



The Canadian Association of Critical Care Nurses

Policy Statement

CACCN Chapter Policy

The Canadian Association of Critical Care Nurses recognizes and supports the creation, and maintenance of local chapters as being an integral part of the Association.

This policy statement is being issued to provide the policy documentation required for the creation and maintenance of local chapters.

This policy statement is used in conjunction with the CACCN New Chapter Manual.

CACCN Chapter Policy

- Members may request Board approval for the creation of a Chapter of the CACCN, where the members live or practise in a geographic region, or where the members share a common sub-interest in critical care nursing.
- Where the Board grants approval for the creation of a Chapter in accordance with the New Chapter Manual, the Chapter shall be known as the _____ Chapter of the Canadian Association of Critical Care Nurses, with the name to be suggested by the Chapter membership, and to be approved by the Board.

Creation of a CACCN Chapter

- A request for Board approval for the creation of a Chapter must be accompanied by a
- Chapter Application form as prescribed by the Board, certifying that the Chapter meets the following criteria:
 - there are a minimum of 10 Active Members of the CACCN, who wish to also be members of the Chapter;

- an initial organizational meeting of the Chapter members has been held, at which was passed a resolution by simple majority requesting the creation of the Chapter and suggesting the name of the Chapter; and
 - the Chapter members have passed resolutions by simple majority electing the Executive Officers, each of whom shall be Active Members of the CACCN.
 - The Officers shall consist of a minimum of 4 positions of President, Vice- President, Secretary and Treasurer,
 - The Board shall have the sole discretion to determine if a Chapter meets the criteria specified in the New Chapter Manual.
 - Where the Board grants approval for the creation of the Chapter, the Board shall also resolve to send start up funds to the Chapter, in an amount to be determined by the Board, within 2 months of the Board's approval.
 - A Chapter Liaison from the CACCN National Board will be appointed to assist the chapter.
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Chapter Rules/Regulations

- Chapters will, within one year of the creation of the Chapter, submit for Board of Director approval the Chapter rules and regulations pertaining to election of officers, appointment of committee members and management of financial information.
 - Such Rules and Regulations must not conflict with the CACCN National Policies and/or Constitution and Bylaws.
 - The Chapter Rules and Regulations may not be presented to the Chapter without Board of Director approval.
 - Upon approval by the Board of Directors, the Rules and Regulations may be presented to the Chapter members and can be accepted by a simple majority of the Chapter's members.
 - Chapters are not required to prepare/present Constitution and Bylaws.
 - **Revision of the Chapter Rules and Regulations**
 - The chapter rules/regulations may be revised by the Chapter Executive, but such revisions are not effective until approved by the CACCN National Board of Directors and the Chapter's Membership.
 - All changes to the chapter rules and regulations must be reviewed and approved by the CACCN National Board of Directors **prior** to presentation to the membership
 - Changes to the chapter rules and regulations must not conflict with the CACCN National Policies and/or Constitution and Bylaws.
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Chapter Maintenance Requirements

- The Chapter shall maintain a minimum of 10 Active Members.
 - If a Chapter's membership falls below 10 Active Members for 6 months or longer, the Board may, at its sole discretion, resolve to apply to close the chapter.
 - All meetings of the Chapter Executive and Chapter Membership shall be conducted in accordance with Bourinot's Rule of Order (see schedule 1). A Resolution may be passed by a simple majority of those present at the meeting.
 - The Chapter shall hold a meeting of its membership at least once per year, at a time and place to be determined by the Chapter President.
 - Notice of a membership meeting shall be given to the Chapter members no less than 21 days in advance of any meeting.
 - Notice must be provided in writing and may be mailed, faxed, and/or emailed to all active members.
 - Notice must be posted on the Chapters CACCN webpage.
 - The Chapter shall offer proxy voting to members.
 - Such proxy voting must be in accordance with the CACCN National Constitution and Bylaws.
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Chapter Reporting Requirements – Financial / Activity / Correspondence

- Financial / Activity Reporting:
 - The Chapter shall maintain a bank account in the name of either CACCN Chapter or the _____ Chapter CACCN
 - Chapters funds shall belong to the Chapter unless the Board of Directors has voted to dissolve the chapter
 - Should the chapter be dissolved, any remaining funds will be directed to CACCN National Office.
 - The Chapter President and the Chapter Treasurer shall have signing authority over the bank account, whereby either Officer's signature is binding on the account.
 - Chapters will prepare an annual budget for submission to their Chapter Membership and the CACCN Board of Directors.
 - The Chapter shall not incur debt or run a deficit budget.
 - The Chapter shall submit to the Board and/or their Chapter Liaison:

- **Quarterly:**
 - A **financial report** on a **quarterly** basis using the forms prescribed by CACCN National Office
 - An **informal activity report** to the CACCN National Board Chapter Liaison
 - **Annually:**
 - A **financial report** on an **annual** basis using the forms prescribed by CACCN National Office
 - An **annual activity report** using the forms prescribed by CACCN National Office
 - CACCN's operates on a fiscal year of April 1 to March 31
 - The Chapter's fiscal year must align with CACCN National's fiscal year – April 1 to March 31
 - All reports shall be submitted to the Board within 30 days of the end of the quarter or fiscal year:

▪ April 1 to June 30	Due: July 31
▪ July 1 to September 30	Due: October 31
▪ October 1 to December 31	Due: January 31
▪ January 1 to March 31	Due: April 30
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Organizational Branding

