

CONSTITUTION
for the
Skin and Wound Interest Group (SWiNG)
(amended Nov 5, 2018)

Constitution

Article I: Name

1. The name of this organization shall be the **Skin and Wound Interest Group (SWiNG)**, a Professional Practice Group (PPG) of the Saskatchewan Registered Nurses Association (SRNA).

Article II: Objectives

Group Objectives

1. To mutually support each other in an expanded nursing role specializing in skin integrity and wound management.
2. To organize and/or support educational events and act as a resource for the Saskatchewan Health Authority (SHA).
3. To cooperate on an ongoing basis in the trial of new products as they are made available.
4. To support any locally offered Wounds Canada events by acting as regional faculty when requested.
5. To act in an advisory capacity to professional organizations i.e. SRNA, Saskatchewan Medical Association.
6. To promote the use of evidence-based practice in skin and wound care.
7. To advocate and support the standardization of skin and wound care across the province.

Article III: Membership

1. Membership Year:
 - 1.1 The membership year will commence **September 1- August 31**.
 - 1.2 SRNA grant funding is available the calendar year: January 1 to December 31.
2. Membership Category (*as per SRNA Bylaws, 2018*)
 - 2.1 Full Membership (voting and holding office) shall be granted to:
 - Practicing Registered Nurses or Nurse Practitioners
 - Non- practicing members
 - Life membership holders
 - Students in a nursing education program leading to a RN designation
 - Retired Nurses

2.2 Graduate nurses as defined in SRNA Bylaws (2018) will be allowed membership in the group and have voting and executive office privileges.

2.3 Associate members: members of the healthcare team who are non-RNs.

- Associate members shall adhere to the policies for member groups when participating in the group.
- Associate members may have voting privileges in the group but shall not vote on SRNA policy or stated positions.
- Associate members shall not exceed 20% of the group's members. If the SRNA membership falls below 80% of the total membership, no additional associate members shall join the group until the SRNA membership is at or above 80% of the total membership.
- Associate members may hold member-at-large positions.

3. Membership fees are \$30.00 per annum.

Article IV: Officers

1. This Professional Practice Group (PPG) shall have an elected Executive Committee consisting of:
 - President
 - Vice President
 - Secretary
 - Treasurer
2. The terms of office for Executive Committee members are determined by the PPG

Article V: Executive Committee Roles & Responsibilities

1. **The President or designate shall:**
 - liaise between the SRNA and group members;
 - circulate information received from the SRNA to members;
 - submit the Yearly Summary Report Form for Membership Groups by a designated date to the SRNA Nursing Advisor, Member Relations;
 - annually submit to the SRNA a list of members holding executive office;
 - provide information to and attend meetings with the SRNA as needed; a designate for President may attend the meeting; and
 - ensure new executive and members are oriented to the SRNA Member Group's policies.
2. **The Vice President or designate shall:**
 - assume the responsibilities of the President in the absence of the President
 - act as an advisor to the President.
3. **The Secretary or designate shall:**
 - circulate all meeting minutes to all members in the PPG;

- submit a copy of the meeting minutes to the SRNA in a timely manner following meetings; electronic minutes are preferred; and
- provide information as requested by the SRNA.

4. The Treasurer or designate shall:

- securely maintain the PPG's finances in a chartered bank or credit union;
- account to the PPG on a regular basis on the PPG's finances;
- submit an annual statement of the PPG's finances by a designated date (President may submit with the Yearly Summary Report Form for Membership Groups);
- ensure an annual review of accounts of the PPG's finances by an arms-length third party. The review shall be signed and dated by the individual preparing the review; and
- submit the review results annually to the SRNA.

5. The role of the Executive Committee may include:

- establish and review all priorities for the current year;
- establish committees as necessary to fulfill the objectives of the group;
- plan, organize and evaluate meetings;
- propose annual membership fees;
- provide ongoing communication with the PPG; and
- meet with the SRNA Council or staff as requested to share expertise on issues of concern and to maintain communication.

Article VI: Quorum & Meetings

- Quorum for meetings shall constitute **2/3 (two thirds)** voting members present at a PPG meeting, or **5 (five)** voting PPG members, whichever is the greater;
- a majority of Executive Officers shall constitute a quorum for any meeting of the Executive Committee;
- the Executive Officers may conduct meetings as needed;
- hold at least **3 (three)** meetings per year, one of which shall be an annual meeting;
- annual meetings shall be open to the membership;
- members shall be notified with written, verbal or electronic communication at least **14 (fourteen)** days in advance of the annual meeting by the President or designate;
- the annual meeting shall discuss the PPG's finances.

Article VII: SRNA Policy on Membership Units and 12.7.1 Organization and Operations

1. The Membership shall agree to follow the SRNA Policies on Membership Units.
2. PPGs shall follow established policies for Membership unit dissolution.

Article VIII: Amendments to the Constitution

1. PPGs shall regularly review their constitution with their members, at minimum of **3 (three)** years.

2. Changes made to the constitution shall be signed and dated by the President and Secretary and a copy submitted to the SRNA for approval.
3. Constitutions shall come into effect once PPGs have received approval from the SRNA.

Declaration

On behalf of the Skin and Wound Special Interest Group (SWiNG), I (we) submit this Constitution and agree to follow its regulations. This Constitution will come into effect when approval is received by the SRNA.

Membership Group President/ Co-Presidents:

Signature: Colleen Schannatta Date: November 8, 2018
 Signature: Darrie Anderson Date: November 8, 2018

Membership Group Secretary:

Signature: Donna Kabe Date: November 8, 2018

SRNA Representative _____ Date November 8, 2018

For SRNA Use ONLY		
Constitution complete		
Letter from 5 RNs received: Yes	NO	Comment _____
SRNA Council notified: Date _____		
PPG notified re constitution approval: _____		
Agreement for information on website received _____		