a correct record of the proceedings of all meetings of the Chapter and the executive committee;
- b) forward a copy of the minutes of each Chapter meeting to the Association immediately following such meeting (NANB By-law 4.09);
- c) be responsible for all Chapter correspondence, books and documents;

- d) perform secretarial duties as required by the president and/or executive committee;
- e) be a signing officer of the Chapter; and
- f) at the termination of office, turn all property of the Chapter over to the successor within one month.

Treasurer

The treasurer shall:

- a) keep a full and accurate account of all Chapter monies;
- b) present a financial report at each chapter meeting;
- c) keep the funds of the Chapter in a chartered bank(s), or other similarly recognized financial institution(s);
- d) pay only such bills as authorized by the Chapter;
- e) be a signing officer of the Chapter;
- f) make any investments approved by the Chapter; and
- g) at each annual meeting of the Chapter, submit an audited and summarized statement of the Chapter finances for the preceding year.

Article VIII Committees

8.01 The committees of the Chapter shall be the Executive Committee and such standing committee(s) as are deemed necessary to conduct the affairs of the Chapter. The Chapter may also from time to time, establish special committees as deemed necessary.

8.02 The Executive Committee shall:

- a) consist of the four officers of the Chapter and the chairpersons of all standing committees;
- b) meet regularly as called by the president or at the request of any two executive committee members;
- c) co-ordinate Chapter activities and carry out the business of the Chapter in accordance with Chapter by-laws, rules, regulations, and policies;

- d) make recommendations to the Chapter membership in respect to the financial matters of the Chapter; and
- e) have as its quorum a majority of its members.

8.03 The standing committees shall:

- a) be established by Chapter rules to reflect the uniqueness and needs of each chapter area;
- b) whenever possible, reflect the make-up of the Association standing committees, including a standing committee for nursing practice, nursing education and nominations; and
- c) have as a quorum a majority of the committee members.

8.04 The terms of reference and composition of special committees shall be determined by the Chapter Executive Committee as the need arises.

Article IX Meetings

9.01 Regular meetings of the Chapter shall be called at least four (4) times a year at the request of the president. Special meetings may be called by the president or upon the written request of any three (3) members of the Chapter. The business of any Special Meeting is to be confined to the purpose for which the meeting is called.

9.02 The Chapter shall hold an annual meeting no later than June of each calendar year. The purpose of the annual meeting shall be to receive reports from the officers and committee chairpersons on the business of the past year, to elect officers and chairpersons as necessary and to conduct the business of the Chapter in accordance with its by-laws and rules.

9.03 Notice of all Chapter meetings shall be given in writing or by the media at least seven (7) days prior to any such meeting.

9.04 The quorum for all meetings of the Chapter, including committee meetings, shall be a majority of the members present who are eligible to cast votes.

9.05 The proceedings of all regular, special, and annual meetings shall be conducted according to last edition of Robert's Rules of Order.

- 9.06** a) Voting on motions and resolutions shall be by ordinary parliamentary procedure.
- b) Should a vote by ballot be deemed necessary, the chairperson shall appoint no less than two members to act as scrutineer.

- c) The scrutineer shall arrange for any vote by ballot, distribute, collect, and count the ballots, and report the results of the vote to the chairperson.
- d) In the case of a tie vote, the chairperson of the meeting shall cast the deciding vote.

Article X Elections and Appointments

- 10.01** There shall be a nominating committee established annually in accordance with the rules of the Chapter. The composition of this committee should be representative of the various work settings of the Chapter area.
- 10.02** The nominating committee shall prepare and submit to the annual meeting a list of one or more nominations for each executive office and committee chair.
- 10.03** Nominations may be received from the floor at the annual meeting provided that the requirements for nominations as described in the rules of the Chapter are met.
- 10.04** The term of office for each position shall be two years beginning no later than September 1st of the year in which elected. No person shall serve more than two consecutive terms on the executive committee.
- 10.05** To provide continuity the president-elect and one half the number of committee chairpersons shall be elected alternately with the secretary, treasurer, and remaining committee chairpersons whenever possible.
- 10.06** All nominees must have consented to act if elected.
- 10.07** In the case of more than one nominee for any office, an election by secret ballot shall be held in accordance with the Chapter by-laws and rules on voting.
- 10.08** If a vacancy should occur in any office of the Chapter, the executive shall fill such vacancy by appointing any person qualified under the provisions of the Chapter by-laws and rules.
- 10.09** Any person appointed to fill a vacancy on the Chapter executive shall hold such office for the remainder of the term for which the predecessor was elected or appointed.

Article XI Rules and Amendments

- 11.01** The Chapter may, from time to time, make, amend, and repeal such rules as may be deemed necessary to carry out its aims and objectives, provided such rules are not in conflict with the Nurses Act, NANB By-laws and Chapter By-laws.

- 11.02** a) The Chapter may, from time to time, make, amend, and repeal any such by-law(s) as may be deemed necessary to carry out its aims and objectives. (NANB By-law 4.10).
- b) Such amendments shall be determined by simple majority vote of members present at any annual meeting of the Chapter or a special meeting called for the purpose of considering the same provided that:
1. the proposed amendment(s) has been presented in writing either by the executive committee or by at least ten (10) members of the Chapter; and
 2. notice of the proposed amendment(s) be in the call of the meeting which shall be issued not less than four (4) weeks before the date of the annual or special meeting.
- c) Amendments approved by the Chapter membership shall be subject to the approval of the Association.