Constitution/Bylaws

1. Name
   The name of the association shall be the National Emergency Nurses Association – Alberta which replaces the name Emergency Nurses’ Interest Group of Alberta (ENIG) Hereafter referred to as NENA-AB.

2. Affiliation:
   The association shall be a Specialty Practice group of the College of Alberta Registered Nurses Association (CARN). The association shall be a member of the National Emergency Nurses Association (NENA).

3. Purpose:
   The central purpose of NENA-AB (ENIG) is to bring together Emergency nurses whose intent is to improve the health, wellness and quality of life of patients across the lifespan.

4. Objectives:
   4.1 To promote the specialty of Emergency nursing.
   4.2 To promote and provide continuing learning opportunities in Emergency nursing.
   4.3 To promote interdisciplinary networking/communication opportunities for nurses.
   4.4 To promote and disseminate Emergency nursing research.
   4.5 To promote an awareness and liaison with community resources.
   4.6 To identify issues relating to Emergency nursing.
   4.7 To present the views and serve as a resource and support for Emergency nurses.
   4.8 To contribute to the collective voice of nursing from the unique perspective of the Emergency nurse.

5. Membership and Fees:
   5.1 Active:
       Membership shall be open to all nurses actively registered in Alberta through CARN or LPNs, registered with CLPNA, working in Emergency nursing, with an interest in Emergency nursing.
   5.2 Affiliate:
       Membership shall be open to all nurses with associate registration through CARN and to any other health professionals with an interest in Emergency nursing.
   5.3 Membership in NENA-AB shall be renewed annually upon payment of the Membership fee, providing the applicant qualifies under the above listed requirements.
5.4 A member suspended by CARNA or CLPNA shall automatically be suspended as an active Member of NENA-AB. When reinstated the member shall be reinstated as a member of NENA-AB providing the requirements for membership are met as warranted.

5.5 Fees:
The membership year is annually, based on date of joining or renewing membership. Fees determined by the membership. A majority attending the Annual General Meeting must approve changes to the fee structure.

In keeping with CARNA Specialty Practice Group criteria:
- The number of affiliate members can never exceed the number of active members.
- The number of LPNs in NENA-AB (ENIG) may never exceed the number of RN members.
- Affiliate members may not vote.
- Affiliate members may not hold office
- LPNs may not hold office.

6. Finance and Audit:
6.1 There shall be an annual financial review of the general funds on NENA-AB by the members of the Executive.
6.2 A special audit may be called at any time at the discretion of the Executive.
6.3 The Executive will select an auditor/accountant.
6.4 The fiscal year shall run from July 1 - June 30.
6.5 The signing authority shall be limited to the members of the Executive.

7. Officers:
7.1 The Executive shall consist of:
- President
- President-Elect /Past President
- Secretary
- Treasurer
- Communication Officer
7.2 The term of office for the President, Secretary, Treasurer and Communication Officer shall be two years. The term of office for the President-Elect and the Past President shall be one year. The office of the President-Elect and Past President shall be active during alternate terms.
7.3 The term of office will begin on July 1, of the designated year following election at the Annual General Meeting.

8. Functions of the Officers:
8.1 President:
1. Shall preside at all meetings of NENA-AB and of the Executive.
2. Shall be the NENA-AB Director for Alberta on the Board of Directors of the National Emergency Nurses Affiliation and fulfill the duties of that position.
3. Shall be an ex-officio member of all committees except the Nomination committee.
4. Shall act as a liaison between this group and CARNA and other professional and community groups. Responsibilities include submission of an annual report and list of Executive names and addresses to CARNA.
5. Shall appoint an Executive representative if Past President or President-Elect, is not available to chair meetings in his/her absence.
6. Shall assist with the organization of educational activities.
7. Shall submit reports of association news to the Communication Officer of both our organization and NENA.
8. Shall assist with fund-raising activities

8.2 President-Elect/Past President:
  1. Shall be responsible to plan, with the Executive for educational activities.
  2. Shall perform the duties of the President in his/her absence.
  3. Shall assume the office of the President when the President’s term expires.
  4. Shall advance to the office of President immediately if the President should resign.
  5. Shall assist with the creation of committees, both ad hoc and standing, at the discretion of the membership and appoint leaders for these committees.

