



THE ASSOCIATION OF
REGISTERED NURSES
OF PRINCE EDWARD ISLAND

BYLAWS

Revised April 2015

Association of Registered Nurses
of Prince Edward Island
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Bylaws relating to the activities and operation of the Association of Registered Nurses of Prince Edward Island (ARNPEI), Registered Nurses Act (R.S.P.E.I. 1988, Cap R-8.1).

BYLAW I - CLASSIFICATION OF MEMBERSHIP

A. Categories of Membership

1. Practising Membership
2. Associate Membership
3. Honourary Membership
4. Student Membership

B. Practising Membership

1. Practising nurse members shall have met the requirements set out in the Registered Nurses Act and its Regulations, have paid the required fees, and have had their names duly entered upon the Register, and shall be currently licensed.
2. Practising membership shall include entitlement to:
 - a) membership in the Association of Registered Nurses of Prince Edward Island, Canadian Nurses Association and the International Council of Nurses, and a subscription to the Canadian Nurse Journal;
 - b) receive notice of, to attend, to participate in meetings of the Association;
 - c) vote at Special General or Annual Meetings of the Association;
 - d) hold office, if duly elected or appointed, at the Council or Committee level;
 - e) exercise other rights and privileges given by the Registered Nurses Act, its Regulations, and Bylaws;
 - f) eligibility for professional liability coverage through ARNPEI in accordance with either an insurance plan or a protective fund.

C. Associate Membership

1. Any member of ARNPEI may take Associate status provided she or he does not practise as a Registered Nurse or hold herself/himself out to be a Registered Nurse in PEI while holding Associate status.
2. An Associate member is entitled to:
 - a) receive notice of, to attend, to participate in meetings of the Association;
 - b) vote at Special General or Annual Meetings of the Association;
 - c) hold office, if duly elected or appointed, at the Council or Committee level.

D. Honourary Membership

1. Honourary membership may be conferred by a majority vote at an Annual or Special General Meeting of the Association upon any person who has rendered distinguished service to the nursing profession. Honourary members are not entitled to any of the benefits, rights or privileges of a Registered Nurse under the provisions of the Registered Nurses Act or Regulations.
2. An Honourary member is entitled to guest status at Annual or Special General Meetings.
3. Honourary membership does not entitle the holder to:

- a) practice as a nurse in PEI;
- b) vote in the Association;
- c) hold office in the Association.

E. Student Membership

1. Any student nurse who is enrolled in an approved school of nursing in the province, as referred to in the Registered Nurses Act, may, on application, be granted student membership status by resolution of Council, and Council may determine the rights and privileges of student membership.
2. Student membership does not entitle the holder to:
 - a) vote in the Association;
 - b) hold office in the Association.

BYLAW II - FEES

A. Specific Fees

1. The following fees shall be charged by the Association and payment of these fees shall be accompanied by the appropriate form:

Practicing License:			
Annual License	\$350	\$400 (2015)	\$450 (2016)
Half-year License	\$175	\$200 (2015)	\$225 (2016)
Late Fee	\$10		
Associate Membership	\$25		
Nurse Practitioner Endorsement	\$100		
Permit	\$100		
Temporary License	\$50		
Student Membership	\$20		
Canadian Nurse Practitioner Examination	\$1,500		
Application Fee:			
Previously registered in Canada	\$40		
Not previously registered in Canada	\$500		
Nurse Practitioner	\$40		
Verification of Registration	\$25		

BYLAW III - COUNCIL OF THE ASSOCIATION

A. Composition of the Council

1. Council is comprised of the following Officers, Councillors and individuals each of whom is entitled to vote at Council meetings:
 - a) Officers:
 - i) President
 - ii) President-Elect
 - iii) Vice-President.
 - b) Councillors:
 - i) West Prince - one
 - ii) East Prince - two
 - iii) Queens - three
 - iv) Southern Kings - one
 - v) Eastern Kings - one
 - c) one student nurse appointed by Council members referred to in paragraphs a) and b) above;
 - d) one public representative chosen by the Minister of Health.
2. The Executive Director of ARNPEI may attend all meetings of Council in a non-voting capacity.
3. Council shall have discretion to invite the following people to attend meetings of Council for discussion purposes only:
 - i) chair, or delegate of committees;
 - ii) staff of Association;
 - iii) other members as required and other parties.

