

**College of
Registered Nurses
of Prince Edward
Island**

June 19, 2020



BYLAWS

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BYLAW I - INTRODUCTION

1.1 Head Office

The head office of the College of Registered Nurses of Prince Edward Island (the College) shall be located in the City of Charlottetown, Prince Edward Island wherein the business of the College may be conducted.

1.2 Seal

The seal of the College shall consist of two concentric circles with the following words inscribed: “College of Registered Nurses of Prince Edward Island” and “Incorporated 1922”. The seal of the College shall be kept in the custody of the Chief Executive Officer of the College (CEO), and it shall be affixed to all documents for which it is required.

1.3 Fiscal Year

The business year of the College shall commence on the first day of October and shall end on the thirtieth day of September of the following year.

1.4 Execution of Contracts

1.4.1 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the College shall be signed by the CEO and a Council officer, unless Council decides otherwise.

1.4.2 The Council may, from time to time, direct the manner in which and the person by whom a particular document or type of document shall be executed.

1.4.3 The Council Chair may certify a copy of any instrument, resolution, bylaw or other document of the College to be a true copy thereof.

1.5 Titles

1.5.1 Chief Executive Officer shall be the title of the staff member who reports to the Council and is responsible for the day-to-day operations of the College (formerly known as Executive Director), subject to the authority of Council.

1.5.2 The Coordinator of Regulatory Services may be appointed as Deputy Registrar.

1.6 Rights of Membership

1.6.1 Membership in the College shall include entitlement to:

- i) receive notice of meetings of members of the College;
- ii) hold office, if duly appointed, at the Council or committee level;
- iii) exercise other rights and privileges given by the Regulated Health Professions Act, its Regulations and Bylaws;
- iv) eligibility for professional liability protection through the College from the Canadian Nurses Protective Society.

1.6.2 Pursuant to Section 14 of the RHPA,

- (a) an honorary member chosen by Council must be a person who has rendered distinguished service to the nursing profession, has had a minimum of 20 years of service as a Registered Nurse (RN) in PEI, and is chosen by a nomination process determined by Council.
- (b) An honorary member has the right to attend meetings of the College and to receive all member communication from the College.
- (c) An honorary member has the right to use the title of “Honourary Member, College of Registered Nurses of PEI.”
- (d) An honorary member is not entitled to any of the benefits, rights or privileges of a Registered Nurse under the provisions of the Regulated Health Professions Act and the Registered Nurses Regulations.
- (e) An honorary member is not entitled to use the title registered nurse or nurse practitioner.

BYLAW II – COUNCIL

2.1 *Introduction*

Each Council member, officer, staff member, representative or committee member must act honestly, in good faith and in the best interest of the College.

2.2 *Duties of Council*

Each registered nurse Council member, in addition to Council activities, is required to participate as an executive Council member, committee chair or representative.

2.3 *Composition*

2.3.1 The Council of the College shall include at least:

Six registrants nominated from the registered nurse and nurse practitioner registrants, with a minimum of one nurse practitioner among the Council members. One registrant shall be nominated from Kings County, three registrants from Queens County and two registrants from Prince County, including one each from East Prince and West Prince.

2.3.2 Nominees for the Council of the College shall include no more than two members from the same employment location unless there are no other members available for appointment.

2.4 *Term in Office*

2.4.1 The term of office for all members of Council shall be three years.

2.4.2 The term of office for the Council Chair and the Council Chair-Elect shall be two years.

2.4.3 In the event that the Council Chair-Elect is unable to assume the office of Council Chair, a registered nurse Council member who has served a minimum of two years may be appointed as Council Chair.

2.5 *Revocation*

Council may request the revocation of the appointment of a Council member as per clause 9(2) of the Act.

2.6 *Code of Conduct, Confidentiality Agreement and Conflict of Interest*

Each Council member, officer, staff member, representative or committee member is required to read, sign and abide by the:

- (i) Code of Conduct Policy adopted by Council;
- (ii) Confidentiality Agreement adopted by Council;
- (iii) Conflict of Interest Policy adopted by Council.

BYLAW III – COUNCIL MEETINGS

3.1 *Regular Council Meetings*

3.1.1 Council shall hold at least four (4) regular meetings per year, at such times and places as shall be determined by the Council Chair or, in the Chair's absence, by majority vote of Council.

3.1.2 Regular meetings will be held in February, May, September and December, unless Council decides otherwise with at least two-thirds majority of members of Council. A Council Chair-Elect shall be elected at the May Council meeting of the year after the new Council Chair takes office.

3.1.3 Additional regular meetings of Council may be held at the call of the Council Chair, or by written and signed request of at least three (3) Council members and containing the matter or matters for decision at the meeting.

3.1.4 Council shall be presented with financial statements of income and expenses at each regular Council meeting.

3.2 Notice of Regular Council Meetings

Notice of the time and place of a Council meeting shall be given to each Councillor at least seven (7) business days in advance of a Council meeting, and shall include:

- (i) minutes of the previous regular meeting;
- (ii) a proposed agenda for the meeting; and;
- (iii) reference material required for the meeting.

3.3 Special Meetings of Council or Members

3.3.1 The Council may convene a special meeting by resolution of the Council.

3.3.2 Notice of the time and place of a special meeting of Council shall be given to each Councillor at least five (5) business days in advance of the meeting. The notice shall specify the business to be brought forward.

3.3.3 Notice of the time and place of a special meeting of members of the College shall be given to each member at least sixty (60) days in advance of the meeting. The notice shall specify the business to be brought forward.

3.3.4 Unless otherwise directed by the chair, special meetings will follow the bylaws set forth under regular Council meetings.

3.3.5 No business shall be dealt with except that for which the meeting was called.

3.4 Emergency Meetings of Council

3.4.1 Emergency meetings of Council may be held at the call of the Council Chair or by requisition signed by two members of Council, in the case of a situation or decision that requires immediate attention to maintain the functions of the College or for which delay might cause irreparable damage.

3.4.2 Notice of the time and place of an emergency meeting of Council shall be given to each Councillor at least two (2) days in advance of the meeting, if time permits.

3.4.3 Unless otherwise directed by the chair, emergency meetings will follow the bylaws set forth under regular Council meetings.

3.4.4 No business shall be dealt with except that for which the meeting was called.

3.5 Manner of Meeting

Unless the Council Chair determines otherwise regular Council meetings shall be held at the head office in Charlottetown in person, or, in exceptional circumstances, Council may allow attendance at regular Council meetings by electronic means such as conference call, video conference or the like. Additional meetings, if required, may be held in person, by conference call, video conferencing or other methods that permit members of the Council to participate in the meeting.

3.6 Quorum and Attendance

3.6.1 A majority of the members of the Council shall constitute a quorum.

3.6.2 The CEO shall ensure an attendance record of all Councillors is kept and that the record is reviewed by Council once each year at the February meeting or if a Councillor has been absent for 3 consecutive meetings.

3.7 Council Motions

3.7.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council, including the Council Chair and excluding the CEO, shall be entitled to one vote.

3.7.2 In the event of a tie vote the Council Chair shall vote again to break the tie. If the Council Chair is absent, unable or unwilling to vote again, the Council Chair-Elect may break the tie by casting a second vote.

3.7.3 In the event of a tie vote where the Council Chair and Council Chair-Elect both choose not to break the tie, the motion is defeated.

3.7.4 A member of Council who chooses to abstain from any vote must give a reason which will be recorded in the minutes. An abstention shall not be counted as a vote.

3.8 Order of Business

3.8.1 At any regular meeting the order of business shall be:

- a) approval of the minutes of the previous regular meeting and considerations of the business arising therefrom;
- b) adoption of the agenda and consideration of the items of business in the agenda;
- c) other items of business, which at the discretion of the Council Chair warrant discussion.