- CACCN National manages the branding for the organization. Chapters must follow National Policies regarding the use of the CACCN logo(s).
 - All publications and/or promotional items must carry the CACCN National logo and/or name and/or acronym.
 - The CACCN logo, name or acronym may not be affixed to any publication and/or promotional item without prior approval by the CACCN National Board of Directors. This does not include educational/promotional materials.
 - Logos and the CACCN Graphic Standards Guide will be provided to suppliers upon approval by the CACCN Board of Directors
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Chapter Communication

- Correspondence:
 - Chapter communication, by email / fax / written correspondence shall carry where possible, the CACCN National Logo and name: "Canadian Association of Critical Care Nurses" or "CACCN"

- The chapter name will appear on the correspondence as the XXX Chapter of the Canadian Association of Critical Care Nurses (*i.e. XXX Chapter of the Canadian Association of Critical Care Nurses or XXX Chapter of the CACCN*) or XXX Chapter, CACCN)
 - Chapters are required to retain records of all chapter correspondence, to be available upon request. Records must be maintained for a minimum of five years..
 - Education Day Flyers/Brochures:
 - Chapter flyers / brochures will carry the CACCN National Logo
 - The chapter name will appear on the flyer / brochure as the XXX Chapter of the Canadian Association of Critical Care Nurses or XXX Chapter, CACCN
 - Chapter Logos:
 - Where a chapter has created their own identifying logo, the CACCN National Logo must still appear on the correspondence/document
 - Chapters who wish to create a chapter logo must submit the logo to CACCN National office for approval by the CACCN Board of Directors prior to using the logo
 - Chapter who currently have a chapter logo at the time of this policy, may continue to use the logo without approval by the Board of Directors
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Chapter Investment

- Chapters **may invest** in the following:
 - chequing and/or savings accounts
 - money market funds
 - certificates of deposit
 - treasury bills
 - Chapters **may not** invest in any:
 - stocks or
 - bonds or
 - in any mutual fund that invests in stocks or bonds.
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Chapter Funding

- **Chapter Reimbursement:**
 - CACCN National provides quarterly funding to the Chapter based on the following:
 - New Members \$ 15.00
 - Renewed Members \$ 15.00
 - Student Associates \$ 7.50

- The full chapter reimbursement of \$30 for two year members is provided to chapters at the end of the quarter when the member processes the two year new/renew membership.

- **Chapter Fundraising / Sponsorship**

- The chapter may fundraise for its own benefit
- All fundraising documentation must include the CACCN organizational branding (ie. logo, name and/or acronym)
- Chapters may spend these funds at its discretion, provided the funds are used for goals and objectives that are consistent with the goals and objectives of the Association as a whole

Financial/Contractual Restrictions

- Preapproval of the Board of Directors is required for the following purposes:
 - Donations to any non-profit organization
 - Financial obligations lasting beyond one year
 - Contracts to acquire office space
 - Contracts to lease equipment

Chapters Leasing Office Space and/or Equipment:

- Chapters who acquire or lease office space and/or equipment must carry liability and personal injury insurance
- Minimum Coverage Required: \$ 500,000
- The Canadian Association of Critical Care Nurses must be named on the insurance policy document as the beneficiary and/or named insured
- Insurance fees will be the at the Chapter's expense
- A copy of the insurance policy showing required coverage must be filed annually with:
 - CACCN National Office
P. O. Box # 25322
London, ON
N6C 6B1

Dissolution of the Chapter

- The Chapter may dissolve with the approval of the Board of Directors and the Chapter Membership.
- The Board may dissolve the Chapter by its own resolution:

- where the Board determines that the Chapter has failed to comply with the chapter operating / policy requirements;
 - where the Board determines the Chapter has conducted its business in a dishonourable fashion; **and/or**
 - The chapter is in breach of the CACCN's mission and objectives.
 - The Board shall have sole discretion in these determinations.
- Upon dissolution of the Chapter, the following becomes the sole property of the CACCN National Office:
 - All funds remaining in the Chapter bank account(s);
 - All funds invested in the name of the chapter
 - The chapter may not disperse any funds without permission of the CACCN National Board of Directors after notification of chapter dissolution
- **CACCN National will be responsible for:**
 - Contacting the Chapter President/Treasurer to obtain financial information
 - Providing correspondence to the Chapter President/Treasurer to be provided to their financial institution regarding:
 - the dissolution of the chapter
 - required information
 - disbursement of the chapter's financial assets
- **The Chapter will be responsible for:**
 - Providing banking contact information to CACCN National Office
 - Discussion/meeting with the financial institution regarding the dissolution of the chapter and the financial vehicles (bank accounts);
 - Provision of a bank draft for the balance of funds remaining in the Chapter bank account(s);
 - Confirmation documenting the chapter bank account have been dissolved at the respective financial institution(s);
 - Confirmation documentation from the financial institution for any and all investment vehicles providing:
 - date of investment
 - amount invested
 - current balance
 - due date of investment

- Confirmation the financial institution has been requested to change the investment contact information CACCN National.
 - Provision of the final Financial and Activity Report for the Chapter
 - Confirmation the financial institution has been requested to change the investment contact information CACCN National.
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Reopening a Chapter following Dissolution

- If in the future, the Chapter wishes to reopen, it shall follow the procedures outlined in this policy under **Creation of a New Chapter**.
- The Board may, at its sole discretion, direct to the revised Chapter, a portion or all of the funds obtained when the chapter was dissolved.

Approved by the CACCN Board of Directors

Approved March 21, 2013

Provide Bourinot's Rules of Order – layman terms / easy read information

