



The Canadian Association of Critical Care Nurses

Policy Statement

CACCN Chapters Policy

The Canadian Association of Critical Care Nurses (CACCN) recognizes the importance and value of our CACCN Chapters and the work they do on behalf of the Association. Chapters are an integral part of the CACCN.

This statement is being issued following the CACCN Financial Risk Management review completed in November 2020.

This statement provides information required for maintaining local chapters including structure, finances, and management.

This statement replaces the previous CACCN Chapter Management Policy and the Chapter Funding Policy.

***Chapter Policy
Approved by the CACCN Board of Directors
Revisions November 2021
January 2021.***

Mission Statement: We engage Canadian Critical Care Nurses through scholarship, education and networking, providing a strong unified national identity.

Vision Statement: All critical care nurses provide the highest standard of patient and family centred care through an engaging, vibrant, educated and research driven specialized community.

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Policy 1

Chapter Structure

1. Chapters are entities of CACCN National Association and are not separately incorporated.
2. In addition to the National Committees, Chapters provide opportunities, for members to be involved in leadership roles, educational opportunities, and partnerships.
3. The **primary** role of the chapters is to plan and deliver opportunities for member participation, local educational events, and programming in keeping with the Mission, Vision and Values of the CACCN.
4. Decision making at the chapter level is made in accordance with CACCN policies by an elected Chapter Leadership Committee. Chapters may operate under rules, regulations and/or practices pertaining to the election of officers and appointment of committee members provided such rules and regulations do not conflict with the CACCN National Policies and/or General Operating Bylaw # 2.

Policy 2 Chapter Creation, Process

Chapter Creation

1. Members may request Board approval for the creation of a Chapter of the CACCN, where the members live or practise in a geographic region in critical care nursing.
2. 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 approved by the National Board.

Process:

1. A request to the Board of Directors for approval to commence the chapter creation process.
2. Upon approval to proceed, a request for Board approval for the creation of the Chapter must be accompanied by the **Chapter Application Form**, certifying that the proposed Chapter agrees to abide by CACCN Policies, Procedures and the General Operating Bylaw # 2 and the proposed chapter meets the following criteria:
 - a. a minimum of 10 Active Members of the CACCN, who wish to also be members of the Chapter.
 - b. an initial organizational meeting of the Chapter members has been held, at which the members have passed a resolution by simple majority requesting the creation of the Chapter and suggesting the name of the Chapter. and
 - c. the Chapter members have passed resolutions by simple majority electing/appointing the Executive Officers, each of whom shall be Active Members of the CACCN.
3. The Executive Officers may consist of a minimum of 3 executive members. Members do not need to hold "formal" positions such as President, Vice-President, Secretary and/or Treasurer, however one member must be appointed to act as the liaison with CACCN National Office.
4. The Board shall have the sole discretion to determine if a Chapter meets the criteria.
5. Where the Board grants approval for the creation of the Chapter, the Board shall also resolve to provide start-up funds to the Chapter, in an amount to be determined by the Board, within 2 months of the Board's approval.
6. CACCN National Office and a Chapter Liaison from the CACCN National Board will be appointed to assist the chapter.

Policy 3 Chapter Maintenance

Chapter Maintenance Requirements

The following are the requirements for chapter maintenance:

1. Membership

- a. Chapters must maintain a minimum of 10 Active Members.
- b. When a Chapter's membership falls below 10 Active Members for 6 months or longer, the Board may, at its sole discretion, dissolve the and close the chapter.
- c. The Chapter Leadership shall be known as the Chapter Executive.
- d. The Chapter Executive are not required to hold "formal" positions such as President, Vice-President, Secretary and/or Treasurer, however one member must be appointed to act as the liaison with CACCN National Office.
- e. All meetings of the Chapter Executive and Chapter Membership shall be conducted in accordance with the CACCN General Operating Bylaw # 2 and Bourinot's Rule of Order.

2. Chapter Executive Meeting

- a. The chapter executive may meet to plan chapter activities.
- b. Minutes of the executive meeting must be recorded and must include the following information: executive members in attendance/guests, reports and Motions put forth and the results of the motions.
- c. All financial decisions and proposed expenditures must be clearly noted in the Leadership meeting minutes, approved by a minimum of 3 executive members or 50% of the executive, whichever is less, and must adhere to the Chapter Financial Policies.
- d. Minutes of chapter executive meetings are to be provided to CACCN National Office within 15 days of the meeting being held.

