

# Bylaws

## Manitoba Association of Foot Care Nurses

### **Article 1 Name, Purpose**

- 1.0 The name of this organization shall be the *Manitoba Association of Foot Care Nurses* (MAFCN), (hereinafter called the “Association”).
- 1.2 The purpose of the Manitoba Association of Foot Care Nurses is to:
- i. To provide vision and leadership for the advancement of the profession, education and research;
  - ii. To establish, promote and maintain high standards and integrity for the profession;
  - iii. To foster good relationships, and represent the profession as the voice to the public, policy makers, government and other professional organizations;
  - iv. To provide members with the ongoing opportunity for professional development to maintain and enhance competencies through the provision of workshops, educational sessions and conferences;
  - v. To provide a forum to communicate, discuss and network to actively influence evidence-informed practice;
  - vi. To promote the profession through public awareness programs;
  - vii. To protect the interest of members and the public;
  - viii. To provide an avenue to advocate for the role of nursing foot care; and
  - ix. To maintain an awareness and understanding of trends in health and society that may impact on the profession.

### **Article 2 Head Office**

- 2.1 The address of the Head Office of the Association will be a place designated by the current Executive.

### **Article 3 Executive Committee**

- 3.1 The four (4) members serving as the Executive Committee shall manage and administer the affairs and further the purpose of the Association.
- 3.2 The Executive Committee shall be comprised of the following elected members:
  - i. President
  - ii. President-Elect
  - iii. Secretary
  - iv. Treasurer
- 3.3 An Executive member, other than the President may hold more than one position, but may never hold more than one vote at any time.
- 3.4 Ad hoc committees may be appointed as determined.
- 3.5 In the event that an Executive member is unable to complete their term of office, the Executive shall appoint an active member of the Association to the vacated office until the next AGM where an election can occur.
- 3.6 Election of the Executive Committee shall be held at the AGM by the voting members of the Association.
- 3.7 Members of the Executive Committee are not required to pay the annual membership fee.
- 3.8 Executive members who and perform duties of the Association shall be reimbursed for expenses upon receipt of expense form and receipts. (ie: postage, phone, stationary supplies etc.).
- 3.9 The Executive Committee may make purchases up to \$500.00 without getting permission from the membership.
- 3.10 Notice of meetings shall be emailed not less than 15 days before the meeting is to take place.

## **Article 4 Terms of Office**

- 4.1 The term of office for all elected officers shall be two (2) years, commencing at the close of the AGM at which they are elected.
- 4.2 No Officer shall serve more than two (2) consecutive terms in the same position on the Executive, unless there is no one who will come forth to serve in the position. The Officer may stay in the position until a replacement is found.
- 4.3 Election of members of the Executive Committee shall be alternated in a manner that about half of the Executive Committee shall be elected in any one year.
- 4.4 The President and Secretary shall be elected in even years. The Treasurer and President Elect shall be elected in odd years.

## **Article 5 Membership**

- 5.0 The membership shall consist of general members, student members and affiliate members whom shall support the purpose, and are interested in furthering the objectives of the Association.
- 5.1 Categories and Requirements of Membership:
  - i. *Regular Member* – is any practicing nurse (licensed practical nurse, registered nurse or registered psychiatric nurse) who is a member of their professional body may, upon application, and payment the designated fee. Regular members are entitled to voice, vote and are eligible to hold an executive position.
  - ii. *Affiliate Member* – any member of another health profession or the public, upon application, and payment of the designated fee. Affiliate members are entitled to voice, but have no voting right and are not eligible to hold office.
  - iii. *Student Members* – any nurse currently enrolled in the nursing foot care program, upon submission of an application. Student members are entitled to voice but have no vote and are not eligible to hold office.
- 5.2 Membership fees:
  - i. The membership year is January 1 – December 31.
  - ii. The membership fee is determined by the voting membership at the AGM. Annual membership fee is not pro-rated.

