

# **ORNANS**

**periOperative Registered  
Nurses Association  
of Nova Scotia**

**Constitution and By-Laws  
Revised **January, 2010****

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## **PERIOPERATIVE REGISTERED NURSES ASSOCIATION OF NOVA SCOTIA**

### **ARTICLE I. NAME:**

This organization shall be known as the **periOperative Registered Nurses' Association of Nova Scotia** (hereinafter referred to as **ORNANS**).

### **ARTICLE II. AFFILIATION:**

- ORNANS shall be a member of the periOperative Registered Nurses Association of Canada (ORNAC).
- ORNANS shall be a special interest group member of the College of Registered Nurses of Nova Scotia (CRNNS).

### **ARTICLE III. OBJECTIVES:**

**The objectives of ORNANS shall be:**

1. To promote standards for optimum patient care during the perioperative phase.
2. To encourage and promote continuing education.
3. To promote the correspondence and exchange of ideas and techniques among the members throughout Nova Scotia.
4. To provide leadership and representation of perioperative registered nursing practice at a provincial level to outside agencies.
5. To provide representation for Nova Scotia perioperative registered nurses at the national level.

### **ARTICLE IV. MEMBERSHIP:**

**Membership shall consist of:**

1. Active Members: professional nurses who are currently members of the College of Registered Nurses of Nova Scotia and who are actively working in perioperative registered nursing and/or related perioperative functions.
2. Associate Members: registered nurses not currently active as a perioperative registered nurse but who were previously active in perioperative nursing, or have special skills or knowledge relative to perioperative nursing. Associate members are non-voting members.

## ARTICLE IV. continued

3. Honorary Members: past members of ORNAC who have been recognized for their contribution to the growth of the Association. Such membership may be conferred at an AGM, the name having been approved by the executive. Honorary members are non-voting and will not incur a membership fee.
4. ORNANS membership will be taken prior to the annual meeting for the following year and up to **December 15th** of each year. New members **cannot join after this date until the AGM the following year.**

## ARTICLE V. ORGANIZATION:

### 1. The Provincial Executive:

The affairs of ORNANS shall be managed by the Provincial Executive which shall be composed of:

- 1.1 President
- 1.2 President Elect
- 1.3 Secretary
- 1.4 Treasurer
- 1.5 Past President

Each member of the Provincial Executive shall be an active member of ORNANS.

### 2. Provincial Executive Meetings:

- 2.1 There shall be one annual meeting each year.
- 2.2 The Provincial executive will have a minimum of two executive meetings a year.
- 2.3 A provincial meeting shall be held each year and shall be designated as the Annual General Meeting (**otherwise called AGM**) and Conference. The place for the next AGM and Conference shall be decided by the **executive**, by a majority vote, **before** each AGM and Conference. The provincial executive shall be notified of the date and time of the meeting within one month. A planning committee chairperson shall be selected by the local chapter hosting the AGM and Conference. All planning committee members shall be active members of ORNANS.

### 3. Regional Chapters:

3.1 ORNANS shall encompass all Regional Chapters. The Regional Chapters shall be called;

- 1) **Central Region** includes: Dartmouth General Hospital, IWK --Women's Site, - Children's Site, CFB Stadacona Hospital, Halifax Infirmary Site and Victoria General Site of QEII, **Scotia Surgery.**
- 2) **Northern Region** includes: **a)** New Glasgow - Aberdeen Hospital, Colchester Hospital – Truro **b) Amherst - Highland View Hospital**  
**c)** Antigonish – St. Martha's Hospital.

## **ARTICLE V. 3.1 continued**

- 3) **Western Region** includes: Valley Regional Hospital, Annapolis Community Health Center, Hants Community Hospital and Soldiers Memorial Hospital, Yarmouth Regional, Queen's General and South Shore.
  - 4) **Eastern Region** includes: Inverness Consolidated, Cape Breton Regional Hospitals: Northside, Sydney, New Waterford and Glace Bay.
- 3.2 Regional Chapters shall have an Executive which will report to the Provincial Executive and be governed by the ORNANS Constitution.
  - 3.3 Each member of the Regional Executive shall be an active member of ORNANS.
  - 3.4 Each region shall elect a Regional Presiding Officer (RPO) and a Secretary/Treasurer who will be called the Regional Executive Committee. The Committee may appoint hospital representatives at their discretion.
  - 3.5 The Regional Executive Committee will organize their operation to suit regional requirements providing there is no conflict with the ORNANS Constitution. Regional chapters should have a minimum of two meetings a year, not including the Annual Meeting and Conference.

