



# Constitution

Amended September 30th, 2022

**Nursing Course Union**

# **Constitution**

Amended September 30th, 2022

## A Note on Accountability

The Nursing Course Union exists to represent students attending the Daphne Cockwell School of Nursing. If any text in this constitution is found to be incompatible or inconsistent with FCSS or our mandate by any one of our members, they are to notify their representative to bring their concern to council's attention. This constitution is reviewed annually and amended as necessary.

Published by the Nursing Course Union  
27 September 2022  
288 Church Street Toronto, ON M5B 1Z5

# Contents

<b>1. Organization Description</b>	6
<b>2. Mandate</b>	6
<b>3. Relationship With FCSS</b>	7
3.1 Faculty of Community Services Society	
<b>4. Membership</b>	7
<b>5. Structure</b>	8
5.1 Council	8
5.1.1 Executive Council Eligibility	
5.2 General Council	8
5.2.1 General Council Eligibility	
5.2.2 First-Year Advocacy Representative	
5.2.3 Second-Year Advocacy Representative	
5.2.4 Third-Year Advocacy Representative	
5.2.5 Fourth-Year Advocacy Representative	
5.2.6 Post-Diploma Nursing Representative	
5.2.7 Indigenous Representative	
5.2.8 General Members	
5.2.9 Ad hoc Committees	
<b>6. Meetings</b>	11
6.1 Role of Chair	11
6.2 Frequency	11
6.3 Announcements	12
6.3.1 Announcing Meetings and Meeting Minutes	12
6.4 Quorum	12
6.5 Executive vs. General Council Meetings	12
6.5.1 Executive Council Meetings	12
6.6 Attendance	13
6.7 Ad hoc committees	13

<b>7. Executive Council</b>	<b>14</b>
7.1 (Co-)President(s)	14
7.1.1 Roles	
7.1.2 Responsibilities	
7.1.3 Rights	
7.2 Vice President of Administrative Affairs	16
7.2.1 Roles	
7.2.2 Responsibilities	
7.2.3 Rights	
7.3 Vice President of Finance & Treasury	17
7.3.1 Roles	
7.3.2 Responsibilities	
7.3.3 Rights	
7.4 Director of Equity, Diversity, and Community Inclusion	17
7.4.1 Roles	
7.4.2 Responsibilities	
7.4.3 Rights	
7.5 Director of Marketing, and Social Media	19
7.5.1 Roles	
7.5.2 Responsibilities	
7.5.3 Rights	
7.6 Director of Education and Advocacy	20
7.6.1 Roles	
7.6.2 Responsibilities	
7.6.3 Rights	
7.7 Director of Sponsorship and Outreach	20
7.7.1 Roles	
7.7.2 Responsibilities	
7.7.3 Rights	
<b>8. General Council</b>	<b>22</b>
8.1 Year Representatives	22
8.1.1 Roles	
8.1.2 Responsibilities	

8.1.3	Rights	
8.2	Indigenous Representative	23
8.2.1	Roles	
8.2.2	Responsibilities	
8.2.3	Rights	
8.3	Ex-Official Members	23
8.3.1	CNSA OD	
8.3.2	FCSS	
<b>9.</b>	<b>Election Procedures</b>	<b>25</b>
9.1	Election Procedures	
<b>10.</b>	<b>Breaking Expectations</b>	<b>26</b>
<b>11.</b>	<b>Reconciliation</b>	<b>27</b>
<b>12.</b>	<b>Removal from Office</b>	<b>27</b>
12.1	Conflict Resolution	
12.2	Impeachment	
<b>13.</b>	<b>Amendments</b>	<b>28</b>
<b>14.</b>	<b>Adoption of the Constitution</b>	<b>28</b>

# 1. Organization Description

We, the members of the Nursing Course Union (NCU), do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

NCU has been established to promote the interests of students from all backgrounds in TMU's Daphne Cockwell School of Nursing. NCU strives to facilitate positive student relations within DCSN, and enrich their overall academic experience. This will be done through the provision of academic and professional development opportunities that will ensure a strong student community at DCSN. NCU is committed to visibility among its minority students, especially those within the BIPOC community. This course union shall provide opportunities and platforms for minority voices to be heard and seen, and shall be committed to educating its students on the needs of different marginalized communities in the planning realm. NCU understands and is committed to fulfilling its responsibilities, collegial relationship in good standing by abiding to all the Faculty of Community Services Society's policies, as well as the Faculty of Community Services and the university wide policies.

## 2. Mandate

NCU will be active and effective in engaging students in DCSN, and will enrich the experience of those students at TMU. NCU will be nonpartisan in serving the varied political and other interests of all DCSN students. NCU will provide for the responsible administration of the Course Union, and to safeguard the rights of the members within it. All activities of NCU should be conducted with the utmost consideration of the accessibility, equity, and sustainability needs of the Committee membership. This means that NCU will continuously seek to provide a platform and educate its members on the needs of different communities that require the help of NCU throughout time. This constitution should be readily available via the Faculty of Community Services Society (FCSS) website.

## 3. Relationship with Toronto Met Entities

### 3.1 Faculty of Community Services Society (FCSS)

The Nursing Course Union is a campus group recognised as a Course Union by the Faculty of Community Services Society (FCSS) subject to a series of policies, and subject to appropriate risk management. The Course Union must abide by the FCSS Student Group Policy in order to maintain their Course Union benefits available through the FCSS. The FCSS will not interfere in the activities and operations of the Course Union, however it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/ or FCSS policies. The Nursing Course Union President is expected to attend Student Group President meetings once a semester. The FCSS Director for the Daphne Cockwell School of Nursing, who is elected in accordance with the governance documents of the FCSS will be an ex-officio member of the Course Union. In the event that an FCSS Board Director has been elected to hold either an Executive or Non-Executive position on the Course Union, their duties on the Course Union will supersede their duties as an ex-officio member.

### 3.2 Toronto Metropolitan Students' Union

The TMSU does not interfere with the activities or operations of the Course Union provided that the Course Union is adhering to the constitution. The Course Union will always abide by the TMSU by-laws. The Course Union will always abide by the TMSU policy manual. The TMSU has the power to investigate and take action as they see fit concerning alleged violation of this constitution

## 4. Membership

General Membership is automatically extended to all full and part-time students registered in the Daphne Cockwell School of Nursing who have paid the mandatory overarching Student Government fees (Toronto Metropolitan Students' Union, Toronto Metropolitan Association of Part-time Students) and the Faculty of Community Services Society (FCSS) student activity fee for the current term of study. No faculty or staff may be a voting member



## 5. Structure

### 5.1 Executive Council

- President (or Co-Presidents)
- Vice President of Administrative Affairs (or Co-Vice President of Administrative Affairs)
- Vice President of Finance & Treasury
- Director of Equity, Diversity and Community Inclusion
- Director of Marketing & Social Media
- Director of Education & Advocacy (or Co-Director of Education and Advocacy)
- Director of Sponsorship & Outreach

#### 5.1.1 Executive Council Eligibility

All (Co-)President(s), and VPs, will be elected annually by the NCU General Members. Directors will be hired through a blind application hiring process, where names of the applicants shall be removed from deciding who moves onto the interview process. To be eligible for an Executive position the candidate must be registered as a full-time student in the Daphne Cockwell School of Nursing. Any Executive who is not a full-time student will be deemed ex-officio and will be a non-voting member.

### 5.2 General Council

- Indigenous Representative
- Post Diploma Nursing Representative
- Class Representatives (one for each year of the program)
  - First Year Representative
  - Second Year Representative
  - Third Year Representative
  - Fourth Year Representative

#### General Council Eligibility

All General Council members will be elected annually by the General Members.

### First Year Representative

Please note that this position will be elected through an election, in class if possible. The vote must occur within one month of the commencement of the Fall Term.

### Second Year Representative

Please note that this position will be elected through an election, in class if possible. The vote must occur within the FCSS timeline in the winter semester carry over.

### Third Year Representative

Please note that this position will be elected through an election, in class if possible. The vote must occur within the FCSS timeline in the winter semester carry over.

### Fourth Year Representative

Please note that this position will be elected through an election, in class if possible. The vote must occur within the FCSS timeline in the winter semester carry over.

### Indigenous Representative

Please note that this position will be done through an interview. The application of the interview must be done blindly solely based on the experience, not the names of the individuals.

### General Members

All full-time and part-time students registered in the Daphne Cockwell School of Nursing are automatically extended membership in NCU and are encouraged to attend and participate in meetings and initiatives.

## Ad hoc Committees

### 5.2.1.1 Formation

Ad hoc committees will be formed to plan and execute special events and campaigns as necessary. Membership in ad hoc committees is open to all NCU members but each ad hoc committee must consist of (but does not have to be chaired by) at least one General Council or Executive Council member.

