



**The Constitution of the  
Graduate Nurses' Student Society (GNSS)  
Lawrence Bloomberg Faculty of Nursing  
University of Toronto**

**Last revised:  
October 2024**

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## ARTICLE I: NAME

The name of this organization shall be the University of Toronto Graduate Nurses' Student Society (GNSS).

## ARTICLE II: DEFINITIONS

In this constitution:

“Activity”	shall be any event which is sponsored under GNSS, or is performed by a GNSS member for the purpose of GNSS or for the purpose of the students
“LBFON”	shall be the Lawrence Bloomberg Faculty of Nursing at the University of Toronto
“GNSS”	shall be the Graduate Nurses' Student Society
“GSU”	shall be the University of Toronto Graduate Students' Union
“NUS”	shall be the University of Toronto Nursing Undergraduate Society
“Student”	shall be any person enrolled at the Lawrence Bloomberg Faculty of Nursing, University of Toronto, in the Masters, PhD, or DN program as a full or a part time student as recognized by the Lawrence Bloomberg Faculty of Nursing
“University”	shall be the University of Toronto
“UT”	shall be the University of Toronto
“VP”	shall be Vice President

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

## ARTICLE III: PURPOSE OF GNSS

1. To represent, support and advocate for graduate nursing students at the LBFON.
2. To provide leadership, to promote social involvement and to develop mentorship activities at the LBFON.
3. To promote student-faculty communication advocating for and utilizing existing channels of communication through which students' opinions may be expressed.
4. To promote students' rights and responsibilities.
5. To promote academic freedom and academic responsibilities.
6. To foster awareness of students' position in the faculty, campus, local, provincial, national, and international communities.
7. 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

1. Membership in GNSS shall be all graduate students registered at the University of Toronto, Lawrence Bloomberg Faculty of Nursing.
2. The officers of GNSS shall be a group of democratically elected individuals elected from and by all full and part time graduate students at the faculty. [Refer to Elections]

### Section B: Classifications

1. GNSS shall have the following classifications of membership: Executive Officers, Officers and Regular members.
2. The classification of **Executive Officers** shall consist of:
  - 2.1. President
  - 2.2. Vice President
  - 2.3. Senior Communications Director
  - 2.4. Senior Finance Director
  - 2.5. Senior Social Director
  - 2.6. Senior Creative Director
  - 2.7. Senior GSU Representative
  - 2.8. Senior Equity, Diversity & Inclusion Director
3. The classification of **Officers** shall consist of:
  - 3.1. Junior Communications Director
  - 3.2. Junior Finance Director
  - 3.3. Junior Social Director
  - 3.4. Junior Creative Director
  - 3.5. Junior GSU Representative(s) (2 positions)
  - 3.6. Junior Equity, Diversity & Inclusion Director
  - 3.7. Master of Nursing Peer Mentorship Program Coordinator
  - 3.8. Program Representative(s)
    - 3.8.1. MN - Clinical Stream Year One Representative
    - 3.8.2. MN – Clinical Stream Year Two Representative
    - 3.8.3. MN – Health Systems Leadership and Administration (HSLA) Stream Year One Representative
    - 3.8.4. MN – Health Systems Leadership and Administration (HSLA) Stream Year Two Representative
    - 3.8.5. MN – Nurse Practitioner (NP) Stream
      - 3.8.5.1. MN – NP Year One Representative(s) (up to 2 positions)
      - 3.8.5.2. MN – NP Year Two Adult Stream Representative
      - 3.8.5.3. MN – NP Year Two Primary Health Care Stream Representative
    - 3.8.6. PhD Representative(s) (up to 6 positions)
      - 3.8.6.1. PhD Year One, Two, and Three Representative(s)
      - 3.8.6.2. PhD Year 4+ Representative(s)
    - 3.8.7. Doctor of Nursing (DN) Representative (up to 3 positions)
      - 3.8.7.1. DN Year One, Two, and Three Representative(s)
4. The classification of **Regular Members** shall consist of:
  - 4.1. All graduate students registered at the University of Toronto, Lawrence Bloomberg Faculty of Nursing.

### Section C: Positional Prerequisites

1. Any of the above positions may require prerequisites for the individuals seeking office as defined in the elections portion of this constitution.

## ARTICLE V: DUTIES AND POWERS OF MEMBERS

### Section A: Finances

#### **1. Paragraph 1: Student Fees**

- 1.1. GNSS has the right to levy and administer student fees as it deems necessary in compliance with the rules and regulations set out by the University of Toronto and its Office of the Comptroller.
- 1.2. Any changes in the amount of student fees must first be passed by GNSS at a general meeting, then be passed by a referendum of the student population in compliance with University of Toronto policy.

#### **2. Paragraph 2: Other Sources of Income**

- 2.1. All money and/or assets raised through GNSS sponsored activities shall be the property of GNSS and may only be spent on the authority of GNSS.
- 2.2. GNSS may, for the purposes of GNSS activities and those related to graduate student activities, request funding from the Faculty by detailing the purpose and use of funds, subject to approval by the Faculty.

#### **3. Paragraph 3: Allocation of Funds**

- 3.1. GNSS Executive Officers has the power to allocate and authorize the expenditure of any and all funds received by GNSS.
- 3.2. All allocations of funds to activities must be approved by GNSS Executive Officers. Activities desiring financial support shall first submit complete written budgets to GNSS Executive Officers. All budgets shall be available for review by any student through GNSS.
- 3.3. The amount of funds to be used for a GNSS event must be discussed in the planning phase of the activity in a GNSS Leadership Meeting and agreed upon by a popular vote of GNSS officers.
- 3.4. The Executive Officers will review all annual budgets for all activities and based upon the total expected revenue from student fees and Head Grant, suggest changes to activities' budgets and present their recommendations at the GNSS budget meeting.
- 3.5. The Executive Officers may request that an activity explain or clarify expenses presented on their budget, before accepting a budget.
- 3.6. The annual Budget Meeting shall be scheduled no later than the last week in October. 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 GNSS officers by the Executive Officers no less than twenty-four (24) hours before the scheduled Budget Meeting.
- 3.7. 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. The complete budget must always remain less than the total expected revenues from student fees.
- 3.8. The budget passed at the Budget Meeting, shall be readily made available to any graduate student that wishes to know.
- 3.9. All activities shall not exceed their budgeted amount of expenditure, except in extreme circumstances. If such situation exists, the member responsible must submit a formal typewritten application to GNSS detailing:
  - The exact circumstances of the situation.
  - How the already approved budget has been or is planning on being spent.
  - How the requested additional funds will be spent.
- 3.10. In the event of an emergency, as determined by a 2/3 majority vote of Executive Officers in an Executive GNSS meeting, the Executive may authorize the distribution of additional funds to an activity, provided that a general meeting of GNSS cannot be arranged. In this event, a GNSS meeting must be called for the purpose of informing all of GNSS 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.

