

Constitution



The Constitution of the Queen's Nursing Science Society
Amendments
[Last Revised: January 29th, 2021]

TABLE OF CONTENTS

Part 1: The Society	4
SECTION 1.01 The Society Name	4
SECTION 1.02 Mission	4
SECTION 1.03 Objectives	4
SECTION 1.05 Authority	4
Part 2: Membership of the Society	5
SECTION 2.01 Membership	5
SECTION 2.02 Rights, Privileges and Obligations of Members	5
SECTION 2.03 The NSS Student Activity Fee	5
SECTION 2.04 Student Initiative Fund	6
SECTION 2.05 Assembly Members	6
Part 3: The Nursing Science Society Executive Team	7
SECTION 3.01 The Executive Team of the Society	7
SECTION 3.02 Duties of the Executive	7
SECTION 3.03 Executive Terms	10
SECTION 3.04 Removal	11
Part 4: Elections & Referenda	12
SECTION 4.01 Assembly Executive Team Elections	12
SECTION 4.02 Class Executive Elections	12
SECTION 4.03 Referenda	12
Part 5: Assembly Meetings & Quorum	13
SECTION 5.01 Minutes	13
SECTION 5.02 Quorum	13
SECTION 5.03 Voting	13
SECTION 5.04 Rules of Order	13
Part 6: Commissions and Committees	14
SECTION 6.01 Society Composition	14
SECTION 6.02 Commissioners	14
SECTION 6.03 Committees	14
Part 7: Class Executive	15
SECTION 7.01 Term	15
SECTION 7.02 Class Executive Composition	15
SECTION 7.03 Duties	15

Part 8: Canadian Nursing Students' Association	177
SECTION 8.01 Mandate	17
SECTION 8.02 Term	17
SECTION 8.03 Duties	177
Part 9: Communication	18
SECTION 9.01 Email	18
SECTION 9.02 Social Media	18
SECTION 9.03 Accessibility	18
SECTION 9.04 Email Outline	18

Part 1: The Society

SECTION 1.01 The Society Name

1.01.1

The society shall be called “The Nursing Science Society of Queen’s University” and shall herein be referred to as the “NSS”.

SECTION 1.02 Mission

1.02.1

The NSS is committed to providing Queen’s Nursing students with unique out-of-classroom opportunities that not only enhance professional development, but also support the foundations of healthcare leadership and innovation. It is the aim that these experiences will empower nursing students to inspire positive change throughout their healthcare careers.

SECTION 1.03 Objectives

1.03.1

The NSS shall:

- i. Serve as a bond union between its members;
- ii. Promote the interests of its members;
- iii. Serve as a communication medium between the students and any governing bodies or other societies of Queen’s University;
- iv. Advise and coordinate all committees connected with the NSS;
- v. Coordinate matters affecting the interests of the students of the School of Nursing; and
- vi. Where appropriate, assist in community activities related to health care and to promote health education.

SECTION 1.04 Crest and Motto

1.04.1

There shall exist an official NSS crest. This crest shall consist of these three elements: Florence Nightingale’s lamp, the Caduceus, and the three crowns. Below these three elements shall be the NSS motto.

1.04.2

There shall exist an official NSS motto, “Vincat Scientia Morbos”. This means “Conquering disease through knowledge.”

SECTION 1.05 Authority

1.05.1

The NSS recognizes the right of the Alma Mater Society of Queen’s University (which shall herein be referred to as the “AMS”) to take precedence over all student organizations on campus, thus the AMS constitution takes precedence over the NSS constitution. The NSS will endeavor to fully cooperate with the AMS and all other recognized student society organizations. The NSS will fully cooperate with the AMS and all other recognized student society organizations.

1.05.2

This organization is a recognized student organization at the Queen’s University and adheres to all campus policies as set forth in the [Queen’s University Student Code of Conduct](#).

1.05.3

This organization has established policy to govern administrative and procedural matters. Policies shall not conflict with this constitution. Policies may be adopted, amended, or suspended by a majority vote present at an assembly meeting where a quorum is present.

Part 2: Membership of the Society

SECTION 2.01 Membership

2.01.1

Members of the society shall be classified as Ordinary or Honorary members. Ordinary members shall be all students registered in the School of Nursing and have paid their mandatory student fees. Honorary members shall include all alumni and current faculty of the School of Nursing, and individuals other than those noted above as the NSS deems appropriate and desirable to confer upon them.

