



## **CONSTITUTION**

Revised by: Stephanie Pialis, President, NSO 2023-2024

& Judy Liou, RNAO Membership Outreach Coordinator

Adopted May 11, 2023

# Table of Contents

- Article 1: Terms of Reference..... 2**
  
- Article 2: Functions of NSO ..... 2**
  - Section 1.1: Purpose ..... 2
  - Section 2.1: Mission Statement ..... 2
  - Section 3.1: Values ..... 2
  - Section 3.2: Objective ..... 3
  - Section 3.3: Responsibilities ..... 3
  - Section 3.4: RNAO Responsibilities to NSO..... 3
  
- Article 3: The Membership ..... 3**
  - Section 1.1: Member ..... 3
  - Section 1.2: Rights and Responsibilities of Non-Executive Members ..... 3
  
- Article 4: Executive Member ..... 4**
  - Section 1.1: Executive Positions..... 4
  - Section 1.2: Responsibilities of the Executive Officers ..... 4
  - Section 1.3: Term of Office ..... 4
  - Section 1.4: Impeachment ..... 4
  
- Article 5: Nomination, Election and Installation of Officers ..... 5**
  - Section 1 ..... 5
  - Section 2 ..... 5
  - Section 3.1: Nominations ..... 5
  - Section 4.1: Ballots ..... 6
  - Section 5.1: Campaigning ..... 6
  - Section 6.1: Installment of Officers ..... 6
  - Section 7.1: Vacancies ..... 6
  
- Article 6: Duties of Executive Officers ..... 7**
  - Section 1: Presidential Duties ..... 7
  - Section 2: Vice President Duties ..... 7
  - Section 3: Indigenous Student Officer Duties ..... 8
  - Section 4: Policy and Political Action Officer Duties ..... 8
  - Section 5: Membership Officer Duties ..... 9
  - Section 6: Communications and Public Relations Officer Duties ..... 10
  - Section 7: Committee Coordinator Duties ..... 10
  - Section 8: Social Media Ambassador Duties ..... 11
  - Section 9: Past President Duties ..... 11
  - Section 10: President Council Duties ..... 12
  - Section 11: Duty of All NSO Executives..... 12
  
- Article 7: Meetings/Quorum ..... 12**
  - Section 1 ..... 12
  - Section 2 ..... 13
  - Section 3 ..... 14
  - Section 4 ..... 14
  
- Article 8: Social Media Use ..... 15**
  - Section 1 ..... 15

<b>Article 9: Committees</b> .....	<b>15</b>
Section 1 .....	15
Section 2 .....	15
Section 3 .....	16
Section 4 .....	16
<b>Article 10: Finances of the NSO</b> .....	<b>16</b>
Section 1 .....	16
<b>Article 11: Parliamentary Authority</b> .....	<b>17</b>
Section 1 .....	17
<b>Article 12: Constitutional Amendment</b> .....	<b>17</b>
Section 1 .....	17

## **Article 1: Terms of Reference**

**1.1** The name of this interest group is the “Nursing Students of Ontario,” (formerly the Provincial Nursing Student Interest Group), henceforth shall be referred to as NSO.

## **Article 2: Functions of NSO**

### **Section 1**

#### **2.1 Purpose**

The Nursing Students of Ontario (NSO), as the student arm of the Registered Nurses Association of Ontario (RNAO), represents and acts as a resource for Ontario’s nursing students. It focuses on the needs, concerns and matters of the nursing student body.

### **Section 2**

#### **2.2 Mission Statement**

*We represent the nursing students of Ontario by empowering nurses of tomorrow, today.*

Our mission is to promote, support and empower the full participation of Ontario nursing students as a significant voice within society.

We strive to uphold the Calls to Action as brought forth by the Truth and Reconciliation Commission of Canada and to continue education of our executive positions and our members.

We are committed to empowering Ontario nursing students through leadership, visibility, and education.

We are the leaders of tomorrow speaking out for Ontario nursing students, the nursing profession and health.

