



**The Constitution of the Nursing Undergraduate Society
Lawrence S. Bloomberg Faculty of Nursing University of
Toronto**

2023-2024

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The Constitution of the Nursing Undergraduate Society Lawrence S. Bloomberg Faculty of Nursing University of Toronto

2023-2024

ARTICLE I: NAME

The name of this organization shall be the University of Toronto Nursing Undergraduate Society (NUS).

ARTICLE II: DEFINITIONS

In this constitution:

| | |
|---------------------------|---|
| “Activity” | shall be any event which is sponsored under NUS, or is performed by a NUS member for the purpose of NUS or for the purpose of the students |
| “CNA” | shall be the Canadian Nurses’ Association |
| “CNSA” | shall be the Canadian Nursing Students’ Association |
| “Faculty” | shall be the Lawrence S. Bloomberg Faculty of Nursing at the University of Toronto |
| “GH” | shall be Global Health |
| “GNSS” | shall be the Graduate Nurses’ Student Society |
| “IHI” | shall be the Institute for Healthcare Improvement |
| “IPE” | shall be Interprofessional Education |
| “NSO” | shall be the Nursing Students of Ontario |
| “NUS” | shall be the University of Toronto Nursing Undergraduate Society |
| “RNAO” | shall be the Registered Nurses’ Association of Ontario |
| “Student” | shall be any person enrolled at the Lawrence S. Bloomberg Faculty of Nursing, University of Toronto, in the undergraduate program as a full- or a part-time student as recognized by the Lawrence S. Bloomberg Faculty of Nursing |
| “University” | shall be the University of Toronto |
| “UTSU” | shall be the University of Toronto Students’ Union |
| “Ad-hoc committee” | temporary committee established to address a specific issue that ceases to exist automatically when the new Executive Officer is elected |
| “Ex-officio” | non-voting member of NUS that is part of NUS by virtue of holding another office/position |

Any portions of the text enclosed in square brackets [] is informative, and not an official part of the constitution.

ARTICLE III: PURPOSE OF NUS

- i. To improve student physical, social, spiritual and cultural welfare.
- ii. To represent the student perspective of campus life.
- iii. To promote full cooperation between students, Faculty, and administration, in regard to student interests.
- iv. To promote channels of communication through which students’ opinions may be expressed.
- v. The Executive Officers will review all annual budgets for all activities, and based upon the total expected revenue from student fees, financial support from Faculty, and fundraising activities, suggest changes to activities’ budgets and present their recommendations at the NUS budget meeting.

1. The Executive Officers may request that an activity explain or clarify expenses presented on their budget, before accepting a budget.
2. The annual Budget Meetings shall be scheduled no later than the last week in May. All Budgets, with the suggested changes by the Executive Officers, and a general summary of all budgets and expected revenues from student fees, must be made available to NUS members by the Executive Officers no less than twenty-four (24) hours before the scheduled Budget Meeting.
3. The budgets of all activities, as well as the complete budget must be passed as individual motions at the Budget Meeting by vote of simple majority.
4. The complete budget must always remain less than the total expected revenues from student fees, financial support from Faculty, and fundraising activities.
5. The budget passed at the Budget Meeting, shall be prominently posted, by the Executive Officers, either in the students' lounge or outside the NUS office, for examination by all students.
6. Additional budget must be brought forward by using the Additional Budget Approval Application. The application must be submitted a month prior to the vote, to allow sufficient time for NUS members to review. The vote must exceed 75% of the meeting participants. This application includes:
 - a. The exact circumstances of the situation.
 - b. How the event qualifies the purpose of NUS
 - c. How the already approved budget has been, or is planning on being spent.
 - d. How the requested additional funds will be spent.
- vi. In the event of an emergency, as determined by a 2/3 majority vote of Executive Officers in an Executive meeting, the Executive may authorize the distribution of additional funds to an activity, provided that a general meeting of NUS cannot be arranged. In this event, a NUS meeting must be called for the purpose of informing all of NUS of the Executive decision as soon as possible and no later than two (2) weeks after the Executive meeting in which the distribution of funds was passed.

Paragraph 1: The Usage of Funds

- i. All activities receiving funds from NUS must maintain financial records using generally accepted accounting principles.
- ii. All activities must maintain their own financial record subject to audit by the Director(s) of Finance and/or the Junior Director(s) of Finance.
- iii. Any activity requesting funds, as part of their budget, must complete a request for funds form with detailed receipt, as presented by the Director(s) of Finance at the budget meeting. [An example is located in Appendix C]
- iv. Failure to comply with these procedures may, at the discretion of the Executive Officers, result in the suspension of an activity's budget.
- v. Interested students can submit part of their conference costs to be covered by NUS. NUS can cover up to 50% of the cost of the conference, accommodation and travel expenses. Receipts verifying expenses are required. Applicants will be required to present to NUS about their conference costs, the value of the conference and benefits for all nursing students.
- vi. To promote students' rights and responsibilities.
- vii. To promote academic freedom and academic responsibilities.
- viii. To foster awareness of students' position in the Faculty, campus, local, provincial, national, and international communities.

- ix. To enhance professionalism by providing a forum in which members may gain experience in responsible leadership and community involvement.

ARTICLE IV: MEMBERSHIP

Section A: Definition

- i. Membership in NUS shall be all undergraduate students registered at the University of Toronto, Lawrence S. Bloomberg Faculty of Nursing.
- ii. The Officers of NUS shall be a group of democratically elected individuals elected from and by all full- and part-time undergraduate students at the Faculty. [Refer to Elections]

Section B: Classifications

- i. NUS shall have the following classifications of membership: Executive Officers, Officers and regular members.
 - a. The classification of Executive Officers shall consist of:
 - i. The President
 - ii. The Vice President
 - iii. The Senior Director(s) of Finance
 - iv. The Junior Director(s) of Finance
 - v. The Senior Director of Communications
 - vi. The Junior Director of Communications
 - b. The classification of Officers shall consist of:
 - i. The RNAO Official Delegate
 - ii. The RNAO Associate Delegate
 - iii. The CNSA Official Delegate
 - iv. The CNSA Associate Delegate
 - v. The Social Coordinator(s)
 - vi. The Year Representative(s)
 - vii. The Athletics and Recreation Representative(s)
 - viii. The IPE Representative(s)
 - ix. The UTSU Representative(s)
 - x. The Publications Coordinator(s)
 - xi. The Global Health Representative(s)
 - xii. The Wellness Coordinator(s)
 - xiii. The IHI Official Delegate
 - xiv. The IHI Associate Delegate
 - xv. The Mentorship Coordinator(s)
 - xvi. The Equity Coordinator(s)
 - c. The classification of regular members shall consist of students at the Faculty.
 - d. The classification of ex-officio shall consist of:
 - i. The Faculty Advisor(s)
 - ii. The classification of provisional committee members shall consist of:
 - a. The elected Chair of the Nursing Games committee on years that the University hosts the Nursing Games.

ARTICLE V: DUTIES AND POWERS OF MEMBERS

Section A: Finances

Paragraph 1: Student Fees

- i. NUS has the right to levy and administer student fees as it deems necessary and in compliance with the rules and regulations set out by the University of Toronto and its Office of the Comptroller. NUS levies \$30.67 per session from each full-time student and \$9.00 per part-time student.
- ii. NUS has the right to collect student fees on behalf of other student organizations within the Lawrence S. Bloomberg Faculty of Nursing. These fees are included as part of the total student fee, however their disbursement is automatic and in no way should these fees be considered part of the general NUS budget. [For the RNAO, NUS collects \$8.00 from each full-time and part-time student, and for the CNSA, NUS collects \$5.00 from each full-time student and \$1.00 from each part-time student.]
- iii. Any changes in the amount of student fees must first be passed by NUS at a general meeting, then be passed by a referendum of the student population and in compliance with the comptroller.
- iv. Any changes to the amount collected on behalf of other organizations must first be passed by NUS, and NUS may elect to either
 - a. Increase the total student fees amount, which shall require a referendum as detailed above or
 - b. Decrease the amount of fees collected for purposes of the budget by an equal amount.

Paragraph 2: Other Sources of Income

- i. All money and/or assets raised through NUS sponsored activities shall be the property of NUS, and may only be spent on the authority of NUS.

Paragraph 3: Allocation of Funds

- i. NUS has the power to allocate and authorize the expenditure of any and all funds received by NUS.
- ii. All allocations of funds to activities must be approved by NUS. Activities desiring financial support shall first submit complete written budgets to NUS. All budgets shall be available for review by any student through NUS.
- iii. Annual budgets must be submitted, in detailed typewritten form, to the Director(s) of Finance, by all activities requesting funds. The budgets must be submitted on a timetable established by the Executive Officers, or a minimum of one (1) week prior to the scheduled Budget meeting. Any activity failing to comply with this shall not be included in the budget as presented at the budget meeting and must make a separate special application for funding, to be voted upon at the next regular meeting of NUS following the budget meeting.

Paragraph 4: NUS Accounts

- i. All NUS accounts shall require the signature of two Executive Officers, with those Officers specified under Section B of this article.
- ii. All activities under NUS, who have external accounts, must have withdrawals requiring two signatures from Executive Officers from NUS [An example is located in Appendix C]. Any exceptions to this must be approved by the Executive Officers.

- iii. All signing authority on all NUS accounts must be transferred from the outgoing NUS, to the incoming NUS on or before the official transfer of office, as specified in the Elections article.
- iv. A minimum amount of \$1500 must remain in the general bank account on the date of change of office.

Paragraph 5: Contracts and/or Leases

- i. NUS has the ability to enter into contracts and/or lease with external organizations.
- ii. The financing of all contracts is subject under the budget as passed by NUS.
- iii. All contracts in excess of one thousand dollars (\$1000) must be in written form.
- iv. All written contracts and/or leases in excess of one thousand dollars must be presented to a meeting of NUS, in their written form and passed in the form of a motion, before the contract or lease is agreed upon. After a motion is passed by a general meeting, the Dean must be notified and consulted with.
- v. All written contracts and/or leases over one thousand dollars must be signed by two members of NUS, with one of the members being an Executive Officer with signing authority on NUS accounts.
- vi. Any contracts and/or leases must expire on or before August 15 following the term of office in which they were signed.
- vii. Any contracts and/or leases equal to or more than \$1000 must be consulted with the Dean of legal advisory.

Paragraph 6: Funding of External Organizations and/or Individuals

- i. Any individual(s) or organization making a request for financial support from NUS must do so by a submitting additional budget application and must demonstrate, to the satisfaction of NUS, how the financial support will be used.
- ii. The individual(s) or representative(s) of the organization is(are) required to appear at the general meeting of NUS at which the application is discussed.
- iii. During any voting on the application for funds, or at the request of the chairperson, representative(s) of the organization is(are) required to leave the meeting. Further voting may be deferred until the next regular meeting of NUS at the request of any single member of NUS.
- iv. The benefit to the students, NUS and/or the Faculty will be considered in determining the priority of grants.
- v. The individual(s) or organizations receiving financial aid from NUS will be required to give report to NUS or the student body when suitable, usually in the form of a general presentation or written report. Before receiving any funds the individual(s) or representative(s) of the organization will be required to sign a statement in agreement with the above policy.
- vi. NUS may give out donations to various legally recognized charitable organizations, as it deems appropriate, without requiring the organization to abide by the above policies.

Section B: Duties and Power of Position on NUS

Paragraph 1: The Executive Officers

- i. All members holding positions as Executive Officers shall have one (1) vote at all general NUS meetings and at Executive meetings.
- ii. The Executive Officers shall be responsible for ensuring the development and formulation of NUS policies.

- iii. All Executive Officers shall attend all general meetings of NUS and Executive meetings.
- iv. The President will be kept informed of Orientation proceedings and may be a member of the Orientation committee.
- v. All Executive members are responsible for maintaining a physical and/or electronic cache for all relevant positional information to be passed on to the incoming NUS members.
- vi. All Executive members shall provide a phone number and email to all other NUS members where they may be reached.
- vii. The President shall:
 - a. Be a second year student.
 - b. Act as the Chief Executive Officer of NUS, and as such be its official spokesperson.
 - c. Be responsible for ensuring the development and formulation of NUS policies with regard to both the Faculty and University as a whole.
 - d. Chair all NUS general and Executive meetings.
 - e. Be responsible for ensuring the availability of NUS services to all students.
 - f. Be responsible for calling all meetings of NUS and its Executive Body at least a week in advance.
 - g. Be the official voting representative of NUS on the Faculty Council.
 - h. Distribute a copy of the current constitution to all members no later than one week after the committee or position has been filled.
 - i. Be responsible for ensuring the submission of an Executive budget.
 - j. Have signing authority on all accounts of NUS.
 - k. Be responsible for ensuring that all NUS members perform their duties as directed within this constitution.
 - l. Provide the University Student Services Office with an up-to-date list of members and their positions by:
 - i. Submitting a complete list of incoming members within two weeks of taking office.
 - ii. Reporting any vacancy in the office within two weeks.
 - m. Bring the legislation of the Constitution to the attention of NUS.
 - n. Serve as, or appoint the duty of, the Chief Returning Officer, whose sole responsibility shall be representing students on Faculty Council and supervising NUS referenda processes and NUS elections for Executive and official NUS positions.
 - o. Represent and highlight student interests and concerns during meetings with the Dean.
 - p. Schedule, plan, and facilitate both Dean's Forums, preceding the end of each academic semester in November and May, in a professional and respectful manner.
 - q. Schedule, plan, and facilitate an Undergraduate Director's Forum preceding the end of the academic semester in May, in a professional and respectful manner.
 - r. Organize graduation jackets for the graduating cohort by collaborating with the University of Toronto Bookstore.
- viii. The Vice President shall:
 - a. Be a first year student.
 - b. In the absence of the President, perform all duties of the President until such time as the President is able to return, or a by-election can be held.

- c. Serve with the President as the official representative of the students when more than one is required.
 - d. Be the official voting representative of NUS on the Faculty Council.
 - e. Be responsible for the organization of the NUS Graduation Leadership Awards, as detailed in the awards article of this constitution.
 - f. Be part of the NUS Graduation Leadership Awards selection committee with the Faculty Advisor and at least one other first year voting representative of NUS.
 - g. Represent and highlight student interests and concerns during meetings with the Dean.
 - h. Have signing authority on all accounts of NUS.
 - i. Lead NUS Student Opportunity Fund (SOF) committees for each application round. If the Vice President applies for the SOF, they must appoint a proxy to lead the meeting on their behalf.
 - j. Shall accept nominations for the SOF and blind the applications for review with the SOF committee.
 - k. Assist the President in organizing and planning the Dean's Forums when needed. The Vice President must support the President by attending and contributing to discussion in both Dean's Forums, preceding the end of each academic semester in November and May.
 - l. Assist the President in organizing and planning the Undergraduate Director's Forum when needed. The Vice President must support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- ix. The Director(s) of Finance shall:
- a. Be a second year student.
 - b. Be responsible for the financial aspects of NUS.
 - c. Receive, have custody of, and account for all funds of NUS.
 - d. Administer payment of all expenses incurred by NUS or its activities within one month of the request, provided that such request falls within the passed budget of NUS.
 - e. Keep NUS informed of its financial status, and ensure compliance with its approved budget. At any time the Director(s) of Finance must be able to advise NUS of its current state of accounts within one (1) week of any request from any NUS member.
 - f. Ensure that all budgets from NUS activities have been received as detailed in Section A, Paragraph 3 of this article.
 - g. Summarize and present all of the budgets from the activities to the Executive Officers and NUS members at the Budget Meeting.
 - h. Have signing authority on all accounts of NUS.
 - i. Transfer signing power to the new NUS Executives upon the results of the second year Spring elections.
 - j. Give the Junior Director(s) of Finance all the necessary information by March 31st to ensure submission of the Audit by July 31st.
 - k. Be responsible for ensuring that all financial information, including, but not limited to, all ledgers, account statements, and audit reports be passed on to the incoming Director(s) of Finance.
 - l. Ensure that signing authority on all NUS accounts and its activities be properly passed from the outgoing to the incoming NUS members.

