



The Official Constitution of the McMaster

University Nursing Students' Society

Constitution Revision: April 2023, C. LIU (2022-2023)

Current Deputy Vice President: C. LIU (2022-2023)

McMaster University Nursing Students' Society | 1280 Main Street West, HSC

2J34, Hamilton, ON, L8S 4L8 | munss.ca

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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 (MUNSS).

ARTICLE II. PURPOSE

1. To foster in its members' the ideals and interests of all three sites - McMaster University, Mohawk College and Conestoga College and all three streams - Basic, RPN to BScN, and Accelerated as an interdisciplinary and collaborative community;
2. To promote a spirit of unity and fellowship among students of all sites and streams in the BScN Program;
3. To promote opportunities for professional, personal, academic, and social development for BScN Students in all sites and streams in the BScN Program;
4. To be the recognized means of communication between the nursing student body, the McMaster-Mohawk-Conestoga Basic, RPN to BScN, and Accelerated 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 (e.g. Canadian Nursing Students' Association [CNSA], Registered Nurses' Association of Ontario [RNAO]);
5. To stimulate professional and educational growth within the nursing community; and
6. To advocate for the needs of the students in the McMaster-Mohawk-Conestoga Basic, RPN to BScN, and Accelerated Program and to build capacity and empower them throughout their student career
7. To prepare and adequately support the Welcome Week Planners and Representatives as they transition into their roles to ensure a successful and appropriate Welcome Week that is inclusive for all

ARTICLE III. MEMBERSHIP

The active membership of MUNSS shall consist of:

1. All undergraduate students including all those enrolled in the McMaster-Mohawk-Conestoga Basic, RPN to BScN, and Accelerated Program at McMaster University School of Nursing

ARTICLE IV. THE EXECUTIVE MEMBERS

1. The MUNSS Executive Members shall consist of:

- A. President
- B. Vice President(s) with one appointed Deputy Vice President
- C. Finance Chairperson
- D. Executive Assistant
- E. Communications Chairperson
- F. Multimedia Director(s)
- G. Education Chairperson(s)
- H. Social Chairperson(s)
- I. Equity, Diversity, and Inclusion Chairperson(s)
- J. Indigenous Students Chairperson
- K. Welcome Week Planner(s)
- L. Canadian Nursing Students' Association (CNSA) Official Delegate(s) and Associate Delegate(s)
- M. Registered Nurses Association of Ontario (RNAO)/Nursing Students of Ontario (NSO) Representative(s)
- N. Level/site/stream Representatives
- O. Spiritwear Coordinator
- P. Awards and Scholarships Chairperson
- Q. Student Representative Assembly (SRA) Liaison
- R. McMaster Interprofessional Student Collaborative (MISC) Liaison
- S. Global Understanding Through Nursing Initiatives (GUNI) Liaison
- T. Canadian Black Nurses Alliance (CBNA) Liaison
- U. Faculty Advisor(s)
- V. Past President

2. The MUNSS Executive Members:

- A. Must be in good standing of the MUNSS general membership to be elected;
- B. Must be a McMaster-Mohawk-Conestoga Basic, RPN to BScN, Accelerated student;
- C. Hold one vote at Executive meetings with the exception of the President, Deputy Vice-President if fulfilling duties of the President, Welcome Week Planner(s), SRA

Liaison, MISC Liaison, GUNI Liaison, CBNA Liaison, Faculty Advisor(s), and the Past President;

- D. That are voting members may vote in proxy if the Executive Assistant is notified 48 hours in advance of the meeting;
- E. Check @munss.ca email a minimum of once daily and respond in a professional manner within a 24 hour time period upon viewing the email;
- F. Check other platforms of Executive Team communication (e.g., Facebook Messenger, Microsoft Teams) at least once daily and provide a notice in advance if away;
- G. Submit Year Plan and Transition Report to their assigned Vice President by the respected due date;
- H. Review previous Year Plans and Transition Reports thoroughly;
- I. Attend scheduled one-on-one and/or team quarterly meetings with the President and/or the Vice-President(s)
- J. Commit to one academic year and provide a minimum of 14 days notice if unable to fulfill the role;
- K. Keep a record relating to all functions and their arrangements for the benefit of the successor;
- L. Organize an academic or social event for MUNSS Week with the exception of the President, Vice President(s), Finance Chairperson, Executive Assistant, Welcome Week Planner(s), Spiritwear Coordinator, Awards and Scholarships Chairperson, SRA Liaison, MISC Liaison, GUNI Liaison, CBNA Liaison, Faculty Advisor(s), and the Past President; and
- M. Represent MUNSS, the School of Nursing, and McMaster University positively on an ongoing basis.

3. A Voting Executive member constitutes an elected individual representing a specific level, site, or stream, or a vested interest on a provincial or national level.

