

# **CANADIAN NURSE CONTINENCE ADVISORS (CNCA)**

## **CONSTITUTION**

**Original: May 2001**

**Reviewed and Revised: November 22 2014**

### **MISSION STATEMENT**

CNCA is a Pan-Canadian Association whose mandate is to facilitate the growth and development of the nursing speciality of Nurse Continence Advisor (NCA) through formal competency-based education, research, and clinical practice (CNCA Standards 2008). The activities of CNCA are designed to support and enhance CNCA members' professional growth and development related to urinary and fecal incontinence

#### **Article 1: Name**

- 1.1 The association shall be called: Canadian Nurse Continence Advisors (CNCA).

#### **Article 2: National Objectives**

- 2.1 To promote the advancement of NCA role through the promotion and facilitation of evidence-based nursing practice.
- 2.2 To maintain and promote standards and competencies for NCA practice.
- 2.3 To provide and promote educational opportunities directed at enhancing and enriching NCA practice.
- 2.4 To raise the profile of CNCA within nursing, other health disciplines, and the community at large.
- 2.5 To facilitate an effective communication strategy for CNCA members and stakeholders to shape the model of continence care in Canada.
- 2.6 To support and maintain CNCA's representation on the Canadian Network of Nursing Specialities, CNA.
- 2.7 To collaborate with other continence care associations (e.g., Canadian Continence Foundation).
- 2.8 To maintain financial accountability and solvency of CNCA.

### **Article 3: Membership Objectives**

- 3.1 To encourage NCAs to maintain membership and active participation in CNCA.
- 3.2 To ensure that membership wishes and concerns are reflected in the CNCA Executives' decision-making process.

### **Article 4: Membership Eligibility**

- 4.1 Membership in CNCA as follows:
  - 4.1.1 **Full membership:** Registered nurses who have achieved the recognized educational certification as a Nurse Continence Advisor and maintain their specialist competency through continuing education and clinical practice.
  - 4.1.2 **Associate Member** – any NCA who may not be currently working in the role or have enough hours or the Continuing Education/Clinical Practice or may be retired but who wants to remain a voting member.
  - 4.1.3 **Affiliate member:** any nurse (RNs, RPN/LPNs, NPs,) and regulated health care professionals/partners interested in continence care and management issues.
  - 4.1.4 **Student member:** A student registered in the NCA program.
  - 4.1.5 **Honorary membership** may be conferred at the discretion of the Board of CNCA.
- 4.2 Companies with an interest in continence care are eligible for corporate membership in CNCA.
- 4.3 A member shall be considered a member in good standing if a signed application for membership is received and annual dues are paid in full.

### **Article 5: CNCA Board**

- 5.1 The affairs on CNCA shall be managed by a Board. Board members must hold full membership, must attend 80% of all Board meetings annually and actively fulfil the position's role functions.
  - 5.1.1 President
  - 5.1.2 Past President
  - 5.1.3 President Elect
  - 5.1.4 1 Regional Representative from Western (BC, AB, SK), Central (MB, ON,PQ) and Eastern (NB, NS, PEI, NFD) Canada (Total of 3)
  - 5.1.5 Secretary/Treasurer
  - 5.1.6 Membership Coordinator

5.2 The duties of the CNCA Board shall be as follows:

5.2.1 President

- 5.2.1.1 Calls and arranges date, time, location and method of all Board meetings and the Biennial General Meeting (BGM).
- 5.2.1.2 Chairs or assigns a designate for all meetings and the BGM.
- 5.2.1.3 Sets proposed and final agenda inclusive of applicable documentation and resources.
- 5.2.1.4 Calls for Board's Biennial Reports 90 days prior to the BGM.
- 5.2.1.5 Sets and notifies CNCA membership 60 days prior to date of the BGM
- 5.2.1.6 Appoints a member of the Board to coordinate with the Biennial CNCA Conference Committee.
- 5.2.1.7 Serves as spokesperson to promote and advance CNCA and NCA role and functions as a national nursing association.
- 5.2.1.8 Represents CNCA or assigns a designate from the Board to the Canadian Network of Nursing Specialties (CNA).
- 5.2.1.9 Provides support and leadership to members of the Board.
- 5.2.1.10 Monitors and manages performance of Board members.
- 5.2.1.11 Networks with other organizations associated with the speciality of Continence.
- 5.2.1.12 May be a designated co-signature for the CNCA account.
- 5.2.1.13 Provides a biennial President's report that is posted on the CNCA website.