- m. Support the President by attending and contributing to discussion in both Dean's Forums, preceding the end of each academic semester in November and May.
 - n. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- x. The Junior Director(s) of Finance shall:
- a. Be a first year student.
 - b. Be responsible for the financial aspects of NUS.
 - c. Assist the Director(s) of Finance in administering payment of all expenses incurred by NUS or its activities within one (1) month of the request, provided that such request Falls within the passed budget of NUS.
 - d. Keep NUS informed regarding its financial status, and ensure compliance with the approved budget. At any time the Junior Director(s) of Finance must be able to advise NUS of its current state of accounts within one (1) week of any request from any NUS member.
 - e. Ensure that all budgets from NUS activities have been received as detailed in Section A, Paragraph 3 of this article.
 - f. Assist the Director(s) of Finance in summarizing and presenting all of the budgets from the activities to both the Executive Officers and to NUS at the Budget Meeting.
 - g. Junior Director(s) of Finance will arrange to have an audit done between April and July.
 - h. Acquire signing power and take over the Director(s) of Finance position following the transition meeting.
 - i. Act and takeover the Director(s) of Finance's responsibilities in absentia of the Director(s) of Finance.
 - j. Support the President by attending and contributing to discussion in both Dean's Forums, preceding the end of each academic semester in November and May.
 - k. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
 - l. The Junior Director(s) of Finance shall automatically fill the Senior Director(s) of Finance position and will take part in transition activities in the Spring/Summer term. If the active Junior Director(s) of Finance is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.
- xi. The Senior Director of Communications shall:
- a. Be a second year student.
 - b. Conduct and file all NUS correspondence.
 - c. Keep minutes of all NUS general and Executive meetings.
 - d. Be responsible for distributing the minutes as specified under the Meetings article.
 - e. Ensure that the University of Toronto Student Life webpage, NUS website, and other social media are updated with accurate NUS Executive Officer and Officer information after NUS elections.
 - f. Maintain a current list of phone numbers and email addresses for all NUS members and make this list, and any changes, available to NUS members.
 - g. Book and arrange a room for general NUS meetings.

- h. Be responsible for organizing and storing all the minutes, correspondence, and constitutions of NUS.
 - i. Be responsible for posting second year NUS announcements, events or communications on social media platforms including, at minimum, bi-weekly newsletters.
 - j. Be responsible for maintaining the calendar and posting all NUS events and other dates of student interest.
 - k. Be responsible for checking, forwarding, and responding to emails from the NUS email account(s).
 - l. Ensure that all reports are received from Executive Officers and Officers on time. Failure to do so shall be reported to the President.
 - m. Be responsible for facilitating room booking for any NUS-related events.
 - n. Have signing authority on all accounts of NUS.
 - o. Ensure that the Junior Director of Communications is given access to the nus.nursing@utoronto.ca email address via Faculty IT in the Spring/Summer term for the purpose of any NUS-related communications.
 - p. Support the President by attending and contributing to discussion in both Dean's Forums, preceding the end of each academic semester in November and May.
 - q. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xii. The Junior Director of Communications shall:
- a. Be a first year student.
 - b. Conduct and file all NUS correspondence.
 - c. Keep minutes of all NUS general and Executive meetings.
 - d. Be responsible for distributing the minutes as specified under the Meetings article.
 - e. Be responsible for being a point of contact for Faculty communications.
 - f. Be responsible for organizing and storing all the minutes, correspondence, and constitutions of NUS.
 - g. Distribute a copy of the current constitution to all members no later than one week after the committee or position has been filled.
 - h. Be responsible for checking, forwarding, and responding to emails from the NUS email account(s).
 - i. Have signing authority on all accounts of NUS.
 - j. The Junior Director of Communications is responsible for first year NUS announcements, events, or communication on social media including, at minimum, bi-weekly newsletters.
 - k. Support the President and Vice President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - l. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
 - m. The Junior Director of Communications shall automatically fill the Senior Director of Communications position and will take part in transition activities in the Spring/Summer term. If the active Junior Director of Communications is unable or unwilling to take the position, then the

position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.

Paragraph 2: The Officers

- i. All members holding positions as Officers shall have one (1) vote at all general NUS meetings.
- ii. All Officers are required to submit a budget for their position as detailed in Section A of this article.
- iii. All members are responsible for maintaining a physical and/or electronic cache for all relevant positional information to be passed on to the incoming NUS members.
- iv. All Officers are required to produce as outlined in the reports article of this constitution.
- v. All Officers have the power to form committees to aid them in the fulfilling of their duties, of which the Officer shall be chair, and whose members consist of any interested student.
- vii. Be responsible for keeping their portfolio, as contained in Appendix B, updated and will surrender this portfolio during the changeover meeting to NUS.
- viii. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
- ix. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- x. The Social Coordinator(s) shall:
 - a. Be two first year and two second year students.
 - b. The second year Social Coordinator(s) shall be responsible for organizing Orientation Week in collaboration with the Second Year Representative.
 - c. Act as a liaison between the NUS representatives and the first and second year students.
 - d. Organize at least three appropriate, accessible, and equitable socials that both first and second year students may attend.
 - e. Promote all social and NUS events to the nursing body along with the First and Second Year Representative.
 - f. Be responsible for organizing activities for the promotion of health-related and/or charitable organizations on behalf of NUS.
 - g. Support, when appropriate, other campus organizations in their support of charitable organizations.
 - h. Inform the students about educational and fundraising events related to current health issues in the community, university, city, provincial, national, or international level.
 - i. Promote services and events offered directly by NUS or any of its associated organizations or committees.
 - j. Be responsible for organizing and planning a Graduation Gala open to all second year students in collaboration with the Second Year Representative.
 - k. Promote the first year Social Coordinator(s) position in the Fall elections.
 - l. Promote the second year Social Coordinator(s) position in the Spring elections.
 - m. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - n. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.

- xi. The Equity Coordinator(s) shall:
 - a. Be two first year and two second year students.
 - b. Engage students not involved in NUS to contribute and hold NUS accountable to equity.
 - c. Assist students (if requested) in navigating any equity concerns or addressing barriers to their education while in this program.
 - d. Encourage and support equity initiatives outside of NUS.
 - e. Address financial barriers to participating in student events and activities, where possible.
 - f. Collaborate with the Faculty committees, such as the Admissions committee, to provide recommendations to increase access to underserved communities that could be implemented into the admissions process and undergraduate nursing curriculum.
 - g. Collaborate with the Faculty to develop resources and outreach strategies to underserved communities.
 - h. Promote the first year Equity Coordinator(s) position in the Fall elections.
 - i. Promote the second year Equity Coordinator(s) position in the Spring elections.
 - j. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - k. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.

- xii. Wellness Coordinator(s) shall:
 - a. Be one first year and one second year student.
 - b. Act as a liaison between students and the Faculty to support and address the physical, emotional, and mental health of students.
 - c. Plan and promote programs and events that suit the expressed needs of the student body.
 - d. Organize the annual Wellness Fair.
 - e. Attend University of Toronto Health and Wellness Student Advisory Committee meetings.
 - f. Promote the first year Wellness Coordinator(s) position in the Fall elections.
 - g. Promote the second year Wellness Coordinator(s) position in the Spring elections.
 - h. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - i. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.

