



## CAMSUN BYLAWS

### Approved December 15, 2008

By the 2008 CAMSN Board:

Patricia Tubman RN, President  
Pam Mangold RN, MN, President-Elect  
Elsa Arbuthnot RN, MN, Treasurer  
Noelle Rohntinsky, RN, MN, External Communications Coordinator  
Frances Fothergill-Bourbonnais RN, PhD, Conference Coordinator  
Nancy McDonald RN, BScN, Conference Coordinator  
Nicole Simpson RN, BScN, Secretary

#### 1.0 Name of organization:

- The name of the association is the Canadian Association of Medical and Surgical Nurses and hereafter will be referred to as CAMSN.

#### 2.0 Objectives /Purpose:

- 2.1 To be the voice of medical and surgical nurses across Canada.
- 2.2 To establish a certification exam for medical and surgical nurses that represents a standard of quality care for nurses in this area.
- 2.3 To obtain Specialty Designation with the Canadian Nurses Association.

#### 3.0 Membership:

- 3.1 Interested persons will be required to complete the registration form to become a member of CAMSN.
- 3.2 Membership Category: Active
- 3.3 Active members may be any Registered Nurse, Licensed Practical Nurse/ Registered Practical Nurse or students of nursing that actively practice in or have a keen interest in the area of medical-surgical nursing.

#### 4.0 Membership dues:

- 4.1 Presently there is no fee to maintain membership with CAMSN.

## 5.0 Membership renewal:

5.1 Presently membership renewal is not required; membership remains active unless member requests name to be removed.

## 6.0 Board of Directors.

6.1 The governing body of CAMSN will be the Board of Directors. The Board of Directors consists of President, President-Elect, Treasurer, Secretary, External Communications Officer, and Conference Coordinators.

6.2 Each member of the Board of Directors shall serve a two year term. A member may not serve on the Board for more than three consecutive terms.

6.3 Election of the Board of Directors:

- Elections for positions of the Board of Directors will be held bi-annually in the month of October.
- Members of the Board shall be elected by CAMSN members.
- If there is only one candidate for a specific position, he or she will be elected by acclamation. If there are two or more persons interested in a specific position on the Board, a ballot will be taken.
- Elections for the Board of Directors will be conducted by electronic mail out ballot, where email address is available, to each CAMSN member.
- Where email address is unavailable ballot will be sent by Canada Post.
- Ballots for election of the Board of Directors will be sent to CAMSN members no later than two months prior to the date ballots must be returned.
- Members shall be notified of election results on the CAMSN web site.

6.4 Persons eligible for seeking position on the Board of Directors must be an active member of CAMSN.

6.5 Persons elected to the Board of Directors will begin their term immediately upon notification that they are the successful candidate.

6.6 Duties of the Board of Directors

- Direct the business and financial affairs of CAMSN.
- Establish policy, procedure and communications on behalf of the CAMSN membership.
- Participate in sub-committee work for CAMSN activates such as the development and maintenance of a certification exam for medical and surgical nurses, conference planning and fundraising.
- Promote the existence of CAMSN, its accomplishments, and future goals.
- Represent CAMSN on the Canadian Nurses Association of Associate, Affiliate and emerging groups.

6.7 Duties of each member of the Board of Directors

The President shall:

- Be a representative and spokesperson for CAMSN
- Be the contact person for Canadian Nurses Association on behalf of CAMSN.

- Promote the objectives of CAMSN.
- Document and submit reports of CAMSN activities to the Canadian Nurses Association.
- Preside over all meetings of the Board

The President-Elect shall:

- Have their duties assigned by the Board of Directors.
- Perform the duties of the President in his or her absence.
- Assume the position of the President when predecessor's term is completed.

The Treasurer shall:

- Report to the Board regarding CAMSN's financial position.
- Manage all funds belonging to CAMSN.
- Perform all accounting duties.
- Will have signing authority over all financial transactions.

The Secretary shall:

- Document the minutes of all Board and membership meetings.
- Will be responsible for the storage of reports and records of CAMSN.
- Maintain membership database.
- Send out official notice of all Board and membership meetings

The External Communications Officer shall:

- Participate in the composition of all communications on behalf of CAMSN.
- Determine and monitor content on the CAMSN web site.

The Conference Coordinator shall:

- Participate in the business of the Board of Directors as required.
- Coordinate membership meetings

6.8 Any member of the Board wishing to leave his or her position prior to the end of their term must submit their request to the Board in writing.

6.9 Board members unable to fulfil their duties will be reviewed by his or her peers on the Board of Directors. If required, Board members may vote (by majority) to remove the person under review.

6.10 The Board of Directors will appoint a member of CAMSN to fill any vacant position.

## 7.0 Fiscal year

7.1 The fiscal year will be January 1 through December 31.

## 8.0 Financial

8.1 The Treasurer shall sign cheques belonging to CAMSN. The president may also have signing authority.

8.2 An audit schedule of CAMSN's financial records will be established when the CAMSN account reaches a minimum of 10,000 dollars and/or membership fees are collected.

## 9.0 Meetings

### 9.1 Board Meetings

- Meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors.
- Members of the Board wishing to call a meeting must organize such meetings in partnership with the Secretary.
- The Secretary and the External Communications Officer will send written electronic notification of and the agenda for meetings to Board members no later than fourteen days prior to such meetings.
- The quorum for meetings of the Board shall be four members.
- The Secretary will record and store minutes to all meetings of the Board of Directors.

### 9.2 Membership Meetings

- An annual meeting of CAMSN members will be held at a time and location determined by the Board of Directors; alternate means of participating in the annual meeting (i.e. teleconferencing and or video conferencing) will be explored.
- The annual meeting will be an opportunity for CAMSN members to approve the annual budget and conduct business as per the agenda set by the existing Board of Directors.
- Notice of the date, location, and agenda of the annual meeting will be posted on the CAMSN web site. Members will also receive notification by email.