

INDEPENDENT PRACTICE NURSES

TERMS OF REFERENCE

ARTICLES OF FORMATION

Nov 29th 2008

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INDEPENDENT PRACTICE NURSES (IPN) ARTICLES OF BYLAW

VISION STATEMENT

Independent Practice Nurses, (IPN), are dedicated to excellence in ethical practice, life long learning, and fulfilling the standards of their specialized practice of nursing care for their clients in the community. Independent Practice Nurses recognize the need to establish interdisciplinary alliances with nursing colleagues, health care professionals and mutual health care delivery systems to ensure quality health care for everyone.

MISSION

IPN will promote awareness and access to independent practice nursing services through professional recognition, political and social action, and public awareness

As part of RNAO Association, the Independent Practice Nurses interest group will work towards promoting awareness and access to independent practice nurses services through professional recognition, political and social action, and public awareness. The independent practice nurses will promote 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 general population.

Independent Practice Nurses efforts are directed to enhance the nursing profession by including primary health care, health promotion, preventative teachings, curative, rehabilitation and tertiary services that are culturally acceptable, affordable, manageable and encourage the community to promote self reliance, thus expanding the scope of health care to a new level of development.

GUIDING PRINCIPLES

IPN 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 members to exchange their ideas and information concerning health-care and nursing issues within the context of developing excellence in nursing professional practice.

Independent Practice Nurses Objectives

Independent Practice Nurses will:

- Establish and develop innovative ways to enhance the role of the independent practice nurse
- To encourage excellence in professional nursing care that meets or exceeds the required nursing standards
- To create best practice guidelines research for professional practice
- To promote to the community greater awareness and need for quality health care delivered by professional registered nurses in independent practice
- To maintain recognition of *Independent Practice Nurses* with the established health care system

ARTICLES and CONSTITUTION CHANGES Original signature and every 3 year revision there after:

Original Date: Nov 29th 2008
Signature Chairperson

Tom Fiser

Vice Chairperson
Signature Executive Secretary

Doug Bishop
Jill King

ARTICLES OF FORMATION

ARTICLE 1 NAME OF THE INTEREST GROUP

The RNAO member interest group for independent practice nurses will be named:
INDEPENDENT PRACTICE NURSES - IPN

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

IPN as a member interest group within the RNAO Association acts as the voice and forum for the specialized practice areas of INDEPENDENT PRACTICE NURSES - IPN. The IPN group offers a network of professional resources, guides, networking and support for the independent practice nurses.

IPN as an interest group of RNAO sends the "Responsible Person" (Chairperson or alternate) to attend the RNAO Assembly meetings. The Assembly meetings allow interest group leaders an opportunity to share information, receive support and be influentially involved with the RNAO organization by addressing IPN needs directly to the RNAO Board of Directors

ARTICLE 3 PURPOSE, AIM, And FUNCTIONS OF IPN

IPN 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. IPN will work towards providing opportunities for RNAO members to exchange their ideas and information concerning health care.

IPN efforts are to enhance the nursing profession by including primary health care, promotion, preventative measures, curative, rehabilitation and tertiary services that are culturally acceptable, affordable, manageable and encourage the community workplace to promote self reliance for their health care and thus expand the scope of health care to a new level of community health care development.

ARTICLE 4 MEMBERSHIP REQUIREMENTS, TERMINATIONS, LIMITATIONS and MEMBER TYPES

Any RNAO paid registered nurse member who has paid the IPN additional membership fee may become a member of the IPN group.

Acceptance is based on confirmation of membership in RNAO and payment of the interest group fee upon annual renewal of their RNAO membership.

ARTICLE 5 DUES AND COLLECTION

The IPN membership fee is collected when the RN pays their annual RNAO membership. The RNAO forwards the IPN membership portion to the IPN treasurer within one month or within reasonable time frame after the RNAO annual renewal date of Oct. 31st.

ARTICLE 6 RESPONSIBILITIES AND AUTHORITY, REMOVAL AND FILLING VACANCIES

Elected Executive Leaders

The membership business affairs for IPN shall be managed by its elected executive leaders. Until changed, the number of officers will be nine (9). A Quorum will be a majority vote of the officers present at a meeting.

EXECUTIVE LEADERS , TERMS OF OFFICE, HOW AND WHEN ELECTED (continued)

Qualifications:

Each officer of IPN shall be an:

- RN member of the RNAO and a member of IPN
- RN in independent practice within a nursing or health care specialty. This definition applies in order to qualify for an officer position.

Term of Office:

The term of office for an IPN executive leader is two years, beginning the first of November following the annual general meeting of IPN in the Fall of the year. Officers are eligible for re-election upon completion of their term. An officer may serve a maximum of 3 two year terms (6 years)

An IPN executive leader may resign in writing. A vacant officer position shall be filled by choosing the next most eligible candidate from election slate to replace the position or upon vote by the IPN executive leaders.