4. The MUNSS Core and General Executive Members will consist of:

ARTICLE V. CORE AND GENERAL EXECUTIVE MEMBERS OUTLINE

<p style="text-align: center;">Core Executive Members (14 Members)</p>	<p style="text-align: center;">General Executive Members (59 Members)</p>
<p style="text-align: center;">President x1 (non-voting)</p>	<p style="text-align: center;">Multimedia Director x3</p>

	<p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>
<p>Vice President(s) x3</p> <p>(Deputy Vice-President is non-voting if fulfilling duties of the President)</p> <p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>	<p>Social Chairpersons x3</p> <p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>
<p>Finance Chairperson x1</p>	<p>Welcome Week Planners x2 (non-voting)</p>
<p>Executive Assistant x1</p>	<p>CNSA Official Delegates x3</p> <p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>
<p>Communications Chairperson x1</p>	<p>CNSA Associate Delegates x3</p> <p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>
<p>Education Chairperson(s) x3</p>	<p>RNAO Representatives x2</p>

<p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>	<p>Hamilton x1</p> <p>Kitchener/Waterloo x1</p>
<p>Equity, Diversity, and Inclusion Chairperson(s) x3</p> <p>McMaster x1</p> <p>Mohawk x1</p> <p>Conestoga x1</p>	<p>Level/Site/Stream Representatives x30</p> <p>Level 1 Representatives x6</p> <p>McMaster x2</p> <p>Mohawk x2</p> <p>Conestoga x2</p> <p>Level 2 Representatives x6</p> <p>McMaster x2</p> <p>Mohawk x2</p> <p>Conestoga x2</p> <p>Level 3 Representatives x6</p> <p>McMaster x2</p> <p>Mohawk x2</p> <p>Conestoga x2</p> <p>Level 4 Representatives x6</p> <p>McMaster x2</p>

	<p>Mohawk x2 Conestoga x2</p> <p>Accelerated Representatives x2 McMaster x2</p> <p>RPN-BScN Representatives x4 Mohawk x2 Conestoga x2</p>
Indigenous Students Chairperson x1	Spiritwear Coordinator x1
	Awards and Scholarships Chairperson x1
	Sponsorship Coordinator x1
	Fundraising Coordinator x1
	Arts and Culture Director x1
	SRA Liaison x1 (non-voting)
	MISC Liaison x1 (non-voting)

	GUNI Liaison x1 (non-voting)
	CBNA Liaison x1 (non-voting)
	Faculty Advisors x3 (non-voting) McMaster x1 Mohawk x1 Conestoga x1
	Past President x1 (non-voting)

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 alongside the Financial Chairperson 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 in the prior year with a recommended of 2 years of MUNSS Executive experience;
- H. Maintain open communication and transparency with students and faculty at all three sites and all three streams;
- I. Be involved with all three site and all three streams Level 1 orientations along with other Executives as necessary in August by introducing the society and its functions
- J. Review the Executive budget collaboratively with the Core Executive;

- K. Update the MUNSS President plaque at the McMaster site 2J hallway with the previous year's President's name and term date;
- L. Present the transition report with recommendations to the society at the turnover meeting;
- M. Support with the Welcome Week Planner and Representative applications and join in on the Welcome Week Planner and Representative interviews;
- N. Complete all appropriate and required Welcome Week training;
- O. Maintain consistent contact and build a relationship with the Welcome Week Planners and team;
 - a. Meet with the Welcome Week Planners on a monthly basis or as needed;
 - b. Invite the Welcome Week Planners to relevant meetings with the MUNSS Executive Team, School of Nursing and other stakeholders;
 - c. Review and approve the Welcome Week events;
 - d. Review and approve the Welcome Week budget and expected costs to minimize supply replicas;
 - e. Attend required meetings and socials;
 - f. Attend Nursing Welcome Week events;
- P. Work with and mentor the President-Elect to ensure a smooth turnover;
- Q. Commit to a two-year term by succeeding the Past-President role by being president for one year and adequately supporting the President-Elect the second year;
- R. Attend one-on-one and/or team quarterly meetings with the Vice-President(s) and Executive members; and
- S. 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. Have at least one year of MUNSS Executive experience in the prior year with a recommended of 2 years of MUNSS Executive experience;
- C. Appoint amongst themselves and make known a Deputy Vice President during the turnover meeting;
- D. Work under the President to collaboratively coordinate society activities;
- E. Plan and coordinate MUNSS Week along with Executive members;
- F. Coordinate a social event for National Nursing Students' Week in collaboration with the CNSA OD(s) and AD(s);
- G. Coordinate Level 1 Anatomy and Physiology Exam gifts for the December exam period in collaboration with the Welcome Week Planners;
- H. Distribute and obtain year plans and transition reports from Executive members and notify the President if there are concerns;

- I. Pursue an open relationship with McMaster Students Union (MSU), Mohawk Students Association (MSA), and Conestoga Students Incorporated (CSI);
- J. Liaise with the student governing bodies of their respective sites;
- K. Oversee and delegate the duties of their assigned Executive members;
- L. Submit details to event portal on behalf of Executive members for approval by the BScN Program Manager;
- M. Complete room bookings and obtain AV set up information on behalf of Executive members;
- N. Work with and mentor their respective Vice President-Elect to ensure a smooth turnover;
- O. Attend one-on-one and/or team quarterly meetings with the President and Executive members; and
- P. Be voting members (3 votes).