SECTION 2.02 Rights, Privileges and Obligations of Members

2.02.1

The rights and privileges of Ordinary members of the Society, as described in paragraph i. of subsection 2.01.1 shall include the following:

- i. The right to vote on all NSS elections and referenda;
- ii. The right to attend meetings of NSS, subject to the rules of procedure as specified in the Assembly Procedure Policy;
- iii. The right to move or second motions at such meetings;
- iv. The right to speak for or against any motion;
- v. The right to vote at annual or general meetings of the members of NSS;
- vi. The privilege of holding office within NSS subject to the qualifications for each office; and
- vii. The privilege of making use of NSS services

2.02.2

The obligations of Ordinary members shall be as follows:

- i. The obligation to obey the Constitution and Policies; and
- ii. The obligation to uphold, respect and promote the integrity and traditions of the Nursing profession.

2.02.3

The rights and privileges of Honorary members as described in paragraph ii. of subsection 2.01.1 shall include the following:

- i. The right to speak at any meeting of the NSS, and to move or second motions at such meetings.

SECTION 2.03 The NSS Student Activity Fee

2.03.1

There shall be a fee to be paid by every Ordinary member of the Society to aid in accomplishing Society objectives. Increases to this fee since the date of the last change to the fee shall be established by a vote of the Society members by referendum. Once set, the fee is in effect until a review of the fee finds the need to change it.

2.03.2

The Society fee as of November 2, 2017 for all 4-Year and AST Nursing Students is \$61.75. The fee is divided into several mandatory and non-mandatory portions. Please see Appendix A for the entire fee breakdown.

2.03.3

The allocation of Society funds shall be set by budget each year, subject to approval by the Assembly. Allocation of funds shall be made public.

SECTION 2.04 Student Initiative Fund

2.04.1

The Student Initiative Fund is intended to support Nursing students that demonstrate financial need. Students may use this fund towards expenses to support their Nursing education at Queen's University. This includes, but is not limited to textbooks, study materials (e.g., scrubs, stethoscopes), and transportation to clinical placements.

2.04.2

Students applying for this fund are required to self-declare their financial needs through an expense and income statement and highlight the purpose of their request. Financial need is determined through declaring receipt of financial aid, currently available resources (e.g., OSAP), planned expenses, and any other information that the application deems relevant.

2.04.3

The deadline for this fund will be in accordance with the Fall, Winter, and Spring semesters. These deadlines will be posted by the NSS team for each semester.

2.04.4

Students applying for this fund will also need to provide proof of purchase (e.g., a receipt), upon which they will be reimbursed. Otherwise, they can demonstrate the need for this fund to access the requested resources.

SECTION 2.05 Assembly Members

2.05.1 Voting Members

- i. President;
- ii. VPUA;
- iii. VPOPs;
- iv. Senator;
- v. Six (6) Class Presidents;
- vi. Canadian Nursing Student Association (CNSA) Official Delegate (OD); and
- vii. CNSA Associate Delegate (AD).

2.05.2 Non-Voting Members

- i. Speaker;
- ii. Academics & Professional Development Commissioner;
- iii. Events Commissioner;
- iv. Health & Wellness Commissioner;
- v. Equity Commissioner;
- vi. Interprofessional Commissioner
- vii. Two (2) Head Capes (one (1) AST and one (1) 4-year stream); Nursing Games Captain(s);

- viii. Kingston Nursing Student Conference (KNSC) Director(s); and
- ix. Three (3) First-Year Interns.
- x. Global Health Director
- xi. BIPOC Student Advocate
- xii. International Student Representative

Part 3: The Nursing Science Society Executive Team

SECTION 3.01 The Executive Team of the Society

3.01.1

The Executive Team of the Society shall consist of a President, a Vice-President University Affairs (VPUA), a Vice-President Operations (VPOPs) and a Senator who must be Society members as defined in subsection 2.01.1.

3.01.2

The President, VPUA and VPOPs shall be elected by members of the Society in teams composed of three (3) persons. The campaign and election shall be held in accordance with the Elections and Referenda Policy. The President and Vice Presidents must be full-time students during the school term in which they run for office and full-time students during their term of office, in accordance with School of Nursing guidelines. All candidates for President, VPUA and VPOPs must be in good academic standing as outlined by the School of Nursing ([School of Nursing Academic Regulations 2020-2021](#)).

3.01.3

The Senator shall be elected by members of the Society. The campaign and election shall be held in accordance with the Elections and Referenda Policy. The Senator must be a full-time student during the school term in which they run for office and a full-time student during their term of office, in accordance with School of Nursing guidelines. All candidates for Senator must be in good academic standing as outlined by the School of Nursing.