3. Annual General Meeting (informal)

- a. The Chapter shall at a meeting of the membership provide information on the following: chapter financial status, budget and proposed events for the coming year.
- b. Approval of the budget and proposed events for the coming year may be voted on by members by simple majority (show of hands).
- c. Chapters may at this meeting make changes to their Executive Committee by simple majority (show of hands).
- d. This Annual General Meeting of the Chapter will be held by July 30 annually.
- e. The Annual General Meeting may be held in person, electronically or a combination of both options.
- f. Notice of the meeting should be provided a minimum of 45 days prior to the event.

- g. Quorum for the Chapter Annual General meeting will be a minimum of five (5) active members present - including the Chapter Executive.
 - i. Should five members not be present, the meeting may proceed with notation in the minutes that quorum of five members was not met.
 - ii. If quorum is not met, motions (i.e., decision/voting items) cannot be tabled and/or passed.

Policy 4 Communication

Chapter Communication

Communication on behalf of the chapter and CACCN will always, be respectful in accordance with the CACCN Code of Conduct Policy.

1. Communication from CACCN Board of Directors and National Office:

- a. Chapters will acknowledge receipt of information and documentation from the CACCN Board of Directors and/or CACCN National Office within **7 days of receipt**.

2. Minutes:

- a. Chapters will maintain minutes of every meeting held by the Chapter Executive, ad hoc committees, and the Annual General Meeting.
- b. A copy of all minutes will be submitted to CACCN National Office within 15 days of the date of the meeting.
- c. Chapter minutes will be stored electronically - ideally in the Chapter Google Drive and retained for a minimum of seven years.
- d. Annual General Meeting minutes are to be retained indefinitely.
- e. Chapters will send copies of their meeting minutes to CACCN National Office or will provide access via link to the Chapter Google Drive.

3. Correspondence:

- a. Chapter communication, by email / fax / written correspondence shall include the CACCN National Logo and name: "Canadian Association of Critical Care Nurses" or "CACCN".
- b. 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).
- c. Chapters are required to retain electronic records of all chapter correspondence (ideally in the Chapter Google Drive) and retained for a **minimum of seven years**.
- d. Destruction of correspondence and other items may be completed by using a secure shredding company or facility.
- e. Chapters may choose to send their files to National Office annually in January for secure shredding.

4. Email:

- a. Each chapter has a CACCN email address which conforms to the association standard of full chapter name@caccn.ca (i.e., Yukon@caccn.ca).
- b. Chapters **may not** set up alternate email addresses outside of the CACCN email system.
- c. Email addresses are accessed through the CACCN Google Workspace (previously known as GSuite) system.
- d. Email must be accessed at minimum **once per week**.
- e. Chapters may forward chapter email to a secondary email account (executive personal email) provided the secondary account is **secure** and approval is provided by National Office.

Policy 5 Funding Disbursement

CACCN Funds Disbursement (Quarterly):

1. The CACCN operates chapters across Canada. Each chapter is governed by a member elected chapter executive and is provided funding, called “Chapter Disbursement”, by the national association for use by the chapter.
2. As CACCN is a not-for-profit volunteer organization, chapter funds are intended for the benefit of the chapter membership (i.e., tuition fees, complimentary membership, swag items, etc.). 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.
3. The funds provided to each chapter are provided from annual membership fees paid by the members of their chapter area.
4. The funds are provided on a quarterly basis to each chapter throughout the fiscal year. The purpose of the Chapter Disbursement funds is to provide funding for educational opportunities for chapter members and to support the functioning of the chapter.
5. Examples of appropriate uses of the funds may include (but are not limited to):
 - a. supporting educational events (room rentals, catering, honorariums for speakers, etc.).
 - b. webinar hosting platforms.
 - c. sponsoring of members to attend the annual CACCN Dynamics of Critical Care™ conference (tuition, travel, accommodation).
 - d. supplies required for chapter meetings (i.e., room rentals, catering, audio visual rentals, printing, etc.).
 - e. for other uses, approved by the National Office.
6. CACCN National provides quarterly funding to the Chapter based on the following:

a. Active/Affiliate	\$ 15.00
b. Student Affiliate	\$ 7.50
c. Two Year Active/Affiliate	\$ 15.00 paid in the quarter received.
7. Disbursement for eligible chapters will be deposited to the National Chapter bank account and detailed on the quarterly financial statement for each chapter.
8. Chapter disbursement will be issued to chapters who hold less than \$7500 in the National Chapter bank account during the quarter in question.