We seek collaboration with provincial stakeholders through political action, professionalism and research to ensure the best health care possible for Ontarians now and in the future.

We value human dignity, inclusiveness, and diversity amongst all our members.

### **Section 3**

#### **3.1 Values**

- a. NSO shares the core values of RNAO
- b. NSO respects human dignity
- c. NSO values diversity amongst our members
- d. NSO values the teachings and practices of Indigenous peoples
- e. NSO values the need, and importance in creating a safe space for our members and officers
- f. NSO promotes, supports and empowers nursing student interests

### **3.2 Objectives**

- a. To actively support the initiatives of RNAO
- b. To provide a forum for communication and the exchange of ideas
- c. To lobby for improved recognition of nursing students
- d. To collaborate with nursing students and health care professionals provincially
- e. To lobby on behalf of nursing students for the recognition of and positive image of nursing student status
- f. To promote professional growth and adaptation to changing health care trends
- g. To encourage participation of nursing students in continuing education and research

### **3.3 Responsibilities**

- a. To optimize the role of the registered nursing student through promotion of and participation in advocacy, networking, and political action around student issues
- b. To collaborate with other interest groups and organizations having similar interests
- c. To serve members of NSO through advocacy, programs and events
- d. To keep in touch with members in order to provide information to them and elicit information from them
- e. To support recruitment and retention efforts

### **3.4 RNAO Responsibilities to NSO**

- a. To provide guidance to new executive officers on various RNAO matters
- b. To provide ongoing support and guidance related to political action, communication and media, recruitment and retention, education and other issues as required
- c. To collect membership dues
- d. To keep NSO informed of new and existing members

## **Article 3: The Membership**

### **Section 1**

#### **1.1 Member**

- a. All members of NSO must be a RNAO member
- b. Student membership to RNAO automatically includes membership to NSO at no further cost
- c. All members of NSO, other than those mentioned in section 1.1 d., are voting member of the NSO.
- d. Any Registered Nurse who is a member or associate of the RNAO may, upon application, become a member of NSO for a fee to be decided by the NSO executive providing. They will be granted ex-officio status.

### ***1.2 Rights and Responsibilities of Non-Executive Members***

The rights and obligations of non-Executive NSO members are:

- a. To make a motion or amendment provided that such is in order.
- b. To raise questions of order, privilege, appeal, and of any points of parliamentary procedure.
- c. To vote in all NSO elections. This privilege shall be granted only to ordinary members.
- d. To hold any office in the NSO, subject to the provisions in ARTICLES 4 & 5.

## **Article 4: Executive Officers**

### **Section 1**

#### ***1.1 Executive Positions***

Include:

1. President
2. Vice-President
3. Indigenous Student Officer
4. Policy and Political Action Officer(s) \*
5. Membership Officer(s) \*
6. Communications and Public Relations Officer(s) \*
7. Social Media Officer(s) \*
8. Committee Coordinators (minimum 2)
9. Past-President (Ex-Officio)
10. Members of the President's Council (Ex-Officio)

\* Two (2) positions are available

#### ***1.2 Responsibilities of the Executive Officers***

The NSO executive shall:

- a. Coordinate RNAO activities at the NSO level
- b. Administer the affairs of NSO
- c. All Executive Positions in the NSO must complete a mandatory cultural safety training course in order to sit on the Board.

### **1.3 Term of Office**

- a. The terms of each Executive Officer shall be for one year from the date of appointment which shall begin June 1 and terminate May 31. Executive members may opt for renewal of their position for a second term providing that they continue to meet the criteria of membership of NSO as per ARTICLE 3.
- b. No Executive Officer shall hold more than one voting position on the NSO Executive at any one time.
- c. Executive members must be enrolled in an undergraduate nursing program for the majority of their executive term

### **1.4 Impeachment**

- a. Any student member of NSO wishing to impeach an Executive Officer of the NSO will present a letter, in confidence, outlining their reasons for impeachment to the PRESIDENT, who will then act as the Petitioner at the impeachment proceedings. This procedure is default if the student wishes to impeach the PRESIDENT in which case the PAST-PRESIDENT will receive the letter in question and act as the Petitioner.
- b. The Petitioner will present the request for the impeachment at the closed session of the next Executive meeting of the NSO.
- c. An Impeachment Committee will be selected from the remaining Executive Officers to conform to the following specifications
  - i) One Chair, non-voting.
  - ii) Two NSO Executive Officers.
  - iii) One outside member from RNAO.
- d. It shall be the duty of the Chair:
  - i) To inform the Defendant of the impeachment proceedings.
  - ii) To arrange an agreeable date, time, and location for the hearing and inform all concerned individuals of such information.
  - iii) To chair the hearing ensuring that all individuals are given an opportunity to
  - iv) speak if they so desire.
  - v) To notify the NSO Executive and the Defendant of the hearing results.
- e. Those to be present at the hearing are:
  - i) The Petitioner
  - ii) The Chair
  - iii) All Impeachment Committee members
  - iv) The Defendant
  - v) Any individual who the Defendant feels will substantiate their defense
- f. After the arguments of both the Defendant and the Petitioner have been heard, the Impeachment Committee will retire to closed chamber for deliberations and voting.
- g. In the event that the Impeachment Committee reaches a decision of impeachment, the Impeached shall immediately surrender their position, and a by-election will be held in accordance with ARTICLE 5.

## **Article 5: *Nomination, Election, and Installation of Officers***

### **Section 1:**

**1.1** It is the responsibility of the NSO to recognize the Returning Officer at the beginning of an election process. The Returning Officer shall be the liaison at RNAO home office of the NSO Nominations Committee as outlined in **Section 2**.

### **Section 2:**

**2.1** It shall be the duty of the **Returning Officer** to:

- a. Organize and coordinate all election proceedings.
- b. To set the election date.
- c. To accept the Nominations of the Candidates for the NSO Executive Offices.
- d. Count electoral ballots.
- e. Announce the results of the election.

### **Section 3:**

#### **3.1 *Nominations***

- a. Nominations for the Candidates of the Officers of the NSO shall be presented in writing to the Returning Officer at least ten days prior to the NSO election date.
- b. All nomination forms must include the name of the candidate, their year; the position nominated for and must be emailed by the Candidate.
- c. The returning officer will email the nominee back to ensure they accept their nomination and to confirm their nomination has been received.
- d. Notice of names of nominations shall be posted on the NSO website one week prior to the election date. Once names have been posted Candidates are permitted to commence their campaigns.

### **Section 4:**

#### **4.1 *Ballots***

- a. Voting shall be by closed ballots via email and shall be sent to the RNAO Project Coordinator at RNAO Head Office.
- b. All elections shall be decided by the majority vote.
- c. The PAST PRESIDENT shall cast a ballot before the voting begins and this vote shall be held in a sealed envelope by the Returning Officer in the event of a tie.
- d. Numerical results shall be released to Candidates only.
- e. Written requests on behalf of ten of the NSO members for a recount shall be presented to the Returning Officer no later than forty eight (48) hours after the results have been declared.

### **Section 5:**

#### **5.1 *Campaigning***

- a. Active campaigning can include posters and visits to nursing classes, provided that the Candidate has arranged the time with the instructor prior to the date of the class.



## **Section 6:**

### ***6.1 Installment of Officers***

- a. The Elected Officers shall be ceremoniously installed at the Annual General Meeting, which is subject to ARTICLE 7.

## **Section 7:**

### ***7.1 Vacancies***

- a. Vacancies during the term of office and after the official election shall be filled within two weeks. The subsequent election shall be approved and arranged by the NSO.
- b. Should any member of the Executive be unable to fulfill his/her obligations, a byelection will be held. Should the Executive member be able to give advance notice, then upon resignation, a maximum of three academic weeks of service must be completed. In the event that the Executive member is unable to give advance notice of his/her resignation, then their predecessor, if able, will be requested to hold this position up to three academic weeks. In either case, a byelection will be held. Should the predecessor be unable to fulfill the position as the NSO sees fit, the PRESIDENT will delegate the responsibilities of the missing Executive member to the other Executive members.
- c. Should any Executive position on the NSO not be filled at the annual election, the PRESIDENT will delegate the responsibilities of the unfilled position to the other Executive members. At the NSO's discretion, a by-election will be held.

## ***Article 6: Duties of Executive Officers***

### **Section 1**

**1.1** It shall be the duty of the **PRESIDENT** to:

- a. Provide leadership and supervision over the business of NSO
- b. Act as a link between NSO and RNAO activities
- c. Collaborate with RNAO ED and other department executives to develop goals and objectives fitting with the RNAO/NSO mission and mandate.
- d. Chair all executive meetings and the Annual General Meeting of NSO
- e. Delegate and monitor roles as required
- f. Chief Assembly Representative (Interest Group Chairs meetings)
- g. Be responsible for the agenda, changes in the agenda, and new business for meetings
- h. Establish partnerships with inter-professional and nursing groups, organizations, and associations increasing the NSO presence and breadth of relevance amongst said groups, organizations, and associations.
- i. Attend all AGM's, BOD meetings, Assembly's, and Conferences where NSO representation is needed (RNAO, ONA, CNA, CUPN, CAAT, CNSA, and IG's)
- j. Liaise with principal representatives of provincial stakeholders.
- k. Act as an ambassador for the RNAO and the NSO
- l. Act as the liaison between NSO and CNSA
- m. To submit a quarterly report (every 4 months) to RNAO and all NSO executives, indicating their NSO activity.
- n. Has voting privileges in the governance and administration of the NSO.

- o. Has one (1) vote.
- p. Is a democratically elected position.
- q. **Must have at least one (1) year experience on the previous NSO EXECUTIVE**
- r. Defer to the Indigenous Student Officer in matters regarding the Truth and Reconciliation Commission (TRC) Calls to Action
- s. Champion creating a safe and respectful environment for all NSO Members.

## **Section 2**

**2.1** It shall be the duty of the **VICE-PRESIDENT** to:

- a. Work in conjunction with the President to develop and fulfill the goals, mission, and mandate of the NSO through said duties, responsibilities, and activities of the President.
- b. Chair executive meetings and AGM meeting when PRESIDENT is absent
- c. Provide leadership and undertake the duties of PRESIDENT over the NSO when president is absent.
- d. Perform such duties as assigned by executive or PRESIDENT.
- e. Attend as an alternate at all AGM's, BOD meetings, Assembly's, and Conferences where NSO representation is needed (RNAO, ONA, CNA, CUPN, CAAT, CNSA, and IG's) and where the President is unable to attend.
- f. In collaboration with the President, prepare and manage an annual budget for NSO activities which include: workshops, conferences, meetings, town halls, and joint ventures with other student nursing, and inter-professional groups, organizations, and associations.
- g. Responsible for incorporating charitable work into the administration of the NSO.
- h. Act as an ambassador for the RNAO and the NSO.
- i. Act as the liaison between NSO and CNSA.
- j. Support and maintain membership through diversity activities.
- k. Has voting privileges in the governance and administration of the NSO.
- l. Has one (1) vote.
- m. Is a democratically elected position.

## **Section 3**

**3.1** It shall be the duty of the **INDIGENOUS STUDENT OFFICER** to:

- a. Work in conjunction with the PRESIDENT and VICE-PRESIDENT to develop and fulfill the goals, mission and mandate of the NSO through said duties, responsibilities and activities
- b. Attend at AGM's, BOD meetings, Assembly's and Conference where NSO representation is needed (RNAO, ONA, CNA, CUPN, CAAT, CNSA, and IG's)
- c. Perform such duties as assigned by executive of PRESIDENT
- d. Act as an ambassador for the RNAO and NSO
- e. Act as a liaison between NSO and CNSA
- f. Support membership through diversity activities
- g. Advocate for Indigenous knowledge and provide opportunities for members to receive additional training and education
- h. Advocates in upholding the Truth and Reconciliation Commission of Canada's Calls to Action