SECTION 3.02 Duties of the Executive

3.02.1

The Executive team members shall carry out the following general duties along with the duties outlined under their respective portfolios;

- ii. The NSS Executive shall have general supervision of the affairs of the NSS between its business meetings, and fix the hour and place of these meetings in collaboration with the President;
- iii. The NSS Executive shall make recommendations to the NSS, and carry out and report on all provisions outlined under their portfolios;
- iv. The NSS Executive shall be subject to the orders of the NSS and none of its acts shall conflict with action taken by the NSS;
- v. Shall be responsible for promoting the interests of the NSS and directing the activities of the NSS in a manner beneficial to its members;
- vi. Are obligated to attend all meetings of the NSS to fulfill the responsibilities of their respective positions; and
- vii. All outgoing Executive members will complete a transition manual, and present this transition manual to the incoming Executive member of the NSS.

3.02.2

President: The duties of the President shall include the following, but shall not necessarily be limited herein:

- i. To share ex-officio membership on all the committees of the NSS and AMS with the VPUA;
- ii. To set the agenda for NSS Assembly meetings;
- iii. To ensure that Assembly members carry out their duties, and in the event of impeachment, act as the Petitioner;
- iv. To submit a written report to the NSS, including recommendations, at the Annual General Meeting (AGM) and for the benefit of the incoming President;
- v. To assist with all functions of the NSS, or find suitable replacement for the capacity of host/hostess;
- vi. To coordinate the NSS Ad Hoc committees;
- vii. To meet with the Year I and AST III classes early in September of the President's year of office to outline the functions and purposes of the NSS and assist in electing a Class Executive;
- viii. To represent the NSS at the President's Caucus meetings of the AMS;
- ix. To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings;
 - x. To attend all scheduled School of Nursing Academic Council (SONAC) meetings;
 - xi. To coordinate the AGM for the incoming Assembly members during which all outgoing Assembly members will present a detailed report of their year in office;
 - xii. To present the Reddick Awards at the Graduation Pinning Ceremony or find a suitable replacement;
 - xiii. To co-sign all NSS cheques with the VPOPs;
 - xiv. To attend all Health Sciences Faculty Board meetings;
 - xv. To sit on the NSS Operations Committee;
 - xvi. To assume membership of any AMS subcommittees to which the outgoing President was a member of until the end of the subcommittee's term;
- xvii. To preside over all meetings of the NSS Assembly, and ensure rules of order are followed at meetings;
- xviii. To grant guest, and observer status for NSS Assembly meetings;
- xix. To grant proxy status for those attending NSS Assembly meetings in lieu of an absent NSS Assembly member;
 - xx. To supervise their first-year intern and delegate administrative duties to them as seen fit;
 - xxi. To preside over speaking duties at all NSS meetings if the speaker position is not filled, or at meetings where the speaker is unable;
- xxii. To bring the constitution to every meeting of the NSS Assembly; and
- xxiii. To sit on the Tricolour Awards Committee or find a suitable replacement to represent the NSS.

3.02.3

Vice President University Affairs: The duties of the VPUA shall include the following, but shall not necessarily be limited herein:

- i. To preside over all meetings of the NSS Executive in the absence of the President;
- ii. To share ex-officio membership on all committees of the NSS;
- iii. To attend the AMS President's Caucus meetings in the absence of the President;

- iv. To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings
- v. To maintain contact with representatives of the AMS Assembly, and to inform the NSS Executive and membership of AMS activities, events and postings;
- vi. To organize volunteers for the Fall Break Open House;
- vii. To sit on the March Break Open House Committee and assist the Queen's High School Liaison with the March Break Program;
- viii. To act as a liaison and informant between the NSS and Queen's University and Kingston communities regarding applicable NSS events;
- ix. To sit on the Orientation Committee;
- x. To sit on the NSS Operations Committee;
- xi. To chair the Nursing Orientation Review Committee per the President's request;
- xii. To assume membership of any AMS subcommittees to which the outgoing VPUA was a member of until the end of the subcommittee's term;
- xiii. To attend all Health Sciences Faculty Board Meetings;
- xiv. To supervise their first-year intern and delegate administrative duties to them as seen fit; and
- xv. To act as the Returning Officer in elections.