9. CACCN Fiscal Year: May 1 to April 30 annually:

- a. 1st Quarter (Q1): May 1 to July 31
- b. 2nd Quarter (Q2): August 1 to October 31
- c. 3rd Quarter (Q3) November 1 to January 31
- d. 4th Quarter (Q4): February 1 to April 30

Policy 6 National Reporting

National Reporting Requirements:

1. Monthly:

- a. National Office will issue the following reports to chapters within ten business days following the end of the month.
- b. Reports are provided via the Chapter Shared Google Drive:
 - i. Membership Report
 - ii. New / Renewing Member Report
 - iii. Expired Member Report
 - iv. Email Unsubscribe Report

2. Quarterly:

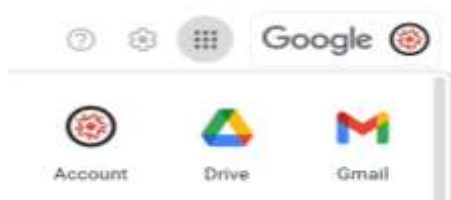
- a. National Office will issue quarterly reports to chapters within ten business days following the end of the quarter.
- b. Reports are provided via the Chapter Shared Google Drive:
 - i. Membership Report
 - ii. New / Renewing Member Report
 - iii. Expired Member Report
 - iv. Chapter Disbursement available (see Funding Disbursement pg. 5)
 - v. Current Financial Status Report (not including chapter disbursement that may be due)
 - vi. Email Unsubscribe Report

3. Accessing Google Workspace:

- a. Log in to your CACCN Chapter Email at www.gmail.com.
- b. Select the **waffle**.



- c. Select **Drive**



d. Select **Shared Drives** or **Shared with me**



e. Select **Chapter Information Portal**



f. Select **(year) Reports (i.e., 2020-2021)**



g. Select **Reporting Month** or **Quarter (i.e., 2020-12 Q3 Reports)**



h. **Select your chapter's report.**

Name	Last modified	File size
A Q3 CACCN Membership Reports.pdf	Jan 5, 2021 me	55 KB
B 2020-09Chapter Funds Policy (REV).pdf	Nov 3, 2020 me	77 KB
BB 2021-01 DO NOT CONTACT LIST.xlsx	Jan 4, 2021 me	28 KB
British Columbia Q3 Reports.xlsx	Jan 4, 2021 me	73 KB
Central Ontario Q3 Reports.xlsx	Jan 4, 2021 me	88 KB
Greater Edmonton Q3 Reports.xlsx	Jan 4, 2021 me	72 KB
London Regional Q3 Reports.xlsx	Jan 4, 2021 me	66 KB
Manitoba Q3 Reports.xlsx	Jan 4, 2021 me	68 KB

Policy 7 Financial Policies

Chapter Financial Policies:

1. **General Policies:** Chapters will
 - a. Hold regular chapter executive meetings.
 - b. Take minutes of chapter executive meetings and will submit minutes to the national office within 15 days of the date of the meeting (minutes to be retained electronically for an indefinite period).
 - c. Submit all contracts and financial obligations to the national office for approval, signature, and payment a minimum of 60-days prior to payment.
 - d. Not maintain/open a chapter bank account.
 - e. Not incur debt, hold funds, or exceed budgeted expenses.
 - f. Cash or sign over all investments of surplus funds to be managed and executed by the National Office.
 - g. Ensure all chapter fundraising and sponsorship acquisition activities are approved in advance by the National Office.
 - h. Ensure all chapter events are approved in advance by the National Office.
 - i. Ensure National Office reviews and executes all chapter contracts, agreements, funds, donations, fundraising and/or sponsorship.
 - j. Ensure all record of chapter activities are provide to National Office who will maintain such records.

2. **Insurance Policies:**
 - a. The National Office will maintain and make payment for all appropriate insurance, including general liability, events, directors & officers insurance.

