

# **Role & Governance By-laws**

*of the*



## **Nursing Undergraduate Society of McGill University**

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## **ARTICLE 1 - MANDATE**

- 2.1. Act as the primary official organization for all undergraduate McGill students in the ISON and to promote their welfare and interests.
- 2.2. Represent the interest of NUS Members-at-Large to the ISON Faculty and McGill University.
- 2.3. Provide activities and services to enhance the educational, environmental and social conditions of its Members.
- 2.4. Refer students to appropriate support services, when applicable
- 2.5. Facilitate and promote engagement in professional development, extracurricular involvement, and student life activities at McGill University, as well as collaboration with recognized professional nursing organizations across Canada.
- 2.6. Promote equity within the Society and advocate for marginalized populations within the NUS membership.
- 2.7. The NUS shall be recognized by its Members-at-Large, Students' Society, Senate and Board of Governors of McGill University as representatives of all undergraduate Nursing students registered at McGill University.

## **ARTICLE 2 - BOARD OF DIRECTORS ROLES & RESPONSIBILITIES**

### **1.1. President**

- 1.1.1. To be the chief officer and spokesperson for the NUS, within ISON and at McGill.
- 1.1.2. To supervise the activities of the NUS, with respect to the mission of the Society.
- 1.1.3. To enforce the governing documents of the NUS and fulfill the obligations of the NUS to the SSMU as outlined in the NUS-SSMU memorandum of agreement.
- 1.1.4. To act as the second signing officer, along with the Director of Financial Affairs.
- 1.1.5. To be an ex-officio member of all committees of the NUS, including as a DEO.
- 1.1.6. To ensure the long-term continuity of the operations of the NUS.



- 1.1.7. To coordinate relations between the NUS, ISoN faculty, NGSA and McGill University.
- 1.1.8. To attend and report at the following:
  - 1.1.8.1. Monthly ISoN School Council meetings with a maximum of one additional NUS Council member.
  - 1.1.8.2. Monthly meetings of the SSMU President's Round Table.
  - 1.1.8.3. Monthly Synergy Circle meetings.
- 1.1.9. Represent and promote the NUS by means including, but not limited to, Nursing Orientation, Nursing Professionalism Ceremony, Discover McGill, McGill Open House, or McGill Caravans (CEGEP recruitment).

## **1.2. Director of Logistics**

- 1.2.1. To call and organize in-person and online meetings of and set the agenda for the General and Board of Directors, including room booking, schedule management, Zoom recordings, etc.
- 1.2.2. To act as secretary during meetings of the Executive and General Council, and keep accurate records and minutes of all NUS activities, to be made available to all Members-at-Large of the NUS.
  - 1.2.2.1. Ensure the accuracy and proper formatting of meeting minutes to uphold professional standards.
  - 1.2.2.2. Record attendance, noting the presence or absence of members, along with reasons for any absences or tardiness.
- 1.2.3. To publish a regular email listserv about events, opportunities, etc.
- 1.2.4. To conduct all internal and external correspondence of the NUS email account, Instagram, TikTok and Facebook.
  - 1.2.4.1. Maintain regular communication and convey relevant information as needed to the designated NUS Council member.
  - 1.2.4.2. Oversee the NUS Social Media Committee



- 1.2.5. To manage the tidiness of the office and take care of office equipment i.e., pens, paper, bluetooth speaker-microphone.
- 1.2.6. To oversee the management and updating of the website, including, but not limited to, maintaining the mcgillnus.ca domain, updating the calendar, the NUS organizational chart, Council member profiles, and sponsor information.
  - 1.2.6.1. Coordinate the scheduling of Council photos during the Fall semester.
- 1.2.7. In the absence of a Chief Electoral Officer (CEO), the responsibility shall be assumed by the Director of Logistics, provided they are a graduating student.

