



RAINBOW NURSING INTEREST GROUP

of the

REGISTERED NURSES' ASSOCIATION OF ONTARIO

BYLAWS

Proposed amendment for September 2020

Approved previously by Membership (on April 12, 2008)

BYLAWS	
Definition: Throughout the bylaws, the Association refers to the Registered Nurses' Association of Ontario .	[Removed this statement, and replace in the text by RNAO - for clarity]
I. NAME	
The name of the organization shall be the <i>Rainbow Nursing Interest Group</i> (RNIG).	Regarding the RNIG's name: the use and/or publications of the name, orally or written, can be obtained with prior approval from the Chair/ President.
II. GOALS	
Members of RNIG have developed bylaws which provide a structure through which they promote the stated goals of the group.	
III. MEMBERSHIP	
A. Any member or an associate as defined in the Association bylaws, with an interest in the health of lesbian, gay, bisexual, transsexual, transgender, two-spirit, intersex, queer and questioning (LGBTTTTIQQ) clients and nurses and in promoting evidence-informed care and cultural proficiency that reflects the needs of sexual minorities, shall become a member of RNIG upon payment of an annual membership fee.	RNAO
IV. EXECUTIVE COMMITTEE	
A. COMPOSITION:	of the Executive Network Officers (ENO)
An Executive Committee will be formed from the membership with the following positions:	
1.) Chair or Co-chair(s)	1.) Chair(s) / President(s) ENO
	Chair-Elect/ President-Elect ENO
	Past-Chair / Past-President
2.) Finance Executive Network Officer(s)	

3.) Communication Executive Network Officer(s)	
4.) Membership Executive Network Officer(s)	
5.) Policy and Political Action Executive Network Officer(s)	
	Social Media Executive Network Officer(s)
	Workplace Executive Network Officer(s)
6.) Student Liaison Executive Network Officer(s)	B.Sc.N. Student Liaison
B. TERM OF OFFICE	
1.) A term of office shall be two years, beginning and ending at the Executive Meeting following (here) the Annual General Meeting (here).	both, and the Spring/ Summer election.
2.) No officer shall serve more than two consecutive terms in the same position, or three consecutive terms of office on the Executive Committee. Members who are ending their terms must be re-nominated and re-elected in order to remain on the Executive Committee.	[Removed this item]
C. VACANCY	
1.) 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 to fill such office for such unexpired term.	
2.) In the event that the unexpired term exceeds one year, the Executive Committee shall fill the position as specified in Bylaw IV.C.1 for the remainder of the first year and arrange for an election to fill such vacancy for the remaining year, at the next Annual General Meeting.	
D. NOMINATIONS	
1.) Notice of election and call for nominations will be communicated prior to the Annual General Meeting.	1.) All members of the executive are representatives for two (2) years. The executive elections for officers are divided half annually to maintain and

	<p>sustain the Executive and functioning of the RNIG. Elections for the Executive members and change of office will take place after the summer elections.</p> <p><u>In every other year, members shall elect:</u></p> <ol style="list-style-type: none"> 1. President (if no President-Elect). 2. Finance ENO. 3. Communication / Secretary ENO. 4. Membership ENO. <p><u>In every other year (as opposed to the one above), members shall elect:</u></p> <ol style="list-style-type: none"> 1. President-Elect ENO. 2. Policy, and Political Action ENO. 3. Social media ENO. 4. Workplace Liaison ENO. 5. B.Sc.N. Student liaison.
<p>2.) Candidates for office shall be nominated in writing, and nominations shall be delivered to a Co-chair until one week prior to the RNIG Annual General Meeting.</p>	<p>2) Nomination and Election Process:</p> <ul style="list-style-type: none"> ➤ A call for nominations to be an Electoral Candidate will be sent to the RNIG membership. ➤ Nominations received will be checked to ensure that they meet the requirements to stand for office (e.g. meet the criteria for the position applying). ➤ Nominations be voted on by the membership if these are more than one candidate for each position. ➤ Elections will be based on one member - one vote from the RNIG membership. ➤ RNAO staff will facilitate online voting. <p>Requirements: the Electoral Candidate shall have been a member of RNIG for a minimum of two (2) years prior to contesting and have expertise for the specific portfolio. Candidate shall prepare a short biography and state reasons for running as an ENO for RNIG. The Biography and statements will be made available to</p>
<p>3.) Candidates for office may be nominated from the floor provided they are present or have submitted a candidate's statement in writing.</p>	
<p>4.) Nominations must be accompanied by the signatures/e-mail support of at least two RNIG members who support the nomination.</p>	
<p>E. ELECTIONS</p>	
<p>1.) The RNIG membership shall elect at the Annual General Meeting the number of persons necessary to render an Executive Committee as specified in bylaw IV. A.</p>	

