

# **Constitution of the Second-entry Nursing Association (2NA)**

Final Revisions March 1st, 2019.

Expected Ratification by AGM on March 1st, 2019.

## **Table of Contents**

**Article I.** Name

**Article II.** Purpose & Objectives

**Article III.** Membership Definitions and Criteria

**Article IV.** Officers, Executives, Qualifications and Duties

**Article V.** Meeting Requirements and Procedures

**Article VI.** Elections

**Article VII.** Procedures Regarding Allegations of Wrongdoing and Disciplinary Action

**Article VIII.** Financial Responsibility

**Article IX.** By-laws and Amendments

## **Definitions:**

Second-entry Nursing Student: shall refer to students registered in the second-entry nursing program at York University.

Co-opted: refers to an appointed position that does not require an election.

Anti-oppressive framework: inclusive but not limited to race, gender, sexual orientation and identity.

## **ARTICLE I. NAME**

The name of this organization shall be **Second-entry Nursing Association (2NA)** and will be referred to throughout this document as "2NA".

## **Article II. Purpose & Objectives**

**2NA** Purpose is to:

To represent and promote the interests of second-entry nursing students, and to foster a sense of community amongst them.

**2NA's** Objectives:

1. To advocate for second entry nursing students and represent them as a unified voice and/or diversity of voices whenever required and approved by the assembly.
2. To bring second entry nursing students together to implement changes that affect them where needed whether academic or legislative.
3. To work with an anti-oppressive framework, and "acknowledging the effects of intersectional oppression."
4. To foster a sense of leadership and confidence in each of our members.
5. To share and encourage each other in our practicum experiences.
6. To support students academically in core nursing curriculum.
7. To support students in their professional development.
8. To promote and facilitate opportunities to network and connect within the nursing profession & culture.

### **ARTICLE III. Membership Definitions and Criteria**

1. Membership is free and open to all undergraduate students at York University who are interested in the nursing profession. Non Second-Entry nursing students are required to submit their request to join via YU Connect with a note explaining why they're interested in our group.
2. All current second-entry nursing students are members by default.
3. All York University students, second-entry nursing student alumni, and nursing faculty are eligible for membership if they register through YU Connect.
4. Voting members (elections and and the Annual General Meeting, henceforth referred to as the AGM) must be current students registered through YU connect.
5. **Executive members:**
  - a. Must be current Second-entry nursing students
  - b. Must be voted into their role through an election process
  - c. Must not be absent for more than three meetings, or else may be subject to censure as per Section VII
  - d. May defer their vote to a proxy, should the member be absent, however must inform the other executive members
6. Alumni and faculty may not exceed 20% of club members
7. **Co-opted Executive members:**
  - a. Must be an active member
  - b. Can be appointed by majority board vote without election process if the position remains vacant during the formal election process.
  - c. Possess voting rights, however may opt out of this responsibility within the first three scheduled board meetings, to be officialized in the applicable meeting minutes and will apply for the duration of their membership.
  - d. Lead Returning Officer may be Faculty or Alumni.
  - e. Must not be absent for more than three meetings, or else may be subject to censure as per Section VII
    - i. unless otherwise agreed upon by the voting executives, specific to non-voting co-opted execs.
8. **Alumni members:**
  - a. Do not possess voting rights

### **ARTICLE IV. OFFICERS, EXECUTIVES, QUALIFICATIONS AND DUTIES**

**Section A.** List the Executive members of the organization.

**Section B.** List the duties of the Executive members.

**Section C.** List the Co-opted Executive members of the organization.

**Section D.** List the duties of the Co-opted Executive members.

**Section A.** The Executives of the organization shall be the following:

1. President
2. Vice-President

3. Lead Operations Officer (LOO)
4. Lead Cohort Representative (LCR)
5. Social Director (SD)
6. Academic Director (AD)
7. Student Outreach Director (SOD)
8. Associate Cohort Representative (ACR) (2 positions)
9. Associate Social Events Coordinator (ASC)
10. Associate Academic Coordinator (2 positions)

**Section B.** The duties of the Executives shall be as follows:

**1. President**

The roles and responsibilities:

- a. Provision of leadership and support of other Executives and Co-opted Executives, assisting with their roles as necessary.
- b. Must endeavour to be available to attend board meetings in person throughout the year.
- c. Attendance of Stong Student Clubs Council\*
- d. Shall contribute to the development and maintenance of a healthy team dynamic, including taking an active role in conflict management, when necessary.
- e. Shall contribute to the development and maintenance of positive community relationships with second-entry nursing students, other York University organizations and all York University students and faculty.
  - i. Including but not limited to
    1. Stong College Student Government (SCSG)\*
    2. Nursing Students Association of York (NSAY)\*
    3. Student Success Council\*

