



# Constitution and Bylaws

Founded in 1960

Next Revision date: October 2021

Revised; January 2016 Approved: March 2017

Revised: December 2012 Approved: February 2013

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## **NAME OF ASSOCIATION**

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Operating Room Nurses of Greater Toronto (ORNGT)

## **OBJECTIVES**

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- To provide a forum for perioperative nurses for the purpose of promoting evidence- based nursing care of the patient throughout the perioperative phase.
- To provide continuing education and professional development for the membership consistent with College of Nurses of Ontario (CNO) registration, Operating Room Nurses Association of Canada (ORNAC) and its standards and the Canadian Nurses Association (CNA) Certified Perioperative Nurse certification requirements CPN (C).
- To promote the exchange of ideas, knowledge and current leading practices among perioperative nurses.
- To represent the membership at the provincial level, the Operating Room Nurses Association of Ontario (ORNAO).

## **MEMBERSHIP-ACTIVE**

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An Active Member must:

- Be a Registered Nurse registered to practice in Ontario and,
- Have a field of practice focused on the perioperative continuum of care which focuses on, but is not limited to, direct patient care, education, leadership, research and advanced perioperative nursing practice in the settings of hospital operating rooms, ambulatory care, outpatient clinics, private/non-hospital surgical suites, physician offices and educational institutions.

## **MEMBERSHIP-ASSOCIATE**

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An Associate Membership includes:

- Registered Nurses employed in perioperative related disciplines.
- Registered Nurses retired or not currently employed in the perioperative setting and have been Active members within the past 10 years.
- Registered Practical Nurses employed in a perioperative setting.
- Others employed in perioperative related disciplines at the discretion of the membership (such as Scrub Technicians, SPD/MDRD Technicians and Perioperative Related Vendors).

## MEMBERSHIP FEES

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The annual fee for active and associate members will be set yearly by the ORNAC Executive.

The annual fees are payable **prior to** January 1st each year and will be payable to Operating Room Nurses Association of Canada (ORNAC).

Members must indicate Operating Room Nurses Association of Ontario (ORNAO) as their provincial chapter and Operating Room Nurses of Greater Toronto (ORNGT) as their regional chapter.

Active membership will include subscription to the ORNAC Journal (CORNJ).

## EXECUTIVE OF ORNGT

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The Executive of ORNGT will consist of:

- President
- President-Elect/Past President
- Secretary/Membership
- Treasurer
- Programme Committee Convenor
- Programme Committee (3)
- Marketing and Communications (1)

The Executive of ORNGT will be elected from Active Members with at least one year of membership as follows:

- Secretary/Membership
- Treasurer
- Programme Committee
- Marketing and Web Communications

The president-elect position shall be filled with an individual who is an active member of ORNGT and has served on the executive within the last ten years.

The president position shall be filled with the person who has served in the president-elect position for the previous year.

The program convenor position (during his/her second year in the committee) shall be filled by the program committee member who receives the most votes in the election year he/she was elected into the program committee.

## **DUTIES OF THE EXECUTIVE**

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- Budget, administer and lead the affairs of ORNGT.
- Attend executive, general and special meetings of ORNGT.
- Oversee and approve the financial management of ORNGT funds on behalf of its members.
- Promote recognition of perioperative nursing.
- Provide representation on the ORNAO Board of Directors.
- Provide liaison with related Nursing Organizations.
- Notify the President in writing if unable to fulfill her/his commitment to elected position.

## **MEETINGS OF THE EXECUTIVE**

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The Executive will meet a minimum of six (6) times a year.

Executive meetings will:

- Be held on the first Tuesday of the month (January, March, May, September, and November) and during the summer, as decided by the Executive.
- Alternate with the General meetings (February, April, June, October & December).

Hand over meeting will occur between the first Executive Meeting after the General Membership election meeting, conducted in October until the first meeting in January. Additional "one-on-one" meetings may be required to support a thorough handover and will be arranged between the outgoing and incoming chair(s).

Additional meetings of the executive may be held as required.

## **SIGNING OFFICERS OF THE ASSOCIATION**

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The signing officers of ORNGT will be:

- Treasurer
- President

## **ROLES AND RESPONSIBILITIES OF ORNGT EXECUTIVE MEMBERS**

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### **DUTIES OF THE PRESIDENT**

- Lead and unite perioperative nurses in the GTA.
- Promote and exchange ideas and knowledge among perioperative nurses.

- Preside at all the Executive, General and Special Meetings of ORNGT.
- Arrange for the President-Elect/ Past President to preside at meetings in her/his absence.
- Arrange and conduct Executive Meetings at least six times a year.
- Be ex-officio of all committees.
- Make emergency decisions in consultation with the executive when possible for the benefit of the membership.
- Act as the media spokesperson for ORNGT.
- Serve on the Board of ORNAO and attend all meetings.
- Submit regional reports to ORNAO as required.

#### DUTIES OF THE PRESIDENT ELECT

- Perform such duties as assigned by the President.
- Perform the duties of the President in her/his absence.
- Assume office of the President immediately in case of her/his resignation or an absence of 6 weeks without attending an Executive or General meeting.
- Serve on the Board of ORNAO in the president's absence.

#### DUTIES OF THE PAST PRESIDENT

- The Past President acts as consultant to the Executive, in an advisory role.
- Promote and exchange ideas and knowledge among perioperative nurses.
- Serve on the Board of ORNAO and attend all meetings as required

#### DUTIES OF THE SECRETARY

- Record the minutes of all meetings of ORNGT.
- Distribute a copy of the minutes of each meeting to the Executive within two (2) weeks of the meeting
- General meeting minutes will be posted to the ORNGT website within two (2) weeks and an email will be sent to inform the members that the minutes are now available on the ORNGT website.
- Obtain approval of meeting minutes
- Arrange for a member of the Executive to act as Secretary in her/his absence
- Maintain ORNGT main archives, with Marketing and Communications, on ORNGT website.
- Prepare and distribute conference packages, which include commitment information and documents, at any meeting where draws are held.
- Prepare, distribute and revise the current Executive Committee Contact Information Sheet.
- Submit annually, a list of the ORNGT executive to ORNAO Secretary within one month of elections, indicating the ORNAO Board representative(s).
- Maintain attendance records for each meeting including member eligibility for conference selection

- Provide eligibility list and draw names for conference draws as needed. Previous membership year winners will be posted on the ORNGT website for reference.
- Provide ballots for elections.

#### DUTIES OF THE TREASURER

- Prepare an annual budget for ORNGT for approval at the March executive meeting.
- Prepare a financial statement for each General Meeting of ORNGT.
- Issue appropriate cheques, expense forms and receipts.
- Arrange for financial review audit at the end of the two year term.
- Present the report from the financial review at the next General Meeting.
- Coordinate sales of ORNGT merchandise with Marketing Coordinator.
- Arrange conference travel and accommodation for sponsored delegates and payment of conference fees.

#### DUTIES OF THE PROGRAMME CONVENOR

The Program Convener is the member that receives the most votes in the election. The position is held in the second year of service (after sitting on the program committee for the first year).

Program Convener will:

- Prepare and present a written report of the year's activities at the AGM.
- Arrange for a member of her/his Committee to present the report in her/his absence.
- Be custodian of ORNGT flag.
- Arrange timely meetings of the Programme committee to plan committee activities for the year.

#### DUTIES OF THE PROGRAM COMMITTEE (UNDER DIRECTION FROM CONVENOR)

- Review evaluations of the previous program at each General Meeting and outline future educational programs.
- Conduct conference draws when required.
- Arrange venue for each General Meeting and AGM.
- Arrange the educational program for each General Meeting.
- Distribute contact hours certificates at each appropriate event.
- Conduct evaluations of each meeting including an annual needs assessment.
- Conduct the executive election at the October General Membership meeting.
- Initiate a "Call for Abstracts" for speakers for the upcoming membership year during the December General Membership meeting.
- Organize a seminar/workshop every two years that is at least 6 months after the provincial (ORNAO) or provincially held national (ORNAC) conference.
- Introduce and thank speakers and program participants