3.02.4

Vice President Operations: The duties of the VPOPs shall include the following, but shall not necessarily be limited herein:

- i. To keep correct minutes of all NSS meetings and transactions. A permanent record is to be kept and made available to all NSS members;
- ii. To prepare and keep a full list of telephone numbers and e-mail addresses of all Assembly members as well as those of the members of each NSS committee;
- iii. To sit on the NSS Operations Committee;
- iv. To sit on the University IT Services Committee;
- v. To find suitable location and time to hold NSS Assembly meetings on a bi-weekly basis;
- vi. To record attendance at NSS Assembly meetings;
- vii. To oversee the NSS Web page;
- viii. To hire the NSS Webmaster or to act as the NSS Webmaster in the absence of one;
- ix. To ensure all agendas and minutes from NSS Assembly meetings, of the current year, are posted on the website;
- x. To monitor and regulate all correspondence between the NSS, and the NSS members, this includes:
 - a. Approval of all poster material for content and appropriateness;
 - b. Approval of web postings for content and appropriateness;
 - c. Regulation of mass emails.
- xi. To act as a liaison and informant between the NSS and the Queen's University and Kingston communities and to publicize NSS events to same;
- xii. To be responsible for the funds of the NSS and to keep an accurate and permanent record of such;
- xiii. To present a financial report at each NSS meeting and at the request of any NSS member upon one week's notice;
- xiv. To chair the Appeals Committee in the absence of the Senator;

- xv. To oversee all financial transactions of the NSS committees where NSS funds are involved;
- xvi. To audit all financial transactions of the NSS committees where NSS funds are involved, to ensure accurate records and accountability of committees regarding spending;
- xvii. To pay all outstanding accounts as directed by the Executive acting for the NSS;
- xviii. To co-sign all cheques with the President;
- xix. To possess bills of receipts as proof of all monies expended;
- xx. To submit a full financial statement at the AGM and to the incoming VPOPs
- xxi. To submit a full financial statement to the AMS as required;
- xxii. To aid in the arrangement of the appropriate AMS grants;
- xxiii. To preside over applications and distribution of the NSS funds for students;
- xxiv. To submit a budget to the NSS for the second formal meeting date; and
- xxv. To supervise their first-year intern and delegate administrative duties to them as seen fit.

3.02.5

Senator: The duties of the Senator shall include the following, but shall not necessarily be limited herein:

- i. To attend Queen’s University Senate meetings as a representative of nursing students, in accordance with the Senate guidelines for responsibilities of its members;
- ii. To attend Student Senate Caucus meetings as a representative of nursing students, in accordance with the Senate guidelines for responsibilities of its members;
- iii. To serve on a Queen’s Senate committee concerned with a facet of University affairs;
- iv. To assume membership of any Senate committees to which the outgoing Senator was a member of until the end of the committee's term;
- v. To report pertinent information regarding University affairs from Queen’s Senate meetings to the NSS Assembly;
- vi. To Chair the NSS Operations Committee;
- vii. To attend Health Science Faculty Board and Health Sciences Faculty Council meetings;
- viii. To maintain and amend the NSS Constitution as passed by the NSS Assembly;
- ix. To ensure the most recent copy of the NSS Constitution is on the NSS Website;
- x. To ensure the constitution is adhered to by the current NSS Assembly;
- xi. To Chair the NSS Constitutional Review Committee;
- xii. To ensure the most updated constitution is on the website and available for meetings; and
- xiii. To sit on the School of Nursing Appeals Committee – if senator is not in Kingston during the summer, the role can be delegated to an AST student on council (hired or elected).

SECTION 3.03 Executive Terms

3.03.1

The terms of each Executive office shall be for 12 months from the date of appointment, starting at the November AGM, until the following November AGM, with the exception:

- i. Of a 2-year (24 month) term for the Student Senator.

3.03.2

No Executive officer shall hold any other elected office within the Executive during that term. For example, a member cannot be class president and senator. This also includes hired positions such as commissioners, who cannot hold that role as well as class president. The exception to the rule is the speaker position and the nursing games captain.

3.03.3

Executive officers shall be eligible to serve more than one term in the same office, consecutively, but cannot hold the same office for more than two terms consecutively, unless there are no other candidates running.

SECTION 3.04 Removal

3.04.1

All Assembly members are subject to removal from the Assembly on the following grounds:

- i. Where removal is mandated in accordance with the Assembly Procedure Policy;
- ii. Unfair discrimination;
- iii. Theft, fraud or embezzlement of funds;
- iv. Ineligibility to be a member; and
- v. Just cause.

3.04.2

Any student wishing to impeach an Executive Team member of the NSS will present a letter to the President, in confidence, or anonymously, if confidence is questioned by the student, outlining their reasons for impeachment.

- i. The President will then act as the Petitioner at the impeachment proceedings;
- ii. If the student wishes to impeach the President, then the VPUA will receive the letter in question and act as the Petitioner.

3.04.3

The Appeals Committee will conform to the specifications set out in Section 2.05 of the Society Composition Policy Manual.