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- 3.11. The GNSS budget shall not exceed the total expected revenues from all sources in a given year.  
3.11.1. If there is a significant financial surplus in a given year that was not able to be used, this may be transferred to the following year's budget with approval at a GNSS meeting.

**4. Paragraph 4: The Usage of Funds**

- 4.1. All activities receiving funds from GNSS must maintain financial records using generally accepted accounting principles.  
4.2. All activities must maintain their own financial record which is subject to audit by the Finance Director(s).  
4.3. Any activity requesting funds, as part of their budget, must be discussed initially in a GNSS meeting, voted upon, and documented as part of that meeting's minutes.  
4.4. Any reimbursements made for GNSS related activities must be requested via a "**GNSS Expense Reimbursement Form**" (available on Teams) accompanied by receipts, invoices, and/or other appropriate documentation (e.g., written explanation for being overbudget) within 2 weeks of purchase.  
4.5. Failure to comply with these procedures may, at the discretion of the Executive Committee, result in the suspension of an activity's budget.

**5. Paragraph 5: GNSS Accounts**

- 5.1. For accounting reporting purposes, the GNSS fiscal year begins Sept 01 and ends Aug 31.  
5.2. Expense reimbursements shall require two signatures from Officers with signing authority.  
5.3. All GNSS accounts shall require one signature from an Officer with signing authority.  
5.3.1. Officers with signing authority shall be:  
 Senior Finance Director  
 Junior Finance Director  
 President  
 Vice President  
5.4. All activities under GNSS, who have external accounts, must require two Executive Officer signatures to withdraw funds from accounts. Any exceptions to this must be approved by the Executive Committee.  
5.5. Purchases made on behalf of the GNSS for activities must be first discussed and voted on in a GNSS leadership meeting prior to being made unless they have already been approved in the yearly budget.  
5.6. All signing authority on all GNSS accounts must be transferred from the outgoing GNSS leadership team, to the incoming GNSS leadership team on or before the official transfer of office, as specified in the Elections article.  
5.7. The outgoing and incoming signing authorities must complete the "**GNSS Signing Authority Change Form**" (available on Teams) and submit it to the financial institution prior to any transactions being made.  
5.8. Officer signing authority will be automatically revoked at the end of their term of office.  
5.9. A minimum amount of \$1500 must remain in the general bank account at the end of the GNSS fiscal year.

**6. Paragraph 6: Contracts and/or Leases**

- 6.1. GNSS has the ability to enter into contracts and/or leases with external organizations.  
6.2. The financing of all contracts is subject under the budget as passed by GNSS Executives.  
6.3. All contracts in excess of five hundred dollars (\$500) must be in written form.  
6.4. All written contracts and/or leases more than one thousand dollars (\$1000) must be presented at a GNSS leadership meeting. There must be a written proposal and passed motion before the contract or lease is agreed upon.

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- 6.5. All written contracts and/or leases more than one thousand dollars (\$1000) must be signed by two officers of GNSS, with one of the members being an Executive Officer with signing authority on GNSS accounts.
- 6.6. Any contracts and/or leases must expire on or before August 1 following the term of office in which they were signed.

**7. *Paragraph 7: Funding of external organizations and/or individuals***

- 7.1. Any individual(s) or organization(s) making a request for financial support from GNSS must do so by a written application detailing how the financial support will be used to the satisfaction of the GNSS.
- 7.2. The individual(s) or representative(s) of the organization is(are) required to appear at a GNSS meeting to present their request for funding.
- 7.3. 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 leadership meeting of GNSS at the request of any single officer of GNSS.
- 7.4. The benefit to the students, GNSS and/or the Faculty will be considered in determining the priority of grants.
- 7.5. The individual(s) or organizations receiving financial aid from GNSS may be required to give report to GNSS Leadership and/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 may be required to sign a statement in agreement with the above policy.
- 7.6. GNSS 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: GNSS Duties and Power of Position on GNSS**

**1. *Paragraph 1: The Executive Officers***

- 1.1. Collectively the Executive Officers shall be known as the Executive Committee.
- 1.2. All members holding positions as executive officers shall be entitled to one (1) vote at all general GNSS meetings and all Executive Committee meetings.
- 1.3. All Executive Officers shall be responsible for ensuring the development and formulation of GNSS policies.
- 1.4. All Executive Officers shall be responsible for updating and maintaining a portfolio containing all relevant positional information which shall be transferred to the incoming GNSS members during transition.
- 1.5. All Executive Officers shall attend all leadership meetings of GNSS, as well as all executive meetings of GNSS throughout the year (including Spring/Summer terms), which occur monthly.
- 1.6. All Executive Officers share responsibility for holding open door office hours in the GNSS office, offering opportunities for students to connect with GNSS members. Office hours shall be posted on the GNSS website.
- 1.7. Report updates and communicate information relevant to their specific role to officers of GNSS at leadership meetings.
- 1.8. Establish ad hoc committees to aid in fulfillment of society duties, of which the Officer shall be chair, and whose members consist of any interested student.
- 1.9. In the event of an emergency, the Executive Committee may invoke special temporary measures that go beyond the enumeration of the GNSS constitution, if a lack of action would cause harm to the graduate nursing student body.
  - 1.9.1. The emergency motion must be passed with a 2/3 majority vote of Executive Officers in an Executive GNSS meeting provided a GNSS leadership meeting cannot be arranged. In this event, a GNSS leadership meeting must be called for the purpose of informing all of GNSS of



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the Executive decision as soon as possible and no later than two (2) weeks after the Executive meeting in which the emergency motion was passed.

**1.10. The President shall:**

- 1.10.1. Act as the chief executive officer of GNSS, and as such be its official spokesperson.
- 1.10.2. Be responsible for ensuring the development and formulation of GNSS policies with regard to both Faculty and the University as a whole.
- 1.10.3. Be responsible for calling all GNSS executive and leadership meetings.
- 1.10.4. Be co-responsible with the Vice president (VP) for ensuring the availability of GNSS services to all graduate nursing students.
- 1.10.5. Be a role model and collaborate in partnership with the VP in making decisions and division of tasks and duties.
- 1.10.6. Rotate, with the VP, in chairing GNSS leadership meetings; and chair the GNSS annual general meeting.
- 1.10.7. Be an ex-officio member with voting privileges on all committees and clubs of GNSS.
- 1.10.8. Be an official voting representative of GNSS on the Faculty council.
- 1.10.9. Be responsible for ensuring the submission of an executive budget.
- 1.10.10. Have co-signing authority on all accounts of GNSS with the VP, Finance Director(s), and Senior Communications Director.
- 1.10.11. Be responsible for ensuring that all GNSS leadership members perform their duties as directed within this constitution. May take on the role of completing and distributing the meeting agenda.
- 1.10.12. Ensure that all reports from executive officers are received in a timely manner.

**1.11. The Vice President shall:**

- 1.11.1. In the absence of the President, assume all duties and responsibilities of the President until such time as the President is able to return, or a by-election be held.
- 1.11.2. Serve with the President as the official representative of the graduate nursing student body when more than one is required.
- 1.11.3. Be co-responsible with the President for ensuring the availability of GNSS services to all graduate nursing students.
- 1.11.4. Collaborate in partnership with the President in making decisions and division of tasks and duties.
- 1.11.5. Rotate, with the President, in chairing GNSS leadership meetings
- 1.11.6. Have co-signing authority on all GNSS accounts with the President and Finance Director(s).
- 1.11.7. If the VP has not assumed the role of President after the Spring Election, they shall assist as necessary the Social Director(s) in preparing, planning, and execution of events for the remainder of the school year.
- 1.11.8. If the VP has not assumed the role of President after the Spring Election, they shall assist as necessary the Communications Director(s) in communication-related tasks for the remainder of the school year.
- 1.11.9. If the VP has not assumed the role of President after the Spring Election, they shall assist as necessary in the transition of the newly appointed President into their role.
- 1.11.10. Be an official voting representative of GNSS on the Faculty council.
- 1.11.11. Be informed of all orientation proceedings and may be a member of the orientation committee.

**1.12. The Senior Communications Director shall:**

- 1.12.1. Be a role model and collaborate in partnership with the Junior Communications Director in making decisions and division of tasks and duties.
- 1.12.2. Check, forward, and respond to e-mails from the GNSS account(s).
- 1.12.3. Keep and distribute minutes for GNSS leadership and executive meetings.

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- 1.12.4. Book and arrange room(s)/space(s) for GNSS meetings and events.
- 1.12.5. Maintain an accurate and current contact list of all GNSS members and make this list, and any changes, available to GNSS members.
- 1.12.6. Maintain an accurate and current Constitution that will be distributed to all GNSS members no later than one week after the leadership or executive committee has been struck.
- 1.12.7. Be responsible for conducting, organizing, and storing all GNSS correspondence, GNSS meeting minutes, and the GNSS constitution.
- 1.12.8. Liaise between the GNSS and graduate nursing student body by maintaining open communication and making announcements which promote GNSS related events and opportunities, as well as other events of interest.
- 1.12.9. Ensure all bulletin boards, for which GNSS is responsible (i.e. Graduate Student Lounge), are updated.
- 1.12.10. Ensure that the GNSS and Student Organizational Portal webpages, along with all other social media platforms are updated.
- 1.12.11. Act as the Chief Returning Officer for GNSS elections, with the support of the President and Junior Communications Director.

**1.13. The Senior Finance Director shall:**

- 1.13.1. Be a role model and collaborate in partnership with the Junior Finance Director in making decisions and division of tasks and duties.
- 1.13.2. Be responsible for the financial aspects of GNSS.
- 1.13.3. Receive, have custody of, and account for all funds of GNSS.
- 1.13.4. Administer payment of all expenses incurred by GNSS or its activities within one (1) month of the request, provided that such request falls within the budget of GNSS.
- 1.13.5. Keep GNSS leadership informed regarding its financial status and ensure compliance with the approved budget. At any time, the Finance Director must be able to advise GNSS of its current state of accounts within one (1) week of any request from any GNSS member.
- 1.13.6. Ensure that all budgets from GNSS activities have been received as detailed in Section A, paragraph 3 of this article.
- 1.13.7. Summarize and present all budgets from all and any activities at GNSS meetings, including budget meetings.
- 1.13.8. Have signing authority on all accounts of GNSS with the Junior Finance Director, President, and Vice President.
- 1.13.9. 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 Senior Finance Director by April 15<sup>th</sup>.
- 1.13.10. Coordinate the transfer of signing authority on all GNSS accounts and ensure all financial documents and information are properly passed from the outgoing to the incoming GNSS leadership team.
- 1.13.11. Seek and participate in internal and external applications and activities for raising funds.

**1.14. The Senior Social Director shall:**

- 1.14.1. Be a role model and collaborate in partnership with the Junior Social Director in making decisions and division of tasks and duties.
- 1.14.2. Be responsible for ensuring appropriate, accessible, and equitable social activities that all graduate nursing students may attend.
- 1.14.3. Be responsible for organizing Orientation Week in collaboration with the Junior Social Director and the Program Representative(s).
- 1.14.4. Be responsible for organizing and promoting monthly social/education events in collaboration with the Junior Social Director (e.g., Lunch & Learns).

