

Nursing Students' Association

Constitution

College of Nursing,
Rady Faculty of Health Sciences,
University of Manitoba

Enacted this 2nd day of June, 2018

Constitution of the Nursing Students' Association

Article I (A1) – The Association

A1: Section 1- Name

Whereas it is the desire of the undergraduate Nursing Students of the University of Manitoba to establish an Association to administer student affairs:

This Organization shall be known as the University of Manitoba Nursing Students' Association (hereafter referred to as the NSA or Association). The governing body of the NSA shall be called the NSA Council. The NSA Council shall include the Executive Council, which encompasses all members in Article 3: Section 2 as Executive Council members, and the General Council, which encompasses all positions in Article 3: Section 3 as General Council members.

The Constitution of the Nursing Students' Association shall be hereafter referred to as the Constitution.

A1: Section 2 – Objectives

The objectives of the organization, in relation to undergraduate nursing students in the College of Nursing at the University of Manitoba, shall be:

- a) To function as a whole encouraging and actively supporting the interests and concerns of the Association.
- b) To administer undergraduate nursing students' affairs within the limits prescribed by the Constitution.
- c) To promote the interests and welfare of undergraduate nursing students with respect to their educational, professional, social and physical endeavors.
- d) To serve as a liaison between the undergraduate nursing students and the College of Nursing, the University of Manitoba administration, the media and government at the local, provincial and national levels and other professional regulatory bodies and associations.
- e) To serve as the only organization that may represent the undergraduate nursing students of the University of Manitoba. This may be transferred on an issue by issue basis to other organizations; however, this must be done with permission of the NSA Executive Council.
- f) To maintain affiliation with University of Manitoba Students Union (UMSU), the Canadian Nursing Students' Association (CNSA), the Manitoba WISH Clinic and the College of Registered Nurses of Manitoba (CRNM).
- g) To ensure adequate and continuing representation in all matters affecting undergraduate nursing students at the University of Manitoba.

Article II (A2) – Members

A2: Section 1 – Membership

Membership in the NSA shall be granted as follows:

- a) To all registered students in the Rady Faculty of Health Sciences, College of Nursing undergraduate degree programs who are taking courses leading towards the Bachelor of Nursing Degree.
- b) Honorary membership in the NSA may be granted to the following: the Dean of the College of Nursing, the Associate Dean, and such members that may be appointed by the NSA Council by a majority vote.

A2: Section 2 – Rights and Privileges

- a) Members shall have the right to:
 - i) Vote at the annual election of officers, and at any referendums.
 - ii) Hold any office with the NSA having met the prerequisites for that position.
 - iii) Attend any NSA Council meeting and to have the floor when recognized by the chair.
- b) Honorary Members have the right to:
 - i) Attend any Council meeting when extended an invitation and to have the floor when recognized by the chair.
 - ii) Honorary members shall not have the right to vote.
- c) Council has the following responsibilities and powers:
 - i) To enforce the regulations set forth in this Constitution.
 - ii) To enact bylaws.
 - iii) To define the composition, powers and duties of committees of the General Council.
 - iv) To appoint, as the occasion may arise, committees or subcommittees to consider and report on any question referred to them.
 - v) The power to prescribe matters of procedure that are not provided for in the Constitution.

A2: Section 3 – Obligations

- a) All members of the NSA shall be expected to:
 - i) Know and obey the rules and regulations of the University of Manitoba, Rady Faculty of Health Sciences, and College of Nursing.
- b) Honorary members:
 - i) Should the NSA Council members' motion for a meeting or part of a meeting to be 'in camera', it is the duty of all honorary members to remove themselves from the meeting area. Exemptions may be permitted if specified by NSA Council when motioning for a meeting or section of a meeting to be in camera. Failure to abide by this rule may include honorary members or visitors having their honorary status revoked, being asked to leave the meeting or, in extreme cases, the NSA Council may vote to adjourn the meeting. [2]
- c) Council Members have the duty to:
 - i) Review and carefully read the Constitution within the first month of being elected or appointed to the NSA Council.
 - ii) Contact the Secretary about matters they may have missed as well as Council meeting dates and times.

- iii) Be responsible for submitting a report no less than once every three months. This does not include Class Representatives or committee members. This applies specifically to each division or committee chair.
- iv) Send a proxy to any meeting that they are unable to attend, or if one cannot be found, to send regrets. The proxy must be a member of the Association (i.e. NSA council member or undergraduate student of the College of Nursing) and will assume the voting rights of the absent member. A Council member must either attend or send a proxy to a minimum of 80% of all NSA meetings per year.
- v) Submit or contact the Senior Stick with their plans for the year by September 30 annually.
- vi) Should a budget be required, submit an itemized budget with proposed expenditures and proposed profits to the Treasurer and Senior Stick by October 30 each year.
 - a. Pending budget approval, executive council reserves the right to approve council member spending up to and including \$75.00
 - b. per year without a general council motion.
- vii) At the discretion of Executive Council, Council Members may form subcommittees whose members (when deemed appropriate by the Committee Chair and Executive Council) may receive co-curricular record credit.
- viii) Consult with a minimum of two executive members before making any purchases on behalf of the NSA.
- ix) Submit a written report detailing the activities of their office at the annual changeover meeting in the spring to their successor and to the NSA Council Secretary.
- x) Respect the NSA Council who reserve the right to reject ideas and conditional approval for the expenses of various events.

A2: Section 4 – Council Meetings

- a) All meetings must have a quorum of a simple majority of members during the regular academic session and a minimum of six NSA Council members during the summer session months.
- b) With the exception of all honorary members, associate positions, committee members and guests, all members on the NSA Council are voting members of the NSA Council. The Senior Stick does not have a vote except in the event of a tie.
- c) The Senior Stick or Vice Stick must be present at every NSA Council meeting and every Executive Council meeting.
- d) Executive meetings require a majority of Executive members present (three).
- e) All Executive meeting motions are subject to revision at the next NSA Council meeting.
- f) All meetings of Executive and Council shall be conducted using the most recent edition of *Robert's Rules of Order*.

[3]

Article III (A3) – Organization

A3: Section 1 – Administration

The administration of affairs shall be vested in one body known as the Nursing Students' Association (NSA), hereafter referred to as the Council.

A3: Section 2 – NSA Executive Council

The NSA Executive Council shall be made up of the following:

a) Senior Stick shall:

- i. Represent the nursing students of the University of Manitoba to the college, university, government, media and all other organizations.
- ii. Call and chair all meetings of the NSA Executive and Council.
- iii. Be an ex-officio member of all NSA Committees.
- iv. Appoint students to representative positions as required.
- v. Represent the NSA on the following committees:
 - Bannatyne Board of Senior Sticks (BBOSS).
 - Fort Garry Board of Senior Sticks (BOSS).
 - College of Nursing Executive and Faculty Committees
 - Any additional committees proposed by the Rady Faculty of Health Sciences, College of Nursing faculty and administration and UMSU are at the discretion of the Senior Stick.
- vi. Ensure that the policies and procedures of the NSA are carried out and that the Council and Executive members are fulfilling the obligations of their positions.
- vii. Oversee all NSA activities.
- viii. Not hold any other position on the Executive Council, which includes Treasurer, Vice Stick, Secretary and UMSU Representative.
- ix. May fulfill the duties of any Executive Council position if vacant (e.g. an Executive member resigns and the duties of their position must be maintained) but may not hold the position title until such a time as the position is filled.
- x. May fulfill or delegate the duties as deemed needed for any General Council position if vacant.
- xi. Contact the Annual Giving Officer Donor Relations and host referendums as required (every three years).
- xii. Change the locks on the facilities after the changeover meeting prior to the beginning of the regular academic session annually.
- xiii. Arrange and host team building events or mixers for NSA Council members.
- xiv. Organize, plan, communicate and execute CPR preparations annually to recertify all cohorts of nursing students in the College of Nursing with the help of the Executive Council.
- xv. Be one of the official signatories of the NSA Account.
- xvi. Ensure the Constitution remains current, establish an accountable method for amending the Constitution via a Constitutional Revision Committee and ensure all Council members have received a copy of the Constitution for their viewing within one month of their term of office.
- xvii. Inform all NSA Council members of the use and enforcement of *Robert's Rules* at all NSA Council meetings.

- xviii. Coordinate the scholarship proposal and submit the proposal annually prior to the deadline required by the College of Nursing.
- xix. Shall be reimbursed up to \$75.00 monthly for their cellular phone bill for the duration of his or her term without motion to council.
- xx. Review and approve the student email provided by the Publicity Associate, and further send to the student body.
- xxi. Responsible for orienting all NSA council members on procedures for running the general NSA office.

b) Vice Stick shall:

- i. In the absence of the Senior Stick, perform the duties of the office of the Senior Stick.
- ii. Become Senior Stick in the event of resignation, death, or removal of the senior stick. In the event of a Vice Stick becoming Senior Stick, the Council must have a by-election for Vice Stick
- iii. Be one of the official signatories of the NSA Account.
- iv. Act as coordinator of welcome or orientation events.
- v. Organize and implement a photo opportunity for all Executive and General Council members to be displayed and maintained in the student lounges.
- vi. Oversee activities of Class Representatives.
- vii. Represent the NSA on the committees proposed by the College of Nursing faculty and administration as necessary to be determined by Council.
- viii. Not hold any other position on the Council, which includes Senior Stick and Class Representative.
- ix. Ensure that the Stick is engraved with the present Senior Stick's name prior to the April changeover meeting.
- x. Organize the scrub fittings for new student orientation in the collaboration with the Senior Stick, uniform provider and the Skills Lab Coordinator.
- xi. Be accountable to send out to all NSA Council members the notice to apply for co-curricular credit on their transcripts prior to the annual changeover.
- xii. Generally assist the Senior Stick in all duties as assigned.
- xiii. Shall be reimbursed up to \$75.00 monthly for their cellular phone bill for the duration of his or her term without motion to council.

c) Treasurer shall:

- i. Manage the financial affairs, bookkeeping and financial records of the Association.
- ii. Keep a record of all financial statements of the Association and bring the records to each NSA Council meeting.
- iii. Have the power to forbid any questionable expenditures until approved at the next NSA meeting.
- iv. Ensure that all purchases made by the NSA Executive Council and General Council are properly requisitioned and approved.

