

**Canadian Association for the History of Nursing (CAHN)
Association canadienne pour l'histoire du nursing (ACHN)**

CONSTITUTION AND BYLAWS

Approved May 31, 2007

Last Revised: July 2016

ARTICLE I

Name

The name of this organization shall be "Canadian Association for the History of Nursing (CAHN)" and in French "Association canadienne pour l'Histoire du nursing (ACHN)".

ARTICLE II

Aim

To stimulate interest in the history of nursing and promote its study through the objectives of the Association.

ARTICLE III

Objectives

1. To promote the preservation of historical materials on nursing in Canada.
2. To inform educators, nurses, and the general public on the history of nursing in Canada and promote historical nursing scholarship by holding conferences, distributing newsletters, maintaining a website and by other initiatives that serve this objective as approved by the executive committee.
3. To provide a scholarship at the master's and/or doctoral level to nursing students for the study of the history of nursing in Canada

ARTICLE IV

Affiliation

The Association may enter into affiliation with organizations that have aims and objectives that are compatible with those of the Association provided that a majority vote approving such affiliation has been received at a general or special meeting of the Association.

ARTICLE V

Membership

The Association is open to all individuals and agencies interested in the history of nursing and/or the work of CAHN/ACHN. Office can be held by any individual who holds membership in the Association. There are four categories of membership: Regular, Student, Retired and Honourary Life. Student Membership is applicable to individuals currently enrolled in an undergraduate or graduate program. Honourary Life Membership is applicable to a person who has achieved recognition for scholarship in history and especially the history of nursing, and who is elected at the Annual General Meeting on the recommendation of the Executive.

ARTICLE VI

Officers

The Officers shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer

ARTICLE VII

Executive Committee

1. The Executive shall consist of:
 - 1.1. The four Officers (President, Vice-President, Secretary, and Treasurer)
 - 1.2. Two Members-at-Large
 - 1.3. Chairs of Standing Committees
2. The Executive shall take office following the Annual General Meeting.
3. The term of office shall be two years.
4. Provision shall be made in the *Bylaws* for the terms to expire each year of approximately half the Executive.
5. There shall be at least one meeting (or teleconference) a year between annual general meetings.

ARTICLE VIII

Meetings

1. A meeting of the membership shall be held annually at a time and date selected by the Executive.
2. The membership shall be notified of the date, place, and purpose of meetings, by mail, at least eight weeks prior to the date of the meeting.
3. A special meeting must be called by the Executive on the written request of at least six Regular Members.

ARTICLE IX

Elections

1. Elections of Officers, Members-at-Large, and Standing Committee Members shall take place by mail ballot and results reported at the Annual General Meeting, or shall take place at the Annual General Meeting by show of hands or secret ballot as determined by the Executive.
2. Vacancies on the Executive and Standing Committees that occur during the year shall be filled by a motion of the Executive for the remainder of the term.

ARTICLE X

Standing Committees

1. The Standing committees of the Association shall be:
 - 1.1 Nominations Committee
 - 1.2 Membership Committee
 - 1.3 Communication Committee
 - 1.4 Long-Range Planning Committee
 - 1.5 Scholarship & Research Awards Committee
 - 1.6 Finance Committee
2. Special Committees and ad hoc committees shall be established by the Executive according to need.

ARTICLE XI

Financial

1. The financial year of the Association shall be from January 1 to December 31.
2. The membership year shall be January 1 to December 31.
3. The financial management of the Association shall meet all of the provincial and federal legal requirements for a charitable organization. This includes regular review by a person or persons appointed by the Executive Committee with approval of members at the Annual General Meeting.
4. The report of financial reviews shall be presented at the next Annual General Meeting.

ARTICLE XII

Bylaws

1. The Executive may make bylaws for all purposes relating to the affairs and business of the Association.
2. All bylaws shall be ratified by a 2/3 vote of the membership at an Annual General Meeting of the Association or at a special meeting called for that purpose.
3. Bylaws shall become effective following ratification unless another date has been specified in the motion.

ARTICLE XIII

Rules of Order

Parliamentary authority for procedures at meetings should be designated by the Executive in advance and ratified by the membership at the beginning of the meeting.