- iii. Membership fees are non-refundable and non-transferable.
- 5.3 Rights and Privileges of Members:
- i. Any member in good standing is entitled to:
    - Receive notification of meetings of the Association
    - Attend and speak at the General or Special General meetings of the Association
    - Participate in activities and programs of the Association
    - Exercise other rights and privileges given to members in these Bylaws.
  - ii. A member is in good standing when:
    - The member meets the one of membership criteria as provided in Article 5.1
    - The member is not terminated as provided for in Article 5.4(i).
- 5.4 Termination of Membership:
- i. Members shall forfeit membership privileges when:
    - Fees are in arrears
    - If Certificate of Registration as defined by the regulatory body has been suspended or cancelled.
- 5.5 Limitation on the Liability of Members:
- i. No member is liable for any debt or liability of the Association.

## **Article 6 Annual and General Meeting of Members**

- 6.0 There shall be a minimum of 3 business meeting each year, with the AGM and annual election of officers taking place in June. At the AGM the report of the President, the financial statement, the minutes, appointment of a public accountant and the report of the accountant shall be presented.
- 6.1 An education session shall be held at each business meeting.
- 6.2 The 3 business meetings shall occur:
- The first Monday in February
  - The first Tuesday in April
  - The first Thursday in October
- 6.3 Order of Business:

- Call to order
  - Adopting the agenda
  - Adopting the minutes of the previous meeting
  - Reports of Committees
  - Old / unfinished business
  - New business
  - Adjournment
- 6.4 Quorum:
- At least ten percent (10%) of Association members who are eligible to vote and the Chairperson at any annual or general meeting shall constitute a quorum. No proxies shall be counted in the determination of a quorum.
- 6.5 Voting:
- Each voting member present at a meeting shall have the right to exercise one (1) vote.
  - A member may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of members, in the manner and to the extent authorized by the proxy. A proxy holder must be a member of the Association. NOTE: A member may only exercise one (1) proxy vote besides their own vote.
  - A ballot vote may be used if at least five (5) members request it.
  - In the event of a tie vote, the President calls for a ballot vote, the President has a second or deciding vote.

## **Article 7 Duties of the Officers of the Association**

- 7.0 Each Executive member shall be responsible to fulfill the roles and responsibilities of their position description. Each Executive member shall represent the interests of the Association in general.
- 7.1 Duties of the President:
- Chairs all business and annual general meetings
  - Monitor the effectiveness of the Association in establishing and accomplishing its objectives
  - Acts as the spokesperson for the Association to the public and the media

- Performs other duties as required by membership
  - Responsible for the agenda
  - Present an annual report
  - Serve as one of the authorized signing officers for all cheques issued by the association.
- 7.2 Duties of the President Elect:
- Has all the powers and performs all of the duties of the President in the absence, inability, or refusal to act, of the President
  - Performs other duties as needed or assigned by the President
  - Take minutes when the secretary is absent.
- 7.3 Duties of the Secretary:
- Responsible for recording, producing and distributing minutes of all meetings
  - Maintains the records of the Association
  - Performs such duties and functions as needed or assigned
  - Responsible for social correspondence
  - Conduct the general correspondence to the group
  - Serve as one of the authorized signing officers for the Association.
- 7.4 Duties of the Treasurer:
- Ensure that proper financial controls and practices are followed in all business transactions of the Association
  - Ensure that accurate records of all financial transactions are kept
  - Oversee all membership records, printing and distribution of membership cards
  - Obtain and attest to an audit/review of financial statement for each completed fiscal year for presentation at the AGM
  - Issue receipts for all membership/workshop/conference fees/dues, and keep a record of each member's payment
  - Deposit promptly all money in the bank
  - Serve as one of the authorized signing officers for all cheques issued by the association
  - Performs such duties and functions as needed or assigned.
- 7.6 Duties of the Conference Coordinator:
- Working with an ad hoc committee:

- plans conference location and contract, conference set-up including meals and subject matter
- keep executive apprised of plans
- notify newsletter chair, the dates and venue of the conference
- arrange for brochure design, printing
- send confirmation letter to speakers requesting bios and fees, as well as AV needs
- send letters to exhibitors outlining dates, ingress/egress times, fee structure, electrical, etc.

**Article 8 Amendments**

8.1 These Bylaws may be altered, amended, repealed or added to by an affirmative vote of two-thirds (2/3) majority vote at the Annual General meeting.

Passed by Membership \_\_\_\_\_.

PRESIDENT

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

PRESIDENT ELECT

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

SECRETARY

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

TREASURER

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature