

British Columbia Nurse Practitioner Association
Constitution and Bylaws

Constitution

ARTICLE 1 - Title

1. The name of the organization is the British Columbia Nurse Practitioner Association (BCNPA).

ARTICLE 2 - Purposes

1. To provide a sustainable and professional organization for Nurse Practitioners in the province of British Columbia.
2. To promote and foster excellence in Nurse Practitioner practice.
3. To educate the public, government and other health care professionals about the role of the Nurse Practitioner and to act as advisors and experts to key stakeholders on Nurse Practitioner practice issues.
4. To provide networking opportunities for Nurse Practitioners within the BCNPA through membership in the College of Registered Nurses of British Columbia (CRNBC).
5. To provide opportunities for affiliations with other provincial, national and international Nurse Practitioner organizations.
6. To promote communication, collegiality, and mutual respect among Nurse Practitioners provincially, nationally and internationally.
7. To identify and provide continuing education and research opportunities for Nurse Practitioners.
8. To influence government and other health care professionals on critical health issues which affect the well-being of British Columbians.

Bylaws

ARTICLE 1 - Vision and Mission

1. Vision Statement:

Nurse Practitioners (NPs) practice autonomously and collaboratively to provide health care services that contribute to the health and well being of British Columbians across the lifespan. Acting as leaders, Nurse Practitioners practice in diverse settings improving access to health care services, by contributing to a healthcare system that is responsive to the needs of all British Columbians.

2. Mission Statement:

The British Columbia Nurse Practitioner Association (BCNPA) is a professional organization that supports and advances the professional interests of its members by promoting a social, economic and political climate in which Nurse Practitioners can provide accessible, efficient and effective healthcare that meets the highest professional standards of practice utilizing the full scope of Nurse Practitioner practice.

ARTICLE 2 - Definition of the Nurse Practitioner

1. “An NP is a registered nurse (RN) with additional education in health assessment, diagnosis and management of illnesses and injuries, including prescribing drugs. Grounded in the nursing profession's values, knowledge, theories and practice, the NP role complements other health care providers and is seen as an invaluable support to health care teams.

NPs provide a range of health services to individuals of all ages, families, communities and groups with a focus on promoting health and preventing illness. They work collaboratively with other health professionals such as family physicians, registered nurses, therapists, nutritionists, social workers and pharmacists.

They can provide care in diverse health care settings, from community clinics and health care centres, to hospitals, medical practices, nursing homes and home care. They are able to diagnose and treat common illnesses and prescribe medications within specific standards and conditions as outlined in their respective provincial and territorial legislation.

More and more, NPs are recognized as a solution to improving timely public access to quality health care. Nurse practitioners complement traditional hospital and physician services and can help alleviate current gaps and waiting times in the health care system, especially in rural and remote communities.” (Canadian Nurse Practitioner Initiative, 2005).

ARTICLE 3 – Membership Criteria

1. Active Membership shall be open to nurses who currently hold a full, temporary or non-practicing license as a Nurse Practitioner with the CRNBC pursuant to the Health Professions Act.

Privileges of Active Membership include:

- a) right to vote
 - b) right to hold office
 - c) right to represent the association as elected or appointed by the Provincial Executive
 - d) special rates at educational events/sessions
2. Associate Membership shall be open to any individual or group with a commitment to the advancement of the Nurse Practitioner role. Membership is accepted through payment of the BCNPA Associate Membership fee.

Privileges of Associate Membership include:

- a) right to receive BCNPA publications and communications, with the exception of members' personal information.
- b) special rates at educational events/sessions

Privileges of Associate Membership DO NOT include:

- a) right to vote
 - b) right to hold office
 - c) right to represent the BCNPA
3. Student membership shall be open to any student currently pursuing Nurse Practitioner education. Membership is accepted through payment of the BCNPA Associate Membership fee. Privileges will be the same as associate membership.
 4. Active, associate and student members must uphold the constitution and comply with these bylaws.

ARTICLE 4 – Membership General

1. The membership year begins April first (1st) and ends March thirty-first (31th).
2. Membership fees are levied on an annual basis. If a new member wants to join after October 1 of the membership year, only half of the membership dues will be charged.
3. The Provincial Executive must determine the amount of the first annual membership dues and after that the annual membership dues must be determined at the annual general meeting (AGM).

