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# **McGill Nursing Undergraduate Society** **BY-LAWS**

*Updated March 2024*



## **TABLE OF CONTENTS**

### **BY-LAWS**

**By-Law 1: Executive Committee Roles and Responsibilities**

**By-Law 2: Elected Coordinators Roles and Responsibilities**

**By-Law 3: Appointed & Elected Positions/Representatives Roles & Responsibilities**

**By-Law 4: External Groups and Committees**

**By-Law 5: Election Rules**

**By-Law 6: Campaigning Rules**

# **By-Law 1: Executive Committee Roles & Responsibilities**

## **1. Director of Internal Affairs**

- 1.1. To be the chief officer and spokesperson for the NUS, within ISoN.
- 1.2. To enforce the governing documents of the NUS.
- 1.3. To act as the second signing officer, along with the Director of Financial Affairs.
- 1.4. To coordinate the activities of the Executive Committee and the General Council.
- 1.5. To coordinate relations between NUS and the administration of the ISoN as well as the NGSA.
- 1.6. To attend meetings of the SSMU President's Round Table, as the Director of External Affairs' plus one (+1).
- 1.7. To be an ex-officio member of all committees of the NUS.
- 1.8. To be in frequent communication with the Student Life Coordinator and the Coordinators of Academic Affairs. The mode and frequency of communication are at the discretion of the participants of those meetings.
- 1.9. To act as the designated support person for coordinators in their section.

## **2. Logistics Coordinator**

- 2.1. To call and organize the meetings of and set the agenda for the General and Executive Council.
- 2.2. To act as secretary during meetings of the Executive Committee and Council, and keep accurate records and minutes of all NUS business, to be made available to all members-at-large of the NUS.
- 2.3. To conduct all internal and external correspondence of the official NUS email account.
- 2.4. Oversee the management of the website, including but not limited to maintaining the mcgillnus.ca domain, updating the calendar, council member profiles, and sponsor information.
- 2.5. Coordinate with members of the Council to update the NUS website.
- 2.6. If there are no self-nominations for the role of CEO, then the Logistics Coordinator is responsible for taking on this role unless the Logistics Coordinator is not a graduating student.

### **3. Director of External Affairs**

- 3.1. To be the chief officer and spokesperson for the NUS, within and outside of McGill.
- 3.2. To attend and represent the NUS at external meetings pertaining to McGill University.
- 3.3. To communicate with Council and NUS all relevant events occurring through SSMU and McGill University, and to ensure this information is readily available to NUS members.
- 3.4. To form working relationships with the Nursing Alumni Association to connect current students to graduated students through jointly planned events.
- 3.5. To be in frequent communication with the SSMU Representative, Nursing Senator and Opportunities Coordinator. The mode and frequency of communication are at the discretion of the participants of those meetings.
- 3.6. To act as the designated support person for coordinators in their section.
- 3.7. To attend meetings of the SSMU President's Round Table, with the Director of Internal Affairs as their plus one (+1).
- 3.8. Keep tabs on all news AÉSIQ, OIIQ, FIQ and McGill, and communicate them to the council – advocate for the NUS, nursing students and nurses when necessary.

### **4. Director of Financial Affairs**

- 4.1. To manage all NUS banking accounts.
- 4.2. To act as the chief signing officer, with the Director of Internal Affairs as the second signing officer.
- 4.3. To coordinate with the Chief Revenue Officer all activities pertaining to revenue collection for the NUS.
- 4.4. To keep the Council informed of the financial status of the NUS at each meeting of the NUS Council.
- 4.5. Advocate for and ensure the long-term financial stability of the NUS.
- 4.6. Communicate with the Chief Revenue Officer about funding and sponsorship.
- 4.7. To manage the use of the 21<sup>st</sup> Century Fund and get permission from the Dean for transactions from that account, as per the access protocol.
- 4.8. To manage the Research and Student Initiative Funds.
- 4.9. If the Cafe Coordinator is not filled, Sustainability, Finance and Internal Operations will meet one week after elections to delegate tasks among themselves (as doable) and other members of the NUS, including active recruitment for the role if possible.

## **5. Director of Equity Affairs**

- 5.1. To oversee all NUS initiatives and ensure that they are equitable.
- 5.2. To implement equity training and equitable event planning training with the NUS.
- 5.3. To coordinate and chair the Equity committee.
- 5.4. To organize and promote intra- and inter-professional events pertaining to equity and social justice.
- 5.5. To be available to students experiencing issues of equity to direct them to appropriate resources.
- 5.6. To liaise and collaborate with McGill Learning Environment Student Advisors (LESAs), the Office of Social Accountability in Nursing (OSAN) and the WELL Office.
- 5.7. To liaise with the Equity Commissioner of the SSMU.

## **6. Director of Global & Sustainable Affairs**

- 6.1. To oversee all global health and sustainability-related affairs within the NUS.
- 6.2. To work alongside the Global Health Coordinator to coordinate information sessions for the Ambassador Program, as well as other Global Health initiatives within the ISON.
- 6.3. To coordinate and chair the McGill Nurses for Global Health (MNGH) committee alongside the Global Health Coordinator
- 6.4. To coordinate and chair the McGill Nurses for Planetary Health (MNPH) committee alongside the Sustainability & Planetary Health Coordinator.
- 6.5. To work alongside the Sustainability & Planetary Health Coordinator and the MNPH committee to coordinate information sessions and educational opportunities related to planetary health and sustainability.
- 6.6. To act as a liaison between the NUS, MNCS, MNGH and MNPH Committees.
- 6.7. To act as a liaison between the MNPH committee and the Planetary Health Representative of the Nursing Graduate Student Association (NGSA).
- 6.8. To represent the MNPH/MNGH in meetings with environmental, planetary health, and/or other associated groups and stakeholders within or beyond the McGill community.
- 6.9. To oversee all NUS initiatives and ensure that they are sustainable.
- 6.10. To act as the designated support person for coordinators in their section.
- 6.11. Be the point of contact for MNCS.

## **7. Chief Electoral Officer**

- 7.1.** To be responsible for general conduct and execution of elections and referenda with diligence and impartiality.
- 7.2.** To enforce the rules and regulations in the Constitution and By-Laws and to act as the reference point for interpretation of these documents.
- 7.3.** To chair the Constitutional Reform Committee.

## **By-Law 2: Elected Coordinators Roles & Responsibilities**

### **1. Student Life Coordinator**

- 1.1. To coordinate and report on the activities of the Elected Representatives that fall under their jurisdiction, including the Social Representative, Graduation Representatives, and Athletic & Health Representative.
- 1.2. To promote sustainable communication between the NUS and NPMP. The Student Life Coordinator may choose to sit in on NPMP meetings or may choose to coordinate with an NPMP member to receive updates, at their discretion. The Student Life Coordinator shall report on NPMP activities at every NUS Council and communicate with the NPMP during the summer.
- 1.3. To facilitate communication between the Council and members of the NUS by means that may include, but are not limited to, NUS social media accounts and the email newsletter.
- 1.4. To coordinate the creation of the NUS agenda, which shall be available to NUS members at the start of each school year.
- 1.5. To coordinate the recruitment of Frosh Leaders within NUS members-at-large, and to communicate with the Science Frosh coordinators to facilitate the inclusion of Nursing within their Frosh activities.
- 1.6. To organize a Nursing team for external social activities, such as Science Games, Faculty Olympics (etc.) subject to student interest.

### **2. Academic Affairs Coordinators (BScN & BNI)**

- 2.1. To coordinate and report on the activities of the Elected Class Representatives that fall under their jurisdiction to the Director of Internal Affairs monthly and as needed.
- 2.2. To arrange and inform the NUS Council of activities of interest with emphasis on education.
- 2.3. To attend all faculty liaison meetings.
- 2.4. To actively promote the Ingram School of Nursing at the secondary and post-secondary levels.
- 2.5. To attend McGill Academic Roundtable (MART) meetings, both Coordinators
- 2.6. Work with the Faculty of Medicine to promote interprofessional collaboration and education.
- 2.7. To advocate for student's academic rights.

- 2.8. To set meetings with their respective Program Director at least once a semester and with the class representatives.
- 2.9. To organize OIIQ and NCLEX review sessions for graduating students.
- 2.10. To coordinate with NGSa and professors of the graduate programs to host information sessions.
- 2.11. With the help of the U0 BScN Representative, put in place initiatives to facilitate the inclusion of U0 students, at the discretion of both parties.

### **3. Opportunities Coordinator**

- 3.1. To organize a career fair held in the fall semester, with the option to host a second one in the Winter – at the Opportunities Coordinator's and the council's discretion.
- 3.2. To organize a NUS clubs and committee fair at the beginning of the fall semester to encourage student involvement.
- 3.3. Facilitate the visit of ISoN, whether from prospective students or prospective employers.
- 3.4. View and manage the CNSA email.
- 3.5. Seek out and share employment and learning opportunities with students.

### **4. Global Health Coordinator**

- 4.1. To inform the NUS Council and NUS members of internal and external activities relevant to global health.
- 4.2. To work alongside the Director of Global & Sustainable Affairs to coordinate information sessions for the Ambassador Program, as well as other Global Health initiatives within the ISoN.
- 4.3. To coordinate and chair the McGill Nurses for Global Health (MNGH) committee alongside the Director of Global & Sustainable Affairs.
- 4.4. To act as a liaison between the Council and the MNGH.
- 4.5. To organize and promote Global Health-related projects to the student body, at the discretion of the MNGH committee.
- 4.6. Advocate for increased undergraduate involvement in the efforts of the MNGH.
- 4.7. To promote the participation of the nursing undergraduate student body in the McGill Interprofessional Global Health Course.
- 4.8. To collaborate and coordinate with other global health student groups.



