

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

CONSTITUTION

ARTICLE I

Name

The name of the Association shall be The Nurses' Alumni Association of the Winnipeg General Hospital and Health Sciences Centre (hereinafter referred to as the Association).

ARTICLE II

Objectives

- a) To preserve and promote friendship and collegiality among the graduates and extend whatever support and communication is indicated - either personally or through the channels of the Alumni - to members in need.
- b) To support and encourage Alumni members proceeding to studies at post-diploma levels.
- c) To be aware of trends and issues in nursing, to contribute to the development of nursing education and practice, and to preserve and promote the archival history of nursing.

ARTICLE III

Membership

All graduates of the Winnipeg General Hospital and Health Sciences Centre School of Nursing are eligible for membership in the Association.

University of Manitoba Baccalaureate nursing students who graduated between October, 1994 and May, 1997, and who completed four terms of clinical practice at Health Sciences Centre, are eligible for membership in the Association.

There shall be the following types of membership:

- a) Active Membership – upon payment of the annual fee, confers full membership and voting privileges in the Association.
- b) Life Membership – upon payment of the life membership fee, confers life membership and voting privileges in the Association.

Fees are determined by the Executive.

Fees will be approved at an Annual General Meeting.

All members are to be notified of any proposed change in this fee at least three (3) months in advance of this meeting.

New fee will come into effect the following calendar year.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

- c) Jubilee Membership - all members, upon attaining their 50th anniversary of graduation automatically become Jubilee members without fee.
- d) Complimentary Membership - members who are chronically ill, shut-ins or in like circumstances may become complimentary members without fee - upon the recommendation of the Convenor of the Friendship Committee - when approved by the Executive.
- e) Honorary Life Membership - may be conferred upon any member of The Winnipeg General Hospital and Health Sciences Centre Alumni who has given outstanding service to the Association or to the nursing profession. Suggestions of members to be so honoured may be submitted at any time during the year by any member in good standing to the Executive Committee.

The submission, in writing, will give a resume of said member's contribution. Selection will be made by the Executive. Presentation will be made at the time of the Annual General Meeting. The number of Honorary Life Members will at all times be limited to ten living members. Honorary Life Members may at all times have full power of Active Membership in the Association.

- f) Honorary Membership - may be conferred by vote of the Executive Committee on any person:
 - Who is interested in the Association.
 - Who has conferred some benefit upon the Association.

Presentation to be made at the time of the Annual General Meeting or Dinner. Honorary Membership is conferred for life. Honorary Members may take part in discussion at general meetings of the Association, but may not vote or hold office. Graduates of the Winnipeg General Hospital/Health Sciences Centre School of Nursing are not eligible for Honorary Membership.

- g) Honorary President is conferred by the Executive Committee upon a member in good standing who has contributed dedicated service to the Alumni Association and has never held the position of Alumni President. The Alumni Executive shall include 2 Honorary Presidents at all times. Honorary Presidents form part of the Executive Committee to assist in Executive decision making. To ensure the Association may honor as many of its membership as possible, the office of Honorary President shall be held for two years.

ARTICLE IV
Officers

The Officers of the Association shall be:

Honorary President(s) - Past President - President - Vice President - Secretary - Treasurer - Archivist

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

ARTICLE V
Executive Committee

The Executive Committee shall consist of the Officers of the Association, the Convenors of the Standing Committees, and Association Representatives to Community Organizations. Seven members of this group shall constitute a quorum.

ARTICLE VI
Amendments

Any alterations in this Constitution shall be made by a majority vote of members at an Annual General Meeting.

Notice of proposed changes shall be sent to every member in good standing in writing at least three (3) months before this meeting.

ARTICLE VII
Dissolution

Section 1. **Process**

A Resolution for Dissolution may be presented in writing stating rationale, by any active member of the Association at a regular Executive meeting. With Executive agreement on the resolution, the membership will be notified within three months of the next Annual General meeting, at which time a ratification of the resolution must be obtained with the signatures of two thirds (66%) majority of active members present at that Annual General meeting. The President in collaboration with the Executive will act upon this agreement in developing and carrying out an appropriate strategy, including timely notification of all members, leading to a satisfactory dissolution of the Association.