## **ARTICLE VI. ELECTION OF PROVINCIAL OFFICERS**

- 1. The election of the Provincial Executive shall take place at the annual general meeting of ORNANS.
- 2. The term of office for each member of the Provincial Executive and the Regional Executive Committee shall be for two years.
- 3. No member of the Provincial Executive or the Regional Executive Committee shall hold the same office for more than two consecutive terms unless the position is unfilled. Whether an additional term by an executive officer is deemed appropriate will be determined by the remaining executive in accordance with the best interests of the organization.
- 4. The office of President-Elect will be elected in even numbered years. The office of the Secretary and Treasurer will be elected in odd numbered years.
- 5. At the end of the President's term of office, the President-Elect will assume the office of President.
- 6. In the event that the office of President becomes vacant, the President-Elect will assume the office of President for the remaining portion of the President's term, after which the Acting President (President-Elect) will assume the presidency in their own right. The office of President-Elect shall remain vacant until the next scheduled election for that office.
- 7. Any vacancy in the Provincial Executive may be filled by a member appointed by the Provincial Executive on an interim basis. This vacancy will be filled by a majority vote at the next annual meeting.

## **ARTICLE VI. continued**

8. Should the position status of any Executive officer change and that officer can no longer be described as an active perioperative nurse, the remaining Executive will determine if the officer must immediately resign or continue in the position until the next scheduled AGM. This decision will be based on the best interest of the Association.

## **ARTICLE VII. DUTIES OF PROVINCIAL EXECUTIVE**

### **1.0 Duties of the Provincial President:**

- 1.1 Call and preside at all meetings of the Provincial Executive and ORNANS, book the meeting room and prepare an agenda.
- 1.2 Be a signing officer of provincial ORNANS or delegate this to another provincial executive member.
- 1.3 Represent ORNANS at the national level as an ORNAC board member or designate an executive member in their place.
- 1.4 Present an annual report.
- 1.5 Be an ex-officio member of all committees.
- 1.6 Attend educational meetings and promote the objectives of ORNANS.
- 1.7 Receives and answers accordingly, any information or questions by membership or outside parties.
- 1.8 Attends any other meetings where ORNANS input is deemed necessary.
- 1.9 Assists in updating all files once during a term, to be passed on to the new President.
- 2.0 Prepares "Presidents Annual Report" for ORNAC spring meetings.

### **3.0 Duties of the President-Elect:**

- 3.1 In the absence of the President, perform all duties of the President.
- 3.2 Perform such duties as assigned by the President.
- 3.3 Represent ORNANS at a national level (ORNAC) in the second year of term of office.
- 3.4 Attend educational meetings and promote the objectives of ORNANS.
- 3.5 Submits an annual report to the ORNANS President.
- 3.6 Chairs Nominations Committee with two other members.
  - 3.6.1 Issue a call for candidates two months prior to the AGM.
  - 3.6.2 Compile and present a list of candidates for balloting at the annual meeting and appoint two scrutineers during the election of officers.

#### **4.0 Duties of the Secretary:**

- 4.1 Record and distribute the minutes of all meetings to Provincial Executive.
- 4.2 Receive and answer all correspondence as directed by the President.
- 4.3 Keep an attendance record for the AGM and conference.
- 4.4 Attend educational meetings and promote the objectives of ORNANS.
- 4.5 Works closely with the Treasurer with provincial membership applications.
- 4.6 Contacts all members and hospitals with operating rooms for mail out of changes/ membership forms 2 months prior to an Annual General Meeting.
- 4.7 Ensures each member of ORNANS and each OR Site shall receive an updated copy of the current constitution.
- 4.8 Purchases stationary and office supplies as required.

