

The Canadian Nursing Students' Association



Governing Documents

Rules and Regulations

2018



Rules & Regulations

Last updated and approved by National Assembly January 2017

Part I: Applicability Statement

Nothing herein can contravene the letters patent, the bylaws of the association, the *Canada Not-for-profit Corporations Act*, or any law or contract applicable to the association.

In sections where the wording of the statement contains words like "should", "encouraged", or any other word or phrase clearly indicating a suggestion, these rules shall not constitute a requirement upon the Board of Directors (BOD) or any member to act accordingly. All other statements are considered to be requirements made upon the membership and BOD to act accordingly unless a change or suspension of a particular rule is made by the BOD or National Assembly.

Passages marked by square brackets [] shall be considered explanations or notes on the Bylaws or Rules and Regulations of the association and are not considered to be official. They are for the benefit of individuals who are unfamiliar with the formal language of bylaws and for guidance for the directors and members in interpreting and understanding the association's Bylaws and Rules and Regulations.

Part II: Objects

[This section cannot be amended without amending the letters patent of the Association]

The objects of the association are set out in the letters patent and are reproduced below:

- a) to provide a communication link among nursing students across Canada recognizing the specific language needs of our bilingual country.
- b) to act as the official voice of nursing students.
- c) to provide a medium through which members can express their opinions on nursing issues.
- d) to provide a liaison with other organizations concerned with nursing, healthcare, and education.

Part III: Chapter Membership

Chapter Membership fees

Fees for Chapter Membership are ten dollars (\$10) per full-time student and six dollars (\$6) per part-time student. Fees, along with the completed Membership Package, shall be provided to the Administrative Officer in accordance with Financial Section Part XIII of the Rules and Regulations. A chapter member shall be considered a member in good standing upon receipt and processing of said items.

For chapter schools that are part of a collaborative program, each individual chapter is responsible for reporting the correct number of students associated with their chapter. When counting the number of students to remit membership



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fees, chapter members should include the total number of students that are registered at each individual institution regardless of which location or campus they attend.

In chapter schools where post-RN students are integrated into the regular undergraduate classes, the post-RN students shall be included in the total number of students for the purposes of fee payment.

For chapter schools that are part of a collaborative program, each individual chapter is responsible for reporting the correct number of students associated with their chapter. When counting the number of students to remit membership fees, chapter members should include the total number of students that are registered at each individual institution regardless of which location or campus they attend.

A new chapter member is defined as a school that has not been a member within the past five years. New member schools are required to pay one half of the annual membership fees for the first two years of membership. Fees for new Chapter Members shall be paid to the Administrative Officer in accordance the Financial Section Part XIII of the Rules and Regulations. The Administrative Officer shall issue an official receipt and certificate of membership to each chapter within thirty (30) days of receiving and processing the fees and completed Membership Package.

The Board of Directors will review membership fees every four years and, if necessary, propose an increase not to exceed two dollars (\$2) per student for approval by National Assembly.

Chapter Membership Renewal

All chapter members must renew their membership with CNSA annually by submitting required fees and completed Membership Package to the Administrative Officer by December 1st. Official Delegates shall renew membership for their chapter; therefore once fees are paid, Official Delegates will have voting rights on behalf of their chapter.

Reinstatement of Chapter Members

Chapter Members shall be reinstated upon:

- meeting eligibility requirement(s) in accordance with Part IV of the bylaws; and,
- receipt of membership fees and completed Membership Package by the Administrative Officer

Friends of CNSA Subscriptions

Interested individuals not meeting the criteria for CNSA membership may subscribe to CNSA in order to receive important updates on, and member-rate access to CNSA events such as conferences. Subscribers have no voting rights at any CNSA forum. Subscribers are granted observer status. Subscription fee due dates coincide with membership fee due dates each year. There are two subscription categories as follows:

- Distance Subscription: Any current nursing student enrolled in a non-member School of Nursing may purchase a Friends of CNSA Distance Subscription for the amount of \$15 annually.
- Alumni Subscription: Any former member of the Association may purchase a Friends of CNSA Alumni Subscription for the amount of \$25 annually.



Part IV: Duties of the Regional Executive

Duties of Chapter Delegates

The **Official Delegate** (OD) of each chapter shall:

- promote CNSA at the chapter in accordance with the purpose and objectives of the Association;
- provide an orientation about CNSA to all nursing students at the chapter;
- keep students informed about CNSA activities and encourage participation;
- maintain a permanent chapter address and a file of CNSA business and information including correspondence and reports;
- provide the Regional Director with an outline of the chapter goals and activities for the year and submit a monthly memo on the last day of every month, and notify the Regional Director of any change in contact information throughout the year;
- maintain communication with the Faculties, Colleges, Schools of Nursing, and Regional member schools regarding the chapter's activities;
- register for the National Assembly discussion board;
- attend all business meetings of the regional and the National Assembly meetings; if unable to attend, provide written regrets to the Regional Director;
- present an oral and written report with recommendations at each business meeting of the region;
- surrender to the incoming OD all records and files with an oral and written explanation and recommendations within fourteen (14) days of the end of the term of office;
- work with the Associate Delegate (AD) in promoting and carrying out the activities of the Association;
- promote the CNSA awards within their chapter;
- distribute emails and updates from the Regional Director and Board of Directors to all members within their chapter;
- vote for the Regional Achievement Award recipient on behalf of their chapter;
- ensure that Membership Fees are paid in accordance with these Rules and Regulations; and
- work with their school's administration to include CNSA fees into the school's registration costs.

The **Associate Delegate(s)** (AD) shall:

- assist the OD in performance of duties;
- act as proxy in the event of absence of the OD from business meetings of the Association;
- attend all business meetings of the regional and National Assembly meetings; if unable to attend, provide written regrets to the Regional Director;
- act for the OD on occasions where the latter is unable to be present;
- promote CNSA and CNSA activities in their chapter; and
- register for the National Assembly discussion board.

National Communication

The Director of Membership Services will send the OD/AD Orientation Package to all Regional Directors, who will distribute it to their Regional Executives via email. A hard copy can be mailed to a Chapter, upon request.



Regional Communication

It is expected that the OD/AD of each member school will:

- provide contact information to the Regional Director each year and update as necessary;
- maintain an email account for the CNSA chapter at their school by checking and responding to emails on a weekly basis at minimum;
- submit a monthly update to their Regional Executive highlighting Chapter activities by the last day of every month;
- act as the communication link between CNSA and the general members of their Chapter by distributing pertinent information; and
- disseminate a biannual report to their Regional Executive fourteen (14) days prior to the fall and winter regional meetings for presentation.

