



CONSTITUTION

Original	May 1995
Revised	January 1997
	October 1999
	October 2001
	October 2003
	October 2005
	September 2007
	September 2009
	September 2011
	September 2013
	September 2014
	September 2015
	June 2017
	June 2019
	June 2021
	June 2023

THE UNC CONSTITUTION

MISSION STATEMENT

The Urology Nurses of Canada is a National Not-For Profit Association whose mandate is to enhance the specialty of urologic nursing in Canada by promoting education, leadership, research, and clinical practice. The activities of the Urology Nurses of Canada are designed to enrich members' professional growth and development.

Article 1: Name

- 1.1** This organization shall be known as the Urology Nurses of Canada (UNC).

Article 2: National Objectives

- 2.1** To aid in the advancement of urologic nursing through the promotion and facilitation of research based nursing practice.
- 2.2** To maintain and promote standards of care for urologic nursing practice.
- 2.3** To provide and promote educational events directed at enhancing urologic nursing practice.
- 2.4** To raise the profile of urologic nursing within the nursing profession, allied health care fields, and the community.
- 2.5** To promote effective communication among members of this specialty.
- 2.6** (a) To maintain a liaison with the Canadian Nurses Association (CNA).
(b) To maintain an affiliation with the Canadian Urological Association (CUA).
- 2.7** To collaborate with allied Urological Associations and not for profit organizations.
- 2.8** To maintain financial solvency.

Article 3: Membership Objectives

- 3.1** To encourage membership in all provinces and territories.
To encourage all members to contribute to both the local and national organization.
- 3.2** To facilitate the growth and development of local chapters.
- 3.3** To encourage membership participation and ensure that membership wishes and concerns are reflected in the UNC Executives' decision making process.

Article 4: Membership

- 4.1** All nurses and other allied health care professionals are eligible for membership in the UNC.
- 4.2** Corporations, foundations, and associations are eligible for associate membership in the UNC but have no voting rights. They are not eligible to stand in a UNC office. The association would be required to sign a contract with the understanding that no third party solicitation would be granted.

- 4.3 A member shall be considered a member in good standing if an application or an electronic application for membership is received and annual dues are paid in full.
- 4.4 An awards program is available for members.
- 4.5 Records will be retained for a minimum of seven years.

Article 5: UNC Executive Board

- 5.1 The affairs of UNC shall be managed by an Executive board which shall be composed of the following each of whom shall be a member of UNC:
 - 5.1.1 President
 - 5.1.2 Vice-President (Regional Representatives for Western and Eastern Canada total of two (2)).
 - 5.1.3 Secretary
 - 5.1.4 Treasurer
 - 5.1.5 Membership Coordinator
 - 5.1.6 Sponsorship Coordinator
 - 5.1.7 Past President
- 5.2 The Executive as a whole shall be responsible for seeking and promoting national sponsorship
 - 5.2.1 Promotes continuity of sponsorship from year to year.
 - 5.2.2 Liaises with Urological Excellence Conference sponsors regarding future meetings.
 - 5.2.3 Actively seeks annual UNC national sponsorship at Gold, Silver and Bronze levels.
 - 5.2.4 Ensures benefits of each UNC national sponsorship are achieved each year.
 - 5.2.5 Promotes membership in the UNC.
- 5.3 The duties of the UNC Executive board shall be as follows:

President

- 1. Arranges the date, time, location and method of all Executive meetings and the Annual General Meeting (AGM).
- 2. Chairs all meetings and the AGM.
- 3. Sets and circulates proposed agenda inclusive of applicable documentation and resources.
- 4. Assembles and circulates the Annual Report prior to the AGM.
- 5. Ensures 60 days notification of the AGM to the UNC membership.
- 6. Assigns responsibilities for the planning of the UNC Annual Urological Excellence Conference to the members of the executive.
- 7. Serves as spokesperson to promote and advance the UNC as a national nursing association.
- 8. Provide assistance, leadership and mentorship to members of the Executive.
- 9. Monitors performance issues of Executive members.
- 10. Networks with other organizations associated with the specialty of Urology. List includes, but is not limited to:
 - B.C.C. (Bladder Cancer Canada)
 - C.N.A. (Canadian Nurses Association)
 - C.N.C.A. (Canadian Nurse Continence Advisors)
 - Prostate Cancer Canada (Local Prostate Cancer Support Groups)
 - C.U.A. (Canadian Urological Association)
 - I.C.S. (International Continence Society)
 - I.C.C.S. (International Children's Continence Society)
 - I.U.G.A. (International Urogynecology Association)

