

# CONSTITUTION, BYLAWS, AND POLICY MANUAL

## The Recognized Constitution, bylaws, and policy manual of:

Graduate Students in Nursing Association  
October 15<sup>th</sup>, 2013

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### PART I: CONSTITUTION

#### Article I. Name

The name of the association is the “Graduate Students in Nursing Association” and is abbreviated “GSNA”.

#### Article II. Purpose

The GSNA exists to:

- advocate on behalf of, promote, and maintain the representation of nursing graduate students to the greater UBC community including, but not limited to: the Graduate Student Society of UBC, the UBC Alma Mater Society, the UBC Senate, the Office of the Provost, and the School of Nursing;
- create opportunities for nursing graduate student engagement in the UBC School of Nursing; and
- enrich the graduate student experience by supporting nursing graduate preparation across the four pillars of nursing (research, practice, leadership, teaching).

### PART II: BY-LAWS

#### Article I. Definitions and Interpretations

##### 1.1 Definitions

1.1.1 In these Bylaws and the Policy Manual:

“Association” means the Graduate Students in Nursing Association;

“Council” means those present at the Council meeting at which the decision in question is made;

“Council meeting” means a meeting held by the Executive and is open to members;

“Executive” means a committee of GSNA members holding Executive Offices;

“G+PS” means the Faculty of Graduate and Postdoctoral Studies of the University of British Columbia;

“GPC” means Graduate Programs Committee of the School of Nursing, the standing committee of UBC School of Nursing Faculty Caucus;

“GSS” means the Graduate Student Society of UBC;

- “graduate student” means a student currently registered in the Faculty of Graduate Studies at the University of British Columbia;
- “member” means a member of the Graduate Students in Nursing Association as defined and classified in Bylaw 2;
- “ordinary resolution” means a resolution based upon a majority of votes cast, excluding blanks and abstentions;
- “Policy Manual” means the Policy Manual of the Graduate Students in Nursing Association, established pursuant to Bylaw 7;
- “Representative” means a Graduate Students in Nursing Association member representing the interests of the association within the School of Nursing or the University of British Columbia community;
- “Senate” means the Senate of the University of British Columbia;
- “special resolution” means a resolution based upon a two-thirds majority of votes cast, excluding blanks and abstentions;
- “STaR” means the Scholarship of Teaching and Research Committee, a standing committee of UBC School of Nursing Faculty Caucus;
- “student number” means a member’s registration number at the University of British Columbia;
- “Student Services” means the Student Services located in the School of Nursing;
- “Student Services Centre” means the Student Services Centre of the University of British Columbia and is abbreviated “SSC”
- “University” means the University of British Columbia, Vancouver Campus, which is abbreviated “UBC”.

## **Article II. Membership in the Association**

### **2.1 Ordinary Membership**

- 2.1.1 The ordinary members of the Association are all students currently registered as Master’s or Doctoral students in the Nursing graduate program.
- 2.1.2 Notwithstanding Bylaws 2.2, 2.3 and 2.4, the total number of honorary, supporting and affiliated members shall not exceed the number of ordinary members, unless approved by the GSNA executive.

### **2.2 Honorary Members**

- 2.2.1 Honorary membership shall be granted to students who are not graduate students in nursing and wish to contribute to and obtain some member benefits from the GSNA.
- 2.2.2 Honorary membership shall be granted for the duration of that student’s studies at UBC.
- 2.2.3 Application for honorary membership shall be made by email to the Communications Officer through GSNA email.
- 2.2.4 Council or the Executive shall approve each application for honorary membership.

## **2.3 Supporting Members**

- 2.3.1 Supporting membership shall be open to all full-time staff and faculty members of the School of Nursing.
- 2.3.2 Supporting membership shall be granted for the duration of that staff or faculty member's employment at UBC.
- 2.3.3 Application for supporting membership shall be made by email to the Communications Officer through GSNA email.
- 2.3.4 Council or the Executive shall approve each application for supporting membership.

## **2.4 Affiliate Members**

- 2.4.1 Affiliate membership may be granted at the discretion of the Council to those societies and unincorporated organizations that have some commonality of purpose with the Association.
- 2.4.2 Affiliate membership shall be for one year, or such other period determined by Council at the time affiliate membership is granted, provided that affiliate membership shall in no case be granted for more than two years at a time.
- 2.4.3 Application for affiliate membership shall be made by email to the Communications Officer through GSNA email.
- 2.4.4 Council or the Executive shall approve each application for affiliate membership.

## **2.5 Suspension and Expulsion**

- 2.5.1 The GSNA Council may suspend or expel Honorary, Supporting or Affiliated members from the Association.
- 2.5.2 A member may only be expelled for a breach of the Constitution or Bylaws of the Association.
- 2.5.3 A member may be suspended or expelled only by a special resolution of Council at a meeting of which the member has received fourteen days written notice from another member including the reason for which suspension or expulsion is being considered. At such meeting the member shall be given the opportunity to be heard before the resolution is voted upon. The member may designate an agent to attend with them or in their place.
- 2.5.4 Suspension of a member shall be for a minimum of two months to a maximum of one year, as determined by Council.
- 2.5.5 A person or group expelled from the Association shall be eligible to apply for reinstatement to the Association for a period of one year unless Council rules that person or group is eligible to re-join at an earlier time.

