



MUNSS

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McMaster University Nursing Students Society (MUNSS) Policies and  
Procedures

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## McMaster University Nursing Students Society Policies & Procedures

### **Article I: Donation Policy**

1. Acting Executive members 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 member 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 Executive by the Executive member. Potential donation offers submitted by the Executive member shall include: company name, company address, contact person, contact number, type and quantity/value of donation, and preferred allocation of donation.
  - b. Executive members 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 member 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 Finance Chairperson.
3. Any equipment purchased for the purpose and use of MUNSS or Executive position(s), by members with solicited donations shall be and remain the property of MUNSS.
4. It shall be the responsibility of the soliciting member to provide formal written appreciation to the donor company/individual.
5. The Finance Chairperson 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 the Executive with a 60% vote.
  - b. Before brought to a vote, donations must go under the discretion of the President and Finance Chairperson (understanding of the society fees and current budgets).
  - c. Proposal should be presented during an Executive meeting by the interested party.





## **Article II: Professional Appearance Policy**

### **McMaster-Mohawk-Conestoga BScN Program Professional Appearance Policy**

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, nursing colleagues and interprofessional team members. The following uniform policy has been created by students and faculty to address the issue of professional appearance and safety (references included below);

**\* Please note that each professional practice setting has its own uniform/professional appearance and/or footwear policies that are also to be followed. \***

- **ID badges: all badges must be visible in the professional practice environment.**
  - **McMaster students** are to use their School of Nursing ID badge.
  - **Mohawk students** are to use their McMaster and Mohawk student cards in an ID badge holder that can be bought at the Health Science bookstore.
  - **Conestoga students** must wear a yellow School of Nursing name pin that is to be purchased from the Conestoga bookstore.

#### **Shoes:**

- A predominant color of white or black with very limited designs and logos are appropriate. No mesh holes are permitted.
- Students must purchase a second pair of shoes for professional practice as regular street shoes are not permitted for infection control purposes.
- Footwear must be in good condition, have an enclosed toe and heel, with a medium to low heel, and slip resistant soles as per occupational health and safety requirements.

#### **Hair:**

- Hair must be neat, clean and secured.
- If a student has long hair, it is to be secured back and kept above the shoulders.
- Students with facial hair are to ensure that it is neatly trimmed and well kempt as per agency policy.

#### **Jewelry:**

- Keep jewelry to a minimum.
- No bracelets, rings with stones.
- A plain wedding band is permitted.
- Ear piercings are appropriate (1 set of studs only). No other visible piercings are permitted.

#### **Lanyards:**

- Lanyards must have a quick release mechanism or they are not appropriate for keeping ID badges.
- Exceptions may be made as per agency policy.



**Fingernails:**

- Fingernails must be clean and neatly trimmed.
- No nail polish.
- Artificial nails are not to be worn.
- Nail enhancements such as gel are not permitted.

**Uniform:**

- Students of all sites, streams and levels (with the exception of Level 4- see “Level 4 N4J07/ N4K10”) are expected to wear a uniform of Caribbean Blue scrubs with the “kaleidoscope” embroidery that is indicated for the McMaster-Mohawk-Conestoga BScN program. Exceptions for green scrubs suits include OR, L&D.
- This uniform can be purchased from the Health Science bookstore or Conestoga students can purchase this uniform from their respective bookstore.
- Students are to wear this uniform in the context of the professional practice environment unless scrubs are not indicated.
  - In this case, students will refer to community and mental health settings of this policy for appropriate attire.
- The McMaster nursing student uniform shall include the following in the event an accommodation is required:
  - FACULTY APPROVED skirt with white or black hose and short sleeved scrub top.
- 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 professional practice setting and remove the uniform prior to leaving the professional practice setting. Change rooms with lockers are usually provided.
- White  $\frac{3}{4}$  length shirts may be worn under the scrub top but shall not extend past the elbow.
- Students shall refrain from wearing any sweaters or jackets over their scrub uniform. Nursing warm-up jackets are permitted.
- Students are expected to abstain from using fragrance in all professional practice settings

**Level 4 N4K07/N4K10:**

- When students are engaged in 24-36 hours of professional practice per week, it may not be feasible to wear their BScN uniform due to the increased number of hours that are expected to be completed on a weekly basis.
- A triad meeting will be arranged by the student to discuss and agree on appropriate uniform for these professional practice courses.
- The professional practice agency’s policy in which the student is practicing, provides direction for what is deemed appropriate dress for the professional practice environment.
- Students are still expected to identify themselves as nursing students in the professional practice environment.
- Level 4 students are subject to the same principles for dress code as students in all other years.