Section 2. **Conclusion of Association Affairs and Disposition of the Association's Assets.**

The Executive shall take the necessary steps to conclude the Association's affairs in accordance with statutory requirements existing at the date such actions are initiated. After the payment of all outstanding accounts and other liabilities, all assets shall be dispersed consistent with the objectives of the Association.

BY-LAWS

1. Duties of Officers

The President shall:

- a) Chair all meetings of the Association including the AGM and Dinner.
- b) Maintain general supervision of Association interests.
- c) Establish any other committees not otherwise provided for subject to the approval of the Executive.
- d) Serve as ex-officio of all committees with the option of attending any or all meetings.
- e) Ensure there is a full complement of Honorary Presidents (2) and Hon. Life Members (10) upon recommendation by the Executive.
- f) Chair the annual Class Representative meeting.
- g) Mentor the Vice President to the presidential responsibilities.

The Vice President shall:

- a) Perform President's duties, in the absence of the President.
- b) Assist the President as required.
- c) Serve as ex-officio of all committees with the option of attending any or all meetings.
- d) Be responsible with Past President for arranging the annual Class Representative meeting and writing Class Representatives.

In the absence of the President and Vice President a chairperson for the Executive meeting shall be chosen by an open majority vote of those present.

The Secretary shall:

- a) Record the proceedings of all meetings of the Association and retain these for the Association's records as per Association Policy (2011.11.16) Guidelines for the Storage and Preservation of Alumni Association Documents.
- b) Carry out communications - verbal or written - as requested by the President.

The Treasurer shall:

- a) Have charge of all monies and securities of the Association.
- b) Keep all funds in a bank designated by the Association and in the Association's name.
- c) Make investments in the name of the Association and as designated by the Association.
- d) Ensure that all cheques from the general account are signed by the Treasurer and countersigned by the President.
- e) Ensure that the treasurer is the alternate signature on the Jubilee Memorial Fund account.
- f) Submit a yearly budget as to expected receipts and disbursements. The fiscal year is January/December.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

- g) Report at each regular Executive Meeting on receipts and disbursements.
- h) Maintain a regular set of books containing the accounts of the Association, which shall be audited in January of each year.
- i) Maintain an up-to-date knowledge of the Association's financial affairs so as to be able to advise the Executive Committee in its expenditures and investments.
- j) Liaise with auditor for both Association books and the Jubilee Memorial Fund audits.
- k) Receipt donations to the Association's general fund and forward all other donations to the appropriate fund.
- l) Deposit application fees from the Jane A Malcolm and Viola Leadlay application process into the Alumni General fund. (HSC Foundation and Winnipeg Foundation manage these education funds and the respective foundations disperse awards to recipients)

The Past President shall:

- a) Assist the Nominating Committee in finding candidates for vacant positions.
- b) Be responsible with Vice President for arranging the annual Class Representative meeting, writing Class Representative and Jubilee Class letters/communication and serving as a liaison for class representatives.
- c) Serve as Convenor of the Jubilee Memorial Committee.

The Archivist shall:

- a) Work in collaboration with the Health Sciences Centre archivist with regard to all Association articles of historical interest. This may entail identification, recording and display of same. The HSC archivist is in charge of the Association's holding

2. The Executive Committee

The Executive Committee shall:

- a) Have the power to act in emergencies, reporting, the same for ratification at the next Executive meeting.
- b) Ensure there is a full complement of Honorary Life Members (10) and Honorary Presidents (2) and facilitate appointment of Honorary Members [Constitution Article 111 (e) (f).]
- c) Authorize routine expenditures to carry on the regular business of the Association. Special business and that involving considerable expenditure shall be submitted to the Annual General meeting for decision or ratification.

3. Standing Committees

The Convenor of each Standing Committee shall:

- a) Notify President and Vice President of meetings and provide an agenda to them.
- b) Chair respective committee meetings.
- c) Prepare a committee annual budget which includes routine expenditures to be given to the treasurer at the last meeting in the year.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

- d) Report at regular Executive Meetings with said report being submitted to Secretary for inclusion in the Executive minutes.
- e) Prepare an Annual report.
- f) Keep a permanent record of the Committee's actions and recommendations.
- g) Submit a copy of the permanent records as per Association Policy (2011.11.16) Guidelines for the Storage and Preservation of Alumni Association Documents.
- h) Liaise with other Executive members to facilitate the ongoing function of the Association

3.1 Membership Convenor/Committee shall:

- a) Receive fees and donations and forward same to Treasurer.
- b) Mail receipts for payment of membership fees.
- c) Update database with most recent contact information.
- d) Maintain an electronic record of all WGH/HSC graduates, including the following categories:
 - i. Life Memberships
 - ii. Annual Memberships
 - iii. Honorary Life Memberships
 - iv. Honorary Memberships
 - v. Deceased
- e) Inform Friendship Convenor about deaths.
- f) Provide list of deaths to Archivist annually.
- g) Confirm membership status to Education Convenor when asked.
- h) Assist provincial chapters to prepare a list specific to their region when asked.