## **2.6 Rights of Members**

- 2.6.1 All ordinary, honorary, and affiliate members shall be entitled to participate in council meetings and annual general meetings of the Association.
- 2.6.2 Each affiliate member may send up to two representatives to a meeting
- 2.6.3 Only ordinary members in good standing shall have voting rights in election of officers of the GSNA, council meetings, annual general meetings, or referenda of the Association.
- 2.6.4 Subject to Bylaw 9, all official documents of the Association shall be made available to any ordinary member upon reasonable request and seven days written notice.

- 2.6.5 The provisions of this section do not apply to individuals or groups of individuals by virtue of their membership in an organization, which is an affiliate member.

### **Article III. Meetings**

#### **3.1 Council Meeting**

- 3.1.1 The Association shall ordinarily hold council meetings once per month, except August, and must hold a minimum of 3 council meetings in a 12-month period.
- 3.1.2 The council meetings will be attended by the Executive and members.
- 3.1.3 Minutes of the meetings must be kept if Association decisions are to be upheld by the Executive in case of dispute, and shall be the accepted record of proceedings.

#### **3.2 Annual General Meeting**

- 3.2.1 There must be a minimum of one Annual General Meeting (AGM) in a 12 month period, and shall be held in January.
- 3.2.2 In addition to any other business proposed by executive or members, the following business shall be conducted at the Annual General Meeting:
- (a) Receiving the report of Executive with respect to activities of the preceding year,
  - (b) Receiving the financial statements.
- 3.2.3 The Chair or their designate from the Executive shall preside at the Annual General Meeting.
- 3.2.4 Members may submit items for placement on the proposed agenda of the Annual General Meeting, provided that the item is received by the Executive before the meeting.

#### **3.3 Special General Meeting**

- 3.3.1 A Special General Meeting shall be called by the Chair upon:
- (a) an ordinary resolution of the executive, or
  - (b) a petition delivered to the Chair that states the purpose of the meeting and is signed by 10% of the ordinary members with listed student numbers.
- 3.3.2 The Executive shall be responsible for ensuring that the notice requirements in Bylaw 3.4 are met.
- 3.3.3 The Chair, or their designate from the Executive, shall preside at a Special General Meeting.
- 3.3.4 If, within twenty-one days after the date of the delivery of the petition, the chair does not convene a Special General Meeting, the petitioners, or a majority of them, may themselves convene a Special General meeting to be held within two months after the date of delivery of the petition.
- 3.3.5 A Special General Meeting convened by the petitioners shall be convened in the same manner, as nearly as possible, as the AGM.

#### **3.4 Notice**

- 3.4.1 Notice of an ordinary meeting or AGM shall be given at least seven days prior to meeting through email that is available to all ordinary members who provide their address to the Association.

- 3.4.2 Notice of a Special General Meeting shall be given at least three days prior to the meeting
- 3.4.3 Notices of a meeting shall clearly state the date, time, place, and proposed agenda of the meeting.
- 3.4.4 The accidental omission to give notice of a meeting to, or the non-receipt of the notice by, any of the members entitled to receive notice does not invalidate proceedings of that meeting.

### **3.5 Quorum**

- 3.5.1 Quorum at a Council meeting is six members of the Association, including executive officers.
- 3.5.2 Quorum at an Annual, or Special General Meeting is 10% of the ordinary members of the Association, including executive officers.

### **3.6 Voting**

- 3.6.1 Each ordinary member shall be entitled to one vote at a Meeting.
- 3.6.2 Voting by proxy shall not be allowed.

## **Article IV. Officers**

### **4.1 Executive Officers**

- 4.1.1 The Executive Officers of the Association shall be the:
  - 4.1.1.1 Chair
  - 4.1.1.2 co-Chair
  - 4.1.1.3 Finance Officer
  - 4.1.1.4 Communications Officer
  - 4.1.1.5 Events Officer
  - 4.1.1.6 Administrative Officer

### **4.2 Election of Executive Officers**

- 4.2.1 The Executive Officers of the Association shall be elected by and from the ordinary members of the Association, no less than seven days prior to the Annual General Meeting.
- 4.2.2 The responsibility for proper conduct of the elections shall lie with the Administrative Officer.
- 4.2.3 Elections shall be conducted in accordance with the Policy Manual.
- 4.2.4 The duration of elections shall not exceed fourteen days.
- 4.2.5 The Executive Officers of the Association shall take office at the Annual General Meeting.
- 4.2.6 Elections shall be conducted in compliance with the Society Act, and may use voting systems provided by the University, including but not limited to the WebVote system.
- 4.2.7 By-elections shall be called by the Chair to fill vacant Executive positions. In the event of the Chair being vacated, the co-Chair shall call a by-election. An Executive Officer elected during a by-election will take office one week after the conclusion of the election.

### **4.3 Recall of Officers**

4.3.1 An Officer may be recalled by a special resolution of the Council at a meeting of which the Officer has received fourteen days' written notice including the reasons for which their recall is being considered. At such meeting, the Officer shall be given the opportunity to be heard before the resolution is voted upon. The Officer may designate an agent to attend with them or in their place.