IPN executive leader will be elected by a majority of votes from a candidate slate (maximum 10 candidates). Once elected, the IPN executive leaders will appoint the office title based on number of votes or by reasonable experience of the IPN executive leader.

Staggered Terms of Office IPN executive leader term of office will be set out in such a way that only 3 IPN executive leader will retire at any one time. The incoming three new officers will sit with the six (6) current officers. Thus ensuring the ongoing consistency and continuity of IPN business.

Article 7 EXECUTIVE LEADERS TITLES, RESPONSIBILITIES and REMOVAL FROM OFFICE

IPN executive leaders - Voting

1. Chairperson Person
2. Professional Nursing Practice/ Best Practice Guidelines
3. Research/Education
4. Policy / Political Action
5. Public Relations/Networking
6. Finance/Secretary
7. Membership/Recruitment
8. News Letter/Membership Communication
9. Member at Large (may be assigned to a special project)

IPN Executive Leaders – non voting

1. Advisory Champion(s) Resource Leaders (non voting)
2. Student liaison (non voting)

IPN Executive Leaders Responsibilities

1. Chairperson/Responsible Leader: Chairperson ensures the objectives for IPN are met, creates strategic plan of operation with elected officers, ensures the Articles and Bylaws for IPN are followed, attends RNAO assembly and interest group Chairs meeting The chair person may attend the RNAO AGM as voting delegate or appoint an alternate voting delegate. The chair performs ad hoc duties as required. One other IPN Executive Leaders [in addition to assigned responsibilities] will be chosen to act as second chair.

2. Membership/Recruitment Leader: IPN Executive Leader Membership executive leader attends to membership enrolment, community outreach to chapters, student membership communication, maintenance of membership roster and communication of membership benefits.

3. Public Relations/Communications /Networking Leader: The IPN Executive Leader of Public Relations does community out reach, contacts, involvement with fellow nursing groups and community at large. Creates and sustains a continuous communication to the relevant media that could promote independent practice nurse work. Creates a consistent method of printed or e mail bulletins to keep membership informed. IPN Executive Leader networks by attending appropriate meetings that could market IPN activities i.e. kiosk exhibit at a conference.

4. Research Leader/Best Practice Guidelines(BPG): IPN Executive Leader plans research that would provides evidence based practice, creates best practice guidelines and ongoing health care initiatives requiring research groups coming together. The IPN members would be asked to collaborate and communicate their needs. The leader may arrange to secure research and educational grants if appropriate.

5. Policy / Political Action Leader: IPN Executive Leader Policy and political executive is responsible for internal IPN governing rules being followed per the RNAO bylaws and meetings are conducted using the Carver Model . They may initiate an audit assessment of IPN operation for consistency and continuity to rules of governance. They may need to determine when an amendment(s) or IPN practice requires full membership ratification vote. This leader has an ongoing involvement with RNAO political action efforts to monitor if a health issue is pertinent to IPN. The IPN Executive Leader may issue communications alerts, and update of current events to the IPN members.

6. Professional Practice /Education Leader IPN Executive Leader of Professional practice creates ways to raise the nurse members practice to the highest quality nursing standards. This leader would create a professional practice page that described a particular independent nurse practice that could be communicated to others. IPN Executive Leader of education plans and coordinates timely education sessions as deemed appropriate by IPN members. This leader could organize education material for the IPN communication newsletter that enhances independent practice nurse education level.

7. Secretary/ Treasurer Leader IPN Executive Leader as secretary maintains the meeting attendees, records minutes, prepares agenda, maintains and distribute the minutes of annual meetings. The secretary maintains the IPN documents, distributes updates, and communicates the RNAO information for Assembly attendance. The secretary coordinates dates and meetings for the members to attend and sends notification. As the IPN Executive Leader of finances they maintain the bookkeeping, budgeting, the account balance, pay expenses, create a year end balance sheet and report financials to IPN members and RNAO as required.

8. Member at Large This IPN Executive Leader can be elected to do a specific project i.e. Best Practice Guidelines (BPG) specific to an independent nurse practice. As well this leader could lend their assistance to other ongoing IPN Executive Leaders projects.

9. News Letter Editor/Web Coordinator: IPN Executive Leader as News Editor would be responsible for 2 to 3 newsletters distribution each year. This leader would liaise with the IPN

web master to ensure postings on web site up to date, links are working, events calendar is up to date and web page maintenance done. The Newsletter leader does memos that alert membership to news activity, current events, special meetings and notification alerts.

Removal of an Officer

IPN Executive Leaders can have cause to remove an executive leader of IPN with a majority vote [less one] for breach of rules, unrecoverable differences and documentation of performance errors or misdoings. This will be done with a third unbiased party from RNAO. The IPN executive and the executive member leaving if there are unsolved issues will reach a general agreement using this third party RNAO resource person. In the event of a stalemate the particular officer will be removed and the next candidate from the election slate is placed temporarily in that officer's place. Effort to settle the removal issue will continue until resolved.

