



## **Faith Community Nursing Interest Group BYLAWS**

### **Article I:**

**NAME:** The name of this organization is the “Faith Community Nursing Interest Group” henceforth referred to as FCNIG

**VISION:** The spiritual dimension is central to any faith community nursing as we assist individuals and groups to integrate life experience with faith as they journey toward wholeness and health.

**MISSION:** We support and encourage the ministry of Faith Community Nurses in their wholistic practice.

### **Article II: OBJECTIVES**

1. As an interest group of RNAO, to actively support the RNAO ENDS.
2. To provide a forum for communication and exchange of ideas.
3. To promote awareness of the roles of Faith Community Nurses.
4. To provide professional support for Faith Community Nurses.
5. To support and the formation of liaison groups throughout Canada.
6. To support implementation of standards and core competencies for Faith Community Nursing as developed by the Canadian Association for Parish Nursing Ministry (CAPNM)
7. To encourage participation of Faith Community Nurses in education and research.
8. To maintain corporate group membership in the CAPNM.
9. To increase awareness of nursing students in the role of the Faith Community Nursing.

### **Article III: MEMBERSHIP**

1. Any practicing or non-practicing registered nurse who is a member of the Registered Nurses’ Association of Ontario (henceforth called RNAO) may, upon application, become a member of the FCNIG.
2. The annual fee is determined by the FCNIG membership. The membership will be notified prior to the Annual General Meeting.
3. FCNIG renewal fees are paid annually through RNAO when renewing RNAO membership by October 31 every year.
4. In order to represent FCNIG by using its name, orally or in writing, prior authorization must be granted by the Executive.

### **Article IV: EXECUTIVE COMMITTEE**

#### **1. Composition**

There shall be a FCNIG Executive Committee which shall be structured as follows:

- i. The officers as elected or appointed in accordance with Article IV, Section 7.
- ii. The immediate Past President of the FCNIG is an ex-officio member.

iii. The chairperson or a delegate of each RNAO Region or liaison group shall constitute a Member-at-large on the FCNIG Executive.

**2. Power**

The FCNIG executive shall:

- i. Co-ordinate all activities at the FCNIG.
- ii. Administer the affairs of FCNIG.

**3. Meetings**

- i. The Executive Committee shall meet no less than four (4) times per year, face-to-face, audio or videoconferencing at such time and place as the Committee shall determine.
- ii. Additional meetings may be held upon the resolution of the Committee, or at the call of the President.
- iii. Expenses on behalf of the FCNIG Executive may be claimed with legal receipts and car traveling costs on the expense form. Travel costs will be paid based on the least costly transportation available.

**4. Notice**

- i. Notice of regular executive committee meetings shall be contained in the minutes of the preceding executive committee meeting.
- ii. Meetings are opened to all FCNIG members and the public - for example, pastors, health council members, others, with prior notice and the approval by the chairperson of that meeting.

**5. Quorum**

- i. The quorum shall be lesser of three hundred (300) members or one per cent (1%) of all the members of the interest group entitled to vote, and present in person, by proxy, by electronic means or by telephonic means if available.

**6. Vacancy**

- i. In the event that an officer shall cease to act, the executive committee shall appoint a member of the executive committee from the membership to fill the remaining portion of the term.

**7. Election of and Appointments of Officers**

- i. *Number* - the FCNIG membership shall elect 9 officers as slated in Section 8. The remaining number to be appointed from the RNAO Regions and liaison groups.
- ii. *Time* - Elections shall be held between June 1 and August 1.  
*How to Vote* –
  - a) Electronic means one member, one vote, with assistance from RNAO staff for communications and online voting
  - b) Thirty (30) days' notice shall be given before the deadline for nominations
  - c) Voting period is 30 days

iii. *Nominations*

- a) Nominations shall be coordinated by the Past President who shall circulate a request for nominations to FCNIG members a minimum of 30 days in advance of voting.
- b) No candidate shall be nominated unless such candidate consents, or has consented in writing, to the nomination.
- c) In addition, the President shall accept any volunteer as a candidate for office.

iv. *Terms of Office*

- a) Officers shall hold office in current position for two (2) year terms of office
- b) No officer shall serve more than (2) consecutive terms in any one position on the Executive. Upon completion of the second term, the member will not stand for nominations for the same executive position for one (1) complete term.
- c) The term of office starts after elections at the annual general meeting.
- d) On odd numbered years members shall elect the president/chair, communications, finance, and membership ENO. In even numbered years, members shall elect the president/chair-elect, social media, policy and political action, and student ENO.

**8. Positions of Officers**

i. *Fixed Positions*

- a) President/Chair
- b) President-Elect/Chair-Elect
- c) Past President, ex-officio (non-voting member)
- d) Finance Executive Network Officer (ENO)
- e) Communications ENO
- f) Social Media ENO
- g) Membership ENO
- h) Policy and Political Action ENO
- i) Student ENO

**9. Duties of Officers**

i. *The President shall*

- a) Have a minimum of one year experience in Faith Community Nursing; and preferably completed a recognized faith community/parish nursing education program.
- b) Chair all meetings of the FCNIG and executive committee.
- c) Attend or designate a member to attend the RNAO Assembly.
- d) Oversee the affairs of the FCNIG.
- e) Be responsible for the agenda, changes in the agenda, and new business for meetings.

