



CANADIAN ASSOCIATION OF FOOT CARE NURSES (CAFCN)

**ASSOCIATION CANADIENNE DES INFIRMIERE ET
INFIRMIERS EN SOINS DE PIEDS (ACIISP)**

GENERAL OPERATING BY-LAWS

May 22, 2020

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A By-law relating generally to the conduct of the affairs of
CANADIAN ASSOCIATION OF FOOT CARE NURSES
(CAFCN)

ASSOCIATION CANADIENNE DES INFIRMIERE ET INFIRMIERS EN SOINS DE PIEDS (ACIISP)
(the “Association”)

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WHEREAS the Association was granted Letters Patent by the federal Government of Canada under the *Canada Corporations Act* on the 1st day of February, 2010;

NOW THEREFORE BE IT ENACTED as a general operating By-law of the Association to take effect as follows:

SECTION 1 **INTERPRETATION**

1.01. Definitions

In all By-laws and resolutions of the Association, unless the context otherwise requires:

- a. “Act” means the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c. 23, including any Regulations made pursuant to the Act and any statute or Regulations that may be substituted, as amended from time to time.
- b. “Advisor” means a provincial or territorial representative of the Association within the meaning of Section 7.0.
- c. “Annual General Meeting” (AGM) means the yearly meeting held by the Association within the meaning of Section 4.03.
- d. "Articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Association.
- e. "Board" means the Board of Directors of the Association and includes the Executive Committee and Advisors within the meaning of Section 5.0.
- f. "By-law" means this By-law and any other By-law of the Association as amended and which are, from time to time, in force and effect.
- g. “Executive Committee” or “Executive” or “Executives” means the Executive of the Association within the meaning of Section 6.0.
- h. “Member” means a Member(s) of the Association.

- i. "Members" or "Membership" means the collective Membership of the Association.
- j. "Meeting of Members" or "General Meeting" includes the AGM or a Special Meeting of Members.
- k. "Majority" means more than 50% of the Members vote.
- l. "Ordinary Resolution" means a resolution passed by a Majority of the votes cast on that resolution.
- m. "Proposal" means a Proposal submitted by a Member of the Association that meets the requirements of Section 163 (Member Proposals) of the Act.
- n. "Public Relations" means the professional maintenance of a favorable public image by the Association.
- o. "Regulations" means the Regulations made under the Act, as amended, restated or in effect from time to time.
- p. "Special Meeting of Members" means a meeting of any class or classes of Members which does not occur at the AGM to discuss and vote on a particular topic set out by the Members.
- q. "Special Resolution" means a resolution passed by a Majority of the Member's votes casted on that resolution.

1.02. Interpretation

- a. In these By-laws and in all other By-laws of the Association hereafter passed unless the context otherwise requires, words importing the singular number, or the feminine gender shall include the plural number or the masculine gender, as the case may be, and vice versa, and references to individuals shall include individuals, bodies, partnerships, trusts, incorporated associations, firms and corporations.
- b. The headings used throughout these By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of any Article be deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

SECTION 2 **FINANCIAL AND OTHER MATTERS**

2.01. Financial Year

Unless otherwise changed by resolution of the Board, the financial year end of the Association shall be the 31st day of December in each year.

2.02. Banking Arrangements

- a. The banking business of the Association shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time.
- b. The banking business shall be transacted by two (2) of the four (4) authorizing Members of the Executive Committee of the Association. Authorizing Members include the President, Vice-President, Treasurer and Secretary.
 - i. Transactions shall not exceed \$3,000.00 without the approval of the Membership.
 - ii. Authorizing Members shall have access to view the online bank account.
- c. The Membership will yearly grant one cheque of the sum of \$5,000 for the deposit of the conference venue. The Board will not need prior approval for this check.
- d. If the Board needs to borrow money from the bank, in any form, the Board is required to follow the policy of the Association.

2.03. Annual Financial Statements

The Executive Committee shall give notice to the Members 14 days before the day on which an AGM of Members is held or before the day on which a written resolution in lieu of an AGM is signed, stating that copies of the annual financial statements and any other documents required by the Act are available on the Association's website and at the registered office of the Association. Any Member may request a copy free of charge at the registered office or by prepaid mail.