8.3 Secretary:
  1. Shall be responsible for administrative issues regarding membership.
  2. Shall record and provide for the Executive, minutes of the Annual Meetings and Executive Meetings and assist with other association correspondence.
  3. Shall keep an accurate record of all membership with the assistance from the NENA website administrator.
  4. Shall distribute membership notices and receipts of NENA-AB membership with assistance from the NENA website administrator.
  5. Shall assist with the organization of meetings by setting the agenda with the President.
  6. Shall receive nomination forms and tabulate proxy votes received in the mail.
  7. Shall assist with NENA-AB communication/copy of Constitution and renewal form distribution as required.
  8. Shall assist in organization of educational activities and fundraising.

8.4 Treasurer:
  1. Shall be responsible for the finances and account of NENA-AB and shall report thereon at all meetings, as well as prepare a financial statement and budget for the Annual General Meeting.
  2. Shall prepare the annual financial statement for a financial review/ auditing purposes.
  3. Shall prepare receipts of NENA-AB business/financial affairs (items) as appropriate, with assistance from the Secretary.
  4. Shall have the responsibility for paying outstanding accounts on behalf of NENA-AB
5. Shall assist with organization of meetings, educational activities and fundraising.

8.5 Communication Officer:
1. Shall prepare and circulate the official NENA-AB newsletter/journal to the membership and appropriate affiliations such as the CARNA Archives.
2. Shall liaisen with representatives from emergency nurses in all Health Regions.
3. Shall encourage members to submit article both to the NENA-AB newsletter and to the NENA Canadian Journal of Emergency Nursing (formerly Outlook).
4. Shall assist with educational activities and act as liaison between the conference committee and the Executive.
5. Shall ensure production and dissemination of the newsletter/journal every 4 months.
6. Shall maintain the NENA-AB Facebook page and website.
7. Shall maintain regular liaison with the NENA webpage administrator/designer or NENA Communication Officer to ensure that accurate and current information is displayed

9. Resignation:

9.1 Resignation of an elected Officer of the Executive or Special committee shall be submitted to the President in writing.

9.2 The Executive shall request the resignation of any elected official when in the opinion of the majority the Executive/Officer has not or is not fulfilling their duty.

10. Meetings:

There will be a minimum of three (3) Executive Meetings per year with additional meeting called by the President, or as requested in writing by a member. The Annual General Meeting of NENA-AB will be held once per fiscal year.

11. Elections:

11.1 The election of officers shall be by secret ballot unless by acclimation. Members not attending the Annual General Meeting may vote by signed proxy through another member who will be attending the meeting or with a proxy signed by one witness and sent to the NENA-AB Secretary prior to the election. Proof of signed proxy must be given at the Annual meeting.

11.2 The nomination of Officers shall be received at the Annual General Meeting.

11.3 The official election results shall be documented at the Annual General Meeting, and circulated to the membership by the Secretary, within four weeks of the election.

12. Issues Requiring Approval by Membership:
The majority of members at an Annual General Meeting must approve the following issues:

- Election of Officers
- Annual Financial Statement
- Annual Budget
- Changes to Membership Fee Structure
- Major Expenditures as brought forward by NENA-AB Executive
- Position Statements

13. Meeting Rules:

Robert’s Rules of Order (11th edition) shall be the official rules of conduct at all meetings of NENA-AB

14. Amendments to the Constitution/Bylaws:

These Constitution/Bylaws may be amended, added to or re-enacted at any time a majority of those eligible to vote at any Annual General Meeting or special meeting of NENA-AB if the notice of such meeting contain a summary of the proposed amendment(s). This notice must be sent to all members 4 weeks prior to the date of this meeting. A copy of the current Constitution/Bylaws shall be sent to CARNA.

Revised: September 2013  PM-D

This document will be revised again for the AGM in the Fall of 2014