3.2 Friendship Convenor/Committee shall:

- a) Liaise with Class Representatives, Membership Convenor or any Alumni member to identify those members who are ill, shut-in or who have passed away.
- b) Respond respectfully and appropriately to members so identified.

3.3 Newsletter Convenor/ Committee shall:

- a) Be responsible for the publication/distribution of an annual correspondence e.g. newsletter with the members.
- b) Liaise with Executive members to ensure relevant and current information is disseminated to members through the newsletter /web site.
- c). Maintain current list of Class Reps with contact information.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

3.4 Web Master shall:

- a) Liaise with the Communication Committee and report to the Executive in order to ensure relevancy and currency of website information.
- b) Maintain /update the website - Register, maintain the website's domain name/site, reply to user comments.
- c) Monitor the Association's email and forward emails to the appropriate Executive member.

3.5 Education Committee

Members are:

1. A Representative from the Winnipeg Foundation (for communication only)
2. At least four members-at-large from the Alumni. Where possible, one of these members should have been a recipient of funding from the Education Committee.

The Convenor shall:

- a) Process and organize all applications received.
- b) Deal with all correspondence including letters to applicants/recipients.
- c) Present the applications at the alumni education meeting
- d) Process all applications following alumni education meeting
- e) Notify the Winnipeg Foundation and Health Sciences Centre Foundation Students Awards Officer of the total amount disbursed.

The Convenor / Committee shall:

- a) Review the policies of this committee annually.
- b) Bring proposed policy changes to the Executive Committee for ratification
- c) Review applications for financial assistance for study and determine amount of awards for the Jane A. Malcolm Bursary Fund and the Viola Leadlay Continuing Education Fund.
- d) Keep the Executive informed about the Funds.
- e) Meet at least twice annually, Spring and Fall.

3.6 Homecoming Convenor / Committee shall:

- a) Develop a budget for the Homecoming Events for discussion at the June Executive meeting.
- b) Plan and implement all aspects of the annual Luncheon & Dinner and physical aspects of the AGM and Lecture.
- c) Liaise with the Jubilee Memorial Fund Committee regarding the equipment & physical needs for the annual lecture.
- d) Communicate with Class Representatives on an ad hoc basis as they plan their homecomings.

3.7 Jubilee Memorial Fund Committee:

Members are:

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

1. Past President – Convenor
2. Jubilee Memorial Fund Treasurer
3. One or two additional committee members

The Convenor /Committee shall:

- a) Plan, publicize and present the annual Jubilee Memorial Lecture to be held in conjunction with the Annual General Meeting. The scope of the lecture will be the health care field. The Jubilee Memorial Fund supports the Lecture and the Alumni Collection in the HSC Museum/ Archives.

The Jubilee Memorial Fund Treasurer shall:

- a) Administer the Jubilee Memorial Fund, a Revenue Canada Registered Charity #89059 8964 RR 0001 and follow Revenue Canada's requirements for a charitable fund. Retain all records and filed Income tax returns for the most recent 7 years. See Association Policy Guidelines for Storage and Preservation of Alumni Association Documents (2011.11.16).
- b) Receive contributions made at any time by groups or individuals to celebrate a special event or in memory of deceased classmates, relatives or friends.
- c) Maintain a list of contributors in the JMF Book in the HSC Museum/Archives.
- d) Attend alumni Executive meetings and provide a current financial statement.
- e) Process and maintain a record of donations/expenses. Ensure expenses are paid.
- f) Be the signing signature for this Fund and ensure the alternate signature is the Association Treasurer.
- g) Ensure a T3010A Income Tax form is submitted within 6 months of year-end. The fiscal year is January to December;
- h) Submit books for audit at the same time as the Association books are submitted for audit by the Association Treasurer, usually in February –March.
- i) Submit an annual report for the Annual General Meeting along with the auditor's statement.
- j) Retain in the Fund at all times at least \$1500.00 with any excess to go to the Archives/Museum Collection Endowed Fund with the Health Sciences Centre Foundation. Advise the Executive as to the excess amount at the last meeting of the year. (Association Policy June 2010).