A problem or breakdown in communication is defined as:

- failing to access the CNSA email account;
- not providing contact information to one's Regional Director;
- not alerting one's Regional Director of changes to contact information;
- not disseminating a monthly update; and/or
- not responding to direct queries from your Regional Director or Regional Executive.

The following actions may be taken by a Regional Director if a communication problem exists:

- if no response from the individual has been received within one week, the Regional Director will send another email;
- if there continues to be no response, the Regional Director will telephone the individual; and
- if there continues to be no response after a three (3) week period, the Regional Director may contact the Head of the Chapter member's program to:
 1. work to re-establish a line of communication with the Official Delegate;
 2. identify whether the Official Delegate in question is still occupying the position;
 3. if the Official Delegate is no longer interested or able to fulfill the role, designate the Associate Delegate to take over the position; or
 4. if the Associate Delegate is no longer interested or able to fulfill the role, facilitate the recruitment of a new Official Delegate.

The following actions may be taken by Official/Associate Delegates if a communication problem occurs:

- If a Regional Director does not respond within two (2) weeks, the Official Delegate/Associate Delegate may contact the President to re-establish lines of communication.
- If there continues to be no response after one (1) week, the President shall strike a Board Mediation Committee and resolve the situation according to Part XI of the Rules and Regulations.

Extenuating circumstances which may excuse the individual from the above scenario include:

- illness or death of the individual or their family member;



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- periods during which the individual is absent or busy and will not be able to access email. For the above two scenarios, it is mandatory for the individual to notify their Regional Director and others in their region of this situation; and
- during the summer when students are not in school, it is assumed that email will not be accessed as frequently. However, it must be checked at least every two weeks.

Succession of Delegates

In the absence of an established process for filling the OD position at a school, it is assumed that the AD will take on the role of the OD if this position becomes vacant.

Part V: Power and Duties of the Board of Directors and Committee Chairs

The Board of Directors shall consist of 11 elected members and five appointed members and shall be composed of:

- 1) Seven persons elected by the National Assembly to the positions of:
 - a. President;
 - b. Vice President;
 - c. Director of Communications;
 - d. Director of Membership Development;
 - e. Director of Bilingualism and Translation;
 - f. Director of Indigenous Health Advocacy; and
- 2) One person elected by the chapters in each Region of the corporation, a total of five persons, to the positions of:
 - a. Western Regional Director;
 - b. Prairie Regional Director;
 - c. Ontario Regional Director;
 - d. Quebec Regional Director; and
 - e. Atlantic Regional Director.
- 3) Three persons appointed by the Board of Directors to the positions of:
 - a. Past President;
 - b. Treasurer;
 - c. Administrative Officer; and
 - d. Technology Officerall appointed persons shall be non-voting members of the Board of Directors.
- 4) One person, who shall be a non-voting member of the Board of Directors, appointed by the Board of Directors to the position of National Stakeholder, which person shall be the Executive Director, President or President-elect of the representing organization. This position shall rotate annually between the following four stakeholders:
 1. Canadian Nurses Association (CNA)
 2. Canadian Association of Schools of Nursing (CASN)



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3. Canadian Federation of Nurses Unions (CFNU)
4. Canadian Indigenous Nurses Association (CINA)

The Association also includes 5 Committee Chairs that are elected at National Assembly. They must complete bi-monthly committee reports, and a National Assembly committee report. Any actions to be taken on behalf of CNSA through a committee must be approved by the Executive Committee first, and if need be by the discretion of the EC, the Board of Directors. The six Committee Chairs are as follows:

- a. Diversity Committee Chair
- b. Education and Research Committee Chair
- c. Community and Public Health Committee Chair
- d. Global Health and Outreach Committee Chair
- e. National Conference Committee Chair

One person elected by the Chapter Members to the position of National Conference Committee Chair by means of selecting the Chapter Member of the Corporation to host the next following annual national conference and annual meeting of the National Assembly. The Chapter Member must designate one of their Associates to be the National Conference Committee Chair if the Chapter Member is so selected.

All Directors and Committee Chairs serve a one (1) year term, from March 1st to the last day of February. All Elected Directors and Committee Chairs shall:

- Be an associate of a chapter member in good standing;
- Be a nursing student for the majority of their term of office;
- Disseminate a quarterly report to the Board of Directors in order to describe all position-related activities and maintain communication;
- Surrender to incoming position holders all position-related documents and relevant external stakeholder contact information, with written and oral instructions and recommendations, by the end of their term; and
- work with and mentor incoming position holders to ensure a smooth transition.

The Past-President shall:

- be the immediate Past-President of the Association;
- be funded to attend all BOD meetings;
- act as a non-voting member of the Board;
- act as the Chair of the Governance Committee
- act as the Chair of the Strategic Planning Committee;
- serve as a mentor for the incoming BOD;
- ensure a smooth transition between the incoming and outgoing BOD and complete all outstanding tasks by July 1st;
- facilitate the orientation session at the Spring BOD meeting;
- update the Rules and Regulations, Bylaws, Policies, and Board Orientation Manual as required; and
- present an oral and written report with recommendations, as appropriate, at each BOD meeting.

The President shall:



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- act as the Chief Executive Officer of the Association;
- act as the official spokesperson of the Association;
- serve as Chair of the Board of Directors, Executive Committee and Board Mediation Committee;
- serve as an ex-officio member of all other committees;
- exercise general supervision over the interests and welfare of the Association;
- maintain contact with principal representatives of the Canadian Nurses Association (CNA); the Canadian Association of Pharmacy Students and Interns (CAPSI); the Canadian Federation of Medical Students (CFMS); the National Student Nurses Association (NSNA); and any other national groups that are deemed appropriate;
- have joint custody with the Administrative Officer, Vice-President, and Director of Communications of the funds of the Association;
- be nominated for the position of Student Representative on the Canadian Nurses' Association's Board of Directors, and if elected be the principle liaison with CNA;
- supervise the Administrative Officer and the Community and Public Health Committee Chair;
- give notice of all BOD meetings in accordance with bylaw 8.04;
- provide an agenda to each Director at least fourteen (14) days prior to each BOD meeting and five (5) days prior to each Executive Committee meeting;
- provide an agenda to each Director and to each Official Delegate at least fourteen (14) days prior to National Assembly meetings;
- prepare and submit the annual report for the Association at the National Conference;
- serve as chair of all BOD and National Assembly meetings of the Association;
- present a written report with recommendations at each BOD meeting and National Assembly meeting; and
- receive and distribute proposed resolutions for discussion and action by the National Assembly.