3.04.4

It shall be the duty of the Chair of the Appeals Committee to:

- i. Inform the Defendant of the impeachment proceedings within 2 weeks of receipt of the notice of petition:
 - a. 1 week if the Defendant is the President, either VP or the Senator for the maintenance of efficient running of the NSS.
- ii. To arrange an agreeable date, time, and location for the hearing and inform all concerned individuals of such information;
- iii. To chair the hearing ensuring that all individuals are given an opportunity to speak if they so desire;
- iv. To have the committee reach a decision on the petition within 4 weeks of receipt of notice of the petition, 2 weeks should the Defendant be the President or either VP;
- v. To notify the NSS Assembly and the Defendant of the hearing results; and
- vi. To type a written report of the hearing results and maintain these results on file in the NSS office.

3.04.5

Those to be present at the hearing are:

- i. The Petitioner;
- ii. The Chair;
- iii. All Appeals Committee members;
- iv. The Defendant;
- v. Any individual who the Defendant feels will substantiate their defense.

3.04.6

After the arguments of both the Defendant and the Petitioner have been heard, the Appeals Committee will retire to closed chamber for deliberations and voting.

3.04.7

If the Appeals Committee reaches a decision of impeachment, the Impeached shall immediately surrender their position, and a by-election will be held.

3.04.8

Any member having resigned or been removed from the Assembly shall be replaced by a new member, selected in the same manner in which the offending member was chosen initially. Replacement appointments shall be subject to all policies and procedure contained in both the Hiring Policy and Elections and Referenda Policy.

Part 4: Elections & Referenda

SECTION 4.01 Assembly Executive Team Elections

4.01.1

A forty-eight (48) hour election for the positions of President, VPUA, VPOPs, and Senator shall be held by ballot on two consecutive days to correspond with the AMS Fall Referendum whenever possible, and in accordance with the Elections and Referenda Policy.

4.01.2

No person shall run for a position where the duration of the term of the position exceeds the remaining duration of the person's undergraduate career.

4.01.3

All campaigns for elections and referenda shall occur in accordance with the Elections and Referenda Policy.

4.01.4

The Elections and Referenda Policy shall not be amended by Assembly during any campaign period election.

SECTION 4.02 Class Executive Elections

4.02.1

The Class Executive shall be elected by the members of their respective year in a general election to be held by the second week in March.

- i. The Year I and AST III Class Executive elections shall be held before the end of the third week of classes in the fall term.

4.02.2

All campaigning for Class Executive elections must adhere to the guidelines outlined in the Elections and Referenda Policy.

SECTION 4.03 Referenda

4.03.1

A referendum may be called at any time upon presentation of a petition to the Assembly signed by five percent (5%) of the members of the Society, or by a majority vote on a

motion in Assembly. Said petition or motion must include the exact question that is to appear on the referendum ballot.

4.03.2

The campaign for a referendum must follow the guidelines outlined in the Elections and Referenda Policy.

4.03.3

No referenda may be held in the week prior to final exams in the fall or winter terms, or during those exams.

4.03.4

No referenda may be held in the spring or summer terms.

4.03.5

No referenda may be held in the first two weeks of classes in the fall or winter terms, unless deemed absolutely necessary by the Speaker, in consultation with the Executive Team.

Part 5: Assembly Meetings & Quorum

SECTION 5.01 Minutes

5.01.1

Records and minutes of all meetings will be kept and maintained by the VPOPs and must be approved by Assembly before becoming public record. The VPOPS may defer this responsibility, preferably to the intern VPOPS.

5.01.2

The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a majority of members present or if required by Assembly Policy. If such a motion is passed, all non-Assembly members must leave the room, as well as non-voting Assembly members where defined by policy. No expenditures shall be approved during a closed session except where required by policy.

SECTION 5.02 Quorum

5.02.1

Quorum at an Assembly meeting is required to pass any motion brought forward to Assembly.

5.02.2

Quorum shall be half of all voting members plus one. If half of all voting members is not a whole number, the next highest whole number shall constitute quorum. Proxy votes will not be accepted as part of quorum determination. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the minutes.

SECTION 5.03 Voting

5.03.1

Motions of the meetings of the Assembly shall be decided by a majority of votes, with each voting Assembly member entitled to one vote. In the case of an equality of votes, the Speaker shall cast the deciding vote as status quo.

5.03.2

In the absence of a voting member at Assembly, such voting member may proxy their vote to another member of the Society by notifying the Speaker. A vote may not be proxied to another voting Assembly member.

SECTION 5.04 Rules of Order

5.04.1

A copy of the current Assembly Policy, which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting they attend after election, appointment, or acclamation. These rules shall be amendable by a two-thirds vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.

Part 6: Commissions and Committees

SECTION 6.01 Society Composition

6.01.1

The Society Composition Policy will define committee and commission membership in the Society. Membership changes to the Society must be conducted through a majority vote of Assembly.

