



Canadian Holistic Nurses Association By-Laws

Article I – Membership

Categories of Membership and Eligibility

There shall be four categories of CHNA membership:

- a) Full membership status means Registered Nurses holding current Practicing or Non-Practicing Membership in the Registered Nurses' Association of each Province or Territory.
- b) Retired Nurses membership status means nurses retired from and not holding Practicing or Non-Practicing Membership in the Registered Nurses' Association of a Province or Territory. Retired Nurses are eligible for all benefits of active membership, including voting, with the exception of holding elected office.
- c) Associate membership includes other health care providers (e.g. Registered Psychiatric Nurses, Massage Therapists, Physiotherapists, and Chiropractors) and consumers. They are eligible for all benefits of active membership except voting and holding elected office privileges.
- d) Full-time students with Registered Nurse Status have Full Membership status and full-time students without Registered Nurse Status have the same benefits and status as an Associate Member.

Article II – Fees

Membership Fees

- a) Each member shall pay an annual membership fee which shall be determined from time to time by a two-thirds vote of those present at an annual meeting providing that written notice of motion to change the fees was received by the Board at least sixteen weeks prior to the annual meeting and to the members at least eight weeks prior to the vote.

- b) The annual fee shall be payable to the CHNA on or before September 1 of each year.

Article III - Officers

Section I – Classification and Terms of Officers

- a) The Board is the governing body responsible for the activities within the Canadian Association of Holistic Nurses.
- b) The Board shall consist of:
Elected Officers: President, President Elect
Vice- Chair, Secretary, and Treasurer.
Past President acts as an advisor to the Board. Provincial/Territory representatives: one from each province elected at a provincial level.
- c) All officers will be elected for a two year term.

Section 2 – Eligibility to Hold Elective Office

- a) Active members of the association who hold Practicing or Non-Practicing Membership shall be eligible as officers, except as precluded in b, c, and d below.
- b) No member may hold the same Board/Executive office for more than two terms.
- c) No member may hold more than one office at a time.
- d) A member shall be eligible for re-election to the same office after the lapse of four years.
- e) All officers shall maintain active membership.

Section 3 – Method of Nomination

- a) There shall be an ad hoc committee on nominations consisting of three members elected by the Association each annual meeting, one of whom shall be named Chairperson by the committee.



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Duties shall be:

- i. to implement the procedure for obtaining nominations for the elected offices;
- ii. to receive nominations submitted for all elected offices;
- iii. if insufficient nominations are received, to use reasonable efforts to ensure a contested election for each office;
- iv. to present a ticket of nominations to the Board.

Section 4 – Method of Election

- a) The election of officers shall be by mail ballot, the candidate receiving the greatest number of votes shall be elected.
- b) To be valid, ballots must be received on the designated form by the Association no later than the date indicated on the ballot.
- c) The President-Elect and Treasurer shall be elected in each even numbered year.
- d) The Secretary shall be elected in each odd numbered year.
- e) In the event of a tie vote, lots will be drawn by the Chairperson of the Nominations Committee in the presence of two members of the Board.
- f) Board members from British Columbia, Saskatchewan, Ontario, New Brunswick, Newfoundland, and the Yukon will be elected in odd numbered years.
- g) Board members from Alberta, Manitoba, Quebec, Nova Scotia, Prince Edward Island, and the North West Territories will be elected in even numbered years.
- h) The Board shall appoint three Scrutineers and designate one as Chairperson. The Scrutineers shall oversee the counting of the ballots and report the results of the ballot to the President and Board.

Section 5 – Vacancies in the Elective Office

- a) Any officer may resign at any time by written notice directed to the Board.
- b) Any vacancy occurring in any elective office may be filled by the Board for the unexpired portion of the term.

- c) The Association may, by a two-thirds vote at any annual meeting, or at a special meeting called for the purpose, remove any elected officer before the expiration of the term of office, and may by a majority vote appoint another member to complete the term.

Article IV – Duties of Officers

Section 1 – Duties of the President

The duties of the President shall be:

- a) To chair meetings of the Association and Board.
- b) To act as official spokesperson for the Association.
- c) To interpret Association activities and policies to others.
- d) To facilitate the mandate of the Association.
- e) To be a signing officer.

Section 2 – Duties of the President-Elect

The duties of the President-Elect shall be:

- a) To perform functions delegated by the President or the Board.
- b) To assume the office of the President should that office become vacant between elections.
- c) To assume the duties of the President in the absence or inability of the President to act.
- d) To assume the office of the President after serving as President-Elect for one term.