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- 1.14.5. Organize activities, where possible, for the promotion of health-related and/or charitable organizations on behalf of GNSS.
- 1.14.6. Support, when appropriate, other on-campus groups in charitable activities.
- 1.14.7. Promote and advertise services and events offered by GNSS and its associated groups in collaboration with the Junior Social Director and Program Representative(s).

**1.15. The Senior Creative Director shall:**

- 1.15.1. Be a role model and collaborate in partnership with the Junior Creative Director in making decisions and division of tasks and duties.
- 1.15.2. Be responsible for organizing, planning, and executing the GNSS clothing sale(s), offering purchasing opportunities at least twice per year – to be ready after Orientation Week.
- 1.15.3. Promote the GNSS clothing sale to graduate nursing students and faculty members.
- 1.15.4. Collaborate with the Finance Director(s) in ensuring that all funds related to the GNSS clothing sale are accounted for and be able to speak about any discrepancies.
- 1.15.5. Seek and participate in internal and external applications and activities for raising funds.
- 1.15.6. Seek and participate in outreach activities on behalf of GNSS that will foster professional working relationships with internal and external stakeholders.
- 1.15.7. Assist and support the other Directors (e.g., Communications, Finance, Social, Year Reps) in various capacities, such as promoting events, fundraising, and event planning.
- 1.15.8. Assist in organizing activities for the promotion of health-related and/or charitable organizations on behalf of GNSS.
- 1.15.9. Support, when appropriate, other on-campus groups in charitable activities.
- 1.15.10. Serve as liaison between the Office of Advancement and the GNSS.
- 1.15.11. Identify ways the Office of Advancement and GNSS can support each other, such as:
  - 1.15.11.1. Recruitment of speakers for activities
  - 1.15.11.2. Recruitment of student volunteers for events
  - 1.15.11.3. Promotion of events involving mentorship with alumni
  - 1.15.11.4. Collaboration on annual Nursing Week activities

**1.16. The Senior GSU Representative shall:**

- 1.16.1. Be a role model and collaborate in partnership with the Junior GSU Representative(s) in making decisions and division of tasks and duties.
- 1.16.2. Ensure attendance and representation of the GNSS and graduate nursing student body at all GSU Board of Director Meetings, as scheduled by the GSU.
- 1.16.3. Serve as a liaison with the GSU – representing and acting in the best interest of the GNSS and graduate nursing student body.
- 1.16.4. If the designated GSU representative(s) is unable to attend a GSU meeting, any member of the professional faculty, leadership/executive committee, or member of constituency (i.e. Any graduate nursing student) may serve as a proxy.
- 1.16.5. Perform their duties as stated in the GSU bylaws.
- 1.16.6. Be responsible for informing and promoting all relevant services and events offered by the GSU to the graduate nursing student body.
- 1.16.7. Obtain and provide a detailed breakdown of graduate nursing student fees paid to the GSU in both the Fall and Winter terms.
- 1.16.8. Provide to the GSU with an up-to-date list of members and their positions by:
  - 1.16.8.1. Submitting a complete list of incoming members within two weeks of taking office.
  - 1.16.8.2. Reporting any vacancy of office within two weeks.
- 1.16.9. Submit an updated constitution to the GSU Internal Commissioner upon approval of any constitutional amendments.

**1.17. The Senior Equity, Diversity & Inclusion (EDI) Director shall:**

- 1.17.1. Monitor and advance equity, diversity, inclusion, and accessibility considerations being made at LBFON that pertain to graduate students.
- 1.17.2. Be the main point of contact for any questions or concerns related to equity, diversity, inclusion, and accessibility.
- 1.17.3. Liaise with Accessibility Services at the University of Toronto to navigate ongoing or temporary disability-related barriers to graduate student success. Provide support for learning, problem solving, and inclusion.
- 1.17.4. Liaise with the Equity, Diversity, and Inclusion Office at the University of Toronto
- 1.17.5. Plan and oversee logistics of the annual Black history month event and annual GNSS Black and Indigenous Award in consultation with GNSS (inaugural year = 2021).
- 1.17.6. Maintain communication with Faculty of Nursing to support sustainable efforts to address equity and diversity concerns at LBFON via formal reports submitted biannually at the Dean's Forum.
- 1.17.7. Manage annual budget allotted by GNSS executive consensus to promote and enact strategies to ensure Equity and Diversity.
- 1.17.8. Be aware of university-wide efforts being made to address equity, accessibility, diversity and inclusion challenges and connect LBFON with such resources.
- 1.17.9. Seek and participate in outreach activities on behalf of GNSS that will foster professional working relationships with internal and external stakeholders.
- 1.17.10. Assist and support the executive committee in various capacities, such as in promoting events, fundraising, and event planning.
- 1.17.11. Support, when appropriate, other on-campus organizations in their support of diversity, equity, inclusion, and accessibility.
- 1.17.12. Be a member of the faculty's EDI&IR Committee as a representative of GNSS to share and collect information appropriately.

**2. Paragraph 2: The Officers**

- 2.1. All members holding positions as Officers shall have one (1) vote at all GNSS leadership meetings
- 2.2. All members are responsible for updating and maintaining a portfolio containing all relevant positional information which shall be transferred to the incoming GNSS officer during transition.
- 2.3. All Officers share responsibility for holding open-door office hours in the GNSS office, offering opportunities for students to connect with GNSS members.
- 2.4. All Officers shall attend all leadership meetings of GNSS throughout the year (including Spring/Summer terms), which occur monthly.
- 2.5. Report updates and communicate information relevant to their specific role to other GNSS officers at monthly GNSS leadership meetings.
- 2.6. Establish ad hoc committees to aid in fulfillment of society duties, of which the Officer shall be chair, and whose members consist of any interested student.

**2.7. The Junior Communications Director shall:**

- 2.7.1. Collaborate in partnership with the Senior Communications Director in making decisions and division of tasks and duties.

**2.8. The Junior Finance Director shall:**

- 2.8.1. Collaborate in partnership with the Senior Finance Director in making decisions and division of tasks and duties.
- 2.8.2. Act and take over the Director of Finance responsibility in absentia of the Director of Finance.

