

**RAINBOW NURSING  
INTEREST GROUP  
OF THE  
REGISTERED NURSES' ASSOCIATION  
OF ONTARIO**

**BYLAWS**

**Approved by Membership (APRIL 12, 2008)**

# BYLAWS

Definition: Throughout the bylaws, the **Association** refers to the **Registered Nurses' Association of Ontario**.

## I. NAME

The name of the organization shall be the Rainbow Nursing Interest Group (RNIG).

## II. GOALS

Members of RNIG have developed bylaws which provide a structure through which they promote the stated goals of the group.

## III. MEMBERSHIP

A. Any member or an associate as defined in the Association bylaws, with an interest in the health of lesbian, gay, bisexual, transsexual, transgender, two-spirit, intersex, queer and questioning (LGBTTTTIQQ) clients and nurses and in promoting evidence-informed care and cultural proficiency that reflects the needs of sexual minorities, shall become a member of RNIG upon payment of an annual membership fee.

## IV. EXECUTIVE COMMITTEE

### A. COMPOSITION:

An Executive Committee will be formed from the membership with the following positions:

- 1.) Chair or Co-chair(s)
- 2.) Finance Executive Network Officer(s)
- 3.) Communication Executive Network Officer(s)
- 4.) Membership Executive Network Officer(s)
- 5.) Policy and Political Action Executive Network Officer(s)
- 6.) Student Liaison Executive Network Officer(s)

### B. TERM OF OFFICE

- 1.) A term of office shall be two years, beginning and ending at the Executive Meeting following the Annual General Meeting.
- 2.) No officer shall serve more than two consecutive terms in the same position, or three consecutive terms of office on the Executive Committee. Members who are ending their

terms must be re-nominated and re-elected in order to remain on the Executive Committee.

### **C. VACANCY**

- 1.) In the event that an officer shall cease to act, the Executive Committee shall, if the unexpired term thereof is less than one year, appoint a member to fill such office for such unexpired term.
- 2.) In the event that the unexpired term exceeds one year, the Executive Committee shall fill the position as specified in Bylaw IV.C.1 for the remainder of the first year and arrange for an election to fill such vacancy for the remaining year, at the next Annual General Meeting.

### **D. NOMINATIONS**

- 1.) Notice of election and call for nominations will be communicated prior to the Annual General Meeting.
- 2.) Candidates for office shall be nominated in writing, and nominations shall be delivered to a Co-chair until one week prior to the RNIG Annual General Meeting.
- 3.) Candidates for office may be nominated from the floor provided they are present or have submitted a candidate's statement in writing.
- 4.) Nominations must be accompanied by the signatures/e-mail support of at least two RNIG members who support the nomination.

### **E. ELECTIONS**

- 1.) The RNIG membership shall elect at the Annual General Meeting the number of persons necessary to render an Executive Committee as specified in bylaw IV. A.

## **V. POWERS OF THE EXECUTIVE COMMITTEE**

### **A. The RNIG Executive Committee shall:**

- 1.) Coordinate the Association activities at the RNIG level.
- 2.) Determine the numbers, composition and duties of teams as necessary to fulfill the goals of the RNIG.
- 3.) Appoint ex-officio members as required.
- 4.) Determine the amount of the annual membership fee.

- 5.) Have the right to request the resignation of any Executive Committee Member who:
  - a.) misses three consecutive Executive meetings, or
  - b.) fails to meet the expectations of her/his position

## **VI. MEETINGS OF THE EXECUTIVE COMMITTEE**

### **A. TIME AND PLACE**

- 1.) The Executive Committee shall meet at least three times a year, in addition to the RNIG Annual General Meeting, at such times and places as the Committee shall determine, and shall include teleconference meetings.
- 2.) Additional meetings of the RNIG Executive Committee may be held upon the resolution of the Committee or at the call of a Chair.

### **B. NOTICE OF EXECUTIVE COMMITTEE MEETINGS**

- 1.) Notice of meetings of the RNIG Executive Committee shall be contained in the minutes of the preceding Executive Committee meeting.
- 2.) Notice of any additional meetings as specified in section VI.A.2 will be received at least one week prior to the meeting, by phone or in writing.

### **C. QUORUM FOR EXECUTIVE COMMITTEE MEETINGS**

- 1.) The quorum at a meeting of the RNIG Executive Committee shall be 50%.

### **D. VOTING AT EXECUTIVE COMMITTEE MEETINGS**

- 1.) Voting shall be by consensus, unless the Chair of the meeting directs otherwise. In the event of a vote, a majority of the quorum is required to pass a motion. For those issues where 100% of the Executive will be required to vote, a proxy will be accepted.
- 2.) An issue requiring 100% of the Executive to vote may be identified by any of the following:
  - a.) The Co-chairs
  - b.) Any five members of the Executive Committee OR
  - c.) Any ten general members

Notice of the request must be given in writing to a Chair prior to voting on the issue.

- 3.) The Chair shall vote only as necessary to break a tie.