Constitution of the Nursing Students' Association

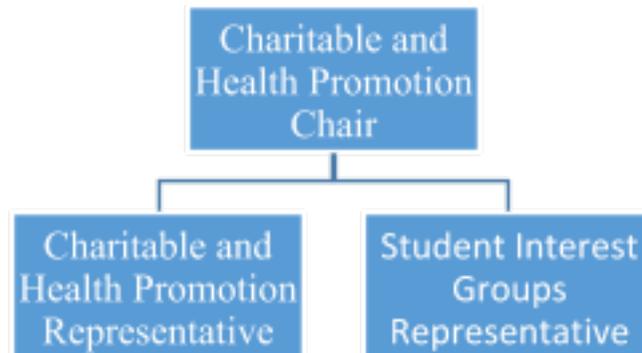
- v. Make disbursements of all sums owed by the NSA or any group appointed by the NSA for legitimate expenditures approved by the NSA Executive Council.
 - vi. Keep on file receipts for all disbursements of the Association and be prepared to submit these accounts to be audited by the UMSU.
 - vii. Be responsible for the maintaining of membership and renting of lockers rented out by the NSA Council annually with the help of the Executive Council.
 - viii. Receive and deposit all sums payable to the NSA and appointed committees. All funds and securities of the NSA shall be deposited into the bank account of the NSA or temporarily held in security until such a deposit can be made.
 - ix. State the financial standing of the NSA at regular NSA meetings and shall provide quarterly reports to the NSA Council as deemed necessary by the NSA Executive Council.
 - x. Attend Treasurer seminars as offered by UMSU.
 - xi. Be one of the official signatories of the NSA Account.
 - xii. Organize between the incoming Senior Stick, Vice Stick and Treasurer a changeover of the signatories after the annual changeover meeting in April to commence no later than one month following the changeover meeting (May) annually.
 - xiii. Support and assist the Senior Stick and Vice Stick in executive duties as needed.
 - xiv. Oversee and approve all sub-councils who are to heed the financial advice of the Treasurer. (ie. Programming Committee and Grad Committee)
 - xv. Receive and review annual budgets sent by council members in partnership with the Senior Stick.
- d) Secretary shall:
- i. Compose an accurate and professional agenda and minutes for each NSA Council meeting and as required by Executive Council for various Committees.
 - ii. Email copies of minutes of the Council meetings to council members prior to the next NSA meeting, and provide minutes to general College of Nursing students when requested.
 - iii. Have at each meeting, for reference, a copy of the Constitution and previous meeting minutes of the current Council.
 - iv. Store an electronic copy of the Constitution and present this to the new Secretary at the annual changeover meeting.
 - v. Act as Secretary on the Constitutional Revision Committee.
 - vi. Support and assist the Senior Stick and Vice Stick in executive duties as needed.
 - vii. Ensure a smooth transition with the incoming Secretary to prevent the loss of information or transient loss of communication.

- viii. Store an electronic copy of available past and present meeting minutes to have on hand during meetings, and to pass on to incoming Secretary during transition.
 - ix. Present a gift at a cost of no greater than \$100.00 and a bouquet of flowers to each the Senior Stick and Vice Stick, to be presented to him/her at the Graduation Ceremony by the remaining Executive Council.
 - x. Act as liaison between student body and NSA council.
 - xi. Organize office hours and distribute office schedule to student body.
 - xii. Oversee activity of NSA offices and lounges.
 - xiii. Be the primary conduit of information about NSA Membership.
 - xiv. Be responsible for updating and maintaining the communication binder in the NSA office.
- e) University of Manitoba Students' Union (UMSU) Representative shall:
- i. Represent the NSA to the UMSU Council.
 - ii. Attend UMSU meetings.
 - iii. Find proxy to attend UMSU Council meetings if unable to attend a given meeting.
 - iv. Adhere to the duties of UMSU Councilor as stated in the UMSU Constitution.
 - v. Organize the NSA to contribute to and participate in UMSU fundraising events as deemed appropriate. (ie. Holiday Hampers)
 - vi. Coordinate any collaborative UMSU activities within the NSA.
 - vii. Report all relevant UMSU Council decisions to the NSA Council.
 - viii. Oversee and perform the official count for all council elections.
 - ix. Support and assist the Senior Stick and Vice Stick in executive duties as needed.
 - x. Organize and feature various University of Manitoba and UMSU services for students as approved by NSA Council.

A3: Section 3 – NSA General Council

The NSA General Council shall be made up of the following:

- a) Student Senator shall:
 - i. Represent the NSA to the University of Manitoba Senate.
 - ii. Attend Senate and Senate Student Caucus meetings.
 - iii. Report all relevant Senate decisions to the NSA Council.
 - iv. Submit a report on Senate activities as relevant to the NSA after each Senate meeting. In the event they were absent from the Senate meeting, they must compose a report on the minutes from the Senate meeting as pertinent to the NSA Council.
- b) Charitable and Health Promotion (CHP) Committee
 - i. Shall be comprised of a Charitable and Health Promotion Chair, a Charitable and Health Promotion Representative, and Student Interest Groups Representative:



- b. Charitable and Health Promotion (CHP) Chair shall:
- i. Communicate and work with the University of Manitoba Health and Wellness program in order to connect Nursing students with health and wellness resources.
 - ii. Be responsible for all charitable and health promotion efforts on behalf of the NSA.
 - iii. Communicate and work with the University of Manitoba Student Counseling Centre as well as the College of Nursing Clinical Psychologist to provide the nursing students' with additional support.
 - iv. Solicit sponsorship and network on behalf of the NSA for the purpose of charitable and health promotion activities and events.
 - v. Keep a record of all dealings with potential sponsors, their duties, ventures, contributors, events, income and expenses during the term and pass along a report with all the information to the next CHP at the annual changeover meeting.
 - vi. Organize, compose and follow through with a Humanitarian Proposal as required when/if voted on by NSA Council for a particular charity.
 - vii. Host a charitable table with a donation venture for students during each new nursing student orientation.
 - viii. Receive activity and financial reports from committee members, and compile committee report for submission to council.
 - ix. Submit goals and objectives for their term as well as a budget for proposed expenditures and proposed profits to the Treasurer by October 30.
 - x. Write up a co-curricular record statement for subcommittee members when applicable, and send to the vice-stick at the end of the academic year.
- c. Charitable and Health Promotion (CHP) Representative shall:
- i. Draft and follow through with any Student Initiative Proposals as voted necessary by the NSA Council for students.
 - ii. Organize various donation drives relevant to College of Nursing students (e.g. Scrubs, textbook, Koats for Kids donations).
 - iii. Assist CNSA with NNSW⁸(National Nursing Student Week) as required.
 - iv. Host fundraisers on behalf of various charities relevant to the NSA and as voted on by NSA Council.
 - v. Coordinate and organize free items for students around exam times no less than once per academic term in collaboration with the Programming Committee (e.g. Free coffee or pizza for students during exam week).

