



MUNSS

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# The Constitution of the McMaster University Nursing Students Society

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## McMaster University Nursing Students Society Constitution

### ARTICLE I. NAME

The name of the organization shall be the McMaster University Nursing Students Society (M.U.N.S.S.).

### ARTICLE II. PURPOSE

1. to foster in its members' the ideals and interests of McMaster University, Mohawk College and Conestoga College, as an interdisciplinary and collaborative community;
2. to promote a spirit of unit and fellowship among students of the McMaster-Mohawk-Conestoga B.Sc.N. Program;
3. to promote opportunities for professional, personal, and social development for Nursing Students in the McMaster-Mohawk-Conestoga B.Sc.N. Program;
4. to be the recognized means of communication between the nursing student body, the McMaster-Mohawk-Conestoga B.Sc.N. Program, the McMaster Students Union (MSU), the Mohawk Students Association (MSA), the Conestoga Students Incorporated (CSI), and national and provincial nursing and nursing student associations;
5. to stimulate professional and educational growth in the nursing community; and
6. to advocate for the needs of the students in the McMaster-Mohawk-Conestoga B.Sc.N. Program and to build capacity and empower them throughout their student career.

### ARTICLE III. MEMBERSHIP

The active membership of MUNSS shall consist of:

1. all undergraduate students including all those enrolled in the McMaster-Mohawk-Conestoga B.Sc.N. Program in the McMaster University School of Nursing; and
2. any McMaster University student who has an interest in MUNSS and supports its purpose may be granted membership upon request of the Executive and payment of fees.
3. any Alumni member who shows an interest in MUNSS and supports its purpose may be granted membership upon request of the Executive and payment of fees.

### ARTICLE IV. THE EXECUTIVE OFFICERS

1. The MUNSS Executive Officers shall consist of:

- a. President
- b. Vice President(s) - one per site with one appointed Deputy Vice President
- c. Finance Chairperson
- d. Executive Assistant
- e. Education Chairperson(s) - one per site
- f. Communications Chairperson
- g. Social Chairperson(s)
- h. Welcome Week Planner(s)
- i. Canadian Nursing Students' Association (CNSA) Official Delegate(s) and Associate





## Delegate(s)

- j. Registered Nurses Association of Ontario (RNAO)/Nursing Students of Ontario (NSO) Representative(s)
- k. Class Representatives
- l. Spirit Wear Coordinator
- m. Awards and Scholarships Coordinator
- n. Student Representative Assembly (SRA) Liaison
- o. McMaster Interprofessional Student Collaborative (MISC) Liaison
- p. Global Understanding Through Nursing Initiatives (GUNI) Liaison
- q. Faculty Advisor(s) - one per site

### 2. The MUNSS Executive officers:

- a. must be in good standing of the MUNSS general membership to be elected;
- b. must be a McMaster-Mohawk-Conestoga B.Sc.N. student unless appointed by the Executive;
- c. hold one vote at Executive meetings with the exception of the President, Welcome Week Planner(s), SRA Liaison, MISC Liaison, GUNI Liaison, and the Faculty Advisor(s); and d. may vote in proxy.
- e. Check @munss.ca email a minimum of once weekly and respond in a professional manner within a 72 hour time period upon viewing the email.

3. A voting Executive member constitutes an elected individual representing a specific level, site, committee, or vested interested on a provincial or national level.

4. The MUNSS Core shall consist of the President, Vice President(s), Finance Chairperson, Executive Assistant, Education Chairperson(s) and Communications Chairperson.

### Article V. CORE AND GENERAL EXECUTIVE MEMBERS OUTLINE

Core Executive Members (9 Members)	General Executive Members (46 Members)
President (non-voting)	Social Chairpersons
Vice-Presidents	Awards and Scholarships Coordinator
Executive Assistant	CNSA Official Delegates
Finance Chairperson	CNSA Associate Delegates
Education Chairpersons	RNAO Representatives
Communications Chairperson	Spiritwear Coordinator
	Class Representatives (Levels 1-4, Accelerated, RPN-BScN)
	SRA Liaison (non-voting)
	MISC Liaison (non-voting)
	GUNI Liaison (non-voting)
	Welcome Week Planners (non-voting)
	Faculty Advisors