- f) Present an annual report at the annual general meeting and upon request by the Association.
  - g) Develop and evaluate goals and objectives compatible with those of FCNIG and RNAO.
  - h) Work closely with the RNAO to achieve these goals.
  - i) Form liaisons with RNAO Chapters/Interest Groups and other nursing organizations as appropriate.
- ii. *The President-Elect shall*
- a) Perform such duties as may be assigned by the executive committee or the President.
  - b) Perform the duties of the President, including attending and voting at the RNAO Assembly, in the absence of the President.
- iii. *The Finance Executive Network Officer (ENO) shall*
- a) Keep records of all proceedings of the FCNIG, including agenda and minutes of all meetings of the FCNIG and the Executive Committee.
  - b) Send copies of the minutes of any such meetings to the Executive members of the FCNIG, or upon request.
  - c) Distribute the minutes of the previous FCNIG Annual General Meeting (AGM) to all members, before next AGM.
  - d) Keep a record of all monies received and expended.
  - e) Issue and sign cheques for payment of expenditures as previously authorized by the Executive Committee.
  - f) Place funds in the FCNIG bank account.
  - g) Send financial records as required by the RNAO.
- iv. *The Policy and Political Action Officer shall form a committee of FCNIG members which*
- a) Hold regular meetings.
  - b) Develop and evaluate goals and objectives compatible with those of FCNIG and RNAO.
  - c) Work with the RNAO Political Action Coordinator to achieve these goals.
  - d) Form liaisons with RNAO Chapters/Interest groups and other nursing organizations as appropriate.
- v. *The Membership Executive Network Officer (ENO) shall*
- a) Keep available the current membership numbers.
  - b) Compile twice annually, and make available to the Executive, a current FCNIG membership numbers.
  - c) Collaborate with the Executive to plan and co-ordinate a membership drive with the RNAO staff from the Membership Department, when possible.
  - d) Liaise with RNAO re: its membership services to the FCNIG.

- vi. *The Communication Executive Network Officer (ENO) shall*
  - a) Enhance media profile of the Association and its work on behalf of nursing and the public in the communities in your specialty.
  - b) Monitor media, and alert the RNAO Communications Department to opportunities for media coverage.
  - c) Establish working relationship with appropriate media contacts in major media outlets in your local/specialty area.
  - d) Work with RNAO Communications Department staff to customize communication to media outlets.
  - e) Distribute communications to membership as needed.
  
- vii. *The Social Media Executive Network Officer (ENO) shall*
  - a) Be the point person for group's social media profile.
  - b) Manage the FCNIGs social media and website presence.
  - c) Update the FCNIG's social media platform and website.
  - d) Work with the communications ENO and engages members in social media.
  - e) Communicate with the FCNIG members at least two times a year (i.e., electronic newsletter or e-blast).
  
- viii. *The Student Executive Network Officer (ENO) shall*
  - a) Be an undergraduate nursing student.
  - b) Provide the student nursing perspective to the Executive.
  - c) Connect with the nursing student community, doing outreach and encouraging other students to join and get involved with group activities.

## **Article V: MEETINGS**

The FCNIG shall hold an Annual General Meeting

- i. Additional general membership meetings may be called at any time and place at the discretion of the Executive Committee and the membership shall be duly informed.
- ii. Notice of an annual meeting shall be given no less than 30 days prior to the meeting by distribution emails from RNAO.
- iii. Only current paid members of the FCNIG are entitled to voting privileges at any meetings.

## **Article VI: STANDING AND AD HOC COMMITTEES**

### **1. The Executive Committee**

- i. The Executive Committee of FCNIG shall have the power to create or dissolve such committees as it may deem advisable.
- ii. The Committee Chairperson shall select FCNIG members with the approval of the Executive Committee.
- iii. The Chairperson of the Committee shall report to the Executive Committee.

**2. Finance Committee**

- i. There shall be a Finance Committee consisting of the Finance ENO, President, and one or two other Executive members.
- ii. The Finance ENO is the Chair of the Finance Committee.
- iii. The signing officers shall be any two signatures of 3 named
  - a. The Finance ENO
  - b. The President and another officer as authorized by the Executive
  - c. Committee.
- iv. A detailed yearly budget shall be prepared and presented to the FCNIG Executive and then taken to the AGM for approval. The fiscal year shall end on the 31<sup>st</sup> of each October.

**Article VII: REVISION OF BY-LAWS**

These by-laws may be amended at an Annual General Meeting of the FCNIG members. Final decision will be made by a 'One member, one vote' majority of votes cast, as administered electronically by RNAO Home Office.

Revised and Approved April 29, 2006

Revised and Approved April 12, 2008

Revised and Approved October, 2011

Revised and Approved September 15, 2012

Revised and Approved October, 2016

**Revised November 9, 2019, approved February 11, 2020**