

# CONSTITUTION

*Of The*



**Nursing Undergraduate Society  
Of McGill University**

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# **PREAMBLE**

## **Land Acknowledgement**

McGill is situated on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. The NUS honours and respects the diverse Indigenous peoples connected to this territory on which we gather today.

## **Interpretation**

**SINGULAR AND PLURAL.** Words in the singular include the plural and vice versa.

**PRECEDENCE.** In the event of a contradiction between the Constitution, the By-Laws, and the Memorandum of Agreement with the SSMU, the Memorandum shall prevail over the Constitution and over the By-Laws. In the event of a contradiction between the By-Laws and the Constitution, the Constitution shall prevail over the By-Laws.

**PREAMBLE.** The Preamble shall form an integral part of the Constitution.

**THRESHOLD FOR ADOPTION.** Except as otherwise stated, any reference herein to a resolution or vote shall mean a resolution adopted by simple majority vote.

**DEFINITIONS.** Within the Constitution and By-Laws, including associated Preamble and Appendices, unless otherwise stated, the following terms refer to their definitions as described below:

Society – The McGill University Nursing Undergraduate Society

NUS – The McGill University Nursing Undergraduate Society

Memorandum – The Contract Titled “Memorandum of Agreement between the NUS and the SSMU”

Constitution – The Society Constitution

By-Laws – The Society By-Laws

SSMU – The Students’ Society of McGill University

ISoN – The Ingram School of Nursing of McGill University

McGill – The Royal Institute for the Advancement of Learning known as McGill University

CNSA – The Canadian Nursing Students Association

VP – Vice President of the Society

Council Members – Students serving on either NUS General or Executive Council

Members-at-Large – Students enrolled in the ISoN who have paid their student fees

# CONSTITUTION

## TITLE I: THE SOCIETY

### Article 1: Body

1. The name of this body shall be the McGill Nursing Undergraduate Society, herein referred to as the NUS.

### Article 2: Relationship With the SSMU

1. The NUS shall review yearly and negotiate as needed the Memorandum of Agreement with the SSMU.
  - 1.1. As per the Memorandum, the President shall be the chief executor of Memorandum.
2. In the absence of a Society Memorandum of Agreement with McGill University, the SSMU will collect student fees and disburse them to the NUS in a timely fashion on behalf of the Society.
3. The SSMU shall take no action to undermine the democratic and independent functioning of the Society.
4. The SSMU shall have no jurisdiction over the Society Constitution or By-Laws, except where in direct conflict with the Memorandum.
5. The SSMU Constitution, By-Laws, and Letters Patent shall have no jurisdiction in the NUS, except where in direct conflict with the Memorandum or by their effect as applied equally to all students at McGill University.

### Article 3: Objectives

1. To act as the primary official organization of undergraduate students registered in the ISON.
2. To represent the interest of NUS members-at-large to the ISON, to the CNSA, and to the SSMU.
3. To provide a means of contact with other organizations and groups on campus.
4. To promote professional interest and to communicate with professional nursing groups throughout Canada.
5. To facilitate and promote participation in extracurricular activities at McGill.
6. To promote equity within the Society and advocate for marginalized populations within our membership.

### Article 4: Membership

1. All undergraduate students who are registered in the ISON and have paid their semester fees shall be members-at-large of the NUS.

### Article 5: Fees

1. All members of the NUS shall pay the following fees:

- 1.1. The Nursing Students Undergraduate (NSUG) fee of 15\$ per semester per full time student, and 10\$ per semester for part-time student, collected through SSMU on behalf of the NUS.
  - 1.2. The non-optoutable auxillary NURF fee of 5\$ per semester per full-time student, and 3\$ per semester for part-time student, collected through SSMU on behalf of the ISO.N.
2. The NUS fee may only be modified through a referendum of the nursing student body,
  - 2.1. Once modified, the NUS fee cannot be modified for a period of twelve calendar months.
  - 2.2. Once modified, Article 5 of the Constitution may be updated accordingly without the need for a Constitutional Referendum.
3. The SSMU shall be authorized to collect fees on behalf of the NUS as per the Memorandum of Agreement.