- i. Has voting privileges in the governance and administration of the NSO.
- j. Has one (1) vote
- k. Is a democratically elected position

#### **Section 4**

**4.1** It shall be the duty of the **POLICY & POLITICAL ACTION OFFICER** to:

- a. Provide leadership for policy and political action activities related to NSO interest and issues.
- b. Establish relationship with key political/government policy leaders in matters related to NSO interests and issues in collaboration with the President, Vice President, and RNAO Executives.
- c. Identify policy and political issues relevant to the NSO mandate and develop strategies for political action most appropriate to address said issues (action letters, position statements, press releases, interviews, blogs).
- d. Provide leadership over development and dissemination of policy or position statements related to NSO interests and/or issues.
- e. Collaborate with inter-professional and nursing groups, organizations, and associations to develop and partner in areas of policy and political action.
- f. Prepare and manages annual budget for NSO activities of policy and political action
- g. Represent NSO on RNAO Policy and Political Action Committee
- h. Work with the political process to achieve NSO's goals.
- i. Act as an ambassador for the RNAO and the NSO.
- j. Act as the liaison between NSO and CNSA.
- k. Support and maintain membership through diversity activities.
- l. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- m. Has voting privileges in the governance and administration of the NSO.
- n. Has one (1) vote.
- o. Is a democratically elected position.
- p. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- q. In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President and Past-President under advisement of the Presidents Council.

## **Section 5**

**5.1** It shall be the duty of the **MEMBERSHIP OFFICER** to:

- a. Provide and maintain an up to date contact list for NSO/RNAO student representatives/ambassadors/liasons at each nursing educational institution.
- b. Provide and maintain an up to date contact list for NSO/RNAO student representatives on provincial committees (Finance, Policy, Education, Practice, Research, NGG Steering Committee, MOH Joint Provincial Nursing Committee (JPNC), EAC RN Journal, and Membership).
- c. Be the point of contact for all NSO/RNAO student members and facilitate/coordinate communication amongst the NSO executive and the NSO/RNAO student members.
- d. Work in collaboration with the RNAO Membership Department to recruit and retain student liaisons at nursing schools wherever needed.
- e. Act as a resource for RNAO/NSO liaisons to DEVELOP NSO recruitment campaigns, lunch and learns, and conferences on provincial nursing school campuses.
- f. Encourage membership of RNAO and NSO through active participation in membership campaigns (when applicable or feasible).
- g. Prepare and manages annual budget for NSO activities related membership recruitment and retention.
- h. Act as an ambassador for the RNAO and the NSO.
- i. Act as the liaison between NSO and CNSA.
- j. Support and maintain membership through diversity activities.
- k. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- l. Has voting privileges in the governance and administration of the NSO. Has one (1) vote.
- m. Is a democratically elected position.
- n. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- o. In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President and Past-President under advisement of the Presidents Council.

## **Section 6**

**6.1** It shall be the duty of the **COMMUNICATIONS & PUBLIC RELATIONS OFFICER** to:

- a. Act as secretary (recording of the minutes) for executive meetings in person or via teleconference.
- b. Set, and amend the agenda for all NSO meetings.
- c. Provide leadership for the communications, public relations and public activities of NSO.
- d. Liaise with home office communication department staff as appropriate.
- e. Maintain an up to date contact list for all executive members 10
- f. Be primarily responsible for all internal and external communications.
- g. Responsible for development and distribution of content for the website and social media resources in collaboration with NSO Executives.
- h. Consult with RNAO IT team as necessary for website maintenance.
- i. Prepare and manages annual budget for NSO activities related to communications and public relations.

- j. Act as an ambassador for the RNAO and the NSO.
- k. Act as the liaison between NSO and CNSA.
- l. Support and maintain membership through diversity activities.
- m. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- n. Has voting privileges in the governance and administration of the NSO.
- o. Has one (1) vote.
- p. Is a democratically elected position.
- q. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- r. In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President and Past-President under advisement of the Presidents Council.

