

# The Canadian Nursing Students' Association

## Governing Documents

### Policies and Procedures 2020

Updated: December 2020 by Governance Committee

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### **Disclaimer: 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 Policies 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 Policies.

## **ACCESSIBILITY POLICY**

**Approved:**

**Approved by:**

CNSA is committed to providing a respectful, welcoming, accessible, and inclusive environment for all.

### **Communication:**

1. All official printed/typed CNSA material shall be a minimum of 12 size font and shall use fonts that are clear and easy to read.
  - 1.1. Examples of fonts that are considered to be easier to read include Barrington Stoke, Century Gothic, Comic Sans, Dyslexie, Open Dyslexic, Lexia Readable, Myriad Pro, Read Regular, Sans Serif, Tiresias, Sassoon, and Verdana. Other fonts may also be used.
2. All member meetings shall be made available online for members across Canada, whether through streaming services, social media, or video conferencing programs.
  - 2.1. In the event of technical difficulties or situations that prevent meetings from being available online live, recordings and/or transcripts shall be made available to members as soon as possible. Meeting minutes can be considered a transcript.
3. Sign language interpreters and/or closed captions must be used at all meetings of the association.
  - 3.1. All speakers and presenters must speak clearly and at a pace that allows for accurate and clear closed captioning and translation.
4. Simultaneous translation must be available at all meetings of the association as per the bilingualism policy

### **Environment:**

5. All events shall be held at locations that are accessible to people of all sizes, people with mobility devices, service animals, and have gender-neutral washrooms.
  - 5.1. In locations where animals are prohibited, or where there is a lack of accessible infrastructure, notice and signage will be provided in advance to alert members of limitations.

### **Mental Health:**

6. All events shall have a low-stimulation quiet space where members can go to de-stimulate, relax, and/or pray.
7. If a CNSA event includes topics that are traumatic or may trigger distress in certain populations, mental health supports and facilitated debriefing sessions shall be offered.

## **BILINGUALISM POLICY**

**Approved:** January 2010

**Approved by:** National Assembly

The Canadian Nursing Students' Association is a bilingual association. English and French are its official languages. The Association's objective is to offer services of equal quality in both languages to the Association and the general public members.

1. All publications issued by the Board of Directors to the National Assembly and/or to the public shall be issued simultaneously in both official languages. Some exceptions may be made when the communication is urgent, when the translation cannot be done in a reasonable amount of time, or if the EC deems the translation to be financially unfeasible. In these cases, the translated communication will follow when, or if, applicable.
2. At meetings, every member of the Canadian Nursing Students' Association has the right to express themselves and be understood in the official language of their choice.
3. Every CNSA member has the right to use English or French in their dealings with the BOD.

## **CHAPTER MEMBERSHIP**

**Approved:** January 2017

**Amended:** January 2020

**Approved by:** National Assembly

### **Chapter Membership fees**

Fees for Chapter Membership are eleven dollars (\$11) per full-time student and seven (7) per part-time student. Fees, along with the completed Membership Package, shall be provided to the Administrative Officer in accordance with CNSA's Finance Policy. A chapter member shall be considered a member in good standing upon receipt and processing of said items.

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 fee payment purposes.

For chapter schools that are part of a collaborative program, each 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 registered at each 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 with CNSA's Finance Policy.

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.

## **CNSA REPRESENTATION AT THE CANADIAN NURSES ASSOCIATION**

**Approved:** January 2015

**Amended:** January 2021

**Approved by:** National Assembly

### **BACKGROUND**

On July 15<sup>th</sup>, 2014, the Canadian Nurses Association (“CNA”) continued to the *Canada Not-for-profit Corporations Act* (the “Act”), a transition which required CNA to make substantial changes to its By-Laws and governance processes in order to ensure it was compliant with the Canada Not-for-profit Corporations Act (the “Act”). As part of this process, changes were made to the role and rights of the Canadian Nursing Students’ Association (“CNSA”) as a Member of CNA.

On continuance, CNSA became the sole Class B Member of CNA. As such, CNSA is entitled to exercise five votes at all meetings of the Members of CNA.

This means that CNSA can select up to five voting delegates, each of whom can exercise one of these five votes on behalf of CNSA at meetings of the Members of CNA. There is, however, no requirement that one delegate can only exercise one vote. Accordingly, CNSA could send less than five delegates and allot its five votes among those delegates, including having one delegate exercise all five votes.

In addition, as the sole Class B Member of CNA, CNSA is entitled to elect one Director (the “Class B Director”) to the CNA Board of Directors (the “CNA Board”), who will, as with every CNA Director, exercise one vote at all meetings of the CNA Board.

### **What is the Voting Delegate Role**

The role of a CNSA voting delegate to CNA (the “Voting Delegate(s)”) is to represent CNSA at meetings of Members of CNA (in person or electronically) and to exercise one or more of the five CNSA Class B Member votes CNSA is permitted to cast at such meetings.

Voting Delegates are expected to vote in accordance with CNSA’s philosophy and best interests. To ascertain CNSA’s position on issues that are anticipated to require a vote (e.g., By-law changes, resolutions, election of the Class B Director), there will be an electronic meeting of the CNSA Board, at least two weeks prior to any meeting of the Members of CNA.

Voting Delegates shall be reimbursed for expenses incurred by authorized attendance at meetings of the Members of CNA as per CNSA’s Travel and Accommodations Policy.

### **How will the Voting Delegates be selected?**

Voting Delegates will be selected by the CNSA Nominations and Elections Committee prior to the CNA annual meeting of Members to serve as Voting Delegates. These delegates shall attend and vote at all meetings of CNA members that occur within the year, up until the following years’ annual meeting of members.

To ensure fair representation of the national nursing student voice, as a matter of policy CNSA shall select five CNSA Voting Delegates, each of whom will carry one vote. The Voting Delegates shall be:

- 1.
2. The five Regional Directors of CNSA; and
3. if less than five Regional Directors of CNSA are willing or able to be a Voting Delegate, the CNSA Board shall allocate the remaining votes CNSA is entitled to cast among other CNSA

BOD members who will be in attendance at such meetings.

- a. In the event that there are no additional BOD members present who are willing or able to be a voting delegate, the responsibility can be assigned to a CNSA general member who is in attendance, at the discretion of the BOD.

To be a Voting Delegate an individual must be:

- a student enrolled in an educational program for entry to practice as a Registered Nurse, Practical Nurse, or Psychiatric Nurse;
- a member in good standing of a Chapter member in good standing with CNSA;
- able to attend CNA Member meetings either in-person or electronically during the time they are a Voting Delegate;
- ideally, have previous experience in CNSA or nursing associations at CNSA's Chapter member schools.

Regional Directors who wish to serve as a Voting Delegate must submit their names to the CNSA Nominations and Elections Committee (the "Committee"), in addition to any information that the Committee may require. The Committee will select the Voting Delegates in accordance with the provisions of this policy. The Committee will review each nomination to determine if the nominee meets the nomination criteria.

### ***NOMINATION AND ELECTION OF THE CLASS B DIRECTOR***

CNA's By-Laws provide that in each year, the Class B Member of CNA (CNSA) shall elect one individual to serve as a Director of CNA for a term of one year. As CNSA is the sole Class B Member of CNA, CNSA will be the only member of CNA entitled to cast votes for the Class B Director.

### ***Who may serve as the Class B Director on the CNA Board?***

In order to serve as a Director of CNA, individuals must meet the eligibility requirements set out in the Act and CNA Board Policy. In order to be put forward by CNSA to stand for election as the Class B Director, an individual must be:

- a student enrolled in an educational program for entry to practice as a Registered Nurse, Practical Nurse, or Psychiatric Nurse;
- a member in good standing of a CNSA Chapter member that is in good standing with CNSA;
- the CNSA President, a Regional Director of CNSA or a CNSA Chapter Member delegate;
- able to attend CNA Board and Member meetings either in-person or electronically during the time they are in office; and
- ideally, have previous experience in CNSA or nursing associations at CNSA's Chapter Member schools.

### ***How is the Class B Director Nominated?***

In the past, the CNSA President has automatically been appointed to the CNA Board by virtue of their role with CNSA. However, under the Act, this kind of automatic appointment is prohibited. Therefore, CNSA's Board will now have to select an individual it wishes to put forward as its candidate for Class B Director and submit this name to the CNA Nominations Committee (the "Nominations Committee").

To ensure adequate representation of the national nursing student voice, as a matter of

policy, CNSA's Board will propose to the Nominations Committee that its President be nominated for the position of Class B Director.

In the event the CNSA President is unwilling or unable to stand for the role or to serve as the Class B Director, the CNSA Board may select another eligible individual to stand for election as the Class B Director.

Pursuant to the CNA By-laws, the *"nomination committee of the Board will put forward a slate of individuals for consideration by the Members at the annual meeting; however, Members may nominate additional candidates for Directors from the floor of the annual meeting. In addition to the requirements of the Act, all Directors shall meet the requirements for Directors set out in Board policy"* (CNA Bylaws, Article #31).

This means that although CNSA may put forward a proposed nominee for the role of Class B Director, the name of such individual is not guaranteed to appear on the slate of names put before the annual meeting of the members of CNA. The slate of nominees is prepared by and is at the discretion of the Nominations Committee. There is nothing in law or in the CNA By-Laws that requires the Nominations Committee to include the individual proposed by CNSA to stand for election as the Class B Director on the slate of nominees. In the event that such an individual is not included on the slate, however, CNSA's voting delegates would be able to move and second a motion to nominate such individual from the floor of the CNA Members meeting, if desired.

To ensure adequate representation of the national nursing student voice, as a matter of policy, CNSA's Board will arrange for its delegates to the CNA election meeting to nominate the individual the CNSA Board proposed to the Nominations Committee to stand for the role of Class B Director in the event that individual is not nominated through the process of the presentation of a slate of nominees by the CNA Nominations Committee.

Whether a part of the slate proposed by the Nominations Committee to the CNA election meeting or not, the nomination for the Class B Director must be made by a Class B Member voting delegate moving the nomination and a second Class B Member voting delegate seconding the nomination as only those entitled to vote for the Class B Director are entitled to put an individual in nomination for that position. Accordingly, it would be wise for CNSA to plan on having at least two delegates attend the CNA election meeting so there will be a mover and a seconder of the nomination.

Once nominations have closed, only CNSA delegates authorized to exercise the five CNSA Class B Member votes may vote on the nominations. The election of the Class B Director can only be achieved by having at least three of the CNSA's five Class B member votes cast for the winning candidate.

## **CODE OF PROFESSIONAL CONDUCT**

**Approved:** January 2011

**Amended:** January 2020

**Approved by:** National Assembly

The Canadian Nursing Students' Association (CNSA) acknowledges the rights and privileges of members, Board members, faculty, speakers, exhibitors, guests, program and event sponsors, and all those who attend CNSA business meetings and conferences to be treated with respect and dignity. CNSA is committed to providing a safe and respectful environment. As an association, CNSA expects that all members and associates, board members and invited guests will uphold the highest professional and ethical standards in all interactions and be held accountable for any misconduct within or on behalf of the association. This policy is one step toward ensuring that CNSA business meetings, interactions, and electronic discussion forums are conducted in a safe and professional manner.

To ensure an environment conducive to professional growth and development, all those affiliated with CNSA must adhere to the following:

1. Professionalism
  - 1.1. Applies to all CNSA members and associates, Board members, representatives, visitors and all others conducting business with CNSA.
  - 1.2. Adhere to the highest standard of integrity, honesty, and professionalism
  - 1.3. Be diligent in performing CNSA's business.
  - 1.4. Treat one another with respect, cooperation, and a willingness to deal openly on all matters.
  - 1.5. Harassment or discrimination of any kind will not be tolerated.
    - 1.5.1. Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures.
    - 1.5.2. All CNSA members, associates, and Board members are expected to comply with the Canadian Human Rights Act and not to discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, and source of income or sexual orientation.
    - 1.5.3. Each member of the Board of Directors is responsible for striving for a safe working environment free from harassment. Administrative council members must set examples for appropriate behaviour and must deal with situations of harassment immediately on becoming aware of them.
    - 1.5.4. CNSA will treat all harassment incidents seriously and act on all complaints and ensure that they are resolved quickly, confidentially, and fairly.
  - 1.6. Ensuring cultural safety in the professional capacity is required by all Board members.
2. Meeting Etiquette
  - 2.1. All attendees of CNSA conferences shall conduct themselves professionally and courteously, showing respect to others at all times, as outlined in item 1 of this policy.