The Vice-President (VP) shall:

- have joint custody, with the President, Administrative Officer, and Director of Communications of the funds of the Association;
- preside at all BOD and National Assembly meetings and act for the President when the latter is unable to be present;
- act as Chair of the Awards Committee;
- serve as Student Representative on the Board of Directors of the Canadian Association of Schools of Nursing (CASN) and act as primary liaison with CASN, attending all relevant events and business meetings unless otherwise unable to be present;
- Sit on the CASN Advocacy Committee as the Student Representative;
- supervise the Education and Scholarship Committee Chair;
- be responsible for coordinating all educational and research activities;
- suggest and assist with promotional activities for nursing and research activities;
- establish and maintain liaison with research associations (i.e. CHSRF, CIHR, and CHSPR) and/or resource persons as deemed appropriate to the Association's education/research activities;
- establish and maintain communication with those regional and national education/research representatives who may exist;
- Oversee awards distribution through CNF partnership
- maintain contact with principal representatives of the Canadian Nurses Foundation (CNF)



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- promote research assistant positions for member nursing students; and
- present a written report with recommendations at each BOD and National Assembly meeting.

The Director of Communications (DOC) shall:

- be responsible for recording, typing, filing, and distributing the minutes of BOD, National Assembly, and Executive Committee meetings;
- ensure that the website is up-to-date;
- be the primary communicator with the appointed manager of the website;
- accept all website content from the BOD and CNSA members that they would like placed on the website;
- liaise with the technology Officer
- have joint custody with the Administrative Officer, Vice-President, and President of the funds of the Association;
- be responsible for coordinating external communication from the BOD (i.e. press releases);
- be the primary representative for the Canadian Federation of Nurses Unions (CFNU);
- provide all BOD members with a list of motions passed prior to their departure from each meeting;
- distribute the minutes from BOD meetings to each Director, and from the National Assembly to each Director, OD, and Committee Chairperson within forty-five (45) days of the meeting and submit them for posting on the website;
- be responsible for maintaining delegate and BOD contact lists;
- be responsible for tracking all BOD and Officer bi-monthly reports;
- maintain the CNSA letterhead electronic document and be responsible for its distribution; and
- present a written report with recommendations at each BOD and National Assembly meeting; and,
- be responsible for the moderation of website discussion forums and delegate moderation duties to assigned BOD.

The Director of Membership Development (DMD) shall:

- act as the primary contact for all external membership services to be provided to the Association's membership;
- oversee Regional Directors in recruitment and retention of chapter members;
- be responsible to negotiate all external membership service contracts along with either the Administrative Officer or the President;
- be responsible for maintaining up-to-date contracts with all membership service providers in conjunction with the Administrative Officer;
- ensure membership services provided meet the needs of the members;
- be the primary contact with any membership benefits contracts;
- collaborate with Administrative Officer to manage NurseOne memberships;
- be the primary contact for inquiries regarding membership services;
- be responsible for providing up-to-date reports on current contracts to the BOD and National Assembly;
- chair the Nominations and Election Committee, receive all applications, and act as the Chief Returning Officer (CRO). Should the DMD be a candidate in an election, or declares a conflict of interest, the chair shall be passed to another BOD member;
- manage the production and distribution of publications of the Association;
- update and distribute the OD/AD Orientation Package to Regional Directors before the Fall BOD meeting, which must include the Membership Package, and ensure that the new version is sent for translation;



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- Supervise the Global Health and Outreach Committee Chair.
- chair the Career and Leadership Development Committee;
- coordinate career development workshops in conjunction with the National and Regional Conference Directors;
- coordinate and facilitate National Nursing Students' Week;
- prepare report and attend the National Assembly meeting;
- coordinate with the RDs and the Career and Leadership Development Committee student attendance at regional leadership conferences;
- sit on the CNA Network Advisory Committee as the Student Representative for CNSA;
- be the primary liaison with the CNA Network of Nursing Specialties, attend Network Quarterly Meetings and promote opportunities available within the Network;
- and be responsible for the CNSA Leadership Development Program and associated leadership awards adjudication process.

The Director of Bilingualism and Translation (DBT) shall:

- advise the BOD on matters concerning the translation of documents and to uphold the Association's commitment to bilingualism. This includes providing French and English translations to the BOD and Regional Executives when necessary and financially possible;
- manage the CNSA resources allocated to bilingualism;
- ensure that all CNSA documents be written in both Canadian official Languages;
- research funding opportunities for bilingualism;
- liaise with Regional Directors to assist with the recruitment and retention of French schools;
- act as the Chair of the Bilingualism and Translation Committee and ensure that all applicable CNSA documents are in both official languages;
- ensure that the Bilingualism Policy is respected and reviewed annually;
- be bilingual. In the event of the absence of a bilingual candidate, a non-bilingual candidate will be eligible for the position of DBT;
- be the official liaison to and coordinate the CNSA involvement with the Nursing Games;
- present a written report with recommendations at each BOD and National Assembly meeting; and,
- supervise the Diversity Committee Chair.

Director of Indigenous Health Advocacy shall:

- serve as Chair of the Indigenous Health Advocacy Committee;
- be Indigenous (Aboriginal, Metis, Inuit, or First Nations). In the absence of an Indigenous Candidate, a non-indigenous candidate will be eligible for the position of Director of Indigenous Health Advocacy;
- coordinate and facilitate Indigenous Nursing Students' Day in conjunction with Director of Career and Leadership Development;
- act as the primary liaison between the Canadian Indigenous Nurses Association (C.I.N.A.) and CNSA;
- maintain contact and build relationships with principal Indigenous Nursing stakeholders and student committees nationally and internationally;
- liaise with all key national stakeholders that are committed to or represent Indigenous Health and Advocacy;
- attend all C.I.N.A. meetings (if financially feasible);
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly; and
- facilitate Indigenous representation at CNSA events such as the Regional and National Conferences.



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The Regional Directors (RDs) shall:

- be a liaison between members in their region and the BOD;
- be responsible for retention of current members and collection of membership fees and forms in conjunction with the admin officer.
- establish and maintain communication with principal representatives of provincial/territorial nursing unions, professional associations and regulatory bodies;
- establish and maintain communication with other organizations within their region relevant to nursing, student issues and health care;
- facilitate National Nursing Student Week in their region;
- act as the primary liaison between the Regional Conference Director and the Association;
- provide an agenda for regional business meetings to each OD in his or her region at least fourteen (14) days prior to regional business meetings;
- request a written report from each OD in their region at least fourteen (14) days prior to regional business meetings;
- chair of all regional business meetings;
- manage all activities related to choosing and awarding the Regional Achievement Award;
- promote the CNSA in their respective region;
- work in conjunction with the DMS to coordinate the recruitment and retention activities in their region;
- work in conjunction with the DMS to send OD/AD Orientation Packages in electronic format to member schools
- give a report to the DMS on recruitment packages, which must include the school name, contact name(s), and what follow-up has occurred by the January BOD meeting;
- present a written report with recommendations at each BOD and National Assembly meeting; and
- manage all activities related to the election process of the incumbent RD. In the event of a vacant RD position, where a replacement cannot be found, the remaining RDs will collaborate to maintain that region; and,
- The Quebec Regional Director shall be bilingual French/English. In the event of the absence of a bilingual candidate from a chapter school, by elections will be open to bilingual students from non-member Quebec schools. If none come forward then francophone Quebec applications will be accepted for by election. It is the responsibility of the Director of Bilingualism and Translation to notify non-member schools of the by-election.