- vi. Shall assist with any duties as delegated by the Charitable and Health Promotion Chair.
- vii. Submit a report outlining all proposed activities/events with budgets to the Charitable and Health Promotion Chair no later than October 30.
- d. Student Interest Groups Representative shall:
 - i. Aid, organize and bridge the gap by connecting students from various cohorts and years to participate in student interest groups.
 - ii. Coordinate the expenses of student interest groups and present these ventures, proposed activities and ideas with their costs to the Charitable and Health Promotion Chair.
 - iii. Help with orientation by hosting student interest groups tables with opportunities for new students to join and participate during orientation week.
 - iv. Draft and follow through with any Student Initiative Proposals as voted as necessary by the NSA Council for students.
 - v. Shall assist with any duties as delegated by the Charitable and Health Promotion Chair.
 - vi. Submit a report outlining all proposed activities/events with budgets to the Charitable and Health Promotion Chair no later than October 30.

c) Programming Committee

- i. Shall be comprised of a Programming Chair, Programming Coordinator, Programming Associate, Publicity Coordinator and Publicity Associate.
- ii. The structure of the Programming Committee is depicted on the following diagram:



a. Programming Chair shall:

- iii. Organize social events for the NSA: specifically The New Student Welcome Back Event, The Annual Winter Event, and for other student activities as deemed appropriate by the NSA Council.
- iv. Liaise with BOSE (UMSU) to discuss with other programmers from other faculties to organize interfaculty events.
 - i) Attend a minimum of 66% of all Programming meetings as scheduled throughout the year for BOSE (UMSU).
- v. Raise funds in the name of the NSA with all sponsorship and fundraising income generated being assigned without restrictions to the general operating budget of the NSA.
- vi. Work closely with the Treasurer on matters relating to incoming funding.

- vii. Will communicate with the Publicity Coordinator and provide them with a minimum of 3 weeks notice of events and fundraising endeavors to allow ample time for promotion.
 - viii. Will have a meeting with the Publicity Coordinator within one month of the academic term to discuss planned events and promotional needs.
 - ix. Submit their goals and objectives for their term as well as a budget for proposed expenditures and proposed profits to the Treasurer by October 30.
 - x. Write up a co-curricular record statement for subcommittee members when applicable, and send to the vice-stick at the end of the academic year.
- b. Programming Coordinator shall:
- i. Organize (with the Programming Chair) social events for the NSA and other student activities as deemed appropriate by the NSA Council.
 - ii. Plan and host a College of Nursing Appreciation event for faculty and administration in the College of Nursing on behalf of the NSA.
 - iii. Plan and aid in all events either on their own initiative or as delegated by the Programming Chair or NSA Council.
- c. Programming Associate shall:
- i. Specifically solicit a minimum of two Food Days per semester (excluding summer session).
 - ii. Work alongside the Programming Committee in all of their fundraising endeavors and events.
 - iii. Assume the voting rights as proxy for the Programming Coordinator in their absence from Council meetings.
- d. Publicity Coordinator shall:
- i. Oversee activities of Class Representatives in relation to social events for the NSA.
 - ii. Maintain the NSA Website (including NSA positions, NSA newsletter and other updates as assigned to the NSA Website), other social media (i.e. Facebook and Instagram) and bulletin boards.
 - iii. Be responsible for all materials requested by the different NSA Council members (such as flyers, tickets, business cards, posters, etc.)
 - iv. Pass along all pertinent documents at the annual changeover meeting to the incoming Publicity Coordinator.
 - v. Hold a meeting with the Programming Chair within one month of the academic year to discuss planned events and promotional needs.
 - vi. Submit a budget to treasurer by October 30.
- e. Publicity Associate shall: [10]
- i. Aid the Publicity Coordinator with all aspects of their position.
 - ii. Aid the other members of the Programming Committee.
 - iii. Assume the voting rights as proxy for the Publicity Coordinator in his/her absence from Council meetings.

d) Mentorship Committee:

- i. Shall be comprised of a Mentorship Program Chair, Mentorship Program Coordinator, International Student Coordinator, and Indigenous Student Coordinator.
- ii. The structure of the Mentorship Committee is depicted on the following diagram:



a. Mentorship Program Chair shall:

- i. Work collaboratively with all mentorship coordinators to ensure their success in performing their individual roles.
- ii. Oversees and supports in the planning and implementation of mentorship related events/activities held by the mentorship committee members.
- iii. Assist at orientation in both the Fall and Winter, to educate new students and in recruiting mentees on all mentorship opportunities.
- iv. Ensure the Mentorship Agreement is signed by all parties and followed during the academic year.
- v. Supply all mentors with transcript claiming information for their curriculum credit for their transcripts.
- vi. Delegate to Mentorship Committee as deemed appropriate.
- vii. Plan and arrange the annual Career Fair with the advise of the College of Nursing PR Representative and NSA council.
- viii. Write up a co-curricular record statement for subcommittee members when applicable, and send to the vice-stick at the end of the academic year.

b. Mentorship Program Coordinator shall:

- i. Recruit members of the various years in the College of Nursing to serve as mentors for the incoming second year nursing students.
- ii. Match incoming second year nursing students with nursing students further along in the program.
- iii. At orientation in both Fall and Winter, recruit incoming year two students for mentorship pairing purposes.
- iv. Follow up with mentors and mentees to ensure contract is being followed throughout the academic year.
- v. Act as a reference for all mentors to obtain a co-curriculum credit for their transcripts.
- vi. Assist Mentorship Program Chair in planning and arranging the annual Career Fair.