- 2.2. All attendees shall keep their badge/nametag in full view at all times while attending the meeting.
- 2.3. All attendees are asked to arrive on time for meetings, events, and programs and attend the entire meeting.
- 2.4. All members who are entitled to vote in meetings will ensure that they have reviewed the required materials before the meeting takes place.
- 2.5. The dress code for all professional CNSA meetings and events is to the individual's discretion with the recommendation to appear presentable and in clean attire.
3. Confidentiality
  - 3.1. Board members and all CNSA members and associates and those conducting business with CNSA, must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the organization. This includes information about volunteers, Board members, funders, donors, member organizations, partners, employees, contractors, and job applicants.
  - 3.2. Board members must avoid inadvertently disclosing confidential information through casual or public discussion, which may be overheard or misinterpreted.
4. Conflict of Interest
  - 4.1. Board members and all CNSA members and associates and those conducting business with CNSA, must act in the best interests of the organization and avoid any conflict of interest regarding their responsibility to the association. An individual is considered to be in conflict of interest if they can personally benefit financially or materially from an association activity or decision. They are in a conflict of interest if they can benefit financially or materially from an association activity.
  - 4.2. 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.
5. Disciplinary Action
  - 5.1. CNSA will discipline any CNSA member who the Board of Directors has deemed to violate this policy.
    - 5.1.1. Corrective action for violators of this policy will include any or all of the following, depending on the nature and severity of the complaint:
      - 5.1.1.1. verbal reprimand to be given to the student(s) or chapter in question;
      - 5.1.1.2. a written reprimand to be sent to the student(s) or chapter in question;
      - 5.1.1.3. a suspension from eligibility to run for any CNSA Board of Directors position for the remainder of their eligibility.
      - 5.1.1.4. a written reprimand to be sent to the Head of their school of nursing;
      - 5.1.1.5. a suspension from any future CNSA events. This includes attendance at meetings, conferences, or any other event hosted by CNSA;
      - 5.1.1.6. Removal from a position, reference bylaw; or
      - 5.1.1.7. In the case of organizations, the severance of a business relationship.
    - 5.1.2. For CNSA members holding positions within the association (Board members, Official or Associate Delegates), removal from their office position may be a form of disciplinary action, depending on the severity of the situation.

- 5.2. Any and all complaints of those who are believed to be in violation of this policy should be reported immediately to the Regional Director, President or Vice-President. In the case where the President and Vice-President are considered to be in violation of this policy, the complaint should be made to any elected member of the Board of Directors.
- 5.3. CNSA will not disclose any information about a complaint, except as necessary to investigate to take necessary disciplinary action. CNSA members and the Board of Directors will respect confidentiality in the same way.

## **COMMITTEES AND WORKING GROUPS**

**Approved:** January 2017

**Amended:** January 2021

**Approved by:** National Assembly

### **Standing Committees**

Standing committees are permanent committees that serve a specific, recurring function within the organization.

#### **The Governance Committee**

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

- be the Past-president
- If the Past-president is unable to fill this role, the Board may decide to appoint an individual as the chair of this committee.
  - This individual does not need to be a current CNSA board member, but it is strongly recommended that the governance committee chair have previous governance experience within CNSA.

#### **The Nominations and Elections Committee**

This committee shall oversee all election and by-election processes and shall complete activities outlined by the Elections policy and in the committee's Terms of Reference. The CNSA Nominations and Elections Committee (the "Committee") shall consist of:

- The chair of the committee who shall be the Director of Membership Services for the duration of their term, as per the Elections Policy s;
- The President as an *ex officio* member of the Committee, but will not take part in the nomination and election process unless not eligible to run for another term; and
- CNSA Board members who are not eligible to run for another term.

#### **The Board Mediation Committee**

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 several reasons, including but not limited to: a breakdown in communication, failure to respond to emails or communication from the BOD, inability 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 behaviour is received by the Administrative 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, Advocates or Caucus Chairs are meeting their obligations as specified in the Powers and Duties of the Board of Directors Policy ;
- communicate with the Board members to determine their ' attendance at committee-related meetings and events;
- file grievances when Board members are not meeting the obligations of their respective duties;
- act as a liaison between the committee and a Board member who is the subject of a grievance and report disciplinary outcomes to the Board member ;
- 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 Board member to resign from their CNSA position wherever the Board member is deemed incapable or unwilling to fulfill the position's duties or their conduct warrants removal from office as determined by the BMC as per the stipulations in the Bylaws. Wherever a Board member is requested to resign, such a request shall be held strictly confidential until they submit a written letter of resignation or the BMC recommends that the Board member be impeached. The Board member 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

Board members 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 and Board member 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 or Board member who has a grievance against a Board member shall orally address the problem to the President and/or the Elder or, where the matter concerns the President, the Vice President and/or Elder shall act in a coordinating role. The investigator shall respond to the complaint within ten working days and attempt to resolve the 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, Elder, 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 or a Board member submits a grievance which has been addressed in accordance with Step One in writing to the President, Elder, or designate or where a Board member'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, Elder, 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 Board member who is the subject of a complaint to discuss their 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 Board member, if any, shall be communicated by the BMC or its designate to the Board member 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 Board member'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, Elder, 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 the Board member, 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 Board member in a not-for-profit corporation. The severity and immediacy of the action taken by the CNSA against a Board member shall be proportionate to the problem encountered. Except in cases involving such issues as theft, willful misconduct, illegal acts, or other severe behaviours, a progressive disciplinary approach to resolving Board member problems shall be taken. The Board member shall receive a copy of any formal disciplinary notice to be placed in their personal file. There shall be no appeal of the decision of the BOD.

### **The Strategic Planning Committee**

The strategic planning committee is struck in anticipation of the renewal of the strategic plan. 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. In the event there is no past president to chair this committee, the Board shall appoint a chair. This individual does not need to be a current Board or CNSA member, but they must have previous CNSA governance experience. The committee shall:

- undertake regular environmental scanning related to the mission of the Association;
- identify possible policy and political scenarios with the 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;
- 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 Scholarship and Bursary Coordinator

will chair the Awards Committee. In the event there is no Scholarship and Bursary Coordinator to chair this committee, the Board shall appoint a chair.

### **The National Conference Planning Committee (NCCPC)**

The chair is responsible for overseeing the activities of the committee as defined in the committee's Terms of Reference. The following recommended NCCPC positions include but are not limited to:

- National Conference Coordinator (Chair)
- Exhibitor Coordinator
- Charity Auction Coordinator
- Deputy Conference Coordinator
- Exhibitor Coordinator
- National Conference Advisor
- Registration and Logistics Coordinator
- Speakers Coordinator
- Sponsorship Coordinator
- Social Coordinator
- Volunteer Coordinator
- Workshop Coordinator

It is the responsibility of the NCC to assemble and orient members of the NCCPC to their roles and responsibilities. All NCCPC positions may be filled by students' from NCC's host school, with the exception of National Conference Advisor. The National Conference Advisor must be a past-NCC or past-NCCPC member. All NCCPC members shall have travel, accommodations and registration for the National Conference paid for out of the National Conference budget.

### **Working Groups**

#### Description

An working group is a temporary, task-oriented 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 working group must be approved by the BOD.

#### Procedure for Creating a working group:

- 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.
- 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.
- Approach the President with the written proposal, draft terms of reference, and a list of potential members for the committee.
- The President will take this issue to the BOD to seek approval for the working group, and appoint a BOD member to liaise with the proposal authors.

#### Responsibilities of the working group:

- the working group will diligently investigate the issue to the best of their ability;
- the working group must communicate at least monthly with the President on the

- proceedings of the working group; and
- the working group 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 the work.

Responsibilities of the President:

- to bring proposals to form working groups to the attention of the BOD for evaluation and possible approval;
- to appoint a liaison between the working group, the BOD, and National Assembly who will be responsible for ensuring that monthly contact with the working group is maintained and that the working group's report is received by November 30; and
- to promote the activities of the working group at a national level.

## **COMMUNICATIONS POLICY**

**Approved:** January 2014

**Amended:** January 2021

**Approved by:** National Assembly

1. Professional Communication
  - 1.1. All verbal, written, and electronic communication by the Canadian Nursing Students' Association (CNSA) members, associates, and board members when conducting business of the association must be presented in a professional and diplomatic manner.
  - 1.2. Individuals who communicate in a means that is not acceptable within the CNSA Code of Professional Conduct are subject to disciplinary action as outlined in the Code of Conduct and Bylaws.
2. Communication Processes
  - 2.1. The Director of Communications is responsible for ensuring that emails and information are distributed to the appropriate individuals through appropriate means of communication.
  - 2.2. Any information distributed on behalf of the association must first be approved by the President or Administrative Committee.
  - 2.3. The President is the official spokesperson of the Association, and thus is the only individual able to make statements on behalf of CNSA.
  - 2.4. The National Assembly email listserv is to be used by the Administrative Committee only. Members who abuse the National Assembly listserv will be subject to disciplinary action as outlined in the code of conduct and bylaws
3. Electronic Communication
  - 3.1. Email is the primary method of communication for CNSA business.
  - 3.2. All Board of Directors (BOD) members must communicate on a regular basis. This can include but is not limited to; emails, phone calls, text messages, social media.
    - 3.2.1. The regularity of communication will vary depending on the time of the year. However, BOD members are expected to log into their CNSA email on a weekly basis at a minimum.
    - 3.2.2. Individuals who fail to maintain regular communications with the BOD are subject to disciplinary action as outlined in the code of conduct and bylaws
  - 3.3. All email communication between Official Delegates (ODs), Associate Delegates (ADs), and Board of Directors (BOD) members and staff must occur through official CNSA email addresses. Personal email addresses are not to be used for CNSA business when CNSA email addresses are available.
  - 3.4. As per CNSA Bylaws sections 6.01, 6.11, 6.12, 14.02, 14.03, and 14.07, electronic means of communication are acceptable for providing meeting notice, conducting electronic votes, and the majority of communication, as outlined in the Bylaws.
  - 3.5. CNSA email addresses and the information contained within the CNSA email accounts remain the property of CNSA. As such, CNSA has the authority to access any CNSA email account when it is warranted and necessary. Passwords must be passed on to individuals in the successive position at the time of position transition.
4. Social Media
  - 4.1. Social Media is not an acceptable means to conduct CNSA business.

- 4.1.1. BOD members are permitted to create a group chat with each other on social media, but must not conduct business in such a chat.
- 4.2. The CNSA social media profiles can be used to share and promote CNSA events, and will be maintained by the Director of Communications, Technology Officer, and other Administrative Committee members under the guidance of the Director of Communication.. All interactions involving CNSA members, associates, and board members that occur on social media are subject to the CNSA Code of Professional Conduct, and as such, all members are expected to conduct themselves in a professional manner in social media interactions involving CNSA.

## **COMPLAINTS AND MEDIATION POLICY**

**Approved:** January 2019

**Approved by:** National Assembly

CNSA strongly encourages all individuals involved with CNSA to communicate directly and resolve conflicts informally wherever possible, but recognizes that there will be instances when issues cannot or should not be resolved in this manner. Where such informal resolution is not possible or desirable, any such issue will be managed in accordance with this policy.

In the event a member of the CNSA board of directors (the "Board"), a Chapter or a nursing student affiliated with a Chapter (each a "Complainant") believes an individual involved with CNSA or a Chapter has violated the Professional Code of Conduct, any other CNSA Policy, or CNSA's governing documents, such Complainant may bring such issue forward (each a "Complaint") to CNSA in accordance with the following procedures.

### **Filing a Complaint:**

The Complainant shall advise the Regional Director for their area of their concerns in writing, setting out all relevant details and the substance of the Complaint, including without limitation the individuals involved, the identities of any witnesses, the policy or document of CNSA that the Complainant feels has been violated and the dates/times of any specific occurrences. If the Complaint is in respect of the Regional Director, the Complainant may direct their Complaint to the President or the Elder. If the complaint is in respect to both the Regional Director and the President, the Complainant may direct their complaint to any member of the Administrative Committee who is not involved in the complaint, or the Elder.

Where the subject of the Complaint is a criminal matter, the individual that receives the Complaint shall bring the Complaint to the Board prior to commencing any review or investigation pursuant to this policy. Criminal matters will only be referred to the police and not addressed at CNSA level. The Board may decide to delay review of the Complaint pursuant to this process until after any police investigation on the subject of the Complaint is complete.

### **Preliminary Review of Complaint:**

Upon receipt of the Complaint, the Regional Director shall advise the President who shall commence a review of the allegations set-out in the Complaint by investigating or designating another individual to investigate the Complaint (the "Preliminary Review"). The individual conducting the Preliminary Review, whether the President or their designate, shall be the "Preliminary Reviewer". This Preliminary Review shall, at minimum, include a discussion with the Complainant and the individual(s) that are the subject of the Complaint (hereafter the "Respondent(s)"). The information provided by the Complainant pursuant to Section 1 shall be provided to the Respondent so that the Respondent is aware of the allegations made against them and any information provided by the Respondent during the Preliminary Review shall be provided to the Complainant so that they may address same with the Preliminary Reviewer. Both the Complainant and the Respondent shall keep all information provided to them during the Preliminary Review confidential and shall not share such information with any other person.

After review of the Complaint and discussion with the Complainant and the Respondent, the Preliminary Reviewer may decide:

- a. not to proceed with a further review of the Complaint;
- b. to proceed with a Formal Resolution Process in respect of the Complaint; or

- c. with the consent of the Complainant and the Respondent, to proceed with the Informal Resolution Process.

The Complainant and the Respondent shall be notified of the outcome of the Preliminary Review and the decision of the Preliminary Reviewer in respect of such review.