4. A person ceases to be a member of the association:
 - a) By delivering his or her resignation in writing to the secretary of the society or by mailing (electronic or general) or delivering it to the address of the association.
 - b) On his or her death,
 - c) On being expelled, or
 - d) On becoming a member **not** in good standing
5. A member may be expelled by a special resolution of the members passed at a general meeting.
 - a) The notice for a special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - b) The person who is the subject of the proposed expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
6. All members are in good standing except a member who has failed to pay his or her current annual membership fee.
7. A member suspended by the CRNBC shall automatically be suspended from active membership by the BCNPA; when reinstated by the CRNBC, the member shall be eligible to be reinstated as an active member of BCNPA, providing the requirements for membership are met.
8. The number of associate members shall not exceed the number of active members.

ARTICLE 5 – Directors

1. DIRECTORS

- a) The affairs of the BCNPA shall be managed by a group of Directors, herein referred to as the Provincial Executive that shall be composed of the following:

Past President
President
President-elect
Secretary
Treasurer
Regional Representatives geographically covered by:
Northern Health Authority Region
Interior Health Authority Region
Vancouver Island Health Authority Region
Vancouver Coastal Health Authority Region
Fraser Health Authority Region

- b) Regional Representatives will work/and or reside in the region represented.

2. QUALIFICATIONS

Only Active members of the BCNPA may hold elected positions on the Provincial Executive.

3. TERM OF OFFICE

- a) The term of office for the Past President, President, President-elect, Northern Health Authority Representative, Interior Health Authority Representative, Vancouver Island Health Authority Representative, Vancouver Coastal Health Authority Representative, and the Fraser Health Authority Representative shall be for one (1) year and for the Secretary and Treasurer shall be two (2) years from the conclusion of the AGM at which they are elected to the conclusion of the next ensuing AGM as appropriate.
- b) A director may serve in the same office for no more than two (2) consecutive terms of office, but may serve in other executive positions for an additional two consecutive terms.
- c) One half of the Provincial Executive shall be elected at each AGM.
- d) Any member of the Provincial Executive may resign her/his office by giving notice in writing to the Provincial Executive.
- e) Any Provincial Executive member who shall for any reason cease to hold office shall forthwith turn over to the Provincial Executive documents, assets, and property of BCNPA in her/his possession.

4. VACANCIES

- a) In the event the President is unable to complete a term of office, the President-Elect shall complete the remainder of the term of office.
- b) In the event the President-elect is unable to complete a term of office, the position will remain vacant until the next AGM when a new President-Elect will be elected. In this case, the current President may continue his or her term for the next year.
- c) In the event that any other director is unable to complete a term of office, the Provincial Executive may appoint a replacement of office for the remainder of that term of office.

5. DUTIES OF DIRECTORS

Duties of the Directors shall be as follows:

- 1) Directors:
 - a. Shall have and exercise all the powers and perform the normal functions of the Association between the AGMs of the Association and agree on an agenda for the AGM.
 - b. Will appoint chairpersons of all Standing and Ad Hoc Committees. Committee Chairpersons may be responsible for selection of committee members.
 - c. Shall arrange for annual auditing of the financial statement (written treasurer's report which has been reviewed by two other members).

- 2) Past President:
 - a. Acts in an advisory capacity, to the President/Provincial Executive.
- 3) President:
 - a. Presides at all meetings of the Association and of the Provincial Executive.
 - b. Acts as liaison with other professional and community groups.
 - c. Is an ex officio member on all committees.
 - d. Is a signing officer.
 - e. Delegates responsibilities to President-Elect and other members as necessary.
 - f. Prepares a report for the AGM of the BCNPA.
 - g. Is an administrator for the website.
- 4) President-elect:
 - a. Assists the President in the performance of duties.
 - b. Performs the necessary duties when the President is absent.
 - c. Is an administrator for the website.
- 5) Secretary:
 - a. Responsible for all correspondence (minutes) and records.
 - b. Circulate notification of all meetings to membership.
 - c. Notify members of vacant positions not less than forty-five (45) days prior to circulation of ballots.
 - d. Circulate notification of the AGM to the membership not less than forty-five (45) days prior to the scheduled meeting.
 - e. Serve as signing officer.
 - f. Is an administrator for the website.
- 6) Treasurer:
 - a. Receives all monies to the BCNPA including but not limited to membership fees throughout the fiscal year and issues receipts for these monies.
 - b. Maintains accurate records of monies received and paid out by BCNPA.
 - c. Maintains accurate membership records, including a current membership roster and updated contact information.
 - d. Discharges all debts against the BCNPA.
 - e. Communicates with the secretary regarding membership status of the members.
 - f. Supervises the collection of, and keep on deposit, the funds and securities of the BCNPA.
 - g. Prepare and present the Annual Financial Statement at the AGM.
 - h. Select a suitable bank and make arrangements for signing authorities.
 - i. Prepare a budget for approval by the Provincial Executive.
 - j. Serve as signing officer.

