



peri**Operative Registered Nurses** of **Greater Toronto**

Constitution and Bylaws

Founded 1959

Revised January 2010



## periOperative Registered Nurses of Greater Toronto Constitution and Bylaws

### *Name*

The name of the association is periOperative Registered Nurses of Greater Toronto (ORNGT)

### *Objectives*

To unite perioperative nurses for the purpose of promoting and maintaining optimum nursing care of the patient throughout the perioperative phase

To provide continuing education for the membership consistent with The College of Nurses of Ontario (CNO) licensure and the Canadian Nurses Association (CNA) Certified PeriOperative Nurse CPN(C) certification requirements

To promote the exchange of ideas and knowledge among perioperative nurses

To provide representation for association membership at the provincial level, the Operating Room Nurses Association of Ontario (ORNAO)

### *Membership Active or Associate*

Categories for Active membership are:

- Registered Nurses employed in a perioperative setting

- Registered Nurses employed in related disciplines and currently certified perioperative nurses (CPN(C))

Categories for Associate membership are:

- Registered Nurses employed in perioperative related disciplines

- Registered Nurses retired or not currently employed in the perioperative setting and have been Active members within the past five years

### *Membership Fees*

The annual fee for active and associate members will be reviewed/set yearly by the Executive and approved by the voting membership at the Annual General Meeting (AGM)

The annual fees are payable from May 1st to October 31st of each year and will be payable to the Operating Room Nurses Association of Ontario (ORNAO)



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Active membership will include subscription to the Canadian Operating Room Nursing Journal (CORNJ)

Membership year will extend from July 1st to June 30th to coincide with the Operating Room Nurses Association of Ontario (ORNAO)

Memberships will be not accepted on or after November 1st

### ***Executive of the Association***

The Executive of ORNGT will be elected from Active Members with at least two years of membership as follows:

President (President must have been a member of the ORNGT Executive previously)

President-Elect or Past-President

Secretary/Membership Registrar

Treasurer

Programme Committee Convenor

Programme Committee consisting of three members

Marketing Co-ordinator

### **Duties of the Executive**

Budget, administer and guide the affairs of ORNGT

Approve the financial institution(s) in which the treasurer shall deposit/manage the funds on behalf of ORNGT

Provide representation on the ORNAO Board of Directors

Provide liaison with related Nursing Organizations

Attend all Executive, General and Special Meetings of ORNGT

Notify the President in writing if unable to fulfill her/his commitment to elected position

Promote recognition of perioperative nursing



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### **Meetings of the Executive**

The Executive will meet a minimum of six (6) times a year:

Meetings are held on the first Tuesday of the month September, November, January, March, May and during the summer or as decided by the Executive alternating with the General meetings (October, December, February, April, June)

At least three (3) weeks prior to the general meetings (GM) of ORNGT

After the Annual General Meeting (AGM) but before the September Executive meeting

Additional meetings of the executive may be held at the discretion of the President

### ***Signing Officers of the Association***

The signing officers of ORNGT will be:

Treasurer

President

### **Duties of the President**

Preside at all the Executive, General and Special Meetings of the ORNGT

Be ex-officio of all committees

Arrange and conduct Executive Meetings at least six times a year

Arrange for the President-Elect/ Past President to preside at meetings in her/his absence

Serve on the Board of ORNAO and attend all meetings

Submit regional reports to ORNAO as needed

Have the power to make emergency decisions for the benefit of the membership

Act as the media spokesperson for ORNGT

### **Duties of the President-Elect or Past President**

Perform such duties as assigned by the President

Perform the duties of the President in her/his absence

Serve on the Board of ORNAO and attend all meetings

Assume office of President immediately in case of her/his resignation or extended leave of absence

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The Past President will act as consultant to the Executive

The Past President will be a sitting member of the Fundraising Committee

### **Duties of the Secretary**

Record the minutes of all meetings of ORNGT

Distribute a copy of the minutes of each meeting to the Executive within two (2) weeks of the meeting

Obtain membership approval of the previous General Meeting (GM) minutes at the following GM

Distribute a copy of the minutes of each GM to the contact person within two (2) weeks of the meeting for membership review

Be responsible for correspondence pertaining to ORNGT business

Arrange for a member of the Executive to act as Secretary in her/his absence

Maintain ORNGT archives

Arrange for ORNGT printing as required

Maintain document and stationary inventory

Prepare and distribute conference packages at any meeting where draws are held

Prepare, distribute and revise the current Executive Committee Information Sheet

Submit annually, an executive list to ORNAO Secretary within one month of elections indicating the ORNAO Board representatives

Submit annually, membership list and names of the Executive to ORNAO Secretary

Maintain the current mailing list, revise and submit changes to as required

Give the Treasurer any membership fees following each meeting

Keep statistical membership data (name, employment position, membership status, RNAO, CNA certification) as per on-line registration entries