## **Community and Mental Health Settings: Students must not wear:**

- Overalls, leggings, low-rise pants and similar casual style pants.
- Anything backless, spaghetti straps and sun dresses.
- Shorts (unless otherwise indicated by the professional practice agency).
- Athletic fleece sweatshirts, sweatpants or yoga type pants.
- Transparent clothing.
- Excessively tight or revealing clothing.
- Bare midribs and cleavage are unacceptable.
- Clothing with large logos, slogans or sayings.
- Jeans, “jean cut” or “jean-style” pants in any fabric.
  - Exceptions can be made in specifically approved situations in the context of the professional practice agency’s dress code policy.
- Flip flops or croc style shoes.
- Heels greater than 1 ½ inches.

## **In Community and Mental Health settings, students must ensure that:**

- Skirts and dresses are no shorter than knee length.
- Dress pants and dress shirts are to be wrinkle free. References: \_

[http://www.ccohs.ca/oshanswers/prevention/ppe/footwear\\_assessment.html](http://www.ccohs.ca/oshanswers/prevention/ppe/footwear_assessment.html)

[http://www.labour.gov.on.ca/english/hs/sawo/pubs/fs\\_ppe.php](http://www.labour.gov.on.ca/english/hs/sawo/pubs/fs_ppe.php)

**Approved by: UNEC 2017**





## **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, bring forth the matter to the MUNSS Core Executive.
2. The grieving party(s) maintains the right to not have 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 parties 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.







## **Article IV: Attendance Policy**

1. By accepting a position on MUNSS, the Executive member is expected to be in full attendance to all scheduled Executive meetings with the exception of illness, death, extreme circumstances, and/or a class scheduled during meeting time.
2. In the event that the Executive member has unexplained absences for more than two meetings, the Core Executive will review the status of the Executive member and reasons for absenteeism.
3. If it is decided by the Core that the absenteeism is illegitimate/unjustified, the Core has the authority to dismiss the Executive member from their position following a warning.
4. If an Executive member is absent from, late to, or leaving early from a MUNSS Executive meeting for a legitimate reason, the Executive member must:
  - a. Send regrets to the [executive.assistant@munss.ca](mailto:executive.assistant@munss.ca) email as 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). My vote for (motion) is (yes/no/abstain).”
5. The cost of transportation to meetings for all Executive members will not be reimbursed.





## **Article V: 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 September. The Elections Committee shall include, when possible:
    - The Education Chairperson who acts 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.
    - Two current MUNSS Executive members.
  - ii. A timeline regarding notice of nomination for all Executive members shall be posted by noon on the Monday of the second full week of classes in January.
  - iii. The nomination period for all Executive members shall begin on the Monday of the third full week of classes in January and continue for a maximum of seven consecutive days.
  - iv. Nominees with completed nomination forms shall be notified by the Elections Convener on the Monday following the nomination period on their successful application for the Executive position. Failure to fulfill the nomination requirements shall result in the nominee's disqualification.
  - v. The campaign period shall begin immediately following the nomination period and continue for a maximum of seven consecutive days. No campaigning or placement of new campaign materials shall occur after the last day.
  - vi. The elections period shall begin immediately following the campaigning period and continue for a maximum of seven consecutive days.
  - vii. Ballots shall be counted by the Elections Convener with the assistance of the Elections Committee.
  - viii. Formal announcements of Executive members 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.
    - The official change of office shall occur at the turnover meeting.