### **1.3. Director of Financial Affairs**

- 1.3.1. To oversee and manage all NUS banking accounts and NUS-related finances.
- 1.3.2. To enforce and update the Financial By-laws.
- 1.3.3. To act as the chief signing officer, with the President as the second signing officer.
- 1.3.4. To coordinate with the Sponsorship Coordinator and other relevant Council members on all activities pertaining to revenue collection for the NUS.
- 1.3.5. To coordinate and chair the Graduation Committee.
- 1.3.6. To keep the Council informed of the financial status of the NUS at each meeting of the NUS Council.
- 1.3.7. To advocate for and ensure the long-term financial stability of the NUS.
- 1.3.8. To manage the 21<sup>st</sup> Century Fund and work with the ISoN Director for transactions from that account, as per the access protocol outlined in the By-laws.
  - 1.3.8.1. To manage the Research and Student Initiative Funds.
  - 1.3.8.2. Ensure the continuity of the Nursing Financial Aid Fund (NFAF) and 21st Century Fund
- 1.3.9. Oversees the Graduation Representative, Café Coordinator and Sponsorship Coordinator.



#### **1.4. Director of External Affairs**

- 1.4.1. To attend and represent the NUS with other faculty associations, at SSMU external meetings, and others pertaining to McGill University.
- 1.4.2. To communicate with Council and NUS all relevant external event opportunities occurring through SSMU, McGill University and external parties, as well as to ensure this information is readily available to NUS members.
- 1.4.3. To be in frequent communication with and oversee the SSMU Representative, Nursing Senator and Opportunities Coordinator. The mode and frequency of communication are at the discretion of the participants of those meetings.
- 1.4.4. To keep updated on AÉSIQ, OIIQ, FIQ and McGill affairs, and communicate them to the Council – advocate for the NUS, nursing students and nurses when necessary.
- 1.4.5. To keep communications with AÉSIUM, the undergraduate society for nursing students at the University of Montreal, and other nursing student associations.
- 1.4.6. To co-coordinate and oversee the planning of the Annual McGill Nursing Career Fair in conjunction with the Opportunities Coordinator.
- 1.4.7. To forward or delegate any external opportunities and invitations to McGill Undergraduate Students to the Opportunities Coordinator when they see fit.

#### **1.5. Director of Internal Affairs**

- 1.5.1. To coordinate, report on, and be an ex-officio member on the Committees under their jurisdiction, including the Social Committee as detailed in the Committee and External Group By-laws.
  - 1.5.1.1. Should a Committee be inactive and/or not have a designated Committee Chair, the Director of Internal Affairs shall recruit Members-at-Large to create the Committee and/or appoint a Committee Chair.
  - 1.5.1.2. The Director of Internal Affairs must chair Committees where no Members-at-Large are interested.
- 1.5.2. To collaborate with Science Frosh Chairs and Coordinators to recruit Frosh Leaders within NUS Members-at-Large, and facilitate the inclusion of nursing within Science Frosh activities.



- 1.5.3. To oversee and ensure a nursing team for external social activities, such as Science Games, Faculty Olympics, etc. is created subject to student interest.
- 1.5.4. Oversees the Social Representative

## **1.6. Director of Academics**

- 1.6.1. To be responsible for all educational, curricular, and academic affairs of the NUS.
- 1.6.2. To chair and oversee the Academic Affairs Committee, composed of the Class Representatives of each program and cohort.
  - 1.6.2.1. The Committee is to meet bimonthly to discuss Academic Affairs pertinent to each cohort and program, and to provide any relevant updates to the Board of Directors.
- 1.6.3. To schedule, organize, and attend the following:
  - 1.6.3.1. Scheduling meetings with both the BScN and BNI Program Directors at least once per semester with the Class Representatives to provide updates and feedback regarding course curriculum and student concerns.
    - 6.3.1.1. This includes scheduling an introductory meeting in the summer/fall at the beginning of their mandate.
  - 1.6.3.2. Organizing OIIQ and NCLEX info sessions for graduating students.
  - 1.6.3.3. Collaborate with the NGSa and graduate program professors to organize an information session on graduate programs.
  - 1.6.3.4. Attend McGill Academic Roundtable (MART) meetings, organized by the SSMU's VP University Affairs.
- 1.6.4. To lead student initiatives such as the Note-Taking Club, and recruitment of student mentors for courses.
- 1.6.5. To assist Class Representatives in advocating for student's academic rights, including, but not limited to, implementation of the McGill Policy on Student Assessment and Learning, and Assisted Learning Plans.
- 1.6.6. To inform the NUS Council of activities of interest with emphasis on academics.
- 1.6.7. To actively promote the ISoN at the secondary and post-secondary levels.



- 1.6.8. To collaborate with the BScN U0 Representative to develop and implement initiatives that promote the inclusion of U0 students.
- 1.6.9. To attend, to their best ability, McGill events regarding the recruitment of incoming students.
- 1.6.10. Oversees all the Class Representatives and attend to their concerns

### **1.7. Director of Sustainability**

- 1.7.1. To oversee all global health and sustainability-related affairs within the NUS.
- 1.7.2. To coordinate and chair the Sustainability Committee and Athletic, Health and Wellness Committee
- 1.7.3. To coordinate information sessions for the Ambassador Program, Global Health initiatives within the ISoN and educational opportunities related to planetary health and sustainability.
- 1.7.4. To oversee all NUS initiatives and ensure that they are sustainable.
- 1.7.5. To inform the NUS Council and NUS members of internal and external activities relevant to sustainability and global health.
- 1.7.6. To promote the participation of the nursing undergraduate student body in the McGill Interprofessional Global Health Course.
- 1.7.7. To collaborate and coordinate with other global health student groups.
- 1.7.8. Plan, coordinate, communicate, and execute the lab drive & McGill nurses scrubs drive in the winter semesters.
- 1.7.9. Ensure availability of menstrual health products in ISoN bathrooms in collaboration with the SSMU Menstrual Health Commissioner.
- 1.7.10. To act as a liaison between the NUS Council and the Office of Social Accountability in Nursing (OSAN) and the ISoN Green Team.
- 1.7.11. To manage the NUS Sustainability Social Media
- 1.7.12. To organize and promote Sustainability Health-related projects to the student body



- 1.7.13. If the Cafe Coordinator is not filled, the Director of Sustainability as well as the Director of Financial Affairs will meet one week after elections to delegate tasks among themselves and other members of the NUS, including active recruitment for the role if possible.
- 1.7.14. Oversees the Athletic, Health & Wellness Representative

## **1.8. Equity Commissioner**

- 1.8.1. To facilitate the delivery of equity training and equitable event planning training with the NUS and ensure its completion by all Council members.
- 1.8.2. To coordinate and chair the Equity Committee.
  - 1.8.2.1. Organizing and chairing meetings and ensuring all members' projects align with the purpose of equity.
- 1.8.3. To oversee all NUS initiatives to ensure they align with principles of equity, inclusion, and fairness.
- 1.8.4. To foster an environment of inclusion, diversity, equity, and respect within the nursing community.
- 1.8.5. To organize and promote intra- and inter-professional events pertaining to equity and social justice. To raise awareness about issues pertaining to equity and social justice through the organization of education opportunities for students. To organize and facilitate equity-related events, workshops, and activities for students.
- 1.8.6. To be available to students experiencing issues of equity to direct them to appropriate resources.
- 1.8.7. To assist and support students facing equity-related challenges by connecting them to appropriate university or community resources (e.g., referring students to the Mistreatment Policy and guiding them through the process).
- 1.8.8. To liaise and collaborate with McGill Learning Environment Student Advisors (LESAs), the Office of Social Accountability in Medicine (SACE), the Office of Social Accountability in Nursing (OSAN), and the WELL Office on equity-related projects.



- 1.8.9. To liaise with the Equity Commissioner of the SSMU, and enforce the Involvement Restriction Policy (IRP) of the Students' Society of McGill University (SSMU).
- 1.8.10. To serve as a liaison between the NUS Council and the Faculty, ensuring equity concerns are represented and addressed.
- 1.8.11. Oversees the CBNA and Indigenous Awareness Representative

## **ARTICLE 3 - GENERAL COUNCIL ROLES & RESPONSIBILITIES**

### **2.1. Opportunities Coordinator**

- 2.1.1. To organize a career fair held in the Fall semester in coordination with the Director of External Affairs, with the option to host a second one in the Winter semester – at the Opportunities Coordinator and NUS Council's discretion.
- 2.1.2. To facilitate visits to the Ingram School of Nursing (ISoN) for prospective students and employers.
- 2.1.3. To seek out and share employment and learning opportunities with students.
  - 2.1.3.1. Professional, academic, and extracurricular opportunities, including, but not limited to, volunteering, shadowing, externships, and research.
  - 2.1.3.2. Promote networking events and career fairs hosted by external institutions, organizations, and hospitals.
  - 2.1.3.3. Organize guided hospital tours in collaboration with local healthcare facilities.
  - 2.1.3.4. Provide students with career readiness resources, including, but not limited to, CV & LinkedIn workshops and interview preparation sessions.

### **2.2. Sponsorship Coordinator**

- 2.2.1. 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.
- 2.2.2. Responsible for the coordination of apparel sales on a per-semester basis and/or per academic year.



- 2.2.3. Responsible for contact and management of all sponsors of the NUS.
- 2.2.4. Responsible for continuing research into the NUS becoming a non-profit organization, as well as becoming financially independent from SSMU.
- 2.2.5. To communicate with the Director of Financial Affairs and Graduation Committee about funding and sponsorship.

### **2.3. Café Coordinator**

- 2.3.1. To promote the Nursing Student Cafe through social media.
- 2.3.2. To coordinate activities of the Nursing Student Cafe so that it may be run sustainably and collaborate with local cafes to organize events for students
- 2.3.3. To recruit and coordinate a Cafe Committee with nursing students to inform and share tasks for the Cafe.
- 2.3.4. Work in coordination with the Director of Finance Affairs
- 2.3.5. Keep contact with suppliers, ISON faculty and other stakeholders and in positive standing.
- 2.3.6. Ensure exit reports are made by employees and cross-over meetings planned at least 2 weeks before the Winter semester elections.
- 2.3.7. Ensure continuity of the cafe, reviewing business models as necessary.
- 2.3.8. In the event that the Café Coordinator role is temporarily vacant, the Board of Directors will collectively absorb the core responsibilities of the position to maintain uninterrupted operations until a new coordinator is elected or appointed.

### **2.4. Nursing Senator**

- 2.4.1. To be a voting member of the McGill Senate.
- 2.4.2. To consult with the NUS Council and reasonably represent the prevailing views of the Council at Senate meetings.
  - 2.4.2.1. Inform the Council of the relevant issues brought forth to the Senate.
- 2.4.3. To attend the annual Senate/Board Caucus meeting.



- 2.4.4. To communicate with the Director of External Affairs regularly, regarding their role and committee activities.
- 2.4.5. 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:
  - 2.4.5.1. The duties of the Undergraduate Senators shall be to (all training given at the beginning of the Fall semester; no experience needed):
    - 2.4.5.1.1. Attend Senate meetings (once a month);
    - 2.4.5.1.2. Attend Senate Caucus meetings (biweekly meetings with other student senators);
    - 2.4.5.1.3. 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));
    - 2.4.5.1.4. Gather the opinions of their Constituency on matters before the Senate;
    - 2.4.5.1.5. Represent the needs and opinions of their faculties to the Senate Caucus;
    - 2.4.5.1.6. Represent the needs and opinions of the undergraduate student body of McGill University at Senate.
  - 2.4.6. The Senator must not miss more than three consecutive Senate caucus meetings or five Board meetings in a governance year without sufficient reason, or else their position will be deemed vacant by the Secretary.

## **2.5. SSMU Representative**

- 2.5.1. To be voting members of the Legislative Council (LC) of the Students' Society of McGill University (SSMU) and be bound by SSMU Constitution and By-laws.



- 2.5.2. To consult with the NUS Council and reasonably represent the prevailing views of Council at SSMU Council meetings.
  - 2.5.2.1. Update the NUS Council following SSMU meetings.
  - 2.5.2.2. Report the relevant and/or important discussions and decisions of SSMU to Council and of Council to SSMU.
- 2.5.3. To sit on at least one committee of the SSMU LC on students' issues.

## **2.6. CBNA Representative**

- 2.6.1. To identify with and commit to the mission of CBNA McGill, understanding and addressing the needs of its members within the Ingram School of Nursing.
- 2.6.2. To work in collaboration with the Equity Commissioner.
- 2.6.3. To act as the liaison between the NUS Council and the CBNA McGill Chapter, reporting on and promoting all CBNA activities to the NUS.
- 2.6.4. To sit on the Equity Committee alongside the Equity Commissioner and Indigenous Awareness Representative.
- 2.6.5. To oversee, manage and be accountable for the CBNA McGill's SSMU club bank account, which is financially independent from the NUS.
  - 2.6.5.1. Make use of funding provided by the SSMU, NUS, as well as funding in support of black student clubs from both within and beyond the McGill community in the implementation of the CBNA McGill Mission.
- 2.6.6. To advocate for the recruitment of Black instructors and representation within the Ingram School of Nursing.
- 2.6.7. To collaborate and create partnerships with Black student groups and organizations both within and beyond the McGill community.
- 2.6.8. To collaborate and create partnerships with McGill faculty organizations concerned with equity and social accountability.
- 2.6.9. To raise awareness of issues about Black Health and to promote educational opportunities and events.



## **2.7. Indigenous Awareness Representative**

- 2.7.1. To organize and chair the Indigenous Awareness Committee.
- 2.7.2. To sit on the Equity Committee alongside the Director of Equity Affairs, CBNA Representative and Equity Representative.
- 2.7.3. To organize events related to Indigenous health and awareness in nursing.
- 2.7.4. To promote the nursing profession to increase interest of Indigenous students.
- 2.7.5. To advocate for the recruitment of Indigenous instructors within the ISoN.
- 2.7.6. To create partnerships and collaborate with other Indigenous groups within McGill and the community.
- 2.7.7. To raise awareness of issues pertaining to Indigenous health and to promote educational opportunities and events.
- 2.7.8. Coordinates with the Equity Commissioner, and the Director of Sustainability regarding all initiatives and activities for the year.
- 2.7.9. 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.”

## **2.8. Class Representatives**

- 2.8.1. To be the primary advocate for their cohort, by:
  - 2.8.1.1. Representing their cohort’s interests at all Council meetings.
  - 2.8.1.2. Raising concerns at meetings with Program Directors, and suggesting modifications to courses as needed.
  - 2.8.1.3. Communicating on behalf of their cohort with instructors and professors.
  - 2.8.1.4. Being familiar with and overseeing the implementation of the McGill Policy on Student Assessment and Learning, and Assisted Learning Plans.



- 2.8.1.5. Informing their cohort and promoting involvement in NUS activities.
- 2.8.1.6. Encouraging their cohort to complete Mercury Course Evaluations.
- 2.8.2. To attend bimonthly Academic Affairs meetings and discuss relevant concerns for their respective cohort and collaborate to resolve any issues.
- 2.8.3. 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.

## **2.9. Graduation Representative**

- 2.9.1. Must be entering their final year of the program.
- 2.9.2. The Graduation Representative is an appointed position and is responsible for recruitment and running of the Graduation Committee and its initiatives.
- 2.9.3. Work in close collaboration with the Director of Financial Affairs regarding any fundraising, payments to vendors, including the venue and sponsorships.
- 2.9.4. Serves as liaison, providing updates about the Graduation Ball with the NUS BoD and Council.
- 2.9.5. Any contracts must be shared with BoD and signed by the President and Director of Financial Affairs.

## **2.10. Social Representative**

- 2.10.1. The Social Representative is an appointed position and is responsible for recruitment and running of the Social Committee to provide undergraduate students with social events, with an effort to include non-alcoholic events.
- 2.10.2. Works in close collaboration with the Director of Internal Affairs and Director of Financial Affairs regarding any large expenses related to social events.
- 2.10.3. Any contracts must be shared with BoD and signed by the President and Director of Financial Affairs.

## **2.11. Athletic, Health & Wellness Representative**

- 2.11.1. The Athletic, Health & Wellness Representative is an appointed position and is responsible for recruitment and running of the Athletic, Health & Wellness



Committee to promote healthy and active living through various initiatives, including intramurals and classes on and off campus.

- 2.11.2. The Athletic, Health & Wellness committee shall connect students to McGill and wider community resources and collaborate with on-campus groups.
- 2.11.3. Works in close collaboration with the Director of Sustainability