	<p>view for all Membership and is not subject to Privacy bans.</p> <ol style="list-style-type: none"> 1. A member can contest for a different position after completing two (2) mandates in one portfolio. 2. If a vacancy on the Executive Committee occurs during an elected term of office, the Executive members shall appoint a person who is a member of the association to the vacated position for the remainder of the designated term.
V. POWERS OF THE EXECUTIVE COMMITTEE	
A. The RNIG Executive Committee shall:	
1.) Coordinate the Association activities at the RNIG level.	RNAO
2.) Determine the numbers, composition and duties of teams as necessary to fulfill the goals of the RNIG.	committees
3.) Appoint ex-officio members as required.	
4.) Determine the amount of the annual membership fee.	
5.) Have the right to request the resignation of any Executive Committee Member who:	
a.) misses three consecutive Executive meetings, or	[add] or 50% of the Executive meetings; or
b.) fails to meet the expectations of her/his position.	
VI. MEETINGS OF THE EXECUTIVE COMMITTEE	
A. TIME AND PLACE	
1.) The Executive Committee shall meet at least three times a year, in addition to the RNIG Annual General Meeting, at such times and places as the Committee shall determine, and shall include teleconference meetings .	various electronic modalities to meet.

2.) Additional meetings of the RNIG Executive Committee may be held upon the resolution of the Committee or at the call of a Chair .	Chair / President
B. NOTICE OF EXECUTIVE COMMITTEE MEETINGS	
1.) Notice of meetings of the RNIG Executive Committee shall be contained in the minutes of the preceding Executive Committee meeting.	
2.) Notice of any additional meetings a specified in section VI.A.2 will be received at least one week prior to the meeting, by phone or in writing .	or by various electronic modalities (e.g. email).
C. QUORUM FOR EXECUTIVE COMMITTEE MEETINGS	
1.) The quorum at a meeting of the RNIG Executive Committee shall be 50% .	50% + 1.
D. VOTING AT EXECUTIVE COMMITTEE MEETINGS	
1.) Voting shall be by consensus, unless the Chair of the meeting directs otherwise. In the event of a vote, a majority of the quorum is required to pass a motion. For those issues where 100% of the Executive will be required to vote, a proxy will be accepted.	[Removed this statement]
2.) An issue requiring 100% of the Executive to vote may be identified by any of the following:	[Removed this statement]
a.) The Co-chairs	[Removed this statement]
b.) Any five members of the Executive Committee OR	[Removed this statement]
c.) Any ten general members	[Removed this statement]
Notice of the request must be given in writing to a Chair prior to voting on the issue.	[Removed this statement]