The Administrative Officer (AO) shall:

- have joint custody, with the President, DOC, and Vice-President, of the funds of the Association;
- maintain accurate financial records in accordance with standard auditing practices;
- have custody of the personal files of the Directors;
- collect membership fees;
- maintain a register of all chapter members and their status;
- disperse the funds of the Association as directed by the BOD, the Executive Committee, or the National Assembly;
- provide a detailed income statement (profit and loss) to the BOD and National Assembly for each three (3) month period ending June, September, December and March;
- be responsible for the completion of the audit of the funds of the Association in accordance with bylaw 6.13.2;



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- coordinate all necessary legal documentation for the Association (i.e. affiliate applications, Ministry of Industry and Canada Revenue Agency);
- be custodian of the Seal of the corporation;
- be responsible for the banner(s) of the association;
- be responsible for the BOD laptop computer;
- maintain a sponsorship, exhibitor/career fair and donation database;
- coordinate archival facilitation and advise in contract negotiations;
- collect and collate CNSA award applications in conjunction with the Vice-President;
- consult with the BOD prior to acceptance of any invitation to speak on behalf of CNSA at any external public events;
- act as the accountant of the books of the Association or shall seek out the least expensive accounting services as budgeted by the BOD;
- each year, via email, acknowledge school membership requests and confirm membership in good standing, upon receipt of required fees and completed Membership Package, by providing a Chapter code and official certificate;
- coordinate the day-to-day administration of the CNSA National Office;
- coordinate the BOD meetings (i.e. travel, accommodation, meeting space, and food) and the compilation of the National Assembly package;
- present a written report with recommendations at each BOD and National Assembly meeting; and
- agree to a two year term of office upon appointment, renewable annually if both parties (BOD and AO) agree.

The Technology Officer (TO) shall:

- liaise with the Director of Communications;
- perform website updates as requested by the DOC;
- ensure that the website is up-to-date by maintaining regular contact with the DOC and the website service provider;
- ensure the website is available in both official languages;
- be the primary communicator with the website service provider;
- maintain social media accounts in collaboration with DOC and Regional Directors; and

provide a written report with recommendations to the DOC to be presented at each BOD and National Assembly meeting.

The National Stakeholder shall:

- carries out their responsibility as an active member of the Board of Directors (BOD);
- attend all BOD meetings and National Assembly;
- provide historical and broad range advice to the Board of Directors regarding Health Care and nursing in Canada;
- present a written report with recommendations at each BOD and National Assembly meeting; and
- be a permanent member of the Strategic Planning Committee.

The Treasurer shall:

- have a bachelor's degree in business administration, economics, or commerce;
- have a, or be in the candidacy process for a CA, CMA or CGA accounting designation;
- carry out their responsibility as an active member of the Board of Directors (BOD);
- provide the Board with information required for sound financial planning;



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- assist in the implementation and monitoring of annual budgets;
- develop and implement the financial policies, systems and procedures for CNSA;
- prepare quarterly treasurer's report on the state of CNSA's financials;
- monitor monthly financial statements provided from bookkeeper and follow up on any issues, discrepancies and or concerns;
- review the bank reconciliations and general ledger entries carried out by bookkeeper;
- communicate annually with Audit firm;
- be a non-voting member of the Executive committee.

Committee Chairs:

Diversity Committee Chair shall:

- report to the DBT;
- chair the Diversity Committee;
- attend diversity-oriented functions;
- advocate for women's health;
- work for issues surrounding marginalized groups;
- advocate for cultural diversity and aboriginal health; and
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

Education and Research Committee Chair shall:

- report to the Vice-President;
- be a permanent member of the Awards Committee;
- chair the Education and Research Committee;
- suggest activities for nursing and research activities;
- suggest educational activities for member chapters in preparation for discussion of the theme and issues presented at each National Conference;
- coordinate promotional activities for relevant literature sources;
- be responsible for assisting with promotional activities for nursing and research;
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasible)

Community and Public Health Committee Chair shall:

- report to the President;
- chair the Community and Public Health Committee;
- liaise with and attend, if financial feasible, the annual Canadian Public Health Association (CPHA) conference and/or the Community Health Nurses of Canada (CHNC) conference;
- Liaise with the Canadian Alliance of Community Health Centre Associations (CACHCA)
- be the primary Public Health Agency of Canada (PHAC) liaison;
- serve as representative to the Community Health Nurses of Canada;
- be the primary CNA Environmental Health Reference Group liaison;
- liaise with all key national stakeholders that deal with community and public health (i.e. CHNAC); and,



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- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasible)

Global Health and Outreach Committee Chair shall:

- serve as Chair of the Global Health and Outreach Committee;
- coordinate a global health, local philanthropic, or education initiative, promoting the introduction and/or continuation of global health in nursing schools across Canada;
- maintain contact with principal representatives of the:
 - World Health Organization (WHO);
 - International Council of Nurses – Student Network (ICN-SN);
 - Canadian Association of International Nursing (CAIN);
 - Canadian International Development Agency (CIDA);
 - Global Association of Student and Novice Nurses (GASNN)
 - any other organizations at the discretion of the chair
- liaise, as required, with other national health professions' global health Officers/Directors;
- attend all GASNN and ICN-Student Network meetings (if financially feasible); and
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasible)

National Conference Committee Chair (NCCC) shall:

- Be responsible for planning and coordinating the activities of the National Conference;
- Work in collaboration with the National Conference Advisor for transition and planning of National Conference;
- Keep an ongoing record of all activities occurring in preparation for the National Conference;
- Establish and maintain communication with members and the BOD regarding the progress of the upcoming National Conference;
- Jointly with the President invite all official guests to the National Conference;
- Chair the National Conference Planning Committee;
- Provide a final agenda for the upcoming National Conference to the Directors at the fall BOD meeting;
- Be responsible for the completion of an audit of the accounts of the National Conference by March 31;
- Present a written report with recommendations at each BOD and National Assembly meeting; should include within his or her budget the cost of translation for all of the National Conference, including the National Assembly;
 - appoint the National Team Director (NTD);
 - Arrange a teleconference to present conference update at spring BOD meeting, a
 - Attendance of fall BOD meeting is mandatory.

External Meetings

Any BOD member or Committee Chair attending in his or her official CNSA capacity a conference or meeting held by a professional organization must submit a written report to the BOD utilizing the appropriate form as per the Rules and Regulations, and an article suitable for publication on the CNSA website, if applicable.

Vacancies



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If the position of President becomes vacant, the Vice President will step into the position of President. The position of Vice President will then be filled by appointment by the BOD, according to the same process as any other vacancy on the board.

If a position on the BOD, with the exception of President, becomes vacant, the present BOD will appoint a suitable replacement. This replacement will be chosen through the process of a by-election. The individual must be voted in with a 2/3 vote from the BOD. The vote will be overseen by the AO via telephone and/or email. Unless, in the interest of the Association, the BOD deem that this position remain vacant, then the remaining BOD members will share the responsibilities and duties of that position.

If the AO position becomes vacant, a suitable replacement will be recruited as specified in the Memorandum of Understanding between CNSA and CASN

BOD Communication

Fourteen (14) days prior to each BOD meeting, each member of the board shall provide a standard written report from the April 1 to the end of his or her term of office. It shall be posted on the National Assembly discussion board on the CNSA website. The report shall include but not be limited to:

- a summary of all constitutional and focused objectives of the BOD position, as stated in Part V (Power and Duties of the BOD) in the Rules and Regulations which are related to the Strategic Plan of the Association
- a summary of the actions taken to achieve these objectives, such as attendance at committees, events, meetings, etc.
- a summary of the implications (impact) of these actions
- a clear deadline for each objective (task) with updates on its current status
- a summary of assistance needed from the BOD
- any motions or recommendations for the BOD
- utilize the appropriate form as per the Rules and Regulations and Resource Manual

Thirty (30) days prior to the National Assembly, each BOD member will submit, via email to the AO and the President, a detailed National Assembly report consisting of:

- objectives of the CNSA which is related to the Strategic Plan of the Association
- activities undertaken to meet each objective throughout their term
- recommendations for the incoming BOD member
- utilize the appropriate form as per the Rules and Regulations and Resource Manual

The Board must connect on a bi-monthly basis via teleconference (except for during months when an in-person Board meeting occurs).

Executive Committee Communication

The Executive Committee must participate in a conference call at least once per month of the term of office, unless meeting in person that month.



Personal Files

The Administrative Officer shall maintain an individual personal file for each Director. The record shall consist of the job description, a record of the individual's elections and appointment, any notes of commendation or discipline and the Oath of Office. The file shall be maintained as part of the permanent record of the CNSA and can be accessed upon written request to the President. A Director ceasing to serve as such may be entitled to a copy of the file or parts thereof at the discretion of the Executive Committee.

Resignation

An individual may resign from their position by providing written notice to the President.

Conflict of Interest

Directors and Officers shall not place themselves in a position whereby their duties and responsibilities conflict or compete with their personal or business interests, and/or where financial gains/losses may be involved. Common law restricts Directors and Officers from being involved in any outside activity which would impair their ability to perform their duties with CNSA. If a conflict of interest exists or is perceived to exist, it must be declared immediately to the BOD. The BOD will then decide on an appropriate action.

Board members must act in the best interests of the organization and avoid any conflict of interest regarding their responsibility to the association. They are in a conflict of interest if they can benefit financially or materially from an association activity.

Board members and staff must disclose the nature and extent of their involvement with other organizations, other associations or vendors. Board members and staff must not engage in any private business or personal services.

Part VI: Meetings of the Regional Executive

Agendas

In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:

Fall Regional Executive Meeting

- Contracts review
- Communication/Representation
- Resolutions guidelines
- Position Statements guidelines
- Website review
- OD/AD Orientation Package review
- Review of financial statements
- Selection of host for next year's regional conference



Winter Regional Executive Meeting

- Communication/Representation
- Resolutions for National Assembly
- Position Statements for National Assembly
- National Assembly Governance Changes
- Review of financial statements

Part VII: Meetings of the Board of Directors

Agendas

In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:

Spring BOD Meeting

- Board Orientation
- Communication/Representation
- National Budget
- Resolutions from past National Assemblies
- National Conference Review
- Review of financial statements

Fall BOD Meeting

- Communication/Representation Review
- National Assembly preparation
- Preparation for National Nursing Students' Week
- Review of OD/AD Orientation Package and Recruitment Package
- Regional Conference Updates
- National Conference Update
- Review of financial statements

Winter BOD Meeting

- Review of CASN CNSA Memorandum of Understanding
- National Assembly package
- Review of Proposed Governance Changes
- Resolutions and position statements to be presented to the National Assembly
- Discussion of appointment of Lifetime and Honourary Contribution awards
- Review of previous year's audit
- Review of financial statements

BOD Changeover Meeting

- Oaths of Office
- National and Regional Conference Directors contracts



- Transfer of information to incoming BOD
- Appointment of non-voting, appointed board members

Part VIII: Meetings of the Association

The minimum time allotted for the National Assembly and the BOD elections is ten (10) hours.

National Assembly Agenda

The following items must be on the agenda. Any BOD member or OD can make an addition to the agenda:

- Report of the Board of Directors
- Financial report from previous year
- Financial report from present year
- New resolutions and position statements to be voted on
- Business carried over from the previous year
- Any new business
- Voting on Lifetime and Honourary Contribution award recipients
- The approval of the previous year's audit
- The appointment of the current year's auditor
- BOD Elections

Reports

All position and committee reports shall be submitted for translation prior to the first Friday of December prior to National Assembly and made available to the voting body in the National Assembly Package A one week prior to the commencement of National Assembly.

Resolutions and Position Statements

All resolutions and position statements should be received by the President by 1700 EST of the first Friday of December. Resolutions and Position Statements must be submitted in the approved template as per the CNSA Guide to Resolutions and Position Statements. Documents received in the incorrect format will not be submitted to National Assembly. Only those resolutions and position statements which are passed will be translated prior to posting on the CNSA website.

National Assembly Packages

National Assembly Package A, including the agenda, minutes and reports shall be distributed to delegates one week prior to the commencement of National Assembly. National Assembly Package B, including resolutions, position statements, financial statements, proposed changes to governing documents and other business, must be distributed to delegates prior to the Winter Regional Meetings. It is the responsibility of each delegate to read the material and be prepared for discussion at National Assembly.

Minutes

Minutes of the National Assembly will be distributed in accordance with these Rules and Regulations and should be in bilingual format, when financially feasible.



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Honourary and Lifetime Contribution Awards

The Honourary and Lifetime Contribution Awards shall be granted to as many persons as deemed deserving by National Assembly. Honourary Contribution Awards may be granted to those individuals who have greatly contributed to the achievements and aims of CNSA, without ever being a member of the Association. Lifetime Contribution Awards may be granted to past members who have greatly contributed to the achievements and aims of CNSA.

Nominees shall be confirmed with a majority vote of National Assembly. Nominations for Honourary or Lifetime Contribution Awards must be submitted to the Chair of the Awards Committee by the first day of the January Board of Directors meeting. Nominations for this award must include:

- Completed application form
- Supporting statement, either written or verbal, as appropriate

Once a nomination has been verified by the Board of Directors, it will be presented to National Assembly in the form of a motion. Nominees shall be confirmed with a majority vote on the motion by National Assembly.

Members of the board of directors, committee chairs, and current nursing students/CNSA associates cannot be nominated for Lifetime or Honourary Contribution Awards. No individual is eligible for either award until six months after graduation from their nursing program or six months after completion of their CNSA Term of Office.

Honourary and Lifetime Contribution Award recipients shall be invited to CNSA National Conference as an observer and be eligible for the member rate every year. This award has no monetary attachment.

The Board of Directors can revoke the Honourary or Lifetime Contribution Award from a recipient at anytime upon violation of the Governing documents, the CNSA Code of Professional Conduct, or when he or she has been determined to have caused considerable harm to CNSA. In these cases, the Board of Directors would bring the proposition of revocation to the National Assembly. Such a decision requires a majority vote.

The names of the Honourary or Lifetime Contribution Award recipients shall be posted on the CNSA website.

Part IX: National Conference

The National Conference must include the minimum time allotted for the National Assembly as per the "Part VIII: Meetings of the Association" section of these Rules and Regulations.

The National Conference shall occur during last week of January on a yearly basis.

Selection

The National Conference shall be decided one year in advance in conjunction with the annual conference of the Association. The host school shall submit a proposal to the National Assembly as part of the election proceedings. The successful host school shall appoint the NCD to the BOD (as per section 7.02.3 of the bylaws).

NCPD Orientation Meeting



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Each May, the President or Administrative Officer, National Conference Director, National Conference Advisor, and NCPC will meet in the host city, if financially possible, to provide an orientation to the NCPC and to coordinate hotel/convention centre contracts. The meeting shall include discussion on: knowledge sharing between the aforementioned as to the roles of each position; planning tasks and objectives; deadlines; and how each position relates to those on the board. All expenses for this meeting will come out of the National Conference budget.

Financial

Full registration fees for the BOD are paid for by the National Conference budget. Conference fees are non-refundable but may be transferred to another student wishing to attend the same conference. Transferring of fees is the responsibility of the conference attendee. Should a conference be cancelled, the conference attendee would be refunded for the conference fees by the conference funds. The NCD shall issue receipts for conference fees within thirty (30) days of receiving registration payment.

The NCD will provide the BOD with a template of the conference schedule and a tentative budget by the Spring BOD meeting for approval. If a profit is realized, the profit shall be divided equally, with half of the remaining profit being issued to the host school and the other half of the profit being issued to the CNSA National Account. A cheque will be sent to the host school once the final report and budget has been approved. Final report and budget will be submitted to the AO and Executive Committee before March 31st. If the final report and budget is not submitted by March 31st, the host school forfeits any profits.

If a debt is incurred, CNSA National will absorb the cost after a full review of finances occurs.

The National conference shall not exceed two hundred dollars (\$200), plus applicable taxes, for regular registration rate for CNSA members. Should the NCD wish to exceed the established rate, he or she must seek approval of the BOD.

National Team

The National Team will consist of six (6) members. The National Team is made up of one student from each region and the National Team Director (NTD). When there are no applications from a given region for the National Team, the next most qualified applicant is chosen by the NTD to fill the vacant position.

The NCPC shall budget on a minimum of five thousand dollars (\$5000) for National Team expenses.

Sponsorship / Exhibitor/Career Fair / Donations

The NCD and the National Conference Planning Committee shall only solicit sponsorship, exhibitors, and donations from the national, international, and immediate local geographic area of the National Conference and follow the CNSA Advertising and Sponsorship Policy in its most current form.

The AO shall coordinate with the NCD the tracking and compilation of the contact information for said sponsors, exhibitors, and donors.

Part X: Regional Conferences

Regional conferences shall occur no earlier than the last week of September and no later than the first week of November (with the exception of Quebec which can occur as late as the second weekend in November). Each Regional Conference must include a minimum time of six (6) hours allotted for regional business meetings.



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Selection

The location of Regional Conference shall be decided at the preceding Fall Regional Executive Meeting. The host school shall submit a proposal to the Regional Executive as part of the election proceedings. The current RCD shall work with the incoming RCD to ensure a smooth transition.

Financial

A monetary advance of up to five hundred dollars (\$500) can be placed in the care of the host chapter school for the purposes of start-up costs, after an initial detailed proposal, including a budget, is received by the Regional Director and approved by the Executive Committee. Conference fees are non-refundable but may be transferred to another student wishing to attend the same conference. Transferring of fees is the responsibility of the conference attendee. Should a conference be cancelled, the conference attendee would be refunded for the conference fees by the conference funds. The RCD shall issue receipts for conference fees within thirty (30) days of receiving registration payment.

CNSA will offset a percentage of the costs associated with hosting the Fall Regional Executive Meeting. Percentage of coverage is determined by the Board of Directors upon formal sponsorship request by the Regional Conference Director at the Fall Board of Directors Meeting. Percentage covered will depend on multiple factors including but not limited to; estimated costs and budgeted allowance to be determined by the Executive Committee.

Any profits generated by the Regional Conference shall remain the property of the host CNSA Chapter, after repayment of the \$500 advance, if applicable.

No debts occurring as a result of a Regional Conference will be absorbed by the National Account unless reviewed and accepted by the BOD.

A Regional Conference budget will be presented at the fall regional business meeting and a final Financial Report, and Conference Report with recommendations will be submitted to the RD and President within sixty (60) days post-conference. Once the Executive Committee has approved the final reports, a cheque for guaranteed Market Ad profit less the cost of printing (and career books, if applicable) will be sent to the host chapter. If the final report and budget is not submitted within sixty (60) days post-conference, the host school forfeits any profits from MarketAd. This report will also be presented at the Winter Regional Executive meeting occurring at National Conference.

The RCD will provide the RD with a template of the conference schedule, a tentative budget, and registration forms (participant and exhibitor/career fair) by the Spring BOD meeting.

Regional Conferences shall not exceed ninety-five dollars (\$95), plus applicable taxes, for regular registration rate for CNSA members. Should the Regional Conference Director wish to exceed the established rate, they must seek approval of the Board of Directors.

The RD's and second CNSA board member's conference registration fees and accommodation costs will be covered by the host school. Travel costs will be covered by CNSA.

The RD will act as ex-officio member of the Regional Conference Planning Committee. The RCDs will sign an Oath of Office, upon being elected, to ensure that their role is followed as outlined in the Rules and Regulations.



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Sponsorship / Exhibitor/Career Fair / Donations

The RD, RCD, and Regional Conference Planning Committee shall only solicit sponsorship, exhibitors, and donations from the region of the Regional Conference and the local geographic area of the Regional Conference, with the exception of the conference guide, which may contain international advertisements and follow the CNSA Advertising and Sponsorship Policy in its most current form. Sponsorship, exhibitors, and donations from other regions in Canada may be solicited, only after sponsorship has been provided within their home region.

All exhibitors shall be based in the region of the Regional Conference (i.e. if in Ontario region, then Ontario-only hospitals, community agencies, companies, etc.) or be a Canadian-based organization that exclusively recruits for Canadian positions. All sponsors and exhibitors must be in accordance with the CNSA Advertising and Sponsorship Policy.

The RD shall coordinate with the RCD and the AO the tracking and compilation of the contact information for said sponsors, exhibitors, and donors utilizing the appropriate form as per the Rules and Regulations.

Part XI: Committees

Standing Committees

Advocacy Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, raising awareness about issues, exploring and providing resources, advancing goals for the association, and working with stakeholders to create a better experience for students and ensure an academically enriching environment.

The Governance Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, reviewing the governing documents of the Association and proposing changes to National Assembly for approval.

The Bilingualism and Translation Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The chair shall ensure that all translations are of high quality. The chair shall also ensure that the current Communications Policy of the Association, as outlined in the Rules and Regulations and Resource Manual, is adhered to. The Quebec Regional Director shall be a permanent member of this committee.

The Nominations and Elections Committee

The chair shall be called the Chief Returning Officer (CRO) and will ensure that the current Elections Policy of the Association, as outlined in the Rules and Regulations and Resource Manual, is adhered to. This committee shall oversee all election and by-election processes, and shall complete activities as outlined in the committee's Terms of Reference.

The Board Mediation Committee



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A board mediation committee can be struck from time to time and at any time when a board member's performance must be evaluated and disciplinary action is being considered. This could be for a number of reasons, including but not limited to: a breakdown in communication, failure to respond to emails or communication from the BOD, failure to meet one's obligations as a board member, violation of their oath of office, breaking the code of conduct, or a complaint regarding a board member's behavior is received by the Executive Committee. In accordance with the CNSA Code of Professional Conduct, the Board Mediation Committee may be struck to facilitate disciplinary action.

The Chair shall:

- Strike a board mediation committee via email to the board of directors. The first three voting or non-voting board members to respond are included in the board mediation committee. The identity of these participants is to be kept confidential. Officers of the corporation are not eligible to join.
- call and facilitate meetings of the Board Mediation Committee (BMC);
- review the BOD reports and ensure that the Directors and Committee Chairs are meeting their obligations as specified in Part V: Powers and Duties of the Board of Directors of the Rules and Regulations;
- communicate with the committee chairs to determine the Directors' and Committee Chairs' attendance at committee-related meetings and events;
- file grievances when Directors and Committee Chairs are not meeting the obligations of their respective duties;
- act as a liaison between the committee and a Director and/or Committee Chair who is the subject of a grievance and report disciplinary outcomes to the Director and/or Committee Chair;
- issue written communications from the BMC; and
- forward any official records of the BMC to the DOC to be filed as part of the Association's permanent records.

Request for Resignation

The BMC may request a Director or Committee Chair to resign from their CNSA position wherever the Director or Committee Chair is deemed incapable or unwilling to fulfill the position's duties or the Director's or Committee Chair's conduct warrants removal from office as determined by the BMC as per the stipulations in the Bylaws. Wherever a Director or Committee Chair is requested to resign, such request shall be held strictly confidential until the Director or Committee Chair submits a written letter of resignation or the BMC recommends that the Director or Committee Chair be impeached. The Director or Committee Chair will be given up to five (5) business days to submit a written letter of resignation to the BMC before a recommendation of impeachment or censure is forwarded to the BOD.

Impeachment

Directors and Committee Chairs will be provided with written notice of intent to vote upon impeachment in accordance with the Bylaws.

Directors Grievance and Disciplinary Protocol

The CNSA strongly encourages CNSA members, Directors, and Committee Chairs to communicate directly and resolve the conflict informally wherever possible, but recognizes that there will be instances when issues cannot be resolved in this manner. In order to rectify problems and resolve issues without the use of censure or impeachment, the CNSA empowers the BMC to attempt to resolve grievances and disciplinary matters with the following procedures:

Step One (Informal Resolution)

A CNSA member, Director, or Committee Chair who has a grievance against a Director or Committee Chair shall orally address the problem to the President or, where the matter concerns the President, the Vice President shall act in a coordinating role. The investigator shall respond to the complaint within ten working days and attempt to resolve the



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grievance. This step shall be waived where the individual's actions unreasonably jeopardize the operations of the CNSA or are known to be illegal in nature. In such cases, the President or designate will proceed to Step Two or Step Three and inform the BMC immediately.

Step Two (Formal Resolution)

The investigator shall initiate the formal resolution process when a CNSA member, a Director, or a Committee Chair submits a grievance which has been addressed in accordance with Step One in writing to the President or designate or where a Director's or Committee Chair's actions unreasonably jeopardize the operations of the CNSA or are known to be illegal in nature. A written complaint shall be signed, dated and specific CNSA policy or procedure in dispute shall be clearly referenced. The President or designate will conduct a full investigation and bring forward all information to the next meeting of the BMC. The BMC or its designate may meet with the Director or Committee Chair who is the subject of a complaint to discuss the Director's or Committee Chair's actions or request a written response. The BMC shall then review all documentation and recommend a course of action. The actions(s) to be taken against the Director or Committee Chair, if any, shall be communicated by the BMC or its designate to the Director or Committee Chair within five (5) working days of the meeting, highlighting the problem and mandating appropriate action. The DOC shall place the written record from Step Two and Step Three in the Director's or Committee Chair's personal file.

Step Three

Within five working days following the written decision of the BMC, the complainant or the BMC may submit a letter to the President or designate requesting a review of the decision by the BMC and shall be placed on the agenda of the next BMC meeting. The BMC may consider a variety of disciplinary measures to address the problem with Director or Committee Chair, including oral or written warning, censure, impeachment, and those measures contained within the mandate of the BMC. In cases where a recommendation for impeachment is a consideration, the BMC shall consult legal counsel in relation to the role of a Director or Committee Chair in a not-for-profit corporation. The severity and immediacy of the action taken by the CNSA against a Director or Committee Chair shall be proportionate to the problem encountered. Except in cases involving such issues as theft, willful misconduct, illegal acts, or other severe behaviors, a progressive disciplinary approach to resolving Director or Committee Chair problems shall be taken. The Director or Committee Chair shall receive a copy of any formal disciplinary notice to be placed in the Director's or Committee Chair's personal file. There shall be no appeal of the decision of the BOD.

The Strategic Planning Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference.

The Past President will chair the Strategic Planning Committee.

The committee shall:

- undertake regular environmental scanning related to the mission of the Association;
- identify possible policy and political scenarios with potential to affect the Association;
- keep the BOD fully apprised of such potential scenarios and make recommendations for the Association's strategic response;
- regularly review the Association's Strategic Plan and process;



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- regularly review and update the CNSA Position Statements and propose new ones for endorsement by National Assembly; and
- report to the BOD annually.

The Awards Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, reviewing current awards, creating new awards, defining application processes and selecting award recipients for additional internal awards only.

The National Conference Planning Committee (NCPC)

The chair is responsible for the overseeing the activities of the committee as defined in the committee's Terms of Reference.

The committee is composed of the following positions:

- National Conference Director (Chair)
- Deputy Conference Coordinator
- Registration and Logistics Coordinator
- Speakers Coordinator
- Career and Exhibitor Coordinator
- Sponsorship Coordinator
- Charity Auction Coordinator
- Social Coordinator
- Volunteer Coordinator
- Research and Workshop Coordinator
- National Team Coordinator
- National Conference Advisor: must be a past-NCD or past-NCPC member; will have travel, accommodations and registration for the National Conference paid for out of the National Conference budget

The Global Health and Outreach Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, providing guidance to the Association on Global Health issues, and philanthropic initiatives (nationally and or internationally focused).

The Diversity Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, ensuring that diversity is maintained within the Association.

The Community and Public Health Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, advising the Association on issues related to Community and Public Health.

The Education and Research Committee



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The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of the committee includes, but is not limited to, enhancing the presence of undergraduate nursing research within the Association.

The Career and Leadership Development Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, organizing leadership activities and opportunities, and planning National Nursing Students' Week.

Indigenous Advocacy Committee

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The work of this committee includes, but is not limited to, raising awareness about Indigenous health and rights, representing and advocating for Indigenous nursing students including recruitment and retention, and promoting Indigenous scholarship.

Ad Hoc Committees

Description

An Ad Hoc Committee is a committee that is struck by any member of the Association in order to investigate a particular issue that is of interest to both the members of the Association and to the Association as a whole or to nursing students. Formation of an Ad Hoc Committee must be approved by the BOD.

Procedure for Creating an Ad Hoc Committee:

1. Identify an issue that is of interest to CNSA as an Association or to nursing students and create a written proposal to investigate the issue, including specific achievable objectives of the committee.
2. Identify other members of the Association who are also interested in this issue and would be willing to commit time and energy towards investigating the issue.
3. Approach the President with the written proposal, draft terms of reference, and a list of potential members for the committee.
4. The President will take this issue to the BOD to seek approval for the committee, and appoint a committee chair.

Responsibilities of the Committee:

- the committee will diligently investigate the issue to the best of their ability;
- the committee must communicate at least monthly with the President on the proceedings of the committee; and
- the committee must provide a written report to the President to present to the National Assembly no later than sixty days prior to National Assembly or within thirty (30) days of the completion of committee work.

Responsibilities of the President:

- to bring proposals to form Ad Hoc Committees to the attention of the BOD for evaluation and possible approval;
- to act as the liaison between the Ad Hoc Committee, the BOD, and National Assembly by ensuring that monthly contact with the committee is maintained and that the committee's report is received by November 30; and



- to promote the activities of the committee at a national level.

Part XII: Financial

Budget

A detailed yearly budget must be planned and approved at the spring meeting of the BOD and reviewed at each subsequent meeting.

The BOD may budget yearly expenses, based on revenue from the previous fiscal year, as follows:

- 100% of membership fees;
- 50% of total annual royalty fees allocated to operating expenses;
- 25% of total annual royalty fees allocated to awards and scholarships; and
- all other surplus is to be moved to Reserve Funds.

Membership Fees

All membership fees are due by December 1st of the current membership year. A chapter member shall be deemed to be “in good standing” if their fees are received by the due date. Fees which have not been submitted by December 15th shall result in the chapter being deemed a member no longer in good standing as per the Bylaws of the Association. The chapter member associates will be unable to apply for the awards of the CNSA and will not have access to any CNSA membership benefits, including voting rights at National Assembly, until such fees have been paid. If the chapter member does not pay fees, individual students may purchase a Friends of CNSA subscription in order to receive member benefits. The Regional Executive shall be allotted \$0.25 per chapter member associate within their region as part of their region-specific budget. The Regional Executive shall decide how these funds are to be utilized as per the Regional Executive voting section of the Bylaws.

Individual Position Budgets

The President is allotted \$200, and all other Directors and Committee Chairs are allotted \$50 to fulfill their duties. All expenses and receipts must be submitted to the AO for reimbursement. Reimbursements only occur if receipts are supplied and are within budget. If a Director requires more than their allotted budget to fulfill their duties, they must make a formal request to the BOD for an increase in their budget before they exceed their budget. The voting Directors of the Executive Committee of the Association may increase the budget a position if a BOD meeting is not scheduled before the increase must take place.

Funds Dispensing

Members of the board of directors and Committee Chairs are entitled to be reimbursed for approved travel, meals (as per the CNSA Travel and Accommodations policy), accommodation, and personal expenses that are related to the business of the CNSA (i.e. phone calls, office supplies, postage, etc.). Appropriate receipts shall accompany all requests for reimbursement. No funds may be dispensed without first obtaining a receipt, invoice, or cheque requisition of the expense. No funds shall be distributed outside of the budgeted amounts without prior authorization of the Executive Committee or the BOD.



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Reimbursements only occur if receipts are supplied, a cheque requisition form is completed, and the expenses are within the allotted budget. Board members and Committee Chairs shall seek the approval of the Executive Committee of the Association, in advance, for travel and related expenses, utilizing the appropriate form as per the Rules and Regulations and Resource Manual and only those expenses which are approved shall be paid.

The AO will have at his or her disposal a Corporate Credit Card and ATM card for purchases that require immediate fund dispersal. No purchase can be made without approval of the Executive Committee of the Association and all purchases are bound by the CNSA Corporate Credit Card Policy.

Contract Negotiations/Purchases

All contracts must be vetted by the BOD prior to approval and subsequent signing by the any two (2) of the signing officers of the association.

A minimum of three (3) quotes must be solicited for major purchases (i.e. computer, meeting space, etc.) prior to approval by the Executive Committee. Quotes will be considered based on multiple factors, including but not limited to, the ability to meet the needs of the Association, location and price.

Updated April 26 2018 by Caitlin Wiltshire, Past President.