SECTION 6.02 Commissioners

6.02.1

The internal committees shall be separated into unique and distinct Commissions as specified in Society Composition Policy, each with its own responsibilities and jurisdiction. Each Commission shall be led by a Commissioner reporting directly to their respective superiors.

6.02.2

In order to fulfill their mandate, internal committees shall each belong to a single commission, with the co-chairs of each committee reporting directly to the respective Commissioner. This reporting structure shall be in accordance with the Society Composition Policy.

6.02.3

Applications to any position on any committee are open to all members of the Society. All internal positions, including Commissioners, shall be selected in accordance with the Hiring Policy.

6.02.4

Commissioners shall be removed or may resign from office as specified in section 3.04.

6.02.5

Each Commissioner shall be accountable to Assembly for the activities and affairs which should and/or do occur under the jurisdiction of their Commission.

SECTION 6.03 Committees

6.03.1

Standing internal committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. Each year, the chair(s) of each committee shall submit a statement to the Executive outlining the objectives of the committee for the upcoming year, as well as an indication of the proposed means of achieving those objectives.

6.03.2

All committees shall be selected in accordance with the Hiring Policy.

6.03.3

A committee report, which shall be presented to the Assembly by the committee chair, shall be that of the majority of the committee. The signature of the committee chair shall attest to the authenticity of the report. No report shall be accompanied by any counter

statement or protest by the minority, unless it appears as an appendix to the majority report.

Part 7: Class Executive

SECTION 7.01 Term

7.01.1

The Class Executive shall run for a one-year term, from April to April with the exception of Year I and AST III, who will run from September to April.

- i. In the occurrence of a class president running for another NSS executive position, he/she will only forfeit their position upon election/appointment to their new position.
- ii. At the point of nomination, the Class Executive will elect upon the Vice President Logistics. This Vice President will be a member of the current class executive and will chair the Class Executive for the campaigning period, while the current president takes a leave of absence as president. If it so occurs, upon installment of the President into another Executive position, the Vice President Logistics will assume office of the president.
- iii. In the occurrence of a Class Executive member being installed as a NSS Assembly member, or to Class President from another Class Executive position a by-election shall be held within two weeks of the vacancy to fill the position.

7.01.2

In the occurrence of the Year IV Class President attending an Integrated Practicum placement outside the Kingston community, they will be responsible for finding a like-minded proxy, from Year IV of nursing, for NSS Assembly meetings, and submitting written reports to the Assembly be responsible for finding an informed and responsible proxy, first presence given to class council, if not available then from Year IV of nursing, for NSS Assembly meetings, and submitting written reports to the Assembly.

- i. Finding a proxy and submitting a written report shall be considered present attendance for the Year IV class president;
- ii. Failure to submit a written report or a proxy vote will be considered one absence from an NSS Assembly meeting.

SECTION 7.02 Class Executive Composition

7.02.1

Four Year Stream and AST Class Executives shall consist of:

- i. One President;
- ii. Vice President, Logistics;
- iii. Vice President, Fundraising;
- iv. Vice President, Events.

SECTION 7.03 Duties

7.03.1 Year President:

The duties of the President shall include the following, but shall not necessarily be limited herein:

- i. To attend all NSS Assembly meetings as a voting member;
- ii. To attend all SON Academic Council meetings as a voting member;
- iii. To act as a liaison between the NSS, the Faculty of the School of Nursing and the students of their respective year;

- iv. To be responsible for informing their class of all events or issues in which the NSS is involved;
- v. To organize, in conjunction with their year's VP Events, inter-year and year events;
- vi. To promote class participation in the NSS;
- vii. To sit on all Internal Committees as described in the Society Composition Policy Manual;
- viii. To oversee all financial transactions of their year and co-sign all cheques with their VP Logistics;
- ix. To provide written reports on year activity/events for the NSS website bi-weekly; and
- x. To produce a written transition report to the incumbent Year President.

7.03.2 Vice President Logistics

The duties of the VP Logistics shall include the following, but shall not necessarily be limited herein:

- i. To take the minutes of all Class Executive meetings and submit them on a biweekly basis to the VP OPs for internal record;
- ii. To set the consistent day and time for biweekly Class Executive meetings, and ensure that the NSS Executive Team is invited to at least one per semester as official observers/guests;
- iii. To book the room for each class executive meeting;
- iv. To take over the position of Class President if the President steps down or is unable to fulfill their duties;
- v. To attend biweekly Class Executive meetings;
- vi. To oversee the budget and finances for all Class Executive events and initiatives;
- vii. To maintain open communication with the VP OPs throughout the duration of their term, and meet once per month to discuss the business of their respective class, and the status of the class bank account; and
- viii. To produce a written transition report for the incumbent Year VP Logistics.