## **Section 7**

**7.1** It shall be the duty of the **SOCIAL MEDIA OFFICER** to:

- a. Communicate with the RNAO Home Office Information Management and Technology contact and Social Media .
- b. The Social Media Officer shall be responsible to draft and post communications on NSO's social media platforms.
- c. Ensure the NSO's RNAO website is kept current, and other duties that may be required by the Executives requiring communication through the website and other social media platforms, e.g. Facebook, Twitter, Instagram and LinkedIn.
- d. The Social Media Officer will work closely with the RNAO Information Management and Technology staff to maintain an interactive online presence that is engaging and informative to environmental health advocates.
- e. Work in conjunction with the President to develop and fulfill the goals, mission, and mandate of the NSO through said duties, responsibilities, and activities of the President.
- f. Chair executive meetings and AGM meeting when PRESIDENT is absent
- g. Perform such duties as assigned by executive or PRESIDENT.
- h. Has voting privileges in the governance and administration of the NSO.
- i. Has one (1) vote.
- j. Is a democratically elected position.

## **Section 8**

**8.1** It shall be the duties of the **COMMITTEE COORDINATORS** to:

- a. Assist NSO Executives in the development of NSO workshops, conferences, meetings, town halls, and joint ventures with other student, nursing, and interprofessional groups, organizations, and associations.
- b. Responsible for (in collaboration with NSO Executives) the planning, organization, logistics, facilitation, and promotion of NSO activities.
- c. To collaborate with the Membership Officer and the RNAO Membership Department in maintaining relations and communication with student liaisons across the province.
- d. Act as a resource for RNAO/NSO liaisons to ORGANIZE AND FACILITATE NSO recruitment campaigns, lunch and learns, and conferences at provincial nursing schools.

- e. Encourage membership of RNAO and NSO through active participation in membership campaigns (when applicable or feasible).
- f. In collaboration with the membership officer, prepares and manages microbudgets for NSO activities related to membership recruitment and retention strategies at provincial nursing schools.
- g. Act as an ambassador for the RNAO and the NSO.
- h. Act as the liaison between NSO and CNSA.
- i. Support and maintain membership through diversity activities.
- j. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- k. Has voting privileges in the governance and administration of the NSO. Has one (1) vote.
- l. Is a democratically elected position.
- m. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- n. In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President and Past-President under advisement of the Presidents Council.

## **Section 9**

**9.1** It shall be the duty of the **PAST PRESIDENT** to:

- a. Chair executive meetings when the President is absent, in the absence of the Vice President.
- b. Provide leadership and undertake the duties of President over the NSO when the President is absent, in the absence of the Vice-President.
- c. Perform such duties as suggested by executive or President.
- d. Act as Ex-officio member of the NSO executive.
- e. Will advise the NSO Executive on issues pertaining to governance, and act as a liaison with exterior groups, organizations, and associations.
- f. Shall be an advisor to the NSO Nominations Committee.
- g. Shall have powers of veto regarding governance and administration (under advisement and agreement of the Presidents Council and Ombuds).
- h. Has voting privileges in the governance and administration of the NSO when requested by the President. Has one (1) vote.

## **Section 10**

**10.1** It shall be the duty of the **PRESIDENTS COUNCIL** to:

- a. Provide leadership and undertake the duties of liaising with external groups to develop programs for the members of NSO in the areas of leadership.
- b. In partnership with the Past-President, advise the President on matters concerning governance.
- c. Act as Ex-officio member of the NSO executive.
- d. Shall advise the NSO nominations committee.
- e. Shall advise the Past-President on the matters of veto regarding governance and administration.
- f. The Presidents Council will consist of NSO executives (maximum 2 years consecutive appointments) who have held a position on the NSO for a minimum of one (1) year.

- g. The Presidents Council will be appointed by the incoming President following elections.

## **Section 11**

**11.1** It is the duty of **ALL NSO Executives** to:

- a. Send agenda items to be discussed at the NSO meetings one (1) week in advance of the meeting date.
- b. Perform the duties and responsibilities within their role descriptions. If the said executive is demonstrating incompetence or negligence in performing said duties and responsibilities (as outlined in Article 6 of this document), the President under advisement of the Vice-President, Past-President, and Presidents Council reserves the right to remove said executive from their elected position and replace the position as necessary within a two week period.