#### 2. Nomination Period

- a. Nomination forms 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 by the candidate 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 their 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 tallying of votes.

#### 4. Campaign Period

- a. Campaign materials shall not be sexist, racist, homophobic, obscene, or in any way derogatory to other candidates. Campaign materials may possess the MUNSS logo with approval by the Elections Convener. Past MUNSS positions may be mentioned.
- b. Each candidate shall restrict their campaign spending to \$100. The Education Chairpersons 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, and/or electronic media.
- 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 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 social media.
- e. Candidates are permitted to create a maximum of one Facebook group and two YouTube posts for campaigning purposes. These must be approved by and accessible to the Elections Convener or delegate at all times. Social media groups must provide a link to the MUNSS Facebook page or website.
- f. There shall not be more than two 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 candidates 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 candidates violations of the guidelines for campaign materials shall be registered in writing on the formal Elections Concerns form which will be accessible through the MUNSS website under the forms section. The form submission will be reviewed





by the Elections Committee and appropriate action will be taken if necessary.

- 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 voting period. Failure to comply within the given campaigning timeline may result in disqualification.
- l. Campaigning in classes must be done with the permission of the 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.
- 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.

## 5. Election Period

- a. Voting shall be conducted via the MSU Elections Services when possible. If MSU elections services is not available, voting shall occur through email to [education@munss.ca](mailto:education@munss.ca) or other avenues as deemed fit by the elections committee.
  - i. Email ballots must be sent through an official University email.





- b. Any general member, or executive member may vote excluding the following:
  - i. The Elections Convener/Education Chairpersons
  - ii. Members of the Elections Committee
- 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. The Elections Convener/Education Chairpersons
  - ii. Members of the Elections Committee
- e. In the case of a tie vote, the Education Chairpersons shall reopen campaigning period for the tied position for four days. Only those candidates who tied will be eligible to campaign again. Voting period will immediately follow the second campaign period and will be open for three days. Voting period will be open to all General MUNSS members.
- f. Scrutineers and the Election Committee are bound to a signed Confidentiality Agreement. The ballots shall be destroyed and/or deleted from the [education@munss.ca](mailto:education@munss.ca) account or other avenues used by the elections committee following the formal announcements of the Executive members.

## Special Elections

### 1. Vacant 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 vacant positions following a regularly scheduled meeting.
- b. A vote of confidence in front of the general executive to acclaim a position is only necessary if the position is required to provide a VOC as per Article VII of the MUNSS policies and procedures.

### 2. CNSA Official and Associate Delegate Elections

- a. One official Delegate per site is to be elected during the Core Executive position elections period.

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

### 3. 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 bylaws of the McMaster Student Union (MSU) Elections Committee and act as the MUNSS SRA Liaison.

### 4. McMaster Interprofessional Student Collaborative (MISC) Liaison Elections

The Nursing Student Representatives to the McMaster Interprofessional Student Collaborative (MISC) shall be nominated and elected in accordance with the bylaws of the MISC and act as the MUNSS MISC Liaison.





## 5. Level One Representative Elections

The Level One Representative Elections shall take place during Welcome Week and the first week of the academic year. Any interested individual(s) shall voice their interest and follow the procedures of general 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. They 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 student's package sent out by MUNSS and the School of Nursing.

## Multiple Positions

1. Any one person may not hold more than one MUNSS voting position at the same time.
2. Fee changes that affect the General Membership of MUNSS may only be approved through referenda.
  - a. In the event that this were to occur, the individual must resign from one of the positions.
  - b. If an individual has been elected for a MUNSS voting position, but would like to run for another one, they must first resign from the position they currently hold.

## Referenda

1. Fee changes that affect the General Membership of MUNSS may only be approved through referenda.
  - a. Any proposed fee changes for the following Fiscal year must be approved by January 20<sup>th</sup>.
2. A referendum to consult the General Membership of MUNSS may be initiated by:
  - a. The President of the Society;
  - b. A majority vote of the Executive;
  - c. Upon receipt of a petition in writing to the Education Chairpersons, of at least two percent (2%) of the General Membership of MUNSS.
  - d. The Education Chairperson shall verify the validity of the petition and of each signature and then report to the Executive.
3. A minimum of ten percent (10%) of the General Membership of MUNSS shall constitute as quorum for the referendum outcome.
4. The wording of the referendum question shall be decided by the Education Chairpersons, subject to approval of those petitioning and the MUNSS President.