3.) The Chair shall vote only as necessary to break a tie.	[Removed this statement]
VII. DUTIES OF OFFICERS (here)	/ Executive Network Officers (ENO)
A. THE CHAIR(S) SHALL:	The Chair(s)/ President(s)- ENO: It is a two-year term. RESPONSIBILITIES:
1.) Preside at or designate an alternate to reside at all meetings of the RNIG and Executive Committee.	To preside
2.) Be or designate a member to be at the RNAO Assembly meetings.	<ul style="list-style-type: none"> to attend at least 1 of 2 assembly meetings in Toronto, held twice in a year; or sends a designate to represent the RNIG.
3.) Exercise general control and supervision over the affairs of the RNIG.	To
4.) Be responsible for the agenda, changes in it and new business for meetings.	[Removed this item] To prepare , the reports, and review the previous minutes before presented to the Executive to ensure accuracy.
5.) Present an Annual Report.	[add] <ul style="list-style-type: none"> to prepare an annual report two (2) weeks prior the AGM in collaboration with Executive members.
6.) Coordinate the nomination process and conduct the election of officers at the Annual General Meeting	To [Removed this item] every year as required.
7.) Represent RNIG as voting delegate to the RNAO AGM or specify an alternate (here) to act as voting delegate at the AGM/ Assembly.	To RNAO's AGM identify... from the Executive members
	[add] <ul style="list-style-type: none"> to respond to pertinent correspondence; to initiate communication on issues related to the RNIG's objectives; to send information to the members, e.g. Newsletters, reports, and other

	<p>relevant information to LGBTQ+ via electronic modalities.</p> <ul style="list-style-type: none"> • to develop relationship with other nursing organizations. • to keep RNAO informed of issues affecting RNIG members and collaborate in order to have an appropriate follow-up on these issues. • to report to the executive on tasks or activities that were delegated to her/him.
B. COMMUNICATION EXECUTIVE NETWORK OFFICER(S) SHALL:	The Communication and Secretary ENO: It is a two-year term. RESPONSIBILITIES:
1.) Keep records of all proceedings of the RNIG including a record of all meetings of the RNIG and Executive Committee.	To
2.) Cause to be sent copy of the minutes of any such meeting to the Executive Committee members, ex-officio members and the Association office.	To send -to send a copy to RNAO home office after it is approved by RNIG Executive.
3.) Produce and distribute the RNIG Newsletter (here).	after a review is done by the Executive members.
4.) Assess and provide for communication needs of members re: RNIG goals.	
5.) Develop external media released re: RNIG and related issues.	
6.) Develop and produce promotional material re: RNIG.	
7.) Assist and support other teams in communicating about issues to the membership and the community at large.	committees
8.) Maintain a list of Executive members' contact information.	<ul style="list-style-type: none"> • to submit list of current executive members of RNIG to President, list to be forwarded to RNAO home office (e.g. September).
9.) Assess and make recommendations re: electronic and internet communication with members (e.g., e-mail, web pages).	
10) Represent RNIG on related committees as requested by the Chair(s) or Executive Committee.	Chair(s) / President(s)

	<p>[add]</p> <ul style="list-style-type: none"> • to keep records of executive, of general, and of annual meetings. • to take and distribute minutes of meetings to the executive after they have been reviewed by the Chair of the meeting. • to help enhance the profile of the association and its work by letting the Communications' Department at RNAO Home Office know about events you think deserve coverage or attention. • to inform RNAO Home Office about media coverage members receive as a result of interviews with local media outlets • to attend one (1) assembly meeting in Toronto or suggest a designate to the Chair / President to represent the RNIG. • to report to the executive on tasks or activities that were delegated to her/him. • to prepare an annual report three (3) weeks prior the AGM and submit to the Chair / President
<p>C. THE FINANCE EXECUTIVE NETWORK OFFICER(S) SHALL:</p>	<p>The Finance ENO: It is a two-year term. RESPONSIBILITIES:</p>
<p>1.) Keep a record of all monies received and expended.</p>	<p>To</p>
<p>2.) Issue and sign cheques for payment of authorized expenditures.</p>	<p>To</p>
<p>3.) Place funds in the bank.</p>	<p>To</p>
<p>4.) <u>Send vouchers, bank passbooks and bookkeeping records to the Association office for audit when instructed to do so.</u></p>	<p>[Removed this statement]</p>
<p>5.) <u>Report, at the request of the Chair(s), the state of the finances.</u></p>	<p>4) to prepare an annual financial report at the end of the fiscal year and send it to the Chair(s) / President(s) for a complete review.</p>