5.2.2 Past President

- 5.2.2.1 Acts as an advisor to the President and Board members on CNCA initiatives.
- 5.2.2.2 Calls for the nomination and manages the election of Board members at the BGM.
- 5.2.2.3 Promotes continence research and recognition.

5.2.3 President Elect

- 5.2.3.1 In collaboration with the Board, coordinates the development of the CNCA strategic plan.
- 5.2.3.2 Supports the President's accountabilities in preparation for assuming the role.
- 5.2.3.3 In collaboration with the Board, coordinates the development of the CNCA communication plan.
- 5.2.3.4 Provides the President with a biennial report on the status of CNCA strategic and communication plan.
- 5.2.3.5 May be a designated co-signature for the CNCA account.

5.2.4 Secretary/Treasurer

- 5.2.4.1 Prepares and maintains all records of CNCA Board and BGM meetings.
- 5.2.4.2 Acts as archivist and custodian of CNCA records.

- 5.2.4.3 Distributes the minutes of meetings and proceedings of the Board to each of the Board members. A CNCA member may request an electronic copy be sent to them.
  - 5.2.4.4 Ensures the annual application and payment of the fee to CNA for CNCA's membership in the Canadian Network of Nursing Specialities.
  - 5.2.4.5 Maintains a CNCA chequing account, custody of the books of accounts, and has signing on the CNCA account.
  - 5.2.4.6 Ensures designation of signatures for the CNCA accounts.
  - 5.2.4.7 Acquires expense invoices and issues expense reimbursement cheques to CNCA members in a timely manner.
  - 5.2.4.8 Receives and deposits Membership/Corporate fees.
  - 5.2.4.9 Maintains a current financial statement of CNCA funds at all times and reports on this balance at each Board meeting.
  - 5.2.4.10 Submits a biennial financial statement that is included in the Biennial Report. This report will be available at the BGM. Address concerns of the general assembly regarding the Biennial Report.
  - 5.2.4.11 Prepare the fiscal plan to be approved by the Board.
  - 5.2.4.12 Ensures a review of the financial books by a qualified professional (as designated by the Board) bi-annually at the end of the fiscal year (odd year) or at the request of the Board.
  - 5.2.4.13 Maintains ongoing records of all finances related to expenses for CNCA Conferences (e.g., accommodations, travel, registration, venue expenses, sponsors' fees).
- 5.2.5 Membership Coordinator (all levels including Corporate)
- 5.2.5.1 Promotes membership in CNCA.
  - 5.2.5.2 Ensures annual renewal notification is sent to all members and encourages members to maintain their annual membership.
  - 5.2.5.3 Reports at the Board meeting and BGM the membership status.
  - 5.2.5.4 Promotes the acquisition and maintenance of Corporate membership.
  - 5.2.5.5 Works with the Biennial Conference organizers in discussion about the corporate conference fees.
- 5.2.6 Regional Representative
- 5.2.6.1 Communicates at least every 3 months with NCAs in their Region about activities related to CNCA.

- 5.2.6.2 Acts as the communication conduit through which NCAs in their Region can bring forth or share practice issues or Regional activities.
- 5.2.6.3 Reports at Board meetings Regional activities or practice issues.
- 5.2.6.4 Provides a Biennial report for the BGM.
- 5.2.6.5 Promotes CNCA membership amongst their Regional colleagues.

5.3 Any Board member who shall for any reason cease to hold office, shall forthwith turn over to the Board all documents, records, books, funds, chattels, assets and other property of CNCA in their possession. The Board shall elect by the majority vote of the Board members, a replacement for the unexpired term of office.