- xiii. The Publication Coordinator(s) shall:
 - a. Be two first year and two second year students.
 - b. Be a point-of-contact for students and the Faculty regarding yearbook matters.
 - c. Be responsible for renewing contracts with sponsorship and advertisement agents associated with the yearbook.
 - d. Contact NUS, the student body, and the Faculty to submit content for the yearbook.
 - e. Consult with NUS, as needed, to decide on appropriate content and prices regarding the yearbook. Final decisions are to be made by the second year Publication Coordinator(s).
 - f. Distribute yearbooks with the assistance of the Faculty.
 - g. Gather content, including photographs, at nursing activities and events, or delegating a representative to such duties.

- h. Ensure fair and appropriate representation of all students in content within reason.
 - i. Promote the first year Publication Coordinator(s) position in the Fall elections.
 - j. Promote the second year Publication Coordinator(s) position in the Spring elections.
 - k. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - l. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xiv. The Mentorship Coordinator(s) shall:
- a. Be two second year students.
 - b. Act as a liaison between students and the Faculty to facilitate and improve transitions through the program.
 - c. Act as a liaison between students and Advancement to organize professional development events and/or workshops.
 - d. Act as a resource for first and second year students regarding mentorship and professional development opportunities.
 - e. Select, train, and support second year mentors to provide guidance to incoming students and implement events to improve communication between these groups.
 - f. Promote the Mentorship Coordinator(s) position in the Spring elections.
 - g. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - h. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xv. The RNAO Official Delegate shall:
- a. Be a second year student.
 - b. Be a member of RNAO and Nursing Students of Ontario (NSO).
 - c. Be aware of and participate in Region 6 activities to the fullest extent possible.
 - d. Represent the students on the Region 6 Executive committee.
 - e. Maintain communication with the NSO Executive regarding activities, events, etc.
 - f. Plan and coordinate events to make RNAO more visible to students and increase awareness of the political climate with regards to healthcare and how it affects nursing students in Ontario.
 - g. Communicate with the CNSA Official Delegate to determine if there are any matters of common interest and collaborate in those areas.
 - h. Attend the RNAO Annual General Meeting as paid for by NUS and/or a third party.
 - i. Be responsible for the planning, promotion, and organization of Nursing Week activities and events.
 - j. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - k. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xvi. The RNAO Associate Delegate shall:
- a. Be a first year student.

- b. Be a member of RNAO and NSO.
 - c. Assist the RNAO Official Delegate in fulfilling their duties.
 - d. Help the Official Delegate plan and coordinate events to make RNAO more visible to students and increase awareness of the political climate with regards to healthcare and how it affects nursing students in Ontario.
 - e. Attend the RNAO Annual General Meeting as paid for by NUS and/or a third party.
 - f. Be responsible for the planning, promotion, and organization of Nursing Week activities and events.
 - g. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - h. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
 - i. The RNAO Associate Delegate shall automatically fill the RNAO Official Delegate position and will take part in transition activities in the Spring/Summer term. If the active Associate Delegate is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.
- xvii. The CNSA Official Delegate shall:
- a. Be a second year student.
 - b. Perform their duties as outlined in the CNSA constitution.
 - c. Coordinate with the Director(s) of Finance to pay CNSA membership fees by the given deadline..
 - d. Secure funding from NUS and/or the Faculty to pay for registration, transportation, and accommodation costs to the CNSA National Conference.
 - e. Secure funding for at least one student (who is not the Official Delegate or Associate Delegate) to attend the CNSA National Conference.
 - f. Attend the CNSA National Conference in full and disseminate key learnings to the student body.
 - g. Be responsible for the planning, promotion, and organization of National Nursing Student Week activities and events.
 - h. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - i. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xviii. The CNSA Associate Delegate shall:
- a. Be a first year student.
 - b. Perform their duties as outlined in the CNSA constitution.
 - c. Assist the CNSA Official Delegate in their duties.
 - d. Attend the CNSA National Conference in full and disseminate key learnings to the student body.
 - e. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - f. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
 - g. The CNSA Associate Delegate shall automatically fill the CNSA Official Delegate position and will take part in transition activities in the Spring/Summer term. If the active Associate Delegate

is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.

- xix. The IHI Official Delegate shall:
- a. Be a second year student.
 - b. Be a member of the IHI University of Toronto Chapter as paid for by NUS.
 - c. Act as a liaison between the student body and the IHI University of Toronto Chapter Board of Directors.
 - d. Attend IHI Board meetings as required.
 - e. Work with the IHI Board to inform and promote IHI activities and events.
 - f. Plan and coordinate initiatives to make IHI more visible to the student body.
 - g. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - h. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xx. The IHI Associate Delegate shall:
- a. Be a first year student.
 - b. Be a member of the IHI University of Toronto Chapter as paid for by NUS.
 - c. Attend IHI Board meetings in the Official Delegate's absence.
 - d. Help the Official Delegate plan and coordinate initiatives to make IHI more visible to the students.
 - e. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - f. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
 - g. The IHI Associate Delegate shall automatically fill the IHI Official Delegate position and will take part in transition activities in the Spring/Summer term. If the active Associate Delegate is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.
- xxi. The Second Year Representative shall:
- a. Be a second year student.
 - b. Act as a liaison between the second year class and NUS.
 - c. Organize Faculty-branded merchandise in the Fall and Winter terms.
 - d. Coordinate graduation portraits with an appropriate photography studio in the Fall and Winter terms.
 - e. Plan and promote social events for the student body with the Social Coordinator(s) and First Year Representative and ensure that such events are accessible to as many students as possible.
 - f. Organize Orientation Week with the second year Social Coordinator(s).

- g. Collaborate with the second year Social Coordinator(s) in organizing and planning the Graduation Gala for all second year students.
 - h. Promote services and events offered directly by NUS or any of its associated organizations or committees.
 - i. Promote the First Year Representative position in the Fall elections.
 - j. Promote the Second Year Representative position in the Spring elections.
 - k. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - l. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xxii. The First Year Representative shall:
- a. Be a first year student.
 - b. Act as a liaison between the first year class and NUS.
 - c. Assist the Second Year Representative in organizing Faculty-branded merchandise in the Fall and Winter terms.
 - d. Plan and promote social events for the student body with the Social Coordinator(s) and Second Year Representative and ensure that such events are accessible to as many students as possible.
 - e. Promote services and events offered directly by NUS or any of its associated organizations or committees.
 - f. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - g. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xxiii. The Global Health Representative(s) shall:
- a. Be two first year and two second year students.
 - b. Be a point-of-contact for students and the Faculty regarding global health-related events.
 - c. Act as a liaison with other global health organizations in the community.
 - d. Organize a Global Health Conference in the winter of each year.
 - e. Organize global-health related workshops and lectures throughout the year.
 - f. Promote the first year Global Health Representative(s) position in the Fall elections.
 - g. Promote the second year Global Health Representative(s) position in the Spring elections.
 - h. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
 - i. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- xxiv. The Athletics and Recreation Representative(s) shall:
- a. Be one first year and one second year student.
 - b. Act as a liaison between the Athletic Department, NUS, and student body.
 - c. Be a member of the Intramural Athletic Board and attend all official meetings.
 - d. Organize and promote intramural involvement to students and ensure that it is accessible to as many students as possible.

- e. Plan and organize the annual Nursing Games excursion (registration, transportation, and accommodations) for students and ensure that it is accessible to as many students as possible.
- f. Promote the first year Athletics and Recreation Representative(s) position in the Fall elections.
- g. Promote the second year Athletics and Recreation Representative(s) position in the Spring elections.
- h. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
- i. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.

xxv. The UTSU Representative(s) shall:

- a. Be one first year and one second year student.
- b. Act as a liaison with the UTSU Board of Directors by working directly with the UTSU Faculty Liaison.
- c. Perform their duties as stated in the UTSU by-laws.
- d. Serve as a liaison between UTSU and NUS.
- e. Be responsible for knowing and promoting all relevant services and events offered by UTSU to students.
- f. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
- g. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- h. Register NUS as a UTSU club via the UTSU website to access UTSU supports in the Fall term.
- i. The first year UTSU Representative shall automatically fill the second year UTSU Representative position and will take part in transition activities in the Spring/Summer term. If the active first year UTSU Representative is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.

xxvi. The IPE Representative(s) shall:

- a. Be one first year and one second year student.
- b. Serve as a liaison between nursing and other healthcare faculties at the University of Toronto.
- c. Collaborate with other healthcare faculties at the University of Toronto to plan and promote any social events.
- d. Be responsible for knowing and promoting all interprofessional opportunities and events to students through NUS communications.
- e. Support the President by attending and contributing to discussion in a minimum of one Dean's Forum, preceding the end of each academic semester in November and/or May.
- f. Support the President by attending and contributing to discussion in the Undergraduate Director's Forum, preceding the end of the academic semester in May.
- g. The first year IPE Representative shall automatically fill the second year IPE Representative position and will take part in transition activities in the Spring/Summer term. If the active first year IPE Representative is unable or unwilling to take the position, then the position shall be

elected from any current non-graduating student and the newly elected student will take part in transition activities in the Spring/Summer term.