2.04. Head Office

The head office of the Association shall be situated in the place or municipality and the province specified in the Letters Patent, at such address as the Executive Committee may, by resolution, determine. Subject to the Act, the Executive Committee may, by a By-law, change the place or municipality and the province in which the registered office of the Association shall be situated. A copy of the By-laws shall be filed with the Minister of Industry.

SECTION 3

MEMBERSHIP

3.01. Condition of Membership

Membership in the Association shall be limited to the follow three (3) criteria:

- a. Individuals interested in furthering the objectives of the Association;
- b. Individuals who are of the following nurse classifications: Registered Nurses, Licensed/Registered Practical Nurses and/or Registered Psychiatric Nurses AND have completed a foot care certificate program;

OR

An individual(s) seeking honorary Membership, associate Membership, student Membership or corporate Membership as outlined in section 3.03.

- c. Individuals who have completed the application for admission as a Member and have received the approval of the Executive Committee.

3.02. Voting Rights of Members

Voting in the Association is available to all Registered Nurses, Licensed/Registered Practical Nurses and Registered Psychiatric Nurses who are Full Members in good standing.

3.03. Classes of Membership

- a. *Full Membership* - A Full Member is a nurse who maintains active registration with their respective Canadian regulatory body. Full Members have voice and the right to one (1) vote during Member meetings.
- b. *Honorary Membership* - Honorary Membership is given to an individual who has worked with and has advanced the goals of CAFCN. Honorary Membership shall have no rights of notice of meetings nor shall the Member have the right to vote at any meetings of the Association and shall not pay Membership fees. Honorary Membership will be presented at an AGM. Honorary Membership does not provide the Member with eligibility to hold office. See Appendix Two for all Honorary Members.
- c. *Associate Membership* - Any interested individuals (not qualified as a Full Member) which supports the objectives of the Association may become an associate Member under such terms and conditions as the Executive Committee may from time to time deem appropriate. This designation does not have voting privileges and is not eligible to hold an Executive position.
- d. *Corporate Membership* - Any interested partnership, corporation, agency or other group which supports the objectives of the Association may become a Corporate Member under such terms and conditions as the Executive may from time to time deem appropriate. Corporate Members do not have voting privileges and are not eligible to hold an Executive position.
- e. *Student Membership* – Any interested individual currently enrolled in a Canadian nursing foot care program. This designation does not have voting privileges and is not eligible to hold an Executive position.

3.04. Membership Term

The Membership term shall be one (1) year, which runs from January 1st to December 31st.

3.05. Membership Fees

- a. Fees are set by Membership at the AGM of the Association.

- b. Members shall be notified with an electronic invoice yearly in the month of November of the dues payable by them and, if any are not paid by the financial year end date (see section 2.01), the Members in default shall thereupon cease to be Members of the Association.
 - i. Membership is an annual fee and will not be prorated.
- c. There are no Membership fee reductions to an individual who gains Membership within the given term.
- d. Memberships fees are non-refundable and are non-transferable.

3.06. Membership Withdrawal and Termination

- a. Any Member may withdraw from the Association at any time by mailing a written resignation letter to the Association and lodging a copy of the same with the Secretary of the Association.
- b. Membership of the Association is terminated when:
 - i. The Member dies;
 - ii. The Member fails to maintain qualification of Membership (see section 3.01);
 - iii. The Member's term of Membership expires with failure to pay the yearly Membership fees for the upcoming year;
 - iv. The Member fails to act in the best interest of the Association and is removed by the Executive Committee by Majority vote;
 - v. Any Membership may be terminated by a Majority vote of the Members.
 - 1. The Board will send a letter of termination by electronic mail with read receipt within 48 hours of the Members vote and send a copy by postal mail with signature on arrival within one (1) week of Members vote.
 - vi. The Association is liquidated or dissolved under the Act.
- c. Upon termination of Membership, the Member will no longer have the right to vote, speak, attend or participate in all meetings conducted by the Association.

SECTION 4

MEMBER MEETING

4.01. Meeting Conduct

- a. The Association shall follow the current edition of Robert's Rules of Order and shall govern the Association in all cases to which they are applicable.
- b. The Members may decide that a Meeting of Members be held outside of Canada.

- c. Members can attend, participate and vote in meetings by means of telephone, electronic or by other communication tools that the Association has deems appropriate for all participants to communicate effectively. The Association will ensure such communication tools are available which complies with the requirements in the Act.
- d. The Members may consider and transact any business either Special or General at any meeting of the Members.
- e. The Executive Committee or the President or Vice-President shall have power to call at any time, a General Meeting of the Members of the Association.
- f. The Executive Committee shall call a Special Meeting of Members by written requisition by the Membership for Members to carry out a Special Resolution.
- g. Fourteen (14) day's written notice shall be given to each voting Member of any Annual or Special General Meeting of Members. Written notice may be given by mail/email and publication on the Association website.
 - i. Notice of any meeting where special business will be transacted shall contain enough information to permit the Members to form a reasoned judgment on the decision to be taken.
 - ii. If notice is undeliverable on two (2) consecutive occasions because the Member cannot be found, the Association will not be required to provide further notice until new contact information is received in writing by the Member.
- h. Notice of each meeting of Members must remind the Member if the Member has the right to vote by proxy.
- i. No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

4.02. Voting

- a. Each voting Member present at a meeting shall have the right to exercise one (1) vote.
 - i. Where there is more than one Advisor in a Province or Territory and there is a need for a vote at an Advisor Meeting, there would only be one vote per Province or Territory.
 - 1. If a Province or Territory with multiple Advisors are unable to reach consensus, the Advisor with the most Advisor experience within that Province or Territory shall have the voting right.
- b. A Member may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of Members, in the manner and to the extent authorized by the proxy.
 - i. A proxy holder must be a Full Member of the Association.
 - ii. A Full Member may only exercise one (1) proxy vote.

- c. A Majority of the votes cast by the Members present and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of Members is required by the Act or these By-laws.

4.03. Annual General Meeting (AGM)

The AGM will follow conduct as outlined in Section 4.01 and 4.02.

- a. The AGM shall be held at the head office of the Association or at any place in Canada as the Executive Committee may see fit.
- b. The AGM is to be held on the 4th full weekend of May in a given year. The date is subject to change by the Executive Committee by vote.
- c. A “Guest” is any individual(s) who is not included in Section 3.03a.
- d. At every AGM, in addition to any business that may be transacted, the financial statements and the report of the auditors shall be presented, and auditors appointed for the ensuring year.
- e. For positions available for the Executive Committee, Advisors, and Association Committees an election may be held at each AGM.
 - i. Each Member shall be elected in accordance with Section 5.05.

SECTION 5 **THE BOARD**

5.01. Power

- a. The Board shall exercise such powers as are authorized by the Membership.
- b. Any Board Member may be removed by a Majority vote of the Executive Committee.
- c. The Board Members shall receive no remuneration for serving as such but are entitled to reasonable expenses incurred in the exercise of their duty.
- d. No Board Member shall directly or indirectly receive any profit from his/her position.

5.02. Number of Board Members

- a. The property and business of the Association shall be managed by a Board comprised of a minimum of three (3) Executives. The specific number of Board Members shall be determined from time to time by a Majority vote of the Executives at an Executive Committee meeting.
 - i. The vote will be sanctioned by an affirmative Majority vote in favour of the resolution at a meeting of Members solely called for the purpose of determining the number of Board Members to be elected into the Board.

5.03. Board Qualifications

- a. Executives shall:
 - i. Be an individual, 18 years of age or older, with power under law to contract;
 - ii. Be a Full Member (see Section 3.03) of the Association, in good standing, for a minimum of two (2) years;
 - iii. Be an individual who has participated on an Association Committee for at least one (1) year;
 - iv. Not hold more than two (2) Executive positions; whereas the President may only hold its own position within the Association; and
 - v. Have completed the online application form available on the Association website.
- b. Advisors shall:
 - i. Be an individual, 18 years of age or older, with power under law to contract;
 - ii. Be a Full Member (see Section 3.03) of the Association, in good standing, for a minimum of two (2) years;
 - iii. The individual must live and be registered in the province/territory of which they are applying to represent; and
 - iv. Have completed the online application form available on the Association website.

5.04. Board Composition

The Board consist of the Executive Committee and Advisors.

- a. The Executive Committee shall consist of the following:
 - i. President;
 - ii. Past President;
 - iii. Vice-President;
 - iv. Secretary;
 - v. Treasurer; and
 - vi. Membership Manager.
- b. The Advisors shall consist of one (1) to a maximum of three (3) Members from each of the following thirteen (13) geographical locations: Yukon, Saskatchewan, Quebec, Prince Edward

Island, Ontario, Nunavut, Nova Scotia, Northwest Territories, Newfoundland & Labrador, New Brunswick, Manitoba, British Columbia, and Alberta.

5.05. Election and Term of Executives

- a. Member(s) shall complete the online application form on the Association website when:
 - i. A Member is interested in applying for a Board position; or
 - ii. A Board Member's term is ending and the Member wishes to re-apply.
- b. The Board shall be elected for a term of two (2) years by the Members at the AGM as outlined in Section 4.03.

5.06. Resignation and/or Removal

- a. The office of a Board Member shall be automatically vacated:
 - i. If a Special General Meeting of Members, a resolution is passed by a Majority vote cast in favour of the removal of the Board Member;
 - ii. The Board Member misses three (3) consecutive meetings without notice of intent to be absent;
 - iii. If a Board Member has resigned his/her office by delivering a written resignation to the Secretary of the Association;
 - iv. The Member has been convicted of a crime;
 - v. If he/she are found by a court to be of unsound mind; or
 - vi. On death.
- b. A retiring Board Member shall remain in office until the dissolution or adjournment of the meeting at which his/her retirement is accepted and his/her successor is elected.
- c. All item(s) owned by the Association shall be returned to the Executive Committee upon resignation and/or removal.

5.07. Vacancy in the Board

- a. Vacancy on the Board or of a Committee, however caused, may remain vacant so long as a quorum of the Board remains.
- b. If any vacancy shall occur for any reason as outlined in Section 5.06a, the Executive Committee by Majority vote, may, fill the vacancy with a Member of the Association.
 - i. If unable to fill the vacancy, the position shall be filled at the next AGM.

- c. If there is not a quorum of Executive Committee, the remaining Board shall forthwith call a meeting of the Members to fill the vacancy.

SECTION 6

EXECUTIVE COMMITTEE

6.01. Powers

- a. Subject to the Act, the Executive Committee of the Association shall manage the affairs and activities of the Association.
- b. The Executives shall have power to authorize expenditures on behalf of the Association from time to time.
 - i. Executive(s) have the right to employ and pay salaries to employees of the Association.
 - ii. The Executives shall have the power to enter into a trust arrangement with a trust company for the benefit of promoting the interest of the Association in accordance with such terms as the Executive Committee may prescribe.
- c. One (1) Advisor per province/territory and each Member of the Executive Committee will receive a complimentary annual CAFCN conference registration.

6.02. Gifts and Contributions

The Executive Committee shall take such steps as they may deem requisite to enable the Association to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objectives of the Association.

6.03. Conflict of Interest

Every Board Member shall disclose to the Association the nature and extent of any interest that the Member has in a material contract or material transaction, whether made or proposed, with the Association, in accordance with the manner and timing provided in the Act.

6.04. Executive Committee Meetings

- a. Meetings of the Executive Committee shall follow Section 4.0.
- b. There shall be at least one (1) meeting per year of the Executive Committee.
- c. A Majority of Executives in office, from time to time, but no less than two Executives, shall constitute a quorum for meetings of the Executive Committee. Any meeting of the Executive Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the By-laws of the Association.

6.05. Indemnification

The Association shall provide present or former Board Members with the indemnification as described in Section 151 of the Act.

6.06. Description of Executives

A detailed list of duties for each executive position can be found on the CAFCN website. The Board (in accordance with the Act) may assign or delegate duties and powers from time to time. The following are the main duties and powers of each Executive position:

- a. **President** – The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings of the Association and of the Executive Committee. The President shall be the custodian of the Seal of the Association. The President shall address and carry-out matter related to Public Relations.
- b. **Vice-President** – The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon him/her by the Executive Committee.
- c. **Past President** - The Past President shall be a mentor to the President and a resource to the Association. The Past President shall perform such duties from time to time as imposed by the Executive Committee or President.
- d. **Treasurer** - The Treasurer shall be custodian of the funds and securities of the Association. The Treasurer shall maintain accurate accounts in compliance with the Act of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association. The Treasurer shall have the annual financial report prepared for the AGM.
- e. **Secretary** – The Secretary shall attend all meetings and act as the recorder. Maintains meeting minute records for the Association of all meetings and distribute documents to all Members as necessary.
- f. **Membership Manager** – The Membership Manager shall be responsible for maintaining a register of paid Membership of the Association and complete Membership cards. The Membership Manager shall assist with promoting Memberships at conferences and through social media. The Membership Manager shall be responsible to learn operation of the Membership system and work closely with the Webmaster and Marketing Committee.

SECTION 7 **ADVISORS**

7.01. Duties

The duties of the Advisors shall include:

- a. Communicate with the Executive, foot care nurses, health care managers, nursing educators, clinical or evidence-based authors/researchers, and local foot care related suppliers, speakers and sponsors within their designated province/territory to expand the role of the Association.
- b. Attendance on provincial quarterly teleconference Meetings.

- i. If unable to attend regional Meetings, the Advisor should try to call in on another regional call and provide an update on their activity.
 - ii. Are responsible to provide a written provincial/territorial activity update to the Executive Committee following quarterly teleconference to be publish on “members only” page of the CAFCN website.
- c. Encouraging attendance at the annual provincial/territorial Advisor meeting in conjunction with the AGM.
- d. Active participation, promotion and support of national initiatives and the development of regional initiatives to enhance foot care practices.
- e. Performing duties from time to time as directed by the Executive Committee or President.

SECTION 8

ASSOCIATION COMMITTEES

8.01. General rules for all Association Committees

- a. No remuneration is necessary unless expenses have incurred, and have been pre-approved by the Executive.
- b. All Committees shall have at least one (1) Board Member.
- c. Voting on changes completed within committees shall be done at the AGM, unless specified differently below.
- d. Committee consists of Members appointed from the Membership, either by the Board or by Members.
 - i. Member(s) interested shall completed the online application on the Association website or be nominated at the AGM (See Section 5.05).
- e. Vacant position(s) shall follow the guidelines outlined in Section 5.07.
- f. The chair of all Committees shall prepare to present a report at the AGM.

8.02. Ad Hoc Committee(s)

- a. An Ad Hoc Committee(s) shall be determined by the Executive Committee to address a specific topic for specified period of time.
- b. Ad Hoc committees will work closely with the Executive Committee. All proposals must be brought to the attention of the Executive Committee and approved by the Executive Committee before being put into action.

8.03. Education Committee

- a. The Education Committee chair shall be elected by the Education Committee or be appointed by the Executive.
- b. The Membership of the Education Committee shall have at least three (3) Members from the active Membership plus the chair.
- c. The Education Committee is responsible for overseeing the preliminary development of guidelines, skills and certification.

8.04. By-laws Committee

- a. A Member of the Executive shall be one (1) Member of the committee.
- b. The By-laws Committee shall ideally be comprised of one (1) Member from each Advisor region. The By-law Committee shall have at least three (3) Members.
- c. The By-laws Committee shall collaborate with the Executives to prepare changes in the By-laws.

8.05. Policy Committee

- a. The Membership of this committee shall have at least three (3) Members.
- b. Before any policy can be implemented it must be passed at the AGM with a quorum of two thirds (2/3) of Membership present.
- c. The Policy Committee shall be responsible to develop policies that reflect current structures and functions of the Association. The Policy Committee is responsible to ensure conformity with changes in the Association By-laws.
- d. The chair of the Policy Committee shall be prepared to present necessary changes at the AGM for approval.

8.06. Nominating Committee

- a. The Membership of this committee shall have at least three (3) Members.
- b. The Nominating Committee shall be responsible to present a slate of Officers to the voting body at the AGM for open Board and Committee positions.

8.07. Conference Committee

- a. The term of office will be for one (1) year.
 - i. The chair will remain for the next conference as co-chair.
- b. Within the Conference Committee, at least one (1) Member will be from the host province.

- c. The Conference chair will conduct correspondence: thank you notes to vendors/sponsors, exhibitors and speakers as necessary.
- d. The conference budget (based on the previous year) is to be approved by the Executive Committee. All expenses must be pre-approved by the Executive Committee before any transaction is agreed upon (see section 2.02).