## **5. Sustainability & Planetary Health Coordinator**

- 5.1.** To support the Director of Global and Sustainable Affairs in ensuring that all NUS activities and initiatives are sustainable and environmentally responsible.
- 5.2.** Plan, coordinate, communicate, and execute the lab drive & McGill nurses scrubs drive in the winter semesters.
- 5.3.** Ensure availability of menstrual health products in ISoN bathrooms.
- 5.4.** To inform the NUS Council and NUS members of internal and external activities relevant to sustainability.
- 5.5.** To coordinate and chair the McGill Nurses for Planetary Health (MNPH) committee alongside the Director of Global & Sustainable Affairs.
- 5.6.** To work alongside the Director of Global & Sustainable Affairs and the MNPH committee to coordinate information sessions and educational opportunities related to planetary health and sustainability.
- 5.7.** To act as a liaison between the NUS Council and the MNPH Committee.
- 5.8.** To act as a liaison between the NUS Council and the Office of Social Accountability in Nursing (OSAN).
- 5.9.** To act as a liaison between NUS with environmental, planetary health, and/or other associated groups and stakeholders within or beyond the McGill community.
- 5.10.** To advocate for sustainable and environmentally responsible nursing initiatives within the ISoN.
- 5.11.** To manage the MNPH Social Media group in consultation with the MNPH Committee.
- 5.12.** To organize and promote Sustainability Health-related projects to the student body, at the discretion of the MNPH committee.
- 5.13.** If the Cafe Coordinator is not filled, Directors of Global and Sustainable Affairs as well as the Director of Financial Affairs will meet 1 week after elections to delegate tasks among themselves (as doable) and other members of the NUS, including active recruitment for the role if possible.

## **6. Cafe Coordinator**

- 6.1.** Coordinate activities of the Nursing Student Cafe so that it may be run sustainably.
- 6.2.** Recruit and coordinate a Cafe Committee with nursing students to inform and share tasks for the Cafe.

- 6.3.** Uphold the part-time employment by-laws.
- 6.4.** Work in coordination with Finance & SSMU of issues of Payroll, Employment and HR.
- 6.5.** Keep contact with suppliers, ISoN faculty and other stakeholders and in positive standing.
- 6.6.** Ensure employees are collecting one-time 20\$ “membership” fee from non-nursing students & email before first purchase at cafe.
- 6.7.** Ensure exit reports are made by employees and cross-over meetings planned at least 2 weeks before the Winter semester elections.
- 6.8.** Ensure continuity of the cafe, reviewing business model as necessary.
- 6.9.** If the role is not filled, Sustainability, Finance and Internal Operations will meet 1 week after elections to delegate tasks among themselves (as doable) and other members of the NUS, including active recruitment for the role if possible.

## **By-Law 3: Appointed & Elected Positions/Representatives Roles & Responsibilities**

### **1. Social Representative**

- 1.1. To chair the social committee, consisting of students who wish to participate in the planning and promotion of social events for NUS members.
- 1.2. Should the Social Committee not be active, the Social Representative must ensure its creation.
- 1.3. Shall submit to Council, by the end of September and January of the year of their term, a tentative schedule of social events of the semester.
- 1.4. To communicate with the Student Life Coordinator by email or in person, in the week before meetings of the General Council, regarding their role and committee activities.

### **2. Graduation Representative (2)**

- 2.1. To coordinate the creation of and chair the Graduation/Yearbook committee, consisting of students who wish to participate in planning the Graduation Gala, organizing fundraising activities, and creating the yearbook.
- 2.2. To present a tentative budget at the first meeting of the NUS Council concerning the budget for the graduation event.
- 2.3. To poll their class in their first month of office to determine the most appropriate graduation activity.
- 2.4. To inform the Council of fundraising activities about the Graduation Gala, and work alongside other members of the Council to promote these activities.
- 2.5. To communicate with the Student Life Coordinator and Director of Financial Affairs by email or in person, in the week before meetings of the NUS Council, regarding their role and committee activities.
- 2.6. Create and publicize a survey at the end of the year for the next year's graduating class preferences regarding the NUS graduation gala.

### **3. Athletic & Health Representative**

- 3.1. Responsible for the promotion and organization of intramural and recreational athletics for the members of the NUS, including the Nursing Games.
  - 3.1.1. Organize a Nursing games team.
  - 3.1.2. Organize a faculty versus students Nursing Olympics event.

**3.2.** To coordinate and promote activities related to health promotion within and outside of the McGill community with the Student Life Coordinator through the Athletic and Wellness Committee.

**3.3.** To communicate with the Student Life Coordinator by email or in person, in the week before meetings of the NUS Council, regarding their role and committee activities.

**3.4.** To chair the Athletic and Wellness Committee.

**3.4.1.** Should the Athletic and Wellness Committee not be active, the Athletic and Health Representative must ensure its creation.