Paragraph 3: The Ex-Officio Positions

- i. Ex-officio positions shall be chosen by their respective club(s) and/or auxiliary organization(s) as representatives.
- ii. Ex-officio positions are invited to attend all general meetings of NUS.
- iii. Ex-officio positions shall not have voting privileges at general meetings of NUS. Ex-officio positions may submit a budget for their position as detailed in Section A of this article, if desired.
- iv. Ex-officio positions may maintain a physical and/or electronic cache for all relevant positional information to be passed on to the incoming NUS members.
- v. Ex-officio positions have the power to form committees to aid them in the fulfilling of their duties, of which the ex-officio member shall be chair, and whose members consist of any interested student.
- vi. The Faculty Advisor shall:
 - a. Be a member of the Lawrence S. Bloomberg Teaching Faculty in the undergraduate nursing program.
 - b. Be selected by the Faculty Dean.
 - c. Be a liaison between NUS members and the Faculty.
 - d. Be an advisor to NUS in matters regarding university and/or Faculty policy and processes.
 - e. Facilitate communication between NUS and the Faculty and/or NUS and other students as appropriate.
 - f. Be part of the Graduating Awards selection committee with the Vice President and at least one other first year voting representative of NUS.

Paragraph 4: Provisional Committee Member(s)

- i. Establish an ad-hoc committee for the purpose of organizing Nursing Games in the years that the University hosts.
- ii. Act as a liaison between NUS, the Faculty and the Nursing Games committee.
- iii. Plan and organize Nursing Games at the University and ensure that such an event is accessible to as many nursing students as possible.
- iv. Fundraise and seek sponsorships for Nursing Games.

ARTICLE VI: CLUBS AND AUXILIARY ORGANIZATIONS

Section A: Recognizing Clubs and/or Auxiliary Organizations

- i. To be an official student organization in the Faculty, the club or organization must be recognized by NUS.
- ii. Clubs and Auxiliary Organizations may be recognized by:
 - a. Having three or more members.
 - b. Having their membership open to any student.
 - c. Providing a brief constitution and/or mission statement to NUS outlining its purpose and the responsibility of its members.
 - d. Meeting the identified need(s) of its members and the student body as a whole.

- iii. Once recognized, clubs and auxiliary organizations can submit budget proposals to NUS in order to receive approved funding.

Section B: Orientation Committee

- i. The Orientation committee shall consist of the:
 - a. Second Year Representative
 - b. Second Year Social Coordinator(s)
 - c. Any interested student in any year
- ii. The Second Year Representative and the second year Social Coordinator(s) shall be the chairs of the Orientation committee.
- iii. The Second Year Representative and the second year Social Coordinator(s) must be available during the Summer prior to Orientation or find an available NUS member to take over responsibilities.

ARTICLE VII: MEETINGS

Section A: Rules of Procedure

- i. All meetings of NUS shall be conducted in accordance with a modified Robert's Rules of Order, as ruled on by the chairperson.

Section B: Executive Meetings

Paragraph 1: Scheduling

- i. Executive meetings shall be held in addition to general meetings as deemed necessary.
- ii. All Executive Officers shall be given seventy-two hours notice of any regularly scheduled meetings.
- iii. Additional Executive meetings may be called by any Executive Officer if 48 hours notice is given to members or it may be called without notice if all Executive Officers are present.

Paragraph 2: Attendance

- i. It is mandatory that all Executive members attend all Executive meetings.
- ii. Any Executive Officer may request the attendance of any NUS member, or any student, and must inform the remaining Officers of their request.
- iii. The absence of any Executive member shall be recorded by the Director of Communications, and recorded in both:
 - a. The official minutes if any are taken.
 - b. The subsequent general NUS meeting minutes.

Paragraph 3: Voting

- i. All Executive Officers are entitled to one vote.
- ii. All regular votes shall be determined by simple majority.
- iii. Any votes to invoke emergency powers shall require a 2/3 majority vote.
- iv. 75% votes are required to pass a motion.

Paragraph 4: Quorum

- i. Quorum for all Executive NUS meetings shall be four of the six Executive members.
- ii. Quorum to invoke the emergency powers of the Executive shall require that all Executive Officers be present.

- iii. At least four Executive Officers must be present.

Paragraph 5: Minutes

- i. Normally minutes shall not be taken, as the Executive meeting should be informal and informational.
- ii. Minutes must be taken if:
 - a. Any member of the Executive requests them.
 - b. Any formal vote is held in the decision-making process.
 - c. If there is any discussion of legal matters pertaining to NUS.
 - d. Any positions on NUS are appointed during the meeting.
 - e. There is any discussion of invoking the emergency powers of the Executive.
- iii. Minutes shall be approved at the next Executive meeting, with only those present at the meeting for which the minutes were taken, having a vote.
- iv. Copies of all approved minutes shall be distributed to all NUS members, and also to any student upon request.

Section C: General NUS Meetings

Paragraph 1: Scheduling

- i. A schedule of regular meetings for each semester shall be created by the council and communicated by the Director of Communications at the beginning of each semester. Any changes to this schedule must be communicated immediately.
- ii. There shall be a minimum of one meeting per month during the school year, excluding December.
- iii. Meetings shall not normally be scheduled during the Summer session.
- iv. A reminder of regularly scheduled meetings must be communicated twenty-four hours prior to the meeting.
- v. Meetings shall be scheduled such that it does not conflict with any members' class schedule when possible.
- vi. Any Officer of NUS may request a special session. The President is responsible for calling the meeting, within a reasonable period of time, and providing forty-eight hours' notice for the meeting.
- vii. Any Executive Officer, due to extraordinary circumstances and to address limited and specific business may call an emergency session. Such sessions require as much advanced notice as possible, but not less than four hours.

Paragraph 2: Attendance

- i. It is mandatory that all Executive Officers and Officers attend all general NUS meetings.
- ii. All meetings shall be open to all students.
- iii. Any member needing to leave a meeting before its scheduled end must inform the President
- iv. before the start of the meeting or that person shall be considered absent, and recorded as such by the Director of Communications.
- v. Any member entering a meeting more than one half hour after its start, without previously informing the President, shall be considered absent.

- vi. If it is necessary for a member to be absent for a meeting then it is the member's responsibility to:
 - a. Inform the President and/or the Director of Communications at least 24 hours prior to the meeting or day of illness.

- b. Send a brief written or verbal explanation of what has been happening in the member's area of concern.

Paragraph 3: Voting

- i. All Executive Officer positions shall each have one vote with the exception of the President.
- ii. The President shall abstain from voting unless his or her vote is necessary to achieve an adequate majority.
- iii. Voting shall be made by roll call or show of hands unless a request for a secret ballot is made.
- iv. Positions being held by more than one individual of the same year have only one vote; if a consensus on a vote cannot be made between the individuals sharing the position by the time of voting, their vote shall be counted as an abstention.
- v. In the event a position is held by more than one individual of different years [For example, a first year IPE representative and second year IPE representative], one individual from each year of each position will be given one (1) vote.
- vi. Absentee or proxy voting shall not be allowed.