**2.9. The Junior Social Director shall:**

2.9.1. Collaborate in partnership with the Senior Social Director in making decisions and division of tasks and duties.

**2.10. The Junior Creative Director shall:**

2.10.1. Collaborate in partnership with the Senior Creative Director in making decisions and division of tasks and duties.

**2.11. The Junior GSU Representative shall:**

2.11.1. Collaborate in partnership with the Senior GSU Representative(s) in making decisions and division of tasks and duties.

**2.12. The Junior Equity, Diversity & Inclusion Director shall:**

2.12.1. Collaborate in partnership with the Senior Equity, Diversity & Inclusion Director in making decisions and division of tasks and duties.

**2.13. The Master of Nursing Peer Mentorship Program Coordinator shall:**

2.13.1. Promote goals of the MN Peer Mentorship Program as follows:

2.13.1.1. Increase knowledge, capacity and skills related to navigating the graduate program

2.13.1.2. Increase overall satisfaction with the graduate program

2.13.1.3. Promote opportunities for engagement and foster a sense of community

2.13.1.4. Develop confidence

2.13.1.5. Build professional networks

2.13.2. Develop and implement strategies for MN Peer Mentorship Program recruitment and engagement.

2.13.3. Match all mentees and mentors prior to the fall semester. If there are more mentees than mentors, more than one mentee can be assigned to one mentor if the mentor agrees.

2.13.4. Support, follow-up, and evaluate mentorship connections.

2.13.5. Resolve any issues between mentee and mentor partnerships in a professional manner.

2.13.6. Organize and facilitate a mandatory mentor training session.

2.13.7. Organize and facilitate on-site mentorship activities if appropriate.

2.13.8. Provide regular reminders to mentors to check in with their mentees throughout the academic year.

2.13.9. Provide resources to mentors/mentees regarding professional development opportunities through the LBFON, University of Toronto, and appropriate outside organizations.

2.13.10. Conduct a MN Peer Mentorship Program evaluation annually at the end of the mentorship/academic year.

**2.14. The Program Representative(s) shall:**

2.14.1. Act as a liaison between their respective cohort/program/stream and GNSS leadership.

2.14.2. Organize, plan and/or promote all events organized by GNSS for the graduate nursing student body and ensure that such events are accessible to as many students as possible.

2.14.3. Be responsible for organizing activities for the promotion of health and wellness-related and/or charitable organizations on behalf of GNSS.

2.14.4. Support, when appropriate, other on-campus groups in charitable activities.

2.14.5. Inform students about educational, professional development, networking, and fundraising events and opportunities at the university, community, municipal, provincial, national, or international level.

2.14.6. Lead the organizing, planning, and execution of at least one social event for their respective cohort during each academic term. At a minimum, there should be three events for each of the Clinical, HSLA, NP, PhD, and DN programs per year for a total of three academic terms.

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- 2.14.7. Stream- and year-specific events may be held at the discretion of the Program Representative(s).
- 2.14.8. Assist the Faculty in distributing and promoting surveys and sharing results.

**3. Paragraph 3: The GNSS Role on Faculty-led Committees**

- 3.1. GNSS positions on Faculty-led Committees shall be filled in September on a voluntary, first come-first serve basis.
- 3.2. GNSS positions on Faculty-led Committees are invited to attend all general meetings of GNSS.
- 3.3. GNSS positions on Faculty-led Committees shall not have voting privileges at general meetings of GNSS.
- 3.4. A list of GNSS positions on Faculty-led Committees shall be submitted to the appropriate LBFON representative at the start of each academic year.
- 3.5. GNSS positions on Faculty-led Committees shall inform GNSS about the activities of their respective committees at monthly GNSS leadership meetings.
- 3.6. Should a GNSS position on a Faculty-led Committee wish to resign from their duties, they shall inform the President or VP in writing.
- 3.7. Vacant GNSS positions on Faculty-led Committees shall be filled on a voluntary, first come first serve basis as needed.
- 3.8. GNSS positions on Faculty-led Committees shall include:
  - 3.8.1. Admissions Committee Representatives (2 students: 1 MN, 1PhD)
  - 3.8.2. Awards Committee Representative (1-2 students)
  - 3.8.3. Academic Appeal Committee Representative (1-2 students)
  - 3.8.4. Committee on Standing Representative (1 student)
  - 3.8.5. Curriculum Committee Representative (3 students: 1 MN Clinical/HSLA, 1 MN-NP, 1PhD)
  - 3.8.6. Faculty Council Representative (President & VP)
  - 3.8.7. EDI&IR Committee (Jr and Sr. EDI Directors)

**4. Paragraph 4: The Faculty Advisor**

- 4.1. The faculty advisor shall be a member of the LBFON teaching faculty.
- 4.2. The faculty advisor shall be selected by March for the next academic year.
- 4.3. The faculty advisor will act as a liaison between GNSS members and LBFON.
- 4.4. The faculty advisor will be an advisor to GNSS in matters regarding university and/or faculty policy and processes.
- 4.5. The faculty advisor will facilitate communication between GNSS and faculty and/or GNSS and other nursing students as appropriate

**5. Paragraph 5: The Ad-Hoc Positions**

- 5.1. Ad-hoc positions shall be chosen by their respective club(s) and/or auxiliary organization(s) as representatives.
- 5.2. Ad-hoc positions are invited to attend all leadership meetings of GNSS.
- 5.3. Ad-hoc positions shall not have voting privileges at leadership meetings of GNSS.
- 5.4. Ad-hoc positions may submit a budget for their position as detailed in Section A of this article, if desired.
- 5.5. Ad-hoc positions may maintain and/or create a document containing their portfolio and all relevant positional information which shall be passed onto the incoming GNSS member.
- 5.6. Ad-hoc positions have the power to form committees to aid them in the fulfilling of their duties, of which the Ad-hoc member shall be chair, and whose members consist of any interested student.