## ARTICLE VI. DUTIES OF THE EXECUTIVE OFFICERS

### 1. The PRESIDENT shall:

- a. be a member of the Core Executive;
- b. call and preside over all meetings of the Executive and Core;
- c. approve the agenda and send to the Executive Assistant at least 2 days prior to each Executive meeting;
- d. co-sign all cheques issued by the Society;
- e. be the official student representative to the Faculty and be one of the student representatives on the Undergraduate Nursing Education Council (UNEC) and the Curriculum Innovation Education Committee (CIEC).
- f. act as the supervisor and delegator of all Society activities;
- g. have at least one year of MUNSS Executive experience the prior year with a recommended of 2 years of MUNSS Executive experience
- h. maintain open communication with students and faculty at all three sites;
- i. complete the Executive budget collaboratively with the Core Executive;
- j. update the MUNSS President plaque at the McMaster site 2J hallway with the previous year's President's name and term date;
- k. present a written report with recommendations to the society at the turnover meeting;
- l. keep a record relating all position functions and their arrangements for the benefit of the successor;
- m. sit on the Nursing Welcome Week Planning Committee;
- n. will be a Nursing Welcome Week Representative (NWWR) throughout the year of term;
- o. work with and mentor the President-Elect to ensure a smooth turnover; and
- p. be a non-voting member except in the event of a stalemate.

### 2. The VICE PRESIDENT(S) shall:

- a. be a member of the Core Executive;
- b. appoint amongst themselves and make known a Deputy Vice President during the Core turnover meeting;
- c. work under the President to collaboratively coordinate society activities;
- d. plan and coordinate MUNSS day;
- e. coordinate a social event for National Nursing Students Week in collaboration with CNSA OD(s);
- f. coordination Level 1 Anatomy and Physiology Exam gift during December exam period;
- g. be responsible for distributing and obtaining quarterly reports from Executive members and notifying the President if there is an immediate concern at the following Core meeting;
- h. ensure that each Class Representatives (excluding Level IV) and assigned Executive Officers are allocated to an Executive Sub Committee within two (2) weeks of the first Executive meeting in September;
- i. pursue an open relationship with McMaster Students Union (MSU), Mohawk Students Association (MSA), and Conestoga Students Incorporated (CSI);
- j. oversee and delegate the duties of the Class Representatives at their respective sites;
- k. oversee and delegate the duties of their assigned Executive Officers;
- l. keep a record relating to all functions and their arrangements for the benefit of the successor;





- m. provide a written annual review, with recommendations, to their respective Vice President-Elect;
- n. shall liaise with the student governing bodies of their respective sites;
- o. work with and mentor their respective Vice President-Elect to ensure a smooth turnover;
- p. coordinate and facilitate a site specific meeting at least once per term; and
- q. be voting members (3 votes).

### 3. The DEPUTY VICE PRESIDENT shall:

- a. be a member of the Core Executive;
- b. assume all duties of the President in her/his absence;
- c. while presiding over meetings, shall be a non-voting member;
- d. co-sign all cheques issued by the Society in the absence and/or under the direction of the President.

### 4. The FINANCE CHAIRPERSON shall:

- a. be a member of the Core Executive;
- b. be responsible for all societal transactions in accordance with the approved budgets;
- c. keep a record of all transactions of the Society;
- d. be held accountable for any money distributed without receiving receipts or statement of expenses;
- e. allocate one meeting per term to discuss the financial status of MUNSS with the Core Executive;
- f. be responsible for ensuring position budgets are produced and distributed before the September budget meeting;
- g. present and explain the details of all budgets to the MUNSS Executive;
- h. be able to address any financial concerns and/or questions during any point of the position term;
- i. submit a yearly financial records for tuition reimbursement by the specified deadline outlined by McMaster University Financial Services;
- j. submit account information to McMaster University upon request;
- k. prepare a budget of overall balances for all Society activities prior to the termination of the position term;
- l. co-sign all cheques issued by the Society;
- m. keep a record relating to all functions and their arrangements for the benefit of the successor;
- n. work with and mentor the Finance Chairperson-Elect to ensure a smooth turnover;
- o. coordinate a meeting with all income Core Executive members to complete the changing of signing authority process; and
- p. be a voting member (1 vote).