5. There shall be one week of campaigning before voting period opens (See Article V. Sections 3-4 on campaigning rules). General members are permitted to form campaign teams to raise awareness and promote a side of the referendum
6. Voting period shall be a full week starting on at 12:01 am on the first day and ending at 11:59pm on the seventh day.
  - a. Voting polls must be conducted via the MSU Elections Services to ensure impartiality.





## **Article VI: Meeting Procedures**

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### 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. All Executive members who wish to speak at the meeting must submit their request to [executive.assistant@munss.ca](mailto:executive.assistant@munss.ca) at least 2 days in advance of the scheduled meeting. Upon request, an agenda can be provided two days prior to the scheduled Executive meeting.
3. Role call will be completed in the form of an attendance sheet. 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 Communications Chairperson shall post all minutes from the MUNSS Executive meetings in the MUNSS Avenue2Learn Discussion Board one week following regularly scheduled meetings. The minutes shall be approved by the President following the meetings. After posting, any discrepancies noted shall be brought to the attention of the Executive at the next meeting for discussion.

### Turnover Meeting

1. The outgoing President and Vice-President(s) are to collect all information including completed budgets, records of position actions, all position materials and documents, and recommendations for further actions from their Executive members to be distributed to the incoming Executive at the turnover meeting.
2. In order to ensure effective continuation of the Executive position's responsibilities, the outgoing Executive member must provide a recode of activities and recommendations for the incoming Executive member prior to the turnover meeting.
3. Attendance at the turnover meeting is mandatory to ensure a smooth transition for the next year.
4. The current representatives must discuss the following with the incoming Executive:
  - a. Creating evidence-based budgets;
  - b. Bourinot's rules of order;
  - c. Meeting procedures;
  - d. Executive position duties and responsibilities







5. The Level 4 Representatives/Graduation Committee turnover meeting will happen after the Level 4 pinning ceremony. However, transition reports should still be discussed at the transition meeting alongside the rest of the executive. The incoming Level 4 Representatives must be present at the Level 4 Pinning Ceremony.





## **Article VII: Vote of Confidence (VOC)**

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

1. Once the nomination period is complete, if any of the following positions has only one candidate running, a 2/3 VOC by the outgoing Executive will be required: Vice-President (Mohawk/McMaster/Conestoga), Executive Assistant, Finance Chairperson, Communications Chairperson, Education Chairperson(s), Social Chairperson(s), CNSA Official Delegate(s), CNSA Associate Delegate(s), Awards and Scholarships Coordinator, RNAO Representatives, and Level IV Representative(s).
2. At this time, the candidate who wishes to be considered for the Executive position must be prepared to defend their acclamation at a MUNSS meeting.
3. Once the election process is complete, if there is only one candidate running for the positions of Accelerated Representative(s), RPN-BScN Representative(s), Level I, Level II, Level III Representative(s), Spiritwear Coordinator, or Creative Director positions, the individual shall be acclaimed to that position.
4. The candidates who campaigned and were elected into an Executive position do not require a VOC from the Executive. A vote from the nursing student body constitutes a VOC in the elected individual.
5. If there is one candidate running for the position of President, a VOC 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. During a VOC, the candidate shall have a total of three minutes to present to the Executive why they believe they would be an appropriate candidate for the position. MUNSS Executive members shall then engage in a question period with the candidate for five minutes.
7. Following the question period, the candidate and any non-Executive members will be asked to leave the room and there will be a closed discussion and voting period for five minutes with the MUNSS Executive about the suitability of the candidate for the position they have chosen to run for. After the discussion, all voting positions will be asked to cast their vote on their voting ballots.
8. If a VOC is not passed, the individual is ineligible to undertake that Executive position.
9. A vote of non-confidence can be motioned if an Executive member or the MUNSS Executive feels that another Executive member is not completing their duties and responsibilities. If a motion for non-confidence is made, the Executive members give the Core Executive the right to investigate the motion prior to bringing the motion to a vote. This process requires the Core





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Executive to adhere to the Grievance Policy (See Article III).