#### **4. BScN (4) & BNI (in-person & online) (4) Class Representatives**

**4.1.** Represent their cohort at all Council meetings.

**4.2.** Inform the Council of relevant concerns for their respective year and work with Academic Affairs Coordinators to resolve any issues.

**4.3.** Inform their respective year and promote involvement in upcoming NUS activities.

**4.4.** In the case of the U3 class representatives, it is strongly recommended that they sit on the Grad/Yearbook committee and work alongside the Grad Representatives throughout their term.

**4.5.** To communicate with their respective Academic Affairs Coordinators by email or in person, in the week before meetings of the NUS Council, regarding their role and committee activities.

#### **5. SSMU Representative**

**5.1.** To represent the NUS on, and attend all council meetings of, the Legislative Council of the Student Society of McGill University (SSMU) - biweekly.

**5.1.1.** To update the NUS council following SSMU meetings.

**5.2.** To sit on at least one committee of the SSMU Legislative council on students' issues (information explained at Leg. Council) - can be biweekly to monthly or more infrequent meetings.

#### **6. Nursing Senator**

**6.1.** To follow and adhere to the guidelines with respect to their role as put forth by the SSMU By-Law Book I-7 Part 2; article 2, Undergraduate Senators as follows:

**6.1.1.** The duties of the Undergraduate Senators shall be to (all training given at the beginning of the Fall semester; no experience needed):

- 6.1.1.1.** Attend Senate meetings (once a month);
  - 6.1.1.2.** Attend Senate Caucus meetings (biweekly meetings with other student senators);
  - 6.1.1.3.** Inform the undergraduate student body of McGill University, and more specifically their faculties, of issues before the Senate (Senate comprises of 111 representatives from every department of the university (students, staff faculty) who discuss issues of academic matters – each representative must also sit on at least 1 University Committee which discusses specific academic concerns (academic policy, honorary degrees, student services, grievances, etc));
  - 6.1.1.4.** Gather the opinions of their Constituency on matters before the Senate;
  - 6.1.1.5.** Represent the needs and opinions of their faculties to the Senate Caucus;
  - 6.1.1.6.** Represent the needs and opinions of the undergraduate student body of McGill University at Senate.
- 6.2.** To represent the Ingram School of Nursing and the NUS on the Senate.
  - 6.3.** To inform the Council and NUS of the issues brought forth to the Senate.
  - 6.4.** To attend Senate/Board Caucus meetings (once a year).
  - 6.5.** To communicate with the Director of External Affairs regularly, to be determined with the Director of External Affairs, regarding their role and committee activities.

## **7. Chief Revenue Officer**

- 7.1.** Responsible for the coordination of all fundraising excluding graduation committee fundraisers for the NUS, this may be done in conjunction with other members of the NUS Council for specific causes.
- 7.2.** Responsible for the coordination of apparel sales on a per-semester basis and/or per academic year.
- 7.3.** Responsible for contact and management of all sponsors of the NUS.
- 7.4.** Responsible for continuing research into the NUS becoming a non-profit organization, as well as becoming financially independent from SSMU.
- 7.5.** To communicate with the Director of Financial Affairs and Graduation committee about funding and sponsorship.

## **8. CBNA Representative**

- 8.1.** To act as a liaison between the NUS Council and the CBNA McGill Chapter.
- 8.2.** To work in collaboration with the Director of Equity Affairs.
- 8.3.** To sit on the Equity Committee alongside the Director of Equity Affairs, Indigenous Awareness Representative and Equity Representative.
- 8.4.** To advocate for the recruitment of Black instructors and representation within the Ingram School of Nursing.
- 8.5.** To collaborate and create partnerships with Black student groups and organizations both within and beyond the McGill community.
- 8.6.** To raise awareness of issues about Black Health and to promote educational opportunities and events.

## **9. Equity Representative**

- 9.1.** To work in collaboration with the Director of Equity Affairs.
- 9.2.** To act as a liaison between the NUS Council and the Equity committee.
- 9.3.** To advocate for equitable practices within the Ingram School of Nursing.
- 9.4.** To raise awareness about issues pertaining to equity and social justice through the organization of education opportunities for students.
- 9.5.** To co-chair the Equity Committee alongside the Director of Equity Affairs
- 9.6.** The Equity Representative is a person appointed by the equity committee to sit on the NUS council and co-chair the committee– this person can change at the discretion of the equity committee.

## **10. Indigenous Awareness Representative**

- 10.1.** Coordinates with the Director of Equity Affairs, Director of Global & Sustainable Affairs regarding all initiatives and activities for the year.
- 10.2.** To promote the nursing profession in the attempt to increase interest of Indigenous students.
- 10.3.** Advocate for the implementation of the TRC Call for Action #24, which states: “We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-

based training in intercultural competency, conflict resolution, human rights, and anti-racism.”

- 10.4.** To advocate for the recruitment of Indigenous instructors within the Ingram School of Nursing.
- 10.5.** To collaborate and create partnerships with Indigenous student groups and organizations.
- 10.6.** To raise awareness of issues pertaining to Indigenous Health and to promote educational opportunities and events.
- 10.7.** To sit on the Equity Committee alongside the Director of Equity Affairs, CBNA Representative and Equity Representative.

## **By-Law 4: Committees & External Groups**

1. NUS Representation in External Committees will be determined at the council's first meeting following the Winter election, apart from the First Year Council. Any new positions that arise during the year through contact with the ISON or External Groups shall be monitored by the Director of Internal Affairs and the Director of External Affairs and added to the Constitution if necessary. Positions are open to the NUS Council members listed within:

### **1.1. McGill Association of Students in Healthcare (MASH)**

**1.1.1.**MASH regroups student constituencies from healthcare-related professions and student groups with an interprofessional healthcare interest. It offers these organizations an equitable and collaborative platform for student representation, advocacy, networking, knowledge sharing, and promotion of interprofessional healthcare.

**1.1.2.**Two student seats from the NUS are available on this committee, one of which will be filled by an interested Executive position. If the seat is not filled, the Director of External Affairs will be responsible for filling this seat.

### **1.2. Student's Widening Participation Committee (SWPC)**

**1.2.1.**SWPC is a sub-committee of the Widening Participation Committee, which is mandated to develop, implement, and monitor programs and initiatives aimed at increasing the participation of underrepresented populations in the application processes of McGill's health professional programs. The SWPC is mandated to cultivate and facilitate robust communication and cooperation (a) between learners and faculty and administration; and (b) between learners across the health professional schools.

**1.2.2.**One student seat from the NUS is available on this committee. Any member of the NUS Council may fill this position.

### **1.3. Sim Learners' Quality Center (academic coordinator)**

**1.3.1.**Sim-Circle is a subcommittee of the McGill Medical Simulation Center aiming to represent the position of learners using the Sim Center. Sim-circle will work with the education committee and management of the center in order to improve the experience of learners.



**1.3.2.** One student seat from the NUS is available on this committee. Any member of the NUS Council may fill this position.

**1.4. Faculty of Medicine Council**

**1.4.1.** The Nursing Representative participates at the Faculty Council in the discussion of the Faculty's governance, strategic direction, and general management, as well as for advising and decision-making, where appropriate, on its tripartite mission. The Faculty Council meets four times annually.

**1.4.2.** One voting student seat from the NUS is available on this committee. Any member of the NUS Council may fill this position.

**1.5. First Year Council (FYC)**

**1.5.1.** FYC is coordinated by SSMU, with Faculty representatives that aims to represent McGill's diverse community of students and supports all first years at McGill in their transition to university. FYC helps all first year representative groups collaborate.

**1.5.2.** One student seat from the NUS is available on this committee. Any member of the NUS Council who is also an incoming student, in BScN U0, U1, or BNI U2, may fill this position.

**1.6. Student Supplemental Resource Committee (SSRC)**

**1.6.1.** The SSRC is a collaboration between the ISON faculty and the NUS to determine areas in which the NUS needs support in funding.

**1.6.2.** Three student seats, with a combined two votes, are available on this committee. These seats will be filled by the Academic Affairs Coordinators (BScN & BNI) and the Director of Financial Affairs.

- 2.** The Director of External Affairs will have the first choice in attending up to two of these external committees. The Director of Internal Affairs shall be responsible for filling any vacant spots once all other NUS Council members have a chance to fill seats.
- 3.** Any positions not filled at crossover will be announced at the first General Council of the year. Applicants will present themselves at the following NUS Council and shall have the opportunity to defend their candidacy. A majority vote will decide representatives.
- 4.** The Director of Internal Affairs and Director of External Affairs shall keep up any contact required with committees if there is no nomination in April and shall hold a cross-over for the committee for incoming representatives in the Fall.

**5. Committees of the NUS include:**

**5.1. Social Committee**

**5.1.1.** Social Committee is coordinated and run by the Social Representative in order to provide undergraduate students with social events, with an effort to include non-alcoholic events. The Social Representative is responsible for recruitment and running of this committee and its initiatives.

**5.2. Athletic & Wellness Committee**

**5.2.1.** Athletic & Wellness Committee is responsible for organizing and promoting healthy and active living through various initiatives, including intramurals and classes on and off campus. It is also responsible for advocating for, education about, and activities related to health and mental health, especially in the context of Nursing. The committee shall connect students to McGill and wider community resources and collaborate with on campus groups. In addition, this Committee is responsible for organizing Nursing Games teams. The Athletic & Health Representative is responsible for recruitment and coordination of this committee and its initiatives.