## **Article 7: Meetings/Quorum**

### **Section 1**

**1.1** It is the duty of all executives, outgoing and incoming, to attend the annual NSO IG meet in June coinciding with the RNAO AGM. Special considerations will be made under extenuating circumstances.

**1.2** The Executive Council meetings of the NSO shall be held monthly at a date, time, and location to be specified by the Executive Board unless otherwise ordered by special motion of the NSO.

### **Section 2**

**2.1** Quorum for these Executive Council meetings shall consist of one-third of the Executive Officer membership.

**2.2** Attendance by non-members, to NSO Executive Council meetings are defined as follows:

- a. **Visitor:** a person requesting and receiving permission through the COMMUNICATIONS & PUBLIC RELATIONS OFFICER to attend a specific meeting. The COMMUNICATIONS & PUBLIC RELATIONS OFFICER may establish whatever policies it deems necessary to accommodate any possible logistic difficulties created by visitor request. A visitor may neither speak nor vote.
- b. **Guest:** a person who successfully seeks permission or is invited by the President of the NSO, to attend single or multiple meetings, on a regular basis. A guest may speak but not vote.
- c. **Observer:** a person to be appointed by another body to attend the meetings regularly for information and to report back to that body. Observers may not vote but may speak upon invitation from the Chair.

### **2.3 Executive Councils meetings:**

- a. A Land Acknowledgment is mandatory before the beginning of every NSO meeting.
- b. The Land Acknowledgement is not to be completed by the Indigenous Student Officer.
- c. Attendance by all Executive members is mandatory. A proxy, preferably from the members committee if applicable, shall be sent in the case of an Officer's absence.
- d. No Executive officer shall miss more than three meetings. In the event that this occurs, the



Executive Officer shall automatically forfeit their position.

- e. Attendance of these meetings shall be restricted to NSO Executive Officers; and NSO members. NSO members will attain observer status and will be able to exercise their rights and obligations as outlined in ARTICLE III, Section 1.2.

#### **2.4 Annual General Meeting:**

- a. Shall take place after the new NSO Executive Officers have been elected and appointed positions filled.
- b. Shall serve the purpose of a transition meeting where final reports are submitted.
- c. Notification of this meeting shall be given to all NSO members at least two weeks prior to the date of the meeting.
- d. This meeting shall be open to all NSO members.

#### **2.5 Committee Meetings:**

- a. Quorum for committee meetings shall constitute of one half of the membership of that Committee.
- b. A committee is bound by its terms of reference. If a committee finds it desirable to extend beyond the terms of reference of which it has been assigned, it shall obtain from the NSO express authority to do so.
- c. A committee may have open or closed meetings.
- d. Standing committees are formed to consider continuing questions. Special or Ad Hoc committees are formed to consider specific questions.
- e. Committees are encouraged to give progress reports or working papers.

### **Section 3**

#### **3.1 Order of Business**

The following shall be the order of business for all meetings of the NSO:

- a. Land Acknowledgement
- b. Guest Speaker
- c. Approval of the Agenda
- d. Adoption of the Minutes
- e. Executive Board Member Reports
- f. Question Period
- g. Reports from Committees
- h. New Business
- i. Motions
- j. Statements from Members
- k. Correspondence
- l. Other

#### **3.2 Question Period**

At each regular meeting, there shall be a question period of which shall not exceed twenty minutes. Questions shall be of such a character to elicit information about matters concerning Nursing of sufficient importance to claim attention to the NSO.

### **3.3 Duration of Meetings**

No meeting of the NSO shall exceed two hours unless two-thirds of the members present agree to continue with the business of the meeting.

## **Section 4**

**4.1** Rules of Order No meeting shall proceed if:

- a. Quorum is not achieved.
- b. The PRESIDENT or VICE-PRESIDENT does not have in their possession at the time of the meeting, the most recent revision of the NSO Constitution.