### **Appeal of the Outcome of the Preliminary Review:**

Where, following the Preliminary Review, the Preliminary Reviewer decides not to proceed with the Formal Resolution Process, the Complainant may appeal this decision within seven (7) days of being advised of same. Any such appeal must be provided to the Preliminary Reviewer in writing and shall contain the reasons for such appeal. Where the Preliminary Reviewer decides that proceeding to the Formal Resolution Process is appropriate, such decision shall be final and without appeal.

Where the Complainant appeals a decision of the Preliminary Reviewer not to proceed with the Formal Resolution Process, the Preliminary Reviewer shall notify the Board of same and the Board shall establish an ad hoc committee of three (3) Board members to hear the appeal. The ad hoc committee shall not include the Preliminary Reviewer, the Complainant, the Respondent or any individual who was a witness to the behavior that is the subject of the Complaint. Where the foregoing precludes all members of the Board from participating in the committee, the Board shall appoint an ad hoc committee of three (3) individuals of their choosing who are not familiar with the Complaint and such individuals may or may not be involved in CNSA, at the discretion of the Board. The Board may appoint a chair of the ad hoc committee. In the event the Board does not appoint a chair, the ad hoc committee will choose a chair from among the committee members. The documentation provided to the Preliminary Reviewer in respect of both the Complaint and the appeal will be provided to the members of the ad hoc committee who shall review same and who may choose to interview the Complainant and the Respondent, but are not required to do so. The ad hoc committee may confirm the results of the Preliminary Review or may refer the matter to the Formal Resolution Process. The decision of the ad hoc committee is final and without appeal.

### **Informal Resolution Process:**

Informal resolution may be initiated by the Preliminary Reviewer only with the agreement of the Complainant and the Respondent, and will consist of the Preliminary Reviewer or their designate discussing the Complaint with the parties involved to attempt to reconcile the views of everyone involved fairly and promptly. The services of a third party, such as a mediator, may be used to facilitate discussion and resolution at the discretion of the Preliminary Reviewer, subject to the approval of any costs (to be shared 50%-50% by the complainant and the board) related to same by the Board.

Any discussions that take place during the Information Resolution Process, or any decisions made as a result of the Informal Resolution Process, shall be confidential and neither the Complainant nor Respondent shall share such information with any third parties, unless both agree to same. Notwithstanding the foregoing, nothing herein shall be construed as a requirement to keep any information confidential from the Board, who shall be entitled to receive a full report of same from the Preliminary Reviewer at an in-camera meeting of the Board.

Both the Complainant and the Respondent must agree with the outcome of the Informal Resolution Process. In the event no such agreement can be reached, the Informal Process shall be deemed incomplete and the Preliminary Reviewer may decide either to not proceed further

or to proceed to the Formal Resolution Process.

The Informal Resolution Process may or may not involve a written agreement as to the outcome of the process and any agreements between the parties and/or CNSA in respect of same. The decision of the Preliminary Reviewer or their designate as to whether such an agreement is necessary shall be final and without appeal. In the event a written agreement is created pursuant to the Informal Resolution Process, such agreement shall be confidential and none of the Complainant, the Respondent or CNSA shall share such agreement with any third parties unless the parties to such agreement agree to same.

In the event the Complaint is not resolved via the Informal Resolution Process and a decision is made to proceed to the Formal Resolution Process, only the fact that the Informal Resolution Process was attempted and failed to produce a resolution shall be reported to the Board and any future investigator, if any. In the notice to the Board and future investigator, no responsibility for the failure of the Informal Resolution Process shall be either explicitly or implicitly assigned to any of the parties involved.

### **Appeal of the Outcome of the Informal Resolution Process:**

The decision of the Preliminary Reviewer not to proceed to the Formal Resolution Process following a failure of the Informal Resolution Process may be appealed by the Complainant within seven (7) days of being advised of the decision. Any such appeal must be provided to the Preliminary Reviewer in writing and shall contain the reasons for the appeal. Any such appeal shall be conducted in accordance with the provisions of Section 6 of this policy.

### **Formal Resolution Process:**

Where a Complaint is referred to the Formal Resolution Process, whether by the Preliminary Reviewer or as the result of an appeal, an ad hoc committee of five (5) members of the Board shall be established to hear the Complaint. The ad hoc committee shall not include the Preliminary Reviewer, the Complainant, the Respondent or any individual who was a witness to the behavior that is the subject of the Complaint. Where the foregoing precludes all members of the Board from participating in the committee, the Board shall appoint an ad hoc committee of five (5) individuals of their choosing who are not familiar with the Complaint and such individuals may or may not be involved in CNSA, at the discretion of the Board. The Board may appoint a chair of the ad hoc committee. In the event the Board does not appoint a chair, the ad hoc committee shall choose a chair from among the committee members.

When a Formal Resolution Process is initiated, both the Complainant and Respondent shall be entitled to provide written submissions to the committee, on a timeline determined by the committee. Any such written submissions shall be in a format and of a maximum length as determined by the committee. The Complainant and the Respondent shall be provided with the written submissions provided to the Committee by the other of them and shall have the opportunity to provide further written submissions to the committee in respect of same, on a timeline to be determined by the committee.

The ad-hoc committee shall have the right to determine its own timelines, processes and procedures for review of the Complaint, which may include a request for further written submissions from the Complainant or the Respondent, an oral hearing or the opportunity for the committee to interview the Complainant and Respondent. Nothing herein requires that the Formal Resolution Process include an oral hearing or the opportunity for any party to make oral arguments. Neither the Complainant nor the Respondent shall have the right to be represented by counsel during the Formal Resolution Process or to cross examine the other party or any

witnesses involved, unless the committee approves same.

Once the committee has completed its review pursuant to the Formal Resolution Process, it shall advise the Complainant and the Respondent of the outcome of the Formal Resolution Process in writing. The decision of the committee shall be final and without appeal.

**Potential Outcomes of the Formal Resolution Process:**

The committee may make any recommendations it sees fit in respect of resolving a Complaint pursuant to the Formal Resolution Process, including the following, any of which may be applied to either of the Complainant or the Respondent:

- d. a verbal or written reprimand;
- e. a request for the resignation of an individual from their role with CNSA;
- f. a suspension from eligibility to run for any Board positions for the remainder of their eligibility for such roles;
- g. a suspension from any future CNSA events. This includes attendance at meetings, conferences, or any other event hosted by CNSA;
- h. a request to the member to send a different representative to the meeting of members

**Complaints Against Investigator:**

In the event that the individuals charged with investigating Complaints pursuant to this policy are the subjects of the Complaint, a Complainant may address their complaint to any other officer on the Board, who shall commence the process described above in respect of the Complaint. For further certainty, if any individual that is the subject of the Complaint would otherwise have a role in the above process, they will not be permitted to take such role in the event of a Complaint involving themselves.

## **CORPORATE CREDIT CARD POLICY**

**Approved:** January 2009

**Amended:** January 2021

**Approved by:** National Assembly

The Canadian Nursing Students' Association (CNSA) governs the use of the Association's credit

1. Authorized User
  - 1.1. To ensure good financial management and sound corporate governance, the President and Administrative Officer shall be the primary holders of the Corporate Credit Card (CCC).
  - 1.2. Access to the CCC is based on CNSA Finance Policy, which grants signing authority over funds.
  - 1.3. Each CCC will be cancelled upon termination of the cardholder's term of office or if the authorized holder ceases to have responsibilities that require credit.
  - 1.4. The Administrative Officer shall collect all terminated CCCs in order to be destroyed.
  - 1.5. An up-to-date record of Authorized Users, including date of issue/termination and card limit, will be maintained and held by the Administrative Officer.
  - 1.6. Authorized Users must operate in accordance with the CNSA Finance Policy .
2. Limitations
  - 2.1. The Upper limit of each CCC shall be as follows
    - 2.1.1. The Administrative Officer's CCC shall not exceed \$25,000.
    - 2.1.2. The Presidents' CCC shall not exceed \$2,500.00
  - 2.2. The CCC shall not be used for the withdrawal of cash, even if the intended use is for approved CNSA expenses.
  - 2.3. The CCC shall never be used for any type of personal expenditure.
  - 2.4. Any expenditure for which supporting receipts are not presented, or has not been pre-approved by the Administrative Committee, will become the liability of the cardholder.
3. Intended Uses
  - 3.1. The CCC shall only be used for the following types of expenses:
    - 3.1.1. Accommodation bookings and payment.
    - 3.1.2. Travel costs (i.e. air, train, taxi etc.).
    - 3.1.3. Conference and Event Registration.
    - 3.1.4. Costs related to the CNSA National Conference Program (i.e. texts, assembly packages, travel for workshop leaders, etc.)
    - 3.1.5. Payment of invoices incurred by the association.
    - 3.1.6. Food and beverage costs for the Board of Directors as per the travel and accommodation policy.
  - 3.2. The Administrative Officer is able to utilize the CCC for any position-related expenses and meals as per the Travel and Accommodation Policy.
  - 3.3. All expenses not outlined in 3.1 must be pre-approved by the Administrative Committee and must be in accordance with the Finance Policy .
4. Responsibilities
  - 4.1. The Administrative Officer shall be responsible for the receipt of monthly

- statements and payment processing.
- 4.2. The Administrative Officer and President must retain receipts for each transaction and submit them monthly to the bookkeeper for reconciliation.
    - 4.2.1. Failure to submit receipts for two consecutive or more months shall result in the termination of the CCC
  - 4.3. Like all financial material, CCC statements and the respective receipts will be surrendered to the bookkeepers for processing.
  - 4.4. It is the responsibility of the Administrative Officer to pursue any disputed items with the Credit Card issuer/vendor.
  - 4.5. Supervision of the account shall be the responsibility of the Administrative Committee.
  - 4.6. If at any time the need to cancel the CCC should arise, it shall be the responsibility of the Administrative Committee.
5. Board of Directors/National Officers Travel Expenses
    - 5.1. Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. Please see the Travel and Accommodations Policy for more information.

## **CULTURAL SAFETY AND HUMILITY**

**Approved:**  
**Approved by:**

**“Cultural safety** is an outcome based on respectful engagement that recognizes and strives to address power imbalances inherent in the health care system. It results in an environment free of racism and discrimination, where people feel safe when receiving health care.

**Cultural humility** is a process of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understanding another’s experience.”

– First Nations Health Authority in “Creating a Climate for Change”

### **Purpose**

CNSA recognizes that it has failed to provide an anti-racist and culturally sensitive association. We have failed to challenge systemic racism and we have failed to act on the recommendations of Black, Indigenous, and People of Colour who have pointed out individual and systemic racism within CNSA.

The purpose of this policy is to outline some of the actions that CNSA will take to help introduce CNSA board members to the principles of anti-racism. This is by no means a solution to the systemic racism present in the colonial structure of the association, nor is it the only actions that CNSA will take. It is intended to provide future board members with the tools to recognize, challenge, and dismantle white supremacy, white privilege, and racism.

### **Training**

The Board of Directors shall undergo annual training related to the concepts of cultural safety, cultural humility, and anti-racism. This training must include;

- Recognition of the role of societal structures, their impacts, and the role of trauma in shaping the health of equity-seeking populations.
- Recognition of the colonial practices and policies that continue to impact CNSA and Canadian society.
- Openly addressing difficult concepts such as racism, discrimination, white-supremacy, and prejudice
- An evaluation of privilege and power
- The history of colonialism as well as the oppression and genocide of Inuit, Métis, and First Nations Peoples in Canada
- An introduction to the principles of anti-racism

After this training has been completed, board members will be expected to complete a self-reflection of their learning, specifically surrounding their assumptions, power, culture, beliefs, and values. This summary will be included in the report that is due after the training has taken place (ie. if training was done in april, reflections will be due in May report).

## **DUTIES OF CHAPTER DELEGATES**

**Approved:** January 2017

**Amended:** January 2021

**Approved by:** National Assembly

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 bi-monthly memo on the last day of every the month (with the exception of the months May-August in which schools are closed for the summer term), 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 Conference and attend the National Assembly as a voting member
- 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 CNSA policies
- 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 a proxy in the event of the 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 Conference and attend the National Assembly

### **National Communication**

The Director of Membership Services will send the OD/AD Orientation Package to all Regional Directors, who will distribute it to their Chapter Delegates 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 a minimum;
- submit an update to their Regional Director highlighting Chapter activities bi-monthly by the last day of the month (the end of the months of February, April, October, and December);
- 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 Chapter Delegate seven (7) 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 bi-monthly update; and/or
- not responding to direct queries from your Regional Director or Chapter Delegate.

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:
  - work to re-establish a line of communication with the Official Delegate;
  - identify whether the Official Delegate in question is still occupying the position;
  - if the Official Delegate is no longer interested or able to fulfill the role, designate the Associate Delegate to take over the position; or
  - 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 the Complaints and Mediation Policy .

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

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

## **ELECTIONS POLICY**

**Approved:** January 2014

**Amended:** January 2021

**Approved by:** National Assembly

This policy will explain the procedures for holding nominations and elections for elected board of director positions as practiced by CNSA.

