

CONSTITUTION & BY-LAWS

Alumni Association

Of the

Holy Cross Hospital

School of Nursing

Calgary, Alberta



Amended February 2023

CONSTITUTION & BY-LAWS

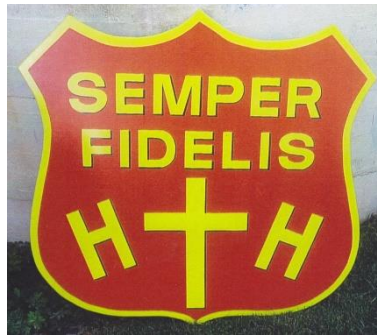
Alumni Association

Of the

Holy Cross Hospital

School of Nursing

Calgary, Alberta



Adopted June 4, 1931

Amended January 28, 1949

Amended April 6, 1955

Amended December 2, 1958

Amended May 4, 1966

Amended May 27, 1997

Amended March 3, 2010

Amended February 22, 2017

Amended February 15, 2023

Holy Cross Hospital School of Nursing Alumni Constitution and Bylaws

ARTICLE 1

1. Name

- a. Alumni Association of the Holy Cross Hospital School of Nursing.
- b. Hereinafter, the term "Association" shall be used to mean Alumni 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.
- c. Supports health-focused charities through donations and acts of kindness such as volunteering.

ARTICLE 3

1. Membership

a. Active Membership

- i. Active members are required to pay annual dues.
- ii. Active members receive the newsletter.
- iii. The newsletter is sent to non-active members at the discretion of the Executive.
- iv. 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 awarded 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
- vi. Member-at-large

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.
- vi. Member-at-large
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, processes, and deposits membership dues, donations and payments made to the Association.

Oversees the preparation and submission of all unaudited financial statements in consultation with an accountant.

Submits financial statements of all funds for approval at the Alumni annual general meeting.

Prepares and submits the Alberta Registries Society report annually.

vi. Member-at-large

Has no specific duties but can be called on by the Executive Committee to sit on and/or chair ad hoc/temporary/standing committees;

Lead/assist on projects and initiatives as determined by the Executive Committee;

Serve as a liaison between the Executive Committee and the general membership regarding any concerns of the membership.

2. Standing Committees

a. The Standing Committees include:

- i. Membership
- ii. Newsletter
- iii. Website
- iv. Contacts
- v. Courtesy
- vi. Archives
- vii. Ancestry
- viii. Nominating
- ix. 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 Alumni members
Submits the record annually to the Executive.
Receives membership fees and forwards them to the Treasurer.

ii. Newsletter:

Prepares and publishes the annual Association newsletter.
Sends the newsletter to all active Alumni members.
Sends complementary newsletters to selected people such as non-active Alumni members with approval of the Executive.

iii. Website

Updates all content on the website as needed.
Posts the annual newsletter on the website.

iv. Contacts:

Contacts class representatives who, in turn, contact all Alumni members in Calgary and surrounding areas regarding date, time, location of regular Alumni meetings.
Signs in attendees at regular Alumni meetings.
Collects monies for cost of lunch at Alumni meetings.

v. Courtesy:

Sends appropriate cards.

vi. Archives Committee:

Collects and catalogues memorabilia pertinent to the history of the Holy Cross Hospital School of Nursing.
Maintains content of archival cabinets at the Rockyview General Hospital and Faculty of Nursing, University of Calgary.
Liaises with the University of Calgary and Alberta Health Services archivists.

vii. Ancestry:

Collects and compiles biographies and ancestry information pertinent to all graduates of the Holy Cross Hospital School of Nursing.
Submits compiled data to the University of Calgary archives.

viii. Nominating:

Consists of three members who volunteer from the Executive.
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.
At the AGM, presents the slate of candidates willing to run for office on the Executive.
Coordinates the election process at the AGM.

ix. 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 normally 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 then approved or denied 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 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 Alumni by majority vote.

2. Adoption of Bylaws

Adopted by the Executive Committee by resolution and vote of the Executive Committee on February 15, 2023

Name: Elaine McKiel	Position: President
Name: Barbara Nesselbeck	Position: Past President
Name: Patricia Jeffery	Position: Vice-President
Name: Marie Sushelnitsky	Position: Recording Secretary
Name: Sharon Iversen	Position: Treasurer
Name: Patty Hnatiuk	Position: Member-at-Large
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: Patricia Jeffery	Position: Ancestry Committee
Name: Sharon Iversen	Position: Newsletter Committee
Name: Sharon Iversen	Position: Website Committee
Name: Yvonne Stappler	Position: Contacts Committee