<p>6.) Prepare the annual financial statement for presentation at the Annual General Meeting and submission to the Association office.</p>	<p>5.) once the annual financial report is approved, to send a copy to the Director of Finances at RNAO home office and to present the annual financial report at the Annual General Meeting.</p>
<p>7.) Invest funds as directed by the Executive.</p>	<p>to</p>
<p></p>	<p>[add]</p> <ul style="list-style-type: none"> • 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. • to monitor the bank statements to ensure that all incomes and expenses are recorded. • to pay accounts owing in accordance to the approved budget. • to report to the executive on tasks or activities that were delegated to her/him. • to prepare an annual report three (3) weeks prior the AGM and submit to the Chair / President.
<p>C.1. SIGNING AUTHORITY</p>	<p></p>
<p>The signing officers of the RNIG shall be the Treasurer and two of the following: Chair(s) or one other member of the Executive Committee to be determined annually by the Executive Committee.</p>	<p>Chair / President</p>
<p>D. THE MEMBERSHIP EXECUTIVE NETWORK OFFICER(S) SHALL:</p>	<p>The Membership ENO: It is a two-year term. RESPONSIBILITIES:</p>

1.) Maintain membership lists.	[Removed this statement- not possible anymore]
2.) Administer bursaries and awards (advertise, review applications, make selections).	To
3.) Contribute to the planning of RNIG conferences/workshops.	To
4.) Monitor and respond to calls from members and non-members regarding the role and activities of and benefits of membership in RNIG.	To
5.) Recognize the contributions of individual members (e.g., retiring Executive members).	To
6.) Plan and co-ordinate member events, including Annual General Meeting activities.	To
	<p>[add]</p> <ul style="list-style-type: none"> • to identify the number of members by contacting the RNAO membership dept. at home office (minimum 3 times per year - January, April, and end of October). • to verify with the membership dept. of RNAO home office (at the latest in December), to ensure that all executive members are current with their membership of RNIG and provide to the Chair / President. • to update the RNIG membership brochure as needed. • to report to the executive on tasks or activities that were delegated to her/him. • to prepare an annual report three (3) weeks prior the AGM and submit to the Chair / President.
E. POLICY AND POLITICAL ACTION EXECUTIVE NETWORK OFFICER(S) SHALL:	The Policy and Political Action ENO: It is a two-year term. RESPONSIBILITIES:
1.) Provide leadership for political action activities within RNIG and responding to RNAO Action Alerts.	To

2.) Network with stakeholders and establish political strategies as appropriate to the issue arising in collaboration with the Chair(s) and other Interest Group members.	to Chair(s) / President(s)
3.) Recommend a course of action on policy issues to the Executive Committee	To
4.) Advise (here) RNAO on emerging issues.	To the Executive and
5.) Represent RNIG on related committees as requested by the Chair(s) or Executive Committee.	to Chair(s) / President(s)
	<p>[add]</p> <ul style="list-style-type: none"> • to identify issues related to nursing and LGBTQ+ practice and to inform the executive committee. • to act as a consultant for the executive on political matters. • to prepare resolution(s) to be submitted to RNIG membership and/ or RNAO's AGM; and be reviewed by RNIG executive first. • to report to the executive on tasks or activities that were delegated to her/ him. • to prepare an annual report three (3) weeks prior the AGM and submit to the Chair / President.
F. THE STUDENT LIAISON EXECUTIVE NETWORK OFFICER(S) SHALL:	The B.Sc.N. Students Liaison: It is a two-year term. RESPONSIBILITIES:
1.) Provide input to RNAO and RNIG on relevant issues from a student's perspective.	To RNIG Executive and RNAO
2.) Promote RNIG and RNAO's perspectives, links, resources and awards to peers in nursing programs.	To
3.) Identify community and home health nursing student education issues to RNIG.	to
4.) Network with other student nursing associations, especially the Ontario Regional Director of the Canadian Nursing Students' Association (CNSA) and the Provincial	to the Provincial Nursing Students' Interest Group (Nursing Students of Ontario-NSO) and / or, when possible, the Ontario Regional Director of the