#### **5.0 Duties of the Treasurer:**

- 5.1 Be responsible for the Provincial treasury.
- 5.2 Be a signing officer of ORNANS.
- 5.3 Submit a report of the balance of the treasury at business meetings of the Provincial Executive and provide a statement at the annual meeting.
- 5.4 Arrange for an audit/review of the books at the conclusion of the term of office when deemed necessary by the Provincial Executive (at least every four years).
- 5.5 Keep appropriate records of finances.
- 5.6 Compile and maintain accurate statistical records of all members. Keeps track of membership cards and prints more if needed.
- 5.7 Distribute ORNANS pins to all members on a one-time basis. Each year pins will be given only to new members.
- 5.8 Attend educational meetings and promote the objectives of ORNANS.
- 5.9 Submit a report to the ORNAC Treasurer with an updated list of membership names and information before December 31 of each year. A copy shall be sent to all ORNANS executive as well.

#### **6.0 Duties of the Past-President:**

- 6.1 Act as a consultant to the Provincial Executive.
- 6.2 Represent ORNANS at the national level (ORNAC) in the first year of the term of office.
- 6.3 Chair the Nomination Committee.
- 6.4 Attend educational meetings and promote the objectives of ORNANS.
- 6.5 Acts as Webmaster and updates the web on a regular basis, providing current and accurate data submitted by members of the executive.

**7.0 DUTIES OF THE REGIONAL EXECUTIVE:****7.1 Duties of the Regional Presiding Officer (RPO):**

- 7.1.1 Be responsible to the regional membership and the Provincial Executive for the business and activities of the Chapter.
- 7.1.2 Promote the objectives of ORNANS and membership in the Regional Chapter.
- 7.1.3 Call and preside at all meetings of the Regional Chapter.
- 7.1.4 Coordinate the activities of the Regional Chapter.
- 7.1.5 Prepare an annual report of Chapter activities for presentation at the Annual General Meeting of ORNANS.
- 7.1.6 Be a signing officer of the Regional Chapter.
- 7.1.7 Assume other duties as required by the Chapter of the Provincial Executive.

**7.2 Duties of the Regional Secretary-Treasurer:**

- 7.2.1 Take minutes of all Regional Executive meetings.
- 7.2.2 Notify Regional Executive members of all meetings as directed by the RPO.
- 7.2.3 Send written notification of all educational sessions prior to the meeting to all hospitals associated with the Chapter.
- 7.2.4 Book meeting rooms for Executive meetings and educational sessions.
- 7.2.5 Maintain accurate attendance records of all educational sessions.
- 7.2.6 Be responsible for all correspondence as directed by the RPO.
- 7.2.7 Maintain all records, documents and correspondence of the Regional Chapter.
- 7.2.8 Keep an accurate record of all money received and distributed, accompanied by receipts, and submit a year-end Financial Statement to the Regional membership and the Provincial Treasurer. Money will be deposited in a chequing account with a chartered bank or credit union in the name of the Regional Chapter.
- 7.2.9 Prepare cheques for authorized expenditures to be co-signed by the RPO at the AGM and Conference.
- 7.2.10 Submit a report of the balance in the treasury at business meetings of the Regional Chapter.
- 7.2.11 Receive and record all membership dues.
- 7.2.12 Be a signing officer of the Regional Chapter.
- 7.2.13 Assume other duties as directed by the RPO or Provincial Executive.

**ARTICLE VIII. COMMITTEES:**

- 1.0 Ad Hoc Committees:** Ad Hoc Committees may be appointed by the Provincial Executive as necessary.

**ARTICLE IX. QUORUM:**

- 1. Annual General Meetings:** A quorum shall consist of fifty-one percent (51%) or more of the voting members.
- 2. Provincial Executive Meetings:** A quorum shall consist of three members of the Executive.

