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

*Updated September 2021*



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

## **1. President**

- 1.1. To be the chief officer and spokesperson for the NUS.
- 1.2. To enforce the governing documents of the NUS.
- 1.3. To coordinate the activities of the Executive Committee and the General Council.
- 1.4. To coordinate relations between NUS and the administration of the ISON as well as the NGSA.
- 1.5. To attend meetings of the SSMU President's Round Table.
- 1.6. To be an ex-officio member of all committees of the NUS.

## **2. Vice President Internal Affairs**

- 2.1. To coordinate and report on the activities of the Elected Representatives that fall under their jurisdiction, including the Social Representative, Grad Representatives, and Athletic & Health Representative.
- 2.2. To promote sustainable communication between the NUS and NPMP. The VP Internal may choose to sit in on NPMP meetings, or may choose to coordinate with an NPMP member to receive updates, as per their discretion. The VP Internal shall report on NPMP activities at every NUS Council and communicate with the NPMP during the summer.
- 2.3. 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.
- 2.4. To coordinate the creation of the NUS agenda, which shall be available to NUS members by donation at the start of each school year.
- 2.5. To coordinate the recruitment of Frosh Leaders within NUS members-at-large, and to communicate with the Science Frosh coordinators in order to facilitate the inclusion of Nursing within their Frosh activities.
- 2.6. To organize a Nursing team for external social activities, such as Science Games, Faculty Olympics (etc.) subject to student interest.
- 2.7. To chair the Wellness Committee.

## **3. Vice President External Affairs**

- 3.1. To represent the NUS on, and attend all council meetings of, the Legislative Council of the Student Society of McGill University (SSMU).
- 3.2. To attend and represent the NUS at external meetings pertaining to McGill University, specifically those listed herein;
- 3.3. Participation in FRESque or communication with NUS members who are a part of FRESque to report on annual summits and opportunities for student participation. Reports on FRESque will be delivered at least one per semester by the Vice President External, or by NUS members-at-large on FRESque in contact with the Vice President External.

- 3.4. 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.
- 3.5. To form working relationships with the Nursing Alumni Association to connect current students to graduated students through jointly planned events.
- 3.6. To chair the equity committee and ensure sustainability.

#### **4. Vice President Academic Affairs BScN**

- 4.1. To coordinate and report on the activities of the Elected Representatives that fall under their jurisdiction, including the BScN Class Representatives, and students sitting on the Research in Action Committee.
- 4.2. To arrange and inform the NUS Council of activities of interest with emphasis on education.
- 4.3. To attend all faculty liaison meetings.
- 4.4. To actively promote the Ingram School of Nursing at the secondary and post-secondary level.
- 4.5. To attend McGill Academic Roundtable (MART) meetings in conjunction with the Vice President Academic Affairs BNI.
- 4.6. Work with the Faculty of Medicine to promote interprofessional collaboration and education.
- 4.7. To advocate for student's academic rights.

#### **5. Vice President Academic Affairs BNI**

- 5.1. To coordinate and report on the activities of the Elected Representatives that fall under their jurisdiction, including the BNI Class Representatives and students sitting on the Research in Action Committee.
- 5.2. To arrange and inform NUS members of activities of interest with emphasis on education.
- 5.3. To attend all faculty liaison meetings.
- 5.4. To actively promote the ISON at the secondary and post-secondary level.
- 5.5. To attend McGill Academic Roundtable (MART) meetings, in conjunction with Vice President Academic Affairs BScN.
- 5.6. Work with the Faculty of Medicine to promote interprofessional collaboration and education.
- 5.7. To advocate for student's academic rights.

#### **6. Vice President Finance**

- 6.1. To manage the NUS accounts, including the General account as well as the sub-accounts of CNSA and Graduation, in collaboration with the Official and Associative Delegates to the CNSA and Graduation Representatives, respectively.
- 6.2. To coordinate with the Chief Revenue Officer all activities pertaining to revenue collection for the NUS.
- 6.3. To keep the Council informed of the financial status of the NUS at each meeting of the NUS Council.

- 6.4. Advocate for and ensure the long-term financial stability of the NUS.
- 6.5. Communicate with the Chief Revenue Officer about funding and sponsorship.
- 6.6. To manage the Research and Student Initiative Funds.

#### **7. Vice President Global Health**

- 7.1. To oversee all global health related affairs within the NUS.
- 7.2. To inform the NUS Council and NUS members of internal and external activities relevant to global health,
- 7.3. To work alongside the Global Health Representative to coordinate information sessions for the Ambassador Program, as well as other Global Health initiatives within the ISoN.
- 7.4. To coordinate and chair the McGill Nurses for Global Health (MNGH) committee alongside the Global Health Representative.
- 7.5. To act as a liaison between the Executive Committee and the MNGH.
- 7.6. To act as liaison between the NUS Council and the Global and Indigenous Health Nursing committee (GAINH-McGill) of the ISoN.
- 7.7. To act as a liaison between the NUS Council and the McGill Global Health Network (GHN).