### DUTIES OF MARKETING AND COMMUNICATIONS ADMINISTRATOR

- Direct promotional and retention activities for ORNGT
- Create and maintain a “Welcome New Member” package containing:
  - Welcome letter
  - Copy of bylaws & policies
  - Association brochure and historical overview document
  - ORNGT pin and miscellaneous marketing materials (based on availability)
- Develop marketing/advertising strategies and materials through appropriate use of various media e.g. print, web and social media.
- Arrange for ORNGT printing as required.
- Maintain document and stationary inventory.
- Promote marketing materials to general membership and potential recruits at institutions and the public.
- Conduct site visits to existing healthcare and educational institutions in the Greater Toronto region for:
  - Education on the history and presence of ORNGT to date
  - Promotion of membership and its benefits to current and new markets
  - Ongoing needs assessment inquiry/evaluation of ORNGT activities
  - Facilitation of increased presence of ORNGT in all aspects related to perioperative nursing
- Direct website activities in coordination with webmaster:
  - Update of membership document archives (general meeting minutes and miscellaneous) relevant within the previous membership year and the current
  - Ensure accurate display of information regarding general meetings and conferences
- Send email reminders to general membership prior to registration renewal, upcoming general meetings, association events and call for abstracts.
- Solicit story and promotional material for appropriate publication (Hospital News, ORNAC Journal, etc.).
- Archive membership lists on the website.

### DUTIES OF AD HOC COMMITTEES

- Ad Hoc committees may be appointed at any time by the Executive with approval of ORNGT members.
- These committees will be appointed for the duration of a special project
- Members of Ad Hoc committees will be active members.
- Associate members may be appointed to such committees at the discretion of the Executive.
- Members of Ad Hoc committees qualify for conference draws provided the Ad Hoc committee work is greater than 40 hours per membership year.



## MEETINGS OF ORNGT

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### General Meetings:

Will be held on the first Tuesday of February, April, June, October and December. In the case of a conflict, General meetings will be rescheduled, with approval of the Executive.

The AGM will be held in June.

Special Meetings may be called by the President.

### Attendance at Meetings:

Meetings are open to members and others, as outlined in the Guest/Visitor policy

## VOTING

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All active members have voting privileges

Election voting shall take place by ballot. In the event of a tie vote, the decision will be made by a second ballot.

Ballots will only be issued to active members, whose name is verified by the current membership list.

Voting for other purposes will be by show of hands.

Ballot results will be documented and subsequently the ballots will be destroyed immediately following the election.

## QUORUM

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A quorum at any meeting of the Members shall be 10% of the total membership.

A quorum for any online voting process of the Members shall be 10% of the total membership.

Online quorum shall be 10% of the total membership.

If quorum is not met for any general membership vote, it will be the responsibility of the executive to determine course of action.

A deciding vote any meeting of the Executive or Ad Hoc Committee will be a majority (50%+1) of members in attendance at the meeting.

A deciding vote will be a majority (50%+1) of the membership in attendance at any General meeting or participating online.

## CRITERIA FOR ELECTION

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Candidate will be an active member of the ORNGT.

Candidates for President-Elect will have served on the executive of ORNGT within the previous ten years.

All members of the executive will be current Registered Nurses Association of Ontario (RNAO) and Canadian Nurses Association (CNA) members.

## ELECTION OF EXECUTIVE

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Expression of Interest forms must be filled out by the candidate for any executive position.

The Expression of Interest form must be received by the ORNGT executive by the determined deadline date. The nominee, if she/he meets the eligibility criteria, will be the successful candidate.

In the event where multiple nominees are received by the ORNGT executive, a vote will be held at the October meeting.

Any positions where there has not been a nominee there will be a call from the general membership and vote (if more than one nominee) at the October meeting.

Members of the Executive will be acclaimed/elected for a two year term at the October General Meeting except for the President Elect.

President Elect

- Will be elected and serve one year as President Elect, two years as President and then serve in an advisory role as Past President for one year.
- In the event that the President-Elect resigns during the term of office, the President will arrange an emergency election to fill the position.
- In the event that the office of President becomes vacant, the President-Elect or Past President will assume the office of President and arrange an emergency election to fill the executive vacancy.