**ARTICLE X. FINANCES:**

1. The fiscal year shall be from July 1 to June 30 of each year.
2. Fees for active and associate members shall be determined by the Provincial Executive on an annual basis. Such fees shall be payable to the Treasury of ORNANS.
3. The fees assessed to each Provincial organization by ORNAC shall be paid by the ORNANS Treasury.
4. Auditors will be named by the Provincial Executive.
5. In the event that ORNANS becomes inactive, all funds will be placed for safekeeping with ORNAC until such time as ORNANS is reactivated.
6. Meal allowance. There will be a meal allowance of \$75.00 per day or equivalent, excluding alcohol, and with receipts for ORNANS executive or members while on approved ORNANS business.
7. Mileage allowance. There will be a mileage allowance for approved ORNANS business at the current ORNAC rate.
8. Any AGM and Conference profits will be split 75% provincially and 25% to the hosting chapter.

## ARTICLE XI. CONFERENCE FUNDING PROVISIONS :

### Subject to finances

**11.1** The ORNANS President may be funded to attend one AORN conference during his/her term as president.

**11.2** The ORNANS executive may be (totally) funded to attend all Provincial, Atlantic and National conferences.

**11.3** Provincial RPO's may be funded for transportation and accommodations for Provincial Annual Meeting and Conference as well as the Atlantic Conference when it is held in Nova Scotia.

**11.4** ORNANS shall refer to the ORNAC Constitution and bylaws when current ORNANS Constitution and bylaws do not allow for resolution of a problem.

**The goal of ORNANS is to promote the education of OR nurses. An Annual General Meeting and Conference will be held once a year.**

### Point System **(minimum of 12/2years)** Points

Each monthly meeting and the annual general meeting	<b>3</b>
Member of the Provincial or Regional Executive or Webmaster	<b>6/year</b>
Active Provincial/Regional committee member	<b>3/year</b>
Provincial/Regional committee chairperson	<b>6/year</b>
Speaker at a meeting	<b>6</b>
Article writers. National Journal	<b>6</b>
Newsletter/website	<b>3</b>
Professional report	<b>1/year</b>

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**ARTICLE XI. Continued**

### **Criteria for Conference Sponsorship:**

1. A minimum of 12 points/**2years** is required to be eligible for conference funding.
2. ORNANS will offer funding for national and regional (Atlantic) conferences only.
3. The amount of funding will be decided by the Provincial Executive depending on:
  - The number of members applying for sponsorship
  - The number of points accumulated by each member
 \*\*\*It may be necessary to hold a draw of names if many members are applying and the point distribution is equal.
4. Applicants must be members in good standing for two years.
5. Members have two years to accumulate points prior to a National or Atlantic Conference.
6. Decisions by the Provincial Executive to fund members will be made three months prior to the conference.
7. Applicants must apply in writing to the President of ORNANS.
8. The final decision will be at the discretion of the ORNANS executive.
9. Those selected must be prepared to submit a report either verbally at a monthly meeting or as an article in the newsletter.

### **ARTICLE XII. AMENDMENTS:**

Amendments to the Constitution may be made at any Annual General Meeting by a two-thirds majority vote upon notice of each amendment having been circulated to each member at least two months in advance.

**12.1** ORNANS shall refer to the ORNAC Constitution and bylaws when current ORNANS Constitution and bylaws do not allow for resolution of a problem.

### **ARTICLE XIII. PARLIAMENTARY AUTHORITY:**

The rule contained in the current edition: Robert's Rules of Orderly Conduct, Newly Revised, shall govern the ORNANS meetings in all cases to which they are applicable. It will be consistent with the Constitution and By-Laws of the College of Registered Nurses of Nova Scotia and the Constitution of ORNAC.

### **ARTICLE XIV. WEBSITE:**

Anything submitted to the ORNANS website should be sent to the ORNANS webmaster for review and editing. To ensure accordance with ORNAC guidelines and principles, final approval of all web content must be given by the ORNANS Provincial President prior to content postings and/or website changes.

**ARTICLE XV. CONSTITUTION:**

Each member of ORNANS and each Nova Scotia Hospital, with an OR, shall receive a copy of the current constitution.