B. Election Procedure

1. The Nominations Committee shall prepare ballots for electing members of Council and Officers of the Association.
2. Ballots shall be available in both hard copy and electronic formats.
3. All current members of ARNPEI are eligible to vote. All vacancies on the Council will be filled using the following procedure:
 - a) One ballot will be mailed or sent by electronic communication (e.g. email) to each eligible voting member by ARNPEI's accounting firm no later than thirty (30) days prior to the Annual Meeting.
 - b) To vote, the member will complete the ballot by placing an "X" beside the name(s) of the chosen candidate(s).
 - c) All ballots shall be returned to ARNPEI's accounting firm by mail using the return envelope provided or by electronic communication no later than ten (10) days prior to the Annual Meeting.
 - d) No ballots shall be returned to the ARNPEI office. No envelope will be accepted by ARNPEI staff.
 - e) ARNPEI's accounting firm will count the ballots and forward the results to ARNPEI no later than five (5) days prior to the Annual Meeting.

f) The election results will be delivered to the ARNPEI office in a sealed envelope by ARNPEI's accounting firm no later than two (2) days prior to the Annual Meeting, to be opened and the contents revealed in the presence of the President and a quorum of Councillors.

g) The results of the election will be announced to the membership at the Annual Meeting.

C. Term of Office

1. a) The Officers of ARNPEI are the President, President-Elect and Vice-President. An election shall be held every two years for the positions of President-Elect and Vice-President. The successful candidate for President-Elect shall serve a two-year term as President-Elect and then shall assume the office of President automatically for a further two-year term without further election.
b) The President holding office on the date these Bylaws become effective shall continue to serve in that office until the completion of the two-year term of office of the first President-Elect to be elected under these Bylaws.
c) The President-Elect holding office on the date these Bylaws become effective shall continue to serve in this office until the election of the first President-Elect under these Bylaws and will become President at that time.
d) The Vice-President holding office on the date these Bylaws become effective shall continue to serve in that office until the election of the first Vice-President under these Bylaws.
2. The term of office for members of Council shall be two consecutive years commencing immediately following election at the Annual Meeting.
3. There shall be no more than six new members elected to the Council in any one election unless exceptional circumstances exist.
4. A councillor or officer shall hold only one elected office at a time.
5. A councillor shall be eligible for renomination for election and may serve one additional two year term, if elected.
6. No employee of the Association shall be eligible for election to Council.

D. Vacancies on Council

1. A council member absent from three consecutive Council meetings shall resign from Council, or be removed by motion of Council.
2. A vacancy in the office of President shall be filled by the President-Elect.

E. Duties and Functions of Council

The Council shall have the following functions:

1. The management of the professional and business affairs of the Association and the performance of functions specified in the Registered Nurses Act and its regulations.
2. To enter into contracts or agreements on behalf of the Association.
3. To manage the financial affairs of the Association including:
 - a) approval and monitoring of the annual budget;
 - b) appointment of a qualified auditor to audit the books of the Association;
 - c) presentation of an audited financial statement of the operations of the association for the preceding year to the membership;

- d) appointment of authorized signing officers for execution of documents.
- 4. The appointment and removal of the Executive Director of the Association, and determination of his/her functions and remuneration.
- 5. The appointment of chairs of committees and the appointment of members to committees.
- 6. The appointment of a legal advisor for the Council.
- 7. The appointment of representatives to other organizations as requested.

F. Powers and Functions of the President

- 1. Generally oversee and direct the work of the Association.
- 2. Speak officially on behalf of the Association.
- 3. Preside at all meetings of the Association and the Council.
- 4. Be ex-officio a member of all committees.
- 5. Sign and execute, jointly with the Executive Director, contracts entered into by the Association.

G. Powers and Functions of the President-Elect

- 1. Perform the duties of the President, in the absence of the President.
- 2. Perform such other duties as may be assigned by Council or the President.
- 3. President-Elect shall assume the Office of the President when it becomes vacant, without further election.

H. Powers and Functions of the Vice-President

- 1. Perform such duties as may be assigned by the President or Council.

I. Powers and Functions of the Executive Director

- 1. The powers and functions of the Executive Director shall be set out in a detailed job description approved by Council, and in keeping with the Act and Regulations.

J. Conduct of Business

- 1. The Council may conduct business by mail, telephone, or electronic means as necessary and shall keep minutes of the business transacted.