### **4.4 Officer Vacancies**

- 4.4.1 In the event of the resignation, incapacitation, or absence of an Executive Officer without explanation for the duration of 60 days, both voting and non-voting members of the Council may appoint an individual of the Council to that position.
- 4.4.2 In the case of an explained prolonged absence of an Executive Officer, the Council shall appoint a temporary Officer, but only for the duration of the absence of the elected Officer.
- 4.4.3 In the event of the resignation, incapacitation, or absence of the Chair without explanation for the duration of 30 days, the co-Chair shall temporarily assume all duties of the Chair until the next general meeting. The Executive shall be immediately informed of such an occurrence via confident message. Following such notification, a special general meeting may be called. Council shall then either fill the position by appointment by a special resolution or call a by-election. In either case, the appointment shall be for the remainder of the previous Chair's appointment.
- 4.4.4 Upon appointment by Council or by-election, the new Officer shall assume their full responsibilities as described below.

### **4.5 Duties of the Executive Officers**

- 4.5.1 The Executive shall endeavor to work together to uphold the Constitution, Bylaws, and Policies of the Association.
- 4.5.2 The Chair will:
- a) Provide general supervision to the Executive team
  - b) Be responsible for the direction of GSNA activities in accord with the statement of purpose for the GSNA
  - c) Call, chair, and coordinate GSNA meetings
  - d) Advocate for students as per the UBC Guide to Student Rights and Responsibilities (AMS) and the CUPE 2278 agreement
  - e) Officially represent the GSNA at GSNA events or externally
  - f) Represent the GSNA at School of Nursing Faculty Caucus meetings as either the Master's or PhD student rep (according to which program the student is enrolled)
  - g) Coordinate strategic planning events as necessary for the Executive and/or members
  - h) Serve as the primary liaison with the Director of the School of Nursing

4.5.3 The co-Chair will:

- a) Attend Council and General meetings
- b) Chair GSNA meetings and/or acts as representative for GSNA if Chair absent
- c) Act as primary liaison for the GSNA with the Associate Director, Graduate Programmes
- d) Act as primary liaison for the GSNA with Student Services
- e) Advocate for students as per the UBC Guide to Student Rights and Responsibilities (AMS) and the CUPE 2278 agreement
- f) Design and coordinate annual feedback from members regarding the direction and priorities of the GSNA (e.g. focus groups or survey)
- g) Act as Master's or PhD student representative to GPC (according to which program the student is enrolled in)
- h) Act as contact person for concerns related to academic programs.

4.5.4 The Finance Officer will:

- a) Attend Council and General meetings
- b) Ensure financial transactions adhere to the budget
- c) Maintain financial records
- d) Prepare annual financial report and yearly budget for the Annual General Meeting
- e) Communicate the financial status of GSNA to Executive and membership
- f) Be responsible for organizing fundraising activities and seeking funding opportunities for the GSNA
- g) Assist Activity and Events Coordinator in composing School of Nursing grant proposals for GSNA funding events as needed
- h) Chair the finance committee, if established by Council (see Article V in the Policy Manual on standing committees)
- i) Represent GSNA on at least one of the following committees: GPC, Caucus, STaR or GSS Council

#### 4.5.5 The Communications Officer will:

- a) Attend Council and General meetings
- b) Be responsible for offering remote access to meetings for members who are off-site through means that may include, but are not limited to, Skype and Connect
- c) Facilitate communication between the Executive and membership, including circulating meeting announcements and minutes
- d) Oversee the internet presence of the GSNA and provide static content for School of Nursing website
- e) Maintain GSNA blog content including, but not limited to, club Constitution, Bylaws, and Policies; names and contact information of the Executive; Executive structure; and announcements related to GSNA activities
- f) Provide GSNA content to student services for the Nursing Graduate Student e-newsletter and the Nursing Matters newsletter
- g) Work with the Events Officer to plan and advertise GSNA social and orientation events
- h) Work with the rest of the Executive on projects that require communicating the mission, aim, etc. of the GSNA
- i) Chair the Communications Committee, if established by Council (see Article V in the Policy Manual on standing committees)
- j) Represent GSNA on at least one of the following committees: GPC, Caucus, STaR or GSS Council.

#### 4.5.6 The Events Officer will:

- a) Attend Council and General meetings
- b) Lead and delegate appropriately to plan, coordinate, and execute GSNA events including, but not limited to:
  - i) opportunities for students to present their research
  - ii) initiatives to promote professional and academic skills among graduate students
  - iii) orientation for new and returning students to the GSNA
- c) In coordination with the Communications Officer, organize design and printing of promotional material for GSNA events
- d) In collaboration with the Finance Officer, pursue funding opportunities for events (from School of Nursing and other sources as needed)
- e) Act as primary liaison with Alumni Committee and GSNA Alumni
- f) Represent GSNA on at least one of the following committees: GPC, Caucus, STaR or GSS Council



#### 4.5.7 The Administrative Officer will:

- a) Attend Council and General meetings
- c) Coordinate the election process for GSNA executive positions from September until December
- d) Chair the Elections Committee, in accordance with Article VI of the Policy Manual
- e) With the Elections Committee, coordinate GSNA members' participation in nomination processes for Senate and any other opportunities for nursing graduate student representation within UBC
- f) with the elections committee, coordinate referenda according to the GSS referendum procedures
- g) Record meeting minutes and submit to the Communication lead for circulation via email to membership
- h) Establish and maintain processes for collecting agenda items and documents for review at GSNA meetings from executive members prior to meetings, and composing and bringing agenda to GSNA meetings.
- i) Maintain and organize up-to-date electronic records as appropriate, including, but not limited to: member contact information, meeting records, election forms.
- j) Represent GSNA on at least one of the following committees: GPC, Caucus, STaR or GSS Council

### **Article V. Finances**

#### **5.1 Fiscal Year**

5.1.1 The fiscal year of the Association shall end on the 31<sup>st</sup> of December of each year.

#### **5.2 Budget**

5.2.1 The Association shall budget based on projected income and expenses for a fiscal year.

5.2.3 All expenditures of the Association must be authorized in a budget or budget revision duly approved by ordinary resolution of the Council.

### **Article VI. Constitutional Amendments**

6.1 An amendment may only be made at an Annual General Meeting, pursuant to Articles 3.2 and 3.5.2 of the Bylaws of the Association.

6.2 Upon resolution to amend the Constitution or Bylaws, Council shall immediately inform the GSS of the amendment.

### **Article VII. Policy Manual**

#### **7.1 Purpose and Content**

7.1.1 The Association shall maintain a Policy Manual outlining the policies and procedures for carrying out the activities of the Association.

## **7.2 Amendments**

7.2.1 Amendments of additions to the Policy Manual may only be made by:

- (a) ordinary resolution of the Council, or
- (b) special resolution of the Council.

7.2.2 Upon resolution to amend the Policy Manual, the executive shall immediately inform the GSS of the amendment.

## **7.3 Availability**

7.3.1 An updated copy of the Policy Manual shall be made freely and prominently available in hard copy posted on a bulletin board in graduate student space and on the Association website for the perusal of all members.

7.3.2 Every member of the Executive shall, on request, be given a single copy of the Policy Manual upon taking office, and may obtain copies of all amendments and additions thereto as they are made.

## **7.4 Authority of the Policy Manual**

7.4.1 The Policy Manual shall be binding upon the Association, subject only to the Constitution and Bylaws.

7.4.2 The Executive may, however, make a temporary amendment to any particular policy or procedure by ordinary resolution for a period not to exceed thirty days.

## **Article VIII. Rules of Order**

### **8.1 Procedure**

8.1.1 To ensure free and fair debate, all meetings of the Association shall be conducted in accordance with the basic principles of Canadian parliamentary procedure, with reference to the latest edition of Robert's Rules of Order.

## **Article IX. Records**

### **9.1 Location**

9.1.1 The minutes of all meetings of the Association, Executive, and its committees shall be kept and maintained by the Administrator and stored in a secured electronic format that is only accessible to GSNA Executive officers. The specific location of these records will be determined by Council.

### **9.2 Inspection**

9.2.1 All documents of the Association shall be open to inspection by any member, unless the document contains the following:

- 9.2.1.1 personal information which, if made available, may be considered an invasion of privacy or may jeopardize the safety of an individual.
- 9.2.1.2 advice, draft recommendations, or draft policies that have not been implemented,
- 9.2.1.3 documents that have not been submitted to Council.

## **PART III: POLICY MANUAL**

### **Article I. General**

#### **1.1 Definition**

- 1.1.1 These policies have been developed in accordance with the Association's Constitution and constitute the Policy Manual as described in the Bylaws. These policies must be read in conjunction with the Bylaws of the Association and must incorporate the definitions in the Bylaws.
- 1.1.2 In the event that any Policy is in conflict with a Bylaw, the latter shall prevail.
- 1.1.3 Only the Policies contained in this section shall be construed as constituting the Policy of the GSNA.

#### **1.2 Amending Procedure**

- 1.2.1 Amendments to existing policies or introduction of new policies must be in accordance with Bylaw 7.2

### **Article II. Membership Rights**

#### **2.1 Attendance at Council Meetings**

- 2.1.1 Only ordinary, honorary, and affiliate members may attend council meetings
- 2.1.2 Any member of the association may invite a guest to council meeting to deal with a specific issue. These guests:
  - (a) must be seated by the executive,
  - (b) may speak on the specific issue for which they have been seated,
  - (c) shall attend the meeting only when that specific item is under consideration or discussion

#### **2.2 Honorary Members**

- 2.2.1 In accordance with Bylaw 2.2, Honorary membership shall be extended to individuals who wish to contribute to the GSNA.
- 2.2.2 The Administrator shall maintain a list of such members and make this list available upon request from other members.
- 2.2.3 In accordance with Bylaw 2.5, Honorary membership may be withdrawn by a special resolution of the Executive or at the request of the Honorary member.

#### **2.3 Supporting Members**

- 2.3.1 In accordance with Bylaw 2.5, Supporting membership may be withdrawn by a special resolution of the Executive or at the request of the Supporting member.

#### **2.4 Affiliate Members**

- 2.4.1 In accordance with Bylaw 2.5, Affiliate membership may be withdrawn by a special resolution of the Executive or at the request of the Affiliate member.

### **Article III. Executive Committee**

#### **3.1 Terms of Reference**

3.1.1 The Executive shall:

- (a) carry out the duties collectively assigned by Bylaw 5 of the Bylaws,
- (b) carry out duties specifically assigned to it by the Executive,
- (c) undertake, in addition, the following tasks:
  - i. ensure that the Association's activities are carried out in a coordinated manner in accordance with executive policy,
  - ii. make recommendations as to the amendment of the Constitution, Bylaws and Policy Manual when appropriate,
  - iii. act as liaison with external bodies,

3.1.2 Quorum of the Executive Committee shall be one half of all Executive members.

#### **3.2 Powers and Duties of Members**

3.2.1 The Chair shall carry out the duties outlined by Bylaw 4.5.2.

3.2.2 The co-Chair shall carry out the duties outlined by Bylaw 4.5.3.

3.2.3 The Finance Officer shall:

- (a) carry out the duties outlined by Bylaw 4.5.4.
- (b) ensure the completion of the Association budget process as described by Article V of the Bylaws.

3.2.4 The Communications Officer shall carry out the duties outlined by Bylaw 4.5.5.

3.2.5 The Events Officer shall carry out the duties outlined by Bylaw 4.5.6.

3.2.6 The Administrative Officer shall carry out the duties outlined by Bylaw 4.5.7.

#### **3.3 Representatives and Proxies**

3.3.1 Executive members shall automatically forfeit their seat if absent for three consecutive Council meetings a year without providing proper advanced notice to the chair

### **Article IV. Council members**

#### **4.1 Notice of Meeting Dates**

4.1.1 Notice of the location and date of each Council and general meeting shall be given out at least seven days prior to the meeting

#### **4.2 Maintenance and Access to Meeting Records and Documentation**

4.2.1 The Administrator will ensure that true copies of all documents and records of the Association and its Committees for the previous calendar year are deposited regularly in the GSNA Archives.

4.2.2 GSNA Archives will be maintained in electronic format in the location specified in Article IX of the Bylaws.

4.2.3 The Administrator will ensure that true copies of all document and records produced by the Association and its Committees can be available to all members of the Association.

- 4.2.4 Unless otherwise approved by Council or by the Executive, any cost associated with reproduction of Association documents or records shall be at the expense of the requesting member or group.
- 4.2.5 Unless authorized by the Executive, removal or alteration of original copies of Association documents and records by a member will be deemed to be a breach of the Bylaws and Policy and in accordance with Bylaw 2.5, members may be suspended for such activities.

### **4.3 Association Appointments to other Organizations**

- 4.3.1 The Council shall appoint Representatives to other organizations in accordance with Association Bylaws and the Bylaws and policies of the other organizations. Council may also:
  - (a) in accordance with policy contained within this section, declare vacant any position to which it has previously appointed an Association Representative, and
  - (b) in the event of resignation, departure or a declared vacancy in an Association Representative position, act to fill the position by new appointment.
  - (c) appoint alternates in addition to Representatives to other organizations in order to make sure a GSNA member represents the Association whenever it is in the interests of the Association
- 4.3.2 Any Association Representative to any other organization shall:
  - (a) report to Council members on any developments which might be of interest to the Association at council meetings, and
  - (b) if called upon to speak on behalf of the Association, have obtained the advice of Council through a formal motion or, where time does not permit, through the Executive.
  - (c) Notify the Executive as soon as he or she is aware that he or she will not be able to attend a meeting of the other organization, at which point another Executive member who is eligible to attend may volunteer to attend as an alternate.
  - (d) In the event that no eligible Executive member is able to attend a meeting of the other organization, the Representative may, in consultation with the Executive, appoint an alternate to represent the Association at meetings and events of the other organization.
  - (e) Orient any alternate attending a meeting of another organization to the issues and terms of reference of the organization.
- 4.3.3 The majority view of the attendees at Council meetings shall be the view of the Association for all matters related to the Association's position vis-à-vis other organizations.
- 4.3.4 If an Association Representative cannot in good conscience follow the majority view, they may do one of the following:
  - (a) seek a proxy, if permitted, who supports the majority view,
  - (b) or resign so that a new Representative may be appointed according to Article 4.3.1 of the Policy Manual.

- 4.3.5 Failure to adhere to these guidelines will be considered to be a breach of the terms of appointment or election and the positions will be declared to be vacant by Council.
- 4.3.6 Council may declare any such position vacant if, in its opinion, the Representative has not been faithful and accurately representing the views of the GSNA.

#### **4.4 Additional Rules of Order for Council Meetings**

- 4.4.1 For any appointments or contracts requiring approval by Council, all candidates or directly involved parties may, at the discretion of the Chair, be asked to leave for the duration of the vote.
- 4.4.2 Conducting discussions in camera:
  - (a) Any member of Council may request to move into camera for further discussion. Upon moving into camera, the member wishing to do so shall state their reasons for the action and Council shall decide, by ordinary resolution, whether to stay in camera.
  - (b) No vote shall be held in camera except to decide whether to remain in camera.
  - (c) When Council moves into camera, all individuals other than the voting and non-voting members of Council must leave the meeting. Council may also invite specified individuals to attend the in camera portion of a meeting.
  - (d) Individuals attending the in camera portion of a Council meeting shall not disclose any information discussed in camera to any person, including other Executives or members of Council, without authorization of Council.
- 4.4.3 Conflict of Interest:
  - (a) A conflict of interest occurs when a Representative or a relative or close friend of that Representative may benefit in a financial manner or in any significant material matter from a Council decision.
  - (b) Any member with a potential conflict of interest shall immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest through majority vote of all members less those with the potential conflict of interest.
  - (c) No member shall vote on decisions where they have a conflict of interest.
  - (d) If a member of Council is concerned that another member of Council is in a potential conflict of interest situation they have not declared, then that member can bring this to the attention of Council. Council shall then decide whether the nature of the situation is a conflict of interest as outlined in Policy 4.4.3.a.
  - (e) The provisions outlined in this section shall not override any other specific provisions describing specific situations of conflict of interest, or handling of specific potential conflicts of interest.

### **Article V. General Committee Policy**

#### **5.1 Standing Committee Membership and Structure**

- 5.1.1 In order to assist in carrying out the work of the GSNA, including tasks assigned to specific Executive Offices, Council may establish Standing Committees, Special Committees, Ad-Hoc Committees, or Task Forces.
- 5.1.2 Every Standing Committee, Special or Ad-Hoc Committee, or Task Force appointed by Council (hereinafter referred to as a "Committee"), must follow this general committee policy and be approved by Council.

- 5.1.3 The Standing Committee of the Association is:
  - (a) Elections Committee
- 5.1.4 The Executive, in consultation with the rest of Council, may establish additional Standing Committees including, but not limited to:
  - (a) Communications Committee
  - (b) Events Committee
  - (c) Finance Committee
- 5.1.5 Subject to the approval of Council, any ordinary member of the Association may join any Committee unless otherwise specified in the Committee's terms of reference.
- 5.1.6 Subject to the approval of Council, Honorary, Supporting, and Affiliate members of the Association may be appointed as advisors to any Committee unless otherwise specified in the Committee's terms of reference.
- 5.1.7 Council shall appoint members to Committees by ordinary resolution.
- 5.1.8 If Council does not select a Chair, and a Chair is not designated in the Committee's terms of reference, then the Committee shall elect a Chair from among its members.

## **5.2 Responsibilities of Committee Chairs**

- 5.2.1 The Chair of each Committee shall:
  - (a) give a report on the Committee's work at each Council meeting,
  - (b) notify all Committee members of the time, place and proposed agenda of all meetings of the Committee seven days prior,
  - (c) ensure other Committees are provided with any information relevant to the Chair's Committee that they need in order to properly carry out their duties or make decisions,
  - (d) be responsible for the orientation of Committee members, including advising them of their duties, and for the effective operation of the Committee including:
    - (i) designating a substitute Chair for meetings the Chair is unable to attend,
    - (ii) initiating the Chair's replacement on the Committee by Council, in the event the Chair must step down,
    - (iii) striving to have the Committee meet at regular times and places,
    - (iv) running meetings efficiently, and addressing complaints from Committee members about conduct at meetings,
    - (v) encouraging members to actively contribute to the work of the Committee, and
    - (vi) encouraging open discussion of item or topics.
- 5.2.2 The chair has the discretion to apply Robert's Rules of Order at Committee meetings. Where there is a conflict between Robert's Rules and the Bylaws and/or Policy Manual of the GSNA, the Bylaws and Policies will be followed.

## **5.3 Committee Meetings**

- 5.3.1 A meeting of a Committee may be called by the Chair of the Committee, or by any two members of the Committee.
- 5.3.2 Any member of a Committee, except the Chair, may appoint a proxy from among the members of the Association so long as at least three days' notice has been given to the Chair. The Chair may designate another member of the Committee as an acting Chair during the Chair's absence.

- 5.3.3 Unless otherwise approved by Council, quorum for a Committee shall be at least one half of the members of the Committee.
- 5.3.4 No member shall hold more than one vote at any Committee meeting, even in the case of joint meetings of two or more Committees.
- 5.3.5 A committee member other than an *ex officio* member who misses three meetings without providing regrets and a legitimate reason, as defined by the Chair, for missing the meeting shall be removed from the Committee at the Chair's discretion.

#### **5.4 Committee Decision-Making**

- 5.4.1 If a Committee decision involves another Committee, either the affected Committee(s) must approve the decision, or the matter must be referred to Council.

#### **5.5 Committee Disputes and Deadlocks**

- 5.5.1 With the exception of the Elections Committee, any ordinary member of the society may appeal any Committee decision to Council, whose decision shall be final. However until such time that Council decides, the Committee's decision shall stand.
- 5.5.2 In the event that a Committee fails to arrive at a decision on a particular matter after two consecutive Committee meetings, the Committee may request Council make the decision on the Committee's behalf.
- 5.5.3 In the case of a dispute regarding a Committee's jurisdiction over particular matter, any Committee chair may request Council to rule on the dispute.

