

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2016 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2016 - 2018

## **CONSTITUTION**

### **ARTICLE 1 - NAME OF THE INTEREST GROUP**

The provincial member interest group of the Registered Nurses Association of Ontario RNAO 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. 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 any workplace. Occupational Health Nurses recognize the need to establish interdisciplinary alliances with nursing colleagues and health care professionals to ensure quality and effective health care systems for all workers and their families.

As part of the 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 to the community workplace population.

### **ARTICLE 3 - PURPOSE, AIM, FUNCTIONS OF OHNIG**

#### **PURPOSE**

OHNIG will contribute their efforts to nursing theory, research development, quality professional nursing standards, evidence based clinical practices, and 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.

#### **AIM**

OHNIG aims to enhance the nursing profession by advocating for primary health care, health promotion, preventative, curative, rehabilitative and tertiary services that are culturally acceptable, affordable, and manageable.

OHNIG encourages the community workplace to become self reliant and promote prevention of workplace injury and illness.

#### **GOALS**

These are permanent End Goals and OHNIG efforts will be directed 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

**CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES  
INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group  
OHNIG - Constitution and Bylaws 2014 - 2016

- 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 registered nurse 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 upon annual renewal of their RNAO membership.

Students who are members of RNAO and are interested in Occupational Health are welcome to join as guests at no cost.

The CONSTITUTION and Bylaws will be reviewed every 2 years [even years]. The OHNIG executive Chairperson and the Secretary will sign that the Constitution and Bylaws approved at the OHNIG AGM in November of the year prior.

Every 2 year revision will be made, signed and archived

2016 to 2018

**Date of last revision**  
Chairperson Jean Booth

2014 - 2016

**Date of this revision**  
OHNIG Secretary Jill King

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

## **BY-LAW 1 - GOVERNANCE**

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

## **BY-LAW 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 of Nov. 1 each year.

## **BY-LAW 3 - EXECUTIVE LEADERS**

### ***Elected Executive Leaders***

The membership business affairs for OHNIG shall be managed by its elected Executive Leaders. The number of Executive Leaders are nine (9) and may vary from time to time by the executive committee decision. However a minimum of 5 (five) officers will be constant. A Quorum will be a majority vote of the officers.

In the event there are too few executive leaders to elect to the nine positions, appointments may be made to maintain the OHNIG Interest Group with leaders in place.

### ***Qualifications***

Each Executive Leader of OHNIG shall be:

- A Member in good standing with RNAO and OHNIG
- An Occupational Health Nurse who is a practicing Registered Nurse with occupational health and safety specialty education
- An Occupational Health Nurse 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***

Every 2 years, a Nominations Committee will be struck in April to solicit nominations for election of officers at the November OHNIG Annual General meeting AGM. The nominees 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. Executive Leaders are eligible for re-election twice for a maximum of six years. The OHNIG executive leaders can in their discretion extend the term of an officer if there are no applicants available for the OHNIG executive leadership. This is to maintain consistency and continuity until new executive member leaders step forward.

An OHNIG officer may resign in writing. A vacant Executive Leader position shall be filled by choosing the next most eligible candidate from the membership.

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

## ***Removal of an Executive Leader***

OHNIG Executive or members must consult RNAO before removal of an Executive Leader. Cause for removal may include breach of ethics, irreconcilable differences or documentation of gross performance errors.

## ***Staggered Terms of Office***

It is recommended that only one-third of the Executive Leaders retire at any one time. The incoming Executive Leaders will mentor the incoming Executive Leaders thus ensuring the on going consistency and continuity of OHNIG business.

## **OHNIG Executive Leaders Positions**

1. Chairperson / Public Relations/ Financial Viability
2. Membership / Recruitment and Retention
3. Communications / E-Newsletter/Web liaison
4. Public Policy and Political Action
5. Professional Standards/Best Practice Guidelines
6. Secretary/Generates Reports/Keeps Records
7. Research Leader
8. Education Leader
9. Student member (non-voting)
10. Members at large / Special Projects

## ***Executive Leaders Responsibilities***

### **1. Chairperson - Responsible Person**

- Create a strategic plan of operation with elected Executive Leaders
- Ensure that the objectives for OHNIG, as well as the Articles and Bylaws for OHNIG, and are met
- Ensure that financial viability with transparent reporting and accountability to the OHNIG Executive and members is provided, in collaboration with Secretary / Finance member.
- Establish events schedule and post meeting dates, times and agenda,
- Attend RNAO assembly (3) and Interest Group Chairs meetings, or delegate an alternate to attend, reporting as required.
- Communicate internally with the executive and members and externally ad hoc with other groups and sources outside of RNAO and OHNIG.
- May assume another executive officer duties if no one appointed to that Executive Leader position

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

## **Second Responsible Person**

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

## **2. Membership Retention and Recruitment Executive Leader**

- continuously maintain membership lists
- create a directory for communications to distribute to the executive officers
- promote growth of membership by planning retention and recruitment strategies, especially at the beginning of each membership year
- communicate membership benefits and membership opportunities to prospective and current members
- ensure community outreach to members, chapters, communication network, media