\*Reserves the right to appoint a delegate

**2. Vice-President:**

The roles and responsibilities:

- a. Provision of assistance and support to the President in organizing and planning the operations of 2NA.
- b. Complete tasks delegated by the President.
- c. In the event of the President's absence or incapacitation, the Vice-President will oversee the fulfillment of the President's responsibilities.
  - i. Provision of support for the President, in their absence, will continue as long as the leave of absence is temporary or while a new president is being elected.
- d. Maintain signing authority in conjunction with the Lead Operations Officer (LOO).
- e. Maintain signing authority for Finance with BMO club account, in conjunction with the Lead Operations Officer (LOO).

- f. Jointly responsible for the collection and maintenance of the Student Center Office Application with the LOO. May assemble an Ad Hoc Committee to this end, and co-chair with the LOO.
- g. Room Booking Authority with York University Student Center (YUSC) in conjunction with the Lead Operations Officer (LOO).
- h. Support fellow Executives in club room reservation using YUSC and Temporary Use of University Space (TUUS)
- i. Ensure **2NA** compliance with the York Federation of Students (YFS), Student Community & Leadership Development (SCLD), Stong College and any other neighbouring organizations.
- j. Ensure compliance with Stong College Affiliation policies, including, but not limited to, Stong contact list and FPLT training.
  - i. In addition, the Vice-President will be the point of contact for all communication with Stong College
- k. Onboard individuals for special projects, when necessary
  - i. This task may be delegated, if necessary
- l. Attend yearly Clubs 101 meeting in collaboration with the Lead Operating Officer (LOO).
- m. Collaborate with Lead Operations Officer (LOO) to ensure attendance at YFS Town Hall meetings.
- n. Approval of official emails.
- o. Attend bi-weekly 2NA Board meetings.
- p. Advocate for needs of the Second-entry cohort in conjunction with Cohort Representatives, escalating as appropriate with consultation with other Executives.

### **3. *Lead Operating Officer (LOO)***

The roles and responsibilities:

- a. Ensure good standing with YFS, SCLD, Stong college.
- b. Signing authority for Finance with BMO Club Account.
- c. Room booking with York University Student Center (YUSC).
- d. Day to day finances:
  - i. Maintain ledger available to membership.
- e. Event Financing proposals including:
  - i. Pre Event Funding Application (YFS)
  - ii. Post event Funding Application (YFS)
  - iii. Relief Funding Application (YFS)
  - iv. Base funding from YFS
  - v. Seed funds from SCLD
  - vi. Faculty of Health Funding for Events
- f. Meeting Agenda\*
- g. Jointly responsible for the collection and maintenance of the Student Center Office Application with the VP. May assemble an Ad Hoc Committee to this end, and co-chair with the VP.
- h. Notifying Executives for general meetings.

- i. Attend bi-weekly 2NA Board meetings.
- j. Monitor Club Emails:
  - i. Info@2NA.ca
  - ii. payment@2NA.ca
  - iii. 2NA.at.york@gmail.com
  - iv. Other emails as deemed necessary by the board.
- k. Provide logistical assistance.
- l. Internal club communications.
- m. Communicate leadership and professional development opportunities to members.
- n. \*Encourage to rotate this between members for experience

#### **4. Lead Cohort Representative (LCR)**

The roles and responsibilities:

- a. Formation of an Ad Hoc Events committee, address any outstanding issues in collaboration with NSAY and SoN related to cohort.
- b. Provision of mentorship to Junior Academic Coordinator.
- c. Attendance at monthly 2NA Board meetings.
- d. Attendance at NSAY Board meetings and notify 2NA Board of meeting times
- e. Establishment of a liaison with UPD.
- f. Scheduling of, and attendance at, monthly meetings with UPD and Associate Cohort Representative.
- g. Provide assistance to the Student Outreach Director with social media strategy.
- h. Establish liaison with professors to discuss student concerns in collaboration with the Academic Director.
- i. Advocacy for cohort needs, escalating as appropriate in consultation with the executive 2NA board and Undergraduate Program Director & School of Nursing.

#### **5. Social Director**

The roles and responsibilities:

- a. The formation of an Ad Hoc Events committee.
- b. Oversee the formation of at least one social event each month. Including but not limited to:
  - i. September - Welcome event
  - ii. Semester end parties (1 per semester)
- c. Provide mentorship to Associate Academic Coordinator.
- d. Attend bi-weekly 2NA Board meetings.
- e. Attend to the mental wellness needs of the members and lead mental wellness and stress-relief activities and initiatives.
- f. Collaborate with the Student Outreach Director, and Lead Public Relations Officer in social media strategy.