### **1. Eligibility Requirements**

- 1.1. All potential candidates must be associates of a CNSA Chapter Member school in good standing. They must remain a student at a CNSA Chapter member school for the majority of their term of office. This means that candidates must be enrolled in classes or clinical practicum until at least six months through their term of office.
- 1.2. All potential candidates shall properly complete the nomination process for their desired position in order to become a candidate
- 1.3. In the event that potential candidates are unable to attend National Conference and National Assembly, there will be a pre-election period where they can submit their nomination form. Candidates who run in the pre-election will need to provide the name of an Agent to represent them at the conference during the All Candidates' Meeting (ACM) and to give a speech on their behalf
- 1.4. Associates of the Association who are currently in an elected office, and wish to run for another term or for a different position, shall be considered eligible given the successful completion of the nomination process. Current board members who run for another term may be excused from CNSA Office duties during the ACM.
  - 1.4.1. No individual may serve more than two (2) consecutive terms in any one elected position.
  - 1.4.2. Official and Associate Delegates are only eligible to run for CNSA voting or non-voting BOD positions if their terms as OD or AD is completed prior to the start of their term of office on the BOD should they be elected. In other words, no individual can hold a position as an OD/AD and voting or non-voting BOD member at the same time.
  - 1.4.3. Elected voting BOD positions or Advocate positions may only hold one elected position at a time during their term.

### **2. Nomination of Candidates**

- 2.1. All potential candidates shall submit a completed nomination form in order to become a candidate eligible for election.
- 2.2. The nomination form shall contain the following information in order to be considered valid:
  - 2.2.1. Full name, common name, signature and school of said candidate (where applicable).
  - 2.2.2. Contact information, including email and phone number
  - 2.2.3. Name, signature, and school of the nominator
  - 2.2.4. Three additional signatures from schools of CNSA Chapter Associates who support the nomination
  - 2.2.5. Whether the candidate is attending the All Candidates Meeting and Speeches in person, selecting an Agent, or attending virtually via teleconference or

videoconference

- 2.3. Any CNSA Chapter Associate may sign more than one nomination form, but may not nominate more than one candidate. They may nominate a candidate and sign other forms as a supporter.
- 2.4. The Chair of the Nominations and Elections Committee (CNEC) shall verify that any and all names that appear on all nomination forms are those of registered students and official CNSA Chapter Associates.
- 2.5. Failure to fully complete the form will result in the candidate's ineligibility to stand for election.
- 2.6. No information regarding candidates or nominations can be disclosed by the CNEC or any members of the Nominations and Elections Committee until the close of the nomination period.
  - 2.6.1. The official list of nominees shall be announced before the close of the second session of National Assembly by the CNEC.

### **3. Candidate Representation**

- 3.1. Agents
  - 3.1.1. A candidate may choose to appoint an agent to act on their behalf in their absence. Candidates who run in the pre-election and are not present at National Assembly must appoint an agent.
  - 3.1.2. The agent will carry the same level of responsibility as the candidate.
    - 3.1.2.1. Any action of the agent will be considered to be an action of the candidate and the candidate shall be held responsible for any actions of their agent.
    - 3.1.2.2. Agents will attend the ACM on behalf of their candidate.
  - 3.1.3. The agent must be designated on the nomination form included in the pre-election nomination package.
  - 3.1.4. An agent may be removed by their candidate at any time by submitting a written notice to the CNEC.
    - 3.1.4.1. In the event that a candidate removes their agent, they are not allowed to designate a replacement agent.
  - 3.1.5. Agents may not be a staff member of CNSA or a member of the BOD.
- 3.2. Scrutineers
  - 3.2.1. A scrutineer is a representative for the candidate during ballot tabulations.
    - 3.2.1.1. A candidate may represent themselves as scrutineer.
    - 3.2.1.2. Only one scrutineer is allowed per candidate (including the candidate themselves. i.e. if a candidate appoints a scrutineer to attend tabulation, the candidate may not be present).
    - 3.2.1.3. A scrutineer is only permitted to make an objection during tabulation if there is due cause.
    - 3.2.1.4. A scrutineer may not participate in tabulations.
    - 3.2.1.5. The scrutineer may appeal to the CNEC regarding a ruling about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

### **4. All Candidates' Meeting (ACM)**

- 4.1. An ACM shall be called at the close of the second session of National Assembly, after the announcement of candidates.
- 4.2. All candidates must be represented at the meeting either in person, via

teleconference, videoconference, or by their agent. Failure to attend the ACM will result in disqualification from the election.

- 4.3. The ACM must include an introduction of the CNEC and the members of the Nominations and Elections Committee, a reading of the list of candidates, a review of the Elections Policy and procedures regarding elections, and a chance for candidates to ask questions.
- 4.4. The meeting is chaired by the CNEC. Members of the Nominations and Elections Committee are expected to be present as well.

## **5. Campaigns**

- 5.1. Campaigning shall be defined as the solicitation for support.
  - 5.1.1. Campaign materials may include, but are not limited to, flyers, posters, banners, classified ads, buttons, electronic media, and clothing.
  - 5.1.2. All campaign materials must be approved by the CNEC prior to use.
  - 5.1.3. Verbal campaigning is allowed.
- 5.2. Campaign restrictions
  - 5.2.1. No campaign material may be posted in CNSA space, including but not limited to: the CNSA Office, the CNSA website, CNSA social media accounts, and CNSA email list serves.
  - 5.2.2. Email, automatic mail notices, and other forms of electronic mail notification are not allowed. Electronic media such as web sites and personal social media accounts are considered acceptable provided the web address is given to the chair of the nominations and elections committee for review.
  - 5.2.3. Each candidate will restrict spending on their campaign as follows: for Regional Directors - \$100 and for BOD - \$150. Any candidate that exceeds this amount of money shall be disqualified from the election. A budget shall be submitted to the CNEC by the close of the Election Speeches on the last day of the campaign period. Said budget will include: all donated, used, and/or purchased materials, and all receipts. If no expenses are incurred a budget is not required.
  - 5.2.4. Campaign spending may not come from CNSA regional or national finances.
  - 5.2.5. Campaigning cannot interfere with the normal functioning of CNSA including National Assembly and Chapter Delegate Meetings.
  - 5.2.6. No campaign or campaign materials will be degrading towards other candidates.
  - 5.2.7. No person may damage, alter, remove, dispose, or otherwise hinder or impede any property or campaign material belonging to another candidate.
  - 5.2.8. Commercial solicitation is prohibited.
  - 5.2.9. CNSA staff, BOD, or members of the nominations and elections committee may not campaign for any or support any candidates. This includes signing nomination forms. If a member of the BOD is running for re-election they may campaign for themselves.

## **6. Process of Nominations and Elections**

- 6.1. During the second session of National Assembly, after the nomination period has closed, candidates will be announced, and will have the chance to accept their nomination. Should a candidate or their agent not be present, or choose to decline the nomination, they will be eliminated as a candidate.
- 6.2. The third session of National Assembly shall commence with each candidate having

the opportunity to provide a speech to the National Assembly. Candidates for all positions will be given a maximum of two minutes for their speech, with an additional 2 minutes for questions. The only exception to this is that candidates running for the position of President will have 5 minutes to provide their speech, with an additional 5 minutes for questions, and the candidate running for National Conference Coordinator will have 10 minutes to present their speech with an additional 10 minutes for questions. The time to answer the question will not include the time taken for the question to be posed. All questions for the candidates must not exceed 20 seconds per question posed.

6.3. All processes shall occur in accordance with Bourinot's Rules of Order.

6.4. Candidates for Regional Director Positions will give their speech in their Chapter Delegate Meeting.

## **7. Timeline for Elections and Appointments**

7.1. Notice for elections shall be done for a minimum of two weeks prior to the opening of the nomination period.

7.2. The notification will include the following (where applicable):

7.2.1. The position(s) available, contact information for the CNEC; date, time, and locations of the opening and closing of the nomination period, ACM, beginning and end of the campaign period, speeches, and the opening and closing of the polls.

7.3. Notification may be provided on the CNSA website, through email list serves, and any other means of communication as established in the CNSA Rules, Regulations, and Bylaws.

7.4. The Pre-Election nomination period shall commence two weeks prior to the start of National Assembly, and be in effect for one week. The CNEC must receive all pre-election nomination forms one week prior to National Assembly.

7.5. The nomination period for general elections shall commence at 1600 on the first day of regional meetings during the annual national conference.

7.6. Nominations will close at 1700 on the day of the second session of National Assembly.

7.7. The campaign period commences at the closure of the ACM, and closes at the end of speeches prior to the election.

7.8. Polling for all CNSA elections shall occur for a minimum of one half hour, or until all votes are accounted for.

7.9. The election will be held annually on the final day of the national conference.

7.10. Polling stations shall open immediately after the end of the election speeches.

7.11. Official results of any elections and appointments shall be publicized through the CNSA website and email listservs.

## **8. Voting**

8.1. Voter eligibility

8.1.1. Eligible voters include the Official Delegates for each CNSA Chapter member.

8.1.2. In the event that the OD is unable to vote, their Associate Delegate shall vote on their behalf.

8.1.3. Each chapter member shall be permitted one vote.

8.1.4. Any and all given voter's names and school names must appear on a master list of registered OD/ADs provided to the CNEC by the Regional Directors.

8.2. Voting Procedure

- 8.2.1. All ballot boxes must remain sealed throughout the polling period.
- 8.2.2. The CNEC will keep the ballot boxes, master lists of ODs/ADs, and ballots at each polling station.
- 8.2.3. All voters must provide the Poll Clerk with their National Assembly voting card and nametag prior to casting their ballot.
- 8.2.4. Poll Clerks shall ensure that the voter is the same as the individual on the master list.
- 8.2.5. The Poll Clerk shall make a permanent mark on each voter's name on the master list of registered students when the individual votes.
- 8.2.6. Poll Clerks must initial the back of each ballot that they hand out. If the initial is absent the ballot can be declared invalid.
- 8.2.7. All voting shall be done by secret ballot or via a secure, online vote.
- 8.2.8. Quorum for the vote shall be in accordance with Bourinot's Rules of Order and CNSA's governing bylaws.
  - 8.2.8.1. If quorum fails, the election will be declared invalid.
- 8.2.9. Members of the Nominations and Elections Committee will act as poll clerks, and will be familiar with this policy and all CNSA election procedures.
- 8.2.10. There shall always be a minimum of one Poll Clerk on duty at each polling station. Poll Clerks may not leave their station unless they are relieved by another Poll Clerk or the CNEC.
- 8.3. Polling Stations shall be a designated location within the room where National Assembly meetings occur.
- 8.4. Ballot boxes must remain in full sight of the National Assembly until they are secured by the CNEC.
- 8.5. Ballots
  - 8.5.1. Ballots shall read: "You may select one (1) candidate or abstain"
  - 8.5.2. In the event where there is only one candidate, a YES/NO checkbox shall be used.
  - 8.5.3. The names of the candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one was stated on the nomination form.
  - 8.5.4. Ballots shall be destroyed by the CNEC no later than twenty-four (24) hours after final ratification of all elections and appointments.
  - 8.5.5. Any mark on the ballot which clearly denotes a preference for one of the candidates, as determined by the CNEC, shall be valid and will be counted.
  - 8.5.6. Ballots shall be numbered in sequence. The CNEC will keep a record of the number of ballots and which numbered ballots were distributed at each polling station.
  - 8.5.7. Ballots are only accepted during the polling period.
- 8.6. Tabulation and Validation of Votes
  - 8.6.1. Tabulation shall begin when quorum is reached, immediately following the close of the polling period, provided that there are no appeals in progress that have resulted from the nomination, campaign, or polling periods.
  - 8.6.2. Quorum for tabulation is the CNEC and members of the nominations and elections committee. The CNEC and a simple majority of committee members must be present for tabulation to begin.
  - 8.6.3. Only the CNEC and members of the committee are allowed to touch any

ballot boxes, ballots, the polling stations' master lists of students, following the close of the polling period.

- 8.6.4. No persons may enter or exit the room in which ballots are being tabulated from the time the first ballot box is opened until the final count has been completed and approved by the CNEC.
  - 8.6.4.1. The only exception shall be in emergencies when all boxes will be re-sealed immediately until the emergency has been resolved.
- 8.6.5. The CNEC shall make all rulings on ballot spoilage. Any such rulings can be appealed to the committee by a scrutineer when said spoiled ballots may alter the outcome of the election.
- 8.6.6. Any objections to the method of tabulation shall be voiced at the time of tabulation.
- 8.6.7. Ballots shall be counted a minimum of two times, unless the CNEC, the members of the committee, and all the present scrutineers determine that a second count is not necessary.
- 8.6.8. Any Associate of a CNSA chapter may request a recount with due cause.
- 8.6.9. Spoiled ballots
  - 8.6.9.1. A ballot must not have any non-natural markings on it. For example, improper number of candidates selected, other writing on the ballot, etc.
  - 8.6.9.2. A ballot that has been vandalized, torn, or soiled shall be excluded.

## 9. Results of Elections and Appointments

- 9.1. The results for an election shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the BOD, and all members of the Association.
- 9.2. The National Assembly shall ratify the results of the election as per the Governing Documents to make the results official.
- 9.3. The BOD and/or National Assembly shall not ratify the results until any and all disputes or appeals are resolved.
- 9.4. Ratification shall be by two-thirds majority.
  - 9.4.1. Failed ratification shall result in an invalid election.
    - 9.4.1.1. Ratification may only fail for policy infractions that provide an unfair process in the election, a chair of the nominations and elections committee ruling, or failed quorum during voting.
  - 9.4.2. No appeals may be made after the ratification of the final count and results by the BOD.

## 10. Invalid Results

- 10.1. Should the results of any election and/or appointment be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.
- 10.2. Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.
- 10.3. The re-vote shall be publicized as per the policy's requirements.

## 11. By-Elections

- 11.1. By-elections shall occur when there is a vacancy in a BOD position in keeping with the Bylaws and Policies of the Association.
- 11.2. At the discretion of the BOD, the CNEC will commence a by-election period.
- 11.3. Notification of By-elections will be given one week prior to the start of the

- By-election period, and the nomination period will remain open for two weeks.
- 11.4. Upon completion of the nomination period, the members of the Nominations and Elections Committee will select a suitable candidate. If the committee deems that there are no suitable candidates for the position, at the discretion of the board, the nomination period may be open for an additional two weeks.
  - 11.5. Once a candidate has been selected by the Nominations and Elections Committee, the individual's name will be submitted to the BOD, and the BOD will appoint said individual to the position. If the Nominations and Elections Committee cannot come to an ethical or unbiased decision regarding a candidate, and a new committee needs to be struck, the original members are unable to join the new committee.

## **12. Dealing with Complaints**

- 12.1. Any member of the Association may file a complaint regarding any aspect of a CNSA Election or By-election.
- 12.2. All complaints shall be brought before the CNEC first. Complaints need not be in writing. They shall be brought before the CNEC as soon as possible.
- 12.3. The CNEC may make an immediate decision if all the facts are known or may make further inquiries before making a decision.
  - 12.3.1. Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, policy infringements not dependent upon witness testimony such as improper display of campaign materials.
- 12.4. Complaints which involve extensive investigation or witness testimony shall be brought before the Nominations and Elections Committee. The Nominations and Elections Committee may hold a hearing at their discretion.
- 12.5. The CNEC shall be empowered to assess any penalty enforceable by CNSA. The CNEC shall ensure that the penalty is appropriate for the nature of the infraction.
- 12.6. The CNEC and the Nominations and Elections Committee shall be empowered to make any ruling regarding the Elections on any issues not already stated within this policy, and not covered in the governing documents of the Association.
- 12.7. CNEC decisions may be appealed to the Nominations and Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CNEC first, at the time of tabulation.
- 12.8. The CNEC and/or the Nominations and Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNSA President who shall forward it to the Board.
- 12.9. The use of an elder shall be exercised as need be, honorarium issued if need be

## **13. Misconduct**

- 13.1. Misconduct is the improper behavior (intentional or not) or intentional wrongdoing of a candidate, their representatives, or voting members. Misconduct may include, but is not limited to, any violations of the CNSA Elections Policy, Code of Conduct, and Bylaws.
  - 13.1.1. All misconduct shall be reported to the CNEC for investigation. If it is found that a candidate, or their agent, has acted improperly during the nominations and election period said candidate will be disqualified.
  - 13.1.2. Should any voting member of the CNSA act improperly during said period, they will be given one verbal warning by the CNEC. Should the misconduct

continue, said voting member will lose their vote for the election.

## **FINANCES**

**Approved:** January 2017

**Amended:** January 2021

**Approved by:** National Assembly

### **Budget**

A detailed yearly budget must be planned and approved at the summer 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 that 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 Chapter Delegate shall be allotted \$0.75 per chapter member associate within their region as part of their region-specific budget. The Chapter Delegate shall decide how these funds are to be utilized as per the Chapter Delegate voting section of the Bylaws.

### **Funds Dispensing**

Members of the board of directors 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 Administrative Committee or the BOD.

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

The AO will have at their disposal a Corporate Credit Card and ATM card for purchases that require immediate fund dispersal. No purchase can be made without the approval of the Administrative 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 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 Administrative 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.

## **MEETINGS**

**Approved:** January 2017

**Amended:** January 2021

**Approved by:** National Assembly

### **Meetings of the Chapter Delegates**

1. **Agendas:** In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:
  - 1.1. **Fall Chapter Delegate Meeting**
    - 1.1.1. Contracts review
    - 1.1.2. OD/AD Orientation Package review
    - 1.1.3. Position and Resolution Statements guidelines
    - 1.1.4. Website review
    - 1.1.5. Regional Reports
    - 1.1.6. Review of financial statements
    - 1.1.7. Selection of host for next year's regional conference
  - 1.2. **Winter Chapter Delegate Meeting**
    - 1.2.1. National Assembly Governance Changes
    - 1.2.2. Position and Resolution Statements for National Assembly
    - 1.2.3. Regional Reports
    - 1.2.4. Review of financial statements
2. **Access**
  - 2.1. All meetings of Chapter Delegates shall be broadcast virtually so that Chapter Delegates who are unable to attend in person are still provided the opportunity to attend virtually, as per the Accessibility Policy.

### **Meetings of the Board of Directors**

1. **Agendas:** In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:
  - 1.1. **Spring BOD Meeting**
    - 1.1.1. Board Orientation
    - 1.1.2. Communication/Representation Review
    - 1.1.3. Resolutions from past National Assemblies
    - 1.1.4. National Conference Review
    - 1.1.5. Review of financial statements
  - 1.2. **Summer BOD Meeting**
    - 1.2.1. Communication/Representation Review
    - 1.2.2. National Assembly preparation
    - 1.2.3. Preparation for National Nursing Students' Week
    - 1.2.4. Review of OD/AD Orientation Package and Recruitment Package
    - 1.2.5. Regional Conference Updates
    - 1.2.6. National Conference Update
    - 1.2.7. National Budget
    - 1.2.8. Review of financial statements
  - 1.3. **Winter BOD Meeting**
    - 1.3.1. Review of CASN CNSA Memorandum of Understanding

- 1.3.2. National Assembly package
- 1.3.3. Review of Proposed Governance Changes
- 1.3.4. Resolutions and position statements to be presented to the National Assembly
- 1.3.5. Discussion of appointment of Lifetime and Honourary Contribution awards
- 1.3.6. Review of previous year's audit
- 1.3.7. Review of financial statements
- 1.4. BOD Changeover Meeting**
  - 1.4.1. Oaths of Office
  - 1.4.2. National and Regional Conference Directors contracts
  - 1.4.3. Transfer of information to incoming BOD
  - 1.4.4. Appointment of non-voting, appointed board members
- 2. Access**
  - 2.1. All meetings of the Board shall be broadcast virtually so that Chapter Delegates who are unable to attend in person are still provided the opportunity to attend virtually as per the Accessibility Policy.

### **Meetings of the Association**

Notice of the time and place of a meeting of the National Assembly shall be given to each Chapter Member entitled to vote at the meeting no less than twenty one (21) and no more than thirty (30) days before the day on which the meeting is to be held. The minimum time allotted for the National Assembly and the BOD elections is ten (10) hours.

### **National Assembly Agenda**

1. The following items must be on the agenda. Any BOD member or OD can make an addition to the agenda:
  - 1.1. Report of the Board of Directors
  - 1.2. Financial report from previous year
  - 1.3. Financial report from the present year
  - 1.4. New resolutions and position statements to be voted on
  - 1.5. The business carried over from the previous year
  - 1.6. Any new business
  - 1.7. Voting on Lifetime and Honourary Contribution award recipients
  - 1.8. The approval of the previous year's audit
  - 1.9. The appointment of the current year's auditor
  - 1.10. 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 one week prior to the commencement of the 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 that 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 the 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 the National Assembly.

### **Minutes**

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

### **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 the 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 the 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 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 any time upon violation of the Governing Documents, the CNSA Code of Professional Conduct, or when they have 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 with the consent of the recipient to do so.

## **MENTORSHIP PROGRAM**

**Approved:** January 2021

**Approved by:** National Assembly

1. Mentorship is defined as a voluntary, mutually beneficial, and long-term relationship where an experienced and knowledgeable nurse (mentor) supports the growth of a less experienced nurse (mentee).
2. The CNSA shall support mentorship between its members by creating and fostering environments and platforms for mentoring to occur among nursing students at all stages of their academic careers.
  - a. This may be achieved by hosting specific workshops/events where one-on-one mentoring occurs, or through larger-scale events such as panels and conference discussions where knowledge sharing takes place between an upper year and lower year nursing student.
3. Relationships between mentors and mentees can be both formal and informal, and can be both short-term and long-term based on the needs and commitments of both parties.
4. Adoption of a mentorship program fosters long-term growth through a structured support system. Mentoring involves an ongoing commitment to organizational success and provides a means to generate sustainable benefits;
  - a. Benefits for mentors include; increased job/career satisfaction, further professional development, and continued commitment to learning.
  - b. Benefits for mentees include; increased confidence in their role, opportunities to expand professional network, and increased self-efficacy related to feelings of empowerment.
5. Enhancing the professional development of our newest members is a responsibility of all members within the field of nursing; each member has a role to play;
  - a. Mentors are expected to act as a role model by demonstrating professional nursing values and leadership competencies as they guide and support the mentee's career and professional development goals.
  - b. Mentees are responsible for "driving" the mentorship relationship.

## **NATIONAL CONFERENCE**

**Approved:** January 2017

**Amended:** January 2021

**Approved by:** National Assembly

The National Conference shall occur during the month of January on a yearly basis

### **Selection**

The National Conference Coordinator (NCC) shall be decided one year in advance during the election period at the National Assembly. The NCC candidate must be a member of a CNSA Chapter Member in good standing. The NCC candidate must prepare a 10 minute presentation to be presented during the National Assembly. A 10 minute question period will immediately follow. The presentation should consist of tentative ideas including but not limited to: conference dates, theme, location and land acknowledgement, hotel options, opening and closing ceremony considerations, keynote speakers, breakout sessions or workshops, social events, travel options for conference attendance, sponsorship plan, and cost analysis. The NCC candidate may contact the current NCC for assistance with the presentation. In the event of multiple candidates reaching out, equal opportunities and assistance must be provided to all candidates.

### **NCPC Assembly and Orientation**

It is the responsibility of the NCC to assemble and orient members of the NCPC to their roles and responsibilities. It is recommended that the NCC candidate can tentatively assemble the NCPC prior to the National Assembly to ensure sufficient support during the preliminary planning stage.

Each respective NCPC role shall be officially appointed by the NCC on March 1 following the annual conference. In the event of vacancies on the NCPC, the NCC must undertake the respective duties of the position, or delegate them accordingly to the remaining NCPC positions. All NCPC positions include a CNSA email address to correspond with CNSA partners and peers. The NCC shall act as a liaison between the BOD and the NCPC during BOD meeting. Further communication between NCPC members and BOD is permitted.

The National Conference Advisor shall coordinate a transition meeting with the NCC and Administrative Officer no later than 1 week before the transition date (March 1st). At this time, preliminary steps and guidance shall be provided to ensure a smooth orientation to their role and to coordinate hotel/convention centre contracts or virtual conference platforms. The meeting shall include discussion on knowledge sharing between the aforementioned as to the roles of each position, planning tasks and objectives, and critical deadlines.

### **Accessibility**

The NCPC must strictly adhere to the CNSA Accessibility Policy throughout the planning of the National Conference. All National Assembly and Regional Meetings must be made available virtually, even in the event of a fully in-person event. Closed captioning and/or sign language interpreters must be provided without additional charge to attendees at National Assembly and Regional Meetings. The National Conference venue must adhere to the parameters outlined in Section 5 and 6 of the Accessibility policy. The NCPC shall collaborate with the Safety and Wellness Advocate and Diversability Caucus Chair to ensure maximized accessibility is achieved.

## **Finances**

National Conference registration fees may not exceed \$200 plus applicable taxes for regular member registration to ensure accessibility. Registration fees for the BOD and NCC are paid in full by the National Conference Budget. Measures such as economy flights, member carpooling, and maximum hotel room sharing shall be implemented to decrease costs and environmental strain. National Conference tickets are non-refundable but may be transferred to another student wishing to attend the same conference. The attendee must contact the NCC or Registration and Logistics Coordinator prior to the beginning of the National Conference to facilitate the transfer of ticket. The NCC may use their discretion to grant refunds in extraordinary or compassionate circumstances.

In the event of the cancellation of the National Conference, registration refunds shall be granted within thirty (30) days of the notice of cancellation. Any additional fees related to the National Conference including but not limited to travel and accommodation are the sole responsibility of the attendee, and will not be reimbursed through CNSA funds.

The NCC will provide a tentative budget during their report at the Spring BOD meeting for approval. Any updates or expected changes will be presented during the Summer BOD meeting, or subsequently to AC if occurring after the meeting. The budget shall follow the template as outlined in the NCC transition package. Any profit accrued or debt incurred during the National Conference will be to the benefit or detriment of CNSA and not the NCC or their respective host school.