K.C.C. (Kidney Cancer Canada)
NSWOCC (Nurses Specialized in Wound, Ostomy and Continence Canada)
S.U.N.A. (Society of Urologic Nurses and Associates)
T.C.C.F (The Canadian Continence Foundation)

11. Ensures publication of the Pipeline a minimum of twice yearly.

Vice-President (West / East)

1. Collaborates with provincial representatives to promote the UNC mission, objectives, educational activities, and membership.
2. Liaises with UNC Executive on Regional events, research, and educational initiatives.
3. Assist with the programming and planning of the Urological Excellence Conference.
4. In collaboration with Membership Coordinator, it is the responsibility of the Vice Presidents to promote, collect and assist in the voting process for all UNC awards. This duty will rotate annually among the 2 Vice Presidents.
5. Chair of the Review Board will consist of the Vice Presidents.

Secretary

1. Prepares and maintains all records of UNC Executive proceedings.
2. Acts as archivist and custodian of UNC records.
3. Prepares and distributes the minutes of previous meetings and proceedings of the Executive to each of the Executive members, Provincial Representatives, UNC website (AGM only), and upon written request from a UNC member.
4. Ensure distribution of Pipeline to membership.”

Treasurer

1. Maintains a UNC and UEC account.
2. Maintains custody of books of account and past records for a minimum of seven years.
3. Ensures designation of co-signatures to UNC and UEC accounts.
4. Acquires and issues expense reimbursement cheques to UNC members in a timely manner.
5. Liaises with the Membership Coordinator to deposit and monitor membership fees.
6. Assures payment of the "Urologic Nursing" journal accounts.
7. Maintains a current financial balance of UNC and UEC funds at all times and reports on this balance at each Executive meeting.
8. Submits an annual financial statement to be included in the Annual Report. This report will be available at the AGM. Address concerns of the General assembly regarding the Annual Report.
9. Prepare the fiscal plan for the UNC and UEC for approval by the Executive.
10. Ensures a review of the financial books by a qualified professional annually at the end of the fiscal year or at the request of the Executive.

Membership Coordinator

1. Registration for membership opens November 15th for the upcoming year.
2. Receives all renewals and new UNC membership applications and corresponds with UNC Treasurer.
3. Assumes responsibility for e-mailing information letters to new and renewing members and ensures all members receive their membership renewal receipts..
4. Communicates with the publishers of Urologic Nursing and Pipeline regarding all pertinent changes in the UNC membership list (e.g. contract information).
5. Provides a list of members and their mailing addresses to the executive as required.
6. Electronic records will be retained for a minimum of 7 years.

Sponsorship Coordinator

1. Facilitates communication between business representatives and the annual Urological Excellence Conference planning committee.
2. Promotes continuity of sponsorship from year to year.
3. Liaises with Urological Excellence Conference sponsors regarding future meetings.
4. Actively seeks annual UNC national sponsorship at Gold, Silver and Bronze levels.
5. Ensures benefits of each UNC national sponsorship are achieved each year.

Past President

1. Acts as advisor to Executive members and UNC initiatives.
2. Facilitates the nomination and election of Executive members at the AGM.
3. Receives applications for upcoming executive positions. Confirms with applicant or nominee, their desire to stand for position. Forwards application(s) to President.
4. Maintains all voting privileges within UNC.
5. Ensures regular updates to UNC website in collaboration with the Execution.

Provincial Representative

1. Facilitates growth and development of local UNC chapters in their province.
2. Promote UNC activities: chapter meetings, UEC conference and membership.
3. Communicates with their UNC Vice-president regarding UNC activities in individual province.
4. Contributes a report to each edition of the Pipeline (fall edition of each year) regarding Provincial activities.
5. Assists in activities and other duties as assigned by the Executive, when attending the Annual UEC / CUA.

- 5.3** Any Executive member who shall for any reason cease to hold office shall forthwith turn over to the Executive all documents, records, books, funds, chattels, assets and other property of the UNC in their possession. The Executive shall elect by the majority vote of the Executive members, a replacement for the unexpired term of office.