#### **Article 6: Powers of the CNCA Board**

- 6.1 The Board shall be responsible and accountable for the administration of the affairs and activities of CNCA when the association is not meeting.
- 6.2 The Board shall be responsible and accountable for the formulation and presentation of CNCA up-to-date strategic and communication plan, constitution and education objectives to the membership at the BGM for discussion and approval.
- 6.3 No monies of CNCA shall be expended without the authorization of the Board and validation from the Treasurer that adequate funds are available. The manner in which monies may be withdrawn or cheques issued by CNCA shall be determined from time to time by the Board.
- 6.4 The Board is elected every two years by the CNCA full and associate members.
- 6.5 In the event that a member of the Board is unable or unwilling to fulfil the responsibilities/accountabilities of their position, the remaining Board by majority vote can remove said member from office. (If removed from office, see Article 5.3). The Board will notify the CNCA membership of the removal from office and appointment of replacement officer for the remainder of the term.

#### **Article 7: Meeting of the CNCA Board**

- 7.1 The Board shall meet at the call of the President or at the request of three (3) or more members of the Board pursuant to the provisions of Article 7.4. Each Board member shall be given at least thirty (30) days' notice of such meeting, the said notice to be communicated by e-mail. Board members are

responsible to advise the President before the meeting if they are unable to attend (see Article 9.6).

- 7.2 The agenda of meetings shall be distributed in advance of the meeting.
- 7.3 The Board shall meet at minimum four (4) times by teleconference in the year that there is no CNCA Conference occurring and three (3) times by teleconference and one (1) face-to-face meeting in the CNCA Biennial Conference year.
- 7.4 Fifty percent (50%) plus one (1) shall constitute a quorum for the transaction of Board business.
- 7.5 Decisions at a meeting of the Board shall be decided by a majority vote. Each Board member present, except the Chairperson, shall be entitled to one vote on each issue voted upon. In the case of a tie, the Chairperson shall cast the deciding vote.
- 7.6 Minutes of all meetings of the Board shall be made available, within 30 days, by the Secretary to each Board member. The minutes will be electronically sent to the Board members. A CNCA member may request an electronic copy be sent to them.
- 7.7 When the Board meets at the BGM, their travel and shared accommodations will be paid for by CNCA (negotiated based upon location).

## **Article 8: Biennial General Meeting (BGM)**

- 8.1 CNCA shall hold a biennial general meeting with all CNCA members at the Biennial CNCA Conference.
- 8.2 Notification of the CNCA Biennial General Meeting will be distributed within 60 days of the meeting.
- 8.3 The biennial CNCA Board reports shall be presented at the BGM.
- 8.4 The CNCA budget will be presented at the BGM.
- 8.5 Any changes to the constitution will be voted on at the BGM. The person proposing the change shall have a seconder to the motion prior to submitting to the Board for presentation. The motion must be submitted within 10 days of the call for motions so that the motions can be sent out to the CNCA members. At the BGM, the motion will be voted on by the CNCA members.
- 8.6 The Chair of the BGM can call for any other motions from the floor exclusive of the constitution motions. The motion must have a seconder to go forward to discussion and vote.

## **Article 9: Rules of Procedure and Order of Business at Meetings**

9.1 Robert's Rules of Order will be the reference for conducting of all meetings. The rules of the procedure and order of business governing meetings of the association shall be as follows:

9.1.1 In the absence of the President, the meeting shall be chaired by the President-Elect. In the absence of both the President and President-Elect, the attending Board members shall elect a chairperson.

9.1.2 Business shall be conducted in the following order:

- I Call to Order
- II Call for any additions to the agenda and approval of agenda
- III Approval of the Minutes
- IV Business Arising from the Minutes
- V New Business (including nominations, elections, and appointments if applicable)
- VI Reports of the Board Members (includes annual conference report)
- VII Date of Next Meeting
- VIII Adjournment

9.2 All Board members and full CNCA members shall be entitled to move or second motions and to vote at meetings including BGM.