- c. International Student Coordinator shall:
 - i. Act as a liaison between the NSA and international students within the College of Nursing.
 - ii. Organize a minimum of two student activities relating to mentorship and international students as deemed appropriate by the NSA Council throughout the academic year.
 - iii. Assist Mentorship Program Chair with mentorship activities as deemed appropriate.
 - iv. Regularly update the NSA council with current events and interests occurring within the international student community.
- d. Indigenous Student Coordinator (defined as someone of First Nation, Inuit or Metis heritage) shall:
 - i. Act as a liaison between the NSA and Indigenous students within the College of Nursing.
 - ii. Organize a minimum of two student activities for Indigenous students as deemed appropriate by the NSA Council throughout the academic school year.
 - iii. Organize Orange Shirt Day on or around September 30 with support and collaboration from the College of Nursing, ASA (Aboriginal Students' Association) and UMSU.
 - iv. Act as a liaison between ASA and NSA.
 - v. Assist Mentorship Program Chair with mentorship activities as deemed appropriate.
 - vi. Regularly update the NSA council with current events and interests occurring within the indigenous students community.
- e) Canadian Nursing Students' Association (CNSA)/ L'Association des Etudiant(e)s Infirmier(e)s du Canada (AEIC) Official Delegate shall:
 - i. Be aware of the opinions of students in their own nursing program on current issues and problems in nursing.
 - ii. Make it known that CNSA (AEIC) is a medium through which the Association's views may be expressed to students in other university nursing programs.
 - iii. Act as a liaison among all university nursing programs in the country.
 - iv. Represent the Association at annual CNSA (AEIC) Regional meetings as the Official Delegate.
 - v. Represent the Association at the National CNSA (AEIC) Conferences as Official Delegate. [12]
 - vi. Act as a liaison between students and CNSA (AEIC), being a contact for CNSA (AEIC) material and other matters.
 - vii. Chair CNSA (AEIC) meetings as deemed necessary as the CNSA (AEIC) Official Delegate.
 - viii. Follow the agenda set by the CNSA (AEIC) Prairie Regional Director.

- ix. Draft, organize and follow through with CNSA Proposals regarding membership and trip expenses through Endowment and Student Initiative funds annually.
 - x. Ensure all requirements are met and a bid is placed for conferences when voted on and approved by NSA Council.
 - xi. Plan, organize and facilitate NNSW (National Nursing Student Week) for the College of Nursing students.
 - xii. Increase awareness of the CNSA and opportunities to learn more (this includes maintaining website CNSA section, present at new student orientations and maintain all CNSA documents).
 - xiii. Report all CNSA (AEIC) event proposals to the Council by October 30.
 - xiv. Submit their goals and objectives for their term as well as a budget for proposed expenditures and proposed profits to the Treasurer by October 30.
- f) CNSA (AEIC) Associate Delegate(s) (2 Positions) shall:
- i. Assist the CNSA (AEIC) Official Delegate in all above assigned duties.
 - ii. In the event of the CNSA (AEIC) Official Delegate's resignation, death or expired term the CNSA (AEIC) Associate Delegate will assume the position of the Official Delegate and a by-election will be held to fill the vacant Associate Delegate office.
 - iii. Assume the voting rights as proxy for the CNSA (AEIC) Official Delegate in his/her absence from Council meetings.
 - iv. One Associate Delegate will attend the national CNSA conference and the other Associate Delegate will attend the regional CNSA conference, alongside the Official Delegate.
- g) Interprofessional Event (IPE) Representative shall:
- i. Assist IPE designated faculty member in the College of Nursing with all IPE events (such as Nightmare, Nightcare and other mock IPE simulations) as they are deemed necessary by NSA Council and the designated faculty member.
 - ii. Dialogue and attend any meetings with other Health Sciences Colleges to arrange and facilitate any IPE events with their programs.
 - iii. When appropriate, participate in the planning and promotion of events of interest to the faculty of health sciences.
 - iv. Relay information regarding interprofessional events outside of the college of nursing to council.
- h) WISH Clinic Representative shall:
- i. Advertise, set up orientation dates, recruit students and facilitate awareness of the Winnipeg^[13] Interdisciplinary Student-Run Health (WISH) Clinic.
 - ii. Update and maintain the WISH connection to College of Nursing students via social media, the NSA website and events (such as orientation).
 - iii. Host a WISH Clinic booth at orientation to increase awareness and gain student involvement with the program.

- iv. Volunteers at the WISH Clinic an average of once per month over the year of their term.
 - v. Act as the Nursing Representative on the WISH Clinic Executive Council and therefore must attend all meetings of the Executive Council to provide the input and experience needed to make decisions regarding the Clinic.
- i) Newsletter Editors (2 Positions) shall:
- i. Publish no less than two issues and no more than eight issues of the newsletter per academic year.
 - ii. Conduct regular meetings with all Newsletter Editors and anyone wishing to be involved before the publication of each newsletter for the purpose of deciding the general content of the newsletter.
 - iii. Be responsible for the layout, proofreading and editing of all articles submitted for approval for publication.
 - iv. Advertise and report on Council activities in each published edition.
 - v. Distribute an electronic copy to be sent to the students, faculty members and Publicity Coordinator (to post on the NSA website and social media).
- j) Merchandise Representative Shall
- i. Be responsible for ordering clothing and items to be sold to the students and members of the public.
 - ii. Monitor the control of inventory and provide a year-end count of inventory.
 - iii. Confirm with the NSA Council on items that need to be ordered and to present pricing quotes at council meetings to be passed by a majority prior to purchasing.
 - iv. Be responsible for addressing to the council any questions or concerns regarding the ordering procedure.
 - v. Work with the Publicity Representatives in regards to advertising merchandise.
 - vi. Be available for student questions and merchandise distribution throughout the year (including Summer term).
- k) Class Representatives:
- a. Year IV Cohorts A, B (September intake).
 - b. Year IV Cohorts A, B (January intake).
 - c. Year III Cohorts A, B (September intake).
 - d. Year III Cohorts A, B (January intake).
 - e. Year II Cohorts A, B (September intake).
 - f. Year II Cohorts A, B (January intake).
 - i. Shall represent the respective class as representative to the NSA Council.
 - ii. Shall represent their class to the College, administration, other classes and the NSA.
 - iii. Shall assist in the NSA Council in the organization and implementation of class events and programs.
 - iv. Shall assist in the planning and organization of activities of other Class Representatives when possible.