## **VII. DUTIES OF OFFICERS**

## **A. THE CHAIR(S) SHALL:**

- 1.) Preside at or designate an alternate to reside at all meetings of the RNIG and Executive Committee.
- 2.) Be or designate a member to be at the RNAO Assembly meetings.
- 3.) Exercise general control and supervision over the affairs of the RNIG.
- 4.) Be responsible for the agenda, changes in it and new business for meetings.
- 5.) Present an Annual Report.
- 6.) Coordinate the nomination process and conduct the election of officers at the Annual General Meeting
- 7.) Represent RNIG as voting delegate to the RNAO AGM or specify an alternate to act as voting delegate at the AGM/Assembly.

## **B. COMMUNICATION EXECUTIVE NETWORK OFFICER(S) SHALL:**

- 1.) Keep records of all proceedings of the RNIG including a record of all meetings of the RNIG and Executive Committee.
- 2.) Cause to be sent copy of the minutes of any such meeting to the Executive Committee members, ex-officio members and the Association office.
- 3.) Produce and distribute the RNIG Newsletter.
- 4.) Assess and provide for communication needs of members re: RNIG goals.
- 5.) Develop external media released re: RNIG and related issues.
- 6.) Develop and produce promotional material re: RNIG.
- 7.) Assist and support other teams in communicating about issues to the membership and the community at large.
- 8.) Maintain a list of Executive members' contact information.
- 9.) Assess and make recommendations re: electronic and internet communication with members (e.g., e-mail, web pages).
- 10) Represent RNIG on related committees as requested by the Chair(s) or Executive Committee.

## **C. THE FINANCE EXECUTIVE NETWORK OFFICER(S) SHALL:**

- 1.) Keep a record of all monies received and expended.
- 2.) Issue and sign cheques for payment of authorized expenditures.
- 3.) Place funds in the bank.
- 4.) Send vouchers, bank passbooks and bookkeeping records to the Association office for audit when instructed to do so.
- 5.) Report, at the request of the Chair(s), the state of the finances.
- 6.) Prepare the annual financial statement for presentation at the Annual General Meeting and submission to the Association office.
- 7.) Invest funds as directed by the Executive.

### **C.1. SIGNING AUTHORITY**

The signing officers of the RNIG shall be the Treasurer and two of the following: Chair(s) or one other member of the Executive Committee to be determined annually by the Executive Committee.

## **D. THE MEMBERSHIP EXECUTIVE NETWORK OFFICER(S) SHALL:**

- 1.) Maintain membership lists.
- 2.) Administer bursaries and awards (advertise, review applications, make selections).
- 3.) Contribute to the planning of RNIG conferences/workshops.
- 4.) Monitor and respond to calls from members and non-members regarding the role and activities of and benefits of membership in RNIG.
- 5.) Recognize the contributions of individual members (e.g., retiring Executive members).
- 6.) Plan and co-ordinate member events, including Annual General Meeting activities.

## **E. POLICY AND POLITICAL ACTION EXECUTIVE NETWORK OFFICER(S) SHALL:**

- 1.) Provide leadership for political action activities within RNIG and responding to RNAO Action Alerts.
- 2.) Network with stakeholders and establish political strategies as appropriate to the issue arising in collaboration with the Chair(s) and other Interest Group members.
- 3.) Recommend a course of action on policy issues to the Executive Committee
- 4.) Advise RNAO on emerging issues.
- 5.) Represent RNIG on related committees as requested by the Chair(s) or Executive Committee.

#### **F. THE STUDENT LIAISON EXECUTIVE NETWORK OFFICER(S) SHALL:**

- 1.) Provide input to RNAO and RNIG on relevant issues from a student's perspective.
- 2.) Promote RNIG and RNAO's perspectives, links, resources and awards to peers in nursing programs.
- 3.) Identify community and home health nursing student education issues to RNIG.
- 4.) Network with other student nursing associations, especially the Ontario Regional Director of the Canadian Nursing Students' Association (CNSA) and the Provincial Nursing Students' Interest Group (Nursing Students of Ontario-NSO) on a regular basis.
- 5.) Contribute to the overall goals of RNIG and RNAO where possible.

### **VIII. FISCAL YEAR**

The fiscal year of the RNIG shall end on the 31st day of October of each year.

### **IX. MEETINGS OF THE RAINBOW NURSING INTEREST GROUP**

#### **A. ANNUAL GENERAL MEETING**

The RNIG shall hold an Annual Meeting, to be held at any time within the calendar year, providing that members receive a minimum of 90 days notice of the Annual General

Meeting.

## **B. ADDITIONAL MEETINGS**

Additional general meetings of the RNIG may be called at any time and place at the discretion of the Executive Committee or by any ten RNIG members.

## **C. NOTICE OF MEETINGS**

Notice of a general meeting, including an agenda, shall be sent by e-mail preceding such meeting.

## **D. QUORUM FOR MEETINGS**

The number of RNIG members present at any general meeting shall constitute a quorum.