3. The DEPUTY VICE PRESIDENT shall:

- A. Assume all duties of the President in their absence;
- B. Be a non-voting member while presiding over meetings; and
- C. 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 by receiving receipts and/or statement of expenses;
- D. Be held accountable for any money distributed without receiving receipts and/or statement of expenses;
- E. Allocate one meeting per term to discuss the financial status of MUNSS with the Executive Team;
- F. Be responsible for discussing with the Executive Team before the October budget meeting;
- G. Present and thoroughly 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. Review and approve the proposed Welcome Week Planner budget and address any financial concerns related to Welcome Week;

- J. Oversee the Level 4 expenses, Welcome Week Planner expenses, and revenue as needed throughout the year;
- K. Submit yearly financial records for tuition reimbursement by the specified deadline outlined by McMaster University Financial Services;
- L. Follow policies and procedures related to a review engagement if expenses are higher than \$100,000 in a fiscal year;
- M. Submit account information to McMaster University upon request;
- N. Prepare a budget of overall balances for all Society activities prior to the termination of the position term;
- O. Co-sign all cheques issued by the Society;
- P. Work with and mentor the Finance Chairperson-Elect to ensure a smooth turnover
Coordinate a meeting with the previous Finance Chairperson and the incoming President and Deputy Vice-President to complete the changing of signing authority process; and
- Q. Be a voting member (1 vote).

5. The EXECUTIVE ASSISTANT shall:

- A. Be a member of the Core Executive;
- B. If Executive meetings are in-person, complete room and obtain AV set-up information;
- C. If Executive meetings are occurring online, ensure there is a non-timed, functional Zoom/Microsoft Teams link that is accessible to all Executive members;
- D. Distribute a reminder email two (2) to three (3) days prior to the scheduled meeting containing meeting details such as time, date, and location as well as agenda requests;
- E. Be responsible for ordering and/or retrieving food for all in-person Executive meetings in accordance with the approved Executive budget;
- F. Distribute the agenda and any attached communications as submitted by the President, students, faculty, and others to the Executive at least one (1) day prior to Executive meetings via @munss.ca email;
- G. Keep electronic records of the minutes for Executive and Core meetings;
- H. 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;
- I. Gain the appropriate consent of the Executive team to record online meetings if required;
- J. Electronically distribute the Constitution, Policy and Procedures at the beginning of September to all appointed executive as well as to incoming members and is available for consultation at all meetings;
- K. Be responsible for storing, distributing and collecting attendance for all voting and non-voting members of the Executive; and

- L. Organize initiatives for Executive Team and Faculty Advisor appreciation (e.g. celebrating birthdays, Executive Team and Faculty Advisor shoutouts) in accordance with the President, Vice-President(s), and Finance Chairperson.

6. The COMMUNICATIONS CHAIRPERSON shall:

- A. Be a member of the Core Executive;
- B. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- C. Be responsible for monitoring and update the munss.ca website and MUNSS-hosted social media content as posted by MUNSS executive and general members and reporting inappropriate content and use;
- D. Facilitate advertisement and promotion of all society events and the society itself, collaboratively with the coordinating position(s);
- E. Plan at least one (1) social media initiative along with the Multimedia Director(s) to engage nursing students (e.g. giveaways, takeovers) in each semester;
- F. Be responsible for distributing the munss.ca emails and passwords to all Executive members at the turnover meeting;
- G. Ensure the munss.ca emails and passwords as well as social media logins are maintained up-to-date;
- H. Create a yearbook and/or an end-of-year video recap showcasing MUNSS events and the BScN Program across all three (3) sites and all three (3) streams along with the Multimedia Director(s); and
- I. Be a voting member (1 vote).

7. The MULTIMEDIA DIRECTOR(S) shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Responsible for maintaining the MUNSS camera and its proper use;
- C. Work with the Communications Chairperson to produce quality photos and videos of events hosted by MUNSS in collaboration with other executive members. Events that the Multimedia Director is responsible for capturing includes but is not limited to the Nursing Formal, MUNSS Week, National Nursing Students' Week, and Executive Team meetings;
- D. Photograph or collect photographs of the executive members of each position and the council as a whole;
- E. Ensure that all media posted adheres to the School of Nursing Code of Conduct, including any pictures/media posted by non-executive students;

- F. Produce creative media projects and content that will help enhance student engagement on all MUNSS social media platforms;
- G. Submit and receive approval of any creative content by the Communications Chairperson prior to publishing on all MUNSS social media platforms;
- H. Collaborate with the Communications Chairperson to organize and update the social media platforms;
- I. Plan at least one (1) social media initiative along with the Communications Chairperson to engage nursing students (e.g. giveaways, takeovers) in each semester;
- J. Create a yearbook and/or an end-of-year video recap showcasing MUNSS events and the BScN Program across all three (3) sites and all three (3) streams along with the Communications Chairperson; and
- K. Share a vote with the Communications Chairperson.