Be responsible for the attendance record at each meeting including member eligibility for conference selection

Provide eligibility list and draw names for conference draws as needed

Provide ballots for elections

### **Duties of the Treasurer**

Obtain from Secretary/Membership Registrar monies from membership fees

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- Prepare an annual budget for ORNGT for approval at the May executive meeting
- Prepare a financial statement for each General Meeting of ORNGT
- Issue appropriate cheques, expense forms and receipts
- Submit annual fees to ORNAO Treasurer by November 30th.
- Arrange for an annual financial review audit
- Present the report from the financial review at the next GM
- Coordinate sales of ORNGT merchandise with Marketing Coordinator
- Arrange payment of conference fees, travel and accommodation for sponsored delegates (Book hotel rooms and travel arrangements)

### **Duties of the Programme Committee**

- The Convener of the Programme Committee is that member that receives the most votes in the election. The position is held in the second year of service and the **Program Convener** will:
- Review evaluations of the previous program at each General Meeting and outline future program
  - Prepare and present a written report of the year's activities at the AGM
  - Arrange for a member of her/his Committee to present the report in her/his absence
  - Ensure provision of contact hours certificates at each appropriate event
  - Conduct conference draws when required
  - Be custodian of ORNGT flag
- Under the direction of the Convener of the Program Committee, the **Program Committee** will:
- Arrange the educational program for each GM
  - Distribute contact hours certificates at each appropriate event
  - Arrange catering for each GM and the AGM
  - Conduct evaluations of each meeting including an annual needs assessment
  - Arrange for appropriate meeting places
  - Send a bcc email to all current members that contains a welcome message and the 'year at a glance' no later than mid September
  - Send a bcc email notice/reminder to all members one week prior to each GM
  - Conduct the executive election
  - Initiate the Call for Abstracts for speakers for the upcoming membership year during the February GM. Follow up within the following week, with an email Call for Abstracts.

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Conduct voting, if required, on the Call for Abstracts during the April GM  
Arrange program and speaker by the June AGM for first GM in October  
Organize a seminar/workshop on the off year of the provincial conference  
Introduce and thank speakers and program participants

### **Marketing Coordinator**

The **Marketing Coordinator** will:

Direct promotional and retention activities for ORNGT

Creation of a “Welcome New Member” package containing:

- Welcome letter

- Copy of bylaws & policies

- ORNGT website information for on-line membership registration

Develop marketing strategies and materials, including advertising campaigns.

Promote marketing materials to institutions and the public

Conduct site visits to promote membership in new and current markets:

- Existing institutions

- Free standing clinics

- Educational facilities

Send e-mail reminders to members for registration renewal

Solicit story material for appropriate publication (Hospital News, CORNJ, etc)

Serve on the Fundraising Committee

### **Ad Hoc Committees**

Ad Hoc committees may be appointed at any time by the Executive with approval of ORNGT members

These committees will be appointed for the duration of a special project

They will be disbanded when the purpose for which they were formed has been accomplished

Members of Ad Hoc committees will be active members

Associate members may be appointed to such committees at the discretion of the Executive

Members of Ad Hoc committees qualify as Executive Members for conference draws provided the Ad Hoc committee work is greater than 40 hours per membership year

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### ***Meetings of ORNGT***

General Meetings of ORNGT will be held on the first Tuesday of October, December, February, April and June, unless there is a conflict with major periOperative conferences, or religious holiday

The last meeting of the program year will be the AGM in June

Special Meetings may be called by the President

### ***Attendance at Meetings***

Meetings are open to members and others as outlined in the Guest/Visitor Policy (#7)

### ***Voting***

All active members have voting privileges

Election voting shall take place by ballot; in the event of a tie vote, the decision will be made by a second ballot

Ballot will only be issued to members, whose name is verified by the current membership list

Voting for other purposes will be by show of hands

Ballots will be destroyed immediately following the election

### ***Criteria for Election***

Candidate will be an active member of the periOperative Registered Nurses of Greater Toronto (ORNGT) for 2 years prior to nomination

Candidates for President-Elect will have served on the executive of ORNGT within the previous five years

All members of the executive will be current RNAO members

### **Election of Executive**

Members of the Executive will be elected for a two year term at the AGM

Except for the President who will have been the President-Elect, the President-Elect will be elected in the even numbered year

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The term consists of one year as President-Elect, two years as President and one year as Past-President

The Treasurer will be elected in the even numbered years

The Secretary/Membership Registrar will be elected in the odd numbered year

Two of the four members of the Programme Committee will be elected annually

The member receiving the greater number of votes will become Convenor of the Committee during her/his second year of office

The member receiving the lesser number of votes will coordinate the elections during her/his second year of office

In the event that the President-Elect resigns during the term of office, the President will arrange an emergency election to fill the position

In the event that the office of President becomes vacant, the President-Elect or Past President will assume the office of President and arrange an emergency election to fill the executive vacancy

