

**PeriOperative Registered Nurses  
Association of Nova Scotia  
Operating Policies**

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## **POLICY I: ORGANIZATION**

### **1. The ORNANS Provincial Executive**

The affairs of ORNANS shall be managed by the 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 Executive shall be an active member of ORNAC/ORNANS.

### **2. ORNANS Executive Meetings**

- 1. **2.1 The** Executive will have a minimum of two face to face meetings per year. Teleconference meetings may be held as deemed necessary.
- 2. **2.2 A** provincial meeting shall be held each year and shall be designated as the Annual General Meeting (otherwise called AGM as per ORNANS Bylaws). The AGM will be accompanied by a Conference, when not in conflict with the National Conference years and Atlantic Conference years in Nova Scotia. The AGM will be accompanied by an education day every other year. The ORNANS Regional Chapters shall have the opportunity for hosting the AGM & Conference in the following recommended order: Annapolis Valley, New Glasgow/Truro, Antigonish, Halifax, Amherst, Cape Breton. The upcoming conference hosts shall provide the Executive with a date and time for their AGM & the date can be announced at the current years AGM. All planning committee members shall be active members or associates of ORNANS.

### **3. Regional Chapters:**

**3.1** ORNANS shall encompass all Regional Chapters. The Regional Chapters are:

- 1) **Cape Breton:**
  - Cape Breton Regional, Sydney
  - North Side General, North Sydney

- New Waterford Hospital, New Waterford
- Glace Bay General, Glace Bay
- Inverness Consolidated Memorial, Inverness

2) **Amherst:** Highland View Hospital

3) **Antigonish:** St. Martha's Hospital

4) **New Glasgow:**

- Aberdeen, New Glasgow
- Colchester, East Hants, Truro

5) **Annapolis Valley:**

- Valley Regional, Kentville
- Soldier's Memorial, Middleton
- South Shore Regional, Bridgewater - Hants Memorial, Windsor
- Yarmouth Regional, Yarmouth

6) **Halifax:**

- Halifax Infirmary
- Victoria General
- Dartmouth General
- IWK Health Center - Paediatrics
- IWK Health Center - Gynaecology and Birth Unit - Dartmouth General
- CFB High Readiness Unit
- Scotia Surgery

**3.2** A letter of intent shall be submitted to the executive for all new chapters wishing to start up. A one-time start up stipend of \$250.00 will be given upon approval.

**3.3** Regional Chapters shall have an Executive which will report to the Provincial Executive and be governed by the ORNANS Operating Policies and Bylaws.

**3.4** Each member of the Regional Executive shall be an active member of ORNANS.

**3.5** Each region shall elect an Executive Committee consisting of a Regional Presiding Officer (RPO) and a Secretary/Treasurer. The Committee may appoint hospital representatives at their discretion.

**3.6** The Regional Executive Committee shall organize their operation to suit regional requirements providing there is no conflict with the ORNANS Bylaws and Operating Policies. Regional Chapters shall have a minimum of two meetings per year and two education sessions per year, not including the Annual General Meeting.

**3.7** *Failure to meet the above criteria may be reason for ORNANS Executive to close regional Chapter*

## **POLICY II: ELECTION OF PROVINCIAL OFFICERS**

1. The election of the Provincial Executive shall take place at the Annual General Meeting of ORNANS.
2. First call for nominations is to be sent by President Elect at least two months prior to the AGM. Second Call for nominations is to be sent at least four weeks prior to the AGM. A third and final call for nominations will occur prior to the vote at the AGM.
3. The term of office for each member of the Provincial Executive and the Regional Executive Committee shall be two years.
4. No member of the Provincial Executive or the Regional Executive Committees 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.
5. 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.
6. At the end of the President's term of office, the President-Elect will assume the office of President.
7. In the event that the office of President becomes vacant, the President-Elect will assume the office of Acting President for the remainder of that term, after which the Acting President (President-Elect) will assume the Presidency in their own right. An interim President-Elect may be appointed by the executive until the next scheduled election for that office.

8. 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 AGM.

9. 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.