### 5. The EXECUTIVE ASSISTANT shall:

- a. be a member of the Core Executive;
- b. complete room and AV books for all Executive meetings;
- c. be responsible for ordering and/or retrieving food for all Executive meetings in accordance with the approved Executive budget;





- d. distribute the agenda and any attached communications, as submitted by the President, to the Core, and Executive at least one (1) day prior to Executive meetings via [@munss.ca](mailto:@munss.ca) email;
- e. keep electronic records of the minutes for Executive and Core meetings;
- f. submit minutes to Communication Chairperson for distribution to the nursing student body via the MUNSS website, and other communication platforms within one (1) week of regular meeting;
- g. ensure that a copy of the Constitution is available for consultation at all meetings;
- h. shall electronically distribute the Constitution and Policy and Procedures at the beginning of September as well as incoming members;
- i. shall be responsible for storing, distributing and collecting the placards for all voting and non voting members of the Executive;
- j. keep a record relating to all functions and their arrangements for the benefit of the successor; and
- k. be a voting member (1 vote).

## 6. The COMMUNICATIONS CHAIRPERSON shall:

- a. be a member of the Core Executive;
- b. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- c. be responsible for monitoring of the MUNSS website and MUNSS social media contents and reporting inappropriate content and use;
- d. facilitate advertisement and promotion of all society events and the society itself, collaborative with the coordinating position(s);
- e. keep a record relating to all functions and their arrangements for the benefit of the successor;
- f. be responsible for distributing the munss.ca emails and passwords to all Executive members at the turnover meeting;
- g. submit quarterly updates to their assigned Vice President by the respected due date; and
- h. be a voting member (1 vote).

## 7. The EDUCATION CHAIRPERSON(S) shall:

- a. be a member of the Core Executive;
- b. consist of one (1) member from each of the sites (3), at least one of these members must be a Nursing Welcome Week Representative;
- c. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- d. collaboratively coordinate all education activities, and act as the elections convenor(s);
- e. collaboratively coordinate at least one (1) educational seminar per semester;
- f. be responsible for convening the Level One Representative elections during Welcome Week, the Welcome Week Planner(s) elections in October, the Presidential and Core elections in January, Executive Positions elections in February, and by-elections throughout the year;
- g. be one of the official student representative(s) on the Undergraduate Nursing Education





(UNEC);

- h. be one of the official student representatives on the Curriculum Innovation and Education Committee (CIEC) and delegate a secondary student representative from the RPN-BSc.N. stream;
- i. be one of the official student representatives for the MSU's Academic Affairs Council (AAC)
- j. act as the coordinator(s) of the Education Committee;
- k. submit quarterly updates to their assigned Vice President by the respected due date;
- l. keep a record relating to all functions and their arrangements for the benefit of the successor; and
- n. be voting members (1 vote).

## 8. The SOCIAL CHAIRPERSON(S) shall:

- a. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- b. At least one of the three Social Co-Chairs must be a Conestoga site student and one must be a McMaster or Mohawk site student;
- c. meet at the invitation of the Core Executive;
- d. coordinate at least one (1) social event per month;
- e. ensure that social events are accessible to Conestoga students or that a secondary event is planned at the Conestoga site;
- f. act as the coordinator of the Social Committee;
- g. collaboratively plan a Nursing Formal to be held in the winter term;
- h. submit quarterly updates to their assigned Vice President by the respected due date;
- i. plan at least one Frost Week event in collaboration with Welcome Week Planners;
- j. keep a record relating to all functions and their arrangements for the benefit of the successor; and
- k. be voting members (1 vote).

## 9. The WELCOME WEEK PLANNER(S) shall:

- a. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Turnover meeting, to be approved by the Executive;
- b. act in accordance with the signed Nursing Welcome Week Planner Agreement;
- c. coordinate and plan all Welcome Week activities and events sponsored by the Society for all incoming undergraduate McMaster-Mohawk-Conestoga Nursing students;
- d. co-chair the Nursing Welcome Week Planning Committee (NWWPC) consisting of Nursing Welcome Week Representatives (from all sites) as chosen by the Welcome Week Planners;
- e. act as liaisons between the School of Nursing, the Student Success Centre (SSC), the MSU, MUNSS, all other Faculties, and any external partners involved in Welcome Week;
- f. collaborate with the Education Chairperson(s) to promote Level One Representative positions during Welcome Week;
- g. ensure that (NWWR) and the NWWPC are selected by the end of February;
- h. ensure that (NWWR) are trained appropriately prior to Welcome Week and conduct themselves in accordance with the McMaster Student Code of Conduct;
- i. ensure that Welcome Week planning commences before January 31st;
- j. work with and mentor the Welcome Week Planner(s)-Elect to ensure a smooth turnover;







- k. keep a record relating to all functions and their arrangements for the benefit of the successor;
- l. be members of a MUNSS Committee of their choosing upon completion of Welcome Week duties; and
- m. be a non-voting member.