- 7) Northern, Interior, Vancouver Island, Vancouver Coastal, and Fraser Health Authority Geographical Representatives:
 - a. Act as members of the Provincial Executive and represent the interests and concerns of their respective geographical regions.
 - b. Perform duties for the BCNPA as directed by the President and Provincial Executive.
- 8) Vacancies:
 - a. Vacancies on the Provincial Executive will be filled by appointment from the remaining members of the Provincial Executive. Such members will hold office until the next election. Resignations will be made in writing to the Provincial Executive. If the unexpired term exceeds six (6) months, this will be considered as one (1) year in office.

6. ELECTION OF OFFICERS

Method of Nomination:

- a) Nominations from the BCNPA Active Membership will be accepted by the Chairperson of the Nomination Committee forty (40) days prior to the AGM.
- b) Nominations shall bear the signature of three (3) active members of the BCNPA, and shall be accompanied by written consent of the nominee.
- c) All nominees for office must have active membership in the BCNPA.

Election Procedure:

- a) Ballots will be mailed (electronic or general) to all active members forty (40) days before the AGM.
- b) Completed ballots shall be received from all active members by fifteen (15) days prior to the AGM.
- c) The candidate receiving the highest number of votes shall be declared elected.
- d) All elected officers shall assume the duties of their office at the conclusion of the AGM.

ARTICLE 6 - Ad Hoc Committees

1. AD HOC COMMITTEES

These committees will:

- a) Be called and assume such duties as deemed advisable by the Provincial Executive in order to carry out the work of the BCNPA. Committee work may include special projects, educational events, public awareness etc.
- b) Undertake association work identified in the strategic direction/plan for the BCNPA.

- c) Function under Committee Terms of Reference as set out by the BCNPA Provincial Executive.
- d) Be accountable to the membership for the work undertaken and will submit a written report on work status at the AGM and/or on request of the executive.

ARTICLE 7 – Meetings of Members

1. GENERAL MEMBERSHIP MEETINGS

- a) General meetings, special meetings and the AGM are all General Membership Meetings.
- b) General Membership Meetings of the association will be held at the time and place that the Provincial Executive decides.
- c) BCNPA shall hold an AGM in the spring of each year.
- d) A call for resolutions for the AGM will be made forty-five (45) days before the AGM.
- e) Ten percent (10%) of active members shall constitute a quorum at an AGM and special meeting. Voting for general business other than for election of officers shall be by a show of hands.
- f) An active member in good standing shall have the right to vote at any meeting. In all voting procedures the principle of one (1) vote per member shall pertain.
- g) Special meetings of BCNPA may be called by the President on his or her own notion, by the President upon written request of the Provincial Executive or by one-quarter (1/4) of the active members of the Association.

2. PROVINCIAL EXECUTIVE MEETINGS

- a) A minimum of two (2) business meetings shall be held each fiscal year.
- b) Additional meetings of the Provincial Executive may be called at the discretion of the President.
- c) Two-thirds (2/3) of the Provincial Executive shall constitute a quorum for the transaction of business.
- d) Should a situation occur that does not permit a formal meeting, or teleconference meeting, the President will consult with available members of the Provincial Executive and take such actions as deemed in the best interest of BCNPA. The interim action shall be documented and subject to ratification at the next meeting of the Provincial Executive committee.

ARTICLE 8 – Finance and Audit

1. The fiscal year of the BCNPA shall be from April first (1st) to March thirty-first (31th).
2. The Provincial Executive will determine the maximum expenditure the treasurer may make without their prior approval.
3. Subject to available funds, members of the Provincial Executive may be reimbursed for accommodation and travel expenses made necessary by their office.

ARTICLE 9 - Amendments to the Constitution and Bylaws

1. This constitution and/or bylaws may be amended or altered by a two-thirds majority vote at a special meeting (outlined in Article 8) or at an AGM of BCNPA. Thirty (30) days written notice specifying the intended resolution must be sent to the members.
2. Discussion of the proposed bylaw amendments shall occur at a special meeting (outlined in Article 8) or at an AGM. The bylaws may be amended by a two-thirds (2/3) majority vote of the active members present at the meeting where the amendments are discussed.
3. Members vote in person at the meeting or by proxy (electronic or general).
4. The Provincial Executive committee or any three (3) members may propose an amendment. Proposed amendments must be delivered to any member of the Executive Committee at least thirty (30) days prior to an AGM or at a special meeting.

ARTICLE 10- Borrowing

1. In order to carry out the purposes of the association the Provincial Executive may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
2. A debenture must not be issued without the authorization of a special resolution.
3. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next AGM.

ARTICLE 11- Parliamentary Authority

1. Parliamentary authority shall be Roberts Rules of Order.