- v. Shall not hold any other position on Council.
 - vi. Shall assist the NSA Programming Committee with promotion of events as assigned by the Programming Committee.
- l) Graduation and Pinning Ceremony Committee Chair Fall Intake shall:
- i. Third year second semester student
 - ii. Organize graduation ceremonies, pinning ceremony and other aspects of graduation.
 - iii. Assist the Winter Chair with graduation planning when possible during their term
 - iv. Form a graduation committee as approved and voted on by NSA Council.
 - v. Coordinate fundraising for graduation ceremonies, as brought up and approved by the NSA Council.
 - vi. Maintain their position(s) until the completion of the Graduation, Pinning Ceremonies and fundraising ventures for the given year are concluded.
 - vii. Organize the date, venues of Graduation and Pinning Ceremony, speakers, valedictorian, BPRN students, Excellence in Teaching Award, all clerical items, decorations, take away items, photographers, DJ, flowers, MC, music, volunteers and fundraising ventures.
 - viii. Supply the NSA Council with income and expenses when requested and periodically, prior to important deadlines regarding Graduation and Pinning Ceremony.
 - ix. Report at monthly meetings and to the NSA Council upon request.
 - x. Organizes and provides plans for next years Pinning Ceremony. Ensuring pins for the following Pinning Ceremony have been ordered.
 - xi. In the second last meeting (prior to the annual changeover meeting, hold a vote from NSA Council to determine the Excellence in Teaching Award and commission a trophy and purchase a \$50 gift of flowers or a certificate for the winning faculty or administrative member).
 - xii. Position extend beyond academic year up until graduation to assist with the next graduation as necessary
 - xiii. Write up a co-curricular record statement for subcommittee members when applicable, and send to the vice-stick at the end of the academic year.
- m) Graduation and Pinning Ceremony Chair Winter Intake shall:
- i. Third year first semester student
 - ii. Serve as insight for the following year's Graduation and Pinning Ceremony Committee and to represent their graduating class as chair
 - iii. Organize graduation ceremonies, pinning ceremony and other aspects of graduation. [15]
 - iv. Form a graduation committee as approved and voted on by NSA Council.
 - v. Coordinate fundraising for graduation ceremonies, as brought up and approved by the NSA Council.
 - vi. Maintain their position(s) until the completion of the Graduation, Pinning Ceremonies and fundraising ventures for the given year are concluded.

- vii. Organize the date, venues of Graduation and Pinning Ceremony, speakers, valedictorian, BPRN students, Excellence in Teaching Award, all clerical items, decorations, take away items, photographers, DJ, flowers, MC, music, volunteers and fundraising ventures.
 - viii. Supply the NSA Council with income and expenses when requested and periodically prior to important deadlines regarding Graduation and Pinning Ceremony.
 - ix. Report at monthly meetings and to the NSA Council upon request.
 - x. Organizes and provides plans for next years Pinning Ceremony. Ensuring pins for the following Pinning Ceremony have been ordered.
 - xi. Position extend beyond academic year up until graduation to assist with the next graduation as necessary
 - xii. In the council meeting two months prior to the winter intake graduation, hold a vote to determine the Excellence in Teaching Award, commission a trophy, and purchase a \$50 gift of flowers or certificate for the winning faculty or administrative member.
 - xiii. Write up a co-curricular record statement for subcommittee members when applicable, and send to the vice-stick at the end of the academic year.
- n) CAN U Representatives (2 Positions) shall:
- i. Represent the College of Nursing to the community through the CAN U outreach program.
 - ii. Report undertakings, ongoing involvements and issues of interest to the NSA Council monthly or as required.
 - iii. Recruit students as volunteers to assist in running the CAN U program.
 - iv. Write up a co-curricular record statement for volunteer members when applicable, and send to the vice-stick at the end of the academic year.
 - v. Hold orientation for volunteers.
 - vi. Have a booth at New Students Orientations to provide information about volunteer opportunities.

A3: Section 4 – Duties of All NSA Council Members

- a) All members are expected to perform any other duties expected by council or as required by mandate by an Executive Council majority.
- b) All NSA positions are elected on an annual basis, and terminate at the changeover meeting with the exception of Graduation and Pinning Committee members who are in their position until the completion of the Graduation Dinner and Dance, and Class Representatives which are appointed by each cohort for the duration of the academic year. All other positions are elected for one year and a changeover meeting is expected to be scheduled at the March Council meeting.

A3: Section 5 – Finances

- a) The Council shall have the power to approve and authorize all expenditure of funds to be paid by the student council for approved Association undertakings. The funds are received from UMSU as student fees and fundraising ventures throughout the term.
- b) Two of the Executive Council members with signing authority need to sign the cheques.
- c) The Council shall have the authority to authorize the Treasurer, the Senior Stick and Vice Stick, to sign cheques on behalf of the Association.
- d) The Senior Stick is authorized to approve expenditures not exceeding two hundred dollars for urgent funding needs, monthly meeting food costs, and office supplies. Any expenditure exceeding two hundred dollars must be approved by the NSA Executive or NSA Council.
- e) Any person in the Association, not currently a member of the Council, wishing to place a purchasing order, in the Association's name must present this first through the NSA Council and have it approved.