### **4.2 Motions**

All motions:

- a. Shall be accepted verbally unless they are of unusual importance in substance or phrasing in which case they shall be submitted in written form.
- b. Must be seconded before being discussed or put to an open vote.
- c. Any member of the NSO wishing to address a motion during discussion must have the permission of the Chair.
- d. When a motion is under debate, no motions shall be received unless:
  - i. To amend.
  - ii. To refer to committee.
  - iii. To postpone.
  - iv. To adjourn.

## **Article 8: Social Media Use**

### **Section 1**

**1.1** All members of the NSO executive team will have access to all NSO social media platforms.

All posts must be:

- a. Agreed upon by the majority before posting
- b. Must be respectful and in keeping with NSO values
- c. All postings must be inclusive and non-discriminatory.
- d. Post should be made solely for the purpose of conducting NSO business and NSO promotion.
- e. Not be used for personal or political gain.

## **Article 9: Committees**

### **Section 1**

**1.1** The NSO standing Executive Committees shall consist of:

- a. Communications Committee
- b. Membership Committee
- c. Nominations Committee

## **Section 2**

**2.1** The Communications Committee's role is primarily to increase awareness within Ontario of the NSO and to also present the RNAO from a student's perspective to the rest of Ontario and other groups. This committee will:

- a. Through the use of the NSO Website, promote outside interest in the RNAO and the NSO.
- b. Through the organization, publication, and circulation of an NSO Newsletter increase awareness and promote communication within the NSO, nursing schools in Ontario and any other related individuals of organizations.

**2.2** The Communications Committee shall consist of:

- a. COMMUNICATIONS & PUBLIC RELATIONS OFFICER (CHAIR)
- b. President (ex-officio)
- c. Others

**2.3** Membership of this committee is open to all NSO members.

## **Section 3**

**3.1** The Membership Education Committee is currently under review and will be posted pending ratification as per the **ARTICLE 11**.

## **Section 4**

**4.1** The Nomination's Committee role is to present to the NSO, annually and as the need arises, nominations for the membership of the standing committees of the NSO and other committees with which the NSO is associated, and also to present to the NSO nominations for membership of special committees, when so requested by the NSO PRESIDENT. As part of its function, this Committee will review applications for committee positions and make recommendations to the NSO on the qualified candidates for those positions.

**4.2** The Nominations Committee shall consist of:

- a. MEMBERSHIP OFFICER (CHAIR)
- b. Three additional NSO members to be determined at the beginning of the term of office.

**4.3** Membership of this committee is open to all NSO members.

## **Article 10: *Finances of the NSO***

### **Section 1**

**1.1** All financial documents must be signed by the PRESIDENT Section 2 2.1 One account is to cover the Finances of the NSO:

- a. The general NSO account which is decided upon by the NSO executive
- b. The account shall indicate clearly how the monies have been spent.

**1.2** All funds shall be overseen by the NSO. The President shall receive financial updates on all the funds once a month and this information will be presented by the MEMBERSHIP OFFICER, COMMUNICATIONS OFFICER, POLICY AND POLITICAL ACTION OFFICER, and the COMMITTEE COORDINATORS at NSO Executive meetings when requested. In addition, all financial updates will be checked and signed by PRESIDENT each month.

**1.3** The NSO account is the only one over which the PRESIDENT will have direct signing control.

## **Article 11: *Parliamentary Authority***

### **Section 1**

**1.1** The rules contained in the most current edition of Roberts Rules of Order Newly Revised shall govern the NSO in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special Rules of Order the NSO may adopt.

## **Article 12: *Constitutional Amendment***

### **Section 1**

**1.1** This constitution may be amended at the discretion of the NSO Executive immediately prior to the annual elections within a 15 day period, by a majority of votes cast. Amendments may also be adopted after elections at the NSO AGM as to reflect the needs of the new executive's and mandate of said executive provided that notice of the Annual Meeting advised that such amendments would be dealt with at that meeting 15 days prior to the meeting