7.03.3 Vice President Fundraising

The duties of the VP Fundraising shall include the following, but shall not necessarily be limited herein:

- i. To be responsible for chairing fundraising initiatives for their class. The purpose of these fundraising initiatives can be to support pinning ceremony and formal events, charitable initiatives and/or any initiative deemed appropriate by the class executive;
- ii. To assist in the organization of all fundraising events sponsored by the NSS;
- iii. To inform their year of upcoming fundraising initiatives;
- iv. To run and organize at least one (1) fundraising initiative for their class each year to assist with Graduation and Pinning ceremony costs according to the following:
 - a. Year I – Merchandise in 2nd semester to everyone;
 - b. Year II – Scrubs, Stethoscopes, BP Cuffs and Merchandise in 1st semester to everyone;
 - c. Year III– Orientation Week Uniforms;
 - d. Year IV – Nursing Jackets & Jacket Bars;
 - e. AST III – Merchandise in 2nd semester to everyone and Holiday Collective;
 - f. AST IV – Nursing Jackets & Jacket Bars and Nursing Speakers' Series.

- v. To attend bi-weekly Class Executive meetings;
- vi. To report all incoming and outgoing fundraising transactions of the class executive bank account with the VP Logistics;
- vii. To provide updates to their respective year regarding fundraising progress;
- viii. To run and organize at least one (1) charitable fundraising event per year; and
- ix. To produce a written transition report for the incumbent VP Fundraising & Events.

7.03.4 Vice President Events

The duties of the VP Events shall include the following, but shall not necessarily be limited herein:

- i. To be responsible for the organization of all social events related to their class;
- ii. To assist the Events Commissioner with all events sponsored by the NSS;
- iii. To inform their year of upcoming social events;
- iv. To organize at least one (1) social or one (1) health and wellness event for their class each semester;
- v. To maintain open communication with the VP UA throughout the duration of their term, and meet once per month to discuss the business of their respective class;
- vi. To attend biweekly Class Executive meetings;
- vii. To participate in the annual fall planning of National Nursing Students' Week;
- viii. To assist the VP UA in the planning and execution of the annual March Break Open House; and
- ix. To produce a written transition for the incumbent VP Community Affairs.

Part 8: Canadian Nursing Students' Association

SECTION 8.01 Mandate

The Canadian Nursing Students' Association (CNSA) is the national voice of Canadian nursing students. CNSA is actively dedicated to the positive promotion of nurses and the nursing profession as a whole.

SECTION 8.02 Term

8.02.1

The CNSA AD will be elected from years I, II, AST III. The term of the CNSA AD will begin during the third week of the fall term and will continue until the end of the winter term.

- i. The CNSA AD will be appointed to the position of CNSA OD at the end of their term.

SECTION 8.03 Duties

8.03.1

Canadian Nursing Student's Association Official Delegate (CNSA OD)

The duties of the CNSA Official Delegate shall include the following but shall not necessarily be limited herein:

- i. To report to the President;
- ii. To submit their name to the National and Regional Chairpersons as soon as they enter office and act as a liaison between the CNSA and the NSS;
 - a. To act as the official NSS Delegate at the CNSA National and Regional Conferences;
 - b. To report to the student body regarding proceedings at the conferences;

- c. Promote the CNSA within the School of Nursing;
- d. To maintain a portfolio containing all official CNSA correspondence and documents that will be at the disposal of any NSS member.
- iii. To organize and plan the annual National Nursing Student's Week; and
- iv. To produce a written transition report/manual to the incumbent CNSA OD.

8.03.2

Canadian Nursing Student's Association Associate Delegate (CNSA AD)

The duties of the CNSA Associate Delegate shall include the following but shall not necessarily be limited herein:

- i. To report to the CNSA OD;
- ii. To act as the associate NSS delegate at the National and Regional Conferences:
 - a. To report to the student body in writing regarding the proceedings of the conferences.
- iii. Help the CNSA OD promote the CNSA within the school of nursing;
- iv. To act as the CNSA OD in their absence;
- v. Assist in the organization and planning of National Nursing Student Week; and
- vi. To produce a written transition report/manual to the incumbent CNSA AD.

Part 9: Communication

SECTION 9.01 Email

All members of the NSS who have been assigned an email to their position are required to use such email for all matters regarding their position. The format of the emails must meet the following requirements:

- i. Font size of 12;
- ii. Georgia font;
- iii. NSS banner as a header (aligned to the left);
- iv. Appropriate signature which includes members name and position; and
- v. Acknowledgement of territory.