ARTICLE XIV

Amendments

Any section of the Constitution may be amended by a 2/3 vote at an Annual General Meeting of the Association or at a special meeting called for that purpose provided that notice of such intent has been given to the membership at least twenty-one days prior to the meeting. Such changes shall become effective upon ratification by the membership.

ARTICLE XV

Non-Profit Status

The Association will be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.

BYLAWS

BYLAW I

Membership Rights and Privileges

1. Regular Membership
Regular members may be members of the Executive, be chairpersons or members of standing, special or ad hoc committees and have voting privileges.
2. Honourary Life Membership
Honourary members are granted membership for life and enjoy the same rights and privileges as Regular Members, as appropriate.

BYLAW II

Fees

The membership fee for all categories of membership shall be set at the Annual General Meeting. It shall be payable by January 1 of each year.

BYLAW III

Duties of Officers

1. President

The President shall:

- 1.1. be responsible for the overall supervision and administration of the affairs of the Association

- 1.2. preside at the Annual General Meeting and Executive Committee
- 1.3. in consultation with the Secretary, prepare the agenda for meetings
- 1.4. ensure that all policies and actions approved by the membership are properly implemented.

2. Vice-President

The Vice-President shall:

- 2.1 fulfill the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of the office
- 2.2 perform all specific duties assigned by the President, the Executive Committee or requested at the Annual General Meeting
- 2.3 chair the Long-Range Planning Committee.
- 2.4 be a member of the Finance Committee.

3. Secretary

The Secretary shall:

- 3.1 be responsible for circulating notices, agenda and minutes of the annual general meetings and executive meetings
- 3.2 ensure that minutes are prepared and minute books are properly maintained for annual general and executive meetings
- 3.3 be responsible for general correspondence with the membership and for maintaining internal communication within the Association
- 3.4 write such letters and prepare other external communications as directed by the President and Executive.

4. Treasurer

The Treasurer shall:

- 4.1 be responsible for the care and custody of the funds and other assets of the Association
- 4.2 chair the Finance Committee
- 4.2 make payments for all expenses approved by the Association
- 4.3 keep records of all dues paid by members of the Association
- 4.4 deposit all moneys received in a chartered bank and make payments on this bank for all expenses incurred by the Association
- 4.5 maintain full and accurate books of the accounts and all financial transactions of the Association
- 4.6 report at each annual general meeting and at executive meetings on the financial status of the Association
- 4.7 present a financial report at the Annual General Meeting which will include:
 - 4.7.1 a statement of the accounts of the Association including reports of any reviews done.
 - 4.7.2 a budget for the next year
 - 4.7.3 a proposed fee to be paid by members including fee changes.

BYLAW IV

Responsibilities of the Executive

The responsibilities of the Executive shall be to:

1. establish a budget for the year
2. propose a membership fee for ratification by the members
3. plan and organize the meetings and other activities of the Association
4. establish committees and develop policies as necessary to fulfill the objectives of the Association.

BYLAW V

Meetings

1. A quorum for an Executive meeting shall be half of the membership of the committee at least one of whom shall be an officer.
2. A quorum for general and special meetings shall be fifteen Regular Members.

BYLAW VI

Membership and Responsibilities of Standing, Special and Ad Hoc Committees

1. Membership Committee
 - 1.1. Membership
 - 1.1.1. the Membership Committee shall be composed of up to two members, at least one of whom shall be a Regular Member of the Association
 - 1.1.2. the term of office will be two years, with the option of consecutive terms
 - 1.1.3. members shall be elected for a two year period
 - 1.1.4. the committee will choose its own Chair
 - 1.2. Responsibilities

The Membership Committee shall:

 - 1.2.1. devise and revise a form for membership in the Association
 - 1.2.2. approve membership applications and process membership renewal
 - 1.2.3. prepare and maintain an up-to-date membership list in each of the various categories
 - 1.2.4. promote membership

- 1.2.5. report to Executive meetings
- 1.2.6. present a report at the Annual General Meeting

2. Nominations Committee

2.1. Membership

- 2.1.1. the Nominations Committee shall be composed of three Regular Members of the Association
- 2.1.2. members shall be elected for a two year term
- 2.1.3. the Past-President shall chair the committee

