

## CLINICAL NURSE SPECIALIST ASSOCIATION OF ONTARIO (CNS-ON) BYLAWS

### CNS-ON EXECUTIVE COMMITTEE

#### ROLES OF THE EXECUTIVE:

##### **President-Elect:**

After a two-year term, becomes President.

##### RESPONSIBILITIES

- to assume leadership functions as delegated by the President.
- to learn about the organisation and current goals of the CNS-ON.
- to communicate with the membership through the Newsletter in the capacity of editor.

##### FUNCTIONS:

- asks the support of the executive members in writing an article for each Newsletter.
- solicits the input of CNS members in writing an article for each Newsletter.
- writes and distributes the Newsletter (minimum of 2 times per year).
- supports the President for the activities of the association.
- assists the President with correspondence and organizational responsibilities.
- reports to the executive on tasks or activities that were delegated to her/ him.
- prepares an annual report three (3) weeks prior the AGM and submits to the President.

### TERMS OF REFERENCE

#### **PURPOSE:**

- 1) To represent members and to coordinate the activities of the CNS-ON;
- 2) To keep CNS members informed on CNS issues;
- 3) To provide liaison and collaborate with the Clinical Nurse Specialist Association of Canada (CNS-C / ICS-C) on issues of concern to both memberships;
- 4) To organize at least one meeting in person versus teleconferences or other such media;
- 5) To provide liaison and collaborate with the RNAO and CNA on issues of concern to the membership.

#### **Quorum**

- a. A quorum for a meeting of the Executive Committee shall be a majority of the executive members (50% + 1).
- b. Any questions arising at a meeting of the Executive Committee shall be decided by a majority vote of the members present. In case of a tie, the President shall have an extra vote.

## Vacancy

- a. In the event that an officer shall cease to act, the Executive Committee shall, if the unexpired term thereof is less than one year, appoint a member of the Executive Committee or a new director from the general membership to fill such office for the unexpired term.
- b. In the event that the unexpired term exceeds one year, the Executive Committee shall arrange to fill such vacancy by holding an election at the next General Meeting (AGM).
- c. If no one applies or is elected into the vacant position, the executive may choose to fill the position or leave it vacant, depending of the situation arising.

## Removal

- a. Removal of an executive member may be possible by a majority vote by the executive committee. Reasons for removing an executive committee member may relate to the following:
  - Failure to comply with the conflict of interest and/or code of conduct policy requirements;
  - Inappropriate or disruptive participation and/or not engaging in effective discussion and decision-making;
  - Illegal, unethical or inappropriate activities, which may damage CNS-ON's reputation;
  - Executive members are expected to participate in all meetings. Executive member who attend less than two-thirds of all meetings, or misses more than two consecutive meetings, he/she may be asked to resign;
  - Failure to comply with the attendance requirements for executive committee meetings.

## EXECUTIVE COMMITTEE

The committee shall be comprised of Directors and Executive Network Officers (ENO) elected from the CNS members in Ontario and responsible of the following portfolios:

1. President
2. President-Elect
3. Past-President
4. Director of Finance / Treasurer
5. Director for Communications and Secretary
6. Director of Membership and Services
7. Director for Policy, Practice and Political Action
8. Director of Research and Education
9. ENO Social Media
10. ENO Workplace Liaison
11. Graduate Nursing Student Representative.

Any executive member may represent the executive on ad hoc and advisory committees as delegated. When representing the CNS-ON, executive members will support the positions of the CNS-ON Association.