9.01.2

All emails shall include "Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory." At the bottom of the email. See the [Acknowledgement of Traditional Territory](#) and the [Land Acknowledgement](#).

SECTION 9.02 Social Media

Members must adhere to section VI. of the Queen's University Student Code of Conduct which can be accessed [here](#).

SECTION 9.03 Accessibility

Members should keep in mind accessibility requirements and do their best to follow the guidelines which are outlined [here](#).

SECTION 9.04: Email Outline



Nursing Science Society

Greetings Assembly,

[Insert body here]

Best Regards,
Name
Position
Phone # (optional)
Queen's University
Location

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

Appendix A

NURS			
Mandatory	\$ 4.14		
NSS Health Training & Workshops	\$ 1.45	NEW	Health and Wellness training workshops and wellness related events for de-stressors. Examples include Mental health presentations and healthy living training
NSS Professional Development	\$ 1.45	NEW	Academics and professional development commissioner's profile is to provide workshops, skill building, networking opportunities for students to expand their professional skill set and discover career opportunities.
NSS Study Buddies Program	\$ 1.12	NEW	Study Buddies is a program where upper years hold open tutoring sessions in specific courses for First- and Second-year students. This runs both terms, and depending on the course, has two sessions of either two or three hours.
NSS Words of Wisdom	\$ 0.12	NEW	Words of Wisdom is a speaker series where we invite several speakers from various fields to share their Nursing experience and journey to students.
Optional	\$ 57.61		
NSS Assembly Meetings	\$ 0.70	NEW	
NSS Athletics	\$ 1.00	NEW	Annual dodgeball between various health programs such as Nursing, Medicine, PT.
NSS Class Councils	\$ 4.67	NEW	Class councils for each year run events to increase and strengthen rapport within the year and between different years as well. The fee allows events, fundraisers, and more to be run.
NSS CNSA Membership	\$ 10.00	NEW	The CNSA, known as the Canadian Students Nursing Organization is an organization that hold an annual conference that promotes the national voice of Canadian nursing students. Our [CNSA's] goal is to increase the legal, ethical, professional, and educational aspects which are an integral part of nursing. CNSA is actively dedicated to the positive promotion of nurses and the nursing profession as a whole (CNSA website).

NSS Financial Stability Fee	\$ 2.23	NEW	
NSS Graduation Fee	\$ 24.78	NEW	The Graduating Funding fee is for the pinning ceremony when a student graduates from the undergraduate Nursing program at Queens.
NSS Health and Wellness Portfolio	\$ 1.45	NEW	Health and wellness commissioner's profile is to provide resources to help inform students about health and wellness in relation to Nursing, and provide opportunities to practice those skills.
NSS Interns	\$ 1.12	NEW	The Intern Project is anything the incoming interns want to see be developed or integrated into the nursing community. It could range from creation of a student lounge, to creation of a video introducing Queen's Nursing.
NSS Mentorship Program	\$ 1.45	NEW	The mentorship program is under the Event's commissioner's profile. It provides incoming students with an opportunity to pair with an upper year student.
NSS National Nursing Student Week	\$ 0.56	NEW	NNSW is an event under the CNSA. According to the CNSA website, NNSW is an annual, week-long event held each November. The purpose of NNSW in the past has always been to showcase the contributions of nursing students to their practice settings and celebrate their accomplishments throughout their program of study. This year, we wanted to add an extra dimension and acknowledge the stresses and hardships that nursing students endure and the resilience that they demonstrate.
NSS Appreciation	\$ 1.00	NEW	NSS appreciation is an end of the year event for the NSS assembly members to appreciate their hard work during the year and reflect on their contributions.
NSS Office	\$ 0.34	NEW	
NSS Website	\$ 0.56	NEW	The NSS website is an interface with details about the NSS assembly, assembly minutes and agendas, constitutions, and how it came to be.

NSS Nursing Student General Bursary	\$ 1.60	NEW	The Nursing Student General Bursary is a sum of money available for students during orientation week who may need financial aid to participate in this community building week.
NSS Orientation Week	\$ 2.40	NEW	Orientation week is a week for students to get to know and familiarize themselves with the people they will be spending the next four years with, the program itself, and the campus -- Queen's University. During their 'Beach Day', the NSS hosts this event and provides food for this excursion.
NSS Student Initiative Fund	\$ 2.23	NEW	Student Initiative Fund is a sum of money for Nursing students who may need financial aid to study in the Nursing program at Queens University.
NSS Textbook Library	\$ 1.52	NEW	The Textbook Library in the nursing student lounge is a resource for students to use up to date and year specific nursing books.