#### **5.6 Committee Restructuring**

- 5.6.1 If a Committee has not, in the view of any member of the Association, been functioning according to Bylaws or Policy Manual, the member may recommend to Council that the Committee's membership be reconstituted.
- 5.6.2 Council may, by special resolution, remove a member of a Committee so long as the member to be removed has been given written notice of the motion fourteen days before the Council meeting, including reasons for which their removal is being considered.

#### **5.7 Election Committee Terms of Reference**

- 5.7.1 The Elections Committee shall be responsible for conducting the Association elections in accordance with the procedures as described below.
- 5.7.2 The Elections Committee shall follow the policies of the Association in regards to the election procedure established here and not impose additional rules or procedures other than those defined here.
- 5.7.3 In addition to conducting Association elections, the Elections Committee will coordinate GSNA members' participation in nomination processes for Graduate Council, UBC Senate, and any other opportunities for nursing graduate student representation within UBC
- 5.7.4 The Elections Committee will also administer any referenda, following the GSS process for referenda.



5.7.5 The Elections Committee shall:

- (a) be chaired by the GSNA Administrative Officer. Should the Administrative Officer be running in the Elections, a new committee Chair will be appointed by Council no later than the November Council meeting. The Chair will be:
  - (i) designated Chief Electoral Officer and
  - (ii) disallowed to stand for election,
- (b) consist of the Chief Electoral Officer and at least two other members of the Association approved by Council, who, as with the Chief Electoral Officer, cannot stand for election,
- (c) be formed no later than September of each year in anticipation of completing the elections process by December,
- (d) meet at least once per month until the official announcement of the results of the election,
- (e) advertise the calling for nominations and announcement of the date, time and place of web voting.
- (f) meet with candidates to present the rules and procedures governing the elections after the nomination period closes. This meeting shall decide ordering of candidates on ballots by a numbered draw and rules surrounding any other informational materials,
- (g) obtain a list of all eligible voters from the Student Services, and submit a report to the Council following the Election and make such recommendations as it deems proper.

5.7.6 The Elections Committee may:

- (a) in the event of a breach of Elections Policy, penalize a candidate. The Elections Committee shall determine remedies for such penalties, and its decision shall be final. Any such penalties or remedies and accompanying evidence must be presented to Council. Penalty options include, but are not limited to:
  - (i) removal of campaign material,
  - (ii) retraction of campaign material,
  - (iii) correction of campaign material,
  - (iv) disqualification of the candidate from the election, and
  - (v) any combination of the aforementioned penalties,
- (b) organize a public “meet-the-candidates” meeting before the opening of the web-vote and
- (c) organize a newsletter providing the candidates an opportunity to present their backgrounds and positions.

## **Article VI. Election Procedure**

### **6.1 Date for Elections**

- 6.1.1 The dates for the GSNA Elections shall be set by the Administrative Officer no later than the November Council meeting.
- 6.1.2 The period of campaigning shall last no more than two weeks and extend until the closing of polls.
- 6.1.3 Council shall confirm the results of the Elections no later than the January Council meeting.

## **6.2 Nominations**

- 6.2.1 The nomination form is available in Appendix II.
- 6.2.2 Only nominations from individuals having attended 3 or more GSNA Council meetings will be allowed for the position of Chair.
- 6.2.3 Nominations are to be open for a period of two weeks and shall close one week prior to the opening of Polling.
- 6.2.4 Nominations shall be filed with the Chief Electoral Officer.

## **6.3 Ballot Layout**

- 6.3.1 Online Ballots shall include the candidates' given names and surnames; the only changes allowed are the listing of candidate names, unless approved by Council.
- 6.3.2 The ordering of candidates shall be determined, by the Electoral Committee in conjunction with the candidates, by a method deemed fair and equitable prior to the start of the campaign.
- 6.3.3 The ballots shall carry an extra candidate for each position, called "Reopen Nominations," the purpose and method of which shall be clearly explained.

## **6.4 Reopen Nominations**

- 6.4.1 The purpose is to give members the option to call a new election if all the candidates for a position are considered unsuitable.
- 6.4.2 The votes for "Reopen Nominations" shall be counted as for all other candidates. If "Reopen Nominations" wins an election, then that position shall be declared vacant, and a new election (for that position only) shall be called by the Chief Electoral Officer.
- 6.4.3 If nominations are reopened, all candidates are eligible to be re-nominated, but must each be re-nominated through the process in 6.2 above. A re-nominated candidate is permitted to campaign for the same duration as the other candidates in the second election.

## **6.5 Campaigning**

- 6.5.1 Campaign material must be posted in accordance with UBC Building Policy.
- 6.5.2 If polling stations are used, there shall be no campaigning within ten metres of the polling station(s) when polls are open.
- 6.5.3 Candidates are responsible for informing anyone campaigning on their behalf as to the contents of this Policy Manual.
- 6.5.4 Candidates may not use any email distribution lists administered by UBC, its Faculties, or departments during their campaign.
- 6.5.5 Candidates may not use any GSNA email distribution lists for the purposes of their campaign.
- 6.5.6 Candidates may be held responsible for inappropriate conduct by anyone campaigning on their behalf.

## **6.6 Polling**

- 6.6.1 Polling shall normally take place via UBC WebVote.
- 6.6.2 If conducted online, polls will be open for 7 days.

