

CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO

Revision Date April 23, 2005

CONSTITUTION

(Who we are and why we are formed)

ARTICLE 1 - NAME OF THE INTEREST GROUP

The RNAO member interest group for Occupational Health Nurses will be named OCCUPATIONAL HEALTH NURSES INTEREST GROUP (otherwise referred to as OHNIG).

ARTICLE 2 - RELATIONSHIP TO REGISTERED NURSES ASSOCIATION OF ONTARIO (RNAO)

OHNIG is a provincial interest group within the RNAO and acts as the voice and forum for the specialized area of the occupational health nursing profession. OHNIG offers a network of professional resources, guides, networking and support in the Occupational Health Nurse specialty practice.

OHNIG as an interest group of RNAO sends the "Responsible Person" (Chairperson) to attend the RNAO Assembly and the Interest Group Chairs meetings. This allows all RNAO Interest group leaders an opportunity to share information and be involved with the RNAO Board of Directors

ARTICLE 3 - PURPOSE, AIM, FUNCTIONS OF OHNIG

OHNIG will contribute their efforts to nursing theory development, research, quality professional standards, evidence based clinical practices, active participation in education of public and nursing colleagues, leadership support, collaboration with colleagues and political support actions to ensure a health care delivery system that meets the population needs. OHNIG will work towards providing opportunities for RNAO members to exchange their ideas and information concerning health-care.

OHNIG efforts are to enhance the nursing profession by including primary health care, promotion, preventative, curative, rehabilitation and tertiary services that are culturally acceptable, affordable, manageable and encourage the community workplace to promote self reliance thus shifting the focus to Primary Health Care (PHC) and expanding the scope of health care to a new level of development.

VISION STATEMENT

Occupational Health Nurses are dedicated to excellence in ethical practice, life long learning, and fulfilling the standards of the specialized practice of occupational health care for our clients the employees in the community workplace. Occupational Health Nurses recognize the need to establish interdisciplinary alliances with nursing colleagues and health care professionals to ensure quality effective health care systems for everyone.

MISSION

As part of RNAO Association, the OHNIG interest group will work towards promoting the nursing profession within the four domains of nursing i.e. people, health, environment and nursing especially as these four nursing domains apply the community workplace population. OHNIG efforts are to enhance the nursing profession by including primary health care, promotion, preventative, curative, rehabilitation and tertiary services that are culturally acceptable, affordable, manageable and encourage the community workplace to promote self reliance thus shifting the focus to PHC and expands the scope of health care to a new level of development.

GUIDING PRINCIPLES

OHNIG will contribute their efforts to nursing theory development, research, quality professional standards, evidence based clinical practices, active participation in education of public and nursing colleagues, leadership support, collaboration with colleagues and political support actions to ensure a health care delivery system that meets the population needs. To provide opportunities for RNAO members to exchange their ideas and information concerning health-care and nursing issues within the context of developing excellence in nursing professional practice.

OHNIG GOALS

- = To be the voice within RNAO for the specialty practice of Occupational Health Nursing
- = To raise the awareness of Occupational Health Nursing Scope of Practice and Occupational Health Nurse Standards
- = To collaborate with other RNAO nursing interest groups in developing Best Practice Guidelines based on best available evidence.
- = To influence the development of the field of occupational health nursing as a career choice for nurses
- = To contribute to a high quality of care based on the primary health care principles for the people of Ontario by supporting RNAO policy of excellence in nursing
- = To support, recognize, network, lead and participate in political action, as well as public education opportunities to enhance the public's awareness of the nursing profession

ARTICLE 4 - MEMBERSHIP

Any RNAO paid member who has paid the OHNIG additional membership fee may become a member of the OHNIG group. Acceptance is based on confirmation of membership in RNAO and payment of the interest group fee at annual renewal time.

BY LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP (OHNIG)

(What we do and how we do it)

BYLAW 1 - GOVERNANCE

OHNIG will follow the Carver model of governance, as does the RNAO.

BYLAW 2 - DUES AND COLLECTION

The OHNIG membership fee will be set by the executive committee in the summer of each year and will be based on budgeted requirements and collected at annual membership renewal by RNAO. The RNAO forwards the OHNIG membership portion to the OHNIG treasurer within a reasonable time frame following the RNAO annual renewal date.

BYLAW 3 - OFFICERS

Elected Officers

The membership business affairs for OHNIG shall be managed by its elected officers. The number of officers will be determined from time to time by the executive committee, as the needs of the Interest Group change, however a minimum of 5 (five) officers will be constant. A Quorum will be a majority vote of the officers.

Qualifications:

Each officer of OHNIG shall be:

- A paid up member of the RNAO and OHNIG
- An Occupational Health Nurse, currently practicing or retired, that is, a Registered Nurse who has occupational health specialty education and is currently practicing a majority of time in the field of occupational health nursing, or who is retired, but by virtue of specialty education or certification and experience has practiced a number of years in the field of occupational health nursing.
- Mentally competent
- Able to attend, in person or by conference phone call, a majority of the regularly scheduled meetings.

Nominations and Elections

At conception of OHNIG the Officers will be self appointed until the initial first meeting of OHNIG when their appointments will be ratified (September 2003).

From that point forward, every 2 years, a Nominations Committee will be struck in April to solicit nominations for election of officers in September. These will be elected by a majority of votes from a candidate slate (maximum 10 candidates), through a method determined by the nominations committee. Once elected, the officers will be appointed to the office title based on number of votes and/ or by the experience and desire of the officer.