### **POLICY III: DUTIES OF ORNANS PROVINCIAL EXECUTIVE**

ORNANS Executive, in collaboration with the Provincial RPO's, shall be responsible for organizing the Atlantic conference when it is being held in Nova Scotia. Volunteers from the provincial membership may be recruited.

All Executive Members are expected to respond to ORNANS business correspondence in a timely fashion.

#### **1. Duties of the 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 Executive Member.

**1.3** Act as a designate to represent ORNANS at the national level as an ORNAC board member when deemed necessary.

**1.4** Write and Present an annual report at the AGM, based on regional reports and Provincial activities

**1.5** Be an ex-officio member of all committees.

**1.6** Attend educational meetings and promote the objectives of ORNANS.

**1.7** Receive and answer accordingly, any information or questions by membership or outside parties.

**1.8** Attend other meetings where ORNANS input is deemed necessary.

**1.9** Assist in updating and maintaining all ORNANS files. All ORNANS information to be passed on to next President via ORNANS portable hard drive.

**1.10** Prepare Council's Annual Report for ORNAC Spring Meeting.

**1.11** Arrange to fly the ORNANS flag at local hospital during O.R. Nurse's Wee

## **2. Duties of the President-Elect:**

**2.1** In the absence of the President, perform all duties of the President.

**2.2** Perform such duties as assigned by the President.

**2.3** Attend educational meetings and promote the objectives of ORNANS.

**2.4** Chair Nomination Committee with two other members.

**2.4.1** Issue a call for candidates two months prior to the AGM

**2.4.2** Compile and present a list of candidates for balloting at the AGM and appoint two scrutinizers (non ORNANS Members) during the election of officers.

**2.5** Arrange to fly ORNANS flag at local hospital during OR Nurses week.

**2.6** Monitor website and contact Webmaster to update information on a regular basis to ensure current and accurate data.

**2.7** Assist in updating and maintaining all ORNANS records to be passed on to next President- Elect via ORNANS portable hard drive.

## **3. Duties of the Secretary:**

**3.1** Record and distribute the minutes of all meetings to Provincial Executive.

**3.2** Receive and action all correspondence as directed by the President.

**3.3** Keep an attendance record for the AGM and conference.

**3.4** Attend educational meetings and promote the objectives of ORNANS.

**3.5** Work closely with the Treasurer.

**3.6**-Will have access to Membership & Associate List exporter on the ORNAC website, to assist in maintaining all records of ORNANS current members.

**3.7** Ensure each Member of ORNANS and each OR receive the current Bylaws and Operating Policies. Also ensure they are available on the ORNANS website.

**3.8** Purchase stationery and office supplies as required.

**3.9** Preserve records to be passed on to next Secretary via ORNANS portable hard drive.

**3.10** File a signed copy of the executive name changes (in conjunction with the financial report) with the Registry of Joint Stocks within 14 days after each AGM. A copy is to be kept in ORNANS files.

#### **4. Duties of the Treasurer:**

**4.1** Be responsible for the ORNANS Treasury.

**4.2** Be a signing officer of ORNANS.

**4.3** Submit a report of the balance of the treasury at business meetings of the Provincial Executive and provide a financial report at the AGM.

**4.4** Ensure two Executives sign the financial report after presentation at the AGM. A copy is to be kept in ORNANS files.

**4.5** File a signed copy of the financial report with the Registry of Joint Stocks within 14 days after each AGM.

**4.6** Arrange for an audit/review of the books at the conclusion of the term of office or when deemed necessary by the Provincial Executive.

**4.7** Maintain appropriate records of finances.

**4.8** Compile and maintain accurate statistical records.

**4.9** Attend educational meetings and promote the objectives of ORNANS.

**4.10** Assist in maintaining all records of ORNANS to be passed on to next Treasurer via ORNANS portable hard drive.



## **5. Duties of the Past-President:**

**5.1** Act as a consultant to the Provincial Executive.

**5.2** Represent ORNANS at the national level as an ORNAC board member or designate an executive member in their place. All ORNAC Board Information to be passed on to the next board member via ORNANS owned portable hard drive.

**5.3** Attend educational meetings and promote the objectives of ORNANS.

## **Duties of the Regional Executive**

### **The Regional Presiding Officer (RPO) shall:**

**1.1** Be responsible to the regional membership and the Provincial Executive for the business and activities of the Chapter.