## **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 the MUNSS Executive and Committee members, at all times during MUNSS activities.

Guiding Principles:

MUNSS 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, and 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 the MUNSS mission and values. They also embrace its 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 MUNSS 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 clear, concise and constructive debate by attending meetings, being prepared and respectful of the time of others.
- Remaining flexible and open to change.
- Respecting the final decisions made by the members of the Executive.
- 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 the appropriate individuals in order to appropriately resolve the conflicts.

Respect:

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

- Recognizing the equal rights of all students, at all three sites.
- Recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among the Executive members and Faculty and the benefit of such individuals to constructive debate, the democratic process and effective decision making.
- Promoting collaborative and 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 may influence them in the performance of their official duties with MUNSS. This is demonstrated by:

- Making decisions for the collective nursing students' best 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 supporting rationale for decisions made by the Executive members.
- Executive and Committee members will hold themselves and each other accountable for exhibiting the behaviours outlined in the "Code of Ethical Conduct".

## Process for Holding Executive and Committee Members Accountable to the Code

It is the responsibility of each MUNSS Executive and Committee member to hold themselves accountable for behaving in accordance with the "Code of Ethical Conduct".

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 their 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, the behaviour is discussed as a triad between the member whose conduct is in question, the concerned member and the President.
3. If the inappropriate behaviour is confirmed and continues after a triad meeting, the member whose behaviour is addressed is asked to meet the MUNSS Core Executive to discuss their behaviour.
4. If a member has been subject to insult or abuse during a meeting, it is the President's responsibility to weigh the situation in a professional manner and to take action where appropriate.

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





## **Article IX: Holding Executive Members Accountable**

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1. All members will be held accountable to the McMaster Student Code of Conduct ([http://studentconduct.mcmaster.ca/student\\_code\\_of\\_conduct.html](http://studentconduct.mcmaster.ca/student_code_of_conduct.html)) and the “Criminal Code of Canada”. MUNSS will not tolerate any breach of the Student Code of Conduct and, thus, those Executive member(s) who are found to be in breach of the Code while representing MUNSS within the University premises or at a MUNSS event, will be disciplined appropriately which may include immediatedismissal.
2. If an Executive member is viewed to be in breach of the Student Code of Conduct, the Core Executive will review the situation with the Executive member in question, in order to facilitate a resolution.
3. If the Executive member continues to act inappropriately, the Core Executive will provide a written warning to the Executive member outlining the necessary actions that need to be taken to resolve the grievance with a stated deadline.
4. If a resolution cannot be found, the Core Executive reserves the right to dismiss the Executive member immediately.
5. During this process, complete confidentiality must be upheld within the Core Executive.
6. The Core Executive reserves the right to seek counsel from a Faculty Advisor during this process.
7. The Core Executive will be held accountable to the “Code of Ethical Conduct” during this process. All Core Executive members are required to review the situation in an unbiased and 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 in question feels that they were in any way treated unethically or unfairly, that Executive member reserves the right to seek counsel.