Article 6: Powers of the UNC Executive

- 6.1** The Executive shall be responsible for the administration of the affairs and activities of UNC when the association is not meeting.
- 6.2** The Executive shall be responsible for the formulation and presentation of UNC objectives to the membership at meetings for discussion and approval.
- 6.3** When not in session, the Executive may act or meet by e-mail, teleconference, or any other communication, on all matters of any nature requiring action by the Executive. Any action so taken by the Executive shall constitute action of the Executive as through a formal session, and shall be reviewed at the next meeting of the Executive and shall be a part of the minutes thereof.
- 6.4** To the extent necessary for proper functioning of the UNC, the Executive shall employ, retain and fix compensation to the Executive members and consultants for legal, accounting and other professional personnel, and engage and pay for the use of premises and necessary equipment.
- 6.5** The Executive may also authorize the payment of all or part of the travel expenses to an executive meeting that may be incurred by an executive member.
- 6.6** No moneys of the UNC shall be expended without the authorization of the Executive, Treasurer, or such person or persons as the Executive from time to time authorize for this purpose. The

manner in which moneys may be withdrawn or cheques issued by UNC shall be determined from time to time by the Executive.

- 6.7 Where members of the Executive are elected by the general membership, the Executive member shall complete the term and tasks for which they were elected, and are responsible for to the membership.
- 6.8 In the event that a member of the Executive is unable or unwilling to fulfill the responsibilities of their position the remaining Executive by majority vote can remove said member from office. (If removed from office, see article 5.3).

Article 7: Meeting of the UNC Executive

- 7.1 The Executive shall meet at the call of the President or at the request of no fewer than three (3) members of the Executive pursuant to the provisions of Article 7.4. Each Executive member shall be given at least thirty (30) days notice of such meeting, with the exception of immediate action required by the UNC executive, called for by the President or VP, by phone, or e-mail. Executive members are responsible to advise the President prior to fourteen (14) days before the meeting if they are unable to attend (see article 9.6).
- 7.2 The form of notice of meetings shall be distributed two weeks in advance of the meeting and shall specify the subjects to be discussed and acted upon at the meeting.
- 7.3 The Executive shall meet at minimum four (4) times annually.
- 7.4 Fifty percent (50%) plus one (1) shall constitute a quorum for the transaction of Executive business.
- 7.5 Decisions at a meeting of the Executive shall be decided by a majority vote. Each Executive member present, except the Chairperson, shall be entitled to one vote on each issue voted upon. In the case of a tie, the Chairperson shall cast the deciding vote.
- 7.6 Minutes of all meetings of the Executive shall be made available, within 30 days, by the Secretary to each executive member, Provincial Representatives, UNC web site (AGM only) and any UNC member upon written request.

Article 8: Annual General Business Meeting of the UNC Executive

- 8.1 The UNC shall hold a general business meeting every calendar year in conjunction with the "Urological Excellence Conference".
- 8.2 Notification of the UNC Annual General Meeting will be distributed within 60 days of the Meeting.
- 8.3 The annual UNC report shall be reviewed at this meeting.
- 8.4 The date and location of the subsequent AGM shall be announced at the annual "Urological Excellence Conference".

Article 9: Rules of Procedure and Order of Business at Meetings

- 9.1 The rules of the procedure and order of business governing meetings of the association shall be as follows:

- 9.1.1 In the absence of the President, the meeting shall be chaired by one of the Vice-Presidents. In the absence of both the President and Vice-Presidents, the attending Executive members shall elect a chairperson.
- 9.1.2 Business shall be conducted in the following order:
 - I Call to order
 - II Approval of agenda
 - III Approval of the minutes
 - IV Business arising from the minutes
 - V New Business (including nominations, elections and appointments if applicable)
 - VI Reports of the Executive members (includes annual conference report)
 - VII Date of next meeting
 - VIII Adjournment
- 9.2 All Executive members shall be entitled to move or second motions and to vote at each meeting.
- 9.3 All motions are to be recorded in the Annual Report.
- 9.4 Non UNC members who are delegates at the Urological Excellence Conference may attend and participate in the AGM but not vote.
- 9.5 UNC members may attend the AGM and are entitled to move, second motions and vote.
- 9.6 Executive member unable to attend a scheduled meeting shall notify the President and submit a written report.

