

Bylaws

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Preliminary

1.1 Social Name

The name of the Association as stated thereafter is : L'Association des enseignantes et enseignants en soins infirmiers des collèges du Québec. Abbreviated, the acronym « AEESICQ » will be frequently used.

1.2 Mission and Objectives

AEESICQ's mission, as per its letters patent, is articulated around four (4) main axes:

- The support of college nursing education;
- The analysis of teachers and students' pedagogical experiences;
- Research and pedagogical support;
- Communication: information and networking

The objectives, as registered in the letters patent and for which the corporation was created, are the following:

1. Representing the members' interests in dealing with the government, professional associations, unions or other groups;
2. Promoting the contribution of college nursing teachers to the development of the nursing profession;
3. Bringing forth the members' dual professional role and its influence on nursing education;
4. Providing information to the members on the latest educational approaches;

5. Providing information to the members on the latest healthcare approaches;
6. Facilitating members' access to continuing education for professional upgrading;
7. Promoting members' personal involvement on social issues;
8. Encouraging members to network and put their values and competencies to contribution;
9. Collaborating with organizations promoting health.
10. Encouraging the creation of pedagogical tools and supporting the members with the production and dissemination of their tools.

Members

2.1 Membership Categories

The AEESICQ includes three (3) types of members :

- Regular members;
- Special members ;
- Honorary members.

2.2 Regular Members

- 2.2.1** Is considered a regular member an active or retired college nursing teacher (from regular sector or continued education) who adheres to AEESICQ's mission and objectives.
- 2.2.2** Only regular members can sit on the Board of Governors (BoG) and chair committees.

2.3 Special Members

Is considered a special member a person working in the field of nursing education or related domain who shares the mission of the Association and whose request for membership is accepted by the Board.

2.4 Honorary Members

The Association can discern this title to individuals or organizations that made a specific contribution more particularly through their works or donations.

2.5 Adhesion

2.5.1 Adhesion Procedure

To become a regular or special member, a person must:

- Sign and submit the required adhesion form to AEESICQ's Board;
- Pay the annual fee, as determined by the general assembly, at the latest before the opening of the annual general assembly;
- Adhere to the current AEESICQ's bylaws.

2.5.2 Membership's Registry

- The Board updates the membership registry and sends out member cards;
- The membership card is valid from September 1st to August 31st of the current academic year;
- Membership is revoked when the fees are not paid;
- Fees are non refundable..

2.5.3 Members ' Rights

- All members can present motions during the annual or special general assembly;
- Special or honorary members must obtain the endorsement of a regular member to exercise that right;
- Only regular members can vote during annual or special general assembly;
- All members receive the AEESICQ's newsletters and publications.

2.5.4 Members' Commitment

Members cannot act or speak on behalf of AEESICQ without previous authorization from the Board.

2.5.5 Dismissal and Suspension of a Member.

- Members whose actions or attitudes are contrary to the mission and objectives of the letters patent or are causing prejudice to AEESICQ;
- A member threatened by suspension can, within fifteen (15) days of receiving a written notification from AEESICQ, request a case review from the Board;
- The Board, as decided by a motion voted by two third (2/3) of the administrators, can suspend the rights and privileges of a member for a determined period of time or destitute that member if his/her behaviour is prejudicial to the Association;
- The suspended or dismissed member can appeal the Board's decision at the next annual general assembly that, by a majority vote, has the power to reinstate the member. The suspended member must submit a written appeal to the Board within fifteen (15) days of receiving the notification of suspension or dismissal.

Members Assembly

3.1 Annual General Assembly

3.1.1 Definition

The General Assembly is made up of all Association members in good standing. For AEESICQ's members, it is the premise for collegial discussion and decision.

3.1.2 Decisional Powers

The Assembly is sovereign, being the only decision-making body in the matter of:

- Orientations and priorities for the Association;
- Election of Board members;
- Allocation of mandates the Board;
- Financial decisions and selection of auditors;
- Setting the annual fee ;
- Adoption, modification, and repeal of Bylaws and guidelines, in accordance with the Association's goals.

3.1.3 Notice of Annual General Assembly (AGA)

- When the Annual General Assembly is called for, a written notice indicating the date, the time and the location and the agenda for the Assembly must be made available to the members, with all required documents, four (4) weeks before the Assembly.
- The Annual General Assembly is scheduled either at the end of May or at the beginning of June;
- The Annual General Assembly is held at a location previously determined by the Board.

3.1.4 Procedure

- The Assembly votes a president as well as a secretary. These people are not necessarily members of AEESICQ;
- The Morin Code of Procedures is used during the AGA

3.1.5 Quorum

The quorum is determined as per the number of members present..

