



Western and North-Western Region
Canadian Association of Schools of Nursing
Le region de l'ouest et du nord-ouest - Association canadienne des écoles de sciences infirmières

Constitution and Bylaws

Revised February 2014

Article I – Name

The name of the organization shall be Western and North-western Region, Canadian Association of Schools of Nursing (WNRCSN), hereafter referred to as the Region.

Article II – Purpose and Objectives

The purpose of the Region is to provide an organized body to promote the advancement of nursing education and nursing scholarship in Western and North-western Canada and so to support the stated purpose and objectives of Canadian Association of Schools of Nursing (CASN).

Objectives

1. To serve as an avenue for the interchange of nursing knowledge among members.
2. To promote research in nursing.
3. To provide a forum for discussion of matters of mutual concern to nursing schools in the Region.
4. To represent the views of the Region to educational, professional, and other appropriate bodies within Western and North-western Canada.
5. To promote greater public understanding of education for nurses within Western and North-western Canada.

Article III – Membership

Membership shall be of three types: Honorary life members, active members, and associate members. Only active members shall have voting privileges.

1. Honorary life membership shall be given to retired nurse educators whom the Region may wish to honor for their long-standing contribution to nursing education in Western and North-western Canada and to Western and North-western Region Canadian Association of Schools of Nursing.

2. Active membership shall be open to all full-time or part-time members of the teaching staff of faculties/schools/colleges of nursing in WNRCSN and the teaching staff of programs and schools of nursing involved in collaborative programs with them. Active membership will be open to all full or part-time undergraduate and non-faculty nursing students registered in a nursing program affiliated with WNRCSN.
3. Associate membership shall be open to all nurse educators who formerly held full-time or part-time teaching positions within faculties/schools/colleges of nursing in WNRCSN, or any student enrolled full-time or part-time in a graduate program related to nursing education.
4. The Region may, in its discretion, by by-law, make provision for other classes of membership.

Article IV – Representation from Other Bodies

The Region may, at its discretion, invite to its meeting as non-voting participants, members of those organizations that, in the opinion of the Executive, should be represented.

Article V – Officers

The officers of the association shall be as follows:

- a. President;
- b. Past-President;
- c. Vice-President (President-elect);
- d. Secretary-Treasurer; and
- e. A Member-at-Large (MAL) from each faculty/school/college of nursing in the Region that is an institutional member of CASN.

Article VI – Executive

1. The Executive of WNRCSN shall be constituted by officers of the association and shall not exceed 10 members. More specifically, the executive will consist of the president, past-president, vice-president (president-elect), secretary treasurer and the remaining executive positions will be filled by MAL's such that each province will have 2 voting members and the Northwest Territories will have one voting member.
2. It shall be the duty of the Executive to carry on business on behalf of the association between general meetings and to investigate and report on matters of interest to the Region.
3. The president, past-president, vice-president (president-elect), and secretary-treasurer will ask for MAL's to volunteer for vacant executive positions.

Appointments to the executive will be made according to Article VI.1 to ensure representation from all provinces and the Northwest Territories.

Article VII – Committees

Committees may be appointed by the members at the Annual Meeting or the Executive, as and when required.

Article VIII – Meetings

1. The annual general meeting (AGM) of the Region shall normally be held in February of each year.
2. Special meetings may be called by the President or by the written request of 25% of the active members. A notice of special meeting shall be sent to each member of the Region intimating the nature of the business to be transacted at least 21 days prior to the date set for the meeting.

Article IX – Finances

1. The Executive shall have charge of the finances and shall appoint at least two signing officers coinciding with the rotation of Executive Officers. The secretary-treasurer shall be the assigned contact for automatic deposit according to Interac policy. Online banking shall be the preferred method of managing finances.
2. The secretary-treasurer shall submit a detailed financial report to the annual meeting of the Region.
3. A compilation of financial statements will be completed by an accounting firm every two years in February coinciding with the rotation of Executive Officers or at the request of the Executive. At the request of at least 25% of the voting members attending the AGM, the Executive would respond to a request for the accounting firm to conduct a review or an audit.
4. The secretary-treasurer shall submit a proposed budget to the AGM of the Region.

Article X – Dues

1. Honorary life members shall be exempted from payment of membership dues and conference fees.
2. Active and associate members shall pay annual membership dues. These dues shall be for the period from September 15 to September 14 the following year and are payable to the Secretary-Treasurer of WNRCSAN.
 - 2.1 Active membership dues are an amount to be decided at each AGM.
 - 2.1.1. As of effective September 15, 2013 annual membership fees will be set at \$50.00/year.

- 2.1.2 As of effective September 15, 2013 annual membership fees for full and part-time undergraduate and non-faculty nursing students is \$10.00/year.
- 2.2 Associate membership dues are 60% of the active membership dues set for that year.

Article XI – Fiscal Year

The fiscal year shall be from January 1 to December 31.

