

CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES



ASSOCIATION
CANADIENNE DES
INFIRMIÈRES ET DES
INFIRMIERS EN
SOINS
CRITIQUES

The Canadian Association of Critical Care Nurses

Policy Statement

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 centered care through an engaging, vibrant, educated and research driven specialized community.

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

This is an update to the original statement issued following the CACCN Financial Risk Management review completed in November 2020 replacing the previous CACCN Chapter Management Policy and the Chapter Funding Policy.

Policy 1 Chapter Structure

Chapters are entities of CACCN National Association and are not separately incorporated.

In addition to the National Committees, Chapters provide opportunities for members to be involved in leadership roles, educational opportunities, and partnerships.

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.

Decision making at the chapter level is made in accordance with CACCN policies by a Chapter Leadership Committee.

Chapters may operate under rules, regulations and/or practices pertaining to the election/appointment of leadership 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

Chapter Creation

Members may request Board approval for the creation of a Chapter of the CACCN, where the members live or practice in a geographic region 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 or CACCN _____, 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 that the proposed chapter meets the following criteria:
 - i. a minimum of 10 current Active members of the CACCN, who wish to be members of the new Chapter,
 - ii. an initial organizational meeting of the Chapter members has been held, at which time the members passed a resolution by simple majority requesting the creation of the Chapter,
 - iii. suggesting the name of the Chapter, and
 - iv. the Chapter members have passed resolutions by simple majority electing/appointing the chapter leadership team, each of whom shall be a current active Member of the CACCN.
3. The chapter leadership team may consist of a minimum of 3 members.
4. 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 the CACCN Board of Directors and National Office.
5. The Board shall have the sole discretion to determine if a Chapter meets the criteria.
6. Where the Board grants approval for the creation of the Chapter, the Board shall approve by motion to provide start-up funds for the Chapter, in an amount to be determined by the Board, within 2 months of the Board's approval.

Policy 3 Chapter Maintenance

The following are the requirements for chapter maintenance:

Membership

1. Chapters must maintain a minimum of 10 current Active Members, including the chapter leadership team.
2. When a Chapter's membership falls below 10 Active Members for 6 months or longer, the Board may, at its sole discretion, may move the chapter to "inactive" status.

Chapter Budget

1. Chapters will provide a budget for the fiscal year annually by May 31.
2. The budget must be approved by the chapter leadership team.
3. The budget is to be provided to the CACCN National Office for approval.
4. CACCN provides an excel budget document for chapter use.

Chapter Leadership Team Meetings

1. The chapter leadership team is 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 the CACCN Board of Directors and the National Office.
2. All meetings of the chapter leadership team and the chapter Membership shall be conducted in accordance with the CACCN General Operating Bylaw # 2 and Bourinot's Rule of Order.
3. The chapter leadership may meet to plan chapter activities.
4. Minutes of the meetings must be recorded (minutes) and must include the following information:
 - i. leadership team members in attendance and guests
 - ii. chapter reports
 - iii. motions put forth and the results of the motions.
2. All financial decisions and proposed expenditures must be clearly noted in the leadership team meeting minutes and must be:
 - i. approved by a minimum of 3 leadership team members or
 - ii. 50% of the leadership team, whichever is less, and
 - iii. must adhere to the CACCN Chapter Financial Policies.
 - iv. Minutes of chapter leadership meetings are to be provided to CACCN National Office within 15 days of the meeting being held.

Annual General Meeting (informal)

1. The Chapter Annual General Meeting of the Chapter will be held annually by July 30.
2. The Annual General Meeting may be held in person, electronically or a combination of both options.
3. Notice of the meeting should be provided a minimum of 45 days prior to the event.
4. Quorum for the meeting:
 - i. will be a minimum of five active members present, including the chapter leadership team.
 - ii. should five members not be present, the meeting may proceed with notation in the minutes that quorum was not met, however decision/voting/motions cannot proceed.
5. The chapter shall at a meeting of the membership provide information on the following:
 - i. Chapter financial status
 - ii. Current year's budget and
 - iii. Proposed events for the coming year.
 - iv. Approval of the budget and proposed events for the coming year may be voted on by members by simple majority (show of hands).
 - v. Chapters may at this meeting make changes to the chapter leadership team by simple majority (show of hands) or elections.

