

**The Constitution  
of the  
Queen's Nursing Science Society**



[Amendments: Last Revised November 29, 2023]

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## **Part 1: The Society**

### **Section 1.01 The Society Name**

**1.1.1** The name of this association shall be the Nursing Science Society of Queen’s University, hereafter referred to by the abbreviation, of which is “NSS”.

### **Section 1.02 Mission**

**1.2.1** The mission of the NSS shall be:

- I. To represent undergraduate learners at Queen’s School of Nursing, within the university, at the Alma Mater Society, and to the external community;
- II. To promote the best interests of its members, particularly in support of education;
- III. To serve as a liaison between members and the School of Nursing, in the interest of learners;
- IV. To serve as a liaison between members and any other governing bodies or societies of Queen’s University;
- V. To support and promote community initiatives on matters related to health care and health education, where appropriate;
- VI. To facilitate opportunities that further enhance professional development, leadership, and innovation;
- VII. To cultivate experiences that empower learners in nursing to inspire positive change throughout their healthcare careers

### **Section 1.03 Crest and Motto**

**1.3.1** There shall exist an official NSS crest. The crest shall consist of the following elements:

- I. Florence Nightingale’s Lamp
- II. The Caduceus
- III. Three Crowns
- IV. Motto

**1.3.2** There shall exist an official NSS motto, *Vincat Scientia Morbos*. This means, “Conquering disease through knowledge”. The motto is an element of the NSS crest.

### **Section 1.04 Authority**

**1.4.1** The NSS recognizes the right of the Alma Mater Society of Queen’s University (which shall herein be referred to as the “AMS”) to take precedence over all student organizations on campus, thus the AMS constitution takes precedence over the NSS constitution. The NSS will

endeavor to fully cooperate with the AMS and all other recognized student society organizations. The NSS will fully cooperate with the AMS and all other recognized student society organizations.

**1.4.2** This organization is a recognized student association at Queen's University and adheres to all campus policies as set forth in the Queen's University Student Code of Conduct.

**1.4.3** This organization has established policy to govern administrative and procedural matters. Policies shall not conflict with this constitution. Policies may be adopted, amended, or suspended by a majority vote present at an assembly meeting where a quorum is present.

## **Part 2: Membership of the Society**

### **Section 2.01 Membership**

**2.1.1** Members of the Society shall be classified as Ordinary and/or Honorary Members:

- I. Ordinary Members shall be all students enrolled at the School of Nursing, and who have paid the mandatory student fees.
- II. Honorary Members shall include all alumni of the Nursing program, individuals occupying a current position, and other individuals that NSS deem appropriate and desirable to confer upon them.

### **Section 2.02 Rights, Privileges, and Obligations**

**2.2.1** The rights and privileges of Ordinary Members of the NSS, as described in paragraph (i) of subsection 2.1.1, shall include the right:

- I. To vote in all NSS elections and referenda;
- II. To attend NSS assembly meetings, subject to the rules of procedure as specified in the Assembly Procedure Policy;
- III. The right to move or second motions at such meetings;
- IV. The right to speak for or against any motion;
- V. The right to vote at annual or general meetings of the members of NSS;
- VI. The privilege of holding office within NSS subject to the qualifications for each office;
- VII. The privilege of making use of NSS services

**2.2.2** The obligations of Ordinary Members shall include the following:

- I. To adhere to the NSS Constitution and Policies;
- II. To uphold, respect, and promote integrity in nursing.

**2.2.3** The rights and privileges of Honorary Members, as described in paragraph (i) and (ii) of subsection 2.1.1, shall include the right:

- I. To speak at any meeting of the NSS;
- II. To move or second motions at such meetings.

### **Section 2.03 NSS Student Activity Fees**

**2.3.1** There shall be a fee to be paid by every Ordinary member of the Society to aid in accomplishing Society objectives. Increases to this fee since the date of the last change to the fee shall be established by a vote of the Society members by referendum. Once set, the fee is in effect until a review of the fee finds the need to change it.

**2.3.2** The Society fee as of November 2, 2017 for all Four (4)-Year and AST Nursing Students is \$61.75. All elements of the fee is mandatory. Please see Appendix A for the entire fee breakdown.

**2.3.3** The allocation of Society funds shall be set by budget each year, subject to approval by the Assembly. Allocation of funds shall be made public.

#### **Section 2.04 Student Initiative Fund**

**2.4.1** The Student Initiative Fund is intended to support Nursing students that demonstrate financial need. Students may use this fund towards expenses to support their Nursing education at Queen's University. This includes, but is not limited to textbooks, study materials (e.g., scrubs, stethoscopes), and transportation to clinical placements.

**2.4.2** Students applying for this fund are required to self-declare their financial needs through an expense and income statement and highlight the purpose of their request. Financial need is determined through declaring receipt of financial aid, currently available resources (e.g., OSAP), planned expenses, and any other information that is deemed relevant.

**2.4.3** The deadline for this fund will be in accordance with the Fall, Winter, and Spring semesters. These deadlines will be posted by the NSS Executive Committee for each semester.

**2.4.4** Students applying for this fund will also need to provide proof of purchase (e.g., a receipt), upon which they will be reimbursed. Otherwise, they can demonstrate the need for this fund to access the requested resources.

#### **Section 2.05 Membership of the Assembly**

**2.5.1** The voting members of the Assembly shall be:

- I. the President;
- II. the Vice-President of University Affairs (VPUA);
- III. the Vice-President of Operations (VPOPs);
- IV. the Senator;
- V. Six (6) Class Presidents;

**2.5.2** The non-elected, non-voting members of the Assembly may include:

- I. the Executive Advisor;
- II. the Speaker;
- III. the Logistics Commissioner;
- IV. the Events Commissioner;

- V. the Communications Directors;
- VI. the Academics and Professional Development Commissioner;
- VII. the Health and Wellness Commissioner;
- VIII. the Equity Commissioner;
- IX. the Interprofessional Commissioner;
- X. the Head Cape of the 4-year stream;
- XI. Three (3) Interns to the President and Vice Presidents (VPOPs and VPUA).



## **Part 3: The Executive of the Society**

### **Section 3.01 The Executive Committee of the Society**

**3.1.1** The Executive Committee of the NSS shall consist of a President, a Vice-President of University Affairs (VPUA), a Vice-President of Operations (VPOPs), and a Senator. They must be Society members as defined in subsection 2.1.1.

**3.1.2** The President, VPUA, and VPOPs shall be elected by members of the Society, in teams composed of three (3) persons. The campaign and election shall be held in accordance with the Elections and Referenda Policy. The President and Vice Presidents must be full-time students during the school term in which they run for office and full-time students during their term of office, in accordance with School of Nursing guidelines. All candidates for President, VPUA and VPOPs must be in good academic standing as outlined by the School of Nursing ([School of Nursing Academic Regulations 2020-2021](#)).

**3.1.3** The Senator shall be elected by members of the Society. The campaign and election shall be held in accordance with the Elections and Referenda Policy. The Senator must be a full-time student during the school term in which they run for office and a full-time student during their term of office, in accordance with School of Nursing guidelines. All candidates for Senator must be in good academic standing as outlined by the School of Nursing.

### **Section 3.02 Duties of the Executive**

**3.2.1** Members of the the Executive Committee shall carry out the following general duties along with the individual specified duties, as outlined under their respective portfolio:

- I. The NSS Executive shall have general supervision of the affairs of the NSS, between its business meetings, and determine the time and place of these meetings;
- II. The NSS Executive shall provide recommendations to the NSS, and carry out and report on all provisions outlined under their portfolios;
- III. The NSS Executive shall be subject to the orders of the NSS, and none of its actions shall conflict with action taken by the NSS;
- IV. Shall be responsible for promoting the interests of the NSS, and directing the activities of the NSS in a manner that is beneficial to its members'
- V. Are obligated to attend all meetings of the NSS to fulfill the responsibilities of their respective positions;
- VI. All outgoing Executive members will complete a transition manual, and present this transition manual to the incoming Executive member of the NSS.

**3.2.2 President** – The duties of the President shall include the following, but shall not be limited herein:

- I. To share ex-officio membership on all the committees of the NSS and AMS with the VPUA;
- II. To represent the NSS at Presidents' Caucus meetings of the AMS;
- III. To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings;
- IV. To assist with all functions of the NSS, or find suitable replacement with the capacity to accomplish duties;
- V. To establish the Agenda for NSS Assembly meetings;
- VI. To ensure that Assembly members carry out their duties, and in the event of impeachment, act as the Petitioner;
- VII. To co-sign all NSS cheques with the VPOPs;
- VIII. To assume membership of any AMS subcommittees to which the outgoing President was a member of until the end of the subcommittee's term;
- IX. To preside over all meetings of the NSS Assembly, and ensure rules of order are followed at meetings;
- X. To grant guest, and observer status for NSS Assembly meetings;
- XI. To grant proxy status for those attending NSS Assembly meetings in lieu of an absent NSS Assembly member;
- XII. To preside over the duties of Speaker at NSS Assembly if the position is vacant, or at meetings where the speaker is unable;
- XIII. To have an electronic copy of the constitution available at every meeting of the NSS assembly;
- XIV. To supervise their first-year intern and delegate administrative duties to them as seen fit;
- XV. To sit on the NSS Operations Committee;
- XVI. To coordinate NSS Ad Hoc committees;
- XVII. To attend all Faculty of Health Sciences Board Meetings;
- XVIII. To sit on the Tricolour Awards Committee or find a suitable replacement to represent the NSS;
- XIX. To submit a written report to the NSS, including recommendations, at the Annual General Meeting (AGM) and for the benefit of the incoming President;
- XX. To coordinate the AGM for the incoming Assembly members during which all outgoing Assembly members will present a detailed report of their year in office;
- XXI. To coordinate and select NSS representative(s) for School of Nursing committees;
- XXII. To meet incoming students of Year I and AST III in early September, to outline the functions and purposes of the NSS and assist in electing a Class Council Executive;
- XXIII. To attend all scheduled School of Nursing Academic Council (SONAC) meetings;

XXIV. To present the Reddick Awards at the Graduation Pinning Ceremony or find a suitable replacement.

**3.2.3 Vice-President of University Affairs** – The duties of the VPUA shall include the following, but shall not be limited herein:

- I. To sit on the NSS Operations Committee;
- II. To share ex-officio membership on all committees of the NSS;
- III. To attend the AMS President’s Caucus meetings in the absence of the President;
- IV. To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings;
- V. To maintain contact with representatives of the AMS Assembly, and to inform the NSS Executive and membership of AMS activities, events and postings;
- VI. To preside over all meetings of the NSS Executive in the absence of the President;
- VII. To sit on the Nursing Orientation Committee;
- VIII. To Chair the Nursing Orientation Review Committee per the President’s request;
- IX. To oversee the NSS social media accounts, including Instagram and Facebook;
- X. To collaborate with the VPOPs in approving the content and appropriateness of all promotional material;
- XI. To act as a liaison and informant between the NSS and Queen’s University and Kingston communities regarding applicable NSS events;
- XII. To assume membership of any AMS subcommittees to which the outgoing VPUA was a member of until the end of the subcommittee's term;
- XIII. To supervise their first-year intern and delegate administrative duties to them as seen fit;
- XIV. To act as the Returning Officer in elections.

**3.2.4 Vice-President of Operations** - The duties of the VPOPs shall include the following, but shall not be limited herein:

- I. To sit on the NSS Operations Committee;
- II. To oversee all financial transactions of the NSS Committees where NSS funds are involved;
- III. To be responsible for the funds of the NSS and to maintain an accurate and permanent record;
- IV. To audit all financial transactions of the NSS committees where NSS funds are involved, to ensure accurate records and accountability of committees regarding spending;
- V. To pay all outstanding accounts as directed by the Executive acting for the NSS;
- VI. To co-sign all cheques with the President;
- VII. To maintain copies of financial receipts as proof of all monies expended;
- VIII. To submit a full financial statement at the AGM and to the incoming VPOPs;
- IX. To submit a full financial statement to the AMS as required;

- X. To aid in the arrangement of the appropriate AMS grants;
- XI. To preside over applications and distribution of the NSS funds for students;
- XII. To submit a budget to the NSS for the second formal meeting date;
- XIII. To present a financial report at any NSS meeting, at the request of any NSS member in one week's notice;
- XIV. To maintain minutes of all NSS meetings and record attendance at NSS Assembly meetings. A permanent record of minutes is to be kept and made available to all NSS members;
- XV. To ensure all agendas and minutes from NSS Assembly meetings, of the current year, are posted on the website;
- XVI. To record attendance at NSS Assembly meetings;
- XVII. To facilitate communication and correspondence between the NSS and it's members;
- XVIII. To collaborate with the VPUA in approving the content and appropriateness of all promotional material;
- XIX. To oversee the NSS Website;
- XX. To preside over duties of the Webmaster if the position is vacant;
- XXI. To maintain an updated list of contact information including phone number and email addresses of all NSS Assembly members;
- XXII. To procure a suitable location and time to hold NSS Assembly meetings on a bi-weekly basis;
- XXIII. To chair the Appeals Committee in the absence of the Senator;
- XXIV. To supervise their first-year intern and delegate administrative duties to them as seen fit.

**3.2.5 Senator** - The duties of the Senator shall include the following, but shall not be limited herein:

- I. To Chair the NSS Operations Committee;
- II. To attend Queen's University Senate meetings as a representative of the NSS and it's members, in accordance with the Senate guidelines for responsibilities of its members;
- III. To attend Student Senate Caucus meetings as a representative of nursing students, in accordance with the Senate guidelines for responsibilities of its members;
- IV. To serve on a Queen's Senate committee concerned with a facet of University affairs;
- V. To serve on the Queen's University Student Appeal Board (USAB) when requested by the University Secretariat;
- VI. To attend Health Science Faculty Board and Health Sciences Faculty Council meetings;
- VII. To assume membership of any Senate committees to which the outgoing Senator was a member of until the end of the committee's term;
- VIII. To report pertinent information regarding University affairs from Queen's Senate meetings to the NSS Assembly;
- IX. To maintain and amend the NSS Constitution as passed by the NSS Assembly;

- X. To ensure the most up-to-date NSS Constitution is available on the NSS Website;
- XI. To ensure adherence of the Constitution by the NSS Assembly;
- XII. To Chair the Constitutional Review Committee;
- XIII. To sit on the School of Nursing Appeals Committee;
  - a. If the Senator is not in Kingston during the Summer, the role can be delegated to a member of the AST Class Council Executive.

### **Section 3.03 Executive Terms Lengths**

**3.3.1** The term for each Executive office, including President, VPUA, and VPOPs shall be for 12 months from the date of appointment. Executive terms shall start at the November AGM, lasting until the following November AGM. With the exception of the Senator, whose term shall be 24 months or 2-years.

**3.3.2** No Executive officer shall hold any other elected office within the Executive during that term. For example, a member cannot be class president and senator. Additionally, recruited positions cannot hold two positions, such as commissioners and class president.

**3.3.3** Executive officers shall be eligible to serve more than one term in the same office, consecutively, but cannot hold the same office for more than two terms consecutively, unless there are no other candidates running.

### **Section 3.04 Removal of Office**

**3.4.1** All Assembly members are subject to removal from the Assembly on the following grounds:

- I. Where removal is mandated in accordance with the Assembly Procedure Policy;
- II. Unfair discrimination;
- III. Theft, fraud or embezzlement of funds;
- IV. Ineligibility to be a member;
- V. A justified cause.

**3.4.2** Any member wishing to impeach an Executive member of the NSS will present a letter to the President, in confidence, or anonymously, wherein the confidence of the Executive member is questioned by the member, outlining their reasons for impeachment.

- I. The President will then act as the Petitioner at the impeachment proceedings;
- II. If the member wishes to impeach the President, then the VPUA will receive the letter in question and act as the Petitioner.

**3.4.3** The Appeals Committee will conform to the specifications set out in Section 2.05 of the Society Composition Policy Manual.

**3.4.4** It shall be the duty of the Chair of the Appeals Committee to:

- I. Inform the Defendant of the impeachment proceedings within 2 weeks of receipt of the notice of petition:
  - a. 1 week if the Defendant is the President, either VP or the Senator for the maintenance of efficient running of the NSS.
- II. To arrange an agreeable date, time, and location for the hearing and inform all concerned individuals of such information;
- III. To chair the hearing ensuring that all individuals are given an opportunity to speak if they so desire;
- IV. To have the committee reach a decision on the petition within 4 weeks of receipt of notice of the petition, 2 weeks should the Defendant be the President or either VP;
- V. To notify the NSS Assembly and the Defendant of the hearing results;
- VI. To type a written report of the hearing results and maintain these results on file in the NSS office.

**3.4.5** Those to be present at the hearing shall include:

- I. the Petitioner;
- II. the Chair;
- III. Appeals Committee members;
- IV. the Defendant;
- V. Any individual who the Defendant feels will substantiate their defense.

**3.4.6** After the arguments of both the Defendant and the Petitioner have been heard, the Appeals Committee will retire to closed chamber for deliberations and voting.

**3.4.7** If the Appeals Committee reaches a decision of impeachment, the Impeached shall immediately surrender their position, and a by-election will be held.

**3.4.8** Any member having resigned or been removed from the Assembly shall be replaced by a new member, selected in the same manner in which the offending member was chosen initially. Replacement appointments shall be subject to all policies and procedure contained in both the Hiring Policy and Elections and Referenda Policy.

## **Part 4: Elections and Referenda**

### **Section 4.01 Assembly Executive Team Elections**

**4.1.1** Election of the President, VPUA, VPOPs, and Senator shall be held by ballot for a consecutive forty-eight (48) hours, to correspond with the AMS Fall Referendum when possible, and in accordance with the Elections and Referenda Policy.

**4.1.2** No person shall run for a position where the duration of the term of the position exceeds the remaining duration of the person's undergraduate career.

**4.1.3** All campaigns for elections and referenda shall occur in accordance with the Elections and Referenda Policy.

**4.1.4** The Elections and Referenda Policy shall not be amended by Assembly during any campaign period election.

### **Section 4.02 Class President Elections**

**4.2.1** The Class President shall be elected by members of their respective year in a general election.

**4.2.2** The Year I and AST III Class Executive elections shall be held before the end of the third week of classes in the Fall term.

**4.2.3** All campaigning for Class President elections must adhere to the guidelines outlined in the Elections and Referenda Policy.

### **Section 4.03 Referenda**

**4.3.1** A referendum may be called at any time upon presentation of a petition to the Assembly signed by five percent (5%) of the members of the Society, or by a majority vote on a motion at NSS Assembly. Said petition or motion must include the exact question that is to appear on the referendum ballot.

**4.3.2** The campaign for a referendum must follow the guidelines outlined in the Elections and Referenda Policy.

**4.3.3** No referenda may be held in the week prior to final exams in the fall or winter terms, or during those exams.

**4.3.4** No referenda may be held in the spring or summer terms.

**4.3.5** No referenda may be held in the first two (2) weeks of the Fall or Winter terms, unless deemed necessary by the Speaker, in consultation with the Executive Committee.

## **Part 5: Assembly Meetings and Quorum**

### **Section 5.01 Minutes**

**5.1.1** Records and minutes of all meetings will be kept and maintained by the VPOPs and must be approved by Assembly before becoming public record. The VPOPS may defer this responsibility, preferably to the intern VPOPS.

**5.1.2** The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a majority of members present or if required by Assembly Policy. If such a motion is passed, all non-Assembly members must leave the room, as well as non-voting Assembly members where defined by policy. No expenditures shall be approved during a closed session except where required by policy.

### **Section 5.02 Quorum**

**5.2.1** Quorum at an Assembly meeting is required to pass any motion brought forward to Assembly.

**5.2.2** Quorum shall be thirty-three per cent (33%) of all eligible voting members plus one (1). If thirty-three per cent (33%) of all voting members is not a whole number, the next highest whole number shall constitute quorum. Proxy votes will not be accepted as part of quorum determination. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the minutes.

### **Section 5.03 Voting**

**5.3.1** Motions of the meetings of the Assembly shall be decided by a majority of votes, with each voting Assembly member entitled to one vote. In the case of an equality of votes, the Speaker shall cast the deciding vote as status quo.

**5.3.2** In the absence of a voting member at Assembly, such voting member may proxy their vote to another member of the Society by notifying the Speaker. A vote may not be proxied to another voting Assembly member.

### **Section 5.04 Rules of Order**

**5.4.1** The Assembly Policy which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting they attend after election, appointment, or acclamation. These rules shall be amendable by a two-thirds vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting



## **Part 6: Commissions and Committees**

### **Section 6.01 Society Composition**

**6.1.1** The Society Composition Policy will define committee and commission membership in the Society. Membership changes to the Society must be conducted through a majority vote of Assembly.

### **Section 6.02 Commissioners**

**6.2.1** The internal committees shall be separated into unique and distinct Commissions as specified in Society Composition Policy, each with its own responsibilities and jurisdiction. Each Commission shall be led by a Commissioner reporting directly to their respective superiors.

**6.2.2** In order to fulfill their mandate, internal committees shall each belong to a single commission, with the co-chairs of each committee reporting directly to the respective Commissioner. This reporting structure shall be in accordance with the Society Composition Policy.

**6.2.3** Applications to any position on any committee are open to all members of the Society. All internal positions, including Commissioners, shall be selected in accordance with the Hiring Policy.

**6.2.4** Each Commissioner shall be accountable to Assembly for the activities and affairs which should and/or do occur under the jurisdiction of their Commission.

**6.2.5** Commissioners shall be removed or may resign from office as specified in Section 3.04.

### **Section 6.03 Committees**

**6.3.1** Standing internal committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. Each year, the chair(s) of each committee shall submit a statement to the Executive outlining the objectives of the committee for the upcoming year, as well as an indication of the proposed means of achieving those objectives.

**6.3.2** All committee members shall be selected in accordance with the Hiring Policy.

**6.3.3** A committee report, which shall be presented to the Assembly by the committee chair, shall be that of the majority of the committee. The signature of the committee chair shall attest to the authenticity of the report. No report shall be accompanied by any counter statement or protest by the minority, unless it appears as an appendix to the majority report.

## **Part 7: Class Council Executives**

### **Section 7.01 Term Lengths**

**7.1.1** Executive members of the Class Council shall assume the duties of the position upon the date of appointment till completion of their program/degree. Guidance on extraordinary situations shall be found in the following:

- I. In the event of a Class Council Executive running for an NSS Assembly position or NSS Executive position, the office holder will forfeit their position upon election or appointment to their new position.
- II. In the event that the position of Class President is vacant and the office holder is unable to fulfill their duties, the Vice-President of Logistics will chair the Class Council as interim President, until the official installment of the next President.
- III. A by-election shall be held within two weeks of the vacancy to fill the position.

**7.1.2** In the event of the Year IV Class President attending an Integrated Practicum placement outside the Kingston community, they will be responsible for determining an informed and responsible proxy from the Year IV Class, to support the accomplishment of their duties, including attendance to NSS Assembly, and submitting written reports to the Assembly. Preference shall first be given to Class Council Executives, and then members of the Year IV nursing class.

- I. Procuring a proxy and submitting a written report shall be considered present attendance for the Year IV Class President.
- II. Failure to submit a written report and a proxy vote will be considered as an absence from an NSS Assembly meeting.

### **Section 7.02 Class Council Executive Composition**

**7.2.1** The 4-year stream and AST stream Class Council Executives shall consist of:

- I. the President;
- II. the Vice-President, Logistics;
- III. the Vice-President, Fundraising;
- IV. the Vice-President, Events.

### **Section 7.03 Duties of the Class Council Executive**

**7.3.1 President** – The duties of the President shall include the following, but shall not be limited herein:

- I. To attend all NSS Assembly meetings as a voting member;

- II. To attend all SON Academic Council (SONAC) meetings as a voting member;
- III. To act as a liaison between the NSS, the Faculty of the School of Nursing and the students of their respective year;
- IV. To be responsible for informing their class of all events or issues in which the NSS is involved;
- V. To organize, in conjunction with their year's VP Events, inter-year and year events;
- VI. To promote class participation in the NSS;
- VII. To sit on all Internal Committees as described in the Society Composition Policy Manual;
- VIII. To oversee all financial transactions of their year and co-sign all cheques with their VP Logistics;
- IX. To provide written reports on year activity/events for the NSS website bi-weekly;
- X. To produce a written transition report to the incumbent Year President.

**7.3.2 Vice-President Logistics** - The duties of the VP Logistics shall include the following, but shall not be limited herein:

- I. To take the minutes of all Class Executive meetings and submit them on a biweekly basis to the VPOPs for internal record;
- II. To set the consistent day and time for biweekly Class Executive meetings, and ensure that the NSS Executive Committee is invited to at least one per semester as official observers/guests;
- III. To book the room for each class executive meeting;
- IV. To take over the position of Class President if the President steps down or is unable to fulfill their duties;
- V. To attend biweekly Class Executive meetings;
- VI. To oversee the budget and finances for all Class Executive events and initiatives;
- VII. To maintain open communication with the VP OPs throughout the duration of their term, and meet once per month to discuss the business of their respective class, and the status of the class bank account;
- VIII. To produce a written transition report for the incumbent Year VP Logistics.

**7.3.3 Vice-President Fundraising** - The duties of the VP Fundraising shall include the following, but shall not be limited herein:

- I. To be responsible for chairing fundraising initiatives for their class. The purpose of these fundraising initiatives can be to support pinning ceremony and formal events, charitable initiatives and/or any initiative deemed appropriate by the class executive;
- II. To assist in the organization of all fundraising events sponsored by the NSS;
- III. To inform their year of upcoming fundraising initiatives;

- IV. To run and organize at least one (1) fundraising initiative for their class each year to assist with Graduation and Pinning ceremony costs according to the following:
  - a. Year I – Merchandise in Winter semester to everyone;
  - b. Year II – Scrubs, Stethoscopes, BP Cuffs and Merchandise in the Fall semester to everyone;
  - c. Year III– Orientation Week Uniforms;
  - d. Year IV – Nursing Jackets & Jacket Bars;
  - e. AST III – Merchandise in Winter semester to everyone and Holiday Collective;
  - f. AST IV – Nursing Jackets & Jacket Bars and Nursing Speakers’ Series.
- V. To attend bi-weekly Class Executive meetings;
- VI. To report all incoming and outgoing fundraising transactions of the class executive bank account with the VP Logistics;
- VII. To provide updates to their respective year regarding fundraising progress;
- VIII. To run and organize at least one (1) charitable fundraising event per year;
- IX. To produce a written transition report for the incumbent VP Fundraising & Events.

**7.3.4 Vice-President Events** - The duties of the VP Events shall include the following, but shall not be limited herein:

- I. To be responsible for the organization of all social events related to their class;
- II. To assist the Events Commissioner with all events sponsored by the NSS;
- III. To inform their year of upcoming social events;
- IV. To organize at least one (1) social or one (1) health and wellness event for their class each semester;
- V. To maintain open communication with the VPUA throughout the duration of their term, and meet once per month to discuss the business of their respective class;
- VI. To attend biweekly Class Executive meetings;
- VII. To participate in the annual fall planning of National Nursing Students’ Week;
- VIII. To assist the VPUA in the planning and execution of the annual March Break Open House;
- IX. To produce a written transition for the incumbent VP Events.

**7.3.5 Class Council Initiatives** – Specific responsibilities are established for particular Class Councils. The role of the Class Council is to oversee the planning, execution, and success of the following initiatives:

- I. Year II – Stethoscope and Scrub Sale for the Year I incoming Class of the 4-year track;
- II. Year III – Blood Drive and Jacket bar sale;
- III. AST Year III – Welcoming events in the first week of September for the incoming Year III Class of the AST program.
- IV. Year IV and AST Year IV – Yearbook, Pinning Ceremony, and Nursing Jacket sales.

## **Part 8: Communications**

### **Section 8.01 Official Documents**

**9.1.1** All official documents of the Society, including the Constitution, the Society Composition Manual, and the NSS Assembly Agenda shall meet the following requirements:

- I. Times New Roman font;
- II. Font size 12.

### **Section 8.02 Email**

**8.2.1** All members of the NSS with an assigned email to their position, are required to correspond via email for all matters regarding their position. The format of the emails must meet the following requirements:

- I. Times New Roman font;
- II. Font size 12;
- III. NSS banner as a header (aligned to the left);
- IV. Appropriate signature, including the member's name and position;
- V. Acknowledgement of territory.

**8.2.2** All emails shall include "Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory." At the bottom of the email. See the [Acknowledgement of Traditional Territory](#) and the [Land Acknowledgement](#).

### **Section 8.03 Email Outline**

**8.3.1** The following outline shall be used all email communications.



**Nursing Science Society**

Greetings,

[Insert text body here]

Best Regards,

**Name**

Position

Queen's University

Location

*Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.*

**Section 8.04 Social Media**

**8.4.1** Members must adhere to section VI. of the Queen's University Student Code of Conduct which can be accessed [here](#).

**Section 8.05 Accessibility**

**8.5.1** Members should keep in mind accessibility requirements and do their best to follow the guidelines which are outlined here.

## Appendix A

<b>NURSING</b>		
<b>Mandatory Fees</b>		
<i>Health and Wellness Commissioner</i>		
<b>Health Training and Workshops</b>	\$1.45	Health and Wellness training workshops and wellness related events. Events and resources may include exam destressors, mental health training, OSCE workshops, and speaker series.
<b>Health and Wellness Portfolio</b>	\$1.45	To provide resources to help inform students about health and wellness in relation to nursing and provide opportunities to practice those skills. Events, such as Zumba and yoga, are run throughout the year alongside other initiatives.
<i>Academics and Professional Development Commissioner</i>		
<b>Professional Development</b>	\$1.45	Academics and Professional Development Commissioner's portfolio is to provide workshops, skill building, networking opportunities for students to expand their professional skill set and discover career opportunities.
<b>Study Buddies</b>	\$1.12	Study Buddies is a program where upper year tutors are hired to hold open tutoring sessions in specific courses for nursing students. This program runs both terms and sessions are geared around the timing of midterm and final exams.
<i>Events Commissioner</i>		
<b>Words of Wisdom</b>	\$.0.12	Words of Wisdom is a speaker series where NSS invites several speakers from various fields to share their Nursing experience and journey to students. This service provides career support for students as they navigate their studies.

<b>Mentorship Program</b>	\$1.45	The mentorship program is under the Events Commissioner's profile and provides incoming students with an opportunity to be paired with an upper year student or “buddy” throughout the year for social, academic or personal support.
<i>NSS Executive Committee</i>		
<b>NSS Assembly Meetings</b>	\$0.70	Open attendance and informative approaches to bi-weekly assemblies is promoted through space rentals, food, and appreciation to guest speakers. All students are welcome to attend and learn about positions and opportunities.
<b>NSS Appreciation</b>	\$1.00	Allows for a token of appreciation to be awarded to NSS assembly members and thank them for their contributions to the society during their term.
<b>NSS Office</b>	\$0.34	Maintenance and upkeep of the NSS Lounge and office, including coffee and tea for students, replacement of damaged items, snacks, utensils and school supplies for the use of students.
<b>General Bursary</b>	\$1.60	NSS financial aid available for nursing students who apply in order to participate in nursing related events or Orientation week. The NSS General Bursary is available to all undergraduate nursing students.
<b>Student Initiative Fund</b>	\$2.23	The NSS Student Initiative Fund is funding for nursing students who may need financial aid or who submit a proposal for an initiative that benefits nursing students. This fund supports student projects, ideas, events, or collaborations.
<b>Textbook Library</b>	\$1.52	Located in the nursing student lounge, the library supplies undergraduate nursing textbooks for use throughout the semester. Textbooks are regularly updated so students have access to educational resources for their courses.
<i>Vice President of Operations</i>		
<b>NSS Website</b>	\$0.56	The NSS website is an interface with details about the NSS assembly, assembly minutes and agendas, calendar, and photo gallery.



		Students can find important nursing-related information, tips and tricks, and ways to get involved.
<b><i>Interprofessional Commissioner</i></b>		
<b>NSS Athletics</b>	\$1.00	An annual dodgeball tournament between the three schools in the Faculty of Health Sciences – Nursing, Medicine, and Rehabilitation. The event is by donation, and money raised goes to support a local charity in the Kingston community.
<b><i>Class Councils</i></b>		
<b>Class Council Budget</b>	\$4.67	Class councils run events to increase and strengthen rapport within the year and between different years. The fee allows for events, fundraisers, treats and more to be done to support the class and contribute to graduation fees.
<b><i>CNSA Official and Associate Delegates</i></b>		
<b>CNSA Membership</b>	\$10.00	Membership with access to CNSA scholarships, grants, national and local conferences and opportunities for professional development and networking (1). Organization actively dedicated to positive promotion of nurses and the nursing profession.
<b>National Nursing Students' Week</b>	\$0.56	NNSW is an annual, weeklong event to showcase the contributions of nursing students to their practice settings and celebrate their accomplishments in nursing. Throughout the week, giveaways, prizes, and events are hosted for students.
<b><i>Graduating Class Councils in the four-year stream and AST</i></b>		
<b>Graduation Fee</b>	\$24.78	For the pinning ceremony, a longstanding tradition for nursing students, which runs in conjunction with convocation. Pinning committee uses the funding for the venue, decorations, graduation gifts and tickets, alongside fundraising.
<b><i>NSS Interns</i></b>		
<b>Intern Project</b>	\$1.12	Allows for the NSS interns to develop or integrate a project, initiative or resource into the nursing community and highlight nursing

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students. Previous projects included a media project and redesigning the nursing student lounge.

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***Nursing Orientation Committee***

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<b>Orientation Week</b>	\$2.40	Orientation Week is a week for students to familiarize themselves with nursing and Queen's University. During the week, the NSS hosts a meet-and-greet and lunch on 'Beach Day' to orient incoming students to services and opportunities.
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