In the event that any other position of the Executive becomes vacant, the Executive will appoint a member to fill the unexpired term

A member may serve no more than two consecutive terms in the same office

Associate members or guests will be requested to serve as scrutineers for the elections

Nomination forms will be retained on file for two years by the election coordinator

### **Quorum for Meetings**

A quorum at any meeting of the Executive or Ad Hoc Committee will be a majority of Members

A quorum at any General Meeting requiring a vote on issues, will be twenty five percent (25%) of the TOTAL membership

### **Fiscal Matters**

The fiscal year of ORNGT will be in keeping with ORNAO

A financial reviewer will be approved by the Executive for each fiscal year

The qualifications of the reviewer must be congruent with ORNAO/ORNAC.

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### *Amendments*

The Executive may recommend that these by-laws be revoked or amended as the need arises and every five (5) years

Proposed amendments of the Constitution and By-laws will be circulated to the membership at least one General Meeting prior to being submitted for ratification

The revocation or amendment will not come into effect unless it is ratified by a majority vote of the active members in attendance at the next General Meeting of ORNGT

### *Conference Attendance*

Regional, Provincial, National, AORN, World and International

### *Policies & Procedures*

Eligibility for Conference Draws Sponsored by ORNGT:

Delegates must be an active member for the current year and meet one of the following criteria for the previous membership year:

Have served on a committee, for at least four meetings in the previous year, of the regional, provincial or national, periOperative Association

Have attended four out of five meetings

Have attended the biennial workshop and 8/10 meetings in the past two years?

The ratio of delegates for a conference will not be greater than 50% Executive/Special Committee (including President) and 50% general membership

No member may be a sponsored delegate in two consecutive membership years with the exception of the president

### *Procedure for Drawing Delegates*

The first draw consists of the names of executive and Ad Hoc committee members

Members serving on provincial or national committees must provide written proof to be entered in the draw

The second draw consists of:

Remaining executive / ad hoc members from the first draw who were not chosen

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Eligible members from the general membership

The third draw consists of:

Alternate members, both executive and general

### *Association Expectations of Sponsored Delegates*

All sponsored delegates are expected to:

Sign an ORNGT Conference Commitment form agreeing to the terms of sponsorship and submit form to the Treasurer within two weeks of receiving it

Share accommodation with other sponsored delegates (double accommodation)

Follow the 'Expense Allowances for Attendance at Meetings and Conferences' form and submit form to the ORNGT Treasurer – reimbursement will be made once the conference report has been submitted and received by the President

Submit a written evaluation of the conference to the ORNGT President within one month of the conference date

Share your learning experience with your colleagues at the December GM in the following membership year

### *Executive Selection of Delegates to World or International Conferences*

Delegates to World or International Conferences are selected by the current Executive  
Prospective delegates must:

Apply in writing to the President of ORNGT outlining their qualifications as a delegate

Have been a member of the Association for five (5) years and have served on a committee and/or Executive

Be prepared to host either a GM or an added meeting to share their experience with the general membership

Be sponsored once only (not including Presidency sponsorship)

Follow the 'Expense Allowances for Attendance at Meetings and Conferences' form and submit form to the ORNGT Treasurer – reimbursement will be made once the conference report has been submitted and received by the President



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### ***President Conference Attendance***

The President during her/his term of office may attend:

- one ***World or International*** Conference;
- one ***ORNAC*** National Conference;
- one ***AORN*** Congress; and
- one ***ORNAO*** Provincial Conference

The office of President will be represented at the National and Provincial Conferences by the ORNAO representative without prejudice

### ***General Membership Sponsorship***

The Association will sponsor members to conferences. The number will be determined by the Executive based on fiscal accountability and double room occupancy.

### ***Guest & Visitor Policy***

Guests/Visitors may include:

- Members from other regions
- Nurses enrolled in perioperative studies
- Special guests approved by the Executive
- Representatives of the press - during the programme only
- Prospective new member
- Guest/Visitors will be required to pay a nominal fee for attending a GM

### ***Scholarships***

ORNGT will award annual scholarships to those members who meet the application criteria for the following scholarships:

- Educational
- Surgical Mission
- CPN(C) certification/recertification
- Research Study



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***Appendix (copies filed online Executive Meeting Minutes folder 'ORNGT Constitution and Bylaws Forms')***

Online Application Form  
ORNGT Annual Scholarship Award form  
ORNGT Annual Scholarship Application  
Year at a Glance form  
Monthly postings form  
Meeting Checklist form  
Meeting Evaluation form  
Meeting Certificate of Attendance and Educational Hours form  
AGM Checklist form  
Call for Elections form  
Nomination form  
Election Ballots form  
Conference Certificate of Attendance form  
Conference Commitment form  
Expense Allowances for Attendance at Meetings and Conferences form

*Others to be added as required*

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