3. **Bank Accounts, Petty Cash, Investments:**
 - a. Chapters **may not** maintain:
 - i. a chapter bank account(s)
 - ii. petty cash
 - iii. investment(s)
 - iv. funds at the chapter level.
 - b. Chapters will have access to their chapter funds through the CACCN National Chapter Bank account and CACCN National Office.

4. **Chapter Funds:**
 - a. Chapters will not make payment for expenses, except in the case where chapter personnel incur reimbursable approved expenses defined by the CACCN expense policy.

- b. Each chapter's funds are held by National Association in a Chapter bank account set up specifically for managing chapter funds and Chapter Financial information will be reported on the National Association audit annually.
- c. Chapter funds are not co-mingled with National Association and/or Dynamics of Critical Care Conference funds.
- d. While chapter funds are allocated in a separate account, all funds are owned by the National Association.
- e. Chapters may request a financial accounting at any time.
- f. CACCN will ensure the following is completed:
 - i. Quarterly accounting will be provided detailing each chapter's funds on account, including any chapter disbursement (see Funding Disbursement pg. 5).
 - ii. Annually each Chapters' revenue and expenses will be tracked in the financial statements and presented in the National Association's annual financial statements.
 - iii. The National Association will be responsible for preparing and submitting the required documentation for the National Association's financial audit statements.

5. **Budget:**

- a. By May 31st annually, Chapters will submit an annual budget and the budget meeting minutes for approval by the National Association.
- b. Chapter budgets will detail estimated revenue, expenses, and proposed plans for the coming year:
 - i. Revenue: Events, Fundraising, Sponsorship, etc.
 - ii. Expenses: Events, Draws, Bursaries, and any additional proposed activities
- c. The chapter budget and the utilization of any funds must be recorded in the chapter meeting minutes as a Motion to Approve.
- d. The motion must be approved by no less than 50% of the chapter executive members.

6. **Budget Approvals** - provided the expense is in line with allowable expenses:

- a. Automatic approval for items \$500 and under.
- b. National Office approval for items \$501 - \$2,500.
- c. Board of Director approval for items \$2,501 and over.

7. **Event Pricing:**

- a. Chapter event/program pricing for members/non-members will be approved in advance by the National Association.
- b. Chapters should make every attempt to at minimum break even with the revenue/expenses for the event.
- c. Chapter event pricing **must include** the appropriate GST/HST based on province of delivery.
- d. The National Association suggests chapters utilize Eventbrite for registration and event payment.
- e. **It is the Chapter's responsibility** to provide the Eventbrite reporting showing pricing including fees, taxes, etc. to National office to reconcile funds deposited to the Chapter Bank Account.

8. **Venue/Food and Beverage Suppliers:**
 - a. Chapters may not enter into/sign off on any contractual obligations.
 - b. All contracts/letters of agreement for venue rental, suppliers (catering, audio visual, and other supplier services deemed necessary) will be sent to the National Association who will review and execute all transactions, including deposit cheques on behalf of each chapter, within 20 days of receipt of the information, when possible.

9. **Speaker Honorarium:** Chapters may offer an honorarium for speakers. This honorarium may be based on the speaker's fee request, a negotiated fee or based on the CACCN speaker fee rubric used for Dynamics. Chapters must provide documentation (email confirmation, etc.) or an invoice for payment to be processed.

10. **Cash Payments:** Payment of cash for a chapter event is often unavoidable. When a cash payment is provided, chapters will:
 - a. Record the name of the participant together with the amount received on the CACCN attendee record sheet.
 - b. Compile the cash payments and purchase a postal money order payable to CACCN for the amount received, less the cost of the money order.
 - c. Send the postal money order within 30 days of the event, along with the CACCN attendee record sheet to CACCN National for deposit to the chapter's financial 'bank'.
 - d. Chapters may not provide payment for any items via the cash payments received without approval from the National Association.
 - e. A detailed accounting showing income/expenses with receipts must be provided to the National Association.

11. **Cheque Payments:** Payment by cheque payable to CACCN will be accepted. When a cheque payment is provided, chapters will:
 - a. Record the name of the participant together with the amount received on the CACCN attendee record sheet.
 - b. Ensure the cheque is payable to CACCN.
 - c. Send the cheques received within 30 days of the event, along with the CACCN attendee record sheet to National Association for deposit to the chapter's financial 'bank'.

