

## Holy Cross Hospital School of Nursing Alumnae

### Constitution and Bylaws

#### ARTICLE 1

1. Name
  - a. Alumnae Association of the Holy Cross Hospital School of Nursing.
  - b. Hereinafter, the term "Association" shall be used to mean Alumnae Association of the Holy Cross Hospital School of Nursing.
2. Location
  - a. Calgary, Alberta

#### ARTICLE 2

1. Objectives
  - a. To promote fellowship among the graduates of the Holy Cross Hospital School of Nursing, Calgary, AB
  - b. To foster advancements in the profession of nursing by providing education bursaries.

#### ARTICLE 3

1. Membership
  - a. Active Membership
    - i. Active members are required to pay annual dues.
    - ii. Active members receive the newsletter.
    - iii. All graduates of the Holy Cross Hospital School of Nursing will receive all other bulletins published by the Association, e.g., banquet invitations.
  - b. Life Memberships
    - i. Life membership is an honour voted to an active member for outstanding service to the Association, the profession of nursing, or to the community.
    - ii. The name of each nominee must be supported by the signatures of 10 active members and submitted in writing to the President.
    - iii. The completed nomination form shall be forwarded to the Executive Committee for review and approval.
    - iv. Life members shall pay no dues.

#### ARTICLE 4

1. Officers
  - a. Officers of the Association shall be:

- i. President
  - ii. Past President
  - iii. Vice-president
  - iv. Recording Secretary
  - v. Treasurer
- b. Election and Term
- i. President  
Elected for two years plus the option of a sequential appointment.
  - ii. Past President  
Serves as member-at-large following her/his term as President.
  - iii. Vice-president  
Elected for two years plus the option of a sequential appointment.
  - iv. Recording Secretary  
Elected for two years plus the option of a sequential appointment.
  - v. Treasurer  
Elected for two years plus the option of a sequential appointment.
- c. Duties of Officers
- i. President
    - Presides at meetings.
    - Serves as an ex-officio member of all committees.
  - ii. Past President
    - Serves as a resource person and acts in an advisor capacity as necessary.
  - iii. Vice President.
    - Serves as a member-at-large and acts as a resource person to the Executive and Standing Committees.
    - Presides at meetings in absence of President.
  - iv. Recording Secretary
    - Records minutes of all regular and executive meetings.
    - Keeps minutes, reports from officers and conveners.
  - v. Treasurer
    - Responsible for all funds collected and expended.
    - Receives and processes membership payments.
    - Accepts payments made to the Association.
    - Submits financial statements of all funds for approval at the Annual General Meeting
    - Obtains unaudited financial statements annually.
    - Files annual tax return.
    - Completes and submits to the Alberta Registries Society the names of the Executive.
    - The preparation of all financial statements, tax returns, Alberta Registries Society report shall be done by the treasurer plus one member from a Standing Committee.

## 2. Standing Committees

### a. The Standing Committees include:

- i. Membership
- ii. Newsletter Editor
- iii. Contacts Committee
- iv. Courtesy Committee
- v. Archives Committee
- vi. Nominating Committee
- vii. Banquet Registrar

### b. General Functions of the Standing Committees:

- i. The officers together with the chairpersons of all Standing Committees shall constitute the Executive Committee to represent the Association and manage its affairs.
- ii. Special conveners and committees may be appointed at any regular meeting for carrying out various activities.
- iii. The chairperson of any standing committee will be responsible for the duties and the activities of the respective committee.
- iv. The chairpersons of all standing and special committees shall submit all funds received to the Treasurer.
- v. Outstanding bills generated by standing and special committees shall be submitted to the Treasurer.

### c. Specific Functions of Standing Committees

#### i. Membership:

- Maintains a record, including status updates, of all Alumnae members.
- Submits the record annually to the Executive.
- Receives membership fees and forwards them to the Treasurer.

#### ii. Newsletter Editor:

- Prepares and publishes the annual Association newsletter.
- Sends the newsletter to all active Alumnae members.
- Sends complementary newsletters to selected Alumnae members with approval of Executive.

#### iii. Contacts Committee:

- Contacts class representatives who, in turn, contact all Alumnae members in Calgary and surrounding areas regarding date, time, location of regular Alumnae meetings.
- Signs in attendees at regular Alumnae meetings.
- Collects monies for cost of lunch at Alumnae meetings.
- Liaises with the webmaster to ensure that the website is current.

#### iv. Courtesy Committee:

- Sends appropriate cards.