The Treasurer

- Will be elected in the even numbered years.

The Secretary

- Will be elected in the odd numbered year.

Programme Committee

- Two of the four members of the Programme Committee will be elected annually.
- The member receiving the greater number of votes will become Convenor of the Committee during her/his second year of office.

In the event that any position of the Executive becomes vacant, the Executive will offer the position to any member who previously ran for an Executive position for the current membership term. If the offer is declined or there were no other candidates for the positions the Executive will appoint a designate from the membership.

A member may serve no more than two consecutive terms in the same office.

All criteria related to the election of the Executive above may be waived at the discretion of the Executive and the Membership.

Associate members or guests will be requested to serve as scrutineers for the elections.

Nomination forms must be completed and submitted two weeks prior to the October General meeting and will be retained on file in the Executive section of the ORNGT website.

In the event where there is only one nomination for any executive position received by the ORNGT executive by the determined deadline date, the nominee, if she/he meets the eligibility criteria, will be the successful candidate.

In the event where multiple nominees are received by the ORNGT executive, a vote will be held at the October meeting.

Any positions where there has not been a nominee there will be a call from the general membership and vote (if more than one nominee) at the October meeting.

## **FISCAL MATTERS**

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The fiscal year of ORNGT will be in keeping with ORNAC (January to December).

A financial review will occur at the discretion of the ORNGT Executive.

The financial reviewer will be approved by the Executive.

The qualifications of the reviewer must be congruent with ORNAO/ORNAC direction.

## **AMENDMENTS**

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The Executive may recommend that these by-laws be revoked or amended as the need arises and every five (5) years thereafter.

Proposed amendments of the Constitution and By-laws will be circulated to the membership at least one General Meeting prior to being submitted for ratification.

The revocation or amendment will not come into effect unless it is ratified by a majority vote of the active members in attendance at the next General Meeting of ORNGT.

## **SPONSORED CONFERENCES**

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Provincial (ORNAO), National (ORNAC), and AORN\*

Conference sponsorship numbers are based on a financial review by the executive.

### **ELIGIBILITY FOR CONFERENCE SPONSORSHIP**

Delegates must be an active ORNGT member for the conference year and the year prior to the conference and meet one of the following criteria for the previous membership year:

- Served on a provincial or national perioperative conference planning committee\*\* within the two years prior to the conference year and have attended two out of five ORNGT general meetings within the year prior to the conference year.
- Served on a provincial or national executive or board\*\* within the two years prior to the conference year and have attended two out of five ORNGT general meetings within the year prior to the conference year.
- Attended four out of five general meetings (general members).
- Attended at least four executive meetings and three out of five general meetings (executive members).
- Attended an ORNGT workshop and three out of five meetings in the past year.

No member may be a sponsored delegate in two consecutive membership years, with the exception of the president.

\*AORN member conference rate will be reimbursed.

\*\* Members serving on provincial or national committees must provide a letter of participation from the conference committee to the ORNGT President prior to the draw in order to be included in the draw.

## **CONFERENCE SPONSORSHIP APPLICATION**

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Any ORNGT member that meets the eligibility for conference sponsorship criteria can apply to attend sponsored conferences. The conference sponsorship application form is available on the ORNGT website.

The ORNGT executive will decide, based on fiscal responsibility to the organization, which conferences and number of delegates to sponsor. Sponsored conferences and the number of delegates the organization is able to sponsor will be announced at the October General Membership meeting.

In the event there are more applications than the number of sponsored spots, a draw will occur at the December meeting.

The first draw:

- Consists of the names of eligible Executive and Ad Hoc committee members.

The second draw consists of:

- Remaining executive / ad hoc members from the first draw who were not chosen.
- Eligible members from the general membership.

The third draw consists of:

- Alternate delegates will be drawn from both the executive and general membership.

In the event that there are fewer applications than sponsored spots, the membership will have two weeks after the December general meeting to submit an application to fill the vacant spot(s). A draw, conducted by at least two executive members, will occur if multiple applications are received.