3.8.2 Proceedings at meetings of the College and the Council shall be guided by the rules set down in “Robert’s Rules of Order Newly Revised – 11th edition” in all cases not specifically provided for in the Act, the regulations or in these bylaws.

3.8.3 Agenda items not provided in advance of the distribution of the meeting material may be added to the agenda under new business, at the discretion of the Council Chair, at the time of the meeting and will be addressed if time permits. Items not addressed will be deferred to the next regular meeting.

3.9 Minutes

3.9.1 Minutes of a meeting of Council, shall:

- i) be taken and include a record of all motions, recommendations and decisions;
- ii) be circulated to all councillors;
- iii) be approved at a subsequent meeting of Council, and
- iv) once approved, be signed by the chair of that meeting.

3.9.2 Meetings may be recorded electronically for reference purposes. The electronic recording of any such meetings shall be retained for a minimum of 2 years. All members of Council must be made aware prior to the use of a recording device.

3.9.3 Council may permit a member of the College to view the minutes of a regular Council meeting at the office of the College, in exceptional circumstances and upon application in writing by the member, with the approval of the majority of Council members. Council may redact any unrelated, confidential information from the minutes.

3.10 Observers

Observers may be permitted to attend meetings of Council, at the discretion of Council.

3.11 Adjournments

Meetings of the Council may be adjourned from time to time by a motion supported by a majority of the members of Council present. Such motion shall state the date and time of the reconvened meeting and shall thereby constitute due notice.

BYLAW IV – NOMINATIONS AND APPOINTMENTS

4.1 Region for Nomination

For the purpose of representing a region on Council, the provincial county in which a member is employed shall determine the region, with the exception of registrants working in government positions, provincial or federal, who can be considered for either County representation. The regions shall be Prince, Queens and Kings.

4.2 Frequency of Council Member Nominations

4.2.1 Commencing in 2022 and every third year thereafter, there shall be a nomination for CRNPEI Council members as follows: one member from Prince County, and three members from Queens County.

4.2.2 Commencing in 2023 and every third year thereafter, there shall be a nomination for CRNPEI Council members as follows: one member from Prince County and one member from Kings County.

4.3 Eligibility

4.3.1 Only members in good standing shall be eligible to nominate or be appointed by the Minister to the Council.

4.3.2 Members of the College are not eligible for appointment to Council as public representatives by the Lieutenant Governor in Council.

4.4 *Nominations*

- 4.4.1 Nominations of a candidate for consideration as a Council member require the written consent of the nominee and the signatures of at least two members of the College who are on the register for nursing in the registered nurses part, either general or extended class.
- 4.4.2 To be valid, a nomination must be in writing on the nomination form provided by the College and must be received by the CEO no later than the date fixed for receiving nominations.
- 4.4.3 At least 60 days before the date fixed by the Council for receiving nominations, the CEO shall publish or send to every member of the College eligible to nominate candidates a notice:
- i) advising of the nomination date;
 - ii) seeking nominations;
 - iii) advising of the last date for receiving nominations;
 - iv) including the nomination form.
- 4.4.4 A nominee for appointment to the Council may, at any time prior to their appointment by the Minister, give notice in writing to the CEO of the nominee's wish to withdraw their name. The withdrawal becomes effective upon receipt of the notice.
- 4.4.5 Council shall select names from the list of nominated candidates for appointment and shall send the nominees to the Minister.
- 4.4.6 Where the number of candidates nominated equals the number of Council members required, that candidate or those candidates' names shall be appointed. forwarded to the Minister for consideration. The Council Chair shall notify the candidate(s) confirming their appointment, once made.

4.5 *Insufficient Number of Candidates*

- 4.5.1 If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, members of the College shall be so advised, and invited to resubmit nominations.
- 4.5.2 If the number of candidates nominated remains less than the number of Council members required, a Nominations Committee shall be appointed by Council, and shall nominate

from amongst the eligible members a sufficient number of consenting candidates so that the total nominations will be at least equal to the vacancies but not greater than twice the number of vacancies.

4.6 Taking Office

4.6.1 Appointed Council members shall take office on the 1st day of May, or as soon thereafter as possible, in the year of their appointment.

4.6.2 Council members appointed in mid-term to fill a vacancy shall take office forthwith.

4.7 Cease to be a Council Member

4.7.1 Any Council member may resign at any time by written notice to the Council Chair and to the Minister.

4.7.2 Any Council member ceases to be a Council member if they:

i) are a member who resides in Prince Edward Island and works in Prince Edward Island less than 75% of the time;

ii) resign;

iii) become an employee of the College; or

iv) die.

4.7.3 Where any Council member

i) whose conduct has been found to be Professional Misconduct or Incompetence in accordance with Section 58(1) of the *Regulated Health Professions Act*; or

ii) is convicted of an indictable offence or is sentenced to a term of imprisonment

they cease to be a member of the Council, unless Council determines by resolution that the circumstances of the case do not require the member to be removed.

4.7.4 When a person ceases to be a Council member, all Council and committee appointments held by that person shall be vacated.

4.8 *Suspension from Council*

Any Council member who has a pending discipline complaint under the RHPA, or criminal charge shall be suspended from Council until the outcome of the complaint or charge is known.

4.9 *Mid-term Vacancy on the Council*

4.9.1 Where a mid-term vacancy occurs on the Council, notice shall be sent to members of the College to seek nominations to fill that vacancy and the member appointed by the Minister shall hold office during the unexpired term of the vacancy.

4.9.2 Where a mid-term vacancy occurs in the office of the Council Chair, the Council Chair-Elect shall succeed the Council Chair and a new Council Chair-Elect shall be elected by the Council from among the registered nurse Council members.

4.9.3 Where the mid-term vacancy is a public representative Council member appointed by the Lieutenant Governor in Council, the Lieutenant Governor in Council shall be notified so a replacement can be appointed to hold office for the balance of the unexpired term of the vacancy.

BYLAW V – EXECUTIVE COMMITTEE AND OFFICERS

5.1 *Executive Committee*

5.1.1 An Executive Committee shall be elected, by the Council, by majority vote at each May Council meeting.

5.1.2 The Executive Committee shall be comprised of the following officers:

- a) Council Chair;
- b) Council Chair-Elect;
- c) One public representative Councillor;
- d) CEO, *ex officio*.

5.1.3 The Executive Committee shall undertake administrative functions as described in Article 8.1.3 and as determined by Council.

5.2 *Vacancy on Executive Committee*

In the event of a vacancy on the Executive Committee occurring through incapacity, resignation, death or otherwise, the Council shall elect an Executive Committee member by majority vote. When elected, the new Executive Committee member will remain in office for the unexpired portion of the vacant term and may be eligible for re-election.

5.3 *Council Chair*

5.3.1 The Council Chair-Elect shall automatically become Council Chair at the end of the Chair-Elect's two-year term.

5.3.2 The Council Chair, if present, shall preside at and chair all meetings of the Council and of the Executive Committee. The Chair shall be responsible for the performance of such duties as are set out in these bylaws and as may from time to time be assigned by the Council.

5.3.3 The Council Chair shall meet regularly with the CEO and Registrar at mutually agreed times and locations.

5.3.4 The Council Chair shall represent the College as a member of the board of the Canadian Nurses Association.

5.3.5 The Council Chair shall represent the College at the Canadian Council of Registered Nurse Regulators (CCRNr) by invitation.

5.4 *Council Chair-Elect*

5.4.1 The Council Chair-Elect of Council shall be elected by the Council from the registered nurse members having had a minimum of one year on Council.