The final budget including proposed revenue and expenses compared with actual costs supported by invoices and receipts will be submitted to the AO, FO, and AC prior to the transition of positions on March 1st.

## **Social Events**

The NCC shall coordinate with the Social Events Coordinator and Safety and Wellness Advocate to ensure that all social events are fun, safe, and accessible for conference attendees. All events and venues must be assessed for safety considerations including the incidence of crime and the reputation of the venue or event. In the event that social packages have an associated cost, individual ticket prices must be made available to reduce pressure to attend events that include the consumption of alcohol or legal cannabis. The NCC and Social Events Coordinator are encouraged to include social events that focus on the culture of the host city including but not limited to: tour historic areas of town, museums, art gallery, sports events, musicians, and local Indigenous events.

Events that include the consumption of alcohol or legal cannabis must include a wristband or similar system to ensure differentiation between minors and legal adults. All social events must have a minimum ratio of 1 sober safety ambassador per 50 participants. The sober safety ambassador must provide their name and contact information to the Social Event Coordinator to be distributed to attendees prior to the start of the event. The sober safety ambassador must be easily identifiable at the event through nametags, dresscode, or additional alternatives. Events that include the consumption of alcohol or legal cannabis must include additional activities for sober attendees to participate in without discrimination or exclusion. At least 75% of social events must have a focus that does not include alcohol or legal cannabis.

## **Speaker and Workshop Selection**

The recruitment and retention of speaker and workshop candidates shall be at the

discretion of the NCC, Speaker Coordinator, and Workshop Coordinator. The following attributes shall be considered during recruitment to ensure diversity: gender identity, ethnic identity, diversabilities, languages spoken, and age. It is the responsibility of the NCPC to ensure that the diverse experiences and image of nursing is upheld and promoted at the National Conference.

### **Sponsorship, Exhibitor Fair, and Donations**

The NCC, Sponsorship Coordinator, and Exhibitor Coordinator shall work in partnership with the AO and FO to recruit, maintain, and coordinate sponsors. Sponsorship candidates may include local, regional, national, international organizations that align with CNSA values. Regional sponsor candidates may not be contacted until the closure of Regional Conferences to ensure adequate sponsorship opportunity. Such candidates shall be listed in the NCC transition document. The Sponsorship and Advertising Policy in its most current form must be strictly adhered to.

## **POSITION AND RESOLUTION STATEMENT GUIDELINES**

**Approved:** January 2011

**Modified:** January 2021

**Approved by:** National Assembly

This guideline was developed by the 2011 CNSA Education and Scholarship Committee for the use of CNSA Members wishing to bring a Resolution to National Assembly for consideration and vote.

### **WHAT IS A POSITION STATEMENT?**

A position statement is written to provide direction for an organization by describing one side of the arguable viewpoint. The statement should provide a description, with support of evidence of the position that CNSA is taking on the issue and should include a background of the issue. Position statements written for CNSA must reflect the governing objectives and goals of CNSA.

### **WHAT IS A RESOLUTION STATEMENT?**

A resolution statement is a proposal that the Assembly take certain action, or that it express itself as holding certain views. It is made by a Member moving an issue (which is equivalent to saying, "I propose that"), and then stating the action he/she proposes to have taken. Thus, a member "moves" (proposes) that a Resolution be adopted, or amended, or referred to a committee, etc. Every Resolution should be submitted to the Assembly in writing.

### **DEVELOPING A POSITION OR RESOLUTION STATEMENT**

Any inflammatory statements that reflect poorly on CNSA may result in it not being approved by the CNSA Board of Directors and therefore will not be submitted to the National Assembly.

Prior to the development of the statement, explore the literature on emerging issues in nursing and healthcare. Then focus your issue on those that could have an impact on nursing students and would be important for CNSA explore.

For resolution statements, focus on what could have an impact on nursing students and would be important for CNSA support.

#### **A position statement MUST include the following:**

- Title
- Introduction / Background Information
- CNSA position on the topic
- Relation to Canadian Nursing School Curriculums
- Conclusion and Restatement of CNSA position
- References (in APA 7<sup>th</sup> Edition)

#### **A resolution statement MUST include the following:**

- Title

- Introduction/background information
- Information on CNSA's position on the topic
- The rationale for moving the Resolution, and the formally worded Resolution that you would like to be voted on by National Assembly
- Relation to Canadian Nursing School Curriculums
- Conclusion and restatement of the Resolution and the rationale for moving it
- References (in APA 7<sup>th</sup> Edition)

## **WRITING A POSITION STATEMENT**

### Introduction/Background

- A brief summary must be written to provide the reader with background information regarding the topic/issue
- Introduction should be approximately 150-300 words
- Complete thorough research and review of information available through national and provincial/territorial partners and other key partners related directly to the issue. (*i.e. The Toronto Disaster Relief Committee is a key resource for a position statement related to Homelessness and Affordable Housing*)
- A minimum of 2 peer reviewed academic resources must be referenced within the introduction
- Research articles and other academic resources should be published no more than 5 years old. It is acceptable to reference seminal work more than 5 years old, as long as the majority of the referenced material is current.
- APA 7th Edition must be used for referencing
- Research can also be collected through national/provincial/territorial partners and other key partners, who have a direct link to the issue.

### The Position

The position a statement takes must reflect the governing objectives and goals of CNSA

- To be the primary resource for nursing students
- Influence and advance innovation in nursing curriculum and research
- Strengthening linkages and creating new partnerships
- Refer to the most current CNSA Strategic plan

### Relation To Canadian Nursing School Curriculums

- A brief description of how the topic/issue at hand relates to the curriculum(s) taught in Canadian nursing schools.
  - Reasons as to why the topic/issue should be included, or removed or changed within nursing curriculum.
  - Benefits of inclusion within the curriculum (For Example: promoting health, expanding knowledge, increased awareness)

- Section should be approximately 250-400 words

#### Conclusion and Restatement of CNSA Position

- The conclusion must restate the position that is discussed within the text
- The conclusion must be no longer than 100 words

#### References

- Reference list must be included at the end
- APA 7th Edition shall be used for reference

### **WRITING A RESOLUTION STATEMENT**

#### Introduction/Background Information

- A brief summary must be written to provide the reader with background information regarding the topic/issue.
- Introduction should be approximately 150-300 words.
- Complete a thorough research and review of information available through national and provincial/territorial partners and other key partners related directly to the issue. (*i.e. The Toronto Disaster Relief Committee is a key resource for a position statement related to Homelessness and Affordable Housing*).
- A minimum of two peer reviewed academic resources must be referenced within the introduction.
- Research articles and other academic resources must be no later than 2007
- APA 7th Edition shall be used for referencing

Research can also be collected through national/provincial/territorial partners and other key partners, who have a direct link to the issue.

- The resolution must reflect the governing objectives and goals of CNSA:
- To be the primary resource for nursing students
- Influence and advance innovation in nursing curriculum and research
- Strengthening linkages and creating new partnerships
- Refer to the most current CNSA Strategic plan
- If possible, review CNSA's current views on the issue. If a resolution or position statement does not exist, review past documents.
- If CNSA does not currently have a Position Statement on the issue, provide the rationale for why you believe the Association should take a position on the matter.

#### The Rational and the Formally Worded Resolution

- Resolutions have two parts: 1) rationale for the proposed Resolution, and 2) the Resolution itself.

- When a motion will impact the direction and work of the Association, it should be written in the form of a resolution; that is, beginning with the words, "*Be It Resolved, That,*" the words "*Be It Resolved*" being underscored (printed in italics) and followed by a comma, and the word "That" beginning with a capital "T."
- Resolution should use the following format:
  - *Whereas*, We consider clinical placements to be a necessary part of a well-rounded nursing educational education; and
  - *Whereas*, There are currently no national standards for the number of hours and quality of clinical placements; therefore,
  - *Be It Resolved*,
  - That CNSA develop, and lobby provincial government for the implementation of national guidelines and standards concerning the amount of hours and the quality of clinical placements in nursing education.

#### Relation To Canadian Nursing School Curriculums

- A brief description of how the topic/issue at hand relates to the curriculum(s) taught in Canadian nursing schools, focusing on:
- reasons as to why the topic/issue should be included, or removed or changed within nursing curriculums,
- benefits within the curriculum (for example: promoting health, expanding knowledge, increased awareness), and
- links to past and current CNSA Position Statements.

This section should be approximately 250-400 words.

#### Conclusion and Restatement of the Proposed Resolution

- The conclusion must restate the proposed Resolution and the rationale for bringing it to the Assembly for a vote.
- The conclusion must be no longer than 100 words.

#### References

- A reference list must be included at the end of the document.
- APA 7th Edition shall be used for reference

#### **PROCESS FOR SUBMISSION**

All statements must be submitted to the President via email (president@cnsa.ca) by the first Friday in December. All statements are reviewed by the Administrative Committee for grammar, spelling and content. Any suggested changes, or questions, will be sent back to the submitter for review and modification. After the Administrative Committee has reviewed the document, the statements will be sent to the Board of Directors for feedback and review. The Board of Directors reserves the right to decline a Resolution if the statement contains, but is not limited to;

- any inflammatory statements that reflect poorly on CNSA,

- a direct contradiction to the vision, mission, and values of CNSA, or
- a proposal that could lead to financial hardship for the Association.

Furthermore, a Resolution may be declined by the Board of Directors if CNSA has already taken a position on the topic, and the proposed Resolution is not indicative of an update/change to the current position. Once the Board has reviewed and accepted the Resolution, it will be translated and submitted to the Assembly for consideration and vote.

For further assistance regarding the development of a Position or Resolution Statement, please contact the CNSA President at [president@cnsa.ca](mailto:president@cnsa.ca)

## **POWER AND DUTIES OF THE BOARD OF DIRECTORS**

**Approved:** January 2010

**Amended:** January 2021

**Approved by:** National Assembly

The Board of Directors (BOD) shall consist of twenty four elected members and five appointed members which shall be composed of:

1. Fourteen voting persons elected by the National Assembly to the positions of:
  - 1.1. President;
  - 1.2. Vice President;
  - 1.3. Director of Communications;
  - 1.4. Director of Membership Development;
  - 1.5. Director of Indigenous Health Advocacy;
  - 1.6. Practical Nursing Director;
  - 1.7. Psychiatric Nursing Director;
  - 1.8. Men's Caucus Chair;
  - 1.9. Diversability Caucus Chair;
  - 1.10. Black Caucus Chair;
  - 1.11. Indigenous Caucus Chair;
  - 1.12. People of Colour Caucus Chair;
  - 1.13. Francophone Caucus Chair;
  - 1.14. 2SLGBTQ+ Caucus Chair; and
2. One person elected by the chapters in each Region of the corporation, a total of five voting persons, to the positions of:
  - 2.1. Western Regional Director;
  - 2.2. Prairie Regional Director;
  - 2.3. Ontario Regional Director;
  - 2.4. Quebec Regional Director; and
  - 2.5. Atlantic Regional Director.
3. Five non-voting persons elected by the National Assembly to the positions of:
  - 3.1. Safety and Wellness Advocate;
  - 3.2. Environmental Sustainability Advocate;
  - 3.3. Scholarship and Bursary Coordinator
  - 3.4. New Grad Advocate; and
  - 3.5. National Conference Coordinator
4. Five non-voting persons appointed by the Board of Directors to the positions of:
  - 4.1. Past President;
  - 4.2. Administrative Officer;
  - 4.3. Treasurer;
  - 4.4. Technology Officer; and
  - 4.5. Elder
5. One non-voting person, appointed by the Board of Directors to the position of National Partner, which person shall be the Executive Director, President or President-elect of the representing organization. This position shall rotate annually between the following three partners:
  - 5.1. Canadian Nurses Association (CNA)

- 5.2. Canadian Association of Schools of Nursing (CASN)
- 5.3. Canadian Federation of Nurses Unions (CFNU)

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

- Be an associate of a chapter member in good standing;
- Be a nursing student for the majority of their term of office (6 months + 1 day);
- 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 partner 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 President shall:**

- 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, Administrative Committee and co-chair of the Board Mediation Committee, alongside the Elder;
- 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
- Give notice of all BOD meetings in accordance with bylaw 8.04;
- provide an agenda to each Board Member at least fourteen (14) days prior to each BOD meeting and five (5) days prior to each Administrative Committee meeting;
- Provide an agenda to each Board Member 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 members of the Administrative Committee and the Administrative Office 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;

- 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;
- 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;
- 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 Administrative 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 members of the Administrative Committee and the Administrative Officer 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 Board Member, and from the National Assembly to each Board Member, and Official Delegate 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 quarterly 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,

**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 the 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;
  - 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;
  - Coordinate career development workshops in conjunction with the National and Regional Conference Directors;
  - Coordinate and facilitate National Nursing Students' Week;
  - Prepare a report and attend the National Assembly meeting;
  - 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;

**Director of Indigenous Health Advocacy (DIHA) shall:**

- Self identify as Indigenous (Aboriginal, Metis, Inuit, or First Nations).
- Be a member of the Indigenous Caucus
- Coordinate and facilitate Indigenous Nursing Students' Day in conjunction with the Director of Membership Development and the Indigenous Caucus Chair
- act as the primary liaison between the Canadian Indigenous Nurses Association (CINA) and CNSA;
- Maintain contact and build relationships with Indigenous Nursing partners and student committees nationally and internationally;
- Liaise with all key national partners and external organizations that are committed to or represent Indigenous Health and Advocacy;
- Attend all CINA meetings (if financially feasible);
- Prepare a report for each BOD and National Assembly meeting, and attend the National Assembly; and
- Partner with Indigenous Caucus Chair to facilitate Indigenous representation at CNSA events such as the Regional and National Conferences.

