

**Association of Professional Nurses of Saskatchewan  
Nurses (APNS)  
Bylaws  
2022**

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# Incorporation of the Association of Professional Nurses' of Saskatchewan (APNS)

The members of the Board of Directors made an application for incorporation of the Association of Professional Nurses' of Saskatchewan Nurses' under *The Non-Profit Corporations Act* DD,MM, YYYY.

## Glossary

**“AGM”** means Annual General Meeting of the members of the Association of Professional Nurses of Saskatchewan.

**“Association”** means the Association of Professional Nurses of Saskatchewan and subcommittees.

**“LPN”** means Licensed Practical Nurse

**“RPN”** means Registered Psychiatric Nurse

**“RN”** mean Registered Nurse

**“NP”** means Nurse Practitioner

**“Student”** means a person enrolled in an regulated nursing program

# BYLAW 1 NAME AND PURPOSE

## SECTION 1 NAME

The name of the association is Association of Professional Nurses' of Saskatchewan, alternatively known by the acronym "APNS".

## SECTION 2 PURPOSE

The purpose of the association is to:

1. Advance the profession of nursing in Saskatchewan.
2. Promote patient centered health services.
3. Advocate for an evidence informed health care system that meets the needs of the people of Saskatchewan.

# BYLAW 2 ORGANIZATIONAL STRUCTURE

## SECTION 1 ELIGIBILITY

1. A member regulated nursing profession who is not an employee of the association may be elected as a member of the board of directors or to a respective council.
2. A member of a regulated nursing profession may be only elected to the same position on the board of directors or council for two consecutive terms.
3. A member of a regulated nursing profession may only stand for one position on the board of directors or council at one time.

## SECTION 2 BOARD OF DIRECTORS

The board of directors shall consist of the following members:

1. President:
  - 1.1. The president elect assumes the role of president at the conclusion of the annual general meeting.
  2. The term is one year.
3. President - Elect
  - 3.1. Elected for a one term, that shall begin at the conclusion of the annual general meeting at which the member is elected.
  - 3.2. The president elect will assume the role of president if at any point the president is not able to fulfill their duties as president.
4. Past President
  - 4.1. Shall assume this position at the conclusion of their term as president.
  - 4.2. The term is one year.
5. Nursing Professional Representatives

- 5.1. Nominations will be accepted for each of the nursing professions.
- 5.2. Board members will consist of two members from each of the nursing professions, registered psychiatric nurse, registered nurse, licensed practical nurse, nurse practitioner.
- 5.3. If more than the required two seats for an individual nursing profession are nominated an election will take place.
- 5.4. Elected to a two year term.
6. Treasurer
  - 6.1. In the absence of an Executive Director an appointed member from the elected Nursing Professional Representatives will act as the treasurer.
  - 6.2. Member of the financial committee.
  - 6.3. Appointed for a two year term, that shall begin at the conclusion of the annual general meeting at which the member is elected.

### SECTION 3 FINANCIAL COMMITTEE

1. The Financial Committee shall consist of the Treasurer, and not less than three and not more than four members from the elected Board of Directors.
2. The Financial Committee shall:
  - 2.1. make recommendations to the board of directors on:
    - 2.1.1. the raising of funds
    - 2.1.2. the disbursement of funds
  - 2.2. Prepare an annual budget for consideration by the Board of Directors.
3. Three members of the committee shall be assigned responsibility of signing authority.
4. Cheques shall be co-signed by two signing officers of the association.

### SECTION 4 POWER AND FUNCTION OF BOARD OF DIRECTORS

1. The Board of Directors members shall be elected from members with the regulatory body of a nursing profession in Saskatchewan.
2. The Board of Directors will meet a minimum of four times per year.
3. The Board of Directors is responsible for the overall policy and direction of the association and delegates responsibility for day-to-day operations to the association's Executive Director and committees as required.
4. The Board of Directors shall:
  - 4.1. Approve the annual budget, including annual financial plans, as well as business plans presented by the Executive Director;
  - 4.2. Establish policies as necessary to further the goals of the association;
  - 4.3. Establish policies governing the financial affairs of the association including the management of surplus funds;
  - 4.4. Establish policies governing the proposed budget of the association;
  - 4.5. Recommend to the association revision and amendments to the bylaws;
  - 4.6. Establish a mechanism for regularly evaluating the association;

- 4.7. Submit at each annual meeting of the association a financial statement of the operations of the association for the past calendar year; and
- 4.8. Link with members and the public;

## SECTION 5 EXECUTIVE DIRECTOR

The Executive Director shall be a regulated nurse appointed by and accountable to the Board of Directors council and shall:

- 1.1. carry out the policies established by Board of Directors pertaining to the management and administration of the affairs of the association;
- 1.2. act as treasurer of the association:
- 1.3. ensure the complete and accurate accounts are kept;
- 1.4. make a financial report to the council quarterly and to the membership at the annual meeting;
- 1.5. act as secretary of the association:
- 1.6. keep all records of the association, including a record of all meetings of the association and the council;
- 1.7. notify all members of all regular and special meetings, and send out to members appropriate information and documentation prior to any special or annual meeting;
- 1.8. issue all notices required by statute, by these bylaws, or by resolution of the council;
- 1.9. be responsible for employment, assignment and supervision of staff, and the administration of salaries;
- 1.10. be an ex-officio non-voting member of the Board of Directors meetings and all subcommittee and ad hoc committee with the exception of the nominations committee;
- 1.11. have custody of the seal of the association.

## SECTION 6 PRESIDENT

The president shall:

- 1.1. preside as chairperson at all general and special meetings of the association, and of the Board of Directors;
- 1.2. perform all acts and deeds pertaining to this office;
- 1.3. be accountable for the integrity of the Board of Directors process; and
- 1.4. represent the Board of Directors to outside parties.
- 1.5. Non-voting member at all meetings unless to break a tie.

## SECTION 7 PRESIDENT ELECT

The president-elect shall:

- 1.1. in the absence of the president perform the duties of the president;

- 1.2. perform such duties as may be assigned by the board of directors or the president; and
- 1.3. succeed to the office of president.
- 1.4. Voting rights at all meetings.

## SECTION 8 NURSING PROFESSIONAL REPRESENTATIVE

The nursing professional representatives shall:

- 1.1. Each member will have voting rights and board meetings.
- 1.2. Perform duties as assigned.

## SECTION 9 REMOVAL FROM OFFICE OF BOARD OF DIRECTORS

1. Elected members of the Board of Directors and elected or appointed members of association committees or membership units, whose conduct or activity is detrimental to or incompatible with the objects and policies of the association may be removed or suspended from office.
2. The matter shall be dealt with by the Board of Directors upon written request from three members of the association.
3. Notice of motion for removal or suspension of any member must be given to the member concerned and to all members of the particular committee or group and all members of the council 30 days before the Board of Directors meeting.
4. The motion to remove or suspend must be passed by a two-thirds vote at the council meeting.

## BYLAW 3 ELECTIONS

### SECTION 1 INTERIM BOARD OF DIRECTORS

1. The Interim Board of Directors shall;
  - a. Operate in the best interest of the APNS.
  - b. Function as the board of record until such time as an election takes place for the inaugural Board of Directors.
  - c. Operated with direction from the APNS Bylaws and the Interim Board of Directors Terms of Reference.
2. If the Interim Board of Directors Terms of Reference conflicts or contradicts the APNS Bylaws the Terms of Reference will take precedence while the Interim Board of Directors is the board of records.
3. At the conclusion of the Elections of a Board of Directors the Interim Board will dissolve and will not have any authority or power within the APNS.
4. Interim Board of Director members may run for office during elections of the Board of Directors. Their term on the Interim Board of Directors will not count as one of the terms if elected to a Board of Directors position.



## SECTION 2 ELECTION OF BOARD OF DIRECTORS

The Board of Directors shall be elected from members of a regulatory body in Saskatchewan

1. The president elect
  - 1.1. Elected for a one year term
2. Nursing Professional Representatives - 2 members from each regulated nursing profession in Saskatchewan
  - 2.1. Elected to a two year term

## SECTION 2 NOMINATIONS

1. The nomination committee shall send to all members, a call of nominations 60 days prior to the annual general meeting.
2. All nominations must be accompanied by written consent of the nominees.
3. The nomination committee shall identify all nominees and present at the annual general meeting.
4. Nominations will be accepted from the floor during the annual general meeting.
5. A person must be registered with the regulatory body in Saskatchewan which they are nominated to represent.
6. All nominees must be a member of or purchase a membership at the conclusion of the AGM to the Association.

## SECTION 3 VOTING

1. Each voting member shall:
  - a. Vote for the required number of candidates to fill each vacancy as indicated on the ballot
  - b. Voting will take place at the annual general meeting.
  - c. No voting shall happen prior to the annual general meeting.

## BYLAW 4 MEETINGS

### SECTION 1 ANNUAL GENERAL MEETING (AGM)

1. Notice of AGM shall be provided to the membership at least 60 days prior to the date of the meeting.
2. Notice of the AGM shall be provided to the public.
3. The annual report shall be provided to the members at least 14 days prior to the annual meeting.
4. Copies of the report shall be made public upon request.

## SECTION 2 SPECIAL MEETINGS

1. Notice of a special meeting shall state the business to be considered at such meetings.

## SECTION 3 QUORUM

1. A quorum for a Board of Directors Meeting will consist of 50% plus one of the voting members. The 50% plus one quorum must consist of a minimum of one member from each of the nursing professions.
2. A quorum for the annual general meeting or a special meeting shall be the number of eligible members present who have a valid membership with the association.

## SECTION 4 ELIGIBLE MEMBERS.

1. Eligible members must have a current valid membership in one of the following categories
  - a. Registered Nurse/Graduate Nurse
  - b. Nurse Practitioner/Graduate NP
  - c. Licensed Practical Nurse
  - d. Registered Psychiatric Nurse
  - e. Student

## SECTION 5 PARLIAMENTARY AUTHORITY

Robert's Rules of Order will be followed.

## BYLAW 5 MEMBERSHIP

### SECTION 1 CATEGORIES OF MEMBERSHIP

Membership of the association shall consist of the following categories:

- 1.1. Registered Nurse/ Graduate Nurse
- 1.2. Nurse Practitioner/Graduate NP
- 1.3. Licensed Practical Nurse
- 1.4. Registered Psychiatric Nurse
- 1.5. Non Practicing Membership
- 1.6. Student Membership

### SECTION 2 REGISTERED NURSE/GRADUATE NURSE

1. Registered with their nursing regulatory body within Saskatchewan.
2. Registered Nurse/Graduate Nurse members entitled to the following privileges,
  - 2.1. To vote and hold office with the board of directors and association committees.
  - 2.2. To receive news bulletins of the association

- 2.3. Participate in sponsored educational sessions
- 2.4. To access program perks of the association

## SECTION 3 NURSE PRACTITIONER/GRADUATE NURSE

1. Registered with a designated nursing regulatory body within Saskatchewan.
2. Nurse Practitioner//Graduate Nurse Practicing members entitled a person to the following privileges,
  - 2.1. To vote and hold office with the board of directors and association committees.
  - 2.2. To receive news bulletins of the association
  - 2.3. Participate in sponsored educational sessions
  - 2.4. To access program perks of the association

## SECTION 4 LICENSED PRACTICAL NURSE

1. Registered with a designated nursing regulatory body within Saskatchewan.
2. Licensed Practical Nurse members are entitled to the following privileges,
  - 2.1. To vote and hold office with the board of directors and association committees.
  - 2.2. To receive news bulletins of the association
  - 2.3. Participate in sponsored educational sessions
  - 2.4. To access program perks of the association

## SECTION 5 REGISTERED PSYCHIATRIC NURSE

1. Registered with a designated nursing regulatory body within Saskatchewan.
2. Registered Psychiatric Nurse members are entitled to the following privileges,
  - 2.1. To vote and hold office with the board of directors and association committees.
  - 2.2. To receive news bulletins of the association
  - 2.3. Participate in sponsored educational sessions
  - 2.4. To access program perks of the association

## SECTION 6 NON PRACTICING MEMBERSHIP

1. Limited to individuals who have an interest in supporting the association or are a practicing nursing professional external to the province of Saskatchewan.
2. Associate members entitled a person to the following privileges,
  - a. To receive news bulletins of the association
  - b. Participate in sponsored educational sessions
  - c. To access program perks of the association

## SECTION 7 STUDENT MEMBERSHIP

1. Enrolled in an approved nursing program.
2. Student members entitled a person to the following privileges,
  - a. To receive news bulletins of the association

- b. Participate in sponsored educational sessions
- c. To access program perks of the association

## **SECTION 8 MEMBERSHIP FEES**

- 1. Fees will be established annually
- 2. Members must provide,
  - a. Proof of registration/license/student number

## **BYLAW 6 COMPENSATION AND INDEMNIFICATION OF BOARD MEMBERS**

- 1. The Board of Directors shall be entitled to receive reasonable remuneration for services provided in the interests of the association.

## **BYLAW 7 AMENDMENT TO BYLAWS**

- 1. The Board of Directors shall appoint a legislation and policy committee to consider and make recommendations as may be expedient for changing or revising Bylaws of the Association.
- 2. Registered Nurse/Graduate Nurse, Nurse Practitioner/Graduate NP, Licensed Practical Nurse, Registered Psychiatric Nurse and Student Members may make recommendations with respect to bylaw changes to the legislation and policy for its consideration.

## **BYLAW 8 DISSOLUTION OF ORGANIZATION**

- 1. In the event of the dissolution of the Association, its property and asset shall be donated to a non profit association as determined by the Board of Directors.