Nursing Students' Interest Group (Nursing Students of Ontario-NSO) on a regular basis.	Canadian Nursing Students' Association (CNSA)
5.) Contribute to the overall goals of RNIG and RNAO where possible.	[Removed this item]
VIII. FISCAL YEAR	
The fiscal year of the RNIG shall end on the 31st day of October of each year.	shall begin on November 1 st and end on October 31 st
IX. MEETINGS OF THE RAINBOW NURSING INTEREST GROUP	
A. ANNUAL GENERAL MEETING	
The RNIG shall hold an Annual Meeting, to be held at any time within the calendar year, providing that members receive a minimum of 90 days notice of the Annual General Meeting.	
B. ADDITIONAL MEETINGS	
Additional general meetings of the RNIG may be called at any time and place at the discretion of the Executive Committee or by any ten RNIG members.	[Removed this item]
C. NOTICE OF MEETINGS	
Notice of a general meeting, including an agenda, shall be sent by e-mail preceding such meeting.	various electronic means (e.g. email)
D. QUORUM FOR MEETINGS	
The number of RNIG members present at any general meeting shall constitute a quorum.	
Description of role that were not defined. New – to be added -	
<p>The Chair-Elect/ President-Elect: After a one-year term, he/ she becomes President. RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1) to assume leadership functions as delegated by the President. 2) to learn about the organisation and current goals of the RNIG. 3) to communicate with the membership through the Newsletter in the capacity of editor. 4) to support of the executive members in writing an article for each Newsletter. 5) to solicit the input of members in writing an article for each Newsletter. 6) to write and distributes the Newsletter (minimum of 2 times per year). 	

- 7) to support the President for the activities of the association.
- 8) to assist the President with correspondence and organizational responsibilities.
- 9) to report to the executive on tasks or activities that were delegated to her/ him.
- 10) to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

The Past-President:

After a two-year term as President, becomes Past-President for one (1) year.

RESPONSIBILITIES:

- 1) to provide continuity between past and current executive.
- 2) to assist with long term planning.
- 3) to assist the President with short-term and long-term planning.
- 4) to support the new President for the activities of the association.
- 5) to assist the President with correspondence and organizational responsibilities.
- 6) to report to the executive on tasks or activities that were delegated to her/ him.
- 7) to prepare an annual report three (3) weeks prior the AGM and submits to the President.

The Social Media ENO:

It is a two-year term.

RESPONSIBILITIES:

- 1) to assist the RNIG in being visible on social media.
- 2) to keep a positive image of the LGBTQ+ while improving visibility.
- 3) to coordinate the social media activities.
- 4) to serve as a liaison with the executive and activities on social media about issues arising.
- 5) to report to the executive on tasks or activities that were delegated to her/ him.
- 6) to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

The Workplace Liaison ENO:

It is a two-year term.

RESPONSIBILITIES:

- 1) to assist the executive in recruiting more RNIG members.
- 2) to improve visibility of our association in workplaces where possible.
- 3) to coordinate communication to be circulated to workplace RNIG members.
- 4) to collaborate with RNIG Executive and RNAO home office in facilitating the recruitment of new members.
- 5) to serve as a liaison with local workplace liaisons.
- 6) to report to the executive on tasks or activities that were delegated to her/ him.
- 7) to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

The document will be formatted and re-numbered as needed after it is approved by the membership.

N.B. each ENO position can have 2 persons holding office if need to be.