



## ENAO BYLAWS

### 1. Board of Directors:

1.1 The affairs of the Association shall be managed by the Board which shall be comprised of

- a) President
- b) President Elect/Past President
- c) Membership Administrator
- d) Treasurer
- e) Communications Officer
- f) Education Coordinator
- g) Member at Large
- h) Webmaster

1.2 Members present in person shall constitute a quorum. Duties of each Board member are outlined in position descriptions.

### 2. Vacancies:

2.1 The office of the Board member shall be automatically vacated:

- a) If a Board member shall resign her/his office by delivering a written resignation to the President.
- b) If she/he moves out of the province.
- c) On the death of the Board member.
- d) When in the opinion of the majority of the Board, the officer has not fulfilled the duties of the position outlined in the position description.

2.2 The Board members, by a majority vote, may fill the vacancy by appointment until the end of the current term.

2.3 When any member of the E.N.A.O. Board of Directors shall for any reason cease to hold office, they shall forthwith turn over to the E.N.A.O. President all documents, records, books, equipment, funds, chattels, assets and any other E.N.A.O. property. This transfer shall occur within 30 days of receipt of written notification to do so by the E.N.A.O. President.

### 3. Voting Power:

The President, President Elect / Past President, Membership Administrator, Treasurer, Communications Officer, Education Coordinator, Member at Large and Webmaster are entitled to one vote on matters before the Board. In the case of a tie, the President shall be entitled to casting a vote in addition to her / his own as an officer.

### 4. Power of the Board of Directors:

The Board of Directors of the Association shall have the power to control, guide and administer the affairs of the Association, including the finances. The Board is responsible to authorize and / or make expenditures for the purpose of furthering the business and objectives of the Association.

### 5. Rules:

The business of ENAO will be guided by and conducted in adherence to the current edition of Robert's Rules of Order.

**6. Committees:**

Committees may be established at the discretion of the ENAO Board. The chairman of such committees may be appointed by the Board or voted upon by the members of the specific committee. All committees will report to the Board as determined.

**7. Nominations:**

6.1 A Nominations Chair is appointed by the Board annually.

6.2 The annual Call for Nominations for Board positions will be issued according to the ENAO Nomination Policy.

6.3 Nomination forms will be circulated to the membership with a list of current positions open for election, accompanied by information regarding the roles and responsibilities of all positions.

6.4 The Nominations Chair and President will ensure that all candidates are current voting members of the Association. Voting and elections will be conducted according to the ENAO Nomination Policy.

**8. Elections and Voting:**

7.1 Voting will be electronic, according to the ENAO Nominations Policy.

7.2 Election results will be announced by the Nominations Chair during the Annual General Meeting.

7.3 Electronic ballots will be destroyed after 30 days, by the President.

**9. Fiscal Year:**

The fiscal year end of the Association shall be June 30th annually.

**10. Minutes of Meetings:**

10.1 Minutes of Board of Directors' meetings will be available to all members, following ratification by the ENAO Board of Directors.

10.2 Minutes of the Annual General Meeting will be available to all members, following ratification by the ENAO Board, as well as available in print at the following AGM.

10.3 At every Annual General Meeting, in addition to any other business that may be transacted, the annual financial statement, and any auditor's report will be presented.

10.4 The Board of Directors shall have the authority to approve the minutes of the Annual General



# The Emergency Nurses Association of Ontario

*ENAO's Vision: To represent the Emergency Nursing Specialty in Ontario*

Meeting.

## **11. Auditors:**

An auditor will be retained by the Board of Directors to conduct a formal audit of the accounts of the Association, as required by the Canada Revenue Agency.

## **12. Membership:**

12.1 Membership fees shall be fixed by resolution, at an Annual General Meeting of the Association and shall continue to be the annual membership fee until changed by a subsequent resolution.

12.2 The ENAO membership year is a rolling year, based on the individual member's join date.

12.3 Membership fees include voting membership status in ENAO and the National Emergency Nurses Association (NENA).

12.4 The provincial portion of the membership fees will be received by the ENAO President quarterly, from the financial administrator of NENA.

## **13. Disaffiliation from NENA:**

13.1 ENAO may, by recommendation of the ENAO Board of Directors and a vote by the ENAO membership, withdraw its affiliation with NENA.

13.2 This potential action should not happen recklessly, or without exhaustive efforts to arrive at a mutually acceptable resolution of serious issues.

Reformatted: November 2008.

Revised: August 2016.