5.4.2 In the absence of the Council Chair, the Council Chair-Elect if present, shall preside at and chair all meetings of the Council and of the Executive Committee. The Chair-Elect shall be responsible for the performance of such duties as are set out in these bylaws and as may from time to time be assigned by the Council.

5.5 *Chief Executive Officer and Registrar*

- 5.5.1 The CEO and Registrar shall perform all duties prescribed for them by the Act, regulations, bylaws and policies.
- 5.5.2 The Registrar shall represent the College on the board of the CCRNr and may accept election to the executive of the board of CCRNr from time to time.
- 5.5.3 The Registrar shall represent the College as a member of the National Nursing Assessment Service (NNAS) and may accept election to the board of NNAS from time to time.
- 5.5.4 The CEO shall represent the College as an Associate Member of the National Council of State Boards of Nursing (NCSBN).
- 5.5.5 The Registrar shall represent the College as a member of CNRC and may accept election to the executive of the board of CNRC from time to time.

BYLAW VI - EXECUTIVE COMMITTEE MEETINGS

- 6.1 The Executive Committee shall meet a minimum of two (2) weeks prior to a regular Council meeting to review and propose the agenda.
- 6.2 The Executive Committee shall meet a minimum of two (2) days prior to a special Council meeting, and a minimum of two (2) days prior to an emergency meeting, if time permits, to review and propose the agenda.

BYLAW VII– EXECUTIVE APPOINTMENTS

7.1 *Chief Executive Officer*

- 7.1.1 The Chief Executive Officer shall be a registered nurse appointed by and accountable to Council. The CEO’s responsibilities and remuneration shall be reviewed by the Council following an employee performance review every 2 years.
- 7.1.2 The CEO is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, overseeing the financial

affairs and internal staffing, managing the office of the College and any additional functions and duties as assigned by Council.

- 7.1.3 The CEO is responsible for the staff of the College, including hiring, performance appraisals, approval of vacation time, work assignments, review of remuneration and feedback to Council. The staff of the College shall report to the CEO.
- 7.1.4 The CEO is responsible to review all staff communication going to the Council, the Council Chair or an individual Council member.

7.2 Registrar

- 7.2.1 The Chief Executive Officer may be appointed as Registrar for the purposes of Section 10(2) of the Regulated Health Professions Act (the Act), provided that one person is able to fulfil the responsibilities of both positions.
- 7.2.2 The Registrar shall be a registered nurse appointed by and accountable to Council. The Registrar's responsibilities and remuneration shall be reviewed by the Council following an employee performance review every 2 years.
- 7.2.3 In addition to the duties required by the Act, Regulation and Bylaws, the Registrar shall perform other functions and duties as assigned by the Council.
- 7.2.4 The Deputy Registrar shall report to the Registrar.

7.3 Financial Auditor

The Financial Auditor shall be appointed by the Council.

BYLAW VIII – COMMITTEES AND REPRESENTATIVES

8.1 Committees of the Council

- 8.1.1 The Council may establish committees for the execution of the College's responsibilities, provided that the committees may only recommend actions to Council and ultimately Council shall make decisions.