- 6.6.3 The Chief Electoral Officer, in conjunction with the WebVote Manager when WebVote is used, shall:
- (a) Clarify which graduate students are allowed to vote (i.e. not on-leave)
  - (b) Ensure the number of nursing graduate students currently enrolled and not on leave according to UBC Nursing Student Services matches the number at Enrolment Services.
  - (c) Send the election ballot draft questions to the WebVote manager one week before the expectation of online polls opening or otherwise have the final ballot prepared in advance of polling.

## **6.7 Announcing Results**

- 6.7.1 At the conclusion of the one-week web-vote, a preliminary report shall be drawn up by the Chief Electoral Officer and announced within five business days of the polls closing.
- 6.7.2 The Council shall meet immediately following the end of the procedures indicated in 6.1, to confirm the results of the election.

## **6.8 Complaints**

- 6.8.1 Any complaint by a member of the Association regarding the elections should be reported in writing to the Chief Electoral Officer not later than five working days after the announcement of the election results; this is referred to as the “complaint period”.
- 6.8.2 Any candidate may choose to request a recount within the complaint period. Recounts are to be done according to UBC election regulations.
- 6.8.3 A candidate may appeal the election results to Council, which may appoint an ad-hoc committee to conduct an official recount.

## **6.9 By-Elections**

- 6.9.1 By-elections may be called by Council to fill any executive vacancy.
- 6.9.2 By-elections shall be conducted under existing Elections Procedure.
- 6.9.3 Subject to Council’s discretion, the By-Election period may be shorter than the regular election period.

## **Article VII. Position Statement**

### **7.1 Definitions**

- 7.1.1 A “position statement” is the Association’s means of expressing an opinion, sentiment or principle. It cannot be used to establish internal procedure or policy for the Association.
- 7.1.2 A position statement shall contain a preamble explaining the reasons for expressing an opinion, sentiment or principle, and a resolution declaring the opinion, sentiment or principle.

### **7.2 Adoption of Position Statements**

- 7.2.1 Notice of proposed position statements or amendments to any existing position statements should be at least seven days.
- 7.2.2 Position statements may only be adopted by:

- (a) a special resolution by Council, for which the quorum is not less than that specified for an ordinary resolution in Bylaw 3.5.1, or
- (b) resolution at an AGM.

**7.3 Expiration of Position Statements**

7.3.1 A position statement shall remain in effect for up to one year from the date of its adoption.

7.3.2 A position statement may be explicitly suspended or rescinded by Council upon a special resolution, for which the quorum is not less than that specified for an ordinary resolution in Bylaw 3.5.1.

**7.4 Position Statement Archive**

7.4.1 All position statements adopted by Council shall be archived and be available to all members upon request.

## **PART IV: APPENDICES**

### **Appendix I: Contact Information for Executive Officers**

Position: Chair

Kristi Panchuk

Email: Kristi.panchuk@alumni.ubc.ca

Position: Co-chair

Name: Adam Luna

Email: adamlunasf@alumni.ubc.ca

Position: Finance Officer

Name: Laszlo Kalmar

Email: laszlokalmar@shaw.ca

Position: Communications Officer

Name: Sarah Desroisiers

Email: azadarn@gmail.com

Position: Events Officer

Name: Hanneke Croxen

Email: hanneke.croxen@gmail.com

Position: Administrative Officer

Name: Sarah Liva

Email: sarah.liva@alumni.ubc.ca

### **ACTIVE MEMBERSHIP**

To be constituted, you must have and maintain at least 10 active non-executive UBC members  
Name:

1. Carla Hilario
2. Emily Jenkins
3. Angela Heino
4. Jae-Yeung Kwan
5. Tracy Truant
6. Leah Lambert,
7. Susan Lin
8. Wendy Masinde
9. Monica Swanson
10. Emma Hardwick.

**ASSOCIATE MEMBERS** – None

**HONORARY MEMBERS** – None

**Note: The number of Associate and Honorary members may not be more than one third (1/3) of the total membership.**

**Appendix II: Nomination Form for GSNA Elections**

**UBC Nursing Graduate Student Association  
Nomination Form for the Executive**  
(Applicable for all elected offices of the Association)

Name: \_\_\_\_\_

Nominated Position: \_\_\_\_\_

Student #: \_\_\_\_\_

Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # (Home): \_\_\_\_\_

Phone # (Office): \_\_\_\_\_

**Nominators:** 3 signatures are required. The nominators must be currently enrolled in a Graduate Program housed in the School of Nursing.

	Name (please print)	Student #	Program	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I hereby accept the nomination for the above position. I am aware of the responsibilities this position entails. I am willing to abide by must abide by the Constitution and Policies of the GSNA. I, as well as the nominators, are currently enrolled in a Graduate Program housed in the School of Nursing.

Signature of Candidate: \_\_\_\_\_ \*Date: \_\_\_\_\_

\* Signature of the candidate must be performed in front of the Chief Electoral Officer or a designated staff member in the Student Service Centre at the School of Nursing. Photo I.D. will be required.

Signature of Witness: \_\_\_\_\_ Name of Witness: \_\_\_\_\_