Section 3 – Duties of the Secretary

The duties of the Secretary shall be:

- a) To keep an accurate account of all meetings of the CHNA.
- b) To attend to correspondence under the direction of the Executive.

Section 4 – Duties of the Treasurer

The duties of the Treasurer shall be:

- a) To prepare cheques for payment authorized expenditures for signatures by the signing officers.
- b) To keep an accurate account of all funds received and expended.



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- c) to deposit the funds of the CHNA in a chartered bank, trust company or credit union as determined by the Executive.
- d) to receive the membership annual fees.
- e) to be a signing officer.
- f) to prepare a budget report to present at the Annual General Meeting.
- g) to comply with a yearly review of CHNA books and accounts by a duly qualified non-executive person/party.
- h) to provide any members of the CHNA with an opportunity to inspect the financial books and records of the Association upon reasonable notice and at a time satisfactory to officers in charge of the aforementioned books.
- i) To provide each member of the National Board of CHNA with access to the financial books and records of the Association at all times.

Article V – Meetings

Section 1 – Time of Meetings

- a) The Association shall hold its Annual General Meeting within 90 days of the end of the fiscal year at a location to be determined by the convention committee the year prior.
- b) The Annual General Meeting shall coincide with a CHNA conference or the Canadian Nurses' Association Biennium.

Section 2 – Notice of Meetings

- a) A Board of Directors meeting may be held at such time and places the Directors may determine.
- b) A meeting of the Directors may be convened by the President or any two Directors at any time.
- c) Notice of meetings shall be communicated to each Director not less than one week prior to the meeting date.

Section 3 – Special Meetings

- a) The Association may call a special meeting on the written request of five percent of the voting members.
- b) Written notice of special meetings shall be served to members at least four weeks before the date of the meeting.
- c) A statement of the purpose for which a special meeting is called shall be sent to the members with the notice of the meeting.

Section 4 – Fees

- a) There shall be no attendance fee charged to members at annual or special meetings.

Article VI – Standing Committees

The standing Committees of the Board shall be:

- a) Membership Committee
- b) Finance Committee
- c) Newsletter Committee
- d) Health Care Policy Committee
- e) Specialization Committee
- f) Research Committee
- g) Website Committee

Article VII – Executive Committee

- a) The Executive Committee shall be composed of the President, President-Elect, Treasurer and Secretary.
- b) The Executive Committee shall meet at the call of the President. The President may call a meeting of the Executive Committee at any time. The President shall call a meeting of the Executive Committee upon the written request of two of its members.

Article VIII – Special Committees

- a) Special ad hoc committees may be appointed by the Board.
- b) The President shall be an ex-officio member of all committees except the Committee on Nominations.
- c) A Quorum of the Executive Committee shall be a majority of its members.



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Article IX – Chapter Guidelines

- a) Membership shall follow national membership categories.
- b) Chapter fees, if any, shall follow the September 1 to August 31 membership year dates to allow for consistent national bookkeeping.
- c) Each chapter shall follow the CHNA guidelines consistent with CNA policy.
- d) Each chapter shall nominate a provincial /territorial representative.
- e) Promoting and updating as necessary, the Standards of Practice for the special interest group, holistic nursing;
- f) Adhering to CNA Code of Ethics for Nurses.

Article X – Parliamentary Authority

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the CHNA in all cases to which they are applicable and in which they are not inconsistent with the CHNA Constitution and By-Laws.

Constitution

Article I – Name

The name of the Association is Canadian Holistic Nurses Association (CHNA).

Article II – Object

The object of the Association is to further the development of holistic nursing practice in order to ensure professional health maintenance and promotion services are made available to the people of Canada by:

- a) Promoting CNA Nursing Practice Standards and the nursing practice standard of provinces or territories as applicable;
- b) Promoting holistic nursing practice, education, research and administration;
- c) Providing consultation and support to members on health promotion and disease prevention issues;
- d) Interacting with consumers and other health care and health related organizations;

Article III – Amendments

- a) This Constitution may be amended at any Annual General Meeting of the CHNA by a two-thirds vote of those members present providing written notice of the amendment has been conveyed to the Board at least twelve weeks prior to the Annual General Meeting and to the members at least eight weeks prior to the vote. Such proposed amendments must be given in writing and signed by no fewer than five members of the CHNA.
- b) Accidental non-receipt of notice by any member shall not invalidate an amendment made under this article.

Approved May 8/1987, Revised May 6/1999,
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