## ARTICLE VI: CLUBS AND AUXILIARY ORGANIZATIONS

### **Section A: Recognizing Clubs, Auxiliary Organizations, and/or Working Groups**

1. To be an official student organization in the faculty the club or organization must be recognized by GNSS.
2. Clubs, Auxiliary Organizations, and/or Working Groups may be recognized by:
  - 2.1.1. Having three or more members.
  - 2.1.2. Having their membership open to any student.
  - 2.1.3. Providing a brief constitution and/or mission statement to GNSS outlining its purpose and the responsibility of its members.
  - 2.1.4. Meeting the identified need(s) of its members and the student body as a whole.
3. Once recognized, clubs and auxiliary organizations can submit budget proposals to GNSS in order to receive approved funding.

### **Section B: Orientation Committee**

1. The orientation committee shall consist of:
  - 1.1. The President
  - 1.2. The Social Director
  - 1.3. The Creative Director
  - 1.4. The Communications Director
  - 1.5. The Finance Director
  - 1.6. The GSU Representative
  - 1.7. The EDI Director
  - 1.8. The Peer Mentorship Program Coordinator
  - 1.9. Any Program Representative(s).
  - 1.10. Any interested student in any year
2. The Social Director(s) shall be the chair(s) of the orientation committee.
3. The Social Director(s) must be available during the summer prior to orientation or find an available GNSS officer to take over responsibilities.

### **Section C: EDI Committee**

1. The EDI committee shall consist of:
  - 1.1. The Senior EDI Director
  - 1.2. The Junior EDI Director
  - 1.3. Any interested student in any year as an ad hoc position
2. The EDI Director(s) shall be the chair(s) of the EDI committee.

## ARTICLE VII: MEETINGS

### **Section A: Rules of Procedure**

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

### **Section B: Executive Meetings**

#### **1. Paragraph 1: Scheduling**

- 1.1. Executive meetings shall be held in addition to general meetings as deemed necessary.
- 1.2. All Executive Officers shall be given seventy-two (72) hours prior notice of any regularly scheduled meetings.
- 1.3. Additional Executive meetings may be called by any Executive Officer if forty-eight (48) hours prior notice is given to members or it may be called without notice if all Executive Officers are present.

#### **2. Paragraph 2: Attendance**

- 2.1. It is mandatory that all members of the executive attend all executive meetings.
- 2.2. Any Executive Officer may request the attendance of any member of GNSS, or any student, and must inform the remaining officers of their request.
- 2.3. The absence of any executive member shall be recorded by the Communications Director, and recorded in both:
  - 2.3.1. The official minutes if any are taken.
  - 2.3.2. The subsequent general GNSS meetings minutes.

#### **3. Paragraph 3: Voting**

- 3.1. All executive officers are entitled to one vote.
- 3.2. All regular votes shall be determined by simple majority.
- 3.3. Any votes to invoke emergency powers shall require a 2/3 majority vote.
- 3.4. 2/3 majority is required to pass a motion.

#### **4. Paragraph 4: Quorum**

- 4.1. Quorum for all Executive GNSS meetings shall be half of all executive members.
- 4.2. Quorum to invoke the emergency powers of the Executive shall require that all Executive Officers be present.
- 4.3. At least half of all Executive Officers must be present.

#### **5. Paragraph 5: Minutes**

- 5.1. Normally minutes shall not be taken, as the executive meeting should be informal and informational.
- 5.2. Minutes must be taken if:
  - 5.2.1. Any member of the executive request them.
  - 5.2.2. Any formal vote is held in the decision-making process.
  - 5.2.3. If there is any discussion of legal matters pertaining to GNSS.
  - 5.2.4. Any positions on GNSS are appointed during the meeting.
  - 5.2.5. There is any discussion of invoking the emergency powers of the executive.
- 5.3. 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.
- 5.4. Copies of all approved minutes shall be distributed to all GNSS officers, and also to any student upon request.



## **Section C: GNSS Leadership Meetings**

### **1. Paragraph 1: Scheduling**

- 1.1. 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.
- 1.2. There shall be a minimum of one meeting per month during the school year, exception can be made for December if agreed upon by all members.
- 1.3. Meetings shall not normally be scheduled during the summer session.
- 1.4. A reminder of regularly scheduled meetings must be communicated **twenty-four (24) hours** prior to the meeting.
- 1.5. Meetings shall be scheduled such that it does not conflict with any officers' class schedule when possible.
- 1.6. Any officer of GNSS may request a special session.
  - 1.6.1. The President is responsible for calling the meeting, within a reasonable period of time, and providing forty-eight (48) hours notice for the meeting.
- 1.7. Any executive officer, due to extraordinary circumstances and to address limited and specific business may call an emergency general meeting. Such sessions require as much advance notice as possible, but not less than four hours.

### **2. Paragraph 2: Attendance**

- 2.1. All Executive Officers and Officers must attend all meetings.
  - 2.1.1. Any Executive Officer or Officer missing 1/3 or more of scheduled meetings may be asked to resign from office at the discretion of the Executive Committee.
- 2.2. All meetings shall be open to all students.
- 2.3. Any member needing to leave a meeting before its scheduled end must inform the President before the start of the meeting or that person shall be considered absent and recorded as such by the Director of Communications.
- 2.4. Any member entering a meeting more than half hour after its start, without previously informing the President, shall be considered absent.
- 2.5. If it is necessary for a member to be absent for a meeting, then it is the member's responsibility to:
  - 2.5.1. Inform the President and/or the Director of Communications at least twenty-four (24) hours prior to the meeting or day of illness
  - 2.5.2. Send a brief written or verbal explanation of what has been happening in the member's area of concern.

### **3. Paragraph 3: Voting**

- 3.1. All executive officer positions shall each have one vote with the exception of the President
- 3.2. The President shall abstain from voting unless his or her vote is necessary to achieve an adequate majority.
- 3.3. Voting shall be made by roll call or show of hands unless a request for a secret ballot is made.
- 3.4. 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.
- 3.5. Absentee or proxy voting shall not be allowed.
- 3.6. 2/3 majority is required to pass a motion.

### **4. Paragraph 4: Quorum**

- 4.1. Quorum shall require half of all voting GNSS officers.