12. **Fundraising:** Fundraising events can be a way to raise awareness, and funds, for your chapter. There are many issues to consider as you plan for your fundraiser, as the National Association must ensure we protect the chapter, chapter executive, your donors and the Association from negative liability and tax consequences.
 - a. All fundraising, including, but not limited to raffles, draws, 50/50, etc., must be preapproved by the Chapter Executive and the National Board.
 - b. The National Board will consider approval of all legal fundraising events but reserves the right to deny approval of any proposed fundraising event, if the National Association, in its sole discretion, deems the proposed activity is not in

keeping with the National Association's image, values, or mission, or for any other reason the National Association sees fit.

a. Chapters must follow the outlined procedures for all fundraising activities:

i. **Association Image/Name:**

1. All uses of the Association's name in advertising and promotion must be approved in advance by the National Association.
2. All fundraising materials should make clear, where applicable, that funds are being raised on behalf of the CACCN X Chapter of the Association, rather than the Association and must be approved as per 3.a.i.

ii. **Provincial/Local Consumer/Gaming Requirements:** All fundraising activities must comply with the Chapters provincial and/or local consumer/gaming legislation.

iii. **Provincial/Local Licensure:**

1. Where licensure is required, Chapters will forward the appropriate information to the National Association for review prior to license purchase.
2. Upon approval, chapters will be responsible for license purchase, with a cheque provided by the National Association.
3. Chapters may also purchase the license when approved and request reimbursement by the National Association upon receipt of an expense form.
4. A copy of the approved provincial license **must** be provided to the National Association.

iv. **Tickets:**

1. Where it is not noted in provincial/local legislation, each participant will receive a numbered fundraising ticket in exchange for payment.
2. Such tickets will bear the CACCN name/logo/chapter name along with a description of the fundraising activity.

v. **Payments:**

1. Cash and cheque payments must be detailed showing the participant name and ticket number(s) received.
2. Cash and cheque payments be in accordance with the Financial Policies of the Association (pg. 11).

b. Chapters may not provide payment for any items via the cash payments received without approval from the National Association.

c. A detailed accounting showing income/expenses with receipts must be provided to the National Association.

13. Sponsorship:

- a. Chapters may approach sponsors for event funding, as necessary.
- b. Chapters **may not** enter into/sign off on any contractual obligations/sponsorship letters.
- c. All contracts/letters of agreement/sponsorship letters will be sent to the National Association who will review and execute all transactions, including receipt and deposit cheques on behalf of each chapter, within 20 days of receipt of the information.

14. All Other Payments:

- a. Payments are to be directed to the National Association for deposit in the chapters 'bank' account.
- b. Donations, etc. are to be payable to CACCN and may not be cashed at the local chapter level. Tax Receipts are not provided for donations.

15. Contracted Services: All contracts/services/letters of engagement will be provided to the National Association, prior to entering into the agreement. This includes, but is not limited to:

- a. Website management
- b. Website domain registration
- c. Conferencing platforms (i.e., zoom, WebEx, teleconferencing, etc.)
- d. Software subscriptions

16. Additional Information: Preapproval of the Board of Directors is required for the following purposes:

- a. Donations to any organization.
- b. Financial obligations lasting beyond one year.
- c. Lease agreements for office space and/or equipment.

17. Tax Receipts:

- a. CACCN is not a charitable organization and as such does not and cannot provide a tax receipt for tuition fees, donations, draws, sponsorship, etc.

Policy 8

Event Planning/Management

1. Revenue and expenses for the event should already be included in the annual budget approved by the CACCN Board of Directors, however, that may not always be the case.
2. An event budget, in addition to the chapter's overall budget, is required for any event planned at the chapter level.

3. Budget Approvals

- a. Provided the expense is in line with allowable expenses:
 - i. Automatic Approval: \$500 and under
 - ii. CACCN National Office: \$500 - \$2,500
 - iii. CACCN Board of Directors: \$2,500 and over

4. In Kind Sponsorship:

- a. Where a sponsor provides an 'in-kind' donation (i.e., room space/rental fees; audio visual; photocopying, etc.) this donation must be included on the event budget / balance sheet.
- b. In-kind donations should offset each other on the balance sheet.
- c. The in-kind donation should show in the Expenses (i.e., room rental expense, etc.) and show in the Revenue (i.e., donation of room rental expense).
- d. CACCN is not a charitable organization and as such does not and cannot provide a tax receipt for tuition fees, donations, draws, sponsorship, etc.

