

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 Registered Nurses of Alberta (CRNA).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 who work in Emergency Nursing, and 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 CRNA or LPNs, registered with CLPNA, working in Emergency nursing, with an interest in Emergency nursing (including: Emergency Departments/Rooms, Urgent Care Centers, Nursing Stations, Pre Hospital, Flight Nurses and Sexual Assault Nurse Examiners)

5.2 Affiliate:

Membership shall be open to all nurses with associate registration through CRNA 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 CRNA 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 CRNA Specialty Practice Group criteria:

- The number of affiliate members can never exceed the number of active members.
- The number of LPNs in NENA-AB may never exceed the number of RN members.
- Affiliate members may not vote, or 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 July1-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, this officer will now be known as the Administration Officer.
- Treasurer
- Communication Officer
- Education Coordinator
- Novice ED Nurse Representative

7.2 The terms of office for the President, Administration Officer Treasurer, and Communication Officer shall be three years. The term of office for the President-Elect and the Past President shall be two years. The office of the President-Elect and Past President shall be active during alternate terms.

1. Eligibility: Current member of NENA-AB for a minimum of 1 year.

2. Currently employed in an Emergency setting. (may include: Emergency Department, Nursing Station, Pre-hospital, Outpost Nursing, Flight Nursing, or Sexual Assault Nurse Examiner (forensic nursing))
- 7.3 The term of office will begin on July 1, of the designated year following election at the Annual General Meeting.
- 7.4 To facilitate knowledge transition of current Emergency nursing practice and trends, the NENA-AB Executive Members will be given the opportunity to attend the annual NENA Conference. Conference registration, and airfare/or hotel accommodation will be covered by NENA-AB.
8. Functions of the Officers:
 - 8.1 President:
 1. Shall preside at all meetings of NENA-AB and of the Executive.
 2. Shall be a member of the Advisory Council that reports to the NENA Board of Directors or shall appoint another member the NENA-AB Executive to be a member of this Council for the term of 2 years.
 3. Shall be an ex-officio member of all committees except the Nomination committee.
 4. Shall act as a liaison between this group and CRNA and other professional and community groups. Responsibilities include submission of an annual report and list of Executive names and addresses to CRNA.
 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 NENA-AB and NENA for publication in the NENA-AB Newsletter and the Canadian Journal of Emergency Nursing (CJEN).
 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 Administration Officer:
 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 purpose.
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 CRNA Archives.
2. Shall liaison 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 (CJEN)
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.

8.6 Education Coordinator:

1. Shall promote NENA sponsored courses Trauma Nursing Core Course (TNCC) and Emergency Nursing Pediatric Course (ENPC) and Canadian Triage Acuity Scale (CTAS).
2. Shall promote Emergency courses that are relevant to the Emergency Department.
3. Shall maintain an informational brochure for dispersal describing the educational opportunities provided by TNCC, ENPC, CTAS and other Emergency courses.
4. Shall report to the Executive of NENA-AB courses that have and will occur. This information will be passed on to the communication officer to be posted in the NENA-AB newsletter.

5. Shall provide a report for the NENA-AB newsletter on the courses and their relevance to Emergency Nursing.

8.7 Novice ED Nurse Representative:

1. Shall promote NENA-AB growth from within the novice nurse population.
2. Shall reach out to nursing education facilities to share the benefits of joining a professional association.
3. Shall educate the membership about needs of new nurses entering the emergency departments.
4. Shall encourage new nurses to write an article to share their experiences, write an article or case study for the NENA-AB newsletter.
5. Shall help provide support in planning the annual conference keeping in mind the novice nurse.

9. Regional Representatives:

1. Eligibility:

- a. Current member of NENA-AB for 1 year.
- b. Currently employed in an emergency setting (may include Emergency Department, Nursing Station, Pre-hospital, Outpost Nursing, Flight Nursing, or Sexual Assault Nurse Examiner)
- c. Representatives will be from each of the 5 zones as identified by Alberta Health Services (2015)- North (3), Edmonton (1 urban, 1 rural), Central (1 urban, 1 rural), Calgary (1 urban, 1 rural), South (1 East, 1 West).

2. Responsibilities:

- a. Promoting NENA (provincial & national)
- b. Represent NENA-AB at local education offerings (ask organizer if you can come and give a short talk on NENA membership and hand out NENA swag).
- c. Report to the NENA-AB executive the happenings in their zone on a quarterly basis and provide a written report to be put in newsletter.
- d. Provide one article per year for the NENA-AB newsletter. This can be written by regional representative or someone in their area.
- e. Provide in planning and supporting annual conference.
- f. For fulfilling the duties of NENA-AB Regional Representative, representatives will have complimentary registration and accommodation at the annual conference.

10. 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 acclamation. 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 as applicable to NENA-AB

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 meetings 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 CRNA.