Article IV (A4) – Elections & Appointments

A4: Section 1 – NSA Council

a) Timing

The NSA Executive and General elections shall be held in February of the academic year at a time that is convenient for all years and the given NSA Council for that year.

i. By-elections shall be held as necessary to fill vacant positions.

b) Positions to be elected in February annually upon completion of previous Council terms are as follows:

- i. Senior Stick
- ii. Vice Stick
- iii. Secretary
- iv. Treasurer
- v. UMSU Representative
- vi. Student Senate Representative
- vii. Charitable and Health Promotion (CHP) Chair
- viii. Charitable and Health Promotion Representative
- ix. Student Interest Groups Representative
- x. Programming Chair
- xi. Programming Coordinator
- xii. Programming Associate
- xiii. Publicity Coordinator
- xiv. Publicity Associate
- xv. Mentorship Program Chair
- xvi. Mentorship Program Coordinator
- xvii. Indigenous Student Coordinator
- xviii. International Student Coordinator
- xix. CNSA Official Delegate
- xx. CNSA Associate Delegates (2 positions)
- xxi. IPE Representative

- xxii. WISH Clinic Representative
- xxiii. Newsletter Editors (2 positions)
- xxiv. Merchandise Representative
- xxv. Class Representatives
- xxvi. Graduation and Pinning Ceremony Committee Chair Fall Intake
- xxvii. Graduation and Pinning Ceremony Committee Chair Winter Intake
- xxviii. CAN U Representatives (2 positions)

c) Eligibility

- i. Any person running for the position of Senior Stick must have served on Council in the previous academic year and must be in their fourth and final year of study in the fall intake or in their third year second term winter intake. In extenuating circumstances, if there are not any eligible students nominated or interested in pursuing the Senior Stick position, another third or fourth year student may apply. These efforts are to be coordinated by the outgoing Senior Stick to ensure an incoming Senior Stick for the next year.
- ii. No executive council positions shall be filled by a fourth year winter intake student going into their final semester in fall (i.e. will be starting senior practicum in January). In the event that no other eligible student is available, another third or fourth year student would be considered for the position.
- iii. Honorary membership status may be granted to faculty or administration members as voted in by the NSA Council.
- iv. No person may simultaneously hold two voting positions on the NSA Council at any one time. Duties may be fulfilled by other members as voted on by the NSA Council and under the supervision of the Executive Council.
- v. All general positions are open to any member of the NSA who will be a student during the term of office.
- vi. Any person who is not a current student in the College of Nursing must step down from their elected position with the exception of Graduation and Pinning Ceremony Committee.
- vii. A person may only run for one position in a given election.
- viii. All members of the NSA (including Executive members) may vote in the February NSA elections and any by-election(s).

d) Personal

- i. Elections shall be coordinated by the outgoing Senior Stick and another Executive member(s) that are not running for an Executive position.
- ii. The outgoing Senior Stick will act as the Returning Officer. In the event the Senior Stick is running for a position, another Executive member will act as the Returning Officer who is not running for a position in the election as voted by a NSA Council majority vote. The Deputy Returning Officer shall be the UMSU Representative. In the event the UMSU

Representative is running for a position, another Executive member will act as the Deputy Returning Officer who is not running for a position in the election as voted by a NSA Council majority vote.

- iii. The Returning Officer in conjunction with the Deputy Returning Officer shall use their discretion to manage situations not covered in the Constitution.

e) Procedure

i. Notification

1. Three weeks prior to the selected dates of the election, an email shall be sent by the Returning Officer to all students currently enrolled in the College of Nursing undergraduate programs to indicate the following:
 - a. Dates of the election.
 - b. Positions available.
 - c. Descriptions and terms of office of available positions.
 - d. Election procedures, deadlines and availability of nomination forms.
 - e. A link to the NSA Constitution for their review.
2. NSA Class Representatives shall make announcements in their respective cohorts.

ii. Nominations

1. A call for nominations shall be made via email at least two weeks prior to the election dates.
2. Students can self-nominate.
3. All Executive Council, CHP Chair, Programming Chair, Mentorship Chair, and CNSA Official Delegate candidates must submit a nomination form with ten signatures, three of which are NSA Council member signatures and seven of which are NSA member signatures.
4. All other candidates must submit a nomination form with ten NSA member signatures.
5. A date and time prior to the election dates shall be set as the due date for submission of nomination forms.
6. Following the due date of the nomination forms, a document listing the nominees shall be sent out to students via email.

iii. Voting

1. All positions with nominees shall be voted for through electronic voting by the members.
2. Students will be informed as to the logistics of voting prior to the actual election date.
3. For positions with multiple nominees, voters will be asked to choose one of the nominees.
4. Voting will commence for an appropriate designated amount of time.

5. The Returning Officer and Deputy Returning Officer will work with faculty and administration or UMSU in certifying the voter status in the College of Nursing as voters vote in the election.

iv. Counting of Votes

1. Votes shall be counted by the Returning Officer and the Deputy Returning Officer.
2. Votes will require fifty percent plus one "yes" votes for the nominee to win the position.
3. Voting by proxy is not allowed.
4. A victory for roles with only one position (eg. Senior Stick) will be considered as follows:
 - a. Fifty percent of the vote plus one OR
 - b. With more than one nominee, the nominee with the most votes over the next highest candidate wins.
 - c. In the event of a tie between two candidates (a less than 5% margin of victory where there are more than two nominees), a repeat vote shall be held between the two leading candidates. The repeat vote shall follow the same procedure, however, a simple majority will be sufficient for victory.
5. A victory for roles with two positions (e.g., CNSA Associate Delegates) will be considered as follows:
 - a. The two candidates with the greatest number of votes where both candidates have a majority number of votes of the next highest candidate.
 - b. In the event of a clear victory by one candidate followed by a tie between the next two nominees, a repeat vote will be held between the second and third nominees. However, a simple majority will be sufficient for a victory.
 - c. In the event of a less than 5% margin of victory between more than two nominees, the person with the most votes shall get one of the positions. A repeat vote will be held between the next two highest candidates. The repeat vote will be held between the next two highest candidates. The repeat vote shall follow a similar procedure as an election; however, a simple majority will be sufficient for victory.

v. Announcement of Results

1. Announcement of Results should be made public immediately following the counting of the votes. This should be done via email, posting in the Helen Glass Atrium and on the NSA social media (Website, Facebook, Instagram...).
2. The results of the election should be made available to the College of Nursing Administration and UMSU.