Article XII – Amendments to the Constitution

This Constitution may be amended or revised at the AGM or at a special meeting called for this purpose. All proposed changes shall be sent to members at least 30 days prior to the date of the meeting.

Article XIII – Quorum

At a meeting of the Region, a quorum shall be defined as simple majority of chapters or faculties/schools/colleges of Western and North-western Region CASN member institutions as represented by a MAL or designate, and the total number of Active members present is equal to twice the total current number of executive members.

Article XV – Voting

At regional business meetings, each vote shall be cast by an Active member of the Region or by a proxy. (A proxy is defined as the privilege to cast a vote on behalf of another Active member.) If a proxy is to be used, an instrument appointing a proxy shall be sent by the Active member of the Region to the Secretary-Treasurer.

By-Law I – Nominations, Appointment of Officers to the Executive, Vacancies in Offices

1. All persons holding active membership in the Region shall be eligible for office.
2. Each School of Nursing shall be responsible for appointing or electing a MAL as an officer. The retiring MAL will notify the President and Secretary Treasurer of the Region of the name and location of the new MAL.
3. A MAL representing nursing students be appointed from the western region of the Undergraduate Nursing Students Association (CNSA). (Western refers to a representative from British Columbia, Alberta, Saskatchewan, Manitoba, or North West Territories).
4. Appointment of officers to the Executive shall take place at the AGM. No MAL shall hold the position of President, Vice-president, Past-President or Secretary-Treasurer on the Executive for more than two consecutive years.
5. The appointment of officers to the Executive shall be guided by a rotation of officers as approved by the membership at the AGM.

6. It will be normally expected that the Vice-President (President-elect) will progress to the office of the President.
7. If the Past-President is not able to continue as a member of the Executive, a member should be elected from the retiring Executive to replace the Past-President and to ensure continuity.
8. MALs shall be asked to volunteer for vacant Executive positions at the AGM. Appointments to the executive will be made according to Article VI.1 to ensure representation from all provinces and the Northwest Territories. No MAL shall hold a position on the Executive for more than 5 years. MALs will have the option to serve longer than 5 years when no other MAL is willing to serve on the Executive.

By-Law II – Duties of Officers

1. The President shall preside at all meetings of the Region and of the Executive of the Region and shall be an ex-officio member of all committees.
2. The Past-President shall be a member of the Executive of the Region.
3. The Vice-President (President-elect) shall, in the absence of the President, preside over meetings and attend to the duties pertaining thereto. If the President is unable to carry on the duties of the office, the Vice-President shall become the President.
4. The Secretary-Treasurer shall record the minutes of the meetings, and preserve all papers and letters belonging to the Region; attend to the correspondence of the Region; and, send out necessary notices. The Secretary-Treasurer shall receive and have charge of all funds of the Executive Meetings and at the AGM, and shall pay all authorized expenses.
5. The Member-at-Large (MAL) shall be appointed or elected by the WNRCASN members in the faculty/school/college for at least a two-year term, and shall:
 - a. serve as an officer of the Region;
 - b. attend the AGM of the Region;
 - c. serve as the liaison between the faculty/school/college and the WNRCASN Executive;
 - d. report at all meetings of the faculty/school/college;
 - e. write the annual report of faculty activities within his/her local ~~chapter or~~ faculty/school/college and submit it electronically to the Secretary-Treasurer, who will post on the website;

- f. serve as a member of the Conference Planning Committee when the AGM is hosted by his/her faculty/school/college;
- g. ensure continuity of the office of MAL through administrating the appointment or election process locally;
- h. act as liaison between the WNRCSN Executive and his/her faculty/school/college;
- i. be responsible for the recruitment and retention of local members to have active membership in WNRCSN.

By-Law IV – Annual Meetings

1. The date and place of the AGM shall be determined by the Executive of the Region. As feasible, the AGM shall rotate yearly from among CASN member schools of nursing in the region.
2. Forty-two days' notice of the date and place of the AGM shall be given to all members.

By-Law V – Special Meetings

1. The date and place of all special meetings shall be determined by the Executive.
2. Notification of such meeting, and the nature of the business to be conducted, shall be sent to all members 21 days prior to the date of the meetings as outlined in Article VIII of the Constitution.

By-Law VI – Finance

1. The Secretary-Treasurer shall prepare an annual budget for the projected expenses of the following year. This budget shall be presented to the officers at the Members at Large meeting for approval prior to being presented and approved at the AGM.
2. A financial statement shall be printed for all members attending the AGM.

By-Law VII – Representation on National CASN Committees

1. The Executive will notify MALs of upcoming openings for Region representatives on National Committees.
2. The Executive of the Region will review curriculum vitae of candidates submitted by MALs. Region representative appointments to National CASN Committees will be made by the Executive, with consideration for representation among member schools of nursing and the candidates' qualifications.