## **Article 6: Finances**

1. The financial year of the NUS shall be from the first (1<sup>st</sup>) of June to the thirty-first (31<sup>st</sup>) of May the following year.
  - 1.1. The NUS shall financially operate as a department of the SSMU as per the Memorandum. All incoming funds to the NUS shall be put into their respective accounts and disbursed according to the SSMU and NUS Finance Procedures.
2. The signing officers of the NUS Account shall be the VP Finance and the President.
  - 2.1. The budget of the Graduation Department and CNSA Department are the responsibility of the Graduation Representatives and the CNSA Delegates, respectively, however the VP Finance shall be involved in all deposits and expense requests.
3. Crossover of bank accounts must take place before the end of the May of the outgoing council's year.
4. Proposed budgets for a new financial year shall be motioned and voted upon by the incoming NUS Council by the first meeting in September.
  - 4.1. The Society Budget must be made available on the Society Website and distributed by Listserv to all members-at-large by the end of September, and updated within a two-week period after changes are made.
  - 4.2. Any member-at-large of the NUS can make a reasonable request to inspect the financial accounts of the NUS.
5. In the event that a member of Society Council spends in excess of their allocated budget, the Executive Council will bring the matter to General Council and appropriate action may take place, including but not limited to:
  - 5.1. Hearing a motion to increase or change the Society budget.
  - 5.2. Banning the council member from submitting reimbursement requests and subsequently being reimbursed for future Society related purchases.
6. Disbursement requests from Society accounts will be distributed according to the NUS Finance Policies and subsequently the SSMU Accounting Policies.
  - 6.1. The VP Finance may update the NUS Finance Policies annually, subject to approval by NUS General Council, in accordance with the regulations set by SSMU.

# **TITLE II: THE ORGANIZATION**

## **Section I: The NUS General Council**

### **Article 7: Functions of the NUS General Council**

1. The Legislative body of the NUS shall be known as the General Council, and shall be empowered to make all decisions and take all actions on behalf of the NUS by operation of its regular meetings.
2. Meetings of the General Council shall be called by the President at least once each month as outlined in the By-Laws.
  - 2.1. Meetings should not be held during Fall or Winter final exam period as per the McGill Academic Calendar, however the ultimate decision to call an urgent and necessary meeting is left up to the discretion of the President.
  - 2.2. Meetings of the NUS General Council may be held in the months of June, July, or August at the discretion of the President.
3. Minutes of all meetings should be recorded and approved at the beginning of the next meeting. Meeting minutes must be available to all NUS members through the NUS website within the two weeks following a meeting.

### **Article 8: Composition & Meetings of the NUS Council**

1. The NUS General Council shall be composed of:
  - 1.1. The Executive Council, as described in Section II of this Title, elected or appointed, in accordance with the Constitution and By-Laws.
  - 1.2. The Elected Representatives, as described in Section III of this title, elected in accordance with the constitution and By-Laws.
  - 1.3. The Appointed Representatives, as described in Section IV of this title, appointed in accordance with the Constitution and By-Laws.
2. Each member of the NUS General Council shall have one vote, except for:
  - 2.1. The President, Chief Operating Officer (COO), Chief Revenue Officer (CRO), Global Health Representative, Planetary Health Representative, Equity Representative, and AD CNSA.
  - 2.2. In the event that either the VP Global Health, the OD CNSA, the VP Sustainability, or the Equity Commissioner are unable to attend a meeting, the Global Health Representative, the AD CNSA, the Planetary Health Representative, and the Equity Representative may vote in their respective places.
3. An email letter is to be published by the VP Internal within one week of every NUS General Council meeting to update students of NUS activities and decisions.
4. The President is to publish a Presidential Address once per month, at the discretion of the President, to update students on the actions of NUS General Council.
5. Meetings of the NUS Council shall be open to all NUS members-at-large, and all members of the NUS Council should encourage participation of students.
  - 5.1. Place and time of NUS meetings shall be posted on the NUS website at least 24 hours in advance.
6. Quorum for meetings of the NUS Council shall be 50% (fifty percent) plus one (1) person of the total number of position, both non-voting and voting, filled on the NUS Council.

7. Members-at-large of the NUS hold voting powers at General Assemblies only.
8. All members of the NUS Council are expected to be present at every meeting of the NUS Council.
  - 8.1. Should any Council Member miss a meeting, they must submit a report with relevant information about their position to be read by the COO at the missed after the missed meeting.
  - 8.2. General Council shall create By-Laws at the beginning of each academic semester on expected attendance of Council Meetings and update them accordingly as the year progresses.
9. At the beginning of each General Council and Executive Council meeting, a chairperson shall be elected by majority vote by the present members.
  - 9.1. The elected chairperson forfeits any voting powers they may hold for the duration of the meeting.
  - 9.2. The chairperson must be a different individual each week, and rotates through members of both Executive and General Council.
10. All meetings of General and Executive Council shall be governed by the Robert's Rules of Order.
  - 10.1. All matters shall be decided by a majority vote.
  - 10.2. The President may only vote in the event of a tie.
    - 10.2.1. The President shall have the power to veto any proposed NUS By-Law or Motion if they believe that it is in conflict with the Constitution or the Memorandum.
    - 10.2.2. The veto may be overcome by a 2/3 majority vote by General Council.
11. The NUS office must be open for questions and concerns by NUS members-at-large for a minimum of 4 hours, 2 days a week, at the discretion of the NUS General Council.

## **Article 9: Removal of Office**

1. Any officer of the NUS Council may be removed from office for impropriety, violation of the provisions of this Constitution of its By-Laws, delinquency of duties or misappropriation of NUS funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.
  - 1.1. Any officer of NUS Council is immediately removed from their position in the event that they are expelled from the university or cease to be enrolled in the Ingram School of Nursing at the Undergraduate level.
2. Any Representative of the General or Executive Council, elected or appointed, may be removed from office by a two-thirds (2/3) majority vote of the NUS General Council, without the ratification of a General Assembly.
  - 2.1. Dissemination of the notice of impeachment shall be delivered in the Presidential Address at the discretion of General Council.
3. A petition to impeach a Grade Representative must be drafted by a student from within that grade or by the VP Academic under which they are responsible, and signed by at least 50% of that grade.
  - 3.1. Upon delivery of that petition to the NUS President, the motion to impeach will be added to the agenda of the next General Council meeting.
4. Any Council Members wishing to resign from their position must write a statement of resignation, and submit it to President, who will bring it to Council. Resigning officers will be asked to fill out an Exit Summary and provide a minimum 2 weeks of notice. The officer must additionally release a statement of resignation to the student body.
5. In the event where a member of General or Executive council can no longer hold their elected or appointed position, NUS council members are to act in accordance to the following guidelines:

- 5.1 In the event where a member of General council can no longer hold their elected or appointed position, the Executive council is mandated to leave the position vacant until the next by-election or appoint an interim Council member to fill the spot, until the next election period.
- 5.2 In the event where a member of Executive council can no longer hold their elected or appointed position, the Executive council is mandated to appoint a person who meets eligibility requirements. In the case where there is no such person, the vacated role responsibilities are to be delineated amongst the remaining current Executive council members until the next election period.

## **Section II: The Executive Council**

### **Article 10: The Executive Council**

1. There shall be a body of the NUS Council called the Executive Council, which shall govern the NUS in a manner consistent with the policies set out by the NUS General Council.
2. Meetings of the Executive Council shall be called by the President at least once each month as outlined in the By-Laws.
  - 2.1. Meetings of the Executive Committee shall be called by the President at maximum two (2) times each month beginning in September and ending in May.
  - 2.2. Meetings should not be held during Fall or Winter final exam period as per the McGill Academic Calendar, however the ultimate decision to call an urgent and necessary meeting is left up to the discretion of the President.
  - 2.3. Executive Committee may meet during the months of June, July, or August at the discretion of the President, at a maximum of once each month.
3. Quorum for meetings of the Executive Council shall be 50% (fifty percent) plus one (1) person of the total number of positions, both non-voting and voting, filled on the Executive Council
4. Meetings of the Executive Council shall be open to the general populace, and all members of the NUS Executive Council should encourage participation of students
  - 4.1. Place and time of Executive Council meetings shall be posted on the NUS website at least 24 hours in advance.
5. All members of the Executive Council are expected to be present at every meeting Executive Committee.
  - 5.1.1. Should any Executive Council member miss a meeting, they must submit a report with relevant information about their position to be read by the COO at the meeting after the missed Executive Council meeting.
  - 5.1.2. Executive Council shall operate by the By-Laws that NUS General Council sets with respect to attendance of meetings, and the Executive Council may set their own regulations on meeting attendance by majority vote.
6. The NUS Executive Council is responsible for executing the NUS By-Laws and Constitutional provisions.
  - 6.1. The NUS Executive Council may not pass By-Laws, an act reserved for the NUS General Council.
  - 6.2. The NUS Executive Council and individual NUS Executive Council Members must not take actions that contradict the motions of NUS General Council.
  - 6.3. The NUS Executive Council Members may take action in areas where the NUS General Council has not motioned or created By-Laws, so long as the action is within the mandate of their position, as outlined in the NUS By-Laws.



- 6.4.** The NUS President is responsible for the review, signing, and execution of all contacts between the Society and external organizations.
- 7.** The Executive Council may spend funds allocated within respective departments by the NUS Budget.
- 8.** Executive Council may not alter the NUS Budget passed by General Council with the following exceptions:
  - 8.1.** During the months of June, July, and August, the Executive Council shall have access to a \$3000 budget to be used only for urgent and necessary expenses.
  - 8.2.** During all other months, the NUS Executive Council shall have access to allocate an extra \$500 to the budget of an Executive Council member to be used only for urgent and necessary expenses.
- 9.** The Executive Council shall be composed of the following Executive Officers:
  - 9.1.1.** The President
  - 9.1.2.** The Vice President Academic Affairs BNI
  - 9.1.3.** The Vice President Academic Affairs BScN
  - 9.1.4.** The Vice President External Affairs
  - 9.1.5.** The Vice President Finance
  - 9.1.6.** The Vice President Global Health
  - 9.1.7.** The Vice President Internal Affairs
  - 9.1.8.** The Vice President Sustainability
  - 9.1.9.** The Official Delegate to the CNSA
  - 9.1.10.** Chief Operating Office
  - 9.1.11.** Equity Commissioner
  - 9.1.12.** Chief Electoral Officer (during and immediately preceding elections periods)
- 9. 2** All positions of the Executive Council shall be elected positions with the exception of the Equity Commissioner and the Chief Operating Officer, which shall be appointed positions.
- 10.** Each Executive officer shall adhere to their roles and responsibilities as outlined in the By-Laws.

## **Section III: Elected Representatives**

### **Article 11: Elected and Appointed Positions**

1. The Elected Representatives include all the following positions
  - 1.1. Social Representative
  - 1.2. Graduation Representative BScN
  - 1.3. Graduation Representative BNI
  - 1.4. Nursing Senator
  - 1.5. Associate Delegate to the CNSA
  - 1.6. Equity Representative
  - 1.7. BScN Year Representatives, including:
    - 1.7.1. U0, U1, U2, U3
  - 1.8. BNI Year Representatives, including:
    - 1.8.1. U2, U3, U2 Online, U3 Online
2. The Appointed Representatives & Officers include all of the following positions:
  - 2.1. Athletic & Health Representative
  - 2.2. Global Health Representative
  - 2.3. Planetary Health Representative
  - 2.4. Chief Revenue Officer
  - 2.5. Indigenous Representative
  - 2.6. Black Student Representative

## **Section IV: Elections**

### **Article 12: Elections**

1. Elections shall be conducted in accordance with the By-Laws, and may be modified annually as necessary.
  - 1.1. Elections are passed by plurality. Quorum for all elections shall be 15% of the NUS.
2. There shall be three Election periods to elect NUS Council Members, one Election period in the Winter semester, one By-Elections period in the Winter semester, and one By-Elections period in the Fall semester.
3. Elections are run by the NUS Elections Office, composed of, at minimum, the Chief Electoral Officer, and any other Officers or staff as per By-Law.

### **Article 13: Appointment**

1. The Executive Council shall be responsible for filling all appointed positions before the 31 of September.
2. Appointed positions are open to all members-at-large, with the exception of the Indigenous Representative and the Black Student Representative, which must be filled by a student self-identifying as Indigenous and Black, respectively.
  - 2.1. In the event that the Indigenous Representative or the Black Student Representative position(s) remains unfilled by the beginning of the academic year, it must remain unfilled unless a student self-identifying as Indigenous or Black provides an application.
3. Executive Council must advertise an Appointed Positions Application Package to all members-at-large via Listserv and social media.
4. Executive Council must fill the Appointed Positions without prejudice or discrimination; all applications must be read without attached names.

## **Article 14: Terms of Office**

1. All elected and appointed officers and representatives with the exception of the class representatives, hold office from the first (1 ) of May of the year in which they were elected, to the thirtieth (30 ) of April of the following year.

## **Section V: Referenda**

### **Article 15: General**

1. Referenda may be initiated by the Executive Council or General Council, or upon receipt of a request for a referendum signed by fifteen percent (15%) of total membership of the NUS.
2. Quorum for all referenda shall be fifteen percent (15%) of the NUS.

## **Section VI: General Assemblies**

### **Article 16: General**

1. General assembly shall be called at the discretion of the President or upon receipt of a request for a meeting signed by ten percent (10%) of total membership of the NUS.
2. Notice of general assembly shall be posted on the NUS website and all relevant social media, as well as through listserv at least one week in advance, giving date, place, and time.
3. A general assembly, which reaches quorum of 10% of the NUS, shall be able to discuss relevant issues, and motion for a statement, a resolution, or the creation or modification of a By-Law.
  - 3.1. NUS By-Laws passed at a General Assembly may not be altered by General or Executive Council for the remainder of the Academic year.
4. A general assembly, which does not reach quorum of 10% of the NUS, shall be able to discuss relevant issues and motion to submit By-Laws for consideration of the NUS General Council.

# **TITLE III: REGULATIONS**

## **Section I: Regulations of The Constitution**

### **Article 17: Amendment**

1. Amendments to the Constitution must be approved by the General Council, followed by ratification by NUS members-at-large through referendum, held in Winter Election period.

### **Article 18: Acceptance by NUS Council**

1. The constitution shall be presented at the first NUS Council, and must be signed by all members electronically
2. The signed copy of the constitution is binding to all Council Members

### **Article 19: Availability**

1. The most recent version of the Constitution shall be made available on the NUS website and saved on the NUS Drive.

## **Section II: Regulations of the By-Laws**

### **Article 20: Amendment**

1. . Amendments to the By-Laws must be voted on by the General Council and accepted by a two-thirds (2/3) majority; they do not need to be approved by NUS members-at-large through referendum.
2. . Amendments to the By-Laws can be made through General Assemblies, called by the President.

### **Article 21: Acceptance by NUS Council**

1. The By-Laws shall be presented at the first NUS Council, and must be signed by all members electronically.

### **Article 22: Availability**

1. The most recent version of the NUS By-Laws shall be made available on the NUS website and saved on the NUS Drive. This must be done every time an amendment to the By-Laws is approved by the NUS Council.

# APPENDIX