**5.3. Graduation Committee**

**5.3.1.** The role of the Graduation Committee will be to participate in regular meetings, help with fundraising, design the yearbook, and set-up at Graduation Gala. Students can participate in one or more of the duties of the Grad Committee depending on their availability. The Graduation Representatives are responsible for recruitment and running of this committee and its initiatives.

**5.4. McGill Nurses for Global Health (MNGH)**

**5.4.1.** The MNGH is made up of graduate and undergraduate students aiming to foster awareness among the student body around issues of global health and social justice, to work in solidarity with community-based health organizations, and to advocate for the right to accessible health care. The Global Health Coordinator is responsible for recruitment and coordination of this committee and its initiatives.

**5.5. Canadian Black Nurses Alliance McGill Chapter (CBNA- McGill)**

**5.5.1.** CBNA-McGill is a student extension of the Canadian Black Nurses Alliance (CBNA) initiative. The goal of this club at McGill University is aimed towards creating a community for black nursing students here on campus. The club intends

to be a source of mentorship, coaching and resource to black nursing students here at McGill, with this support CBNA- McGill will work to ensure equal access to opportunities for black nursing students and inspire these students to step boldly into their nursing career while helping them with any challenges they may face. The CBNA Representative is responsible for recruitment and running of this committee and its initiatives.

#### **5.6. Nursing Peer Mentorship Program (NPMP)**

**5.6.1.** NPMP is a program that was developed in 2014 by Lia Sanzone, BScN'89, MSc(A)'95, Assistant Professor, Assistant BSc(N), Academic Advisor and NPMP Director. The NPMP encourages liaisons between junior-year and senior-year students within the Ingram School of Nursing. It provides a platform for them to meet, with a goal of helping new students feel welcomed and incorporated in the School. In addition, it can help students transition to a university-based professional program.

#### **5.7. McGill Nurses for Community Service (MNCS)**

**5.7.1.** MNCS focuses on including community engagement and social justice issues. The group holds numerous events throughout the year to support underserved groups and offer training sessions for nursing students on harm reduction strategies. Their primary goals are to provide support through collaborative partnerships with students and local organizations. They want to raise awareness in the student community about social issues and offer chances to volunteer and learn through hands-on experience. They have organized clothing drives for a women's shelter and a Harm Reduction training session which focused on Naloxone training. They planned to work alongside the McGill Special Olympics team for their Special Olympics Unified Tournament to provide education and resources to help improve the athletes' performance and overall health.

#### **5.8. McGill Nurses For Planetary Health (MNPH)**

**5.8.1.** McGill Nurses for Planetary Health (MNPH) is one of the many student groups that are members of GAIHN! MNPH advocates for environmental and social justice at the Ingram School of Nursing and the wider community. The Sustainability &

Planetary Health Coordinator is responsible for recruitment and running of this committee and its initiatives.

**5.9. Canadian Nursing Students Association (CNSA) Committee**

**5.9.1.** The CNSA Committee is responsible for the promotion and communication of the activities of national and regional CNSA activities, as well as coordination and fundraising for attendance of national and regional conferences. This committee will primarily be made up of students interested in going to conferences, and is chaired and coordinated by the AD CNSA.

**5.9.2.** As of 2023, and as determined by a nursing student body majority vote, the NUS is no longer a member of CNSA.

**5.10. Constitutional Reform Committee**

**5.10.1.** This committee is tasked with reviewing the by-laws and constitution through consultation with the NUS Council and members-at large. The Chief Electoral Officer is responsible for coordination of this committee and its initiatives, and shall ensure consultation with members-at large.

- 6.** All Committees of the NUS and representatives to External Committees must make a written report to the NUS Council at minimum once per semester about activities.
- 7.** All Committees of the NUS must make efforts to recruit and involve incoming members-at-large including BScN U0's and U1's, and BNI U2's.

## **By-Law 5: Elections Rules**

1. Elections shall be run according to the Constitution and By-Laws by the NUS Elections Office, composed of the Chief Electoral Officer (CEO) and two Deputy Electoral Officers (DEO).
2. The Chief Electoral Officer position shall be reserved for graduating students.
  - 2.1. The role of CEO will be decided by self-nomination by any member of the General Council and a majority vote from the pool of graduating Executive Council students at the crossover meeting of the NUS Council in April.
  - 2.2. If there are no nominations, the Logistics Coordinator or Director of External Affairs are expected to fulfill the role of CEO, with priority given to the Logistics Coordinator, if they are a U3 student.
3. The CEO shall work with two (2) Deputy Electoral Officers (DEO).
  - 3.1. The Director of Internal Affairs shall fill the role of the first DEO as an ex-officio member.
  - 3.2. The second DEO is chosen in the same way as the CEO, at the crossover meeting in April, voted on by the pool of graduating Executive Council members.
  - 3.3. DEO positions shall be reserved for graduating students.
  - 3.4. The CEO and two DEOs make up the NUS Elections Office
  - 3.5. The CEO and DEOs must remain impartial in all NUS Elections
4. The CEO or either of the DEOs may be removed from their position by a vote of no confidence at a meeting of General Council.
  - 4.1. A motion may be made at any General Council meeting to run a vote of no confidence in the CEO or either DEO.
  - 4.2. The motion must pass with  $\frac{2}{3}$  majority vote to result in removal.
  - 4.3. In the event that a CEO or DEO is removed from their position, the position must immediately be filled in the same meeting of General Council, by another U3, graduating, Executive Council member.
5. A decision made by the CEO and the (2) DEO's concerning the interpretation of articles in the Constitution and By- Laws regarding elections and referenda shall be considered binding.
  - 5.1. Should a disagreement arise within the NUS Elections Office about the interpretation of these articles, the CEOs and DEOs will decide the course of action by majority vote.
6. The CEO will organize and promote an information session for all candidates prior to or within the first three (3) days of an election nomination period.

- 6.1.** The purpose of this meeting will be to inform candidates about electoral regulations and of important times and dates.
- 7.** The CEO shall present to the NUS Council a prospective calendar for the Winter election period at the first meeting of the NUS Council in the Winter semester, which must be discussed, amended, and decided upon at that meeting; the calendar must respect the following guidelines:
  - 7.1.** Elections & By-Elections of the NUS Council shall be held in the Winter semester and must be initiated during the month of March and concluded prior to or on the day of examination period in April.
  - 7.2.** The election period shall include:
    - 7.2.1.** A minimum of one (1) week and at maximum two (2) weeks for the nomination period;
    - 7.2.2.** One (1) week for the campaign period; and
    - 7.2.3.** At maximum, one (1) week for the voting period.
- 8.** All members-at-large of the NUS shall be eligible to submit a nomination and subsequently run for a position on the NUS Council.
- 9.** All elected individuals must remain members of the NUS throughout their mandate.
  - 9.1.** Should an elected individual withdraw from the Ingram School of Nursing, they are automatically removed from their position.
- 10.** If the elected individual is removed from their position, as outlined in the NUS Constitution and By-Laws, a replacement for that position must be found by by-election, or by appointment, where By-Laws permit.
- 11.** Candidates for the position of Director of Internal Affairs and Director of External Affairs shall have had one (1) full year's previous experience cumulatively on NUS Council, and shall be at least a U2 student.
  - 11.1.** If the Director of Internal Affairs and/or the Director of External Affairs position is not filled during the Winter Election period, it may be filled in the by-election period by:
    - 11.1.1.** A U2 student and above with less than one (1) full year's previous experience cumulatively on NUS Council.
  - 11.2.** The Director of Internal Affairs and Director of External Affairs is not permitted to seek a second term under any circumstance.

- 12.** Candidates for the positions of Academic Affairs Coordinators BScN and BNI shall be graduating following the end of their term.
  - 12.1.** A final year student is defined as a student that will graduate in same calendar year as the end of their term.
  - 12.2.** If the Academic Affairs Coordinators BScN and/or BNI position is not filled during the Winter Election period, it may be filled in the by-election period by:
    - 12.2.1.** A non-U3 student
- 13.** One (1) Graduation Representative position shall be reserved each for a BScN and BNI U3 student.
  - 13.1.** If the BScN or BNI position is not filled during the Winter Election period, it may be filled by either a BScN or a BNI U3 student in the Winter by-election period.
  - 13.2.** If the position remains unfilled after the Winter by-election period, the Executive Council may nominate (a) candidate(s) for the unfilled position, to be confirmed by majority vote by General Council.
- 14.** Members interested in running for an NUS Executive Council position must have a meeting with the current holder of the executive position that they are interested in running for.
  - 14.1.** After the meeting, executives must sign a form indicating the meeting has occurred and that relevant information was exchanged for candidates to be approved to run.
  - 14.2.** In addition to the sign form, they must have an additional minimum of 10 signatures to be approved to run.
- 15.** The class representatives for incoming classes shall be elected only by members of their respective classes.
- 16.** Elections shall be by secret ballot of all members-at-large of the NUS and must be done through SSMU SimplyVoting.
  - 16.1.** Should SSMU SimplyVoting not be an option for an election, due to time constraints, the CEO and both DEOs must unanimously agree on an alternate voting system.

