



## The Canadian Association of Critical Care Nurses

# Chapter Funding Policy

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### Chapter Funding Policy - Effective April 1, 2020

The Canadian Association of Critical Care Nurses operates chapters across Canada. Each chapter is governed by a member elected chapter executive and is provided funding, called “Chapter Reimbursement”, by the national association for use by the chapter. The funds provided to each chapter are provided from annual membership fees paid by the members of their chapter area. The funds are provided on a quarterly basis\* to each chapter throughout the fiscal year.

The purpose of the Chapter Reimbursement funds is to provide funding for educational opportunities for chapter members and to support the functioning of the chapter.

Examples of appropriate uses of the funds may include (but are not limited to):

- supporting educational events (room rentals, catering, honorariums for speakers);
- webinar hosting platforms;
- sponsoring of members to attend the annual CACCN Dynamics of Critical Care™ conference (tuition, travel, accommodation);
- supplies required for chapter meetings (e.g. room rentals, catering, audio visual rentals, printing, etc.); or
- for other uses, approved by the executive and/or the membership.

As CACCN is a not for profit volunteer organization, chapter funds are not intended to be used as reimbursement for personal expenses, financial incentive or payment to the chapter executive members for their service to the CACCN,

The CACCN is providing this policy as a guideline for chapters on the use of chapter funds.

### **General Guidelines for use of funds:**

- A minimum of three members or fifty percent (50%) of the chapter executive must approve utilization of any funds prior to disbursement and/or reimbursement, regardless of the expenditure amount;
- Chapter minutes must reflect the reason and approval of the expenditure by motion;
- Chapters may not hold any investments (e.g. term deposits, GICs, etc.).
- Chapters holding investments at the time of this policy directive are expected to redeem the investment and utilize the funds for appropriate chapter expenses.
- Chapters will update National Office of their financial status once per quarter\* by provision of a current bank statement or screen shot of their bank account.
- Based on submission of their financial status via bank statement or screen shot of the bank account, chapters holding funds in excess of \$7500, will no longer receive the quarterly Chapter Reimbursement funding from National office until such time as their funds are utilized.
- Once the chapter is in a financial position of holding \$7,500 or less in their account and provides a current bank statement or screen shot of their bank account to support this information, Chapter Reimbursement will recommence.
- Back payment for Chapter Reimbursement while the chapter was holding funds in excess of the \$7,500 will not be issued.

\* 1<sup>st</sup> Quarter: April 1 to June 30, 2<sup>nd</sup> Quarter: July 1 to September 30, 3<sup>rd</sup> Quarter: October 1 to December 31, 4<sup>th</sup> Quarter: January 1 to March 31

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**Approved by the CACCN Board of Directors: September 13, 2019**