**Practical Nursing Director shall:**

- Be a practical nursing student.
  - in the case that a practical nursing student does not run, a non-practical nursing student who has experience working as a practical nurse may fill the position to help with recruitment of practical nursing students
- Establish and maintain communication with organizations relevant to practical nursing student issues and healthcare
- Work in collaboration with the DMD and Regional Directors to recruit practical nursing program students

- Advocate for more practical nursing student representation at CNSA events such as the Regional and National conferences
- Prepare a report for each BOD and National Assembly meeting
- Attend National Conference

#### **Psychiatric Nursing Director shall:**

- Be a psychiatric nursing student.
  - in the case that a psychiatric nursing student does not run, a non-psychiatric nursing student who has experience working as a psychiatric nurse, or another professional related to mental health, may fill the position to help with recruitment of psychiatric nursing students
- Establish and maintain communication with organizations relevant to psychiatric nursing student issues and healthcare
- Work in collaboration with the DMD and Regional Directors to recruit psychiatric nursing program students
- Advocate for more psychiatric nursing student representation at CNSA events such as the Regional and National conferences
- Prepare a report for each BOD and National Assembly meeting
- Attend National Conference

#### **Men's Caucus Chair:**

- Self identify as a man
- Chair the Men's Caucus
- Be a liaison between male nursing students and the BOD
- Be responsible for the recruitment and retention of male nursing students
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **Diversability Caucus Chair:**

- Identify as a person who lives with some form of diversability
- Chair the Diversability Caucus
- Be a liaison between nursing students with diversabilities and the BOD
- Be responsible for the recruitment and retention of nursing students with diversabilities
- Work in conjunction with the Safety and Wellness Advocate and the National Conference Coordinator to ensure any and all barriers to accessing CNSA events and materials are reasonably addressed and mitigated
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **Black Caucus Chair**

- Self identify as Black
- Chair the Black Caucus
- Be a liaison between Black nursing students and the BOD
- Be responsible for the recruitment and retention of Black nursing students
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **Indigenous Caucus Chair**

- Self identify as Indigenous (Aboriginal, First Nation, Metis, Inuit)
- Chair the Indigenous Caucus
- Be a liaison between Indigenous nursing students and the BOD
- Be responsible for the recruitment and retention of Indigenous nursing students
- Coordinate and facilitate Indigenous Nursing Students' Day in conjunction with the DMD and the DIHA
- Partner with the DIHA and the Elder to facilitate Indigenous representation at CNSA events such as the Regional and National Conferences.
- When the DIHA is unable, liaise with all key national partners and external organizations that are committed to or represent Indigenous Health and Advocacy
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **People of Colour Caucus Chair**

- Self identify as a Person of Colour (Racial minority that does not identify as Black or Indigenous)
- Chair the Person of Colour Caucus
- Be a liaison between nursing students of colour and the BOD
- Be responsible for the recruitment and retention of nursing students of colour
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **Francophone Caucus Chair**

- Self identify as a Francophone
- Be bilingual. In the event of the absence of a bilingual candidate, a non-bilingual candidate who is otherwise immersed in Francophone culture shall be eligible for the position
- Chair the Francophone Caucus
- Be a liaison between Francophone nursing students and the BOD
- Be responsible for the recruitment and retention of Francophone nursing students
- Work collaboratively with the Administrative Committee and the Translator to ensure all official communications are translated accurately.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **2SLGBTQ+ Caucus Chair**

- Self identify as a member of the 2SLGBTQ+ Community
  - Allies to the 2SLGBTQ+ community are not eligible for this position
- Chair the 2SLGBTQ+ Caucus
- Be a liaison between 2SLGBTQ+ nursing students and the BOD
- Be responsible for the recruitment and retention of 2SLGBTQ+ nursing students
- Coordinate and facilitate Pride celebrations and Transgender Awareness Week
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **The Regional Directors (RDs) shall:**

- Be a liaison between members in their region and the BOD;

- Be responsible for the 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 DMD to coordinate the recruitment and retention activities in their region;
- Work in conjunction with the DMD to send OD/AD Orientation Packages in electronic format to member schools
- Give a report to the DMD 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 comes forward then francophone Quebec applications will be accepted for a by-election. It is the responsibility of the Francophone Caucus Chair to notify non-member schools of the by-election.
- Attend National Conference

### **Safety and Wellness Advocate:**

- Work in conjunction with the Diversity Caucus Chair and the National Conference Coordinator to ensure any and all barriers to accessing CNSA events and materials are reasonably addressed and mitigated
- Identify any gaps, barriers, or structures internal to CNSA that can/do harm the health of CNSA members.
- Promote Mental Illness Awareness Week (Oct) and Mental Health Week (May)
- Promote the importance of self-care and resilience to CNSA members, and the harms associated with moral distress and burnout.
- Attend National Conference
- Collaborate with all caucus chairs to provide support for any concerns of members regarding inclusion, equity or safety within the association
- Collaborate with National and Regional conference directors to ensure safety policies are

followed and assistance is provided as needed

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

#### **Environmental Sustainability Advocate:**

- Work in conjunction with the Administrative Council to ensure that the organization is continuously working towards decreasing its carbon footprint
- Identify sources of waste within the organization
- Work collaboratively with BOD members who are responsible for organizing events to ensure minimal waste is created.
- Review contracts and partnerships to ensure all partnering organizations are environmentally friendly or are taking steps to reduce their carbon footprint
- Create and develop relationship with Canadian Nurses for Health and the Environment
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **New Graduate Advocate:**

- Maintain relationship with Nursing The Future, and other organizations aimed at supporting New Grads.
- Develop materials and programs aimed at supporting nursing students as they transition into their nursing practice.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **The Scholarship and Bursary Coordinator (SBC) shall:**

- Act as Chair of the Awards Committee
- Oversee awards distribution through CNF partnership
- Maintain contact with principal representatives of the Canadian Nurses Foundation (CNF)
- Facilitate awards distribution within CNSA
- Coordinate appointment of Lifetime and Honourary Contribution awards
- be responsible for the CNSA Leadership Development Program and associated leadership awards adjudication process.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).
- Work on developing fundraising partnerships or opportunities to contribute funds to the CNSA awards.

#### **National Conference Coordinator (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 invites 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 summer 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 their budget the cost of translation for all of the National Conference, including the National Assembly;
  - Attendance of the fall BOD meeting is mandatory.

#### **The Past-President shall:**

- be the immediate Past-President of the Association conditional on being appointed elected to the position by the current BOD;
- 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 Bylaws, Policies, and Board Orientation Manual as required; and
- present an oral and written report with recommendations, as appropriate, at each BOD meeting.

#### **The Administrative Officer (AO) shall:**

- have joint custody, with the members of the Administrative Committee 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 Administrative 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;
- coordinate all necessary legal documentation for the Association (i.e. affiliate applications, Ministry of Industry and Canada Revenue Agency);
- be the custodian of the Seal of the corporation;
- be responsible for the banner(s) of the association;
- 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 Treasurer shall:**

- be appointed to the position by the BOD
- 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 the information required for sound financial planning;
- 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 Administrative committee.

#### **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 the Administrative Committee and Regional Directors; and
- provide a written report with recommendations to the DOC to be presented at each BOD and National Assembly meeting.

#### **The Elder shall:**

- Self-identify as Indigenous (Aboriginal, First Nations, Metis, Inuit)
- Liaise with the Director of Indigenous Health Advocacy and the Indigenous Caucus Chair
- Attend all BOD meetings and National Assembly
- Provide guidance, counselling and knowledge to the BOD and other CNSA members as they deem necessary
- Co-Chair the Board Mediation Committee with the President as needed
- Be a member of the Indigenous Caucus

### **The National Partner 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.

### **External Meetings**

Any BOD member 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, and an article suitable for publication on the CNSA website, if applicable.

### **Vacancies**

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 remains 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 March 1 to the end of his or her term of office. The report shall include but not be limited to:

- a summary of all constitutional and focused objectives of the BOD position, as stated in the Power and Duties of the BOD policy 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 according to CNSA Policies

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 that were undertaken to meet each objective throughout their term
- recommendations for the incoming BOD member

- utilize the appropriate form according to CNSA Policies

The Board will connect on a bi-monthly basis via teleconference (except during months when an in-person Board meeting occurs) if deemed necessary by the BOD and is feasible to do so. If not the BOD will maintain communication through email contact

### **Administrative Committee Communication**

The Administrative 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 Administrative Committee.

### **Resignation**

An individual may resign from their position by providing written notice to the President, as well as the rest of the BOD. The individual is to provide a report for the incoming individual who will take the position within 14 days of resigning.

### **Conflict of Interest**

Directors, Advocates, 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, Advocates, 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 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.

## **PRIVACY POLICY**

**Approved:** January 2014

**Amended:** January 2020

**Approved by:** National Assembly

The Canadian Nursing Students' Association (CNSA) is committed to protecting the privacy of personal information of its members, associates, subscriptions holders, and all users of its services. This Privacy Policy has been prepared to affirm CNSA's commitment to maintaining high standards of confidentiality, to provide information on CNSA's practices concerning the collection, use and disclosure of personal information and to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable statutes.

### **1. Defining personal information**

Personal information is any information about an "identifiable individual" that can be used to distinguish, identify or contact a specific individual. Business contact information such as information on business cards and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories are not considered personal information under federal legislation (PIPEDA). Information about corporations is not considered personal information.

Where an individual provides their home address to CNSA as their business contact information, CNSA considers it to be business contact information, and is therefore not subject to protection as personal information.

### **2. Collection of personal information**

CNSA will collect name and contact details including address(es), mailing preference, telephone, email address, and language preference from chapters and individuals who request information, products or services.

CNSA collects no personal information, unless provided. CNSA do not use techniques that collect personal information about anyone without their knowledge. CNSA only collect personal information about individuals when they specifically and knowingly provide it, for example when they apply for membership, register for a program or complete a registration form. Individuals may also provide CNSA with credit card information in order to pay for goods or services purchased including registration fees, membership fees or promotional materials. CNSA collects this information only to process the transaction, and provide the goods or services purchased. CNSA does not store credit card information for later use.

CNSA collects and retains personal information regarding individuals' past registrations to events, membership renewals and/or any other goods or services provided at the individual's request. This information is retained for a minimum period of seven years.

CNSA also provides individuals with an opportunity to specify certain preferences in service delivery; if an individual chooses to provide such information, CNSA will collect and maintain language preference in order to send individuals the information they need in the language they prefer, as well as other special needs requested for a specific event (i.e., meal preference).

### **3. CNSA Website**

A visitor to the CNSA website is not required to reveal any individually identifiable

information, nor is such information collected passively by electronic means. Personal information is only collected when an individual voluntarily submits their information such as in an online membership application form, meeting registration form or an online survey. The personal information collected in this manner is subject in full to the Privacy Policy contained in this document.

If individuals do nothing during their visit but browse through the website, read pages, or download information, CNSA will neither gather nor store any personal information. CNSA's web server collects statistical data about visitor information used only in aggregate. This tracking system does not record personal information about individuals or link this information to any personal data collected.

#### **4. Use of information**

CNSA commits that individual information will be used to establish and maintain responsible relationships with chapter members, associates, subscribers, and other users to provide them with products, services and support, and to respond to member needs. Personal information will be used to provide people with the specific transaction that they applied for or services requested in the application submitted.

One of the CNSA's primary objectives is to provide a communication link among nursing students across Canada, in both official languages. The achievement of the CNSA's objectives involves, among other things, providing members with information about events and information that are of interest to nursing students such as regulation updates, work of other stakeholders, educational research, professional development programs, and other services.

#### **5. Consent by individuals**

The information provided to CNSA by chapter members, associates, and subscribers such as name, address, email address, etc. allows CNSA to inform them about events and activities, to notify of issues, events or special offers which may be of interest to nursing students. By becoming a chapter member, associate, and subscriber or by requesting information or registering for events offered by CNSA, you are giving CNSA permission to contact you by way of the contact information you provide.

Members may choose not to be contacted by CNSA – please use the contact information section of the registration forms to customize your communications preferences, or by contacting the CNSA Director of Membership Services at [membership@cnsa.ca](mailto:membership@cnsa.ca) or 613-235-3150, ext. 29.