## **ASSOCIATION EXPECTATIONS OF CONFERENCE SPONSORED DELEGATES**

All sponsored delegates are expected to:

- Sign an ORNGT Conference Commitment form agreeing to the terms of sponsorship and submit form to the Treasurer and Secretary by the date indicated in the conference package. If confirmation is not received by the indicated date ORNGT will interpret this as you being unable or declining the conference sponsorship.
- Share accommodation with other sponsored delegates (double accommodation)-any concerns and/or questions and/or requests regarding accommodation must be addressed to the President within one week of accepting sponsorship.
- Follow the 'Expense Allowances for Attendance at Meetings and Conferences' form and submit form to the ORNGT Treasurer - reimbursement will be made once the conference report has been submitted and received by the President.
- Submit a written conference report to the ORNGT President within one month of the conference date which will be posted on the ORNGT website.

## **EXECUTIVE SELECTION OF DELEGATES TO INTERNATIONAL CONFERENCES**

Delegates to International Conferences are selected by the current Executive  
Prospective delegates must:

- Apply in writing with a letter of intent and a copy of resume/CV to the President of ORNGT outlining their qualifications as a delegate,
- have been a member of the Association for five (5) years and have served on a committee and/or Executive,

- Be prepared to host or co-host a General meeting to share your experience with the membership (a portion of funding will be held by ORNGT until after scheduled presentation),
- Will be sponsored ONLY once (not including Presidency sponsorship),
- Follow the 'Expense Allowances for Attendance at Meetings and Conferences' form and submit form to the ORNGT Treasurer - reimbursement will be made once the conference report has been submitted and received by the President minus the amount that will be held until completion of General meeting presentation.

## **PRESIDENT CONFERENCE SPONSORSHIP**

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The President during her/his term of office may attend:

- one International Conference;
- one ORNAC National Conference;
- one AORN Congress; and
- one ORNAO Provincial Conference

The office of President will be represented at the National and Provincial Conferences by the ORNAO representative without prejudice.

## **GENERAL MEMBERSHIP CONFERENCE ATTENDANCE SPONSORSHIP**

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The Association will sponsor members to conferences.

The number will be determined by the ORNGT Executive based on

- fiscal accountability including
  - double room occupancy\*
  - travel requirements

\*If a delegate requests a private room (single occupancy), the delegate will be responsible for the full cost of the room.

## **GENERAL MEETINGS-GUEST & VISITOR POLICY**

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Guests/Visitors may include:

- Members from other regions
- Nurses enrolled in perioperative studies
- Nursing students
- Special guests approved by the Executive
- Representatives of the press - during the programme only
- Prospective new members
- Guest/Visitors may be required to pay a nominal fee for attending a General Meeting

#### Guests/Visitors

- Are not allowed to vote
- May serve as scrutineers for election votes

## **SCHOLARSHIPS**

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ORNGT will award annual scholarships to those members who meet the application criteria for the following scholarships:

- Education (BN, BScN, MN, PhD, DNP)
- Surgical Volunteer Programs
- CPN(C) certification/recertification
- Research Study
- Other professional practice endeavours, at the discretion of the Executive

Applications will be blinded and scored according to application criteria.

The total dollar amount will be determined by the executive on an annual basis.

## **ONLINE DOCUMENTS AND FORMS**

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ORNGT Constitution and Bylaws

History of ORNGT brochure

Year at a Glance form

Meeting Minutes

General Meeting Minutes

Executive Meeting Minutes\*

Meetings

Guest/Visitor Policy

Membership

Online Membership Instructions

Scholarships

ORNGT Annual Scholarship Award form

ORNGT Annual Scholarship Application

Executive Forms\*

Meeting Attendance form

Meeting Evaluation form

Meeting Certificate of Attendance

Educational Hours form

Nomination form

Election Ballots form

Conference Commitment form

Expense Allowances for Attendance at Meetings and Conferences form

\*Executive Access Only



## **Roberts Rules of Order**

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

### Guidelines

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- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

<http://www.robertsrules.org/>