

CGNA Operating Policy – Membership

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This document sets out the CGNA membership policy. CGNA reserves the right to update and/or amend the contents of this policy at any time based on CGNA Board approval.

1. Purpose:

The purpose of this CGNA operating policy is to set out the:

- Definition of a CGNA members
- Eligibility criteria for CGNA membership
- Membership year
- Membership fees
- Payment timelines
- Process to determine membership benefits
- Application procedures

2. Definition of CGNA member (in accordance with the CGNA Bylaws dated June, 2014):

Membership in CGNA is available to individuals who are:

- a) Registered Nurses, Licensed Practical Nurses, Registered Practical Nurses, or Registered Psychiatric Nurses in a Canadian province or territory; and
- b) have an interest in gerontological nursing practice and promoting health of older people

and who have applied for and been admitted into membership, in accordance with the Association's by-laws and Operating Policies.

3. Honorary Life Members

The CGNA Board of Directors may take recommendations for and vote on approving Honorary Life membership to a member who has made an outstanding contribution to the field of gerontology, the gerontological nursing profession, or CGNA. Honorary life members are not required to pay annual membership fees. Honorary life members retain voting privileges.

4. Eligibility Criteria for CGNA Membership:

- Have a valid registration as a registered nurse, licensed practical nurse, registered practical nurse, or registered psychiatric nurse in a Canadian province or territory
- Have an interest in gerontological nursing practice and promoting health of older people
- Complete the registration form on the CGNA website or through a conjoint provincial gerontological nursing association
- Pay the yearly fee before March 31

5. Conjoint Membership

Members from provinces with gerontological nursing associations must join both CGNA and their provincial association¹.

6. CGNA Membership Year

The membership year is April 1 to March 31. The one-year membership period for members from outside of Ontario is the membership year. The one-year membership period for Ontario CGNA members will be from November 1 to October 31 thereby straddling two CGNA membership years. As such the five-month period November 1 to March 31 will fall in one CGNA membership year while the seven-month period from April 1 to October 31 will fall in the subsequent CGNA membership year.

7. CGNA Membership Fees

The annual CGNA membership fees will be established by the CGNA Board of Directors and reviewed annually. CGNA members will be notified of the renewal fee for the upcoming membership year by December 15. Dues are payable by March 31 (for the upcoming membership year).

For the period of April 1, 2014 to March 31, 2015, the CGNA membership fee will be \$30 for members from provinces with conjoint provincial associations¹. The fee for those from other provinces or territories is \$65.

¹ NL, NS, PEI, NB, ON, MB, AB, BC

The fee for membership in conjoint provincial gerontological nursing associations (for applicants who reside in a province that has such an association) is charged at the same time as the CGNA membership fee. The provincial associations set their fees. CGNA remits fees collected on behalf of provincial associations to the provincial associations.

8. Joining and Renewing

Ontario and British Columbia: Joining and renewal periods will be established by GNAO and GNABC respectively.

Outside Ontario and British Columbia: The period to join CGNA for a given membership year shall be at any time prior to the end of December of that year. Commencing January 1 in any year, CGNA will commence recruiting for new and renewal memberships for the upcoming membership period commencing April 1. Any new member joining during the period January 1 to March 31 for the upcoming membership year will be granted membership from the date of joining.

The CGNA application form is online on the CGNA website (www.cgna.net). The preferred payment method is online.

9. Remittance of Fees (between CGNA and provincial associations)

Ontario and British Columbia: OGNA and BCGNA collect CGNA dues for all of their members and remit those dues to CGNA. Dues are remitted from the provincial association to CGNA within 6 months of the commencement of the provincial association membership year and every three months thereafter as new members join.

Outside Ontario and British Columbia: CGNA will collect dues for provincial associations other than Ontario and British Columbia, with the dues set by those provincial associations. CGNA will remit dues collected on behalf of provincial associations by the end of May, the end of September, and the end of December.

10. Responsibilities of CGNA Members

Canadian Gerontological Nurses are required to complete the CGNA member's registration form on the CGNA website or through their provincial gerontological nursing association. Canadian Gerontological Nurses wishing to renew their membership must update their contact information at the time of renewal to notify CGNA of any changes.

CGNA members who have paid their dues before March 31 have right to attend the Annual General Meeting, obtain a notice of the meeting and the information package 21-60 days in advance of the Annual General Meeting. Only members are eligible to vote at the Annual General Meeting.

11. CGNA Member Benefits

CGNA member benefits will be selected by the CGNA Board of Directors and reviewed and updated annually. Benefits will be posted on the CGNA website at www.cgna.net.

CGNA Member Benefits:

- Networking with gerontological nurses and associates of CGNA
- Access to live educational webinars
- Access to archived webinars
- Access to the electronic version of the 2010 *Gerontological Nursing Standards and Competencies*
- Access to members only section of the CGNA website
- Opportunity to apply for scholarships and research grants
- Reduced conference fees at CGNA Biennial meeting
- Subscription to *Perspectives* journal
- Subscription to CGNA quarterly newsletter *The Canadian Gerontological Nurse*
- Subscription to CGNA newsflash, an ad hoc news update
- Opportunity to participate in CGNA committees
- Opportunity to participate in CGNA governance
- Contribute to CGNA advocacy to achieve the CGNA vision