## **Article X: Budget**

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

1. Budget approval shall constitute 60% majority vote.
2. The Fiscal period shall be from May 1<sup>st</sup> until April 30<sup>th</sup>.
3. The Welcome Week and Executive budgets for the upcoming Fiscal year, will be submitted to the Finance Chairperson and President for review two weeks prior to the turnover meeting.
4. The Welcome Week 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 Finance Chairperson or the individual assuming responsibility of the Society's funding, of the budget for their position.
6. Each Executive member is responsible for formulating a budget following the template provided by the Finance Chairperson.
7. All Executive budgets will be submitted to the Finance Chairperson and acting Core Executive for review one week prior to the budget approval meeting. The entire Core Executive must ensure that all budgets are collaborative and evidence-based.
8. At the discretion of the Finance Chairperson, budgets may be presented and voted upon prior to the budget approval meeting.
9. Any budgets allocated to an executive position exceeding over \$1000 must be more extensively reviewed and approved by the core executive.
10. It is the Executive member's responsibility to maintain and monitor their budget with overview from the Finance Chairperson.
11. In the event that the Executive member's expenditures exceed the approved budget amount, it is the responsibility of the Executive member to reimburse MUNSS for the excess amount.
12. In the event that the Executive member requires changes to be made to a position's budget (including reallocation of money), a 60% majority vote of the Executive is required to approve the new budget.





# MUNSS

- a Before brought to a vote, proposals must go under the discretion of the President and Finance Chairperson (understanding of the society fees and current budgets).
- 13 Reimbursement cheques will not be made without proof of purchase (receipt or invoice). Receipts must state the full name of the member to be reimbursed, the budget they are to be reimbursed from and the reason for purchasing. Reimbursement may take 2-4 weeks.
- 14 At the discretion of the Finance Chairperson and one additional signing authority, cheques may be issued upon submission of purchase order forms. In this circumstance, receipts will be submitted to the Finance Chairperson within two weeks of the purchase date.
- 15 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 incoming Executive for review and approval.
- 16 Should the outgoing expenditure exceed \$100,000 during the previous Fiscal year, it is the responsibility of the Finance Chairperson to have an accountant review engagement completed in a timely manner in order to have the MUNSS funds for the year released.

## Purchase Order Forms

1. Purchase order forms will be used by all Executive members to ensure transparency and approved spending. Purchase order forms will be completed after purchased any item with the receipt and/or invoice attached.

## Cheque Requisition Forms

1. Should an Executive member require a cheque prior to purchase, a Cheque Requisition Form must be submitted to the Finance Chairperson. The form must outline in detail what is being purchased and why, along with its associated cost.
2. Once the item is purchased, the Executive member must provide a receipt of purchase to the Finance Chairperson.
3. The approval of the Cheque Requisition is at the discretion of the Finance Chairperson and one additional signing authority.







## **Article XI: Welcome Week Planners**

### Selection of Welcome Week Planners

1. The individuals interested in being the Nursing Welcome Week Planners, for the following Fiscal year, are required to submit an application provided by the MUNSS Executive. Applications must be submitted in November, but can be extended as needed depending on the number of applicants during the cycle.
2. The Nursing Welcome Week Planner selection committee shall comprise of the President, Education Chairperson, past Welcome Week Planner(s) and a Level 1 representative.
3. The Nursing Welcome Week Planners selection committee will conduct interviews with all applicants. Based upon the application and interview process, the selection committee will then select two Nursing Welcome Week Planners.
4. Welcome Week Planners, for the following fiscal year, will be appointed prior to December 31<sup>st</sup>.

### Accountability of Welcome Week Planners

1. Upon selection, Welcome Week Planners will be required to read, understand and sign the MUNSS Welcome Week Planners Agreement. Once this agreement is signed, the Welcome Week Planners are responsible for upholding all aspects of the agreement.
2. In the event that a Welcome Week Planner does not fulfill their agreement requirements, a review of their actions will be completed by the MUNSS Core Executive according to article IX.
3. The MUNSS Core Executive holds the right to immediately terminate a Welcome Week Planner if their actions endanger the reputation of MUNSS, McMaster-Mohawk-Conestoga, the Nursing profession, or have a fundamentally negative impact on the overall premise of Welcome Week, and/or work directly against the values of MUNSS. The core executive must meet with the Welcome Week planner first to determine if termination is necessary. Every action, on the part of the MUNSS Core Executive, should be taken to avoid immediate termination.

### Planning Procedures

1. Once the incoming Welcome Week Planners have been appointed, they must attend a transition meeting with the outgoing Welcome Week Planners. By January of the following year, the incoming Welcome Week Planners will assume full responsibility for their position.
2. Incoming Welcome Week Planners must meet with the Welcome Week Faculty Advisor during the first month of assuming the role to establish planning for Welcome Week.