3.1.6 Voting

Voting in AGA will be based on the principle of one vote for each regular member.

3.2 Special General Assembly

3.2.1 The Association may hold Special General Assemblies.

3.2.2 Notice of Special General Assemblies (SGA)

- As needed, the Board or by fifteen (15) regular members may call for a Special General Assembly;
- A written notice (fax, letter or electronic mail) is used to call for a Special General Assembly .The notice of SGA must be sent to the members at least five (5) working days before the scheduled assembly;
- In case of emergency, the notice for a SGA can be forwarded to the members within two (2) days of the assembly using a telephone chain or electronic mail.

3.2.3 Definition

The Special General Assembly is made up of all Association members on good standing. For AEESICQ's members, it is the premise for collegial discussion and decision.

3.2.4 Procedure

- The Assembly votes a president as well as a secretary. These people are not necessarily members of AEESICQ;
- Only the subject listed on the agenda can be debated;
- The Morin Code of Procedures is used during the AGA

3.2.5 Quorum

The attendance of one (1) single member takes care of any possible disagreement regarding the notification process.

3.2.6 Voting

Voting in SGA will be based on the principle of one vote for each regular member.

Board of Governors

4.1 Roles of Board

The Board

- Administers the Association's affairs in accordance with the letters patent;
- Ensures dossiers' follow-up;
- Ensures the follow-up for all adopted decisions or motions issued from the General Assembly;
- Represents the Association when dealing with different groups;
- Informs and consults the members regularly;
- May preside over permanent and ad hoc committees and call upon the members to participate on these committees.

4.2 Composition of Board

- The Board includes seven (7) regular members: a president and six (6) advisors (board members)
- Among themselves, the Board Members (Board) elect the following officers:
 - Vice-President ;
 - Treasurer;
 - Secretary ;
- The Board can hire someone from outside the Association to fill in the position of secretary.

4.3 Description of Positions

4.3.1 The President

- Administers all AEESICQ 's affairs;
- Signs all the checks, bank notes and all other bank documents with the Treasurer
- Represents AEESICQ;
- As needed, delegates her functions to the Vice-President or to any other authorized administrator.

All the president' s decisions are subject to the Board's approval.

4.3.2 The Vice-President

- Replaces the President when he/she is unable to fulfill the presidential functions;
- Seconds the President;
- Assumes, at the request of the President, the leadership for special projects;
- Completes the President's mandate when he/she is unable to complete his/her mandate;
- Assumes the functions of the President by interim, until the next election, if he/she does not wish to finish the mandate of the exiting president.

4.3.3 The Treasurer

- Tends to the accounting books;
- Oversees the financial administration for projects and subsidies;
- Produces the annual financial report;
- Signs all the checks, bank notes and all other bank documents with the President;

4.3.4 The Secretary

- Ensures that notice of meetings are drafted and sent, and prepares the meeting 's minutes;
- Looks after the AEEASICQ' s archives, membership roster, and corporate logo;
- Assists the President with all her functions.

4.4 Terms of Mandates

- For the presidency, a three (3) year mandate, renewable once (1);
- For an advisory position, a three (3) year mandate, renewable;
- After three (3) consecutive absences (from scheduled Board meetings), a member of the Board is considered having resigned his/her position, and replacement procedures will be initiated.

4.5 Nomination of Candidates and Election to the Board of Governors.

4.5.1 The President

- Is elected by general vote, during the Annual General Assembly;
- All regular members can submit their candidacy, duly proposed and seconded, regardless of their region of origin.

4.5.2 Candidacy

- The period of candidacy for a position on Board starts one (1) month before the Annual General Assembly;

- The candidacy must be supported by two (2) regular members;
- The Nomination of Candidacy's form must be submitted before the Annual General Assembly;
- Ballots counters will be chosen during the assembly;
- The advisors must originate from all six (6) different regions.

4.5.3 Election

- If there are more than one (1) candidate for a vacant position, a regional election process will take place during the Annual General Assembly;
- The election of the six (6) advisors must receive approval from the General Assembly.