8. The EDUCATION CHAIRPERSON(S) shall:

- A. Be a member of the Core Executive;
- B. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- C. Represent MUNSS for recruitment during the Welcome Week Faculty Fest event;
- D. Collaboratively coordinate all education activities, including one (1) event during Welcome Week for recruitment 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, the Presidential and Core elections, Executive Positions elections and by-elections throughout the year;
- G. Be one of the official student representative(s) on the Undergraduate Nursing Education Committee (UNEC);
- H. Be one of the official student representatives on the Curriculum Innovation and Education Committee (CIEC); and
- I. Be voting members (1 vote).

9. The SOCIAL CHAIRPERSON(S) shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Coordinate at least one (1) social event per month for the entirety of the academic year from September to April;
- C. Ensure that social events are accessible to Conestoga students or that a secondary event is planned at the Conestoga site;

- D. Act as the coordinator of the Social Committee;
- E. Collaboratively plan a Nursing Formal to be held in the winter term; and
- F. Be voting members (1 vote).

10. The EQUITY, DIVERSITY, AND INCLUSION CHAIRPERSON(S) shall:

- A. Be a member of the Core Executive;
- B. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- C. Be part of a minority group;
- D. Give a land acknowledgment or framework before every meeting and at any MUNSS related events;
- E. Plan at least one (1) educational event per semester for a minimum of two (2) events per academic year;
- F. Organize at least one (1) fundraiser event per semester for a minimum of two (2) fundraisers per academic year;
- G. Collaborate with the Communications Chairperson and Multimedia Directors to raise awareness by creating a calendar that highlights important cultural and religious days to be acknowledged;
- H. Promote good relations and practices towards different minority groups within the McMaster-Mohawk-Conestoga Basic, RPN to BScN, Accelerated Program;
- I. Advocate for an equitable, diverse, and inclusive environment;
- J. Be voting members (1 vote).

11. The INDIGENOUS STUDENTS CHAIRPERSON shall:

- A. Be a member of the Core Executive;
- B. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- C. Be a member of an indigenous population (including status OR non-status First Nations, Metis or Inuit);
- D. Represent indigenous students within the nursing program;
- E. Organize a fundraiser event for National Day for Truth and Reconciliation in September
- F. Plan at least one (1) event per semester that promotes the advocacy of indigenous students for a minimum of two (2) events per academic year;
- G. Work collaboratively with CNSA and RNAO representatives and/or the Awards Chairperson to promote awards and opportunities for indigenous students; and
- H. Be a voting member (1 vote).

12. The WELCOME WEEK PLANNER(S) shall:

- A. Be members of a MUNSS Committee of their choosing upon completion of Welcome Week duties;
- B. Reflect MUNSS and its core values at Welcome Week;
- C. Submit a comprehensive budget to the Finance Chairperson at least one week prior to the Turnover meeting, to be approved by the Executive;
- D. Coordinate and organize Level 1 Anatomy and Physiology Exam gifts during the December exam period with the MUNSS Vice-President;
- E. Coordinate and plan all Welcome Week activities and events sponsored by the Society and the MSU for all incoming undergraduate McMaster-Mohawk-Conestoga Nursing students as well as Basic, RPN-BScN, and Accelerated students;
- F. Coordinate and plan social activities for Nursing Welcome Week Representatives (NWWRs) to facilitate team bonding and relay important information/updates;
- G. Co-chair the Nursing Welcome Week Planning Committee (NWWPC) consisting of NWWRs from all sites as chosen by the Welcome Week Planners;
- H. Assign NWWRs to Charge Nurse Units;
- I. Act as liaisons between the School of Nursing, the Student Success Centre (SSC), the MSU, MUNSS, CBNA, all other Faculties, and any external partners involved in Welcome Week;
- J. Collaborate with the Education Chairperson(s) to promote MUNSS Level 1 Representative positions during Welcome Week;
- K. Ensure that NWWRs are trained appropriately prior to Welcome Week and conduct themselves in accordance with the McMaster Student Code of Conduct;
- L. Ensure that Welcome Week planning commences by March 31st (Planners are chosen and interviews are planned or completed);
- M. Maintain consistent contact and build a relationship with the President and MUNSS executives;
 - a. Meet with the President on a monthly basis or as needed;
 - b. Invite the President to relevant meetings with the NWWRs, School of Nursing and other stakeholders;
 - c. Provide updates regarding Welcome Week events;
 - d. Provide updates regarding Welcome Week budget and expected costs to minimize supply replicas;
 - e. Invite the President to attend required meetings and socials;
 - f. Invite the President to attend Nursing Welcome Week events;
 - g. Attend MUNSS Executive Team meetings upon request;
- N. Work with and mentor the Welcome Week Planner(s)-Elect to ensure a smooth turnover;

- O. Keep a record relating to all functions and their arrangements (Transition Report) for the benefit of the successor(s); and
- P. Be a non-voting member of MUNSS.