- 8.1.2 The statutory committees of the Council are:
- a) the Investigation Committee, and
 - b) the Hearing Committee.
- 8.1.3 The Council shall establish the terms of reference and composition of all committees created by Council. The committees of the Council shall be:
- (a) the Executive Committee, which shall perform the following functions and any additional functions as determined by Council: draft the agenda for all meetings of Council, determine the dates of Council meetings, support the CEO and Registrar in the day to day operations of the College, and review the financial statements and auditors report prior to distribution to the Council;
 - (b) the NP Advisory Committee, which shall perform the following functions and any additional functions as determined by Council: to review and make recommendations to Council and staff at CRNPEI, pertaining to Nurse Practitioner practice and to provide input to proposed regulation changes; and
 - (c) the Nominations Committee as per Section 4.5.2 of this bylaw, which shall perform the following functions and any additional functions as determined by Council: provide a list of nominees for ministerial appointment to Council.
- 8.1.4 The Council may appoint committee members of Council committees and shall prescribe in policy the terms of reference for any such committee including the composition, powers and duties of the committee.
- 8.1.5 The Council may dissolve any Council committee by resolution at any time.
- 8.1.6 Committee members shall be:
- (a) a member in good standing with the College;
 - (b) a Councillor; or
 - (c) appointed by Council.
- 8.1.7 Unless otherwise stated in these bylaws, the Council shall appoint the chair of each committee from registered nurse Councillors.
- 8.1.8 Quorum for a committee shall be a majority of the committee members present at any meeting.

8.1.9 Unless otherwise stated in these bylaws, or in the terms of reference for a committee, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

8.2 *Revocation of Committee Members*

Council may revoke the appointment of a committee member where the person:

- a) fails to attend three consecutive meetings without, in the opinion of the Council, good reason;
- b) is convicted of an offence that, in the opinion of the Council, renders the member unsuitable to continue to hold office as a member;
- c) commits an act, other than one referred to in clause (b), that in the unanimous opinion of the other members of the Council, undermines the ability of the member to act credibly as a committee member;
- d) contravenes these bylaws or established policies;
- e) is, in the opinion of the Council, unlikely to be able to fulfill the member's duties due to physical or mental incapacity; or
- f) where the committee member submits a letter of resignation.

8.3 *Representatives*

Council may appoint any representative it determines necessary for the execution of the College's responsibilities. The Council may review the term of office and terms of reference for any representative. The Council may choose to dissolve the representative's position or remove a representative at any time by resolution of the Council.

BYLAW IX – CONFIDENTIALITY

Meetings and proceedings of the Council shall be held in camera and shall be confidential unless Council determines otherwise.

BYLAW X – COLLEGE CORRESPONDENCE WITH MEMBERS

When the Registrar of the College makes a formal written request for information to a member, that member shall have 14 days from the date of the correspondence to reply in writing, unless stated otherwise in the request. Failure to do so may result in a complaint by the College against the member.

BYLAW XI – REPORTING CHANGES

Within 30 days of a change, each member shall report to the College:

- a) any change of name;
- b) any change of their address, telephone number, facsimile number or electronic mail address;
- c) in the case of nurse practitioners, any change in work place or location.

BYLAW XII – FEES

12.1

12.1.1 The fees set out in this bylaw at Article 12.4 are payable by members to apply for, obtain, renew, transfer or reinstate a certificate of registration, including late penalties for late payment, and fees that are payable to take an examination, and shall be collected by the College.

12.1.2 An application fee is payable for each class of certificate of registration applied for in each category.

12.1.3 If an applicant has been registered in the graduate class or provisional class, no further application fee is required for application in the general or extended class.

12.1.4 Registration Fees for Registered Nurse – General, Extended Class, and Graduate includes a fee remitted to CNPS for liability protection

- (a) The registration year is November 1st to October 31st, and an annual registration fee is payable by each member.

(b) The annual registration fee for the registration year for which a person first becomes a member in a category must be paid immediately prior to the issuance of that certificate of registration.

(c) The annual registration fee must be paid by October 1st prior to the beginning of the registration year, except where (b) is applicable.

(d) If a registered nurse, general class, from another jurisdiction applies for a graduate extended class registration, they must apply for registration in the registered nurse, general class and pay the associated fees and then apply for a graduate extended class registration.

12.1.5 Registration Fees – Provisional Class Registration for Registered Nurses and Nurse Practitioners includes a fee remitted to CNPS for liability protection

(a) A provisional class registration entitles the registrant to work for 6 months for RNs and 12 months for NPs.

(b) once the registrant has met the conditions on their provisional class registration, they are moved to the corresponding class either General or Extended Class, with no further application fee payable.