4.5.4 Grouping of Colleges by Region

- **Region 1 :**

- Cégep Beauce-Appalaches
 - Centre d'études collégiales de Lac-Mégantic
- Cégep de Drummondville
- Cégep de Thetford
- Collège Shawinigan
- Cégep de Trois-Rivières
- Cégep de Victoriaville
- Cégep régional de Lanaudière

- **Region 2 :**

- Cégep de Baie-Comeau
- Cégep de la Gaspésie et des Îles
- Cégep de La Pocatière

- Centre d'études collégiales de Montmagny
- Cégep de Matane
- Cégep de Rimouski
- Cégep de Rivière-du-Loup
- Cégep de Sept-Îles
- **Region 3 :**
 - Collège Édouard-Montpetit
 - Cégep de Granby Haute-Yamaska
 - Cégep de Saint-Hyacinthe
 - Cégep Saint-Jean-sur-Richelieu
 - Collège de Sherbrooke
 - Cégep de Sorel-Tracy
 - Collège de Valleyfield
- **Region 4 :**
 - Dawson College
 - Heritage College
 - John Abbott College
 - Collège Montmorency
 - Cégep de l'Outaouais
 - Cégep de Saint-Jérôme
 - Centre collégial Mont-Laurier
 - Vanier College

- **Region 5 :**

- Cégep de l'Abitibi-Témiscamingue
 - Campus de Val d'Or
- Cégep André-Laurendeau
- Collège de Bois-de-Boulogne
- Collège de Maisonneuve
- Cégep de Saint-Laurent
- Cégep du Vieux Montréal

- **Region 6 :**

- Collège d'Alma
- Cégep de Chicoutimi
- Cégep de Jonquière
 - Centre d'études collégiales en Charlevoix
- Cégep de Saint-Félicien
 - Centre d'études collégiales à Chibougamau
- Cégep de Lévis-Lauzon
- Cégep Limoilou
- Cégep de Sainte-Foy
- Collège François-Xavier-Garneau

4.6 Permanent and Ad-hoc Committees

4.6.1 Definition

The committees are essential gathering time for members to actively participate in the Association's life. A committee shall be appointed by the Board who oversees its proper functioning.

4.6.2 Mandate

The permanent committees address issues pertaining to:

- Education;
- Promotion of AEESICQ;
- Communication and information;
- Relationship with professional associations;
- Organization of annual conference.

Ad-hoc committees are created by the Board to address specific issues (e.g. revision of bylaws, etc).

4.6.3 Objectives

Each committee has specific objectives reflecting the nature of its dossiers. The Board defines the committee's specific tasks during the first board meeting at the beginning of year. The specific tasks for the ad-hoc committees are based on the identified needs.

4.6.4 Committee Chairing

Members of the Board chair the committees. Usually, the Board members select the committee they wish to chair at the first board meeting at the beginning of year.

4.7 Quorum for the Board Meetings

- 4.7.1** The quorum for board meetings is set to five (5) members.
- 4.7.2** In case of a vacant position, the Board can meet as long as there is quorum.
- 4.7.3** In case of a vacant position, the substitute board member replaces the board member who resigned or was unable to complete his/her mandate, until the next annual elections.

Substitute Board Member and Liaison Agent

5.1 Nomination of Candidates and Election Substitute Board Members

5.1.1 Candidacy

- The period of candidacy for these positions starts one (1) month before the Annual General Assembly;
- The candidacy must be supported by two (2) regular members;

5.1.2 Election

- Every region elects one (1) substitute board member. If there is more than one (1) candidate by region, there is an election during the Annual General Assembly;
- The election of the six (6) substitute board members must receive approval from the General Assembly.

5.1.3 Mandate

- The substitute board member has the mandate to advise, as needed, the member of the Board who represents his/her region and to replace him/her in case of resignation or incapacity;
 - The mandate of the substitute board member is three (3) years, renewable.
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5.2 Liaison Agent

5.2.1 Candidacy

Every Nursing Department chooses one (1) person, an AEESICQ's member, to act as a liaison agent and provides the Board with this information.

5.2.2 Mandate

The mandate of the liaison agent is terminated when the Nursing Department assigns someone else.

5.2.3 Role

The liaison agent receives information from the Board and forwards it to the department's faculty.

Miscellaneous

6.1 Financial Report

- 6.1.1** The budget's date of closure is March thirty-first (31st) of each year.
- 6.1.2** The General Assembly chooses two (2) auditors from the regular membership to audit the treasurer's books. If needed, they may decide to ask for an accounting firm and this will be done through a call for tenders.

6.2 Modification of Bylaws

6.2.1 Procedure

- Any member wishing to propose a bylaw modification must transmit his/her proposed amendment to the Board at least sixty (60) days before the General Assembly;
- All proposals for amendments must be available to the members at least four (4) weeks before the General Assembly where Bylaws modifications will be considered.

6.2.2 Vote and Implementation

- All amendments to the Bylaws must be adopted by two third (2/3) of the regular members attending the Annual General Assembly or a Special General Assembly, summoned for this purpose;
 - The Bylaws and their modifications or amendments come into effect as soon as the General Assembly, where they were adopted, ends unless the members have decided otherwise.
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