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**5. Paragraph 5: *Minutes***

- 5.1. The Communications Director or their designate shall be responsible for recording detailed and accurate minutes of all meetings.
- 5.2. The President 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.
- 5.3. All minutes of a meeting shall be prepared and distributed to the officers, executive officers and year representatives by the Communications Director a minimum of three days before the next meeting at which they are approved.
- 5.4. All minutes shall normally be approved by GNSS 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.
- 5.5. Following approval and correction of any errors, the Communications Director and either the President or Vice-President shall sign the minutes. The Communications Director shall change and file the official minutes prior to the next scheduled meeting.
- 5.6. 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**

1. All GNSS executive officers, officers and ad-hoc positions are responsible for the submission of reports (Strategic Plan and Final)
2. All reports are expected to be professional in appearance.
3. All reports shall be submitted to the Communications Director.
4. 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**

#### ***1. Paragraph 1: Strategic Plan Reports***

- 1.1. Are to be submitted along with the budgets one week prior to the budget meeting, or on a timetable established by the Executive Officers.
- 1.2. Shall be presented along with the budgets during the budget meeting.
- 1.3. Must contain the following:
  - 1.3.1. The title of the report
  - 1.3.2. The title of the position
  - 1.3.3. The name of the person submitting the report
  - 1.3.4. The date the report was created
  - 1.3.5. A list of objectives for the year
  - 1.3.6. A plan on how the above objectives will be met
  - 1.3.7. Must include proposed budget requests from GNSS as outlined in the Finances portion of this constitution.

### **Section C: Final Handover Reports**

#### ***1. Paragraph 1: Final Handover Reports***

- 1.1. Must include a final summary budget report, along with all outstanding receipts.
- 1.2. Shall include a revised description of their position and as part of the position's portfolio.
- 1.3. Shall include recommendations for the following year.
- 1.4. Shall be submitted to Communications Director within one month of the transition. For the orientation coordinators this report is due one week prior to the first scheduled October GNSS meeting.
- 1.5. Must contain the following:
  - 1.5.1. The title of the report
  - 1.5.2. The title of the position
  - 1.5.3. The name of the person submitting the report
  - 1.5.4. The date the report was created
  - 1.5.5. A list of objectives for the year, as they appeared in the Strategic Plan Report
  - 1.5.6. An evaluation of how these objectives have or have not been met in the Spring term
  - 1.5.7. A final expense summary for the whole year, compared to the budget approved at the fall budget meeting.

### **Section D: Failure to Submit Reports**

1. 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**

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

### **Section B: Automatic Removal from Office**

1. A member is automatically removed from office if:
  - 1.1. They are no longer recognized as a student in the LBFON.
  - 1.2. GNSS receives a petition which bears the names, signatures and student number of 50% of the student body, and those signatures are verified as accurate.
  - 1.3. They are absent from 1/3 regularly scheduled GNSS 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.

### **Section C: Dereliction of Duty**

1. ***Paragraph 1: Stipulation of Removal***
  - 1.1. A GNSS member may be asked to resign from their position due to non-fulfillment of duties of the position.
2. ***Paragraph 2: Removal from Office***
  - 2.1. 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.
  - 2.2. If no improvement is seen after that period of time then the member may be removed from office.
  - 2.3. Removal occurs at a general GNSS 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**

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

## ARTICLE X: ELECTIONS

### Section A: Nominations

#### 1. *Paragraph 1: Schedule of Nominations*

- 1.1. Nominations shall open no later than the month of September for the Fall election and the month of March for the Spring elections.
- 1.2. Nominations shall remain open for a minimum of 5 business days.

#### 2. *Paragraph 2: Advertising for Nominations*

- 2.1. Advertising for nominations shall begin a maximum of **two weeks** before the opening of nominations and shall go until the closing of nominations.

#### 3. *Paragraph 3: Format of the Nominations*

- 3.1. All nomination forms shall include the name, signatures, and student numbers of two endorsers and of the student being nominated.
- 3.2. Each student is only eligible to be nominated for one position.
  - 3.2.1. In the event that a student is nominated for more than one position they must choose one position prior to election.

#### 4. *Paragraph 4: Requisites for Office*

- 4.1. Any person running for an office must be able and planning to return for the following academic year.
- 4.2. No person may fill more than one Executive Officer position.
- 4.3. Any Officer may hold more than one position at the discretion of the GNSS executive but will only have one vote at GNSS general meetings.
- 4.4. Any officer position may be filled with more than one individual, at the discretion of GNSS executive, but with that position having only one vote. The executive officer positions may only be filled by one individual.
- 4.5. The Executive Officer election timeline:
  - 4.5.1. The President shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.2. The Vice-President shall be elected from any current non-graduating student in the **Fall election**.
  - 4.5.3. The Senior Communications Director shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.4. The Senior Finance Director shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.5. The Senior Social Director shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.6. The Senior Creative Director shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.7. The Senior GSU Representative shall be elected from any current non-graduating student in the **Spring election**.
  - 4.5.8. The Senior Equity, Diversity, & Inclusion Director shall be elected from any current non-graduating student in the **Spring election**.
- 4.6. The Officers:
  - 4.6.1. The Master of Nursing Peer Mentorship Program Coordinator shall be elected from any current non-graduating nursing student in the **Spring election**.
  - 4.6.2. The Junior Communications Director shall be elected from any current non-graduating student in the **Fall election**.
  - 4.6.3. The Junior Finance Director shall be elected from any current non-graduating student in the **Fall election**.

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- 4.6.4. The Junior Social Director shall be elected from any current non-graduating student in the **Fall election**.
- 4.6.5. The Junior Creative Director shall be elected from any current non-graduating student in the **Fall election**.
- 4.6.6. The Junior GSU Representative(s) shall be elected from any current non-graduating student in the **Fall election** (2 positions).
- 4.6.7. The Junior Equity, Diversity, & Inclusion Director shall be elected from any current non-graduating student in the **Fall election**.
- 4.6.8. The Program Representatives shall be elected by students from their respective classes in the **Fall election** for the following cohorts/programs/streams
  - 4.6.8.1. MN - Clinical Stream Year One and Two Representative(s)
  - 4.6.8.2. MN - HSLA Stream Year One and Two Representative(s)
  - 4.6.8.3. MN – NP Stream
    - 4.6.8.3.1. Year One Representative(s) (up to 2 positions)
    - 4.6.8.3.2. Year Two Adult Stream Representative
    - 4.6.8.3.3. Year Two Primary Health Care Stream Representative
  - 4.6.8.4. PhD Representative(s) (up to 6 positions)
    - 4.6.8.4.1. PhD Year One, Two, and Three Representative(s)
    - 4.6.8.4.2. PhD Year 4+ Representative(s)
  - 4.6.8.5. DN Representative(s) (up to 3 positions)
    - 4.6.8.5.1. DN Year One, Two, and Three Representative(s)
- 4.7. Any positions unfilled in the Spring elections will be re-opened for any current students during the Fall election.