Policy 4 Communication

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

Communication from CACCN Board of Directors and National Office:

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

Minutes:

1. Chapters will maintain minutes of every meeting held by the chapter leadership team, ad hoc committees, and the Annual General Meeting.
2. A copy of all minutes will be submitted to CACCN National Office within 15 days of the date of the meeting.
3. Chapter minutes will be stored electronically - ideally in the CACCN Chapter Google Drive.
4. Chapter leadership meeting minutes will be retained for a minimum of seven years.
5. Chapter Annual General Meeting minutes are to be retained indefinitely.
6. Chapter leadership teams should save items on a USB drive to pass to incoming chapter leadership members.

Correspondence:

1. Chapter communication, by email / written correspondence shall include the CACCN National Logo and name: "Canadian Association of Critical Care Nurses" or "CACCN."
2. The chapter name will appear on the correspondence as the XXX Chapter of the Canadian Association of Critical Care Nurses or XXX Chapter of the CACCN.
3. Destruction of correspondence and other items may be completed after 7 years by using a secure shredding company or facility.
4. Chapters may choose to send paper documentation files via mail or courier to the National Office annually in January for secure shredding.

Email:

1. Each chapter has a CACCN email address assigned by National Office, which conforms to the association standard (full chapter name@caccn.ca - i.e., Yukon@caccn.ca).
2. Chapters **may not** set up alternate email addresses outside of the CACCN email system (i.e., alternate Gmail address).
3. Email addresses are accessed through Gmail or the Google Workspace system.
4. Email must be accessed at a minimum of **once per week**.

Member Reports:

1. Chapter reports are stored in the CACCN Chapter Google Workspace.
2. To protect our member's personal information and privacy, chapter reports **may not**:
 - a. be forwarded to personal or work email accounts, and
 - b. may not be downloaded and/or saved to personal or work servers.

Policy 5 Funding Disbursement

The CACCN operates chapters across Canada.

Each chapter is governed by a member elected/appointed chapter leadership team and is provided "Chapter Disbursement" funding, by the national association for use by the chapter.

Chapter disbursement will be issued to chapters who hold less than \$7500 in the National Chapter bank account during the quarter in question.

As CACCN is a not-for-profit volunteer organization, chapter funds are intended for the benefit of the chapter membership - to provide funding for educational opportunities for chapter members and to support the functioning of the chapter (i.e., tuition fees, complimentary membership, swag items, etc.).

The funds provided for each chapter are provided by the annual membership fees paid to the National Association by the members of their chapter area.

The funds are provided on a quarterly basis for each chapter throughout the fiscal year.

CACCN Fiscal Year: May 1 to April 30 annually:

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

CACCN National provides funding for the Chapter based on the following:

1. Active/Affiliate
 - a. One Year Membership \$ 15.00
 - b. Two Year Membership \$ 30.00 *Paid in the quarter received*
2. Student Affiliate Registration \$ 7.50 ●●
3. Joint CACCN/CCCN Membership
 - a. One Year Membership \$ 10.00
 - b. Two Year Membership \$ 20.00 *Paid in the quarter received*
4. Retired
 5. One Year Membership \$ 7.50
 6. Two Year Membership \$ 15.00 *Paid in the quarter received*

●● Chapters do not receive chapter funds for student registration as currently complimentary to students

Disbursement for eligible chapters is deposited into the CIBC Chapter bank account, is reviewed monthly and detailed on the quarterly financial statement for each chapter.

