

# CONSTITUTION

## Saskatchewan Emergency Nurses Group

Saskatchewan Registered Nurses Association

### Article I – Name

1. The name of this organization shall be “**SASKATCHEWAN EMERGENCY NURSES GROUP**” (**SENG**), a Professional Practise Group of the Saskatchewan Registered Nurses Association.

### Article II – Objectives

1. To provide an opportunity for nurses providing emergency care to meet regularly as members of SENG and:
  - a) Study, discuss, and exchange information related to emergency care.
  - b) Access/support research to facilitate improvements in nursing practise and health care.
  - c) Make recommendations regarding emergency care and nursing practice.
2. To promote the continuing professional development of Emergency Nurses in the Province of Saskatchewan by initiating workshops based on identified needs.
3. To promote established standards of nursing practice for nurses providing emergency care.
4. To further the objectives of the Saskatchewan Registered Nurses Association by encouraging participation in Association activities.
5. To liaise with the National Emergency Nurses Affiliation (NENA).

### Article III- Membership

1. The membership year will commence January 1 and end December 31.
2. There will be two types of membership.

#### **CLASS A MEMBERS**

Class A membership is open to all Registered Nurses interested or involved in providing emergency care and are currently registered and in good standing with the Saskatchewan Registered Nurses Association.

The term of Class A membership will be annual, subject to renewal of their yearly dues.

Full membership entitles the Registered Nurse to

- a) Hold office within the organization, in accordance with the regulations for holding office outlined in the position job descriptions;
- b) Vote on all matters pertaining to SENG at the Annual General Meeting
- c) Class A members may petition and requisition the Board of Directors at any time and may participate in the nomination and elections of Board members as prescribed by these bylaws.

### **CLASS B MEMBERS**

Class B Membership is open to all individuals, other than Registered Nurses, who are interested in furthering the objectives of the corporation and are members of an affiliated Provincial Emergency Nursing Associations.

Additionally, Honorary Lifetime memberships may be held as recognition of their service to Emergency Nursing, with the approval of the majority of the Board of Directors.

Class B members receive all the benefits of membership with the exceptions of the right to vote in the Annual General meetings or to be elected to the Board of Directors.

## **Article IV- Organization**

- 1 .The group shall be organized Provincially
2. The group shall be represented by a Board of Directors at the Provincial level.

## **Article V-Board of Directors**

- 1 .The Board of Directors shall consist of the President, Immediate Past President or President Elect, Treasurer, Secretary, Education Coordinator-North, Education Coordinator-South, Communication Officer, and Four (4) Members at Large.
- 2 .The designated year for the Provincial Board of Directors will be from Annual General Meeting to Annual General Meeting.
- 3.The term of office shall be for TWO (2) years with the exception of the Presiden- Elect whose term of office is ONE (1) year. No one shall hold the same office for more than THREE (3) consecutive terms.
4. Board of Directors positions will be replaced in alternate years.
5. There shall be at least THREE (3) Provincial Meetings and ONE (1) Annual General Meeting per year.
6. The Board shall:
  - a) establish and review budget priorities for the current year;
  - b) propose an annual membership fee for ratification by the Membership at the Annual General Meeting;
  - c) plan, organize and evaluate the Annual General Meetings and other meetings;

d) establish committees as necessary to fulfill objectives of the organization;

e) establish ongoing fundraising activities and

f) provide ongoing communication to the Membership.

7. The Immediate Past President shall:

a) assume the duties of the President when the President is not able to fulfill them; and

b) act as Chairperson of the Nominating Committee.

8. The President shall:

a) preside at Annual General Meetings and Board Meetings;

b) be an ex-officio member of all committees;

c) be the Saskatchewan representative to NENA;

d) be the official liaison between SENG and the Saskatchewan Registered Nurses Association ; and

e) ensure the Constitutional Objectives of SENG are being met.

9. The President-Elect shall assist the President in carrying out the Presidential duties.

10. The Treasurer shall:

a) be responsible for the finances of SENG which will include depositing of funds in a Chartered Bank or Credit Union, issuing cheques for payment of authorized expenditures, and accounting for all monies;

b) appropriately maintain and distribute a record of current members; and

c) ensure an annual audit is completed.

11. The Secretary shall:

a) record and appropriately distribute minutes of SENG Meetings;

b) maintain official records of the group

c) submit minutes, annual financial statements and a constitution as per SRNA Policy EL-18.

12. Travel expenses for members on the Board shall be underwritten by SENG at a rate determined by the Board of Directors. The Board will determine that the objectives of SENG are being met and the financial viability of SENG is maintained prior to allocating funds.

## **Article VI- Meetings & Board Authority**

1. SENG shall meet at least once yearly, as a whole, at a time designated by the Board of Directors. This meeting shall be called the Annual General Meeting.

2. The membership shall be notified of the date, place and purpose of general meetings at least THIRTY (30) days prior to the date of the meeting.
3. The authority of SENG shall rest with the President, as guided by deliberation at the Annual General Meetings of SENG. Between Annual General Meetings, the President will be guided by the consensus of the Provincial Board of Directors.

## **Article VII – Bylaws**

1. The Provincial Board of Directors may make bylaws, not contrary to law, for all purposes relating to the affairs and business of SENG. It may identify criteria with respect to the qualifications and classification of members; the fees which it may deem advisable to impose and the number, power and duties of its Board of Directors or other committees. It may, at any time, alter or repeal all or any such bylaws as it may see fit and as authorized by a vote by membership, either electronically or at an Annual General Meeting. Notice of proposed bylaw changes will be distributed to all members THIRTY (30) days before the date of the vote.
2. All bylaws shall be approved at the next Annual General Meeting of SENG or at a special meeting called for that purpose.

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