- g. Provide post-event notes to LOO on student attendance, and general notes.

## **6. Academic Director**

The roles and responsibilities:

- a. Formation of Ad Hoc Academic Committee as needed
- b. Advocacy for peers (academic concerns) in collaboration with cohort representatives concerning:
  - i. Incongruence between course goals and syllabus
  - ii. Academic workload and deadlines.
  - iii. Appeal and reprisal support\*
- c. Provision of mentorship and leadership to Associate Academic Coordinator.
- d. Liaise with NSAY-YUSNMP, if possible and applicable
- e. Provision of academic-focused events, and skills as needed, for second year, 2nd-Entry nursing students
- f. Attendance at the bi-weekly 2NA Board meetings
- g. Provision of social media support for outreach director, including, but not limited to, Facebook and Instagram.

\*YFS provides this education and support as required.

## **7. Student Outreach Director**

The roles and responsibilities:

- a. Establish liaison with the YU Start program to onboard first year students during summer of admission.
- b. Provide support to prospective second-entry nursing students.
- c. Attendance at bi-weekly 2NA Board meetings
- d. Promote engagement by collaborating with Social Director for new student specific events.
- e. Promotion of events or opportunities on or off campus pertinent to the interest of second-entry nursing students.
- f. Management of Email blasts.
- g. Social Media Strategy; monitor social accounts. Lead collaboration with Academic directors, Cohort representatives, and Social directors to ensure advertisement of club events and initiatives.
- h. Support Clubs week, Frost Event, clubs tabling, and program information sessions.
  - i. Consult with UPD for other opportunities.
- i. Liaison with other clubs for purposes of collaboration, including but not limited to:
  - i. Stong College Student Government (SCSG) Executive including but not limited to Commuter Representative.

## **8. Associate Cohort Representative (2 positions)**

The roles and responsibilities:

- a. Establish liaison between the students and faculty, as well as NSAY/2NA
- b. Recognition of the needs of students and facilitate their advocacy.
- c. Facilitation of check-in meetings with first year execs to see progression of each individual area.
- d. Attendance at NSAY board meetings.
- e. Attendance at bi-weekly 2NA board meetings.
- f. Representatives on the NSAY Executive board.
- g. Attend biweekly 2NA Board meetings.
  - i. Each representative must attend one of every two 2NA meetings.

#### **9. Associate Social Events Coordinator**

The roles and responsibilities:

- a. Formation of an Ad Hoc Events committee.
  - Development and management of one social event each month.
- b. Attendance at bi-weekly 2NA Board meetings.
- c. Work alongside the Director of Social to plan and carry out events.
- d. Provide post-event notes to LOO on student attendance, and general notes.

#### **10. Associate Academic Coordinator (2 Positions)**

The roles and responsibilities:

- a. Formation of Ad Hoc Academic Committee as needed.
- b. Establish liaison with NSAY-York University Student Nurse Mentorship Program (YUSNMP) if possible.
- c. Provision of academic-focused events, and skills as needed, for first year, 2nd-Entry nursing students.
- d. Attendance at biweekly 2NA Board meetings.

**Section C.2.** The Co-opted Executive members of the organization shall be the following:

1. Lead Public Relations Officer
2. Associate Public Relations Officer
3. Active Living Officer
4. Lead Returning Officer (LRO)

**Section D.** The duties of the Co-opted Executive are as follows.

#### **1. Lead Public Relations Officer**

The roles and responsibilities:

- a. Curation of 2NA branding including, but not limited to, logo creation and maintenance, or the delegation of this task as per member skillset.
- b. Creation and distribution of all 2NA advertising including, but not limited to, posters, banners, and merchandise.
- c. Submission of purchasing orders to vendors.
- d. Management of the 2NA website store, including order fulfillment.
- e. Advertisement of all events organized by 2NA executives

- f. Management of the advertising efforts of other executive members
- g. Assessment of the effectiveness of advertising techniques, with adjustment or improvement accordingly.
- h. Delegation of tasks to the Associate Public Relations Officer, when necessary.

## **2. Associate Public Relations Officer**

The roles and responsibilities:

- a. Assist with the curation of 2NA branding including, but not limited to, logo creation and maintenance, or the delegation of this task as per member skillset.
- b. Assist with the creation and distribution of all 2NA advertising including, but not limited to, posters, banners, and merchandise.
- c. Assist with advertisement of all events organized by 2NA executives.
- d. Assist with the management of the advertising efforts of other executive members.
- e. Assist with the assessment of the effectiveness of advertising techniques, with adjustment or improvement accordingly.
- f. Provision of support for the efforts of the Associate Public Relations Officer, when necessary.