Appropriate uses of the funds may include (but are not limited to) and will require approval by the chapter leadership committee (via recorded minutes):

1. supporting chapter meetings / educational events for members (i.e., venue rental, catering, food/beverage, audio visual, honorarium for speakers, etc.)
2. webinar hosting platforms.
3. sponsoring of members to attend the annual Canadian Critical Care Nursing Conference™ (i.e., tuition, travel, accommodation, etc.).
4. other uses of the funds must be approved by the National Office.

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

1. reimbursement for personal expenses, unless otherwise approved by the chapter leadership team (via recorded minutes).
2. financial incentive and/or payment to chapter leadership members for their service to the chapter/CACCN, unless on chapter business and the reimbursement is approved by the chapter leadership team.

National Reporting Requirements:

Upon request:

The National Office will issue a membership report at any time upon request.

Quarterly:

1. The National Office will issue quarterly reports to chapters within ten business days following the end of the quarter.
2. Reports are provided via the Chapter Shared Google Drive.
3. Chapters are notified reports are available to the chapter email and the chapter contact person.
4. The following reports will be provided:
 - a. Current Membership
 - b. New / Renewing Members
 - c. Expired Members
 - d. Chapter Disbursement
 - e. Chapter Financial Status
 - f. Email Unsubscribe Report

Policy 7 Financial Policies

General Policies:

Chapters will

1. hold regular chapter leadership meetings.
2. take minutes of chapter leadership meetings.
3. submit minutes to the national office within 15 days of the date of the meeting (minutes to be retained electronically for an indefinite period).
4. submit all contracts and financial obligations to the national office for approval, signature, and payment a minimum of 30 days prior to payment (when possible).
5. ensure all chapter fundraising and sponsorship acquisition activities are approved in advance by the CACCN Board of Directors and/or National Office.
6. ensure all chapter events are approved in advance by the CACCN Board of Directors and/or National Office.
7. ensure the CACCN Board of Directors and/or National Office reviews and executes all chapter contracts, agreements, funds, donations, fundraising and/or sponsorship.

Insurance Policies:

The National Office will maintain and make payment for directors & officers' insurance.

Bank Accounts, Petty Cash, Investments:

Chapters **may not:**

1. maintain and/or open a chapter bank account.
2. incur debt, hold funds, or exceed budgeted expenses.
3. sign any contracts on behalf of the Association.

Chapter Funds:

1. Each chapter's funds are held by the National Association in a CIBC chapter bank account set up specifically for managing chapter funds.
2. Chapter funds are not co-mingled with the National Association and/or the Canadian Critical Care Conference funds.
3. While chapter funds are allocated in a separate account, all funds are owned by the National Association.
4. Chapter Financial information will be reported to the CACCN Bookkeeper and Auditor.
5. Chapter funds will be reported to chapters via the quarterly reports. Chapters may, however, request financial accounting at any time.
6. CACCN National Office will not provide chapters with a cheque for "future" expenses – all expenses must be requested by providing copies of invoices, receipts, contracts, expense reports, etc.

7. CACCN National Office will process payments from the chapter account via cheque within 14 days of receipt of the request from the chapter.

Tax Receipts:

1. CACCN is a not-for-profit corporation and is not considered a charitable organization.
2. Members may decide to claim their membership fees on their taxes; however tax receipts are not provided by the Association.
3. Tax Receipts are also not provided for tuition fees, donations, draws, sponsorship, etc.

Budget:

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

Budget Approvals:

Provided the expense is in line with allowable expenses approvals will be provided as follows:

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

Event Pricing

Chapters:

1. should include member / non-member rates for events.
2. should make every attempt to at least break even with the revenue and expenses for the event.

Venue/Food and Beverage Suppliers:

1. Chapters may not enter into/sign off on any contractual obligations on behalf of the Association.
2. All contracts/letters of agreement for venue rental, suppliers (catering, audio visual, and

other supplier services deemed necessary) will be sent to the CACCN National Office who will review and execute all transactions, including deposit cheques on behalf of each chapter, within 30 days of receipt of the information.