2.2. Responsibilities

The Nominations Committee shall:

- 2.2.1. distribute to members, in the Fall of each year, a slate of vacant positions on the Executive and Standing Committees
- 2.2.2. distribute to members, in the Spring of each year, the list of nominees for the Executive and Standing Committees (attempting to have at least two names for every position on the slate) members or present slate with list of nominees at Annual General Meeting
- 2.2.3. prepare mailed ballots to be sent to voting members or invite members to vote on the slate presented at Annual General Meeting
- 2.2.4. be responsible for the preparation, counting, and disposal of ballots, and/or serve as scrutineers at the Annual General Meeting.
- 2.2.5. prepare a teller's report for presentation to the President
- 2.2.6. when requested by the Executive, recommend names for special and ad hoc committees or for replacements of members on committees.

3. Communication Committee

3.1. Membership

- 3.1.1. the Communication Committee shall be composed of four members of the Association, one of whom shall be elected Newsletter Editor
- 3.1.2. at least two members of the Committee shall be Regular Members
- 3.1.3. members shall be elected for a two year term
- 3.1.4. two members shall change one year and two members shall change the next year
- 3.1.5. the committee shall name its own Chair.

3.2. Responsibilities

The Communication Committee shall:

- 3.2.1. publish a newsletter, to be sent to all members of the Association at least once a year
- 3.2.2. operate and maintain the Association's website
- 3.2.3. advise the Executive regarding publications or other public events aimed at dissemination of nursing history that the Association might sponsor

- 3.2.4. develop and keep current information on Canadian archival material pertaining to the history of nursing, preferably through the website.

4. Long-Range Planning Committee

4.1. Membership

- 4.1.1. the Long-Range Planning Committee shall be composed of four members of the Association
- 4.1.2. members shall be elected for a two year term
- 4.1.3. two members shall change one year and two members shall change the next year
- 4.1.4. The Vice-President shall chair the committee.

4.2. Responsibilities

The Long-Range Planning Committee shall:

- 4.2.1. develop long-range plans and strategies for achieving aims and objectives of the Association
- 4.2.2. evaluate trends, developments and issues in Canadian nursing related to the aims of the Association
- 4.2.3. receive members' concerns related to the future of the Association
- 4.2.4. assess extent to which programs attain Association objectives
- 4.2.5. oversee financial and program planning for annual meetings of the Association
- 4.2.6. assume duties and responsibilities as assigned by the Executive.

5. Scholarship and Research Awards Committee

5.1 Membership

- 5.1.1. the Scholarship Committee shall be composed of at least four members of the Association, with at least two doctorally prepared with experience in historical research and proposal presentation and evaluation.
- 5.1.2. the Treasurer shall be an ex-officio member.
- 5.1.2. the members shall be elected for a two year term.

5.2 Responsibilities

The Scholarship and Research Awards Committee shall:

- 5.2.1 Advertise and promote the CAHN/ACHN Scholarship. The Committee coordinates the application and selection process for the annual award based upon merit of the proposal. Selected candidates are approved by the Executive. The scholarship will be divided to provide an award at the Masters and Doctoral level where appropriate.
- 5.2.2. The Scholarships shall be awarded according to the Terms of Reference as follows:

1. The scholarship will normally be awarded for study at the Masters or Doctoral level.
 2. Candidates must be studying Canadian nursing history.
 3. Candidates must be currently enrolled in a recognized university graduate program and assigned a supervisor for their research.
- 5.2.3 Advertise and promote the Vera Roberts Research Award from the Vera Roberts Endowment Fund. The Committee coordinates the application and selection process for the annual award based upon merit of the proposal. Selected candidates are approved by the Executive. The SRAC will be guided by the wording in Vera Roberts' Will, namely "...to provide an endowment with interest to be used for research into and publication of the History of Outpost Nursing with priority to circumpolar regions (north of 60 degree parallel of Canada)"
- 5.2.4 The Vera Roberts Research Awards shall be awarded according to the Terms of Reference as follows:
1. Eligible projects include: original scholarly research and publication on new knowledge on the history of northern nursing in Canada.
 2. Eligible applicants include: graduate and post-doctoral students, established researchers in nursing history, and persons with informal experience in historical research.