**1.2** Promote the objectives of the ORNANS and membership in the Regional Chapter.

**1.3** Call and preside at all meetings of the Regional Chapter.

**1.4** Coordinate the activities of the Regional Chapter.

**1.5** Prepare an annual report of the Chapter activities for presentation at the Annual General Meeting of ORNANS.

**1.6** Be a signing officer of the Regional Chapter.

**1.7** Be responsible for organizing the AGM and conference when being held by their Regional chapter.

**1.8** Assume other duties as required by the Provincial Executive.

### **The Regional Secretary-Treasurer shall:**

**2.1** Take minutes of all Regional Executive meetings.

**2.2** Notify Regional Executive members of all meetings as directed by the RPO

**2.3** Send written notification of all educational sessions to all hospitals associated with the Chapter.

- 2.4** Book meeting rooms for Executive meetings and educational sessions.
- 2.5** Maintain accurate attendance records of all meetings and educational sessions.
- 2.7** Be responsible for all correspondence as directed by the RPO.
- 2.8** Maintain all records, documents and correspondence of the Regional Chapter.
- 2.9** Keep accurate records of all money received and distributed, accompanied by receipts. Submit a year-end Financial Statement to the Regional membership and the Provincial Treasurer. Money will be deposited into a chequing account with a chartered bank or credit union in the name of the Regional Chapter.
- 2.10** Prepare cheques for authorized expenditures to be co-signed by the RPO.
- 2.11** Submit a report of the balance in the treasury at the business meetings of the Regional Chapter.
- 2.12** Be a signing officer for the Regional Chapter.
- 2.13** Assume other duties as directed by the RPO or Provincial Executive.

**POLICY IV: COMMITTEES**

**1.0 Ad Hoc Committees:**

Ad Hoc Committees may be appointed by the Provincial Executive as necessary.

**POLICY V: FINANCES**

ORNANS fiscal year shall be April 1<sup>st</sup> to March 31<sup>st</sup>.

ORNANS membership year shall be January 1<sup>st</sup>- December 31<sup>st</sup>, as per ORNAC Bylaws.

- 1.** Auditors shall be named by the Provincial Executive.
- 2.** In the event that ORNANS becomes inactive, all funds will be placed for safekeeping with ORNAC until such time as ORNANS is reactivated.

**3.** Meal allowance. There will be a maximum meal allowance of \$65.00 per day, with receipts, excluding alcohol, for ORNANS Executive or Members while on approved ORNANS business.

**4.** Mileage allowance. There will be a mileage allowance for **approved ORNANS business at the rate of .30/km**. Whenever travel is required the most economical choice shall be selected.

**6.** To support the AGM & Education day, ***when no Exhibitors are present***, \$200.00 from each Exhibitor during a Full Conference shall be set-aside in a Fund entitled "Education Day". All remaining profits from the Full Conference shall be split 75% provincially and 25% to the hosting chapter.

**a.** The Education Fund will only be accessed to supplement the expenses of the Education Day & AGM.

**b.** If the Education Fund exceeds \$5000, the extra funds will be returned to the ORNANS chequing account to be used for operational requirements.

**POLICY VI: FUNDING PROVISIONS: Subject to finances:**

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

**1.2** The ORNANS Executive may be funded to attend all Provincial, Atlantic and Canadian National conferences. Expense forms **must** be submitted within **30 days** of the conference date.

**1.3** RPO's may be funded for transportation and accommodations for Provincial Annual General Meeting and Conference as well as the Atlantic Conference when it is **held in Nova Scotia**. RPO's must submit an application for funding by **May 15th** the year of the Atlantic conference in Nova Scotia. Members will be reimbursed when an expense claim is filed with receipts. Expense forms **must** be submitted within **30 days** of the conference date.

**1.4** ORNANS shall refer to the ORNAC Bylaws and Operating Procedures when current ORNANS Bylaws and Operating Procedures do not allow for resolution of a problem.

1.5 Amount allotted for funding (certification/recertification, conferences) to be determined annually by Provincial Executive, subject to finances.