Speaker Honorarium:

1. Chapters may offer an honorarium for speakers.
2. This honorarium may be based on the speaker's fee request, a negotiated fee, or an honorarium.
3. Chapters must provide documentation (email confirmation, etc.) or an invoice to CACCN National Office for payment to be processed.
4. CACCN National Office will process and send the payment within 30 days of receipt of the information.

Gift Cards:

1. Chapters may offer gift cards as an honorarium for speakers or door prizes.
2. Gift cards may not include items such as alcohol and/or tobacco.
3. Reimbursement for gift cards will require an expense form and receipts.

Tuition Fees

Must include the appropriate GST/HST on ticket pricing based on the province of delivery. Tuition may be "including" taxes **or** tuition plus taxes.

1. Online Ticketing:

- a. When chapters are using an online ticketing system (i.e., Eventbrite, etc.), it is the chapter's responsibility to provide CACCN National with reporting information including tuition fees, taxes, processing / service fees and the date of deposit.
- b. This will allow CACCN National to track the funds into the Chapter bank account and credit the chapter financials accordingly.

2. Cash Payments:

- a. Payment of cash for a chapter event is often unavoidable.
- b. When a cash payment is provided, chapters will forward the cash payment to treasurer@caccn.ca via etransfer or to CACCN National by cheque.
- c. Sending by etransfer, please use password CACCNYear (i.e., CACCN2025) and notify CACCN National Office that an etransfer has been issued, the amount and the chapter name.
- d. Sending by cheque include a note detailing the purpose of the funds and the chapter name.

3. Cheque Payments:

- a. Payment by cheque payable to CACCN will be accepted.
- b. When a cheque payment is provided, chapters will forward to CACCN National within 30 days of the event along with a note detailing the purpose of the funds and the chapter name.

Sponsorship:

1. Chapters may approach sponsors for event funding, as necessary.
2. Chapters **may not** enter into/sign off on any contractual obligations/sponsorship letters without approval from CACCN National Office.
3. All contracts/letters of agreement/sponsorship letters will be sent to the National Association who will review and execute all transactions, including invoicing, receipt, and deposit of cheques to the Chapter Account when received.

In Kind Sponsorship:

1. 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.
 2. In-kind donations should offset each other on the balance sheet.
 3. 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).
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All Other Payments:

1. Payments are to be directed to the National Association for deposit in the chapter 'bank' account.
 2. Donations, etc. are to be payable to CACCN and may not be cashed at the local chapter level.
 3. Total payments must be sent to CACCN National for deposit:
 - a. Cheques payable to CACCN National should include a note detailing the purpose of the fund, the chapter name and the total amount.
 - b. Cash payments - sending by etransfer, please use password CACCNYear (i.e., CACCN2025) and notify CACCN National Office that an etransfer has been issued, the amount and the chapter name.
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Fundraising:

1. Fundraising events can be a way to raise awareness, and funds, for your chapter.
2. There are many things to consider when planning a fundraiser, to ensure protection for the Association, chapter, chapter leadership team, and your donors from negative liability and tax consequences.
3. All fundraising, including, but not limited to raffles, draws, 50/50, etc., must be preapproved by the chapter leadership team **AND** the CACCN National Office.
4. 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.

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

a. **Association Image/Name:**

- i. All uses of the Association's name in advertising and promotion must be approved in advance by the National Association.
- ii. 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 prior to distribution.

b. **Provincial/Local Consumer/Gaming Requirements:**

- i. All fundraising activities must comply with the Chapters provincial and/or local consumer/gaming legislation.
- ii. Where licensure is required, Chapters will forward the appropriate information to the National Association for review prior to license purchase.
- iii. Upon approval, CACCN National Office will process the license purchase, or the Chapter may purchase the license and request reimbursement by the National Association upon receipt of an expense form, the receipt of payment and a copy of the provincial license.