5. Process:

- a. The Chapter creates a high-level plan and budget for the event, including revenue (event pricing, target sponsorship, etc.) and expenses (rental, catering, etc.).
- b. The Chapter submits the plan to the National Association for approval a minimum of 60 days prior to the planned event.
 - i. Approval will be provided a minimum of 20 days after submission.
 - ii. Should additional time be required, the National Association will notify the chapter with the approximate response date.
- c. The National Association approves and/or modifies the budget, plan, sponsorship, and event pricing and returns the approved plan to the Chapter for execution.
- d. The Chapter based on their budget, selects the event venue, food and beverage and other services.

- e. The Chapter forwards all contractual obligations to the National Association for review, approval, signature, and issuance of any required deposits.
- f. Signed contracts and deposit cheques may be returned to a chapter executive member or sent directly to the contracted supplier, whichever is requested by the chapter.
- g. Chapters must ensure the plan and/or contracts are submitted to the National Association a minimum of 60 days prior to the event to complete the review and issue any required deposits before contract deadline.

Policy 9 Expenses

View the CACCN Expense Policy for full details.

This policy applies to Board Members, CJCCN Editor/Co-Editors, Committee Members, Chapter Executive and other volunteers (collectively, “volunteers”) who attend and/or incur expenses related to participation in meetings, events and conferences (“events”) in the course of carrying our CACCN business.

1. CACCN volunteers should have clear understanding of the guidelines, policies, and procedures around allowable expenses, including the kind and method of expenses that are considered appropriate, in what circumstances pre-approval is required, and how expenses should be claimed.
2. Board, CJCCN Editor/Co-Editors, Committee Members, Chapter Executive, and other Volunteers are authorized to incur expenses related to association business upon approval by the Chapter Executive and/or the Board of Directors.
3. Expense reports are designed for use by the Board, CJCCN Editor/Co-Editors, Committee Members, Chapter Executive, and other Volunteers for expenses incurred while participating in CACCN business.
4. The purpose of the expense report and subsequent reimbursement is to ensure individuals will not be out-of-pocket for expenses incurred on behalf of CACCN activities.

5. Travel Expenses

- a. All travel expenditures for the Dynamics of Critical Care™ conference must be preapproved by the Chapter Executive and/or National Office prior to booking and/or payment.
- b. Any travel expenditures outside of attendance at Dynamics must be approved by the Chapter Executive **AND** CACCN National Office prior to booking and/or payment.
- c. Payment for attendance at conferences other than Dynamics, must include information how attending will benefit the Chapter and/or the National Association and **must** be approved by the National Office prior to registration and/or booking of travel/hotel arrangements.
- d. Payment for international travel must include information how attending will benefit the Chapter and/or the National Association and **must** be approved by the National Office prior to registration and/or booking of travel/hotel arrangements.

6. Expenditures

- a. All expenses must fall under the CACCN Expense Policy.
- b. All expenses must be pre-approved by the Chapter Executive and/or National Office prior to booking and/or payment.
- c. An expense form must be completed for reimbursement and submitted to National Office with original receipts.
- d. PST/GST/HST must be specifically noted to assist with preparing the appropriate taxation information for CACCN reporting.

Policy 10 Organizational Branding

1. **Organizational Branding:** CACCN National manages the branding for the organization. Chapters shall follow National Policies regarding the use of the CACCN logo(s).
 - a. 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.
 - b. 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.
 - c. Chapters may request National Office provide logos and the graphic standards guide to suppliers providing promotional items.
 - d. Approval of the promotional proof of the item being provided by the supplier is required by National Office before production commences.
 - e. Logos and the Graphic Standards guide are available in the Chapter Shared Google Drive.

2. **Chapter Logos:**
 - a. Chapters may create their own chapter logos provided the CACCN logo is incorporated into the chapter logo (refer to the CACCN Graphic Standards Guide).
 - b. CACCN must approve the chapter logo prior to introduction and usage.
 - c. If permission is granted, the chapter branded logo must be used in conjunction with the national CACCN logo on all CACCN advertising/promotional items.