## **By-Law 6: Campaigning Rules**

1. It is the responsibility of any candidate in an election for NUS Council to be informed of and respect the rules outlined in this By-Law, and any other By-Laws relating to NUS elections.
2. Campaigning for the Winter Elections, Winter By-elections and Fall By-elections is allowed:
  - 2.1. During campaigning period, as defined by the CEO.
  - 2.2. During voting period, as defined by the CEO.
3. Campaigning for the Winter Elections, Winter By-Elections and Fall By-Elections is not allowed:
  - 3.1. During nomination period, as defined by the CEO.
  - 3.2. In the NUS Office, or any part of the ISoN building.
    - 3.2.1. No physical posters pertaining to the Elections may be posted in these spaces.
  - 3.3. On McGill NUS social media (Facebook groups, pages, listserv, website, Instagram, or the other media run officially through the NUS).
4. The following activities are expressly allowed during campaign period only. These activities are not allowed during voting period:
  - 4.1. Speeches not exceeding one minute in length in any course where the Professor consents to the speech.
    - 4.1.1. It is the responsibility of the candidate themselves, as well as the grade representative, to time the speech.
    - 4.1.2. In the event of a discrepancy, the grade representative's timing shall be considered final.
  - 4.2. Handing out items including, but not limited to, food, stickers, and pamphlets.
5. The following activities are expressly allowed during both voting period and campaign period. These activities are not allowed during nomination period:
  - 5.1. Creating social media, websites, and blogs to support your campaign and disseminate information.
  - 5.2. Making posts on such above social media, so long as they do not violate any other campaign rule.
  - 5.3. Encouraging voter participation.
6. The following activities are prohibited at all times during NUS Elections:
  - 6.1. Attacks on a person's character.



- 6.2.** Engaging in bullying, harassment, or slander.
  - 6.3.** Engaging in bribery, vote-buying, or voter coercion.
  - 6.4.** Disrupting, interfering with, or sabotaging the campaign of another candidate in an NUS Election.
  - 6.5.** Running in alliance with another candidate or encouraging voters to vote for any number of candidates as a pair or team.
  - 6.6.** Disrupting an event of the NUS or activity of the Ingram School of Nursing, including but not limited to:
    - 6.6.1.** Classes
    - 6.6.2.** Labs
    - 6.6.3.** Tutorials
    - 6.6.4.** Social Events
  - 6.7.** Using a position of power, such as an NUS Council position, to gain an unfair advantage in the election.
  - 6.8.** If any candidate demonstrates any inappropriate behaviour, they are subject to be removed from the elections.
- 7.** All NUS Council Members must remain publicly impartial during all Elections.
  - 8.** Candidates bear ultimate responsible for the actions of their supporters, and are required to inform those posting on their behalf of the NUS Elections rules.
    - 8.1.** Candidates may receive Official Warnings, Sanctions, and Disqualification resulting from the actions of their supporters, as stated within this by-law.
  - 9.** The CEO must act on any violations of NUS By-Laws by a candidate for NUS General or Executive Councils.
    - 9.1.** The CEO must:
      - 9.1.1.** Disseminate these rules to all candidates by the beginning of campaigning period.
      - 9.1.2.** Administer these rules to all candidates without prejudice.
      - 9.1.3.** Investigate all petitions of alleged infractions of these rules made by any NUS member at large.
      - 9.1.4.** Consult with the DEOs on all sanction.
        - 9.1.4.1.** If there is a disagreement, the Elections Office must vote.
      - 9.1.5.** Decide unanimously with the DEOs on all disqualifications.

**10.** In the event of a By-Law violation, the CEO may:

**10.1.** Provide the candidate with an Official Warning of the infraction, after which further offenses may lead to sanction or disqualification.

**10.2.** Sanction the candidate and disseminate notice of the sanction via NUS Listserv and on the ballot.

**10.3.** Disqualify the candidate and remove their name from the ballot.

**10.3.1.** Examples of actions leading directly to a Disqualification include:

**10.3.1.1.** Engaging in bribery, vote-buying, voter intimidation, coercion, slander, bullying, or interfering with another's campaign materials.

**Approved and signed by the NUS Council 2023-2024 on March 20<sup>th</sup>, 2024.**

Noémie Rancourt – President  
Rachael Odususi – Chief Operating Officer  
Bryana Jean Jacques – VP Academic Affairs BScN  
Daniel Shapiro-Callahan – VP Academic Affairs BNI  
Jamie Cannon – VP Internal  
Claire Mabia – VP External  
Rex Wang – VP Finance  
Shaun Daigneault – VP Sustainability  
Sophie Zheng – Equity Commissioner

Marnie O'Brien - Social Representative  
Mathusa Thurairajah – BScN Graduation Representative  
Veronica Carrera – BNI Graduation Representative  
Sheena Doyle – Athletic and Health Representative  
Jacob Caron- Global Health Representative  
Diana Diaz – Planetary Health Representative  
Phuong Nhi Nguyen – CRO  
Naomi Pastrana Mankovitz – Nursing Senator  
Ella Eremita – Equity Representative  
Adell Keays-White – Indigenous awareness representative  
Ernissa Nadie Daniel – Black student Representative  
Lovyck Juteau-Mercier – BScN U3 Representative  
Stefanie Nelson – BNI U3 Online Representative  
Honoah Xu – BScN U2 Representative  
Jacqueline Chow – BNI U2 Representative  
Gleb Borisov – BNI U2 Online Representative  
Mia Lariviere – BScN U1 Representative  
Maïka Boudreau -BScN U0 Representative