6. Finance Committee

6.1 Membership

- 6.1.1 Membership of the Finance Committee shall be composed of the Treasurer and the Vice-President of the Association and one public representative with financial expertise in the management of investment portfolios.
- 6.1.2 The term of office will be two years, with overlapping terms
- 6.1.3 The Treasurer shall chair the committee
- 6.1.4 The Executive may appoint up to two additional members
- 6.1.5 A quorum consists of no less than two members

6.2 Responsibilities

The Finance Committee shall:

- 6.2.1 Serve in a consultative and advisory capacity to the Executive with respect to the Vera Roberts Endowment, the Scholarship Fund, and in all other financial matters as determined by the Board.
- 6.2.2 Meet at the call of the chair, or at the request of the Executive at least once a year prior to the Annual General Meeting. The chair seeks advice from the Finance Committee members by presenting a statement of the accounts of the Association to the members of the Finance Committee for discussion at least once a year prior to the Annual General Meeting. Directions from the Finance

- Committee will be presented to the Executive Committee for discussion prior to the Annual General Meeting.
- 6.2.3 Hold meetings by teleconference or in person.
 - 6.2.4 Develop and maintain investment policies that preserve and build on capital, generate resources, and guide the allocation of research and scholarship monies. The Vera Roberts Endowment shall be maintained as a distinct fund according to the terms of the Endowment.
 - 6.2.4 Review and recommend bank investment advisors and/or investment managers to the Executive, and monitor their performance against policy, performance expectations and market trends as appropriate.
 - 6.2.5 Regularly review financial statements from bank investment advisors and/or investment managers
 - 6.2.6 Ensure conformance with the legal and regulatory requirements of charities under the federal Income Tax Act
 - 6.2.7 Advise the Executive on fund raising activities as appropriate
 - 6.2.8 Prepare an annual report on research grants and subsequent relevant publications according to the terms of the Vera Roberts Endowment
 - 6.2.9 Advise the Executive regarding review or audit of the Association's financial management
 - 6.2.10 Deal with such other matters as may be appropriately referred to the Committee by the Executive

7. Special and Ad Hoc Committees

- 7.1.the Executive shall determine the terms of reference and membership of special and ad hoc committees.
- 7.2.a quorum for any committee shall be one-half of the membership of that committee.

BYLAW VII

Amendments

1. Any section of the Bylaws may be amended by a 2/3 vote at an Annual General Meeting of the Association or at a special meeting called for that purpose provided that notice of such intent has been given to the membership at least twenty-one days prior to the meeting.
2. Such changes become effective upon ratification by the membership unless a motion has been made naming a specific date for implementation of the bylaw change.

Note:

Previous revisions to the Constitution and Bylaws: December 2003, February 1988 and July 2016

APPENDIX 1. POLICIES

Policy with regard to membership for presenters at CAHN conferences

Re membership for conference presenters: All presenters at annual CAHN conferences, or at international conferences that CAHN organizes, are expected to be paid-up members of the Association. For joint conferences with CSHM, all presenters are expected to be paid-up members of either CAHN or CSHM. Membership fees will be based on the appropriate member categories: active practicing nurses, retired nurses, student nurses, and Regular members.

Approved by the Executive Committee, April 3, 2008

Policy with regard to e-mail addresses on the CAHN/ACHN website

Re Email addresses on website: It is preferable that the email addresses of all executive members should be on the website. The President will ask executive members for their consent at each annual meeting of the Association, and will forward the addresses of those members who have provided consent to the web mistress. Where possible, these email addresses should be members' work addresses.

Approved by the Executive Committee, April 3, 2008

Policy with regard to CAHN investments

Investment policy

1. We wish to invest in conservative holdings for the long term
2. We want enough capital appreciation to maintain value against inflation
3. We want reasonable income, which means 3.5% to meet the Canada Revenue Agency disbursement requirement of 3.5% of our principal
4. This policy applies to our long-term holdings only, namely the CAHN/ACHN Allemang Scholarship and the Vera Roberts Endowment.

Approved and amended by the Executive Committee, June 5, 2008