BYLAW IV - FINANCES

A. Banking

- 1. Business of the Association shall be transacted at the financial institution so designated from time to time by Council.

B. Cheques

- 1. Cheques shall be signed by any two of three bank signees of the Council.
- 2. Bank signees shall include two members of Council plus the Executive Director.
- 3. Signees shall review invoices before signing cheques for payment.

C. Fiscal Year

1. The fiscal year of the Association shall end on September 30 of each year.

BYLAW V - MEETINGS OF THE ASSOCIATION

A. Timing

1. The Association shall hold an Annual Meeting at such time and place as determined by Council, and not more than twelve (12) months shall elapse between such meetings.
2. Special General Meetings of the Association shall be called by resolution of the Council, or by written and signed request of at least thirty (30) members of ARNPEI. In the case of an emergency the President and President-Elect can call a Special General Meeting.
3. The Council shall hold at least four meetings each year.
4. Other meetings of Council may be held at the call of the President, or by written and signed request of at least six (6) Councillors.

B. Notice of Meetings

Notice of meetings shall be, in the case of:

- a) Annual Meeting - at least thirty (30) days
- b) Special General Meetings - at least five (5) days
- c) Council Meetings - at least ten (10) days.

C. Quorum

A quorum for meetings shall be, in the case of:

1. Annual or Special General Meetings - fifty (50) voting members.
2. Council Meetings - majority of members of Council.

BYLAW VI - COMMITTEES

A. Statutory Committees

The following committees and their mandates are established by the Registered Nurses Act and Regulations:

1. Board of Examiners
2. Professional Conduct Review
3. Appeals
4. Nurse Practitioner Diagnostic and Therapeutics
5. Education.

B. Standing Committees

The following shall be standing committees of the Association:

1. Nominations
2. Registration.

C. Committee Details

1. Nominations Committee shall:
 - a) consist of one representative from each of the following: West Prince, East Prince, Queens, Southern Kings, Eastern Kings, appointed at the Annual Meeting to act for the following year;
 - b) receive nominations, complete with biographical information, of members who are willing, if elected, to serve as members of Council;
 - c) submit the ballot, along with biographic information on candidates, to the Executive Director at least eight (8) weeks prior to the Annual Meeting;
 - d) prepare a slate of candidates for Council and Officers in the Association;
 - e) prepare ballots for elections, and these shall be submitted to the Executive Director no later than eight (8) weeks prior to the Annual Meeting.
2. Registration Committee shall:
 - a) consist of at least six members appointed by the Council;
 - b) make recommendatons to Council regarding registration policies and procedures;
 - c) advise the Registrar regarding nurse registration and licensure in cases where eligibility is dubious, and recommend procedures by which eligibility requirements may be met;
 - d) refer to Council those applications about which a clear decision cannot be made by the committee to the Registrar.

D. Ad Hoc Committees

1. The Council may establish ad hoc or special committees from time to time.
2. Council shall establish by resolution the purpose and mandate of an ad hoc committee.
3. The chairman of an ad hoc committee shall report to Council as required.

BYLAW VII AMENDMENTS TO BYLAWS

No Bylaw shall come into effect until a notice of the Bylaw is given in writing to all voting members of the Association at least six (6) weeks prior to the Annual or Special Meeting of members at which the Bylaw is to be considered and at least two thirds of the voting members of the Association present at the meeting vote in favour of the Bylaw.

BYLAW VIII - SEAL

The seal of the Association shall consist of two concentric circles with the following words inscribed in between: "The Association of Registered Nurses of Prince Edward Island" and inscribed within the inner circle, "Incorporated 1922".

BYLAW IX - ADOPTION OF CODE OF ETHICS AND STANDARDS FOR NURSING PRACTICE

1. The Association of Registered Nurses of Prince Edward Island adopts the following documents as part of the Bylaws of the Association of Registered Nurses of Prince Edward Island.
 - a) the *Code of Ethics for Registered Nurses*, published by the Canadian Nurses Association, June, 2008; and
 - b) the *Standards for Nursing Practice* approved by the Association of Registered Nurses of Prince Edward Island, April, 2011.
2. For the avoidance of doubt, this bylaw has the effect of bringing a contravention of, or failure to comply with, the provisions of the documents described above within the meaning of “professional misconduct”, as defined in section 1(t) of the *Registered Nurses Act*.