ARTICLE 8 MEETINGS, FREQUENCY, SPECIAL MEETINGS, AGENDA AND DISPOSITION OF MINUTES

Meeting Frequency IPN executive leaders are required to have two formal "face to face" IPN meetings during the calendar year. The first meeting is the IPN AGM held in the Fall around October or November. The IPN AGM can also be held to coincide with the RNAO Fall Assembly meeting. The IPN AGM meeting generally outlines the *Year at a Glance* activities, change over of leaders, set goals.

The second meeting is the same time as the RNAO annual general meeting in April. This meeting takes the form of "State of the Union" and describes what has been accomplished year to date and what needs to happen.

IPN 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 IPN Executive Leaders: IPN executive leaders can meet in addition to the two public meetings, at special ad hoc meetings to deal with IPN issues. Records and distribution to members and RNAO delegate are maintained. IPN executive leaders use computer meetings, teleconferencing and email communication for these additional meetings. At the discretion of the elected IPN executive leaders a quorum vote for a special meeting can be arranged to deal with pending issues.

Notice of meetings: All meetings are communicated to all IPN members. Notice of special meeting will be assigned to the communication officer to notify all members that IPN executive leaders have cause to bring together the membership of IPN to settle an issue.

Standard agenda for conducting meetings: IPN executive leaders will follow a standard template for an agenda for the meetings business, action plans noted, responsible people for action plan(s), results of activities and summary posted by the communication officer for the IPN members.

The disposition of the minutes, IPN executive leaders will have the secretary duly record the two annual meetings minutes and any special meetings and preserved in the IPN permanent record.

All IPN meetings recorded will have a copy forwarded to the designated RNAO person for archive storage.

ARTICLE 9 STANDING AND AD HOC COMMITTEES

Standing Committees Each of the 8 executive leaders, excluding the Chairperson/Responsible Person may have a two member standing committee to serve the purpose of supporting the assigned duties of that executive leader. The standing committee members are selected or are volunteers from the membership of IPN. The “responsible person” is made aware of planned committee activities with notices and works in coordination by the eight (8) executive leaders and their standing committees.

ARTICLE 10 FINANCE and SECRETARIAL TURN OVER TO INCOMING SECRETARY/TREASURER

In order to maintain consistency and continuity the Secretary Treasurer must do the following at the IPN AGM:

Secretary Duties The minutes of the two public IPN meetings will be recorded, maintained and distributed to the membership. Any meetings held during the year will be recorded. Send all minutes to RNAO board of director as required. Complete any outstanding work as secretary per Article 7 of this document. Prepare a *to do list* of items for the incoming secretary. Hand over to the incoming secretary the disks, equipment and any pertinent manuals to maintain.

Finance Duties The finance executive leader is responsible for maintaining the bookkeeping, the income revenue recording, accounts payable, accounts receivable, income and loss reporting, general journal, the trail balance and resources purchase inventory. The finance officer prepares for distribution at the AGM the financial report for the IPN membership. The financial report is reviewed by the IPN executive leadership and presented to the IPN membership and approved as read or amended as needed. Hand over to the incoming treasurer all financial books and disks.

The finance officer will have joint signing with the chairperson for all purchases, allocations and dispersing of funds. The financial fiscal year will begin each Nov 1st. the same as the RNAO fiscal year. On the date of the AGM the signing authority for all IPN bank accounts will be reviewed by IPN, the signing authority changes to a new incoming treasurer and a simple report prepared for RNAO that the financial review has been done.

ARTICLE 11 PROPOSAL BY MEMBER FOR RESOLUTION / AMMENDMENTS, ADVANCE NOTIFICATION, MOTIONS, SECONDING AND RADIFICATION AND QUORUM OF VOTES

Membership Amendments/Resolution : A IPN member supported by minimum of two IPN members may put forth an amendment to the Articles of Bylaw in writing to the IPN Chairperson. This needs to be any time up to one month prior to the AGM date. A member can put forth an amendment for correction/addition to the constitution, bylaws, policy or a resolution re IPN issue that affects the total membership.

Proposal by Member: A member(s) can make a resolution to the attention of the IPN Chairperson and the IPN Executive Leaders.

Advance notifications, number of readings, and required voting members for adoption: The IPN chairperson will cause to forward to all the IPN members advance notification of the amendment(s). The amendment if required may need second clarification from the presenter for full and accurate interpretation. The second notification to IPN membership is distributed. The final amendment is prepared and tabled at the annual general meeting of IPN in November.

Ratification, Motions and Seconding and Passing Resolutions or Article Changes

At the annual IPN meeting in November the membership can motion and second a resolution and it will require a two thirds (2/3) majority vote to pass the resolution.

An amendment to the IPN Terms of Reference may be made as proposed and approved by a membership. Then the creation of an IPN Article is written to address the change and the article is circulated to the membership for ratification.

SUPPLEMENTARY BYLAWS TO THE CONSTITUTION

(These to be added as required when IPN Executive leaders have ratified the above Constitution and Articles of Bylaws with a quorum vote by the membership)