#### **8. Vice President Sustainability**

- 8.1. To consult on all NUS activities to ensure sustainable and environmentally responsible nursing initiatives.
- 8.2. To inform the NUS Council and NUS members of internal and external activities relevant to sustainability.
- 8.3. To coordinate and chair the McGill Nurses for Planetary Health (MNPH) committee alongside the Planetary Health Representative.
- 8.4. To work alongside the Planetary Health Representative and the MNPH committee to coordinate information sessions and educational opportunities related to planetary health and sustainability.
- 8.5. To act as a liaison between the NUS Council and the MNPH Committee.
- 8.6. To act as liaison between the NUS Council and the Global and Indigenous Health Nursing committee (GAIHN-McGill) of the ISoN.
- 8.7. To act as a liaison between NUS with environmental, planetary health, and/or other associated groups and stakeholders within or beyond the McGill community.
- 8.8. To advocate for sustainable and environmentally responsible nursing initiatives within the ISoN.

#### **9. Official Delegate of the CNSA**

- 9.1. To follow and adhere to the CNSA guidelines with respect to their role.
- 9.2. To coordinate alongside the AD CNSA to create a CNSA committee, consisting of students who wish to participate in planning CNSA trips and fundraising activities, subject to student interest.
- 9.3. To organize the annual career fair held in the fall semester.

- 9.4. To attend and represent the NUS at the Regional Conference and in Regional Meetings of the CNSA, and at the National Conference and in the National Assembly of the CNSA.
- 9.5. To be the primary representative of the NUS and Ingram School of Nursing at McGill University, and vote on behalf of these bodies at Regional and National meetings of the CNSA.
- 9.6. To inform the Council and NUS members informed of CNSA activities and opportunities
- 9.7. To ensure that a Quebec Regional Conference Director is elected and available to organize the Regional Conference in the event that it is held at McGill University.
- 9.8. To manage, in coordination with the NUS VP Finance, the CNSA Department bank account within SSMU.

#### **10. Equity Commissioner**

- 10.1. To oversee all NUS initiatives and ensure that they are equitable.
- 10.2. To coordinate and chair the Equity committee alongside the Equity Representative, Black Student Representative, and Indigenous Student Representative.
- 10.3. To act as a liaison between the NUS Council and the Equity Committee.
- 10.4. To develop and implement equity training and equitable event planning training with the NUS.
- 10.5. To organize and promote intra- and inter-professional events pertaining to equity and social justice.
- 10.6. To be available to students experiencing issues of equity to direct them to appropriate resources.
- 10.7. To liaise and collaborate with McGill Learning Environment Student advisors (LESAs) and the WELL Office.
- 10.8. To liaise with the Equity Commissioner of the SSMU.

#### **11. Chief Electoral Officer**

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

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

## **1. Social Representative**

- 1.1.** To coordinate the creation of and chair the social committee, consisting of students who wish to participate in the planning and promotion of social events for NUS members.
- 1.2.** 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.
- 1.3.** To communicate with the VP Internal by email or in person, in the week prior to 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 with respect to 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 pertaining to the Graduation Gala, and work alongside other members of the Council to promote these activities.
- 2.5.** To communicate with the VP Internal and VP Finance by email or in person, in the week prior to 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. Nursing Senator**

- 3.1.** 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:
  - 3.1.1.** The duties of the Undergraduate Senators shall be to:
    - 3.1.1.1.** Attend Senate meetings;
    - 3.1.1.2.** Attend Senate Caucus meetings;
    - 3.1.1.3.** Inform the undergraduate student body of McGill University, and more specifically their faculties, of issues before Senate;
    - 3.1.1.4.** Gather the opinions of their Constituency on matters before the Senate;
    - 3.1.1.5.** Represent the needs and opinions of their faculties to Senate Caucus;
    - 3.1.1.6.** Represent the needs and opinions of the undergraduate student body of McGill University at Senate;
    - 3.1.1.7.** Serve on at least one (1) University Committee.

- 3.2. To represent the Ingram School of Nursing and the NUS on the Senate.
- 3.3. To inform the Council and NUS of the issues brought forth to the Senate.
- 3.4. To attend Senate/Board Caucus meetings.
- 3.5. To communicate with the VP External on a regular basis, to be determined with the VP External, regarding their role and committee activities.

#### **4. Associate Delegate CNSA**

- 4.1. To follow and adhere to the CNSA guidelines with respect to their role.
- 4.2. To work alongside the OD CNSA in completing tasks relevant to the CNSA.
- 4.3. To chair the CNSA committee, consisting of students who wish to participate in planning CNSA trips and fundraising activities, subject to student interest.
- 4.4. To attend and represent the NUS at the Regional Conference and in Regional Meetings of the CNSA, and at the National Conference and in the National Assembly of the CNSA.
- 4.5. In the absence of the OD CNSA, to be the primary representative of the NUS and Ingram School of Nursing at McGill University to the CNSA, and vote on behalf of these bodies at Regional and National meetings of the CNSA.

#### **5. Equity Representative**

- 5.1. To work in collaboration with the Equity Commissioner.
- 5.2. To coordinate and chair the Equity committee alongside the Equity commissioner, the Black Student Representative, and the Indigenous Student Representative.
- 5.3. To act as a liaison between the NUS Council and the Equity committee.
- 5.4. To advocate for equitable practices within the Ingram School of Nursing.
- 5.5. To raise awareness about issues pertaining to equity and social justice through the organization of education opportunities for students.

#### **6. BScN & BNI Class Representatives**

- 6.1. Represent their year at all Council meetings.
- 6.2. Inform the Council of relevant concerns for their respective year and work with VP Academics to resolve any issues.
- 6.3. Inform their respective year of and promote involvement in upcoming NUS activities
- 6.4. 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.
- 6.5. To communicate with their respective VP Academic by email or in person, in the week prior to meetings of the NUS Council, regarding their role and committee activities.



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

## **1. Chief Operating Officer (COO)**

- 1.1.** To call and organize the meetings of and set the agenda for the General and Executive Council.
- 1.2.** 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.
- 1.3.** To conduct all internal and external correspondence of the official NUS email account.
- 1.4.** Oversee the management of the website, including but not limited to maintaining the mcgillnus.ca domain, and updating the calendar, Council member profiles, and sponsor information.
- 1.5.** Coordinate with members of the Council in order to update the NUS website.
- 1.6.** If there are no self-nominations for the role of CEO, then the COO is responsible for taking on this role, unless the COO is not a graduating student.

## **2. Global Health Representative**

- 2.1.** To work in collaboration with the VP Global Health to coordinate information sessions for the Ambassador Program, as well as other Global Health initiatives within the ISoN.
- 2.2.** To coordinate and chair the MNGH committee alongside the VP Global Health.
- 2.3.** To act as a liaison between the Council and the MNGH.
- 2.4.** Advocate for increased undergraduate involvement in the efforts of the MNGH.
- 2.5.** To promote the participation of the nursing undergraduate student body in the McGill Interprofessional Global Health Course.
- 2.6.** To collaborate and coordinate with other global health student groups.

## **3. Planetary Health Representative**

- 3.1.** To work in collaboration with the VP Sustainability.
- 3.2.** To coordinate and chair the MNPH committee alongside the VP Sustainability.
- 3.3.** To act as a liaison between the Council and the MNPH committee.
- 3.4.** To act as a liaison between the MNPH committee and the Planetary Health Representative of the Nursing Graduate Student Association (NGSA).
- 3.5.** To represent the MNPH in meetings with environmental, planetary health, and/or other associated groups and stakeholders within or beyond the McGill community.
- 3.6.** To manage the MNPH Social Media group in consultation with the VP Sustainability.
- 3.7.** To organize educational events, in collaboration with the VP Sustainability, for the Nursing Undergraduate Student body and the larger community once a semester (Fall and Winter) with the MNPH committee.

#### **4. Indigenous Student Representative**

- 4.1. Coordinates with the Equity Commissioner, VP Global Health, and VP Sustainability regarding all initiatives and activities for the year.
- 4.2. To promote the nursing profession in the attempt to increase interest of Indigenous students
- 4.3. Advocate for the implementation of the TRC Call for Action #24, which states:
  - 4.3.1. “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.”
- 4.4. To advocate for the recruitment of Indigenous instructors within the Ingram School of Nursing.
- 4.5. To collaborate and create partnerships with Indigenous student groups and organizations both
- 4.6. To raise awareness of issues pertaining to Indigenous Health and to promote educational opportunities and events.

#### **5. Black Student Representative**

- 5.1. To work in collaboration with the Equity Commissioner.
- 5.2. To coordinate and chair the Equity committee alongside the Equity Commissioner.
- 5.3. To act as a liaison between the NUS Council and the Equity committee.
- 5.4. To advocate for the recruitment of Black instructors and representation within the Ingram School of Nursing.
- 5.5. To collaborate and create partnerships with Black student groups and organizations both within and beyond the McGill community.
- 5.6. To raise awareness of issues pertaining to Black Health and to promote educational opportunities and events.

#### **6. Athletic & Health Representative**

- 6.1. Responsible for the promotion and organization of intramural and recreational athletics for the members of the NUS, including Nursing Games.
- 6.2. To coordinate and promote activities related to health promotion within and outside of the McGill community with the VP Internal through the Wellness Committee.
- 6.3. To communicate with the VP Internal by email or in person, in the week prior to meetings of the NUS Council, regarding their role and committee activities.

#### **7. Chief Revenue Officer**

- 7.1. Responsible for the coordination of all fundraising 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.
- 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 Vice President Finance about funding and sponsorship.

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

1. Elections will take place during the final crossover meeting for the following External Committee representation, with the exception of First Year Council. Any new positions that arise during the year through contact with the ISoN or External Groups shall be monitored by the Vice President External, 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 President 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**

**1.3.1.1.** 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.

**1.3.1.2.** 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**

**1.4.1.1.** 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.

**1.4.1.2.** 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. Research in Action Co-chair (RAC)**

**1.6.1.** RAC is responsible for promoting research opportunities within the ISO<sub>N</sub> for undergraduates, working with the ISO<sub>N</sub> Dean of Research to find funding for student research, organizing research seminars, and working to build a centralized system for students to access research assistant opportunities.

**1.6.2.** One co-chair student seat is available on this committee. Any member of the NUS Council may sit on this committee. Additionally, any member at large may apply or be recruited by the VP Academic to fill this position.

#### **1.7. Student Supplemental Resource Committee (SSRC)**

**1.7.1.** The SSRC is a collaboration between the ISO<sub>N</sub> faculty and the NUS to determine areas in which the NUS needs support in funding

**1.7.2.** Three student seats, with a combined two votes, are available on this committee. These seats will be filled by the Vice Presidents of Academic Affairs and the Vice President Finance.

**2.** The VP External will have the first choice in attending up to two of these external committees. The President 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 President 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 Committee

- 5.2.1. Athletic Committee is responsible for organizing and promoting healthy and active living through various initiatives, including intramurals and classes on and off campus. 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. Wellness Committee

- 5.3.1. The Wellness Committee is 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. The Vice President Internal is responsible for recruitment and coordination of this committee and its initiatives. In particular, the Vice President Internal is mandated to work with students from various years to organize peer support groups, and ensure facilitators are adequate.

- 5.4. Graduation Committee

- 5.4.1. 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.

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

**5.5.1.** 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 Vice President Global Health is responsible for recruitment and coordination of this committee and its initiatives.

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

**5.6.1.** 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.

**5.7. Constitutional Reform Committee**

**5.7.1.** 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 U'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 General Council and 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 Chief Operating Officer or Vice President External are expected to fulfill the role of CEO, with priority given to Chief Operating Officer, if they are a U3 student.
- 3.** The CEO shall work with two (2) Deputy Electoral Officers (DEO).
  - 3.1.** The President 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 concluded prior to or on the 1st of April.

**7.2.** The election period shall include:

**7.2.1.** Two (2) week for the nomination period;

**7.2.2.** One (1) weeks 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 NUS Council.

**9.** Candidates must be present in Montreal during the terms in which they are running for election.

**10.** All elected individuals must remain members of the NUS throughout their mandate.

**10.1.** Should an elected individual withdraw from the Ingram School of Nursing, they are automatically removed from their position.

**11.** 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.

**12.** Candidates for the position of President shall have had one (1) full years' previous experience cumulatively on NUS Council, and shall be a final year student.

**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.** In the event that the President position is not filled during the Winter Election period, it may be filled in the by-election period by:

**12.2.1.** A final year student with less than one (1) full years' previous experience cumulatively on NUS Council.

- 12.3.** The President is not permitted to seek a second term under any circumstance.
- 13.** Candidates for the positions of Vice President Academic BScN and Vice President Academic BNI shall be graduating following the end of their term.
- 13.1.** A final year student is defined as a student that will graduate in same calendar year as the end of their term.
- 13.2.** In the event that the Vice President Academic BScN and/or Vice President Academic BNI position is not filled during the Winter Election period, it may be filled in the by-election period by:
- 13.2.1.** A non-U3 student
- 14.** Candidates for the position of Vice President Global Health and Vice President Sustainability shall have been involved in the MNGH and MNPH, respectively, in the year prior to their nomination.
- 14.1.** Involvement is defined as having come to at least one MNGH or MNPH meeting in the prior academic year.
- 15.** One (1) Graduation Representative position shall be reserved each for a BScN and BNI U3 student
- 15.1.** In the event that 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.
- 15.2.** In the event that 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.
- 16.** 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.
- 16.1.** 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.
- 17.** The class representatives for incoming classes shall be elected only by members of their respective classes, prior to the thirtieth (30th) of September. All other class reps shall be elected during the Winter election period.
- 18.** Elections shall be by secret ballot of all members-at-large of the NUS, and must be done through SSMU SimplyVoting.
- 18.1.** 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.
- 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 sanctions
      - 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.