13. The CANADIAN NURSING STUDENTS' ASSOCIATION (CNSA) OFFICIAL DELEGATES (OD)

shall:

- A. Review position budget made by 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 ODs) to the amount of 20% of projected conference expenses) in order to receive supplemental funding from the MUNSS Executive budget;
- D. All monies received from fundraising, sponsorships and donations shall be submitted to the Finance Chairperson no later than 2 weeks after the fundraising event;
- E. Be responsible for representing each respective site named above at the annual Regional and National CNSA conferences in mandatory events during and related to the conference;
- F. Participate in the organization of National Nursing Students Week in collaboration with the RNAO Representative(s) and the other ODs and ADs;
- G. Coordinate a social event for the National Nursing Student Week in collaboration with the Vice President(s) and the other ODs and ADs;
- H. Carry out the aforementioned duties and all remaining responsibilities in accordance with the CNSA Bylaws and Rules and Regulations;
- I. Maintain consistent contact with the CNSA and each respective site's AD; and
- J. Share a vote across all six (6) members of CNSA (includes ADs) (1 vote).

14. The CANADIAN NURSING STUDENTS' ASSOCIATION (CNSA) ASSOCIATE DELEGATE(S) (AD)

shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Be representatives from the sites under the McMaster University, Mohawk College, and Conestoga College ODs;
- C. Work under the CNSA ODs to promote awareness and encourage participation in CNSA activities amongst the undergraduate nursing student body at their respective site;
- D. Assume all duties of the CNSA OD in the event of his/her absence or resignation;

- E. Be responsible for representing each respective site named above at the annual Regional and National CNSA Conferences in mandatory events during and related to the conference;
- F. Participate in the organization of National Nursing Students Week in collaboration with the RNAO Representative(s) and the other ODs and ADs;
- G. Coordinate a social event for the National Nursing Student Week in collaboration with the Vice President(s) and the other ODs and ADs;
- H. Carry out the aforementioned duties and all remaining responsibilities in accordance with the CNSA Bylaws and Rules and Regulations;
- I. Maintain consistent contact with the CNSA and each respective site's OD; and
- J. Share a vote across all six (6) members of CNSA (includes ODs) (1 vote).

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

- A. Review position budget made by 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 McMaster and/or Mohawk RNAO/NSO representative who will be in charge of the student catchments encompassing the greater City of Hamilton
- C. Collaborate and stay informed 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 prevalent RNAO events and activities;
- F. Promote RNAO student membership in collaboration with the Education Chairperson(s);
- G. Hold or join in on at least one (1) event per semester to promote and further educate the student body about RNAO for a minimum of two (2) events per academic year
- H. Participate in the organization of National Nursing Students Week with the CNSA ODs and ADs; and
- I. Be voting members (1 vote).

16. The CLASS REPRESENTATIVES shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Keep the students in their respective levels informed of the Society's activities;
- C. Liaise between the student body and the Society;

- D. 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);
- E. Be responsible for updating the level/stream regarding MUNSS-related events (e.g. making announcements in group chats and during lectures/tutorials); and
- F. 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 and attend the scheduled meetings;
- B. Plan one (1) academic event and one (1) social event specific to their level and site in each semester; and
- C. Organize and present a McMaster Nursing team for the annual Relay for Life event at McMaster including coordinating and promoting fundraising initiatives.

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

- A. Sit on one (1) MUNSS Committee of their choice and attend the scheduled meetings;
- B. Plan one (1) academic event and one (1) social event specific to their level and site in each semester; and
- C. Participate in the organization of National Nursing Students Week with CNSA.

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

- A. Sit on one (1) MUNSS Committee of their choice and attend the scheduled meetings;
- B. Plan one (1) academic event and one (1) social event specific to their level and site in each 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.

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

- A. Initiate 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. Work alongside the Spiritwear Coordinator to sell and purchase Graduation Spiritwear in which all funds raised are to be allocated toward graduation activities;

- D. 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;
- E. Act as the coordinator of the Graduation Committee;
- F. Be accountable at all times to MUNSS through financial means (holding a joint account with the society which is viewable by the Finance Chairperson upon request);
- G. Must provide transition information for all events aside from Pinning Ceremony and change of signing authority at the Formal Turnover Meeting; and
- H. Must provide a Pinning Ceremony transition and change of signing authority after graduation activities conclude.