## 10. The CANADIAN NURSING STUDENTS' ASSOCIATION (CNSA) OFFICIAL DELEGATES (OD) shall:

- a. Work collaboratively with the McMaster-Mohawk-Conestoga CNSA OD's and AD's to submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- b. Promote awareness and encourage participation in CNSA activities amongst the undergraduate nursing student body;
- c. Solicit funds by fundraising and other means to supplement conference expenses for conference attendees (non CNSA OD's) to the amount of at least two hundred and fifty dollars (\$250) in order to receive supplemental funding from the MUNSS Executive budget;
  - i. all monies received from fundraising, sponsorships and donations shall be submitted to the Finance Chairperson no later than 2 weeks after the fundraising event;
- d. Be responsible for representing the Represented site be it McMaster, McMaster Mohawk site McMaster Conestoga site and the McMaster-Mohawk Conestoga B.Sc.N Program at the annual Regional and National CNSA conferences in mandatory events during and related to the conference;
- e. coordinate a social event for the National Nursing Student Week in collaboration with Vice Presidents and other McMaster-Mohawk-Conestoga OD's;
- f. be responsible for providing monthly reports to MUNSS on the chapter's activities;
- g. carry out the aforementioned duties and all remaining responsibilities in accordance with the CNSA Bylaws and Rules and Regulations;
- h. have held the position of CNSA AD for a minimum of one year prior to holding the OD position (except in special circumstances);
- i. act as the co-directors of the CNSA Committee;
- j. submit quarterly updates to their assigned Vice President by the respected due date
- k. keep a record relating to all functions and their arrangements for the benefit of the successor;
- l. meet bi-weekly with respective sites CNSA AD(s) ; and
- m. share a vote with the other sites CNSA OD's (1 vote)

## 11. The CANADIAN NURSING STUDENTS' ASSOCIATION (CNSA) ASSOCIATE DELEGATE(S) (AD) shall:

- a. be representatives from the sites under the McMaster-Mohawk-Conestoga ODs
- b. be elected during the general election period representing the respective sites
- c. work collaboratively with other CNSA AD's and the CNSA OD to submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- d. work under the CNSA ODs to promote awareness and encourage participation in CNSA activities amongst the undergraduate nursing student body at their respective site;





- e. expect to fill a two year term by running in an election to fill the CNSA OD position the following academic year;
- f. to assume all duties of the CNSA OD in the event of his/her absence or resignation;
- g. be responsible for representing the McMaster, McMaster-Mohawk site, McMaster-Conestoga site and McMaster-Mohawk-Conestoga B.Sc.N Program at the annual Regional and National CNSA Conferences in mandatory events during and related to the conference;
- h. perform all duties in accordance with the CNSA Bylaws and Rules and Regulations; and
- i. share a vote with the CNSA ODs (1 vote)

**12. The REGISTERED NURSES ASSOCIATION OF ONTARIO (RNAO)/NURSING STUDENTS OF ONTARIO (NSO) REPRESENTATIVE(S) shall:**

- a. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- b. Consist of a Conestoga RNAO/NSO representative who will be in charge of the student catchments encompassing Kitchener-Waterloo and a Mohawk and/or McMaster RNAO/NSO representative who will be in charge of the student catchments encompassing the greater City of Hamilton; (2 positions - one for each geographical catchment)
- c. collaborate with chapters in Region 3 and Region 4 of the RNAO to increase student participation in RNAO activities;
- d. be responsible for organizing activities and correspondence with the NSO, the RNAO and other RNAO interest groups;
- e. inform nursing students of the RNAO events and activities;
- f. promote RNAO student membership in collaboration with the Education Chairperson(s);
- g. submit quarterly updates to their assigned Vice President by the respected due dates;
- h. act as the coordinator of the RNAO committee;
- i. keep a record relating to all functions and their arrangements for the benefit of the successor; and
- j. be voting members (1 vote).

**13. The CLASS REPRESENTATIVES shall:**

- a. keep the students in their respective levels informed of the Society's activities;
- b. liaise between the student body and the Society;
- c. consist of two class representatives per site elected by each of the Levels (I, II, III, IV) and the Alternate Streams (Accelerated, and RPN to BScN);
- d. be responsible for the maintenance and update of the MUNSS boards at all three sites
- e. submit quarterly updates to their assigned Vice President by the respected due dates;
- f. keep a record relating to all their responsibilities for the benefit of the successor; and
- g. be voting members (one vote per level and per alternate stream vote).

**The LEVEL ONE (1) CLASS REPRESENTATIVE(S) shall:**

- a. sit on one (1) MUNSS Committee of their choice;
- b. plan one event specific to their level and site either in the Fall or the Winter semester; and
- c. coordinate and promote Undergraduate Nursing involvement in Relay for Life at McMaster.





**The LEVEL TWO (2) CLASS REPRESENTATIVE(S) shall:**

- a. sit on one (1) MUNSS Committee of their choice;
- b. plan one event specific to their level and site either in the Fall or the Winter semester; and
- c. coordinate one (1) recreational activity for the benefit of all Undergraduate Nursing students in the McMaster-Mohawk-Conestoga B.Sc.N program;
- d. participate in the organization of National Nursing Students Week with CNSA;
- e. organize a team of nursing students for a charitable event of their choice.

**The LEVEL THREE (3) CLASS REPRESENTATIVE(S) shall:**

- a. sit on one (1) MUNSS Committee of their choice;
- b. plan one event specific to their level and site either in the Fall or the Winter semester; and
- c. coordinate student involvement in the Nursing Games or, in the event that McMaster is unable to participate, coordinate one (1) sports related activity for the benefit of all Undergraduate Nursing students at McMaster-Mohawk-Conestoga in the B.Sc.N program.

**The LEVEL IV CLASS REPRESENTATIVE(S)/GRADUATION COMMITTEE shall:**

- a. initiate multiple fundraising opportunities in which all funds raised are to be allocated toward graduation activities from the beginning of their term;
- b. coordinate and organize the Career Fair in which all funds raised are to be allocated toward graduation activities;
- c. sell and purchase Graduation Spirit Wear in which all funds raised are to be allocated toward graduation activities;
- d. coordinate and organize the Graduation Formal in which all funds raised are to be allocated toward graduation activities;
- e. coordinate and organize the Pinning Ceremony in collaboration with the School of Nursing and be held responsible for facilitating the booking the hall for the following year ceremony in coordination with the School of Nursing; and
- f. be accountable at all times to MUNSS through financial means (holding a joint account with the society);
- g. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting;
- h. must provide transition information for all events aside from Pinning Ceremony at the Formal Turnover Meeting; and
- i. must provide a change of signing authority and Pinning Ceremony transition by the beginning of the following academic year.

**The RPN-BScN (2) CLASS REPRESENTATIVE(S) shall:**

- a. sit on one (1) MUNSS Committee of their choice;
- b. plan one educational event specific to their stream (both sites) either in the Fall or the Winter semester; and
- c. aid in the coordination and promotion of one other level rep event.

**The ACCELERATED (2) CLASS REPRESENTATIVE(S) shall:**

- a. sit on one (1) MUNSS Committee of their choice;





- b. plan one educational event specific to their stream (both sites) either in the Fall or the Winter semester; and
- c. aid in the coordination and promotion of one other level rep event.

**14. The SPIRIT WEAR COORDINATOR shall:**

- a. submit a comprehensive plan on proposed revenue and expenditures before the end of the first term;
- b. review the uniform policy upon review of Policies and Procedures and present any proposed changes to the MUNSS Core by the end of first term;
- c. be responsible for the sale and purchase of spirit wear and nursing accessories (ex. stethoscopes);
- d. sit as a Committee member on one (1) MUNSS Committee of their choice;
- e. submit quarterly updates to their assigned Vice President by the respected due dates;
- f. keep a record relating to all functions and their arrangements for the benefit of the successor;
- g. be a voting member.

**15. The AWARDS AND SCHOLARSHIPS COORDINATOR shall:**

- a. submit a comprehensive budget to the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- b. act as a liaison between the faculty awards chairperson and the members of MUNSS;
- c. sit on the Undergraduate Awards Committee;
- d. be responsible for updating information on Avenue2Learn discussion board and providing information related to awards and scholarship information to the Communications Chairperson for distribution on [www.munss.ca](http://www.munss.ca);
- e. have the option of acting as the chairperson for the Grace Senra-Memorial award;
- f. sit as a Committee member on one (1) MUNSS Committee of their choice;
- g. submit quarterly updates to their assigned Vice President by the respected due dates;
- h. keep a record relating to all functions and their arrangements for the benefit of the successor;
- i. collaborate with other MUNSS Executive Members to advertise and promote awards, bursaries, and scholarships available to McMaster-Mohawk-Conestoga B.Sc.N. program students;
- j. coordinate an awards ceremony for the recipients of the MUNSS awards in second term;
- k. act as the coordinator of the MUNSS Awards Committee; and
- l. be voting members (1 vote).

**16. The STUDENT REPRESENTATIVES ASSEMBLY (SRA) LIAISON shall:**

- a. act as a liaison between the SRA and the general membership of MUNSS;
- b. report on the activities of the SRA and accordingly represent the interests of MUNSS; and
- c. be a non-voting member.

**17. The MCMASTER INTERPROFESSIONAL STUDENT COLLABORATIVE (MISC) LIAISON shall:**

- a. act as a liaison between the MISC and the general membership of MUNSS;





- b. report on the activities of the MISC and accordingly represent the interests of MUNSS; and
- c. be a non-voting member.

**18. The GLOBAL UNDERSTANDING THROUGH NURSING INITIATIVES (GUNI) LIAISON shall:**

- a. act as a liaison between GUNI and the general membership of MUNSS;
- b. report on the activities and GUNI and accordingly represent the interests of MUNSS; and
- c. be a non-voting member.

**19. The FACULTY ADVISOR(S) shall:**

- a. be determined by the McMaster-Mohawk-Conestoga B.Sc.N Program faculty for up to a two year term, which is renewable;
- b. act as a liaison between the School of Nursing and MUNSS;
- c. act as an information resource and provide guidance regarding issues of academic procedures, student resources, and faculty updates and/or activities;
- d. provide updates on MUNSS activities to the McMaster-Mohawk-Conestoga B.Sc.N faculty at faculty meetings;
- e. aid the Level IV committee in the organization and execution of the pinning ceremony;
- f. have speaking privileges at Executive meetings; and
- g. be non-voting members.

## ARTICLE VII. ELECTIONS

1. At an Executive meeting prior to the end of the first term, an Elections Committee of up to three (3) volunteers shall be chosen with the Elections Convener(s) being the Education Chairperson(s). No members of the Elections Committee shall be a returning member of MUNSS Executive. In the event of more than three (3) candidates for this position, the three (3) members must be voted in by MUNSS voting Executive officers. In the event that the Education Chairperson(s) should choose to run as a candidate in an upcoming election for the following academic year, an Elections Convener must be appointed without any biases (a unanimous decision must be made by the Core of MUNSS as to whether or not the Elections Convener is appropriate). Election preparations and procedures shall be coordinated by the Elections Committee in accordance with the policies and procedures outlined in the Elections Policy.
2. Elections shall occur in the following order; Presidential, Core and Executive; such that the nomination periods are separate with the process beginning in January. All will occur in accordance with Policy and Procedure Article V.
3. CNSA Official Delegate's are to be elected during the Core position election period. Once the Official Delegate position is filled, the Associate Delegate positions will be opened.
4. Notice of Nomination shall be given to Society members for all Executive officer positions excluding, SRA Liaison, MISC Liaison, GUNI Liaison and Faculty Advisors.
5. The SRA, MISC Liaison, GUNI Liaison shall be nominated and elected in accordance with the bylaws of the MSU Elections Committee, MISC, Global Understanding Through Nursing





Initiative.

6. Welcome Week Planner(s) shall be nominated from the general membership of MUNSS, however, are chosen by the Welcome Week Planner Elections Committee (as according to the policies and procedures outlined in Article XI. Welcome Week Planners, Policy and Procedure) following interviews with all potential candidates.
7. Level I shall elect class representatives by the end of September.
8. Vacant CNSA OD/AD positions must be open until the Regional Conference after which they will be closed for the remainder of the position(s) term.
9. Two class representatives shall be elected from each level at each site for the Basic Stream.
10. Two RPN to BScN student representatives from each site, and two Accelerated Stream Representatives shall be elected during Executive nomination period during Winter term. Any vacancies will reopen during September Bi-Election period.
11. The term of office for Level I Class Representatives shall be from September until the turnover meeting.
12. The term of office for Welcome Week Planner(s) shall be from January of their elected year to Frost week after the summer of elected term (eg. January 2015-January 2016).
13. The term of office for all other Executive officers shall be from the election of the new Executive until the turnover meeting.

## ARTICLE VIII. FEES

### 1. Society Fees:

The fees shall be thirty-six dollars and ten cents (\$36.10) for full-time students. A maximum of ten dollars (\$10.00) for full-time students of the Society fees are allocated to the CNSA membership fee. Fees shall be collected by supplementary fees implemented by McMaster University in September of each year.

### 2. Graduation Monies:

Upon MUNSS Executive receiving Society fees from McMaster University, MUNSS shall donate monies to be used by the Graduation Committee for the enhancement of various graduation activities. The monies will serve both Basic, RPN to BScN, and Accelerated Stream graduating students and will be overseen by the Graduation Committee. At all times, allotment will be based on available funds, taking into consideration the needs of all MUNSS subcommittees. These aforementioned amounts shall be indexed proportionately with membership fees.





### 3. CNSA Representative Funding:

MUNSS will cover the cost of transportation, accommodations, and conference fees for the CNSA OD, and author(s) of proposed research(s) as approved by MUNSS execs for both the regional and the national conferences as long as it is financially feasible for MUNSS. The OD's has the responsibility to make an extended effort to arrange the least expensive, reasonable mode of transportation. It is imperative that the costs be investigated prior to the budget meeting and that the budget is set accordingly. CNSA ODs are to present their proposed budget for transportation, accommodations and conference fees to the Core prior to both Regional and National Conference. The AD will be provided accommodation if they abide by the rules of Article V section 10 sub section c.

## ARTICLE IX. MEETINGS

1. Prior to the end of Winter Term, the Executive shall meet as required to approve the Executive and Welcome Week budgets for the upcoming school year. All other budgets must be approved by the Executive by the end of September of the current school year. Two-thirds quorum must be present at all budget approval meetings.

2. The Executive shall be prepared to meet every two weeks on a regular day and at a regular time. The meeting schedule shall remain as such unless another schedule can be arranged without conflict. Executive members who are not able to attend a meeting must send regrets to the Executive Assistant prior to the meeting. Absence from three meetings throughout the Executive officer's term may result in dismissal from the Executive. The reasons for absenteeism shall be reviewed by the Executive with a decision being made regarding the Executive officers commitment to the Society. If that Executive officer is dismissed or resigns, the Executive shall fill the vacated position in accordance with the Elections Policy.

3. The Executive shall acknowledge the following schedule for meetings for the school year

September:

a. Week 1: Core meeting to be held with the presence of the Social Chairperson(s) for one hour;

September - March:

Bi-weekly two hour meetings with Executive.

April:

Final Turnover meeting with Incoming Executive and Outgoing Executive members (See Article VIII, Number 5)

4. Meetings shall follow the rotating location cycle of McMaster-Mohawk-Conestoga with meetings occurring in Hamilton-Hamilton-Kitchener. This schedule shall follow the biweekly nature of executive meetings.





5. In April, the incoming Executive officers shall meet with the succeeding Executive officers at the turnover meeting to begin turnover of information and co-habitation of their position.
6. Special meetings (including site specific meetings) of the Executive may be called:
  - a. at the request of the President;
  - b. at the request of the Executive members.
7. Sixty-six percent (66%) of the filled voting Executive positions shall constitute quorum at Executive meetings (2/3 votes).
8. Voting procedures for regular business shall be by simple majority.

## ARTICLE X. AMENDMENTS

1. This Constitution may be amended by a two-thirds vote of a quorum Executive meeting. This includes proposed Society Fees collected annually by McMaster University.
2. All proposed amendments shall be submitted in writing to the Core Executive, proposed to the Executive for approval. Notification of proposed changes must be posted one week prior to voting by the Executive.
3. This Constitution shall be reviewed every two years by the Executive and necessary revisions made at that time.

## ARTICLE XI. DISCLAIMER

The views and actions of this Society in no way reflect the views of the MSU, MSA, or CSI.

## ARTICLE XII. MISCELLANEOUS

One MUNSS executive member from each site will be represented in the Nursing Welcome Week Representative Team. President excluded.