3. The number of votes for each nominee should be kept for 72 hours should an appeal be made.
- vi. Changeover Procedures
 1. Changeover shall be done at the last NSA Council meeting of the academic year by the outgoing Senior Stick in April of each year.
- vii. Vacancies and By-Elections
 1. Any vacancies in a position shall be filled at a by-election if deemed necessary by the NSA Council.
 2. If the offices of both Senior Stick and Vice Stick are vacant at the same time or only the office of the Vice Stick is vacant a by-election is mandatory.
 3. The timing of the by-election shall be decided by the NSA Council.
 4. By-elections shall be held in the same fashion as elections. The Senior Stick will act as the Returning Officer and UMSU Representative will act as Deputy Returning Officer. If either position is vacant the Vice Stick or another Executive as voted by NSA Council may assume either position.
- viii. Appeals
 1. Appeals may be submitted to the Returning Officer and Deputy Returning Officer by unsuccessful candidates for 72 hours following the election.
 2. The appeal will be reviewed by two of the following eligible individuals:
 - a. The Returning Officer
 - b. The outgoing Vice Stick
 - i. In the case that the outgoing Vice Stick is also the Returning Officer or another individual is required to meet the criteria, the Treasurer will participate.
 - c. If deemed to have merit by the two individuals above, the results are annulled and a repeat vote will occur.

A4: Section 2 – Other NSA Council Representatives

- a) All other representatives shall be appointed at the discretion of the Senior Stick to be put to a NSA Council majority vote.
- b) All requests for student representatives on committees, etc. should be directed to the Senior Stick.
- c) As a general procedure, positions should first be offered to NSA Executive members, followed by General members, followed by Class Representatives, followed by Committee members, followed by prior NSA members, followed by the general student body with third and fourth year students having precedence over second year students in order of seniority.

Article V (A5) – Removal/Withdrawal of Elected or Appointed Positions

A5: Section 1 – Non-Elected and Elected Positions

It may be necessary at some point for a member of the NSA Council to be removed. Reasons may include members not fulfilling their responsibilities, not attending meetings or acting in a fashion inappropriate for a member of the NSA Council.

- a) ONE of the following must occur for the removal of a member of the NSA Council to be considered:
 - a. A petition signed by 30% of the student body should be presented to the Senior Stick or the Vice Stick for review and potential removal of the member. The petition instigator will be automatically allowed up to half an hour of time at the next NSA Council meeting to be scheduled at the convenience of the instigator and person the petition is regarding, but no later than within two weeks of the petition being submitted. The instigator will be granted the floor to speak for the member's removal from their position and if a council is persuaded, they may make a motion which must be passed by a majority of present council members, provided that quorum is met.
 - b. A consensus between three of the following Executive members:
 - i. Senior Stick
 - ii. Vice Stick
 - iii. Treasurer
 - iv. Secretary
 - v. UMSU Representative
 - c. A motion is passed by majority of the Council for the removal of the member.
- b) Once one of the criteria in Article V, Section 1, (a) has been met the following should take place:
 - a. Both the Council member in question and a representative of the persons wishing the removal shall have an opportunity to present their case to the NSA Council.
 - b. A secret ballot vote of the entire NSA Council (including all honorary members present) shall be conducted to determine the status of the Council member in question. A majority shall be necessary to remove the Council member.
- c) Any Council member who withdraws from nursing school, fails a year or takes a leave of absence may be removed from their office at the discretion of the NSA Council.
- d) With the exception of inappropriate behaviors, at least two written warnings should be issued by the Senior and/or Vice Stick at least 2-3 weeks apart to the member in question to indicate deficiencies and a suggested remedial plan.
- e) Any Council member may withdraw from their position by submitting a letter of resignation to the Senior Stick.

In the event a Council member is removed or withdraws:

- a) An email shall be sent to all of the NSA Council members that the member has stepped down or been removed.
- b) UMSU shall also be notified of the status change by the Senior Stick or UMSU Representative(s).
- c) The responsibilities of the removed/withdrawn Council member shall be divided among the remaining Council members until a replacement can be found.
- d) A by-election shall be held as soon as possible to fill the vacant position if deemed necessary by the NSA Council.
 - a. If the Vice Stick is the Executive member who has been removed or has stepped down, the secretary will fill the role for the remainder of the year until the main elections are held annually in February.
 - b. If the Treasurer is the Executive member who has been removed or has stepped down, the Council must find a suitable replacement and appoint the person as Treasurer with a majority.
 - c. All other positions shall be filled by a by-election for the balance of the year at which point the position will be reopened for the February Council elections.
 - d. A removed Council member may not run for election in the by-election to replace themselves or in any future NSA elections.

In the event a non-elected NSA member is removed or withdraws:

- a) An email shall be sent to the Council indicating that the non-elected NSA member has stepped down/been removed.
- b) The responsibilities of the removed/withdrawn non-elected NSA member shall be divided amongst the remaining Council members until a replacement can be found.
- c) A by-election shall not be required. The position will need to have another NSA member appointed by the Council in a majority Council vote.
- d) The non-elected NSA member removed or who stepped down from office may not be appointed to another NSA Council position unless granted permission by a NSA Council majority vote.

Article VI (A6) – Alteration of the Constitution

A6: Section 1 – Alteration of the Constitution

- a) Proposals for amendments to this Constitution must be delivered to the Senior Stick and Secretary in writing. The Senior Stick shall then discuss such proposals at the next NSA Council meeting.
- b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any NSA Council meeting.

Article VII (A7) – Suspension of the Constitution

A7: Section 1 – Suspension

- a) This Constitution cannot be suspended.

Constitution of the Nursing Students' Association

A7: Section 2 -Adoption of the Constitution

This constitution was revised by the Executive Council members and approved by the NSA General Council at the meeting held on July 9, 2018.