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

- A. Sit on one (1) MUNSS Committee of their choice and attend the scheduled meetings;
- B. Plan one (1) academic event and one (1) social event specific to their level and site in each 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 (1) academic event and one (1) social event specific to their level and site in each semester;
- C. Organize and coordinate the Accelerated Mentorship Program;
- D. Aid in the coordination and promotion of one other level rep event; and
- E. Ensure that at least one (1) Accelerated Representative is in the second year of the accelerated program / semester 4 beginning in September.

17. The SPIRITWEAR COORDINATOR shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Be responsible for the sale and purchase of spiritwear and nursing accessories (e.g.stethoscopes);
- C. Work alongside the L4 Representatives to sell and purchase Graduation Spiritwear in which all funds raised are to be allocated toward graduation activities;
- D. Sit on one (1) MUNSS Committee of their choice and attend the scheduled meetings;
- E. Be a voting member.

18. The AWARDS AND SCHOLARSHIPS CHAIRPERSON shall:

- A. Review position budget made by 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, MUNSS Executive Team, and nursing student body;
- C. Sit on the Undergraduate Awards Committee;
- D. Be responsible for providing information related to awards and scholarship information to the Communications Chairperson for distribution on www.munss.ca and on social media platforms;
- E. Be responsible for posting career opportunities to the jobs section on www.munss.ca
- F. Collaborate with other MUNSS Executive Members to advertise and promote awards, bursaries, and scholarships available to McMaster-Mohawk-Conestoga Basic-RPN to BScN, Accelerated program students;
- G. Coordinate an awards ceremony for the recipients of the MUNSS awards in second term;
- H. Act as the coordinator of the MUNSS Awards Committee to support the application process and ensure bias is eliminated; and
- I. Be a voting member (1 vote).

19. The SPONSORSHIP COORDINATOR shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Obtain sponsorships and donations for National Nursing Student's Week, MUNSS Week, Nursing Formal, Nursing Games, Relay for Life, and other events as required;
- C. Collaborate with local businesses in the Hamilton and Kitchener-Waterloo regions to set up a MUNSS discount card;
- D. Maintain a database of organizations and build relationships with them;
- E. Create and/or update sponsorship packages and donation letter templates;
- F. Assist the Finance Chairperson and Fundraising Coordinator with completing other tasks as needed; and
- G. Share a vote with the Finance Chairperson and Fundraising Coordinator.

20. The FUNDRAISING COORDINATOR shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Plan one (1) fundraiser for the annual Relay for Life event at McMaster in each semester in collaboration with the Level 1 Representatives;
- C. Support fundraisers led by the EDI Chairpersons, Indigenous Chairperson, CNSA ODs and ADs, Level 4 Representatives, and other executives as needed;

- D. Assist the Finance Chairperson and Sponsorship Coordinator with completing other tasks as needed; and
- E. Share a vote with the Finance Chairperson and Sponsorship Coordinator.

21. The ARTS AND CULTURE DIRECTOR shall:

- A. Review position budget made by the Finance Chairperson at least one week prior to the Budget meeting, to be approved by the Executive;
- B. Lead the Arts and Culture Committee and organize and schedule meetings;
- C. Run a coffeehouse or another event that showcases talent of the nursing community and benefits the annual Relay for Life event at McMaster;
- D. Create posters, signs, and decorations for National Nursing Student's Week, MUNSS Week, Nursing Formal, Nursing Games, Relay for Life, and other events as required;
- E. Provide entertainment and activities at the Nursing Formal in collaboration with the Social Chairpersons;
- F. Support arts and culture-related events (e.g. paint nights) led by other executives as needed;
- G. Manage art supplies in the storage room and update the inventory list; and
- H. Be a voting member (1 vote).

22. 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.

23. 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.

24. 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.

25. The CANADIAN BLACK NURSES ALLIANCE (CBNA) LIAISON shall:

- a. Act as a liaison between CBNA and the general membership of MUNSS;
- b. Report on the activities and CBNA and accordingly represent the interests of MUNSS;
and
- c. Be a non-voting member.

26. The FACULTY ADVISOR(S) shall:

- A. Be determined by the McMaster-Mohawk-Conestoga BScN Program faculty for up to a two (2) 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 BScN faculty at faculty meetings;
- E. Aid the Graduation Committee in the organization and execution of the pinning ceremony;
- F. Have speaking privileges at Executive meetings; and
- G. Be non-voting members.

27. The PAST PRESIDENT shall:

- A. Be succeeded by the President of the previous term;
- B. Maintain contact with the President of the current term to act as a student advisor;
- C. Be a non-voting member.