Term of Office:

The term of office shall be two years, beginning on the first of November as the new RNAO membership year begins. Officers are eligible for re-election for a second term upon completion of their term. An OHNIG officer may resign in writing. A vacant officer position shall be filled by choosing the next most eligible candidate from the election slate to replace the position.

Staggered Terms of Office

It is recommended that only half the executive officers retire at any one time. The incoming new officers will sit with the current officers, thus ensuring the on going consistency and continuity of OHNIG business.

Executive Officers

- 1) Chairperson (Responsible Person)
- 2) Membership / Communications / Media
- 3) Policy & Political Action
- 4) Finance / Secretary
- 5) Research / Education / Projects

Other suggested positions:

- 6) Newsletter Editor
- 7) Members at large
- 8) Student member

OHNIG Executive – 9 elected Officers

1. Chairperson (Responsible Person) Public Relations/ Media
2. Membership
3. Communications / Newsletters/events
4. Policy & Political Action
5. Professional Practice
6. Finance / Secretary
7. Research
8. Education
9. Members at large -/ Projects
10. Student member (non-voting)

Officer Responsibilities

1) Chairperson (Responsible Person):

- = create a strategic plan of operation with elected officers
- = ensure that the objectives for OHNIG, as well as the Articles and Bylaws for OHNIG, are met and report to the executive and members about how these are met
- = set meeting dates, times and agenda,
- = attend RNAO assembly and Interest Group Chairs meetings, and prepare reports as required,
- = communicate internally with the executive and members and externally with other groups and sources outside of RNAO and OHNIG, and
- = ad hoc duties as required.

Second Responsible Person to be chosen from the executive, to act in the absence of the Responsible Person

2) Membership / Communication Officer:

- = continuously maintain membership and communications rosters and distribute to the executive officers
- = promote growth of membership by planning and executing a plan of action, especially at the beginning of each membership year
- = ensure community outreach to members, chapters, communication network, media
- = maintain and update OHNIG postings on web space, create links by e mail and web, and post events calendar
- = collaborate with the executive to ensure materials for display ad promotion meet the format acceptable to OHNIG
- = ad hoc duties as required.

3) Policy & Political Action Officer

- = lead and collaborate on the setting of governing rules and procedures for OHNIG
- = update the constitution and bylaws as necessary
- = ensure preparation and updating of the Practice Page for Occupational Health Nurses
- = be informed of all political action at RNAO and advise OHNIG executive and members on actions to be taken
- = ad hoc duties as required.

4) Finance / Secretary

- = be responsible for collaboratively setting the budget for each membership year
- = set up and manage the OHNIG bank account and signing officers
- = keep current, the bookkeeping and financial accounting required of the group, including financial statements and reports to OHNIG membership and RNAO
- = record minutes and maintain records of the minutes of all executive, annual or special meetings
- = distribute notices of meetings; distribute meeting minutes appropriately to persons or positions as decided at the meeting, and to RNAO as required

5) Research / Education / Projects Officer:

- = be informed of current research efforts and promote topics concerning occupational health and safety to members
- = research and communicate information to members about education resources, conferences and the like
- = conduct or oversee special projects of the group

6) Newsletter Editor

- = Responsible for design and delivery of bi-monthly on line newsletter to OHNIG members, with copies to the websites, Interest Group Chairs and RNAO.

7) Member at Large

- = From time to time, a member to be elected or appointed in a region, area, or chapter, to be responsible for a project, communication between a group and the executive or other defined purpose.

8) Student Member

- = a student who is an Associate member of RNAO and a member of the NSO (Nursing Students of Ontario Interest Group) will be appointed to the executive committee as a non-voting member, and will be responsible for communicating items of interest to NSO, and making requests of OHNIG members.

Removal of an Officer

OHNIG executive or members must consult with RNAO before removal of an officer. Causes may include breach of ethics, irreconcilable differences or documentation of gross performance errors.

BYLAW 4 - MEETINGS

Member Meetings:

OHNIG is required by RNAO to have two formal meetings during the calendar year. The first meeting is during the time of the RNAO's annual general meeting in April, and the second meeting will be an Annual General Meeting held in September prior to the start of the new RNAO / OHNIG year on Nov.1st.

Meeting of Officers:

Officers will meet at least quarterly, in addition to the two public meetings, and attendance at those meetings required by RNAO.

At the discretion of elected officers, a special or ad hoc meeting can be arranged to deal with pending issues.

Notice of meetings:

All meeting times and dates are communicated to all OHNIG members at least one month before the date of the meeting. OHNIG will follow the standard RNAO template for an agenda for the business meeting, including an Action plan, responsible people, and target date for completion of actions.

Minutes of meetings:

Minutes will be recorded and circulated to appropriate members and external parties as defined in the meeting agenda and as required by the RNAO. Annual general meeting (AGM) minutes and reports will be available for the membership one month prior to the AGM.

BYLAW 5 – SPECIAL RESOLUTIONS OR PROPOSALS

Any member may make a resolution or proposal to the executive, to the attention of the Responsible Person. This can be for correction / addition to the constitution, bylaws, policy or an OHNIG issue that affects the total membership. The executive will communicate and determine with the proposer, the timing for a discussion and vote by members. The Chairperson (Responsible Person) will ensure that members receive adequate notice of the resolution or proposal in advance of the vote. The motion will pass with a 2/3 vote of members present in person or by proxy.

THIS CONSTITUTION AND BYLAWS HAS BEEN PRESENTED TO MEMBERS FOR APPROVAL AT THE APRIL 23, 2005 MEETING OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP.