

McMaster University Nursing Student Society (MUNSS) Policies & Procedures

Article I: Donation Policy

1. Acting executive officers may solicit donations, both in-kind and monetary, for the benefit of their executive position and MUNSS. No donations shall be accepted by the individual officer without approval by quorum of the MUNSS executive as outlined in the Constitution.
 - a. All offers of potential donations, both in-kind and monetary, must be submitted to the Core by the Executive officer. Potential donation offers submitted by the executive officer shall include: company name, company address, contact person, contact number, type and quantity/value of donation, and preferred allocation of donation.
 - b. Executive officers receiving in-kind or monetary donations shall prepare a proposal detailing the allocation of the donation. Written proposal(s) shall afford for the greatest benefit of all nursing students according to the objectives of the MUNSS Constitution.
 - c. Upon approval of the proposal by quorum of the MUNSS Executive, the soliciting officer shall commence in obtaining and carrying out the donation as proposed.
2. All monetary donations and their accompanying amended budget shall be submitted to the Treasurer.
3. Any equipment purchased for the purpose and use of MUNSS or Executive position(s), by officers with solicited donations shall be and remain the property of MUNSS.
4. It shall be the responsibility of the soliciting officer to provide formal written appreciation to the donor company/individual.
5. The Treasurer shall be responsible for preserving records of donation proposals, amended budgets (where applicable), general donation form(s), and receipt(s) of the donation.
 - a. Donation amount should not exceed what is in the approved budgets unless otherwise voted on by council with a 2/3rds vote by the executive council.
 - b. Before brought to a vote, donations must go under the discretion of the Treasurer (understanding of the society fees and current budgets).
 - c. Proposal should be presented during an executive meeting by the nursing student.

Approved By: MUNSS

Article II: Professional Appearance Policy

McMaster Mohawk Conestoga BScN Program Professional Appearance Policy 2013

As a McMaster Collaborative nursing student, it is important to present yourself in a professional manner, particularly when in a professional practice setting (community or hospital). A professional appearance is important in establishing effective working relationships with patients and nursing colleagues. The following uniform policy has been created by students and faculty to address the issue of professional appearance.

Please note that each professional practice setting has its own uniform policies that are also to be followed.

All students must:

- McMaster and Mohawk site students must wear a photo ID badge purchased through the School of Nursing.
- Conestoga site students must wear a yellow School of Nursing name pin that is to be purchased from Conestoga Bookstore
- Wear neat and clean shoes.
- Maintain hair neat, clean and secure long hair while working with patients.
- Have hair colour not extreme in colour due to bleaching, dyeing or colouring.
- Maintain beards or moustaches neatly trimmed.
- Keep jewellery to a minimum, one set of earrings and no facial piercings.
- Keep fingernails clean and neatly trimmed. *No coloured nail polish* Artificial nails are not to be worn.
- Remain fragrance free in all professional practice settings
- Cover, if possible, any tattoos

In professional practice settings (includes hospital and lab) students must:

- For those who entered the BScN program *before* 2011, students can select scrubs of their choice, appropriate to the professional practice setting. Pant suit or dress scrubs are acceptable OR green scrubs are only allowed in special settings and are provided by the agency.
- For students in the Basic, RPN-BScN and Basic Accelerated streams from September 2011 onwards, a **MANDATORY** McMaster-Mohawk-Conestoga BScN uniform was implemented in September 2011. It is to be worn in the lab setting in level 1 and in professional practice settings in levels 2, 3 and 4 of the program.
- The Caribbean blue uniform has a BScN program crest and can be purchased from the Health Sciences bookstore or the Conestoga bookstore.
- Wear shoes that are white or predominantly white in colour.
- Wear white coloured nylons or socks.
- Change into uniform upon arrival to the professional practice setting. Change rooms with lockers are usually provided.

In community and mental health settings students must:

- Refrain from wearing bib overalls, leggings, hip hugger and similar casual style pants.
- Refrain from wearing shorts except in specifically approved situations.
- Refrain from wearing athletic fleece sweatshirts or sweatpants or yoga type pants
- Refrain from wearing excessively tight, revealing or baggy clothing. Bare midriffs and cleavage are unacceptable.
- Ensure that skirts and dresses are no shorter than knee length. Backless, spaghetti strap and sun dresses are unacceptable

- Refrain from wearing clothing with large logos, slogans or sayings.
- Refrain from wearing jeans, 'jean-cut' or 'jean-style' pants in any fabric except in specifically approved situations.
- Wear neat and clean shoes.

Adapted from: Salem Hospital Regional Health Services. (2004). *Etiquette of the Job Shadow* Retrieved April 8, 2005, from <http://www.salemhospital.org/jobs/cxpETIQUETTE.htm>

Uniform specifications in hospital settings (applicable only in leve IV):

1. Dress

- a. **FACULTY APPROVED** uniforms with the McMaster School of Nursing emblem (on the left arm) are to be worn in any clinical setting where scrubs are used as the standard uniform.
- b. The McMaster Nursing Student uniform shall include the following:
 - I. **FACULTY APPROVED** pants and short sleeved scrub top
 - OR**
 - II. **FACULTY APPROVED** skirt with hose and short sleeved scrub top
- c. Uniforms are not to be worn while travelling to and from the clinical placement. The student shall change into the uniform upon arriving at the agency and remove the uniform prior to leaving the agency.
- d. White, $\frac{3}{4}$ length shirts may be worn under the scrub top but shall not extend past the elbow.
- e. Students shall refrain from wearing any sweaters or jackets over their scrub uniform. Nursing warm-up jackets are permitted.

Approved By:

**MUNSS
UNEC**

Article III: Procedure for Raising a Grievance

Definition: A wrong considered as grounds for complaint, as against an unjust or unfair act

1. The party(s) putting forth the grievance may bring the issue to any member of the MUNSS Executive who will then, at the discretion of the party will bring forth the matter to the MUNSS Core.
2. The grieving party(s) maintains the right to not have his/her/their name(s) or stand mentioned during the grievance procedure. Confidentiality will be maintained at all times during the grievance procedure.
3. The Core will discuss the grievance raised and will make the decision if this is a MUNSS-related issue. If decided that it is not, the grieving party(s) will be channeled to the proper contacts.

4. All issues which require resolution will be investigated by the MUNSS Core (not an individual member). This will prevent any bias from having one individual explicate, mediate or attempt to resolve an issue.
5. The individual in question will be contacted regarding the issue and a request will be made for a meeting with the MUNSS Core.
6. The MUNSS Core will meet with all party's separately to discuss the issue raised. The Core is responsible for facilitating a resolution of the problem without any bias of the parties involved.
7. The MUNSS Core will clarify all parties' stand on the grievance and all information surrounding the issue. Possible routes for resolving the problem will be discussed with all parties.
8. The MUNSS Core will make a decision on the resolution of the grievance based on the investigation of all parties involved. The Core reserves the right to seek advice of a MUNSS Faculty Advisor during the grievance procedure.
9. Should either party disagree or remain unsatisfied with the decision of the MUNSS Core, the party may choose to raise the issue to the MUNSS Executive during a meeting schedule solely for the purpose of the resolution of the grievance. This should not occur during a regularly scheduled MUNSS meeting.
10. Flexibility will be maintained during the grievance procedure by the MUNSS Core at the discretion of all parties.

Approved By: MUNSS

Article IV: Attendance Policy

1. By accepting a position on MUNSS, the Executive officer is expected to be in full attendance to all Executive scheduled meetings with the exception of illness, death, and/or a class scheduled during meeting time.
2. In the event that the Executive officer is absent for more than two unexplained meetings, the Core will review the status of the Executive officer and reasons for absenteeism.
3. If it is decided by the Core that the absenteeism is illegitimate/unjustified, the Core has the discretion to dismiss the Executive officer from their position with or without warning.

4. Procedure for posting legitimate absenteeism:
 - a. Regrets must be sent to the Secretary@munss.ca email well as carbon copied to the President for minute purposes.
 - b. When sending regrets, the following statement must be included in the message: “I, (name), (position), send regrets for (date of meeting) due to (illness, death, class, etc.). I have discussed and proxied the (position) vote to (name), (position).”
5. If an executive member is absent from, late, or leaving early from a MUNSS Executive meeting, the Executive officer must:
 - a. Arrange to proxy their position vote for the time absent; and
 - b. Send a message to the Secretary@munss.ca email and carbon copy the President to notify of their proxy.
6. The cost of transportation to meetings for all executive students will not be reimbursed.

Approved By: MUNSS

Article V: Elections Policies and Procedures

Special Elections

The following positions require special elections procedures due to the nature of the positions:

1. Student Representative Assembly (SRA) Liaison Elections

The Nursing Student Representative(s) to the Student Representative Assembly (SRA) shall be nominated and elected in accordance with the bi-laws of the McMaster Student Union Elections Committee and act as the MUNSS SRA Liaison.

2. McMaster Interprofessional Student Collaborative Liaison Elections

The Nursing Student Representative(s) to the McMaster Interprofessional Student Collaborative (MISC) shall be nominated and elected in accordance with the bi-laws of the MISC and act as the MUNSS (MISC) Liaison.

3. Level One Representatives Elections

The election of the Level One Representatives shall be conducted according to the following guidelines:

- a. The Education Chairperson shall be the Elections Convener for the Level One Class Representative elections. She/he may establish an Elections Committee for assistance in accordance with the Elections Procedures.

- b. Information relating to specific positions shall be advertised seven days prior to the election date.
- c. Students will be notified of Level One Representative positions through the incoming nursing students package sent out by MUNSS and the School of Nursing.

The Level One Representative Elections shall take place during the first week of the academic year (one week after Welcome Week), time set at the discretion of Education chairperson(s) of that year. Any interested individual(s) shall voice their interest and shall follow the procedures of general elections.

General Elections

1. Timeline

- a. A timeline for the elections shall be posted at the beginning of the election process with the notice of nomination. The timeline shall be as follows:
 - i. The elections committee shall be formed by the Education Chairperson by the second full week of classes in January. The elections committee shall include, when possible
 - i. The Education Chairperson who shall act as the Elections Convener except when the Education Chairperson is a current candidate. In this situation, an appropriate delegate would be appointed by the Executive.
 - ii. Two current MUNSS Executive members
 - iii. One current MUNSS general member
 - ii. A timeline regarding notice of nomination for all Executive officers shall be posted by noon on the Monday of the second full week of classes in January.
 - iii. The nomination period for all Executive officers shall begin on the Monday of the third full week of classes in January and continue for seven consecutive days.
 - iv. Nominees with completed nomination ballots shall be notified by the Elections Convener on the Monday following the nomination period on their successful application for the Executive position. Failure to fulfil the nomination requirements shall result in the nominee's disqualification.
 - v. The campaign period shall begin immediately following the nomination period and continue for seven consecutive days. No campaigning or placement of new campaign materials shall occur after the seventh day.
 - vi. The elections period shall begin immediately following the campaigning period and continue for seven consecutive days.
 - vii. Ballots shall be counted by the Elections Convener with the assistance of the Elections Committee.
 - viii. Formal announcements of Executive officers shall occur immediately after the counting of the ballots and announced on the MUNSS Avenue2Learn Discussion Board, MUNSS Social Media Pages and the MUNSS Website.
 - ix. The official change of office shall occur at the Turnover meeting.
 - x. The incumbent Executive shall file a list of the succeeding Executive with the MSU Clubs Administrator with the Clubs Application no later than the

date specified by the MSU. This shall be done by the MUNSS President.

2. Nomination Period

- a. Nominating petitions shall be signed by the nominee and no less than five other MUNSS members (any BScN student from McMaster/Mohawk/Conestoga). The nominations shall be submitted to the Elections Convener according to the directive outlined in the Notice of Nomination. The nominations shall be read by all members of the Elections Committee, and those nominations which are valid shall be announced to the candidates via email.

3. Campaign Period

- a. If two or more nominations are received for a position, the candidates shall campaign. Solicitation of votes and distribution of any campaigning materials must be approved by the Elections Convener prior to being posted on any campus.
- b. Campaigning shall be defined as but not limited to;
 - i. Distribution and/or display (excluding design) of campaign materials
 - ii. Production of media advertisements
 - iii. Speaking to classes, residences, student groups or individuals for the purpose of presenting a platform as a candidate or representative of a position
 - iv. Any solicitation of votes.
- c. Those who campaign prior to the commencement of the campaign period shall be considered in violation of the elections procedures and shall be disqualified. An individual asking to have his/her nomination form signed will not be considered as campaigning.
- d. Complaints relating to a candidate's violation of the campaign timelines shall be registered in writing to the Elections Convener prior to the final tallying of votes.

4. Campaigning Materials

- a. Campaign materials shall not be sexist, racist, homophobic, obscene, or in any way derogatory to other candidates. Campaign materials may not possess the MUNSS logo or symbol. Past MUNSS positions may be mentioned.
- b. Each candidate shall restrict their campaign spending to \$100. The Education Chairperson and CORE Executive retain the right to request receipts at any time. Any candidate exceeding this limit shall be disqualified. Campaigning related expenses will not be covered by MUNSS.
- c. Campaign materials shall include but are not limited to flyers, posters, banners, advertisements, buttons, electronic media and up to a total of six articles of clothing.
- d. All campaigning materials must be approved by the Elections Convener (or delegate) prior to their posting. Materials posted on campus walls must also be approved by the MSU or appropriate campus authority. Posted campaign materials must adhere to site specific physical plant guidelines. Materials may also be posted on Avenue2Learn Discussion Boards, , the MUNSS website, YouTube, within instant messenger programs and on Facebook.
- e. Candidates are permitted a maximum of one Facebook group and two YouTube post for campaigning purposes. These must be approved by and accessible to the Elections Convener (or delegate) at all times. Facebook groups must provide a link to the MUNSS Facebook group.

- f. There shall not be more than two (2) posters per candidate on each unbroken wall.
- g. No verbal campaigning or campaigning materials shall be degrading to another candidate. No candidate shall remove, degrade or alter another candidate's materials.
- h. Violation of the guidelines for campaign materials shall be determined by the Elections Committee and may result in disqualification.
- i. Complaints relating to a candidate's violations of the guidelines for campaign materials shall be registered in writing to the Elections Convener by the end of the campaign period.
- j. The candidate shall assume responsibility for all actions done by themselves and/or individuals campaigning in their name.
- k. The candidate shall be responsible for the removal and disposal of campaign materials by the end of the election period. Failure to comply within the given campaigning timeline may result in disqualification.
- l. Campaigning in classes must be done with the permission class instructor or organizer of the class.
- m. Current MUNSS Executive members are permitted to campaign for a candidate except for any member of the elections committee and/or the Education Chairperson due to conflict of interest
 - i. Any member of the elections committee and/or the Education Chairperson found to violate this policy must relinquish their position.
- n. The candidate is to be given one warning regarding campaigning violation. If a second violation occurs or if the candidate fails to repair the violation in a timely manner, the candidate will be disqualified.

4. Election Period

- a. Voting shall be conducted via email to education@munss.ca
- b. Any general member, or executive member may vote excluding the following
 - i. The Elections Convener/Education Chairperson
 - ii. Members of the elections committee
 - iii. Candidates may not vote for their own position
- c. The Elections Convener, with the aid of the Elections Committee shall tally the ballots. If the tally places two or more candidates within 10 votes of each other, a minimum of one recount shall be done. Additional recounts shall be at the discretion of the Elections Committee.
- d. Candidates may select up to two scrutineers to be present for the counting of ballots. Any general MUNSS member may act as a scrutineer with the exception of the following
 - i. Current candidates
 - ii. A member of the elections committee
- e. Scrutineers and the Election Committee are bound to a signed Confidentiality Agreement.
- f. The ballots shall be destroyed and/or deleted from the education@munss.ca account following the formal announcements of the Executive members.

Special Elections

1. Delayed Nominations

- a. In the event that voting is delayed to the Spring General Meeting, voting is done by secret ballot immediately prior to the meeting.
 - b. The Elections Committee shall tally the ballots.
 - c. The Elections Convener shall announce the new Executive officers at the close of the meeting.
2. Vacated Positions
- a. In the event an Executive member is dismissed, resigns, or a position remains unfilled, the Elections Convener shall post a Notice for Nomination for the vacated positions following a regularly scheduled meeting.
 - b. Those who have completed a nomination form and have expressed interest in the vacated position must attend the following MUNSS Executive meeting to solicit votes from the Executive.
 - c. At that time, the Executive shall vote on the nominated individuals in order to fill the vacated positions. A majority vote is required for all vacated position.
3. CNSA Official and Associate Delegate Elections
- a. The Official Delegate is to be elected during the Core executive position elections period,
 - b. Once the Official Delegate position is filled, the Associate Delegate positions will be opened to the two sites (one from each site) from which the Official Delegate does not attend, ensuring representation of three McMaster/Mohawk/Conestoga sites on the CNSA team.
 - c. The CNSA Bylaw 2012 states no chapter school can have more than three delegates (One Official Delegate, two Associate Delegates).

Approved By: MUNSS

Article VI: Meeting Procedures

Regular Meetings

1. All Executive and Core meetings shall be chaired by the President. In the absence of the President, the Deputy Vice President shall chair all Executive meetings.
2. Meeting agendas and corresponding documents shall be posted in the MUNSS Avenue2Learn Discussion Board 2 days before the scheduled meeting. All Executive Officers who wish to speak at the meeting must submit their request to secretary@munss.ca at least 3 days in advance of the scheduled meeting. .
3. Meeting shall commence with a role call of all present individuals and there Executive positions. At this time, any individuals who have proxied voting privileges must bring it to the attention of the Executive. All guests must be acknowledged in the minutes at this time as well.
4. Official Executive meetings will commence when quorum has been met. If quorum is not

met, an unofficial meeting shall commence. During meetings in which quorum is not met, no decisions which require approval by the Executive will be made. These will be meetings for information sharing purposes only.

5. The Secretary shall post all minutes for MUNSS Executive meetings in the MUNSS Avenue2Learn discussion board one week following regularly scheduled meetings. The minutes shall be approved by the Executive at the following meeting. Any discrepancies shall be noted at the beginning of the following meeting.

Turnover Meeting

1. The outgoing President and Vice-President(s) are to collect all binders with completed budgets, records of position actions, all position materials and documents, and recommendations for further action are returned prior to the turnover meeting in order to be passed on to the incoming representative.
2. The outgoing representative must produce a Record of Activities and Recommendations for the incoming representative prior to the turnover meeting in order to ensure proper continuation of the representative responsibilities.
3. Attendance to the turnover meeting is mandatory to ensure a smooth transition for the next year.
4. The current representatives must discuss with the incoming Executive:
 - a. Creating evidence-based budgets;
 - b. Robert's Rules of Order;
 - c. Meeting Procedures; and
 - d. Executive Position Duties and Responsibilities.
5. The Level 4 Representative/Graduation Committee turnover meeting happens upon graduation.

Approved By: MUNSS

Article VII: Vote of Confidence

Definition: A motion to support a proposed individual in an Executive position

1. Once the election process is complete, if any individual is the sole individual running for the following positions; Vice-President (Mohawk/McMaster/Conestoga), Secretary, Treasurer, Communications Chairperson, CNSA Official Delegate, CNSA Associate Delegate(s), Education Chairperson(s), Social Chairperson(s), Level IV Representative(s), and RNAO Representative(s) , the individual requires a two-thirds vote of confidence by the outgoing Executive.

2. At this time, the individual wishing to be considered for the Executive position must be prepared to defend their acclamation.
3. Once the election process is complete, if any individual is the sole individual running for an Accelerated Representative, RPN-BScN Representative, Uniforms Officer, Awards and Scholarships Officer, Level I, Level II or Level III position, the individual shall have acclamation of that position.
4. Those individuals who campaigned and were elected into an Executive position do not require a vote of confidence from the Executive. A vote from the nursing student body constitutes a vote of confidence in the elected individual.
5. If there is one sole individual running for the position of President, a vote of confidence must be held from the nursing student body represented by the MUNSS executive, all executive members are to have an individual vote regardless of voting position. In order to be acclaimed. A 51% yes vote for the candidate is required.
6. If a vote of confidence is not passed, the individual is ineligible to undertake the Executive position.
7. A vote of no confidence can be motioned if an Executive member or the Executive feel that another Executive member is not completing their duties and responsibilities. If a motion for no confidence is made, the Executive gives the Core the right to investigate the motion prior to bringing the motion to a vote. This process requires the Core to adhere to the Grievance policy.

Approved By: MUNSS

Article VIII: Code of Ethical Conduct for Executive Members

Definition: The Code of Ethical Conduct is a guideline for appropriate individual and collective behaviour of Executive and Committee members, at and away from MUNSS.

Guiding Principles:

Executive and Committee members, in their academic and social capacity, have a responsibility to effectively regulate their actions in the interests of the general student population at all three sites (Mohawk, McMaster, Conestoga). In doing so, members are expected to comply with, support, and promote the guiding principles set out in this Code.

The guiding principles are consistent with MUNSS mission and values. They also embrace the philosophy promoting the spirit of unity and fellowship among the students of the School of Nursing, and stimulating professional and educational growth in the nursing community.

It is expected that all Executive and Committee members, support and promote the following principles by leadership and example:

Accountability

Executive and Committee members are accountable for their decisions and actions to the public. This is demonstrated by:

- Recognizing and respecting confidential information learned in the course of MUNSS activities.
- Participating in constructive debate by attending meetings, being prepared, and being clear, concise and respectful of the time of others.
- Remaining flexible and open to change.
- Supporting the final decisions made by Council and Committees.
- Actively participating in ongoing self and group evaluation and improvement.
- Contributing to positive Executive and Committee member functioning by supporting one another.
- Discussing behavioural conflicts and concerns with appropriate individuals so as to work through them.

Respect

Executive and Committee members respect diversity of opinion, ideas and debate. This is demonstrated by:

- Recognizing the equal right of all students, at all three sites.
- Recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among Council, Executive members and Faculty and the benefit of such to constructive debate, the democratic process and effective decision-making.
- Promoting collaborative, collegial behaviour characterized by mutual respect and efficient use of time.
- Avoiding personal or group criticism of fellow members in discussion or through innuendo both at and away from Executive meetings.

Integrity

Executive and Committee members do not place themselves under any obligation to outside individuals or organizations that might influence them in the performance of their official duties with MUNSS. This is demonstrated by:

- Making decisions in the nursing students' interest.
- Maintaining boundaries and avoiding personal and competing professional interests.

Openness

Executive and Committee members are as open as possible about all the decisions and actions that they take. This is demonstrated by:

- Identifying, disclosing and acting appropriately on conflicts of interest.
- Being transparent in providing all reasons and supporting rationale for decisions made by Council or Executive members.
- Executive and Committee members will hold themselves and each other accountable for meeting the behaviours of the Code of Ethical Conduct.

Process for Holding Council and Committee Members Accountable to the Code

It is the responsibility of each and every Executive and Committee member to hold her/himself accountable for behaving in accordance with the Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

If an Executive or Committee member has concerns that the behaviour of another Executive or Committee member did not reflect the Code of Ethical Conduct, the member is expected to:

1. Discuss her or his concern with the Executive or Committee member whose conduct was perceived to be inappropriate.
2. If the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President.
3. If the inappropriate behaviour is confirmed and continues after a meeting with the President, the member whose behaviour is being addressed is asked to meet with the MUNSS Core to discuss her or his behaviour.
4. If a member has been subjected to insult or abuse during a meeting, it is the President's responsibility to take action and weigh the situation in a professional manner.

Adapted from the College of Nurses Code of Ethical Conduct for Council and Committee Members, 2003

Approved By: MUNSS

Article IX: Holding Executive Members Accountable

1. All students will be held accountable to the McMaster Student Code of Conduct (<http://www.mcmaster.ca/univsec/policy/StudentCode.pdf>) and the Criminal Code of Canada. MUNSS does not support any breach of the Student Code of Conduct and, thus, those Executive member(s) who are found to be in breach while representing MUNSS within the University Premises or at a MUNSS event, will be disciplined appropriately which may or may not include automatic dismissal.
2. If an Executive member(s) is viewed to be in breach of the Student Code of Conduct, the Core will review the situation with the Executive member(s) in order to facilitate a resolution.
3. If the Executive member(s) continues to act inappropriately, the Core will produce a written warning to the Executive member(s) outlining the necessary actions which need to be taken to resolve the grievance with a stated deadline.
4. If a resolution cannot be found, the Core reserves the right to dismiss the Executive member(s) immediately.
5. During this process, complete confidentiality will be upheld within the Core.
6. The Core reserves the right to seek counsel from a Faculty Advisor during this process.
7. The Core will be held accountable to the Code of Ethical Conduct during this process. All Core members are required to review the situation without bias and handle themselves in a professional manner.
8. All proceedings, warnings, and meetings with the Executive member in question must be well documented and shared with all parties involved.
9. If the Executive member(s) in question feels that they were treated in any way unethically or unfairly, that Executive member(s) reserves the right to seek counsel.

Approved By:

Article X: Budget

All Executive members that receive funding as part of the collected students fees are held accountable under the budget policy as followed:

1. Budget approval shall constitute 2/3rds majority vote.

2. The Fiscal Period shall be from May 1st until April 30th
3. The Orientation and Executive budgets, for the upcoming fiscal year, will be submitted to the Treasurer and President for review two weeks prior to the Turnover meeting.
4. The Orientation and Executive budgets will be presented and voted upon by the Incoming Executive during the Turnover meeting.
5. Within the two weeks following the turnover meeting each position (excluding previously approved budgets) will be informed by the Treasurer or the individual assuming responsibility of the Society's funding, of the budget for their position and will be referred to as a Budget Manager.
6. Each budget manager is responsible for formulating a budget following the template provided by the Treasurer.
7. All executive budgets will be submitted to the Treasurer and acting core for review one week prior to the Budget Approval meeting. The entire core must ensure that all budgets are collaborative and evidence-based.
 - a. At the discretion of the meeting Chairperson, budgets may be presented and voted upon, prior to the budget approval meeting.
8. It is the Budget Managers responsibility to maintain and monitor their budget, with overview from the treasurer.
9. In the event that the Budget Managers expenditures exceed the approved budget amount, it is the responsibility of the Budget Manager to reimburse MUNSS for the excess amount.
10. In the event that the Budget Manager requires changes to be made to a position's budget (including reallocation of money) a 2/3rds majority vote of the Executive is required to approve the new budget.
11. Reimbursement cheques will not be made without proof of purchase (receipt or invoice), and approved purchase order form. Reimbursement may take up to 2-4 weeks.
 - a. At the discretion of the Treasurer and one additional signing authority, cheques may be issued upon submission of purchase order form. In this circumstance, receipts will be submitted to the treasurer within two weeks of the purchase date.
12. A review of expenditures and revenues will be completed at the end of the fiscal year by the Executive to ensure that all positions have been transparent in their spending. A document is to be prepared outlining any findings and submitted to the new executive for review and approval.

Purchase Order Forms

1. Purchase order forms will be used by all Budget Managers to ensure transparency and approved spending.
2. Prior to purchasing any item, the Budget Manager must submit a Purchase Order Form request to the Treasurer which outlines the item being purchased and its approximated cost.
3. Once the item is purchased, the Budget Manager is required to provide a receipt of Purchase, and the approved Purchase Order Form to the treasurer. At this time, a reimbursement cheque will be released, unless previously negotiated.
4. In the event that a Purchase Order Form is not submitted for approval, reimbursement will be at the discretion of the core.

Approved By: MUNSS

Article XI: Orientation Planning

Selection of Orientation Chairpersons

1. Individuals interested in acting as Orientation Chairpersons, for the following fiscal year, are required to submit an application, provided by the Executive. Applications must be submitted prior to November 15th.
2. The President or delegate and Education Chairperson will conduct interviews with all applicants.
3. Based upon the application and interview process, the Core and Education Chairperson will select, if available, two Orientation Chairpersons.
4. In the event that there are two or less applicants, a vote of confidence within the Executive will ensue. See Article VII
5. Orientation Chairpersons, for the following fiscal year, will be appointed prior to December 31st.

Accountability of Orientation Chairpersons

1. Upon selection, Orientation Chairpersons will be required to read, understand and sign the MUNSS Orientation Chairperson Agreement. Once this agreement is signed, the Orientation Chairperson is responsible for upholding all aspects of the agreement.
2. In the event that a Chairperson does not fulfill his/her agreement requirements, a review of their actions will be completed by the Executive Core Members according to article IX.
4. The MUNSS Executive Core holds the right to immediately terminate an Orientation Chairpersons Contract(Agreement) if the Chairpersons actions endanger the reputation of

MUNSS, McMaster or the Nursing profession, have a fundamentally negative impact on the overall premise of Orientation week, and/or work directly against the Values of MUNSS. Every action, on the part of the Executive Core, should be taken to avoid immediate termination.

Planning Procedures

1. Once the Incoming Orientation Chairpersons have been appointed, they will begin to work with the Outgoing Orientation Chairpersons to collaboratively plan FROST Week. Outgoing Chairpersons will be held responsible for maintaining budgets and overseeing all FROST week activities.
2. The duration of planning for FROST week will be considered the Orientation Turnover and thus, all compiled information is to be handed over to the Incoming Chairpersons during this time.
3. After all FROST week activities have ended, Outgoing Chairpersons will be officially relieved of their duties and Incoming Chairpersons will assume full responsibility for their position.

Selection of Nursing Welcome Week Representatives (NWWR)

1. Orientation Chairpersons will be responsible for the recruiting, interviewing and selection of NWWR. Selection of NWWR for the following fiscal year is to have occurred prior to the second week March.
2. Selection of representatives will be based upon both the application and interview process.

Approved By: MUNSS

Article XII: Communications Policy and Communications Chair

Purpose

The purpose of the 'Communications Chair Policy' identifies set roles and responsibilities that are under the guidance of the 'The Constitution of the McMaster University Nursing Student Society' [MUNSS] to identify and provide 'vision' for the member elected as "Communications Chair". This policy does not override the constitution but is meant as a supplement towards the position and its responsibilities.

This policy will guide communication actions for general executive members of MUNSS with the communication chairperson for 'Communication Chair' and his/her responsibilities. The roles and responsibilities will be highlighted about the position, the recommendation in actions for the 'Communication Chair', and the responsibilities of M.U.N.S.S. executive members in working with the elected member.

Roles & Responsibilities

1. Maintain communication for 'Executive Members of MUNSS' by a recognized, official, and voted platform from MUNSS Executives. (i.e. Email) (**Article "Set Communication"**)
2. Maintain communication between the student body, not as an official communication for 'The School of Nursing' at McMaster, but an adjunct in assisting in communication with students as a representative of MUNSS. (**Article "School of Nursing"**)
3. Assist in 'Communication Strategies' with Executive members and CORE members of MUNSS (**Article "Communication Strategies"**)
4. Communicate with the 'School of Nursing' to assist where deemed possible in their communication (**Article "School of Nursing"**)
5. Handle fee's and administrative cost set by his/her budget for the purpose and promotion of communication under his/her role

Set Communication

1. Will (solely) monitor, distribute, control and handle the official communication as voted by MUNSS Executive (i.e., Email and Website).
2. Will handle fees as related to the set method.

School of Nursing

1. Will establish role with the 'School of Nursing' (All sites) and collaborate to assist with the guidance with the communication of 'School of Nursing' in matters that relate too and for students as negotiated.

Communication Strategies

1. Strategies, are to be identified as that under the roles and responsibilities in which the Communication Chair finds themselves under and to represent a form of communication at time of elect and seat in Chair
2. Will create, maintain, and implement 'Communication' for the General (Student Body), Executive, and Core members for the purpose of items recognized by MUNSS that fall under the 'Communication Chair'
3. Will present such strategies to members of Core/Executive Council
4. Will monitor such strategies.
5. Will report inappropriate content and use.

6. Will handle accounts and passwords related to 'Communication Strategy'
7. Will clear his/her self of responsibility when term is complete and/or M.U.N.S.S. Core and Executive deem complete.
8. Will reset password for 'Communication Chair' with handover of 'Communication Strategy' as to allow transition
9. Will have control to elect, dismantle, and remove members in which assist with Communication Strategy

Executive Members and Core

1. Members of Core are to meet and establish communication with the 'Communication Chair' to obtain information as required for their role with '*Set Communication*'
2. Members will submit passwords with '*Set Communication*'
3. Members will provide relevant information related to self and position with MUNSS for the sole purpose of MUNSS material in regards to '*Communication Strategies*' as approved by Executive Council (i.e., Photo & Self-Position Statement for website).

All Above Approved by: MUNSS