Article 10: Elections

- 10.1 Terms of office will be for a two-year period from election at the AGM. Members of the Executive may stand for re-election of office. The positions of President, Vice-President West, Membership Coordinator and Sponsorship Coordinator will be open for election on even years. On odd years the positions of Vice-President East, Secretary and Treasurer will be open for election.
- 10.2 Nominations for Executive positions shall be accepted by e-mail to the Past President in advance of the annual general meeting at the UEC. Nominations shall also be accepted from the floor at the annual general meeting. Nominated members who consent to stand for office will be added to the list of potential candidates. Elected officers will be determined by the majority vote of the assembly. Nominations for the position of President will only be accepted if the nominated member has recent experience on the executive board of the UNC. In the event that there is no experienced candidate, the position of President shall be filled by one of the current Executive Members for the duration of the term.
- 10.3 Should an Executive position become vacant between AGMs, this position will be filled by appointment of the existing Executive (refer to Article 5-5.3) until the next AGM where that position will be added to the elections list to complete the remainder of that term.
- 10.4 The Past President shall conduct the election procedure filling the most senior position first. When a vote is to take place the candidates will be given 2 minutes to address the meeting, if needed. Voting will be done by a secret ballot. Ballots are to be shredded after each vote. The unsuccessful candidate(s) will be eligible for nomination to subsequent positions.
- 10.5 Under circumstances beyond human control (i.e. pandemic, natural disaster, etc), should the Annual General Meeting (AGM) be cancelled, the Executive and Provincial Representatives up for election that year shall maintain their positions for another term so long as they agree to do so. When it is known at least four months in advance that the AGM will not be able to be held,

then the Membership will be advised and voting for the positions up for election that year shall take place electronically (i.e., electronic voting). All nominations will have to be into the Past President prior to the election, as names will not be able to be added to the ballot once the electronic voting has been sent out to the membership.

Article 11: Revenue and Finances

- 10.1** Income Tax Status: The organization is exempt from income tax in Canada as a not-for profit organization under section 149(1) (L) of the Income Tax Act (Canada).
- 10.2** The revenue of the association shall be derived as follows:
- 10.2.1 Every person applying for membership in UNC shall remit to the organization the annual membership fee, in the amount of which is determined by the general membership at the AGM.
 - 10.2.2 The recommended division of surplus/deficits from the Annual conference shall be forty percent (40%) to the UNC and sixty percent (60%) to the UEC Account. Any variation to this division must be pre-approved by the UNC Executive.
 - 10.2.3 The UNC may accept any corporate sponsorship, donation, grant, bequest or other form of transfer of funds or properties from any charitable, governmental, educational or other source and may agree to devote the funds or properties so transferred to any specific purpose consistent with the objectives of UNC.
- 11.3** Moneys of UNC shall be deposited in a UNC account, bond, debenture or note of a chartered bank, credit union or Trusts Company.
- 11.3.1 Payment shall be by cheque or electronic debit.
 - 11.3.2 All cheques shall be co-signed by the UNC Treasurer and one other member of the Executive or designate. Electronic debits to be checked by "co signer". (Refer to Article 5.2 Treasurer, Item 3). At the discretion of the UNC executive, a third co-signer could be a UNC member in good standing.
- 11.4** Professional reviews shall occur annually at the end of the fiscal year or when the current Treasurer has vacated the said position for whatever reason (refer to Article 5-5.10). Such reviews shall be paid for by the UNC Executive (refer to Article 6.4).
- 11.5** The Treasurer shall submit a Fiscal Plan for approval by the Executive.
- 11.6** Revenue and financial decisions and activities will be guided by the Fiscal Plan.
- 11.7** In the event that a local Chapter ceases to exist, the UNC assumes possession of all documents records, books, funds, chattels, assets and other properties of that chapter.

Article 12: Research

- 12.1** A forum shall be provided for presentation of urologic nursing research (podium and poster presentations) at each Urological Excellence Conference. Potential papers shall be peer reviewed and selected by a panel.
- 12.2** UNC shall encourage members to publish research. The official UNC journal is "Urologic Nursing" the official UNC communiqué is the "PIPELINE", and the Web Site is www.unc.org. Submission of articles to these or other publications is encouraged.

Article 13: The Urological Excellence Conference

- 13.1** Executive members shall have their conference registration and up to three (3) nights shared accommodation paid for by the UEC funds.
- 13.2** Any additional funding may be approved by UNC executive as required from UEC funds.

Article 14: Amendments and Miscellaneous

- 14.1** These terms of reference shall be reviewed by the Executive every 2 years and may be amended or altered by a 2/3 majority vote at an AGM. Details of the proposed amendment(s) shall be made available to members in advance of the AGM.
- 14.2** A majority vote in these terms of reference shall be deemed to refer to a majority vote of those voting for, or against the question.
- 14.3** Abstentions shall be noted but shall not be counted for, or against the question, nor shall they be included in calculating the total number of votes.
- 14.4** Local Chapter members can request guidance and assistance from the National Executive regarding chapter activities, functions and finances.