**Section B: Elections Procedure**

**1. Paragraph 1: Ballots**

- 1.1. All ballots shall be secret.
- 1.2. All graduate nursing students have one vote in all elections.

**2. Paragraph 2: Scheduling of Elections**

- 2.1. Fall elections shall be held no later than the first week of October.
- 2.2. Spring elections shall be held no later than the last week of March.

**3. Paragraph 3: Polling**

- 3.1. Polling shall only occur during the designated time-period on-line on the specified day(s) of election.
- 3.2. All elections shall be held by secret ballot.
- 3.3. Results shall be announced within forty-eight (48) hours by way of an e-mail and/or posting(s) in a prominent location available to all students.
- 3.4. Polling shall be coordinated by a Chief Returning Officer, a current GNSS member who is not running for re-election and staffed by appointed council members or acclaimed council members.
- 3.5. Voting shall only be conducted via the online voting platform during the times specified by GNSS members.
- 3.6. The online voting platform approved and arranged by Student Life will be used to conduct the polling.
- 3.7. The time of the elections/polling shall be communicated by way of e-mail and/or posting(s) in a prominent location available to all students.

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**4. Paragraph 4: Counting of Ballots.**

- 4.1. Results of the elections shall be posted in a prominent place available to all students within twenty-four (24) hours of the ballots being counted. A copy of results shall be submitted to the faculty and to student services by the President.

**Section C: Vacancies of Office**

**1. Paragraph 1: Executive Officer**

- 1.1. 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 (3) weeks after the vacancy begins.

**2. Paragraph 2: Officers**

- 2.1. 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:
  - 2.1.1. Allowing the position to remain vacant.
  - 2.1.2. Holding a by-election within three (3) weeks of the vacancy.
  - 2.1.3. Appointing another student to the position [see Appointment section].

**Section D: Appointments**

1. The executive officers are responsible for all appointments made to GNSS. All decisions concerning appointments shall be made during a formal Executive meeting.
2. All decisions for appointments must be prominently posted on the year boards within forty-eight (48) hours of the decision.
3. All appointments shall take effect one week after a decision has been reached.
4. Any member of student opposition or concern over the appointments must be brought in writing, containing a minimum of five (5) names and signatures of current nursing students, to the attention of the President or VP within one week of posting. The appointment shall be considered invalid and a by-election must then be held.

**Section E: Term of Office**

1. The term of office for all executive officers shall be until May of the following school year.
2. The term of office for all other officers shall be until the end of the school year (unless appointed to an executive office position for the following school year, at which the term will end following the Spring elections to transition into the appropriate executive office position).
3. The President's term of office shall be from the results of the Spring elections to May 1 of the following year, with an overlap with the incoming President.
4. 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.
5. For any position filled by by-election or appointment due to a vacancy, the term of office shall be from the time of taking office to the end of the term for the appropriate role.

## ARTICLE XI: AWARDS

### **Section A: GNSS Conference Fund Award**

1. This award offers financial support to LBFON graduate students who have submitted abstracts to peer-reviewed conferences which have been accepted for presentation.
  2. This award aims to:
    - 2.1. Enhance the visibility of GNSS in supporting the academic development of LBFON graduate students.
    - 2.2. Encourage the dissemination of graduate student developed nursing knowledge.
    - 2.3. Lessen the financial burden on graduate students.
    - 2.4. Provide an opportunity for students to develop presentation skills.
  3. Nomination forms are found in the Teams folders.
- 1. Paragraph 1: Criteria**
- 1.1. The GNSS Conference Fund Award provides an opportunity for graduate students to receive partial funding to attend a peer-reviewed conference to present their academic work.
  - 1.2. The recipient is a student who:
    - 1.2.1. Has submitted an abstract to a peer-reviewed conference and has been accepted for presentation.
- 2. Paragraph 2: Nomination**
- 2.1. Individuals must submit a half-page write-up (approx. 300 words) summarizing the work to be presented.
  - 2.2. Individuals must submit a budget for the conference, including all other sources of funding being sought.
  - 2.3. Reimbursement will be provided upon receipt of appropriate documentation detailing expenses incurred.
- 3. Paragraph 3: Selection Process**
- 3.1. All applications should be submitted to Conference Fund Sub-Committee.
  - 3.2. Applications will be reviewed by the Conference Fund Sub-Committee (consisting of the GNSS Faculty Advisor, the GNSS Executive members, and a non-GNSS graduate nursing student)
    - 3.2.1. The application shall be reviewed to ensure that all criteria of the award have been met by the nominated individual(s).
    - 3.2.2. The number of GNSS Presentation Awards to be awarded each year is to be determined by budgetary considerations.
    - 3.2.3. In the event an officer of GNSS is an applicant for the award, the applicant will be excluded from the Conference Fund Sub-Committee and an additional faculty member will be requested to review the application.
  - 3.3. The award selection committee reserves the right not to grant awards if there are no suitable applicants.



## ARTICLE XII: AMENDMENTS TO THE CONSTITUTION

### **Section A: Procedure**

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

### **Section B: Annual Review of the Constitution**

1. An annual review of the constitution shall take place no later than the last week of October.
2. 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.
3. Any member or student can express concerns or suggestions for changes to the President or VP.
4. If changes are necessary a constitutional meeting shall be scheduled during a regular GNSS leadership meeting.
5. Updated constitutions shall be submitted to GSU in a timely manner