Paragraph 4: Quorum

- i. Quorum shall require half of all voting NUS members.

Paragraph 5: Minutes

- i. The Director of Communications or their designate shall be responsible for recording de-tailed and accurate minutes of all meetings.
- ii. The Director of Communications or their designate shall be responsible for creating meeting agendas and distributing them at least 24 hours prior to scheduled meetings at the request of the Executive.
- iii. All meeting minutes shall be prepared and distributed to the Officers and Executive Officers by the Director of Communications a minimum of three days before the next meeting at which they are approved.
- iv. All minutes shall normally be approved by NUS at the next regularly scheduled meeting. Only members who were in attendance for the meeting for which the minutes were prepared shall have a vote in the approval of the minutes.
- v. Following approval and correction of any errors, the Director or Communications and either the President or Vice-President shall sign the minutes. The Director or Communications shall change and file the official minutes prior to the next scheduled meeting.
- vi. Copies of all approved minutes shall be available for examination by the students, the Faculty or the university upon request.

ARTICLE VIII: REPORTS

Section A: All Reports

- i. All NUS Executive Officers, Officers and ex-officio positions are responsible for the submission of reports (Strategic Plan and Final):
- ii. All reports are expected to be professional in appearance.
- iii. All reports shall be submitted to the Director of Communications.

- iv. The submission of reports shall become part of the meeting minutes. All Officers are responsible for keeping a copy of their reports for their own records and as part of their portfolios.

Section B: The Initial Report

Paragraph 1: Strategic Plan Reports

- i. Are to be submitted along with the budgets one week prior to the budget meeting, or on a timetable established by the Executive Officers.
- ii. Shall be presented along with the budgets during the budget meeting.
- iii. Must contain the following:
 - a. The title of the report
 - b. The title of the position
 - c. The name of the person submitting the report
 - d. The date the report was created
 - e. A list of objectives for the year
 - f. A plan on how the above objectives will be met
- iv. Must include proposed budget requests from NUS as outlined in the Finances portion of this constitution.

Section C: Final Reports

Paragraph 1: Final Reports

- i. Must include a final summary budget report, along with all outstanding receipts.
- ii. Shall include a revised description of their position, for inclusion in Appendix B, and as part of the position's portfolio.
- iii. Shall include recommendations for the following year.
- iv. Shall be submitted to the Director of Communications within one month of the changeover. For the Orientation coordinators, this report is due one week prior to the first scheduled October NUS meeting.
- v. Must contain the following:
 - a. The title of the report
 - b. The title of the position
 - c. The name of the person submitting the report
 - d. The date the report was created
 - e. A list of objectives for the year, as they appeared in the Strategic Plan Report
 - f. An evaluation of how these objectives have or have not been met in the Spring term
 - g. A final expense summary for the whole year, compared to the budget approved at the Fall budget meeting

Section D: Failure to Submit Reports

- i. Failure to submit reports may; at the discretion of the Executive Officers, result in the suspension of that activity's budget.

ARTICLE IX: REMOVAL FROM OFFICE

Section A: Resignation from Office

- i. Members may resign by submitting their resignation in writing to the President or Chairperson. Any verbal resignation shall not be accepted except in extenuating circumstances.
- ii. Should any member of NUS decline to continue their current or second year of tenure, this position will be filled according to the appropriate election process as soon as possible.

Section B: Automatic Removal from Office

- i. A member is automatically removed from office if:
 - a. They are no longer recognized as a student in the Faculty of Nursing.
 - b. NUS receives a petition which bears the names, signatures and student number of 50% of the student body, and those signatures are verified as accurate.
 - c. They are absent from three regularly scheduled NUS meetings without following the attendance section of the Meetings Article, or are in absence due to non-extenuating circumstances, as ruled on by the Executive Officers.
 - d. An Executive Officer is absent from three regularly scheduled NUS meetings without following the attendance section of the Meetings Article, or are in absence due to non-extenuating circumstances, as ruled on by Officers of NUS and remaining Executive Officers.

Section C: Dereliction of Duty

Paragraph 1: Stipulation of Removal

- i. A NUS member may be asked to resign from their position due to non-fulfillment of duties of the position.

Paragraph 2: Removal from Office

- i. Before removal from office may proceed, the member in question must be notified by the President or their delegate and given a reasonable period of time to improve. A delegate must be given a written warning for failing to comply with position expectations such as missing a meeting without an excuse deemed appropriate and approved by the Executive. A second breach of expectations such as unexcused meeting absence requires a verbal and written warning. If this occurs a third time, a written explanation of dismissal from position will occur.
- ii. If no improvement is seen after that period of time then the member may be removed from office.
- iii. Removal occurs at a general NUS meeting, the President introduces the motion and passage shall be by simple majority. The person being removed may be present at the meeting to defend themselves but may not be present during the voting process.

Section D: Recording of Removal from Office

- i. Any removal from office shall be announced at the next regular NUS meeting, and appropriately recorded in the meetings' minutes.

ARTICLE X: ELECTIONS

Section A: Nominations

Paragraph 1: Schedule of Nominations

- i. Ex-officio positions shall be chosen by their respective club(s) and/or auxiliary organization(s) as representatives.

- ii. Nominations shall open no later than the month of September for the Fall elections and the month of March for the Spring elections.
- iii. Nominations shall remain open for a minimum of five business days.

Paragraph 2: Advertising for Nominations

- i. Advertising for nominations shall begin a minimum of one week before the opening of nominations and shall go until the closing of nominations.

Paragraph 3: Format of the Nominations

- i. All nominations shall include the name, signatures and student numbers of two nominators and of the student being nominated.
- ii. Each student is only eligible to be nominated for one position.
- iii. In the event that a student is nominated for more than one position they must choose one position prior to election.
- iv. Nominators may nominate more than one student given that the positions are mutually exclusive

Paragraph 4: Requisites for Office

- i. Any person running for an office must be registered in the Nursing Program for the duration of their term.
- ii. No person may fill more than one position or office.
- iii. Any Officer position may be filled with more than one individual, at the discretion of the NUS Executive, but with that position having only one vote. The Executive Officers may only be filled by one individual.
- iv. The Executive Officers:
 - a. The President shall be elected from any current non-graduating student in the Spring elections.
 - b. The Vice-President shall be elected from any current non-graduating student in the Fall elections.
 - c. The Junior Director(s) of Finance shall be elected from any current non-graduating student in the Fall elections. In the case the Junior Director(s) of Finance does not choose to fill the role of Director(s) of Finance in their graduating year, the Director(s) of Finance shall be elected from any current non-graduating student.
 - d. The Director of Communications shall be elected from any current non-graduating student.
- v. The Officers:
 - a. The current RNAO Associate Delegate shall automatically fill the RNAO Official Delegate position. If there was more than one Associate Delegate, then they shall decide amongst themselves who shall become the Official Delegate. If they cannot, the position shall be elected with the nominees being the individuals who previously held the position of RNAO Associate Delegate. If for whatever reason the current RNAO Associate Delegate cannot take the position, then this position shall be elected from any non-graduating student.
 - b. The current CNSA Associate Delegate shall automatically fill the CNSA Official Delegate position. If there was more than one Associate Delegate, then they shall decide amongst themselves who shall become the Official Delegate. If they cannot, the position shall be elected with the nominees being the individuals who previously held the position of CNSA Associate Delegate. If for any reason the current CNSA Associate Delegate is unable or unwilling to take the position then the position shall be elected from any current non-graduating student.

- c. The current first year UTSU Representative shall automatically fill the second year UTSU Representative position. If the current first year UTSU Representative is unable or unwilling to take the position then the position shall be elected from any current non-graduating student.
- d. The Year Representatives shall be elected from and by their respective classes. The Second Year Representative will be elected in the Spring election. The First Year Representative will be elected in the Fall elections.
- e. The current first year IPE Representative shall automatically fill the second year IPE Representative position. If for any reason the current first year IPE Representative is unable or unwilling to take the position, then the position shall be elected from any current non-graduating student.
- vi. All other Officers shall be elected from any non-graduating student in the Spring and Fall elections.