## **3. Communications/Networking E News /Web Liaison Executive Leader**

- be responsible for design and delivery of two newsletters on line, each year
- facilitate membership email notifications,
- maintain and update OHNIG postings on web space, create links by e mail and web, and post events calendar
- coordinate quarterly updates of the OHNIG website and interactive with RNAO web site
- communicate with other Interest Groups and RNAO as required
- collaborate with the executive to ensure materials for display meet the format acceptable to OHNIG and RNAO

## **4. Public Policy & Political Action Executive Leader**

- Ensures OHNIG follows the governing Constitution and By-laws for OHNIG
- Collaborate with the Chair to update the Constitution and Bylaws as necessary
- Participate in political action at RNAO and advise OHNIG executive leaders and members on supportive actions
- Attend the Queens Park RNAO Assembly to input OHNIG support
- Engage activities with Media and Public Relations to promote Occupational Health activities

## **5. Professional Practice / Best Practice Guidelines Executive Leader**

- Ensure preparation and updating of the Professional Practice Page for Occupational Health Nurses
- Maintain Fact sheets pertinent to OHN responsibilities and the workplace requirements

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

- Co- ordinate the writing of professional practice workday descriptions from the members
- Advocate Best Practice Guidelines for Health Safety and Well being of workers in a healthy work environment
- Communicate Occupational health education information to members

## **6. Secretary/ Finance Records and Reports**

- Record minutes and maintain records of the minutes of all executive leaders, annual or special meetings
- Post agenda for the AGM and notification of minutes one month prior to November OHNIG AGM
- Distribute notices of meetings; distribute meeting minutes to appropriate persons
- Distribute to RNAO: annual notices, members voices report and requested information
- Be responsible for posting the budget for each membership year
- Ensure the correct set up of the OHNIG bank account and signing officers
- Maintain current bookkeeping records and financial accounting reports
- Assumes financial bookkeeping and banking and be accountable if no one is appointed to the financial position

## **7. Research Executive leader**

- Plans research that provides evidence based best practice guidelines
- Initiates ongoing health care initiatives requiring research groups to come together
- be informed of current research efforts and promote topics concerning occupational health and safety to members
- Arrange to secure research and educational grants if appropriate.

## **8. Education**

- maintain awareness, track, and advertise OHNIG awards and grants for educational programming and conference presentations
- research and communicate information to members about education resources, conferences and the like
- work with other Interest Groups when possible to offer online education and workshops

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

## **9. Member at Large// Projects leader**

- Incoming OHNIG members who are nominated and non voting until accepted at the NOV AGM
- conduct or oversee special projects of the group

## **Student Member Executive Leader**

- a student who is a member of RNAO will be appointed to the executive committee as a non-voting member,
- Will be responsible for communicating items of interest to NSO
- Participates in projects that will support or promote the nursing student members
- Requests OHNIG members for preceptor guidance to Occupational Health Nursing i.e., mentorship preceptor programs

## **BY-LAW 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 OHNIG Annual General Meeting held in November close to the start of the new RNAO / OHNIG year.

OHNIG registered nurse members are welcome to attend both of these meetings. All issues tabled at these public meetings require a quorum vote from the membership regarding referendum, resolution or agreement on membership issues. The quorum votes required may have a second and third recall and if still undecided will then go to revote.

### ***Meeting of Executive Leaders***

OHNIG Executive Leaders plan two meetings during the year and in addition to these two meetings, a strategic planning session will take place in September and a status meeting in February discussing the progress of their work. At the discretion of elected officers, special or ad hoc meetings can be arranged to deal with pending issues.

OHNIG Executive Leaders will appoint an executive member or select a delegate from the regular members to attend the regularly scheduled RNAO Assembly meetings Jan, April and Sept. That person will report back to the OHNIG executive.

OHNIG Chair will ensure an OHNIG voting delegate(s) attends the RNAO AGM in April.

# **CONSTITUTION AND BY-LAWS OF THE OCCUPATIONAL HEALTH NURSES INTEREST GROUP OF RNAO** Revision 2012 -2014 Occupational Health Nurse Interest Group OHNIG - Constitution and Bylaws 2014 - 2016

## ***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.
- OHNIG Executive Leaders can use electronic communication for their communication meetings i.e., telephone conferencing, audio video membership conferencing, VOIP.

## ***Minutes of meetings***

The Secretary will record the minutes and circulate 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. All AGM agenda are posted on the OHNIG web site one month in advance and the AGM minutes posted after the AGM for membership to view.

## **BY-LAW 5 – SPECIAL RESOLUTIONS OR PROPOSALS**

- Any member may make a resolution or proposal to the executive, to the attention of the OHNIG chairperson. The resolution 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 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.
- Amendments can be added per the passing of said amendment per the above procedure and being passed by a quorum of OHNIG membership
- The OHNIG Constitution and Bylaws revisions are posted one month prior to the OHNIG AGM
- OHNIG members are asked to read and approve/ send changes to the current revision
- OHNIG members will review and make final changes at the scheduled OHNIG AGM
- The OHNIG Chairperson and OHNIG Secretary will sign the completed document;