#### v. Archives Committee:

- Collects and catalogues memorabilia pertinent to the history of the Holy Cross Hospital School of Nursing.
  - Liaises with the Glenbow Museum and the Alberta Health Services archivist.
- vi. Nominating Committee:
- Consists of three members appointed by the President.
  - Prior to the annual general meeting (AGM), calls for nominations for officers' positions on the Executive.
  - At the AGM, calls for further nominations from the floor for positions on the Executive.
  - Presents the slate of candidates willing to run for office on the Executive.
  - Coordinates the election process at the AGM.
- vii. Banquet Registrar:
- Coordinates mail-out of annual banquet invitations.
  - Receives banquet registrations and fees.
  - Forwards fees to Treasurer.
  - Collaborates with banquet planning committee in conjunction with the Executive regarding the duties.
3. Removal
- a. No member whose membership is in arrears shall hold office.
4. Compensation
- a. Active members, including members of the Executive Committee, shall not receive any compensation.
5. Vacancy
- a. In the event that a position in the Executive Committee becomes vacant whether by removal, resignation or otherwise, it shall be filled by appointment by the Executive.

## ARTICLE 5

1. Conduct of Business
- a. Duration
- i. The Association year shall run from January 1 to December 31.
- b. Meetings
- i. The annual general meeting of the Association shall be held on the first Wednesday in March at a location to be announced.
- ii. Regular meetings of the Association shall be held three times a year.
- iii. Regular meetings of the Executive Committee shall be held at the call of the President or Vice-president.
- c. Rules of Order
- i. Only active members can vote.
- ii. Life members are eligible to vote on Association affairs.
- iii. All motions shall be decided by a majority of votes. In case of an equal vote, the presiding officer shall have a casting vote.
- iv. Any member desiring to speak or make a motion shall address the presiding officer and shall confine remarks to the question.

- v. When a question has been submitted for consideration, it cannot be withdrawn without the consent of the voting members who are present at the meeting.
  - vi. A motion that has been declared defeated cannot be introduced again at the same meeting.
  - vii. In matters of procedure, the Association shall acknowledge and be governed by rules laid down by Robert's Rules Revised.
- d. Quorum
- i. Five active members, excluding the Executive, shall constitute a quorum.

## ARTICLE 6

1. Contracts:
  - a. Contracts shall be negotiated and retained by the President or her/his delegate.
2. Donations:
  - a. Selection of organizations to receive donations shall be based on financial need.
  - b. Organizations to receive donations shall be identified and approved by the Executive Committee.
3. Bursaries
  - a. In-house bursaries:
    - i. Active members shall be eligible to receive in-house bursaries.
    - ii. Bursaries shall be awarded by the Association to encourage education in nursing.
    - iii. Bursary applications shall be reviewed by a committee consisting of the President and two active members. If two active members do not come forth to serve, then the decisions will be made by the Executive.
    - iv. The decisions of the committee or Executive shall be final.
    - v. Bursary monies shall be obtained from the general fund.
    - vi. Two bursaries in an amount up to \$500.00 shall be available for award each year.
    - vii. Application process for in-house bursaries:
      - Members in good standing for a minimum of one year previous to year of application shall be eligible for bursaries.
      - Application for funding must be received in writing by the Secretary by August 1 of each year.
      - The application shall include a general summary of the type of educational program for which funding is being requested, maiden name if applicable, year of graduation, and a summary of anticipated expenses.
      - Funding may be applied to career workshops, seminars, conferences, etc. provided that the subject material is related to nursing.
      - Bursary recipients shall be required to submit a brief summary of the program attended for publication in the newsletter.
  - b. External Bursary: Holy Cross Hospital School of Nursing Alumnae Bursary:
    - i. Offered annually to a continuing undergraduate student entering third year in the Faculty of Nursing at the University of Calgary
    - ii. Administered through the Faculty of Nursing, University of Calgary
    - iii. Selection of recipient made by Faculty of Nursing, University of Calgary
    - iv. Award value up to \$1500 as determined by Student Awards, University of Calgary

- v. Criteria include:
- Minimum GPA of 3.20
  - Financial need
  - Canadian citizen or permanent resident; Alberta resident
  - Documentation regarding demonstrated proficiency in client care.

#### ARTICLE 7

1. Dissolution:

“Under both the Alberta Societies Act and the Companies Act there is no requirement that an organization’s bylaws describe the procedure for dissolution.” (p. 4)

*Retrieved from <https://www.charitycentral.ca/docs/dissolution-en.pdf>. Dissolution: A Guide for Alberta Non-Profits. January 26, 2017*

#### ARTICLE 8

1. The Officers and Chairs of Standing Committees shall have the power to amend, alter, make and repeal the bylaws of the Alumnae by majority vote.
2. Adoption of Bylaws

Adopted by the Executive Committee by resolution and vote of the Executive Committee on February 22, 2017:

Name: Barbara Nesselbeck	Position: President
Name: Rita Williamson	Position: Past President
Name: Elaine McKiel	Position: Vice-President
Name: Elaine McKiel	Position: Recording Secretary
Name: Anne Busch	Position: Treasurer
Name: Patricia Bowers	Position: Banquet Registrar
Name: Patricia Bowers	Position: Membership Committee
Name: Dolores Bramall	Position: Courtesy Committee
Name: Dolores Bramall	Position: Archives Committee
Name: Barbara Nesselbeck	Position: Newsletter Editor
Name: Barbara Nesselbeck	Position: As President, appoints Nominations Committee
Name: Yvonne Stappler	Position: Contacts Committee