#### **6. Disclosure of personal information**

CNSA may share aggregate information about its members and customers with sponsors, potential sponsors and other parties to help them better understand CNSA members and their interests. At no time is individual contact information or data provided to any third party.

Such aggregate demographic data and information is used to improve Programs and services provided to CNSA members.

#### **7. Security of information**

CNSA endeavors to maintain appropriate safeguards and adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of personal information. Safeguards include securing physical documents and technological measures by

way of secure access and encryption.

CNSA Board Members and staff are authorized to access and use personal information based solely for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

To ensure the integrity and privacy of the personal and credit card information transmitted over the internet when performing online transactions, CNSA has obtained a Secure Socket Layer (SSL) Server Certificate, the industry All information collected within a secure page is encrypted while being transmitted to CNSA's secure server. The server is protected by a firewall that is regularly updated and is monitored 24 hours a day, 7 days a week for threats or deficiencies in security.

## **8. Contact Us**

If you have any questions or concerns about this Privacy Policy or about CNSA's information handling practices, please contact us at:

Attn: Privacy Officer  
Administrative Officer  
The Canadian Nursing Students' Association  
1145 Hunt Club Road, Unit 450  
Ottawa, Ontario  
K1V 0Y3

## **RECRUITMENT FOR RESEARCH POLICY**

**Approved:** January 2021

**Approved by:** National Assembly

The CNSA recognizes that the experiences, perceptions, and knowledge of nursing students have the capacity to add significant value to the field of nursing research. As the national voice of Canadian nursing students, we uphold our obligation to the safety and wellbeing of our members; which, includes the understanding that students choosing to participate in research may do so without being exposed to harms or adverse risks.

The following policy outlines the information that must be provided by a researcher prior to CNSA approval for their research to be listed on our website, or distributed to CNSA members, for the purpose of recruiting member nursing students.

1. CNSA Membership Status
  - 1.1. Researchers wishing to recruit CNSA members for research should be attending or be associated with a CNSA chapter school in good standing.
  - 1.2. In the event that the researcher or project lead is not a member of a CNSA chapter school, the following disclaimer will be added to postings on the CNSA website and/or social media accounts regarding their research:
    - 1.2.1. "The Canadian Nursing Students Association is not affiliated with or endorsing this research; students agreeing to partake in this research assume all risks identified by the researcher and the affiliated research ethics committee."
2. Ethics Approval
  - 2.1. In addition to meeting the CNSA policy criteria, the researcher or project lead must provide proof of approval from a credible Research Ethics Board/Committee (REB), or proof that an application for ethics approval has been completed and is awaiting approval.
    - 2.1.1. CNSA approval may be given conditionally however no postings about the research will be made on the CNSA website or social media accounts until proof of REB approval has been received.
3. Eligibility Requirements
  - 3.1. The researcher will provide an abstract and research poster for their project. Any postings made to the CNSA website and/or social media will be translated to be available in both French and English if appropriate; the CNSA will complete translation.
    - 3.1.1. If the researcher or project lead has done their own translations, they will be approved by the translation officer before being posted on the CNSA website and/or social media accounts.
  - 3.2. The researcher will clearly outline what will be asked of participants; i.e. whether they will be asked to participate in interviews, surveys, and questionnaires (online, mail, phone), etc.
  - 3.3. The researcher will provide the CNSA with a Letter of Information/Consent Form for review.
4. Management of Risks:

- 4.1. The researchers will disclose all anticipated adverse risks, harms, or discomforts associated with their research. Anticipated harms include risks that are physical, psychological, social, legal, and economical.
- 4.2. If risks are anticipated, support for participants will be provided appropriately, and the researcher will provide a disclaimer for all participants.
5. Conflicts of Interest
  - 5.1. The researcher will disclose any conflicts of interest, including but is not limited to disclosing any funding or third party involvement associated with the research.
6. Dissemination and Storage of Research Findings
  - 6.1. The researcher will provide a clear outline of how their findings will be disseminated following the completion of their research.
  - 6.2. Methods for storing research findings will be provided; i.e. where the results will be stored physically or electronically, and how long findings will be stored.

## **REGIONAL CONFERENCES**

**Approved:** January 2017

**Approved by:** National Assembly

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).

### **Selection**

The location of the Regional Conference shall be decided at the preceding Fall Chapter Delegate Meeting. The host school shall submit a proposal to the Chapter Delegate 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 Administrative 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 Chapter Delegate 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. The percentage covered will depend on multiple factors including but not limited to; estimated costs and budgeted allowance to be determined by the Administrative 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 Administrative 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 Chapter Delegate meeting occurring at the 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 an 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 CNSA Policies.

### **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 Sponsorship and Advertising 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 Sponsorship and Advertising 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 CNSA Policies .

## **SPONSORSHIP AND ADVERTISING POLICY**

**Approved:** January 2012

**Amended:** January 2020

**Approved by:** National Assembly

The Canadian Nursing Students' Association (CNSA) shall apply the following standards in the assessment of commercial sponsorship proposals and in the determination for acceptance or rejection of commercial sponsorship and advertisements and/or for the benefit of its members:

1. Sponsorship given by an organization for use as scholarships, or other special funds to permit CNSA members to attend educational events shall be subject to CNSA having sole authority for determination of the recipients of any such scholarships or funds, unless otherwise noted in an MOU.
2. Sponsorship/advertisements shall only be accepted from organizations whose objectives are consistent with and support the objectives of CNSA
3. CNSA will not accept sponsorship/advertisements from organizations involved in the solicitation of nurses for employment opportunities outside of Canada, with the exception of those humanitarian/relief organizations.
4. CNSA will not enter into sponsorships that involve commitments which are in conflict with other agreements or commitments without the consent of all involved parties.
5. All sponsorship agreements will allow for CNSA to terminate the agreement immediately for reasonable cause
6. CNSA will not compromise the intellectual value of the CNSA image and brand and will retain control over the commercial use of CNSA intellectual property.
7. CNSA retains authority to select or reject sponsors or advertisers on an individual basis

## **TRAVEL AND ACCOMMODATIONS POLICY**

**Approved:** January 2011

**Amended:** January 2020

**Approved by:** National Assembly

The Canadian Nursing Students' Association (CNSA) provides financial compensation for the expenses outlined below. Board members shall not be compensated for loss of salary resulting from attending meetings representing CNSA. Board members and staff shall be reimbursed for expenses incurred by attendance to authorized CNSA events.

CNSA requires that travel requests be submitted using the correct travel proposal form to the Administrative Committee at the minimum 45 days in advance of the meeting, with the exception of Board of Directors meetings called by the president with ten days notice. Travel requests received after the 45 day advance minimum may not be approved by the Administrative Committee, except in extenuating circumstances. The Administrative Committee will review all timely submitted travel proposals concurrently and will provide rationale for acceptance or declining upon request given within 48 hours to the entire board.

It is the individual's responsibility to substantiate the claim by submitting a comparison of the costs. Please contact the CNSA Administrative Officer before making the arrangements.

1. **Transportation:** When planning your itinerary, please select the most economical means of transportation (i.e. economy air, bus shuttle to and from airport, train, bus, etc.).
  - 1.1. **Air**
    - 1.1.1. All travel proposals must include the airline, flight number, departure date, departure time, and city. Failure to include the required information will cause significant delays in the approval process.
    - 1.1.2. Each individual ensures that all bookings are made at the lowest possible fare.
    - 1.1.3. Bookings should be made immediately after confirming attendance at a meeting. The advanced booking and confirmation of the flight ensures that space is available at the most advantageous fare.
    - 1.1.4. Please provide as much notice as possible to the Administrative Officer of any changes or cancellations that must occur so that they can be rectified immediately. Costs of cancellations will be covered by the board member, unless approved by the Administrative Committee.
    - 1.1.5. Luggage Fees, CNSA will cover the cost of one piece of checked baggage for meeting lasting four or less days. Meetings lasting longer than four days the association will cover the cost of a second piece of checked baggage. Meeting length does not include travel days.
    - 1.1.6. Book transferable and refundable flights whenever possible
  - 1.2. **Automobile**
    - 1.2.1. When travel by car is necessary and the cost of travel by car is more economical than travel by bus or train, CNSA will reimburse the fuel amounts indicated on submitted receipts. Fuel receipts must coincide with travel dates. Reasonable parking expenses will also be reimbursed.
  - 1.3. **Taxi Fares**
    - 1.3.1. Actual taxi fares will be reimbursed. Individuals are requested to use

bus/shuttle service to and from airports and hotels. Where taxis are necessary, individuals are asked to share taxis and fare wherever possible. Travel receipts must be attached to the CNSA Cheque Requisition Form..

## **2. Accommodations**

- 2.1. Hotel arrangements will be made for each individual through the CNSA Administrative Officer for Board of Directors meetings. Where individual arrangements must be made for external meetings, Administrative Committee approval is required and receipts should be submitted to the Administrative Officer through the CNSA Cheque Requisition Form..
- 2.2. Confirmation of hotel arrangements will be forwarded to each individual for Board of Directors meetings. The hotel room charges and taxes will be billed directly to CNSA.
- 2.3. Meals and incidentals must be paid by the individual and claimed on the CNSA Cheque Requisition Form.
- 2.4. For Board of Directors meetings, Board members shall stay no less than two individuals to a room and no more than three individuals to a room at any given meeting, with the exception of individuals who are not comfortable sharing accommodations with individuals of the opposite sex.
- 2.5. If a meeting exceeds four nights of stay, Board members will stay two individuals to a room.
- 2.6. Special requests and situations will be considered on a case by case basis by EC

## **3. Meal Allowances**

- 3.1. The CNSA Board of Directors and Officers shall be reimbursed a maximum of twenty five dollars (\$25 CAD) per meal and a daily total maximum of fifty dollars (\$50 CAD) for meals. Board members and Officers are also eligible to receive ten dollars (\$10 CAD) a day for incidentals. As per section 4 (Reimbursement) of the CNSA Travel and Accommodations Policy, all original receipts (including applicable taxes) must be produced in order to receive compensation. Receipts are not required for incidental expenses.
- 3.2. The CNSA Board of Directors and Officers shall not claim meal expenses where they are provided for by CNSA or any other third party.
- 3.3. Reimbursement of meal costs is at the discretion of the Administrative Officer.
- 3.4. Beverages with alcoholic content cannot be claimed for reimbursement.

## **4. Reimbursements**

- 4.1. Please submit expenses within three months (maximum) following the date of the conference/meeting/event, or September 30th, whichever is sooner. Claims in excess of the allowed expenses will be deducted when the expense claim is processed. Receipts are required for all expense claims.
- 4.2. All original receipts (including applicable taxes) or electronic copies must be produced in order to receive compensation (excluding incidentals). If they are not included the items will be deducted off the expense claim form.

## **5. Board of Directors/National Officers Travel Expenses**

- 5.1. Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. All travel expense requests must be submitted to the Administrative Committee for formal approval. Requests must be made in writing, with reasonable notice prior to the dates of travel.
- 5.2. In the event that a Board member or Officer has travel arrangements prepaid by

CNSA either by the corporate credit card or by processed expense claim, and then either:

-Resigns from their position on the Board of Directors before scheduled travel; or,

-Can no longer attend for any other reason Then the following rules will apply:

- 5.2.1.1. The Board member (or Officer) in question will be responsible for reimbursing CNSA the cost of the paid travel arrangements; or
- 5.2.1.2. If a suitable replacement can be found for the CNSA Board member (or Officer) at no additional charge, the Board member (or Officer) will not be held financially responsible for the paid travel arrangements; or
- 5.2.1.3. If a replacement can be found for the CNSA Board member (or Officer) but additional charges will be incurred for changing the name of the traveller or changing the travel dates, times, etc., then those additional charges will be the responsibility of the CNSA Board member (or Officer).

5.3. In the event that a Board member (or Officer) is required to reimburse CNSA for prepaid travel expenses or additional charges for changed arrangements, the individual may submit a proposal to the Board of Directors to request that reimbursement not be required. The Board of Directors will review the request and will vote in favour or against having the individual reimburse CNSA for the expenses. A 2/3<sup>rd</sup> majority vote is required to waive the requirement for reimbursement.

5.4. In the unlikely event that the replacing individual is unable to attend the meeting/conference after the original travel arrangements have been changed for this (replacing) individual, then the replacing individual (and not the original CNSA Board member or Officer in question) is now responsible for finding another replacement and dealing with any incurred travel costs as stated above.

## **6. International Travel:**

- 6.1. International travel allows for reimbursement of accommodation, transportation and meal allowances for days of travel (within reason at discretion of the Administrative Committee), a single day before, the entirety of the conference/ event/ meeting and return travel (within reason at discretion of the Administrative Committee).
- 6.2. Preferably all receipts should be provided in one currency. If not possible the board member needs to fill out a CNSA Cheque Requisition Form per currency.
- 6.3. All receipts that are not in Canadian currency shall be adjusted according to exchange rate at time of purchase and not time of reimbursement
- 6.4. If not directly indicated for international travel board members shall report to remainder of Travel and Accommodations Policy for clarification (e.g. Luggage, meal allowances, Incidentals, etc)