**3.8 The Archives/Museum Collection Endowment Fund Convenor
/Committee shall:**

- a) Serve as liaison and contact person(s) between the Health Sciences Centre Foundation and the Association with regards to the Fund.
- b) Obtain from the Health Sciences Centre Foundation, the Fund's annual financial report as well as any updates when requested by Executive.
- c) Promote the ongoing support of the Fund by Alumni Association members.
- d) Secure a list of donors from the Foundation in June and as required to facilitate donor acknowledgement by the Association.

3.9 Nominating Convenor / Committee shall:

- a) Bring to the Annual General Meeting a list of proposed candidates for all vacant positions.
- b) Be assisted by the Past President.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

3.10 **The Chapter Correspondent** shall:

- a) Communicate with Chapters on a regular basis (at least twice a year).
- b) Respond to Chapter requests in a timely manner.
- c) Support interest in the formation of chapters and inform them of the activities of the Association.

4. **Class Representatives**

Class Representatives shall:

- a) Maintain an up-to-date list of classmates' addresses and submit changes, if any, annually to Membership Convener.
- b) Inform the Friendship Convenor when classmates are affected by illnesses or have become shut ins.
- c) Take the initiative in planning reunions. The Association Executive will communicate with all Class Reps in the fall of every year to help with this activity.
- d) Submit a short write up, post reunion, to the Newsletter Editor.
- e) Continue to support the activities of the Alumni and encourage classmates to participate in Executive activities.
- f) Appoint a replacement if necessary. Inform the Past President if a replacement cannot be found.

5. **Special Committees or Representation to Community Organizations**

From time to time, special committee or Association Representatives to Community Organizations shall be established/named as needed, at the discretion of the Executive. The Committee Representation will report at regular Executive meetings.

6. **Meetings**

At least four (4) General Meetings shall be held annually throughout the year. These meeting will occur in January, March, September and November. In addition to the above, an Annual General Meeting shall be held in May. The dates will be published on the website and through other available mediums. These are all open meetings.

Additional meetings of the Executive Committee or other groups to be called by the President or Committee Convenors, as required, to carry on the business of the Association. Any significant or controversial matters will be brought to the Annual Meeting.

7. **Election of Executive Committee**

Officers, Convenors of Standing Committees and where stipulated, members (i.e. Education Committee) shall be elected at the Annual General Meeting. They shall take office at the first meeting in the fall.

The Nominating Committee shall present a list of candidates at the Annual General Meeting.

The Nurses' Alumni Association of the Winnipeg General Hospital & Health Sciences Centre
Constitution and Bylaws

Nominations to any position may be made from the floor.

Permission of any proposed candidate must be obtained before names are submitted.

Election shall be by majority vote of members at an Annual General Meeting.

Any member in good standing may request a closed vote.

Term of Office shall be two years, unless otherwise specified. In specific instances, this may be extended or decreased at the discretion of the Executive.

Members of the new Executive shall be presented at the time of the Annual meeting. Should a vacancy occur in any office, the remaining members of the Executive Committee shall select a member of the Association to fill the vacancy until the next Annual Meeting.

8. Fees and Dues

The annual fee for active members shall be determined by the Executive Committee and be submitted to the Annual General Meeting for approval.

Fees are due January 1, annually.

Any change in fees shall be effective the January following the Annual General Meeting.

Notice of change in fees shall be mailed to the members in good standing at least three (3) months in advance of the Annual General Meeting.

The mailing address for the Association is:

The Alumni Centre
NA 138 - 700 McDermot Ave.
Winnipeg, Manitoba
R3E 0T2

Dates of Amendments:

May 25, 2006 Annual General Meeting; Effective May 29, 2006

May 25, 2006 Annual General Meeting; Effective May 29, 2006

May 28, 2009 Annual General Meeting; Effective May 29, 2009

May 30, 2013 Annual General Meeting; Effective May 31, 2013

May 30, 2024 Annual General Meeting; Effective May 31, 2024