c. **Tickets:**

- i. Must conform to the instructions noted in provincial/local legislation.
- ii. Where it is not noted in provincial/local legislation, each participant will receive a numbered fundraising ticket in exchange for payment.
- iii. Such tickets will bear:
 - a. the provincial license number
 - b. the CACCN name/logo/chapter name.
 - c. description of the fundraising activity.
 - d. ticket prices.
 - e. date of draw.

d. **Payments:**

- i. Cash and cheque payments must be recorded showing the final total of total tickets sold and the total amount received.
 - ii. Total payments must be sent to CACCN National for deposit:
 - a. Cheques payable to CACCN National should include a note detailing the purpose of the fund, the chapter name and the total amount.
 - b. Cash payments - sending by etransfer, please use password CACCNYear (i.e., CACCN2025) and notify CACCN National Office that an etransfer has been issued, the amount and the chapter name.
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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:

1. Website management
2. Website domain registration
3. Conferencing platforms (i.e., Zoom, WebEx, teleconferencing, etc.)
4. Software subscriptions

Upon approval, CACCN National will be provided with the user name and password to make the required payment via Corporate Credit Card.

CACCN National will issue reimbursement to the Association via the chapter account from the chapter's available funds.

Additional Information:

Pre-approval of the Board of Directors is required any donations to an outside organization or charitable organization.

View the CACCN Expense Policy for full details.

This policy applies to Board Members, CJCCN Editor/Co-Editors, Committee Members, Chapter Leadership Teams, 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 out CACCN business.

CACCN volunteers should have a 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.

Board, CJCCN Editor/Co-Editors, Committee Members, Chapter Leadership Teams, and other Volunteers are authorized to incur expenses related to association business upon approval by the Board of Directors and the Chapter Leadership Team.

Expense reports and receipts are required for expenses incurred while participating in CACCN business.

The purpose of the expense report and subsequent reimbursement is to ensure eligible expenses are reimbursed to individuals for out-of-pocket expenses incurred on behalf of CACCN activities.

Expenditures

1. All expenses must fall under the allowable expenses included in the CACCN Expense Policy.
2. All expenses must be pre-approved by the Chapter Leadership Team and/or National Office prior to booking and/or payment.
3. An expense report with scanned receipts must be completed for reimbursement and submitted to National Office.
4. Scanned receipts must include the net amount, please all taxes and gratuities.

Travel Expenses

1. All travel expenditures for the Canadian Critical Care Nursing Conference™ must include the total expenditure, must be preapproved, and recorded in the minutes by the Chapter Leadership Team prior to booking and/or payment.
2. Any travel expenditures outside of attendance at the Canadian Critical Care Nursing Conference™ must include the total expenditure, how attending will benefit the Chapter membership and/or the National Association, be preapproved and recorded in the minutes by the Chapter Leadership Team **and submitted to** the CACCN Board of Directors for approval, prior to booking and/or payment.

3. Any international travel must include the total expenditure, how attending will benefit the Chapter membership and/or the National Association, be preapproved and recorded in the minutes by the Chapter Leadership Team **and submitted to** the CACCN Board of Directors for approval, prior to booking and/or payment.

Policy 9

Advertising, Survey Distribution

Advertising

Chapters may not provide advertising through their chapter email or social media channels.

Advertising provides revenue for the Association. CACCN offers the following advertisement options:

1. employment advertisements
2. journal advertisements
3. Eblasts
4. Social Media Posts

All advertising is processed through CACCN National Office and/or our Managing Editor, Pappin Communications.

Requests for advertising are to be submitted to CACCN National Office.

Survey Distribution

Chapters may not distribute these requests through their chapter email or social media channels.

Survey distribution provides revenue for the Association.

The Canadian Association of Critical Care Nurses (CACCN) accepts surveys for distribution to our members that fit with the mandate/mission of the CACCN and that work towards the advancement of critical care nursing, the care of critically ill patients and their families, or the health/safety of critical care nurses. The majority of the surveys we accept are research based, and we have a formal process that is followed when a party wishes to submit a survey for consideration.