3. **Educational Event Flyers/Brochures:**
 - a. Chapter flyers / brochures will carry the prescribed CACCN National Logo.
 - b. Chapter flyers / brochures may also carry an approved Chapter Logo.
 - c. 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.
 - d. Social Media posts will follow the CACCN Social Media Policy and will identify as being CACCN. Where possible CACCN National should be tagged.

4. **Image Protection:** The Board, Chapters and the COO shall protect the association's public image, credibility, and ability to achieve the strategic direction set by the Board. Further, without limiting the scope of the above statement, the Board, Chapters, and the COO shall:
 - a. Not alter the association's name or identity in any way without express motion by the Board.

- b. Only develop or continue collaboration or sponsorship or partnership with organizations and/or partners whose principles and practices are compatible with the purpose, vision, mission, and values of the CACCN and other values as expressed in Board policies.
- c. Not permit any presentations to be made to the media or any organization, which portray as Board policy and/or information that is contrary to Board positions set out in Board policy.
- d. When using the trademark names, ensure the trademark symbol is affixed to the name (™). CACCN owns two trademarks: The Canadian Journal of Critical Care Nursing™ and Dynamics of Critical Care™.

Policy 11 Media

Chapter Executive **shall not** engage with the media on behalf of the Association without the express written permission of the National Association Board of Directors.

The National Association Executive Committee:

1. Will be the voice of the CACCN in dealing with media inquiries.
2. Shall make the determination whether to speak to the inquiry / issue and/or shall appoint a member of the Board of Directors and/or Chapter Executive who would be best qualified to speak to the issue(s) raised.
3. Shall work with the Board of Directors to formulate a media response reflective of the Association (dependent on the urgency of the matter).

Policy 12

Statements, Practice Guidelines

Chapters may not create and/or endorse position statements, practice guidelines, etc. on behalf of the National Association.

All position statements and/or endorsement requests must be reviewed by the CACCN Board of Directors and, if required, the CACCN Professional Development Committee.

When developing or revising National Association position statements, the National Association shall ensure the statements are developed with:

- a. Consultation with members through a transparent process.
- b. Consideration of a comprehensive literature review, best practice.
- c. Advise on any contentious issues related to the proposed position.
- d. Ensure expert review of the draft statement by CACCN members from across the country. At minimum 3 members – 1 from each region.

Policy 13 Dissolution

1. **Dissolution by Chapter Directive:** The Chapter may dissolve with the approval of the Board of Directors.
2.
 - a. Notification to be provided to the National Board of Directors of the request to and reasons for dissolution.
 - b. Chapters will provide the National Board of Directors with an accounting of all actions taken to keep the chapter viable.
 - c. The National Board of Directors will work with the chapter executive to resolve the chapter issues.
 - d. If resolution cannot be found, the chapter's request for dissolution will be granted.
3. **Dissolution by Board Directive:** The Board may dissolve the Chapter by its own resolution when the Board determines.
 - a. The Chapter does not have the required 3 executive members.
 - b. The Chapter membership has fallen below the 10 required members.
 - c. The Chapter has failed to comply with the chapter operating requirements.
 - d. The Chapter has conducted its business in a dishonourable fashion; **and/or**
 - e. The chapter is in breach of the CACCN's mission, vision, and objectives.
 - f. The Board shall have sole discretion in these determinations.
4. Upon dissolution of the chapter:the CACCN National Board will notify the membership of the decision to dissolve and will move chapter members to the closest adjoining chapter.
5. As the chapter assets are owned by the National Association, upon dissolution of the Chapter, all assets are to be returned to the National Office, including but not limited to:
 - a. All documentation – written and electronic – minutes.
 - b. All electronic equipment, including laptops, printers, etc.
 - c. All electronic storage equipment, including backup hard drives, USB drives, etc.
6. At no time will chapters disperse or divest themselves 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.
7. Chapters must comply with the above noted dissolution requirements within 60 days of notification of dissolution.

Policy 14 Reopening a Chapter under Dissolution

1. The chapter may be reopened by approval and directive of the National Board of Directors.
2. Members wishing to reopen the chapter will follow the requirements set out for **Creation of a New Chapter**.
3. **Chapter Funds:**
 - a. At the Board's discretion, the funds held for the chapter at the time of dissolution may be returned to the newly established chapter, or
 - b. At the Board's discretion, chapter start-up funds will be provided to the newly formed chapter.