

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

CNS-ON EXECUTIVE COMMITTEE

ROLES OF THE EXECUTIVE:

Director of Finance:

It is a two-year term.

RESPONSIBILITIES:

- to keep current and accurate record of expenses and credits.
- to prepare, in consultation with the President, an Annual budget to be approved by the Executive at the latest in January of each year.
- to verify the amounts received in accordance with the membership numbers of our association and to report to the Executive.
- to ensure that all expenses are paid within one month received.
- to keep the President informed if any financial issues arise.

FUNCTIONS:

- monitors the incomes and expenses of the association.
- monitors the bank statements to ensure that all incomes and expenses are recorded.
- pays accounts owing in accordance to the approved budget.
- prepares a financial report for executive meetings.
- prepares and presents an Annual financial report to the executive members and then at the AGM.
- prepares and submits the Annual financial statements to RNAO home office (Director of Finance).
- 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.