Section B: Elections and Referendums Procedure

Paragraph 1: Ballots

- i. All ballots shall be secret.
- ii. All nursing students have one vote in all elections.
- iii. At the changeover meeting, a motion must be passed to destroy all ballots by the incoming NUS.

Paragraph 2: Polling

- i. Polling shall only occur during the designated time period on the specified days of the election.
- ii. All elections shall be held by secret ballot.
- iii. Results shall be announced within twenty-four hours by way of a poster, and/or email in a prominent place available to all students and an announcement in class.
- iv. Polling shall be staffed by appointed council members or acclaimed council members.
- v. Voting shall only be conducted via polling during the times specified by NUS members.
- vi. The time and location of the elections/polling can be prominently posted on year boards, in the students' lounge, email and anywhere else NUS sees fit.

Paragraph 3: Counting of Ballots

- i. Appointed council members or acclaimed council members shall count ballots.
- ii. All candidates are entitled to have a scrutinizer present during ballot counting.
- iii. Any candidate may request that ballots be recounted within one week of results being posted, any discrepancy shall result in an additional account until two consistent results can be obtained.
- iv. Results of the elections shall be posted in a prominent place available to all student within 24 hours of the ballots being counted. A copy of results shall be submitted to the Faculty and to Student Services by the President.

Paragraph 4: Referendums

- i. The simple majority needed to pass a referendum is 50% +1.

Section C: Fall and Spring Elections

Paragraph 1: Nominations

- i. Nominations shall open no later than the second week of September for Fall elections.
- ii. Nominations shall open no later than the second week of March for Spring elections.

- iii. Nominations shall remain open for a minimum of five business days.
- iv. Advertising for nominations shall begin a minimum of one week before the opening of nominations and shall go until the closing of nominations.
- v. All nominations shall include the name, signatures and student numbers of two nominators and of the student being nominated.

Paragraph 2: Requisites for Office

- i. Any person running for an office must be able and planning to return for the following year.
- ii. No person may fill more than one position or office.
- iii. Any Officer position may be filled with more than one individual, at the discretion of the NUS Executive, but with that position only having one vote. The Executive Officers may only be filled by one individual.
- iv. The availability of all positions, a description and the date of voting shall be announced in the first week of classes in September and March respectively, in a class which all students are responsible for attending.

Paragraph 3: Election Procedure

- i. Fall elections shall be held no later than the first week of October.
- ii. Spring elections shall be held no later than the first week of April.
- iii. Elections shall be held in class, with the approval of the instructor.
- iv. The Executive Officers shall serve as the Elections committee for the Fall and Spring elections.
- v. Polling shall only be open for at least one day during the time of the class.
- vi. All elections shall be held by secret ballot.
- vii. Results shall be announced within twenty-four hours by way of a poster in a prominent place available to all students and an announcement in class.

Paragraph 4: UTSU Board of Director Elections

- i. The first year UTSU Representative will become the second year UTSU Representative and sit on the UTSU Board of Directors. If the current first year UTSU Representative is unable or unwilling to take the position then the position shall be elected from any current non-graduating student.

Section D: Vacancies of Office

Paragraph 1: Executive Officers

- i. If the position of an Executive Officer becomes vacant for any reason a by-election shall be held as soon as convenient, and no later than three weeks after the vacancy begins.

Paragraph 2: Officers

- i. With the exception of CNSA Official Delegate, CNSA Associate Delegate, RNAO Official Delegate and RNAO Associate Delegate, if an Officer position becomes vacant before November 1 then a by-election shall be held. If the position becomes vacant after November 1 the Executive Officers have the option of:
 - a. Allowing the position to remain vacant.
 - b. Holding a by-election within three weeks of the vacancy.
 - c. Appointing another student to the position [see Appointment section].

- ii. If the position of CNSA Official Delegate or RNAO Official Delegate become vacant then their respective Associate Delegate shall fill the position, with a by-election occurring for the new vacant Associate Delegate position.
- iii. If the position of CNSA Associate Delegate or RNAO Associate Delegate become vacant then a by-election shall be held within three weeks of the vacancy.

Paragraph 3: General Members

- i. Any person running for any office must be registered in the Nursing Program for the duration of their term.
- ii. If the position of any general member becomes vacant for any reason a by-election shall be held no later than three weeks after the vacancy begins.

Section E: Appointments

- i. The Executive Officers are responsible for all appointments made to NUS. All decisions concerning appointments shall be made during a formal Executive meeting.
- ii. All decisions for appointments must be prominently posted on the year boards within forty-eight hours of the decision.
- iii. All appointments shall take effect one week after a decision has been reached.
- iv. Any member of student opposition or concern over the appointments must be brought in writing, containing a minimum of five names and signatures of current nursing students, to the attention of the President within one week of posting. The appointment shall be considered invalid and a by-election must then be held.

Section F: Term of Office

- i. The term of office for all Executive Officers and Officers, with the exception of the Mentorship Coordinator(s), Publications Coordinator(s), Vice President and RNAO Associate Delegate shall be from the results of Spring elections to the results of Spring elections the following year.
- ii. The Mentorship Coordinator(s)' term of office shall be from the results of the Spring elections until the conclusion of the incoming class's first academic year, the following year.
- iii. The Publications Coordinator(s) term of office, for their respective yearbook project, shall be from the results of the Spring elections of the following year.
- iv. The Vice President's term of office shall be from the results of the Fall elections to the results of the Fall elections the following year. If the Vice President is elected as incoming President, the incoming President will assume the responsibilities of both roles.
- v. The RNAO Associate Delegate's term of office shall be from the results of the Fall elections to May 31st of the following year.
- vi. All positions shall sign a statement agreeing to abide by the rules and regulations in this constitution and to the best of their ability fulfill the duties contained within this constitution.
- vii. If any position is filled after Spring elections, but before Fall elections the term of office shall be from the time of taking office to the following Spring elections.

ARTICLE XI: AWARDS

Section A: Graduation Leadership Awards

- i. Awards to recognize graduating students who have made an exceptional contribution to the program and have positively affected their peers during their tenure in the BScN program at the Lawrence S. Bloomberg Faculty of Nursing.
- ii. There shall be up to five different awards that can be awarded to two students for each award.
- iii. The Vice President shall accept nominations.
- iv. The Vice President shall ensure that the student body is made aware of awards and nomination processes
- v. Nomination forms are found in Appendix C.

Paragraph 1: Awards and Criteria

- i. The Award for Academic Excellence is awarded to a graduating student who:
 - a. Is a current (graduating) second year student
 - b. Shows improvement, commitment to or intellectual development in their academic subjects
 - c. Shares their enthusiasm for academic growth and contributes to the learning of others
 - d. Advocates for learning both inside and outside the classroom
 - e. Has regular attendance in lectures and clinical rotations
 - f. Is nominated by a second year student
- ii. The Bloomberg Spirit Award is awarded to a graduating student who:
 - a. Is a current (graduating) second year student
 - b. Shows school spirit with a positive outlook and enthusiasm
 - c. Inspires others to participate
 - d. Uses their ongoing energy to help support others
 - e. Has dedicated time and energy to make school and clinical more enjoyable for their peers
 - f. Is nominated by a first or second year student
- iii. The Award for Excellence in Clinical Practice is awarded to a graduating student who:
 - a. Is a current (graduating) second year student
 - b. Has demonstrated exemplary skills, compassion & caring during a challenging situation in a clinical course
 - c. Consistently demonstrates best practices, and promotes learning and application of theories among peers
 - d. Is involved in patient advocacy and social justice
 - e. Promotes self-reflection and contributes their experiences and learnings to their peers
 - f. Is nominated by a second year student
- iv. The Maki Iwase Leadership Award is awarded to a graduating student who:
 - a. Is a current (graduating) second year student
 - b. Is an exemplary, empathetic leader inside and outside the classroom/clinical setting
 - c. Demonstrates critical reflexivity and consistently works towards challenging social forces
 - d. Is dedicated and passionate about their work and goes the extra mile with every opportunity
 - e. Is involved in patient advocacy and social justice
 - f. Demonstrates the ability to unite those around them for a common purpose
 - g. Supports peers by establishing an encouraging and safe learning environment
 - h. Values every member of their team
 - i. Creates and maintains a hopeful attitude towards the future of healthcare
 - j. Is nominated by a first or second year student