Most of the surveys we accept are research based, and we follow a formal process for approval.

This process includes:

1. examination of the proposal (including survey questions).
2. evidence of ethical review board approval (if required).
3. a clear statement of the purpose of the survey.
4. how the data will be managed upon receipt.
5. privacy confirmation - i.e. anonymity for those participating.

Distribution Fees:

1. CACCN Members \$ 100 plus HST.
2. Non-Members \$ 250.00 plus HST.

The Board of Directors will review the information to provide approval for CACCN National Office to distribution.

Policy 10

Organizational Branding

Organizational Branding:

CACCN National manages the branding for the organization.

Chapters shall follow National Policies regarding the use of the CACCN logo(s).

1. All publications, social media pages (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.
2. The CACCN logo, name or acronym may not be affixed to any publication, social media pages (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.
3. Chapters must request National Office provide the appropriate logo type and CACCN Graphic Standards Guide to suppliers when purchasing promotional items (i.e., mugs, t-shirts, etc.).
4. Approval of the promotional proof of the item being provided by the supplier is required by National Office before production commences.

Chapter Logos:

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

Educational Event Flyers/Brochures:

1. Chapter flyers / brochures will carry the prescribed CACCN National Logo.
2. Chapter flyers / brochures may also carry an approved Chapter Logo.
3. 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.
4. Social Media posts will follow the CACCN Social Media Policy and will identify as being CACCN. Where possible CACCN National should be tagged.

Image Protection:

The Board, Chapters and the CACCN National Office will 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

CACCN National Office shall not alter the association's name or identity in any way without express motion by the Board of Directors.

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.

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.

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 Canadian Critical Care Nursing Conference™.

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 Leadership Team 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:

- a. participation from members (ad hoc committee).
- b. consideration of a comprehensive literature review/scoping review, best practice.
- c. consideration of any contentious issues related to the proposed position.
- d. ensure expert review of the draft statement by CACCN members from across the country (minimum 6 members with expertise – 2 from each region).

Dissolution by Chapter Leadership Team

The Chapter may dissolve with the approval of the Board of Directors.

1. Notification to be provided to the National Board of Directors of the request and reasons for dissolution.
2. Chapters will provide the National Board of Directors with an accounting of all actions taken to keep the chapter viable.
3. The National Board of Directors will work with the chapter leadership team to resolve the chapter issues, including a call to chapter members for volunteers.
4. Should there be no resolution to the issues, the chapter's request for dissolution will be granted.

Dissolution by Board Directive

The Board may dissolve the Chapter by its own resolution when the Board determines the Chapter:

1. does not have the required 3 leadership team members.
2. membership has fallen below the 10 required members.
3. has failed to comply with the operating requirements.
4. has conducted its business in a dishonourable fashion; **and/or**
5. is in breach of the CACCN's mission, vision, and objectives.

The Board shall have sole discretion in these determinations.

Upon dissolution of the chapter-by-Chapter Leadership Team or the National Board:

1. the chapter membership will be notified of the dissolution.
2. the chapter will be moved to 'inactive' status.
3. where possible, chapter members will be moved to the closest active chapter.

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:

1. all documentation – written and electronic – minutes.
2. all electronic equipment, including laptops, printers, etc.
3. all electronic storage equipment, including backup hard drives, USB drives, etc.

At no time will chapters disperse or divest themselves of the following without the express permission of the CACCN National Board of Directors, including, but not limited to:

1. documentation
2. websites
3. emails
4. USB/flash drives
5. CDs
6. external hard drives

Chapters must comply with the above noted dissolution requirements within 60 days of dissolution approval or notification of dissolution.

Policy 14

Reopening a Chapter under Dissolution

The chapter may be reopened by approval and directive of the National Board of Directors.

Members wishing to reopen the chapter will follow the requirements set out for the **Creation of a New Chapter**.

Chapter Funds:

1. 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**
2. At the Board's discretion, chapter start-up funds may be provided to the newly formed chapter.