## Selection of Nursing Welcome Week Representatives (NWWR)

1. Welcome Week Planners will be responsible for the recruiting, interviewing and selection of NWWR along with the NWWR selection committee. Selection of NWWR for the following fiscal year is to have occurred prior to the second calendar week March.
2. The NWWR selection committee shall comprise of both the Welcome Week Planners, the outgoing MUNSS President, the outgoing Welcome Week Planner(s) and one MUNSS Core Executive member whom does not intend to apply for the NWWR position.
  - a. A letter of intent for the MUNSS Core Executive who wishes to be a part of the NWWR selection committee must be emailed to the Welcome Week Planners and outgoing MUNSS President before approval of the NWWR selection committee.
3. Selection of representatives will be based upon both the application and interview process.





## **Article XII: Social Media**

### Elections and Social Media

- Candidates are encouraged to use multiple communication avenues when campaigning (Ex. Social media, Avenue 2 Learn, MUNSS website, posters, etc.) to increase awareness amongst the voting nursing student body.
- Detailed accounts of all individuals and their positions will be listed prior to the voting period.

### Identifying as a MUNSS executive on Social Media

- Be sure to identify your name and MUNSS position when you are posting information that is MUNSS related so that others are able to know your MUNSS Executive position and purpose.
- If you identify as a MUNSS Executive member on social media, all activities including posts and pictures should reflect the professionalism of the MUNSS executive. This includes all personal interactions on social media, not just those limited to organizational events.
- The MUNSS Executive is discouraged from utilizing the name of MUNSS or McMaster-Mohawk-Conestoga in media that is inappropriate within status updates/photos/videos which may be deemed unsuitable, or defamatory towards the society.

### MUNSS Presence on Social Media

- MUNSS shall maintain presence on multiple social media avenues to actively encourage attendance and promote awareness of MUNSS and School of Nursing related events/news.
- Encourage/enlist active engagement from MUNSS Executive members to share/retweet/repost information to increase awareness of events, to better disseminate information to the student body.





## **Article XIII: Communications Policy and Communications Chairperson**

### Purpose

The purpose of the 'Communications Chairperson Policy' is to identify set roles and responsibilities that are under the guidance of the MUNSS "Constitution" to identify and provide 'vision' for the member elected as the "Communications Chairperson". This policy does not override the Constitution but it is meant as a supplement towards the position and its responsibilities.

### Roles and Responsibilities

1. Maintain communication for MUNSS Executive members by a recognized, official, and voted platform from MUNSS Executives. (i.e. Email) (Article "Set Communication")
  - a. Ensure that each MUNSS Executive member has been given information on accessing their MUNSS email.
2. Maintain communication between the nursing student body, not as an official communication for the School of Nursing, but as an adjunct in assisting in communication with nursing students as a representative of MUNSS. (Article "School of Nursing")
3. Assist in 'Communication Strategies' with Executive members and MUNSS Core Executive members (Article "Communication Strategies")
4. When deemed possible, assist with the School of Nursing in their communication to the nursing student body and MUNSS members.
5. Handle fees and the administrative cost set by their budget for the purpose and promotion of communication under their role.

### Set Communication

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

### School of Nursing

1. Will establish role with the School of Nursing at all sites.
2. Will 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 and utilized as that under the roles and responsibilities in which the Communications Chairperson finds themselves under and to represent a form of communication at time of being elected as Communications Chairperson.
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 'Communications Chairperson'.
3. Will present such strategies to members of the MUNSS Executive.
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 themselves of responsibility when term is complete and/or MUNSS Executive deems complete.
8. Will reset password for Communications Chairperson with handover of 'Communication Strategy' as to allow transition.

## Executive Members and Core

1. Members of Core are to meet and establish communication with the Communications Chairperson to obtain information as required for their role with '*Set Communication*'.
2. 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 (i.e., Photo & Self-Position Statement for website).

All above approved by: MUNSS (March 2019)