9.3 All motions are to be recorded in the Biennial Report.

9.4 Non-CNCA members at the CNCA Biennial Conference may attend the BGM; however may not vote.

9.5 Only Full and Associate Members can propose, second motions and vote on the motion.

9.6 Board member unable to attend a scheduled meeting shall notify the President and submit a written report to be read at the BGM.

## **Article 10: Elections**

- 10.1 The Term of office for the President will be for a two-year period, which is renewable for a second two-year term upon recommendation by the Board to the membership at the BGM.
- 10.2 The President-Elect position will be for a two-year period. The President-Elect will be in office for two years preceding the completion of the President's term.
- 10.3 The Past President's term of office will be a maximum of two years.
- 10.4 Terms of office for all other Board positions will be for two years. These Board members may stand for re-election of same office for a second term. Any Board member can run for another Board position without restrictions.
- 10.5 A call for nominations shall be circulated by e-mail to CNCA members thirty (30) days prior to the BGM. Nominated members who consent to stand for office will be added to the list of potential candidates. Elected officers will be determined by the majority vote of the CNCA full membership.
- 10.6 Should a Board position become vacant between BGMs, this position will be filled by appointment of the existing Board (refer to Article 5.5.3) until the next BGM where that position will be added to the elections list to complete the remainder of that term.
- 10.7 The Past President shall conduct the election procedure filling the most senior position first. When a vote is to take place the candidates will be given two minutes to address the meeting and asked to leave the meeting while voting is done by show of hands. The unsuccessful candidate(s) will be eligible for nomination to subsequent positions.

**Article 11: Revenue and Finances**

11.1 The revenue of the association shall be derived as follows:

11.1.1 Every person applying for membership in CNCA shall remit to the organization the annual membership fee in the amount of which is determined annually by the general membership at the BGM.

Full Member	\$50
Associate Member	\$50
Student member	\$20
Affiliate member	\$40

Corporate Members  
 Level 1 = \$1000  
 Level 2 = \$600



- 11.1.2 Travel scholarships to the BGM will be offered when funds are available.
- 11.2 CNCA Board will financially assist the Host Committee who are organizing the Biennial CNCA Conference.
  - 11.2.1 The Secretary/Treasurer for the CNCA Conference Host committee shall submit to the Board all records regarding the financial breakdown (income/expenses) of the conference.
- 11.3 Monies of CNCA shall be deposited in a CNCA account, bond, debenture or note of a chartered bank, credit union, trust company or Canadian federal or provincial government.
  - 11.3.1 Payment shall be by cheque.
  - 11.3.2 All cheques shall be signed by the President of CNCA or the Secretary/Treasurer or another member of the Board who has signing authority (Refer to Article 5.2 Secretary/Treasurer, item 4).
  - 11.3.3 Professional review shall be commissioned biannually at the end of the fiscal year on the odd year or when the current Treasurer has vacated the said position for whatever reason (refer to Article 5.2.4.12). Such reviews shall be paid for by the CNCA Board.
- 11.4 The Secretary/Treasurer shall submit a Fiscal Plan for approval by the Board and ratified at the BGM.
- 11.5 Revenue and financial decisions and activities will be guided by the Fiscal Plan.

## **Article 12: The CNCA Biennial Conference**

- 12.1 A call by the Chair of the BGM will call for a Host for the next Biennial CNCA Conference. If more than one Host is submitted, the determination of location will be determined by a majority vote of the members.
- 12.2 See section 11.2 for financial support

## **Article 13: Amendments and Miscellaneous**

- 13.1 The CNCA constitution shall be reviewed by the Board every 2 years and may be amended or altered by a 2/3 majority vote at the BGM. Details of the proposed amendment(s) shall be made available to members in advance of the BGM as per section 8.5.
- 13.2 A majority vote of the proposed amendments shall be determined by a CNCA member majority vote. The secretary will record all voting numbers for pro, against, and abstentions.

- 13.3 Abstentions shall be noted but shall not be counted for or against the question, nor shall they be included in calculating the total number of votes.
- 13.4 The Chair of the BGM cannot vote unless it is to break a tie vote.
- 13.5 Use of CNCA Logo - CNCA regional groups or chapters may use the logo following discussion with the president regarding the purpose of the use.