**The goal of ORNANS is to promote the education of OR nurses. Funding will be awarded based on a point system. Recipients must be a Member/Associate of ORNANS for two consecutive years and have a minimum of twelve (12) points accumulated in the previous two-year period to qualify for funding. Preference will be given to Members/Associates with highest number of points. Points can be accumulated as follows:**

**Point System: Points**

Each chapter meeting attended -----	3
Each Annual General Meeting attended -----	3
Member of the Provincial or Regional Executive -----	6
Active Provincial/Regional committee member -----	3
Provincial/Regional committee chairperson -----	6
Speaker at a meeting -----	6
Article writers. i.e. National ORNAC Journal -----	6
Hospital ~Liaison -----	3/yr.

*~ Liaison Person of contact at each hospital who would post posters, distribute any paper information, promote ORNANS in their hospital*

\*Must provide all dates of meetings attended

\*\*Committee chairperson cannot claim points as committee member

**Criteria for Conference or Certification/Recertification Sponsorship:**

1. All requests for **Certification/Recertification** funding must be submitted to Provincial Executive no later than December 1<sup>st</sup> for the preceding year.

2. All requests for **Canadian National Conference** funding must be submitted to provincial executive no later than January 15<sup>th</sup> the year of the conference.
3. All requests for **Atlantic Conference** funding must be submitted to Provincial Executive no later than May 15th the year of the conference.
4. ORNANS Executive shall make every effort to announce their decision regarding funding within two (2) months prior to the conference.
5. A minimum of **12 points accumulated during the last two (2) years** is required to be eligible for funding.
6. ORNANS will offer funding for Canadian National and Atlantic conferences only.
7. 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
  - Past applications for funding from the same member
  - It may be necessary to hold a draw of names if many members are applying and the point distribution is equal.
8. Applicants must be members/associates in good standing.
9. Applications must be fully completed.
10. Applicants obligated to declare other sources of funding in their application.
11. Where applicable, it will be expected that accommodations for funded recipients will be based on double occupancy with another funded, conference delegate to maximize number of Members/Associates funded.

- If a Member/Associate chooses to not share a hotel room with another funded delegate **they will be responsible for their own accommodation.**

11. Meals will not be reimbursed when they are provided as part of the conference registration package.
  
12. Conference funding will be provided when proof of attendance and itemized receipts (no credit card receipts) are presented with a completed 'Expense Report' (which can be downloaded from the website). Expense forms **must** be submitted within **30 days** of the conference date.
  
13. Unclaimed Conference funding will be distributed evenly among the other funded members, if all expenses not *already* covered.
  
14. Certification funding will be provided when the Provincial Executive are presented with **proof of the applicant passing the exam** and a receipt of payment to the **Canadian Nursing Association**. A **maximum of 50%** of the initial certification fee will be awarded to successful candidates.
  
15. In the event that the certification/recertification funding is not fully awarded (as budgeted), funds will be rolled into the certification fund for the following year. Yearly budgeted certification funding **PLUS** funding that is rolled over, will be capped at \$3000. Funds exceeding this amount will be used in the operations of ORNANS.
  
16. Recertification funding will be provided when the Provincial Executive are presented with **proof of the applicant's ability to satisfy the recertification requirements** and a **receipt of payment to the Canadian Nursing Association**. A **maximum of 50%** of the recertification fee will be awarded to successful candidates.
  
17. *ORNANS Executive will receive **full** funding for certification/recertification*

### **POLICY VII: 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 By-Laws of the College of Registered Nurses of Nova Scotia and the Bylaws of ORNAC.

### **POLICY VIII: WEBSITE**

Submissions for the ORNANS website shall be sent to the ORNANS President for final review to ensure they are in accordance with ORNAC guidelines and principles. Final approval of all web content must be given by the ORNANS Provincial President. Changes to the website will be done by the ORNANS president elect through our web provider.

### **POLICY IX: BYLAWS**

Each member of ORNANS and each Nova Scotia Hospital with an Operating Room shall receive an electronic copy of the current Bylaws and Operating Policies. The Bylaws and Operating Policies will also be available to members on the ORNANS website at [www.ornans.ca](http://www.ornans.ca)