## **3. Active Living Officer**

The roles and responsibilities:

- a. Prioritization of the mental wellness needs of the members and subsequently lead mental wellness and stress-relief activities and initiatives.
- b. Liaise with Stong College Athletics (ie. intramurals sign up)
- c. Provision of at least one active living event each month in collaboration with Social Director.
- d. Collaboration with other York University clubs to develop events for members in support of health promotion (mentally, socially and emotionally).

## **4. Lead Returning Officer**

The roles and responsibilities:

- a. Monitor the [LRO@2na.ca](mailto:LRO@2na.ca) email.
- b. Provide election oversight to ensure fair and equitable elections.
- c. Not required to attend bi-weekly meetings.
- d. No voting rights.

- 5. Any Ad Hoc volunteer position can be created with the support of the majority of the executive team. Any volunteer is entitled to have their hours logged on the co-curricular letter and may request a letter of reference. As with any member they may attend and address the executive team, though may not vote. The executive team may recognize or honour volunteers as they see fit.



## **ARTICLE V. Meeting Requirements and Procedures**

The Chair of the meeting shall make all determinations and interpretations with due regard to accepted rules of procedure, as articulated in Robert's Rules of Order\*.

\*Robert's Rules of Order is a recommended tool used for decision making.

The 2NA shall meet on a bi-weekly schedule, to be set on a semester-by-semester basis.

- A. The Chair shall notify 2NA members of the time and location of the meeting at least 24 hours in advance. Group should strive for 72 hours. This allows the group to be more inclusive and increase participation.
- B. All meetings shall have a Chair, who shall be nominated by a majority. The spirit of this clause is to have all members rotate the responsibility of Chairing Meetings.
- C. They will to the best of their ability, conduct the meeting in accordance with Roberts Rules of Order.
- D. Meeting documentation shall take the form of meeting minutes, which will be written by alternating Executive members.
  - a. At the outset of each meeting, the Chair will ask for a volunteer to take meeting minutes
  - b. If no one volunteers to be responsible for taking meeting minutes, the chair will arbitrarily select a board member to fulfill this role.
- E. The agenda for general meetings shall be set by the Lead Operations Officer (LOO) according to Robert's Rule of Order in collaboration with members and executives.
  - a. Every member has the right to add items to their agenda.
  - b. Every agenda gets approved at the start of said meeting.
- F. Any votes will take place by the Chair and active members shall have speaking privileges.
- G. In the event of a tie vote the motion will fail to carry.
- H. The President may call a special meeting, by Robert's Rule of Order.
  - a. In addition, any executive member can motion to call an emergency meeting with the support of three other executive members.
- I. An Annual General Meeting (AGM) shall be held once yearly.
  - a. All 2NA members may attend and participate in this meeting.
  - b. All members must be informed of this meeting at least 14 days prior and may be given the opportunity to propose motions at least 7 days prior.
  - c. At this meeting, the constitution and financial records shall be publicly reviewed.
- J. Quorum must be granted.
  - a. Quorum shall only be granted in the presence of at least 50% of the Executive team plus one member.
  - b. A voting member must indicate 24 hours in advance if they will not be able to attend a meeting through electronic communication to the official club email.

- c. Voting members may employ a proxy vote by emailing 2na.at.york@gmail.com with their decision
  - i. Must also alert the President, Vice-President, or LOO of this vote.
- d. If quorum is not reached for two consecutive bi-weekly meetings, then quorum shall be granted if 5 executives attend the third meeting.

## **Article VI. Elections**

- A. **2NA** will hold two annual elections.
  - a. September election period to be held during the first four weeks for Associate positions.
    - i. Positions will be held from beginning of Fall term until end of Winter term.
  - b. March election period for President, Vice President, Lead Operations Officer, Academic Director, Social Director, Student Outreach Director, Lead Cohort Representative, Lead Public Relations Officer, Active-Living Officer positions.
    - i. Positions will be held from end of Winter Term until the end of the following Winter term.
- B. Nominees for each position must demonstrate leadership experience, or outline similar experience that would be beneficial to said position.
  - a. This qualifying information will be sent out to all eligible voting members.
- C. One Election vote can be cast by each current Second-entry nursing student registered through YU connect.
- D. Any member may run for office given the following qualifications:
  - a. Previous leadership experience or personal interest or vision for the group (to be sent out to electorate).
- E. Election timelines and progression:
  - a. Nomination period will run for seven days.
    - i. LRO is announced, and the LRO contact email is made accessible to the eligible members.
    - ii. Any member may nominate themselves for multiple positions by emailing the LRO, or completing a nomination form if provided on the 2NA website.
  - b. Campaign meeting to take place at the conclusion of the nomination period.
    - i. During this time, the LRO shall:
      - 1. Announce all nominations for all available positions.
      - 2. Receive and communicate any candidates withdrawal.
    - ii. If a position is uncontested, that nominee shall be acclaimed.
    - iii. If a position is contested, then a campaign period shall begin.
  - c. Upon the conclusion of the campaign meeting, the campaign period will begin and run for seven consecutive days.
  - d. After the conclusion of the campaign period and before the election meeting, the voting period shall commence.