### 5.2.1.2 NCU Committee

Where a student(s) desires to create a committee affiliated with NCU with the potential to use NCU resources (Financial, Assistance, Branding etc...) a detailed proposal will be required to be submitted to the (Co-)President(s) for initial review, however must seek final approval by the Executive Director of Administration and Operations of the Faculty of Community Services Society.

Requirements for the proposal for projects & committees (is not limited to the following components):

- Summary of the project & Rationale
- Long/Short term work-plan
- Financial Plan (Costs, Revenue etc...)
- End product/ audience it is going to serve

### 5.2.5.3 NCU Internal Committee

Internal NCU committees will be created by an executive member and/or a general member of council for the purposes of executing specific tasks and responsibilities as delegated by the executive council. The chair of the internal NCU committee shall be an executive member, who will be responsible for all direct communication between the council and the internal committee. The aforementioned committee members may not vote at general council meetings, but may be in attendance as observers.

## 6. Meetings

### 6.1 Role of Chair

The chairing of all General and Executive meetings will be shared between the (Co) President (s) and the Director of Equity Diversity and Community Inclusion. The role of chairing is meant to direct and focus conversation, and establish accountability for any ideas generated.

### 6.2 Frequency

Executive Council meetings will be held, at a minimum, twice per month, with the exception of October. General Council meetings will be held twice a month.

## 6.3 Announcements

### 6.3.1 Announcing Meetings and Meeting Minutes

#### 6.3.1.1 VP of Administrative Affairs Duties

- It is the duty of the VP of Administrative Affairs to announce General Council Meetings either at the end of each meeting or one week in advance by email to all Council members.
- It is the duty of the VP of Administrative Affairs to post regularly on the NCU instagram for Meeting dates, times, and minutes within 1 week of the original meeting.
- It is the duty of the VP of Administrative Affairs to make sure Class Representatives are doing their jobs in doing class talks about the events/initiatives the NCU is doing.

## 6.4 Quorum

A majority of the Executive Council (50% +1), plus a majority (50% +1) of the General Council will form quorum for Meetings where decisions are being made.

## 6.5 Executive vs. General Council Meetings

### 6.5.1 Executive Council Meetings

Executive members hold the right to ask non-executive members to be dismissed where matters of confidential trust need be discussed.

### 6.5.2 General Council Meetings

General Council Meetings are open to all members of NCU including all current undergraduate students of the Daphne Cockwell School of Nursing. Special meetings of ad hoc committees may not always be advertised but may be attended by all members. Executive members hold the right to ask non-council members to be dismissed where matters of confidential trust need be discussed.

Typically, Executive and General council meetings will take place on alternating weeks. The Executive Council will set the agenda for General Council Meetings, although items of organizational and fiduciary matters must be voted upon during General Council Meetings.

## 6.6 Attendance

All elected council members should attend all respective meetings. Meeting agendas must be distributed prior to the established meeting date. Non-attendance must be alerted to either the Director of Equity, Diversity, and Community Inclusion, VP of Administrative Affairs or the (Co-)President(s) at a minimum of 24 hours notice prior to the meeting. Non-attendance without valid reason to more than two consecutive or 4 meetings in total (nonconsecutive) General Council meetings will result in the revocation of the NCU member's title.

## 6.7 Ad hoc committees

Will meet as needed. They will be expected to present progress reports at each General Council meeting.

## 7. Executive Council

The Executive Council is responsible for ensuring the decisions made by NCU are in keeping with the policies and goals of the Faculty of Community Services Society, Toronto Metropolitan University and the Daphne Cockwell School of Nursing as well as the interests of the General Members of NCU.

- Each General Council meeting will be chaired by a member of the Executive Council. Executive Council members are the only NCU members with signing privileges.
- The (Co-)President(s) must be present for all FCSS Course Union Presidents Meetings.
- Any Executive role may be supplemented by a committee to assist in the completion of responsibilities associated with that role as per the discretion of the Executive member(s).

### 7.1 (Co-)President(s)

#### 7.1.1 Roles

- A. The role of chairing meetings shall be shared between the (Co-)President(s) and the VP of Administrative Affairs.
- B. Will be a liaison to the First Year Class Representative and their class to establish the procedures of NCU.
- C. Is expected of the (Co-)President(s) to be comfortable with delivering public announcements of major events concerning NCU affairs.
- D. It is expected of the (Co-)President(s) to act in drafting work and action plans, and engaging students to be a part of the Agenda setting process of all NCU initiatives. The (Co-)President(s) act(s) as project manager(s) of the NCU council and should therefore display organizational and team leadership qualities.

- E. At least one Executive Member, (preferably the Director of EDCI) one Student Representative from 1st or 2nd year, one Student Representative from 3rd or 4th year; the Indigenous Representative, and the Post-Diploma Representative must be present at student faculty meetings.
- F. The position is normally filled by the (Co-)President(s) but may be filled by a Vice President as an alternative option. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by all undergraduate nursing members upon the commencement of the new school year.

### 7.1.2 Responsibilities

- A. Is responsible to FCSS and Nursing Members of NCU for all monies allocated to NCU by FCSS.
- B. Is responsible to FCSS and Nursing Members of NCU for all other monies i.e. fundraising, donations and sponsorship revenues.
- C. Shall act as liaison between FCSS and NCU with the FCSS Nursing Student Director as first contact, keeping a positive relationship with FCSS.
- D. Is responsible for advising the FCSS ED Administration and Operations of any changes in the Executive or Signing Officers.
- E. Is encouraged to maintain supportive working relationships with Toronto Metropolitan University's Tri-Mentoring program and Career Centre (and seek partnership opportunities).

### 7.1.3 Rights

- A. In the event that there is a solitary President, that person will have one vote at General Council meetings. In the event of a (Co-)Presidency there must be unanimity between the (Co-)President(s) who will submit a single vote together at General Council meetings. In the event of the (Co-)President(s) being unable to come to an agreement, they will abstain their vote.
- B. Shall be deemed (a) signing officer(s).



## 7.2 Vice President of Administrative Affairs

### 7.2.1. Roles

- A. The role of chairing meetings shall be shared between the (Co)-President(s) and the VP of Administrative Affairs.
- B. Visionary/ Project Manager: It is at the discretion of the VP of Administrative Affairs to have an annual and term plan for how to improve communication, and improve documentation of all NCU files, plans, pictures, and materials among all members and NCU at large.
- C. Collaboration with other NCU members: is expected to collaborate closely with (but not exclusive to) Director of Marketing & Social Media.

### 7.2.2. Responsibilities

- A. Will keep an official record of attendance at NCU meetings.
- B. When council members miss three consecutive meetings, they are no longer a part of the NCU.
- C. Will record the minutes of General Council Meetings and make the minutes available to all NCU members. Meeting minutes will be made readily available to all members of council, and will include, for each meeting: an attendance list with all Executive and General Council members names, their positions and whether they were present or not.
- D. Will help in the organization of events and advertising of upcoming events and activities in concert with the Council, Director of Marketing and Social Media, and Year Representatives.
- E. Will act as liaison between the Faculty Secretary Admin, Staff and all other Toronto Metropolitan University Nursing student groups.
- F. Responsibility of updating bulletin boards in the school (in conjunction with the Director of Marketing and Social Media and the FCSS as per FCSS Communication Plan).
- G. At least one Executive Member, one Student Representative from 1st or 2nd year, one Student Representative from 3rd or 4th year; the Post-Diploma Student Representative, and the Indigenous Representative must be present at school council meetings.

### 7.2.3. Rights

- A. Shall be deemed a signing officer.

## 7.3 Vice President of Finance & Treasury

### 7.3.1. Roles

- A. Shall chair meetings in the absence of the President.
- B. Visionary/ Project Manager: Will be the head of all fund-raising initiatives/committees/events. It is their role to establish an annual financial budget, a vision for the equity that NCU builds long-term, and a year-end financial report of all expenditures.
- C. Shall seek advice from the FCSS Student School Board of Director liaison on budget submissions, and seek the process to get additional funding through the Board of Directors of the FCSS.

### 7.3.2. Responsibilities

- D. Shall maintain NCU financial records and maintain financial relations with FCSS, submit the NCU yearly budget by or on September 30th each year.
- E. Will chair all ad hoc committee meetings related to fundraising.
- F. For the academic year with all receipt submissions and provide a status report on finances deemed as often as necessary by the Executive council.
- G. In addition to updated balance sheets, the VP Finance and Treasury should keep a logbook of all finances which is to be made readily available to all members of council
- H. Is expected to produce a cost projection and line item budget sheet for all FCSS funded events or expenses in correspondence with the FCSS School Student Director, and FCSS ED Finance.
- I. Is responsible for providing & maintaining a current and updated balance sheet of NCU expenditures + receivables. This balance sheet will be critical in monitoring NCU assets, liabilities + total equity of funds as the NCU and with the FCSS.
- J. In the scope of planning for NCU equity the VP of Finance & Treasury is expected to pursue potential opportunities and proposals for grants, sponsors and new ventures.

### 7.3.3. Rights

- A. Shall be deemed a signing officer.

## 7.4 Director of Equity, Diversity and Community Inclusion

#### 7.4.1. Roles

- A. To act as a NCU member that promotes student rights throughout DCSN, and address key issues including Ethics, Advocacy and Integrity
- B. Promote professional and ethical behaviour amongst students in DCSN

#### 7.4.2. Responsibilities

- A. To be an advisor to the executive and general councils, thereby seeking opportunities to educate NCU members, including executive members and general members in ethics
- B. Resource: Explore opportunities for lecture series, activities, workshops, and online resources 'Ethics @TMU FCSS'  
[https://www.fcssociety.ca/files/ugd/3fc131\\_9e6f363fc4ac49fcad8684b01d011674.pdf](https://www.fcssociety.ca/files/ugd/3fc131_9e6f363fc4ac49fcad8684b01d011674.pdf)
- C. Be familiar with FCSS Student Group Policy, and DCSN Student Handbook policies
- D. Occasional and random reviews of NCU finances, practices, and communications, to ensure that all members are acting in accordance with FCSS Student Group Policy and DCSN Student Policy.

#### 7.4.3. Rights

- A. Act as Ethics Advisor to NCU Council Members
- B. Shall be deemed a signing officer

## 7.5 Director of Marketing & Social Media

### 7.5.1. Roles

- A. To coordinate and manage promotions for NCU that may include (but are not limited to): social media strategies, visual communication, internal and external networking and maintenance of NCU Instagram.
- B. To lead and chair the 'Marketing Committee' which will also consist of the Director of Social Media and Marketing as well as any other members as selected by the Committee.

### 7.5.2. Responsibilities

- A. Recruiting committee members with the assistance of Class Representative, developing recruitment method for interviews/resume/questionnaire for potential members, and formulating a finalized list of confirmed members
- B. Time management and technical skills are critical components for this position, and require a high level of involvement and organization in conjunction with school events
- C. It is recommended that 'Committee' meetings be established at the beginning of every month with all members, to ensure coordination is met.
- D. It is crucial that promotions and advertising tasks are completed ahead of time to ensure effectiveness, and coordination with FCSS.
- E. It is crucial that the Director of Marketing and Social Media follows the FCSS Communication Plan to help advertise the most effectively for nursing students.
- F. To explore external events and promote on NCU Instagram and bulletin boards. Note as per FCSS Communication Plan all posters need to be stamped by the FCSS before posting in DCC, SHE, EPH, or SBB.
- G. All communications created and/or distributed by a NCU member on behalf of NCU must be approved by the President(s) before being made public.

### 7.5.3. Rights

- A. To oversee and manage all members of the 'Marketing Committee'
- B. To be granted access to all online and social media accounts,

necessary files pertaining to marketing and communications related matters

## 7.6 Director of Education & Advocacy

### 7.6.1. Roles

- A. Shall create, plan and execute academic outreach initiatives, such as workshops and collaborative study sessions.
- B. Will complete any and all tasks that are assigned to such a position in order to foster the development of the aforementioned academic outreach initiative.

### 7.6.2. Responsibilities

- A. Will publish relevant academic materials on the Nursing Course Union webpage from FCSS.
- B. Shall develop an annual and term plan for outreach initiative in addition to improving academic-related support materials for students.

### 7.6.3. Rights

- C. To work as an elected member within the Executive Council to ensure the effective completion of all tasks.

## 7.7 Director of Sponsorship & Outreach

### 7.7.1. Roles

- A. Shall research, identify and engage with potential sponsors for NCU events.
- B. Will create a sponsorship strategy and package for the aforementioned sponsors.
- C. Shall apply for funding grants and consult with the fellow Executive Council for potential funding possibilities.
- D. Maintain a directory for potential and confirmed sponsors and partners for future use.

### 7.7.2 Responsibilities

- A. Develop a detailed tracking method for potential internal and external partners.
- B. Create strategy for outreach and connect to existing and potential nepartners for NCU in collaboration with the FCSS.

- C. Develop presentation materials on the occasion that this is requested by potential sponsors and partners.
- D. Directly accountable to the Executive Council.

### 7.2.3. Rights

- A. To work as an elected member within the Executive Council to ensure the effective completion of all tasks.

## 8. General Council

### 8.1 Year Advocacy Representatives

#### 8.1.1. Role

- A. One elected representative for each year within the undergraduate program as well as one elected representative from the 2-year Post-Diploma program
- B. Will act as the primary liaison between each one's respective year and NCU members
- C. Will host roundtables to determine the needs of the student population in a democratic setting
- D. Will work closely with VP of Administration and Affairs to coordinate and plan for all years
- E. School Council Liaison
  - i. One Student Representative from 1st or 2nd year; one Student Representative from 3rd or 4th year; and the Post-Diploma Student Representative shall attend School Council Meetings with faculty.
  - ii. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by NCU members upon the commencement of the new school year.

#### 8.1.2. Responsibilities

- F. Public Speaker: It is expected of the Class Representative to prepare and deliver any public announcements at events, or ceremonies.
- G. To facilitate at least one roundtable meeting a year with their respective group of students

- H. To play an active role in their planning community, including academic and social events, and to represent the best interests of their colleagues
- I. Provide general updates at NCU meetings on ideas and initiatives
- J. Contribute to NCU Official Instagram and social media groups to assist in marketing and promotion of NCU events

### 8.1.3. Rights

- A. To raise questions, issues and concerns on behalf of the year they represent.

## 8.2 Indigenous Representative

### 8.2.1. Role

- A. One student will be blind hired; meaning the name of the students will not be shown while comparing/contrasting different candidates by the VP Administration and Affairs
- B. Will act as a liaison between the NCU and program faculty on the indigenous students perspective of how the program quality, and student experience is currently being offered.

### 8.2.2. Responsibilities

- A. Writing a small report on how the program is doing to include the indigenous perspective in course work, initiatives, and events.
- B. The report should be updated and presented at School Council meetings when they occur to show the progress being made.

### 8.2.3. Rights

- A. Have voting rights that pertain to internal matters of the Nursing Course Union.

## 8.3 Ex-Official Members

### 8.3.1.1 CNSA OD Role

### 8.3.2.1 FCSS School Director Role

#### 8.3.1.1. CNSA OD Role

- A. One Official Delegate from each CNSA Site will act as the primary liaison between the NCU and CNSA Chapter Groups.
- B. Official Delegates (ODs) shall be a non-voting member of the Nursing Course Union (NCU).
- C. Will work closely with the NCU to coordinate and plan collaborative



events/initiatives for all years in the Daphne Cockwell School of Nursing.

D. School Council Liaison

- i. One (OD) Student Ex-Official Representative from each site shall sit at School Council meetings to represent the CNSA Chapter
- ii. Should either of these parties be unable to fulfill this duty, an alternate shall be selected by CNSA Chapter members upon the commencement of the new school year.

### 8.3.1.2. Responsibilities

- A. To have at least one representative if the Official Delegate cannot be in attendance at general council meetings
- B. To play an active role in their nursing community, including academic events, and to represent the best interests of the CNSA.
- C. Provide general updates at NCU meetings on event ideas and initiatives for Collaborations.
- D. Contribute to the collaboration efforts in the Daphne Cockwell School of Nursing.

### 8.3.1.3. Rights

- A. To Collaborate with the Nursing Course Union on Events, and Initiatives
- B. To raise questions, issues and concerns on behalf of their Chapter Group

### 8.3.2.1. FCSS School Director Role

- A. One School Student Director shall be assigned to the NCU by the FCSS to be the first point of contact liaison between the course union and the student society.
- B. The FCSS School Student Director shall be a non voting member of the NCU, and be invited to all General Council meetings.
- C. The NCU shall communicate with the FCSS School student director in helping the NCU put together a detailed budget to be submitted on September 30th of each year to the Student Clubs Committee of the FCSS.

## 9. Election Procedures

FCSS will conduct a general election that is open to all members for every course union, and each held once per academic year in the winter term-- except in the fall semester by-election for first year representative.

Executive members must be elected by the Student Body at large, and may not hold the same position for more than three years in a row. In the event that positions are not contested, it will be a yes/no vote.

The FCSS will provide the timeline for the winter semester election.

### 9.1 Election Procedures

- A. The Course Union will participate in the Centralized Election System (CES) that is run by the FCSS
- B. The FCSS Society Manager or a delegate, shall act as the CRO for the Course Union Executive and Year Representative Elections and will facilitate all info sessions, all candidate meetings and the online election itself
- C. The election shall be held by secret electronic ballot
- D. Promotion of the election and available positions shall be the responsibility of the Course Union
- E. Promotion and communications for available positions shall begin in the second last week of February
- F. Promotion must be fair and equitable, identifying all vacant positions equally
- G. The Executive Team shall use the official platforms of the Course Union to communicate openings
- H. Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote
- I. Executive Officers shall be elected from the General Membership at least 3 weeks prior to the last day of March
- J. At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union
- K. The results will be publicly reported by the last Friday in March, and the composition of the incoming Executive Team and Non-Executive Team will be reported to the Overarching Student Government (TMSU), the FCSS and the Program Department by the end of March
- L. Uncontested Positions:
  - In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate
  - In the event that a Non-Executive position is uncontested in an election, the position shall be acclaimed.

## 10. Breaking Expectations

10.1 In the event that an Executive Officer commits any of the following offenses, their fellow Executive Officers, or a general member, must report this to The Executive Director of FCSS and the FCSS Society Manager

- Gross violation of the Course Union Constitution, platforms, policies, regulations, or Course Union decisions
- Behavior unbecoming of a member; that which brings discredit to the Course Union, the Program Department, the Faculty of Community Services, the Faculty of Community Services Society, the Overarching Student Government (TMSU) or the University
- Any and all malicious acts as defined by statute
- Repetitive and unexcused absences at scheduled meetings or nonperformance of duties
- Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources
- Other serious actions not in conformance with the best ethical interests of the organization.

## 11. Reconciliation

11.1 Once a formal report has been communicated to the FCSS Executive Director and the FCSS Society Manager, the Plaintiff(s) shall work with the Executive Director and the Society Manager to first seek reconciliation with the accused the Office.

11.2 The FCSS Executive Director and/or the Society Manager shall act as mediators if necessary.

11.3 If reconciliation is not possible or the offense is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office; further consultation with the FCSS will be needed when this option arises.

## 12. Removal from Office

This is a serious matter, and an executive should only be impeached for serious offences.

The NCU Director of Equity, Diversity, and Community Inclusion will be consulted throughout the process. The reasons for which a NCU member may be removed from office include:

- A. Breaching policies outlined in the DCSN STUDENT HANDBOOK or FCSS EDCI Policy, FCSS Communications Plan, FCSS Finance Policy, and/or the FCSS Student Groups Policy that may negatively impact or constrain ability to carry out roles, responsibilities or rights as an elected member
- B. Abusing NCU resources for personal benefit
- C. Absence from more than four General Council meetings without a valid reason.
- D. Members fail to take full responsibility for the role and expectations that are required of that role.
- E. Demonstrate consistently poor professionalism, behaviors and attitudes
- F. Invalidity as Signing Officer

### 12.1 Conflict Resolution

Members will be given the opportunity to present any concerns or questions at NCU meetings, with the FCSS ED Administration and Operations and FCSS Student Society Manager (Staff member of FCS Dean's Office).

### 12.2 Impeachment

After the Council Member in question has been provided the opportunity to speak at the General Meeting, a vote will be held to determine if the Council Member should be impeached. Voting includes NCU Executive and General Council members only. Impeachment occurs when voting exceeds 50% (plus one) in favour of impeachment. The Current DCSN Director will be involved in the assistance of this process.

## 13. Amendments

Constitutional amendments must follow the necessary requirements and deadlines, as established by the FCSS. Amendments must be circulated for review and comment first to the NCU executive council, then voted upon by NCU General Council, at a meeting conducted in an open-door meeting to all DCSN Members. 2/3 of members in attendance at established 'ad-hoc' meetings must vote in favour of amendments in order for the Constitution to be passed. FCSS will obtain the final copy for their records on an annual basis.

## 14. Adoption of the Constitution

- A. The constitution must be approved by the FCSS.
- B. The Constitution must be ratified by a majority of the members in the attendance of the established 'ad hoc' Constitution Amendment General Council meeting prior to the due date by the FCSS.
- C. The current Constitution as well as the previous must be posted within the School as well as made available on the FCSS official website