ARTICLE VII. ELECTIONS

1. At an Executive meeting prior to the end of the first term 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 Convenor must be appointed without any biases (a unanimous decision must be made by the Core of MUNSS as to whether or not the Elections Convenor 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. Notice of nomination shall be given to Society members for all Executive officer positions excluding, SRA Liaison, MISC Liaison, GUNI Liaison, CBNA Liaison, and Faculty Advisors.
4. The SRA, MISC Liaison, GUNI Liaison, and CBNA Liaison shall be nominated and elected in accordance with the bylaws of the MSU Elections Committee, MISC, GUNI, and CBNA.
5. 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.
6. Level I shall elect class representatives by the end of September.
7. 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.
8. Two (2) class representatives shall be elected from each level at each site for the Basic Stream.
9. Two (2) RPN to BScN student representatives from each site, and two (2) Accelerated Stream Representatives shall be elected during the Executive nomination period during Winter term. Any vacancies will reopen during the September Bi-Election period.
10. The term of office for Level I Class Representatives shall be from September until the turnover meeting.
11. The term of office for Welcome Week Planner(s) shall be from January of their elected year to the first week of the Winter term after the summer of their elected term (e.g. January 2022 - January 2023).
12. 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 forty dollars (\$40.00) for full-time and part-time students as of 2022-2023. A maximum of ten dollars (\$11.00) for full-time students and six dollars (\$7.00) for part-time students of the Society fees are allocated to the CNSA membership fee as of 2022-2023. 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 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 positions on MUNSS. 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 ODs, ADs, and 2 nursing students as approved by the Executive for both the Regional and the National Conferences as long as it is financially feasible for MUNSS. The CNSA ODs, ADs, and 2 nursing students have the responsibility to make an extended effort to arrange the least expensive, reasonable mode of transportation. Any expenses that are higher than what is in the position budget made by the Finance Chairperson will be the responsibility of the CNSA ODs, ADs, and 2 nursing students respectively.

ARTICLE IX. MEETINGS

1. Prior to the end of Winter Term, the Executive shall meet as required to approve the Executive, position, and Welcome Week budgets for the upcoming school year. All budgets will be reviewed and approved by the Executive by the end of October 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. September - March: Bi-weekly meetings with the Executive Team
 - B. April: Final Turnover meeting with Incoming Executive and Outgoing Executive members (See Article VIII, Number 5)

4. In-person 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; and
 - 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. COMMITTEE MEMBERS AND OTHER VOLUNTEERS

1. Committee members and other volunteers recruited from the nursing student body will represent MUNSS, the School of Nursing, and McMaster University positively on an ongoing basis;
2. Committee members and other volunteers recruited from the nursing student body will attend scheduled meetings; and
3. Committee members and other volunteers recruited from the nursing student body will fulfill any tasks delegated to them by the respective Executive member(s).

ARTICLE XI. WELCOME WEEK

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

1. The ADMIN/PLANNER ASSISTANT shall:

- A. Work closely alongside the planners and assist in organizational tasks;
- B. Assist planners with communication externally (ex. MSU) and internally (within reps);
- C. Monitor rep team performance during Welcome Week to ensure members understand and are adhering to their roles;
- D. Keep track of purchases and overall finances of Welcome Week; and
- E. Assist in the general rep interview process.

2. The INTERFACULTY COORDINATOR shall:

- A. Connect with other Welcome Week faculties to plan collaborative events;
- B. Assist the planners with communication between faculties;

- C. Organize the finances from interfaculty events (ex. Create a spreadsheet outlining how much each faculty is contributing financially and who will be purchasing each item); and
- D. Assist in the general rep interview process and oversee a group of reps (Charge Nurse)

3. The AIRBANDS/FLASHMOB COORDINATOR shall:

- A. Choreograph/organize a maximum 2 minute dance routine following specific guidelines determined by the University (outline will be sent once selected for the role/information released) to be performed at the Airbands event during Welcome Week;
- B. Form a dance team consisting of Nursing Representatives and first years;
- C. Host dance practices throughout the summer to practice the choreography;
- D. Be aware of times and dates of MSU practices and the Airbands event;
- E. Choreograph a flash mob dance and make a video tutorial for the NWWRs to learn one month prior to Welcome Week;
- F. Coordinate times where NWWRs are able to practice the flash mob dance together; and
- G. Assist in the general rep interview process.

4. The CODE TEAM CO-CAPTAINS shall:

- A. Lead a team of spirited and distinct NWWRs that will motivate and professionally represent the Nursing Faculty throughout the week;
- B. Make a Code Team application for NWWRs to fill out;
- C. Select a team and design a team uniform, and order code team jerseys to distinguish yourselves from other NWWRs (if budget allows);
- D. Lead the team throughout Welcome Week to teach cheers to the first years; and
- E. Coordinate with the Faculty Day Planning Committee members to arrange a code station during Faculty Day.