(c) the RN Provisional Class registrant will pay the applicable fees for the General class, including the option to pay a partial year registration at the beginning of their provisional class registration.

(d) the NP Provisional Class registrant will pay the full registration fees for the Extended class registration irrespective of the time of year.

(e) when the RN registrant is ready to move to general class registration, the full year registration is payable, unless 12.1.6(f) applies.

(f) in the event that the RN registrant has already paid a full registration in the current registration year, no further fee is payable.

(g) when the NP registrant is ready to move to extended class registration, the full or partial year registration is payable, unless 12.1.6(g) applies.

(h) in the event that the NP registrant has already paid a full registration in the current registration year, no further fee is payable.

12.1.6 Registration Fees for Special Class Registration

(a) A special class registration entitles the registrant to work for 30 consecutive days.

(b) No more than three (3) special class registrations may be issued in any registration year per registrant.

12.1.7 Verification Fee

A fee for verification of current or past registration, examination results or transcripts from former schools of nursing in PEI is required to be paid at the time of the request.

12.1.8 Late Fee

A registration renewal received between October 1st and November 1st of the registration year, must be accompanied by a late fee payment.

12.1.9 Application for Reinstatement

In accordance with the Registered Nurses Regulations, an application for renewal may only be made until October 31st in any registration year. Thereafter an application for reinstatement is only available during the ensuing three (3) years following the date of the lapse in registration.

12.1.10 Nurse Practitioner Examination Administrative Fee

A person shall pay the fee set out in Article 12.4 for each application to attempt the RN Extended Class examination.

12.1.11 Jurisprudence Examination Fee

A person shall pay the fee set out in Article 12.4 for each attempt of the jurisprudence examination which is a requirement for a certificate of registration in the Registered Nurse General Class or Extended Class.

12.2 *Collection of Fees*

12.2.1 Subject to Article 12.2.2, all forms and fees related to the annual registration renewal must be received at the College office no later than October 1st of each year.

12.2.2 All forms and fees related to the annual registration renewal not received by October 1st of each year shall be subject to the penalty noted in Article 12.4.

12.2.3 Any member with unpaid fees or penalties not received in full by the College prior to November 1st of each year will not be eligible for registration.

12.2.4 All fees shall be paid by debit card, credit card, or electronic transfer if available.

12.3 *Fees for CNPS*

The College shall collect fees for each member for professional liability protection with the Canadian Nurses Protective Society (CNPS) and shall disburse the fee to CNPS, according to the fee schedule set by CNPS.

12.4 List of Fees

Application Fee, General, Extended, Graduate and Provisional Class: \$100.00

Processing fee for international documents: \$400.00

Application Fee, Special Class: \$40.00

Application Fee, Reinstatement: \$250.00

Registration Fee, RN or Provisional: $\$454.85 + 48.00$ (CNPS) = \$502.85

Registration Fee, RN Extended Class or Provisional: $\$472.10 + 159.50$ (CNPS) = \$631.60

Registration Fee, Partial Year (after May 1st) RN or Provisional: $\$252.00 + 48.00$ (CNPS) = \$300

Registration Fee, Partial Year (after May 1st) RN Extended Class: $\$220.50 + \159.50 (CNPS) = \$380.00

Registration Fee, changing status from graduate to registered nurse, general class after May 1st: \$300.00

Registration Fee, changing status from graduate to registered nurse, general class before May 1st: \$502.85

Registration Fee, changing status from registered nurse to registered nurse extended class after November 1st: \$150.00

Registration Fee, Graduate Class: \$50.00

Registration Fee, Special Class RN: \$100.00

Registration Fee, Special Class Registration RN Extended Class: \$130.00

Verification Fee: \$40.00

Late Fee: \$100.00

Nurse Practitioner Examination Administrative Fee: \$125.00

Jurisprudence Examination Fee: \$75.00

Unauthorized Practice Fee: \$100.00/day to a maximum of \$5000.

