



The Canadian Association of Critical Care Nurses

Policy Statement

CACCN Chapter Management 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.

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, 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.
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Creation of a CACCN Chapter

- A request for Board approval for the creation of a Chapter must be accompanied by the Chapter Application form as prescribed by the Board, certifying that the Chapter meets the following criteria:
 - 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.
 - 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 may operate under rules, regulations and/or practices pertaining to the election of officers, financial management and reporting and appointment of committee members provided such rules and regulations do not conflict with the CACCN National Policies and/or General Operating Bylaw # 1.
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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. 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.

- The Chapter shall offer proxy voting to members.
 - Such proxy voting must be in accordance with the CACCN General Operating Bylaw # 1.

Chapter Reporting Requirements – Financial / Activity / Correspondence

- Financial Reporting:
 - The Chapter shall maintain a bank account in the name of either CACCN Chapter or the _____ Chapter CACCN
 - 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 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 shall not incur debt, run a deficit budget or hold investments.
 - All deposits / withdrawal / cheques must be recorded on the chapter financial reports
 - All cheques, e-transfers, withdrawals must be accompanied by an invoice or expense claim form
 - Bank statements for the chapter account must be maintained for a minimum of seven years
 - When disbursing of financial information, the documentation must be shredded. Chapters may send their documentation to National Office by December 31 annually for shredding in January
- **Monthly:**
 - National Office will issue monthly reports to chapters within ten business days following the end of the month. The monthly reports include:
 - Membership list
 - New Members
 - Renewed Members
 - Expired Members
 - Unsubscribe list
 - Reports are posted in a Dropbox® box account; a link to the account is sent monthly with the reporting notification.

- **Quarterly:**
 - National Office will issue quarterly reports to chapters within ten business days following the end of the quarter. The quarterly reports include:
 - Chapter reimbursement – cheque amount
 - Membership list
 - New Members
 - Renewed Members
 - Expired Members
 - Unsubscribe list
 - Reports are posted in a Dropbox® account; a link to the account is sent monthly with the reporting notification.
 - Chapters are required to provide a copy of their bank statement and/or a screen shot of their bank account on a quarterly basis (Refer to the Chapter Funding Policy).

 - **Annually:**
 - 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

An annual written report and annual financial report is due at National Office by May 31 of each fiscal year

 - Chapters will provide a copy of their **bank statement** with the annual financial report
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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, social media page (including, but not limited to, Facebook, Twitter, Instagram), websites, 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, social media page (including, but not limited to, Facebook, Twitter, Instagram), website and/or promotional item without prior approval by the CACCN National Board of Directors. This does not include educational materials such as flyers.
- Logos and the CACCN Graphic Standards Guide are provided in Dropbox®.

- Chapters may request National Office provide logos and the graphic standards guide to suppliers upon approval of the proof by the CACCN Board of Directors
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Chapter Communication

- Minutes:
 - Chapters will maintain minutes of every meeting held by the Executive, ad hoc committees and the Annual General Meeting.
 - Such minutes will be stored electronically
 - Minutes are to be retained for a minimum of seven years
 - Annual General Meeting minutes should be retained indefinitely
 - Copies of chapter and annual general meeting minutes must be available should Board of Directors National Office and/or a chapter member request to view the information.
- Correspondence:
 - Chapter communication, by email / fax / written correspondence shall include 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.
- Email:
 - Each chapter has a CACCN email address which conforms to the association standard of full chapter name@caccn.ca (*i.e. Yukon@caccn.ca*)
 - Email addresses are accessed through the CACCN GSuite – Gmail system
 - Email must be accessed at minimum once per week
 - Chapters may forward chapter email to a secondary email account provided the secondary account is secure and approval is provided by National Office.
- Education Day Flyers/Brochures:
 - Chapter flyers / brochures will carry the prescribed 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 prescribed CACCN National Logo must still appear on the correspondence/document
 - Chapters who wish to create a chapter logo must submit the draft logo to CACCN National office for approval 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
 - Communication on behalf of the chapter and CACCN at all times will be respectful in accordance with the CACCN Code of Conduct Policy.
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Chapter Accounts:

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

Chapter reimbursement will be issued to chapters in accordance with the CACCN Chapter Funding Policy.

- Chapters may spend funds received through chapter reimbursement, fundraising, sponsorship, donation, etc., at its discretion, provided a motion is approved by quorum of chapter executive members and/or chapter membership and documented in the minutes and the funds are used for identified chapter goals and objectives that are consistent with the goals and objectives of the Association as a whole

- Such meeting minutes must be available to the Board of Directors and/or chapter membership upon request.
- **Chapter Reimbursement:**
 - CACCN National office issues chapter reimbursement cheques quarterly for new, renewed and two-year membership
 - CACCN National provides quarterly funding to the Chapter based on the following:
 - New Active/Affiliate \$ 15.00
 - Renewed Active/Affiliate \$ 15.00
 - Student Affiliate \$ 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.
 - Cheques are issued approximately four to six weeks following the submission of the report to the association bookkeeper (within 20 days of the end of the quarter)
 - Chapters are responsible for notifying CACCN National Office when the chapter mailing address changes
 - Chapters with postal boxes are required to ensure the postal box rental is up to date annually
 - Chapters are responsible for notifying CACCN National Office if they do not receive the chapter reimbursement cheque
 - Chapters are required to deposit the chapter reimbursement cheque within 30 days of receipt of the cheque
 - Cheques that are lost, returned due to a change of address that has not been communicated or a postal box rental lapse, or that remain uncashed six months after issuance, will not be honoured and will not be reissued.
- **Chapter Fundraising / Sponsorship**
 - The chapter may fundraise for its own benefit
 - All fundraising documentation must include the prescribed CACCN organizational branding (i.e. logo, name and/or acronym)
 - All fundraising and sponsorship received must be documented in the chapter financial reports.

- Chapters may not enter into any agreement with a sponsor that is in conflict with the CACCN policies and procedures – specifically the CACCN Endorsement Policy. Any doubt around the agreement, seek clarification from CACCN National Office through the chapter liaison
 - Chapters may spend fundraising and sponsorship 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
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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
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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 Canadian Association of Critical Care Nurses (CACCN):
 - All funds remaining in the Chapter bank account(s);
 - All funds invested in the name of the chapter

- All documentation – written and electronic – minutes and financial instruments – including bank statements, cheques, cheque stubs, etc.
- All laptops, printers, etc.
- After notification of the chapter dissolution, the chapter **may not** disperse of any funds.
- After notification the chapter **may not** disperse of the following – including, but not limited to, documentation, websites, emails, USB/flash drives, CDs, external hard drives, etc without the express permission of the CACCN National Board of Directors.
- **CACCN National will be responsible for:**
 - Contacting the Chapter President/Treasurer to obtain financial information
 - Providing correspondence, should it be required, 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, investments);
 - Ensuring all outstanding accounts are paid and the proper documentation is available for review.
 - Provision of a bank draft payable to CACCN for the balance of funds remaining in the Chapter bank account(s);
 - Confirmation documenting the chapter bank account and any other financial vehicles 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
 - Provision of all documentation, including the minutes of executive meeting, annual general meeting, any meeting held by the chapter
 - Provision of any equipment the chapter may have – i.e. laptops, printers, etc.
 - Providing any additional information as requested by the CACCN National Board of Directors and/or National Office
 - The chapter executive must comply with the above noted dissolution requirements within sixty days of notification of dissolution.
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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**.

*Approved by the CACCN Board of Directors
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