- e. A vote shall be cast by one of the two following ways:
  - i. In person during the Election meeting.
  - ii. Through email correspondence with the LRO within the voting period.
- f. Election meeting objectives:
  - i. The LRO counts all votes including email submissions.
  - ii. Announce the results of the vote within 24 hours.
- F. In the event of a vacancy of the President or a signing authority Executive member, the following shall take place:
  - a. Elections for President or signing officer should occur within 14 days of the vacancy. Members shall be notified by email.
  - b. All other positions to be voted on by the executives outside of the elections window.
  - c. Should the current President, Vice President, or Lead Operations Officer they must first relinquish their current role to be eligible for their new role.

## **ARTICLE VII. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION**

- A. Any member of **2NA** may submit allegations regarding the conduct of any other member by **Formal meeting**.
  - a. Such allegation should be directed to the **President or Vice President**, who shall then have **7 days** to investigate the allegations.
  - b. The finding of the investigation should then be presented to the membership **at the next general meeting**.
    - i. Privacy and confidentiality must be prioritized in these cases.
  - c. The complainant may wish to file a formal complaint with Sexual Violence Response Office (SVRO), OSCAR, or the YFS if privacy and confidentiality are of personal concern.
  - d. If able, the accused shall be given an opportunity to speak on their own behalf regarding said allegations through a presentation to board members.
  - e. Decisions will be made through a majority executive member vote when **quorum** is present.
  - f. In the event of a yes vote, the **President or Vice President** shall determine the method of discipline, which may include **resignation, censure, or impeachment**.
    - i. Further, the **President or Vice-President** may attempt to resolve any concerns with the assistance of the executive members.
    - ii. If the complainant remains unsatisfied with this measure, they may file a formal complaint with SVRO, OSCAR, or the YFS.
- B. If two consecutive meetings are missed, an email will be sent from the President inquiring if the member is safe and how they can be supported.
  - a. Additionally, the email will also function to remind said member that after a third missed meeting, they are eligible for censure or impeachment.

- C. Members have the right to request a leave of absence, which must be determined by a letter from Accessibility, SVRO, OSCAR, or the SoN.
  - a. This action must be supported by two executive members.

**ARTICLE VIII. FINANCIAL RESPONSIBILITY**

- A. The **Vice President and LOO** shall be the signing authorities for 2NA
- B. The **LOO** shall assume responsibility for creating financial reports and maintaining all financial records.
- C. In the event that **2NA** folds, any remaining funds will be **donated to a nursing charity determined by majority executive vote.**

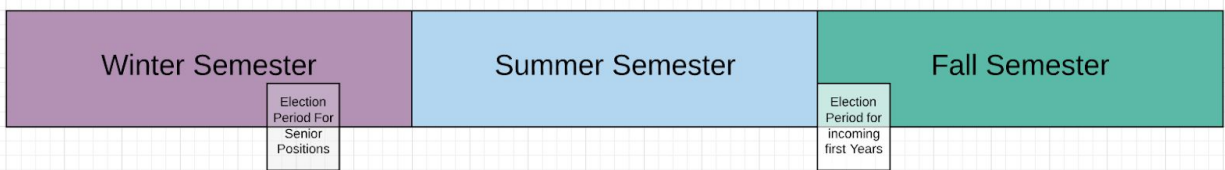
**ARTICLE IX. BY-LAWS AND AMENDMENTS**

- A. By-laws
  - 1. By-laws must be created by Executives.
  - 2. By-laws must be introduced within 24 hours of its proposal.
  - 3. By-laws must be sponsored by at least **two executives**, on an interim basis until it is voted upon at the Annual General Meeting, where it may be formalized.
  - 4. By-laws shall be adopted by a **majority** vote of the voting body.

**Appendix A. Election Process**



**Appendix B. Election Periods over the School Year**



**Appendix C. Organizational Flowchart**