BYLAW XIII – CARE OF FUNDS

13.1 Budget

13.1.1 The CEO will prepare an estimate of the budget for the upcoming year with the assistance of the Executive Committee. The annual budget will include an estimation of, but not limited to the following as determined by Council:

- (a) salaries and benefits;
- (b) rent;
- (c) utilities;
- (d) office supplies and associated costs;
- (e) banking fees;
- (f) insurance fees;
- (g) professional fees;
- (h) maintenance fees;
- (i) advertising;
- (j) affiliation fees;
- (k) amortization;
- (l) Council Chair's fee;
- (m) professional conduct review costs;
- (n) travel costs for Council members, staff, representatives or committee members; and
- (o) revenue from registration fees;
- (p) other revenue.

13.1.2 The budget for the upcoming year will be presented for discussion by the CEO at the May Council meeting.

13.1.3 With the adoption of the annual budget by Council, expenses outlined in the annual budget are considered approved.

13.1.4 Council can approve expenditures not outlined in the budget with a two-thirds majority vote of Council members present.

13.2 Auditor's Reports

13.2.1 Council shall require the Financial Auditor, after receiving the financial records of the College, to prepare an Auditor's Statement of Income and Expenses of the College in accordance with generally accepted accounting principles and auditing standards. The statement shall be provided to the Council by the CEO at all regular meetings of Council.

13.2.2 Council shall require the Financial Auditor, after receiving the financial records of the College, to prepare an Auditor's Annual Report and Statement of Financial Position of the College in accordance with generally accepted accounting principles and auditing standards. The CEO shall distribute the Annual Auditor's Report to Council, at least two weeks before the May Council meeting or immediately upon its availability.

13.3 Banking

13.3.1 The Council, and the staff of the College, shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit-gathering institution that is a member of the Canadian Deposit Insurance Corporation, or in a credit union established in such a way as to guarantee the deposits.

13.3.2 The College shall utilize a credit card from a Canadian bank for the purpose of purchases, which are not able to be invoiced to the College such as, supplies, equipment, furniture, gifts, meals, mailing/courier fees, monthly services, annual fees, conference fees, course registrations, advertising, flight expenses for staff and Council members or other members travelling on College business, hotel expenses for staff travelling on College business.

13.3.3 The College credit card can be used for expenses as per Article 13.3.2 which are pre-approved by Council and be made under the supervision of the CEO.

13.4 Signing Authority

13.4.1 The signing officers of the College with respect to contracts, leases, bills of exchange, investments, memoranda of understanding and other agreements binding the College shall be: the Council Chair, or one other Councillor as appointed by the Council, and the CEO.

13.4.2 Signing authority for financial matters shall be any two of the three signing officers.

13.5 Investments

The Council shall make all reasonable efforts to ensure that when funds of the College are invested they are protected through means set out in policies and procedures approved by Council.

13.6 Insurance

13.6.1 Council shall make all reasonable efforts to ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, forgery, or other wrongful conduct.

13.6.2 Council shall make all reasonable efforts to ensure that the College maintains insurance coverage for office contents, liability insurance for staff and officers and errors and omissions insurance.

BYLAW XIV – BYLAWS

14.1 A bylaw is validly made if

- (a) it is read and formally approved by a majority of the Council members present on two occasions at meetings of the Council held on different days;
- (b) after being read a second time it is formally adopted by resolution of the Council; and
- (c) it is
 - (i) signed by the Chair of Council and the Chief Executive Officer, and
 - (ii) sealed with the corporate seal of the College.

14.2 New bylaws or changes in the bylaws may be enacted from time to time by the Council.

14.3 Notice to all members of new bylaws or changes to bylaws will be provided on the College website.

14.4 Copies of the bylaws shall be open for inspection by any person as determined by Council.