- v. The Award for Community Leadership is awarded to a graduating student who:
 - a. Is a current (graduating) second year student
 - b. Has made a significant contribution to nursing student organizations, nursing events and/or the student body as a whole
 - c. Contributes to the sense of community at Bloomberg
 - d. Is nominated by a first or second year student

Paragraph 2: Nomination

- i. Individuals must submit a write-up illustrating why the nominators believe this person should be acknowledged as an outstanding peer.
- ii. Specific examples of how this person has met any or all of the above awards requirements must be stated.
- iii. All such nominations shall contain the name of the individual being nominated, and may include optional signature(s) of up to two ancillary nominators.
- iv. The total of nominators must provide their signatures, student identification numbers and emails to accompany the submission. Nominators should only sign a nomination if they believe that a nominee is a deserving candidate.
- v. Students being nominated cannot nominate themselves and cannot solicit others to have them nominated.

Paragraph 3: Selection Process

- i. All nominations should be submitted to the NUS office (under the door) or by email to the Vice President.
- ii. Nominations will be reviewed and voted in a blinded selection process, carried out by a subcommittee consisting of the Faculty Advisor, Vice President, one other NUS representative and one non-NUS representative prior to the Graduation Gala or the last day of classes for the second year.
- iii. Each application shall be reviewed to assure that all criteria of the award have been met by the nominated individual(s).
- iv. Up to two individuals can receive each individual award.
- v. The subcommittee consisting of the Faculty Advisor, Vice President, one other NUS representative and one non-NUS representative reserves the right not to grant an award if there are no applicants and/or no applicants meet the criteria.

Paragraph 4: Recognition

- i. There is no monetary component to this award but this achievement shall be published on the NUS website.
- ii. This award should be presented during the Graduation Gala by the Faculty Advisor. If the Faculty Advisor is unable to be present at this event, a substitute Faculty member can present this award. In instances where Faculty members are unable to present the award at this event, the outgoing President shall be responsible for presenting the awards to the recipients.
- iii. If there is no Graduation Gala, then the awards must be presented on or before the last day of second year classes prior to the final clinical placement.

ARTICLE XII: STUDENT OPPORTUNITY FUND (SOF)

Section A: Procedure

- i. The Vice President is responsible for collecting and blinding the SOF applications prior to SOF committees.
- ii. NUS has a small, discretionary fund available of \$2200 (\$1100 per semester) for students engaging in nursing-related professional activities that occur within the school year.
- iii. Please note that the fund is reimbursement based, meaning that the student would pay whatever fees are incurred, and NUS would reimburse whatever portion of the cost agreed upon once the student has submitted a reimbursement request.
- iv. Professional activities include:
 - a. Attending a professional or academic conference
 - b. Presenting at a professional or academic conference
 - c. Attending a professional or academic workshop
 - d. Presenting at a professional or academic workshop
 - e. Organizing/facilitating a workshop (nursing-specific or interdisciplinary) for students in the undergraduate program
 - f. Organizing a conference (nursing-specific or interdisciplinary) for students in the undergraduate program
- v. Professional activities do NOT include:
 - a. The Nursing Games
- vi. Priority will be given to professional activities that:
 - a. Involve nursing-related content
 - b. Bring significant benefit to the undergraduate nursing student community
 - c. Have limited external sources of funding

Section B: Blind Review of the Applications

- i. Applications will be subject to a blind review (each applicant will be assigned a number to limit personal bias of the reviewing committee by the Vice President) and approval process by a small group of eight NUS members including the President, Vice President, one Junior Director of Finance, one Senior Director of Finance, one first year Equity Coordinator, one second year Equity Coordinator, one first year Social Coordinator, one second year Social Coordinator and the Faculty Advisor.
- ii. Any committee members applying for funds will be recused from the deliberations and replaced with an alternative representative, to be determined by the committee. Unsuccessful applicants are welcome to request a meeting with the committee to discuss any concerns that they have once the review process is complete.

Section C: Evaluation Criteria

- i. Six questions are asked in the application form:
 - a. Describe the professional activity you would like to receive funding for and your role in this activity (attendee, presenter, facilitator, organizer etc.).
 - b. How will participating in this professional activity contribute to your professional development as a nursing student?

- c. How will your participation in this professional activity benefit our broader community of nursing students at Bloomberg? Explain how you will bring your learning back to the undergraduate student body.
- d. Have you explored alternative funding opportunities? If yes, please list them here and identify if you were successful. If not, please explain why you have not explored alternative funding opportunities.
- e. Please describe the barriers to securing financing and provide the committee with an outline of what the requested funding will cover. (e.g. transportation, conference fee, facilitator fee etc.).
- f. Please provide the committee with a suggested dollar amount that would meet your need.
- g. Evaluation of the application is based on these three criteria:
 - i. Whether the activity is nursing-related
 - ii. Applicant has demonstrated a financial need/barrier
 - iii. Clear dissemination plan to bring what they have learned back to the students at large

ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

Section A: Procedure

- i. An amendment to the constitution may be made at a general meeting of NUS following a notice of a constitutional meeting, and the nature of the amendment.
- ii. Any changes in the constitution must be passed by a 2/3 majority, with quorum being present.

Section B: Annual Review of the Constitution

- i. Any NUS member or interested student in any year, is responsible for undertaking an annual review of the constitution before the end of March.
- ii. This review shall entail an overall view of the constitution and suggestions for changes should be based upon maintaining the constitution as current and improving upon the constitution.
- iii. Any member or student must express concerns of suggestions for changes to the President.
- iv. If changes are necessary a constitutional meeting shall be scheduled during the regular general NUS meeting during the school's Winter semester and during the school's Spring semester.

ARTICLE XIV: APPENDICES

- i. There shall be Appendices in this constitution.
- ii. These Appendices shall not formally be part of the constitution and thus not subject to the formal method of amendments.
- iii. The Executive Officers and/or NUS may add or delete portions of the appendices by a simple majority vote at either an Executive meeting or a general NUS meeting.
- iv. The purpose of these appendices shall be to expand and interpret this constitution.
- v. Any major interpretations presented in these appendices should be incorporated into the constitution at the next general constitutional NUS meeting.
- vi. Distribution of these appendices to the members by the Director of Communications shall be optional.
- vii. Appendix A shall contain any clarifications and interpretations of this constitution. None of these may run contradictory to the constitution.

- viii. Appendix B shall be a description of all positions on NUS, as written by the previous members of NUS.
- ix. Appendix C shall contain blank copies of all official forms used in the course of the year. Such forms include nomination forms, application forms, etc.
- x. Appendix D shall contain a year-by-year list of all individuals who have been known to have held office on NUS.

APPENDIX A

Nursing Undergraduate Society Membership Agreement

In accordance with Article X, Section F, Item vi. as stated below:

i. All positions shall sign a statement agreeing to abide by the rules and regulations in this constitution and to the best of their ability fulfill the duties contained within this constitution.

all newly-elected and returning officers must sign and submit the membership agreement before their term of office may begin.

I _____ do solemnly declare that I have read the constitution in its entirety and understand the contents of this document. I promise to abide by the rules and regulations within this constitution to the best of my ability and fulfill the duties and responsibilities of my designated role of office. I am aware that if I fail to follow the regulations contained within this document or to uphold my responsibilities as an elected member of this organization, that I may receive an official warning, be asked to resign from my position or be removed from office as a result.

Full Name (print)

Student Number

Elected Position

Signature

Date

Received by: _____ (Name/Date)