5. The CONESTOGA DAY COORDINATORS shall:

- A. Create a Welcome Week event for first year Conestoga-McMaster Nursing students (including icebreakers, a chance to meet NUBs, games/activities, Q&A's, etc.);
- B. Contact and work alongside Conestoga Orientation; and
- C. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

6. The MOHAWK DAY COORDINATORS shall:

- A. Create a Welcome Week event for first year Mohawk-McMaster Nursing students (including icebreakers, a chance to meet NUBs, games/activities, Q&A's, etc.);
- B. Contact and work alongside Mohawk Orientation; and
- C. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

7. The FACULTY DAY/LUNCH COORDINATORS shall:

- A. Create different activities throughout the day (pre-planned date/time by McMaster University) for first years to interact with each other and the NWWRs;
- B. Plan and organize rep assignments, delegating them into roles required; and
- C. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

8. The MATURE STUDENT PROGRAMMING COORDINATORS shall:

- A. Create a Welcome Week event for first year RPN-BScN, Accelerated, and mature Basic Stream students (including icebreakers, games/activities, Q&A's, etc.); and
- B. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

9. The FACULTY NIGHT COORDINATORS shall:

- A. Create an event catered to all first year students and NWWRs (all streams and sites) to allow socialization and connection; and
- B. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

10. The FUNDRAISING COORDINATORS shall:

- A. Host fundraising events for the selected charity held throughout the summer and Welcome Week (i.e. Faculty Fest, Faculty Day, Faculty Night).

11. The NUBS COORDINATOR shall:

- A. Create a meet-and-greet event during Welcome Week;
- B. Create 2 NUB application forms: one for first year students, and the other for upper year students, including personalized info students based on common interests (i.e. music, movies, shows, reasons why they joined Nursing, etc.);
- C. Connect with Accelerated and Post RPN-BScN students who are interested being NUBs for students in alternative streams; and
- D. Chair a NUB sign-up table for students that do not have a NUB on Faculty Day, and Conestoga and Mohawk Level 1 Orientation

12. The SWAGSORSHIP COORDINATORS shall:

- A. Network and contact various companies (including small businesses) to: acquire swag items, online vouchers, coupons, discounted services, and items that could be used as prizes for auctions/giveaways;
- B. Arrange a meeting with the swag suppliers, PC member and Planners to discuss choices for swag items;
- C. Receive and process order forms as they are mailed to the School of Nursing;
- D. Put together and organize swag bags for incoming first year students;
- E. Work with the Conestoga Day PC member to distribute swag bags and shirts for Conestoga site first years;
- F. Assist in the general rep interview process and oversee a group of reps (Charge Nurse).

13. The SOCIAL MEDIA COORDINATORS shall:

- A. Create a posting schedule for posts (event promotion, giveaways, Rep spotlight posts etc.);
- B. Promote Welcome Week events through social media stories and posts prior to event start times;
- C. Monitor social media pages and respond to messages/inquiries; and
- D. Create a posting schedule for giveaway posts during the summer.

14. The MULTIMEDIA COORDINATOR shall:

- A. Work in conjunction with PC members to create graphics and posts to promote events related to the Nursing Welcome Week theme;
- B. Work in conjunction with Social Media Coordinators to promote events;
- C. Take photos/screenshots throughout WW and post them on Facebook and Instagram Page; and
- D. Edit and create a WW recap video.

15. The CHARGE NURSES shall:

- A. Consist of planning committee members;
- B. Work closely in tandem with Welcome Week Planners;
- C. Facilitate team bonding within their Unit, as assigned by Welcome Week Planners;
- D. Work as the liaison between their individual Unit members and the Welcome Week Planners;
- E. Track Unit members' attendance to rep socials and to Welcome Week activities; and
- F. Resolve minor issues within Units.

16. The GENERAL REPS shall:

- A. Work closely alongside their Unit, as assigned by Welcome Week Planners;
- B. Report directly to their Charge Nurse, and communicate any concerns or absences to Charge Nurse;
- C. Attend their assigned events or rep move-in date with enthusiasm;
- D. Complete all required rep training (online and in-person) and act in accordance with the McMaster Student Code of Conduct;
- E. Attend at least half of the rep socials, occurring before Welcome Week;
- F. Facilitate friendships between first years and make them feel comfortable in the McMaster community; and
- G. Direct first years to appropriate resources as needed (ex. MUNSS, SHEC, SWS, SSC, etc).

ARTICLE XII. AMENDMENTS

1. This Constitution and Policies and Procedures documents 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 President and Vice-President(s), proposed to the Executive for approval. Notification of proposed changes must be posted one week prior to voting by the Executive.
3. This Constitution and Policies and Procedures documents shall be reviewed every year by the Executive or as needed with revisions made at that time.

ARTICLE XIII. DISCLAIMER

The views and actions of this Society in no way reflect the views of the McMaster Students Union (MSU), Mohawk Students' Association (MSA), or Conestoga Students Inc. (CSI).