8.08. Marketing Committee

- a. The Marketing Committee consists of two (2) Members.
- b. The Marketing Committee collaborates with the Executive Committee, Advisors and Webmaster.
- c. The electronic newsletter will be published four (4) times a year with input from the Board.
- d. The Marketing Committee shall ensure social media utilized by the Association are maintained and active.
 - i. Committee Members are to ensure there is a post (article, photo, video, etc.) at least once (1) a week.
 - ii. Committee Members are to ensure inboxes on social media accounts are reviewed and answered within a timely manner.

8.09. Webmaster

- a. The webmaster shall have a good working knowledge of computers.
- b. The webmaster can be a Member of the Association or an individual from outside the Association.
- c. The Webmaster will oversee the day to day management of the website. The aim of the Association is to provide information using a paperless venue.

SECTION 9 **BY-LAWS AND RECORDS**

9.01. Amendment of By-laws

- a. The By-laws of the Association may make, amended or repeal a By-law, subject to the Act.
- b. A By-law may be enacted by a Majority vote of the Board at an Executive Committee meeting and sanctioned by an affirmative Majority vote of the Members at the AGM.
- c. By-laws shall not be enforced or acted upon until the approval of Corporations Canada has been obtained.

9.02. Books and Records

The Board shall see that all necessary books and records of the Association required by the By-laws or by any applicable statute or law are regularly and properly maintained.

9.03. Auditors

- a. The Members shall, at each AGM; appoint an auditor to audit the accounts and annual financial statement of the Association for report to the Members at the next AGM. The remuneration of the auditor shall be fixed by the Executive Committee. The auditor shall not be associated or related to the treasurer.
- b. A motion approved by Membership as outlined in Section 4.02, will allow the finances to be reviewed rather than audited.
- c. Whenever required, the Treasurer shall render to the Board an account of all individual transactions as Treasurer and of the financial position of the Association.

9.04. Execution of Documents

- a. Contracts, documents including financial expenditures or any instruments in writing requiring the signature of the Association, shall be signed by any two (2) Executive Committee Members and all contracts, documents and instruments in writing so signed shall be binding upon the Association without further authorization or formality.
- b. The Executive Committee shall have power from time to time by resolution to appoint a(n) Member(s) on behalf of the Association to sign specific contracts, documents including financial expenditures and instruments in writing.
- c. The Executive Committee may give the Association's power of attorney to any registered dealer in securities for the purpose of transferring of and dealing with any stocks, bonds, and other securities of the Association.
- d. The Seal of the Association when required may be affixed to contracts, documents and instruments in writing signed as foresaid or by any Board Member appointed by resolution of the Executive Committee.

Appendix One: CAFCN Mission Statement, Goals and Objectives

CANADIAN ASSOCIATION OF FOOT CARE NURSES (CAFCN)
ASSOCIATION CANADIENNE DES INFIRMIERE ET INFIRMIERS EN SOINS DE PIEDS (ACIISP)

Mission Statement

The Mission of the Canadian Association of Foot Care Nurses is to advance the practice of foot care through a collaborative and networking process for all individuals providing foot care.

Goals:

Collaborate with health care professionals across Canada to promote optimal foot care and to improve client outcomes.

Develop educational opportunities, national guidelines and a certification process for nursing foot care.

Promote public awareness of the benefits of foot care and of the role of a foot care nurse within the health care team.

Facilitate the development and publication of clinical and research-based articles related to the advancement of nursing foot care.

Objectives:

To provide a network for foot care nurses to collaborate with one another;

To provide an annual educational conference to enhance learning in a supportive environment and build a stronger Association;

To collaborate with CNA to develop a national certification process for foot care nurses;

To work in collaboration with provincial groups and colleges to build a national organization that will develop guidelines that enhance foot care practice across Canada;

To review requests and assist and support member in facilitating, developing and publishing actual clinical and research-based articles and/or trials relating to the advancement of medical and/or nursing foot care;

To review requests and assist agencies and/or organizations, when deemed in the best interest of foot care, in facilitating, developing and publishing actual clinical and research-based articles and/or trials relating to the advancement of medical and/or nursing foot care.

Appendix Two:
CAFCN Honorary Members

At the time and date documented below, there are no Honorary Members.



Audrey Wall, President

May 22, 2020

Date