

# Constitution of the Canadian Association of Nephrology Social Workers

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## Article 1: Name

The name of this organization shall be *The Canadian Association of Nephrology Social Workers*.

## Article II: Purpose

The purposes and functions of the association shall be:

- a) To promote identification and solidarity as a professional specialty;
- b) To promote a philosophy of total care in dialysis/transplant programs;
- c) To develop and promote standards of care for social work in dialysis/transplant programs;
- d) To maintain a dialogue related to the psycho-social implications of changes in patient care. e.g. Medical, political, environmental;
- e) To disseminate information concerning the psycho-social aspects of dialysis and transplantation and problems related to kidney failure;
- f) To provide consultation to relevant organizations. For example, The Kidney Foundation of Canada;
- g) To promote psycho-social research into kidney failure.

## Article III: Membership

### Section 1

The Canadian Association of Nephrology Social Workers shall consist of active members and associate members.

### Section II – Active Members

Any Social Worker currently working in a Canadian Nephrology Program. Active members may vote and hold office and act as a chairperson of a committee. The immediate Past President will be considered an active member.

## **Section III – Associate Members**

Those eligible for Associate Membership include the following:

- a) Social Workers practicing Nephrology Social Work in any area outside Canada;
- b) Professionals practicing in a related field of Nephrology;
- c) Laypersons from related organizations;
- d) Previously active members.

Associate Members may attend meetings, conferences, participate on committees and receive significant mailing. Associate Members may not vote or hold office in the Canadian Association of Nephrology Social Workers.

## **Article IV: General Meetings**

### **Section 1**

There will be an annual general meeting for all CANSW members usually held at the CANSW conferences.

### **Section II – Regional Meetings**

The Association encourages regional meetings. Nationally, there are seven designated regions that may organize such meetings.

- 1) British Columbia, Yukon
- 2) Saskatchewan and Manitoba
- 3) Northern Ontario
- 4) Southern and Central Ontario
- 5) Quebec, Nunavut, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland
- 6) Alberta and Northwest Territories
- 7) Eastern Ontario

The frequency of regional meetings should reflect the needs of the area's membership.

### **Section III – Conferences**

There will be an organized CANSW Conference held on a regular basis.

## **Article V: Offices**

### **Section 1 – Governance of the Organization**

Governance of the Canadian Association of Nephrology Social Workers shall be through a Board of Directors of twelve active members. The Board of Directors will consist of the seven regional representatives and the executive committee of a president, vice-president, a secretary, a treasurer and the immediate past president. Annual elections of officers will be held in conjunction with the Annual Meetings.

### **Section II – Election of Officers**

- 1) The officers and regional representatives shall be nominated by the Nominating Committee of the Association. The Nominating Committee must seek suggestions from all categories of membership. Elections shall be by majority vote at the annual meeting.
- 2) The Nominating Committee shall consist of:
  - Past President (Chairperson)
  - Two representatives from the General Membership of the CANSW

### **Section III – Terms of Office**

Each officer shall serve for a two-year term. The term shall commence upon such officer's installation at the annual meeting.

Each officer shall be eligible for re-election for not more than one additional term of office in the same position.

It is imperative to ensure continuity and prevent complete changeover in the executive committee at any one time. Therefore, the immediate past president will be an active member of the executive committee and participate in the executive meetings for the first year of a change of president. In addition, the Nominating Committee will actively seek nominations for executive positions that ensure the continuity of the executive.

### **Section IV: Vacancy in Office**

In the event of a vacancy in any office, the Executive Committee shall elect a

successor, preferably from nominees selected for such an office by the Nominating Committee. The appointee to fill such a vacancy shall serve until the next election.

## **Article VI: Board of Directors**

### **Section 1 – Mandate**

The Board of Directors, during their respective term(s) shall carry out the functions and purposes of the Association.

### **Section II – Composition – Board of Directors**

The Board of Directors shall consist of the seven regional representatives, the immediate Past President and the Executive Committee (the President, Vice President, Treasurer and Secretary).

The Board of Directors will meet on a semi-annual basis. One meeting will be held in conjunction with the general meeting which will be held on a regular basis. One meeting will be held by conference call.

A quorum will consist of a simple majority (50% + 1) of those present at a duly called meeting. Minutes of the Board of Directors meetings will be available at the annual general meeting.

### **Section III – Composition, The Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.

The immediate past president shall remain an active member of the executive for the first year and an ex-official member for the remaining term of past president. The Chairperson of a standing or ad-hoc committee will provide representation for such committees at Executive Meetings upon request by the Executive.

The Executive shall meet at least four times per year – one meeting of which will be at the annual general meeting. A conference call shall constitute an executive meeting.

A quorum will consist of a simple majority (50% + 1) of those present at a duly called meeting. Minutes of Executive meetings will be provided to the Board of Directors and available upon request to any members.

## **Article VII: Regional Representation**

### **Section 1**

The Nominating Committee must seek suggestions from members in each region, from all categories of members, to provide representation (See Article IV, Section II) to the Board of Directors. As liaison, representatives will inform the association at large of their region's activities by means of the Newsletter. Also, representatives are welcome to communicate any region-specific concerns and/or issues to the Executive Committee.

## **Article VIII: Relationships with Collateral Organizations**

### **Section 1**

Relationships with related organization shall be maintained by the president or delegate appointed by the Executive Committee.

### **Section II**

The president or alternate will act as Canadian representative to the Council of Nephrology Social Workers (USA) Newsletter.

A representative of the CANSW may act as a liaison and consultant to the National patient Services Committee of the Kidney Foundation.

There will be a CANSW representative in the Allied Health Council.

CANSW representatives may be designated to other ad-hoc committees that have a working relationship with the Association.

## **Article IX: Standing/Ad-Hoc Committees**

### **Section 1**

There shall be standing and ad-hoc committees of the Association as deemed necessary by the Executive Committee. The chairperson of each committee shall be appointed by the Executive. Membership to the committee will be sought by the appointed "chair". Regional representation shall be sought out when practical.

## **Article X: Dues**

### **Section 1**

The Association is a non-profit organization and any dues collected shall be utilized only for operational and educational purposes. The annual dues shall be established by the membership upon the recommendation of the Executive Committee.

## **Article XI: General**

### **Section 1 – Conduct of Business**

In the operation of the Association, Robert's Rules of Order shall govern to the extent they are compatible herewith.

### **Section II – Minutes**

The minutes of the Executive Committee will only be mailed to that committee. The minutes of the Executive Committee and all committees shall be open to inspection by the membership.

Minutes of the Annual General Membership meeting will be circulated to all members in good standing.

## **Article XII: Amendment to Revision of the Constitution**

A review and/or update of the Constitution of the CANSW shall be completed by the Executive at least every five years. Amendments/revisions to the Constitution must be circulated to the membership a minimum of 14 days prior to the Annual General Meeting. Amendment/revisions to the Constitution will be done by secret ballot through attendance at the Annual General Meeting or a mail-in ballot (for those unable to attend) received prior to the meeting. A majority will consist of 50% + 1 of the total ballots received.

*Amended and approved  
March 2014*