

THE NURSING UNDERGRADUATE SOCIETY
OF THE
UNIVERSITY OF BRITISH COLUMBIA
CONSTITUTION

October 2018



CONSTITUTION

SECTION 1: NAME

The organization shall be called the Nursing Undergraduate Society (NUS) of The University of British Columbia (UBC)-Vancouver.

SECTION 2: OBJECTIVE

1. To promote unity and fellowship among the members.
2. To act as advocate for and advisory body to the members.
3. To stimulate the interests of the members in the activities of UBC.
4. To promote the interest of the members in the Nursing profession.
5. To engage members of the NUS with the broader community in matters of social justice and health equity.

SECTION 3: INTERPRETATION

The final interpretation of the NUS Constitution and Bylaws rests with NUS Council

BYLAWS

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BYLAWS

BYLAW 1: PARLIAMENTARY AUTHORITY

NUS meetings shall be conducted in a way that ensures fair and respectful participation of all Council members and meeting attendees. Robert's Rules of Order may govern NUS meetings and may be invoked at the discretion of Council members.

BYLAW 2: MEMBERS OF NUS

1. MEMBERS

The NUS shall consist of active and associate members:

A. Active members

- i. Those persons who are enrolled in the Baccalaureate of Science in Nursing Degree Program at UBC-Vancouver.

B. Associate Members

- i. Are members of the faculty or staff of the School of Nursing.
- ii. Are alumni or students in the Graduate program of the School of Nursing.
- iii. Are designated as Associate members by the NUS Council.

2. EXPULSION FROM THE SOCIETY

A member ceases to be a member of the NUS upon:

- A. Failure to meet the requirements as set out in Bylaw 2(1).

3. RIGHTS AND OBLIGATIONS

- A. The rights and obligations of active members of the NUS shall be as provided in the Bylaws of the NUS

BYLAW 3: ANNUAL AND SPECIAL GENERAL MEETINGS

1. MEETINGS

A. ANNUAL GENERAL MEETING

The NUS shall hold one Annual General Meeting every October.

Annual General Meetings of the members shall be called by the President upon:

- i. A motion of NUS Council.
- ii. A petition stating the purpose of the meeting signed by 15% of the active members evidencing their registration numbers and delivered to the President.

B. SPECIAL GENERAL MEETING

Special General Meetings of the members shall be called by the President upon:

- i. A motion of NUS Council.
- ii. A petition stating the purpose of the meeting signed by 15% of the active members evidencing their registration numbers and delivered to the President.

C. The President, or in his or her absence, the Vice-President, shall preside at the annual general meeting or special general meeting.

2. NOTICE

A. Notice shall be given to NUS members by:

- i. Posting a minimum of two (2) notices of the meeting at least 14 calendar days prior to the meeting's date in conspicuous places at UBC-Vancouver where Nursing classes are held.
- ii. Sending an e-mail notification and/or facebook notification at least 14 calendar days prior to the meeting's date.

B. Notices shall state the date, hour, place, and purpose of the meeting.

C. A claim by any member(s) that they did not receive notice shall not invalidate the proceedings of such a meeting.

3. VOTING

- A. Each active member shall be entitled to one vote.
- B. Visitors are not entitled to vote but are entitled to take part in any discussion thereat.
- C. Associate members are not entitled to vote at any meetings of the NUS but are entitled to take part in any discussion thereat.
- D. There shall be no voting by proxy at any annual general meeting or special general meeting of the NUS.
- E. Unless otherwise specified, a resolution shall pass by a majority of 50% +1.

4. QUORUM

- A. Quorum shall be 15% of the active members.
- B. If within one half hour from the time appointed for a general meeting, a quorum is not present, the meeting shall be adjourned.

BYLAW 4: REFERENDUM

1. A referendum shall be called by the President upon:
 - A. A resolution of the NUS Council.
 - B. A petition signed by 15% of the active members, evidencing their registration numbers and delivered to the President.
2. The text shall be drafted to ensure that the question is capable of being answered “yes” or “no”. If in the opinion of council, the petition does not meet this requirement, council shall prepare a clear and unambiguous question.
3. A referendum shall be put to the active members, not less than 14 calendar days and not more than 30 calendar days after:
 - A. Resolution of council calling for the referendum.
 - B. The submission of a petition as referred to in Bylaw 4(1)(B).

4. Not with standing Bylaw 6(2), a referendum shall be acted upon where the number of votes cast in the referendum is equal to or greater than 15% of the active members.
5. Voting should be in accordance to Bylaw 3(3).
6. Referenda shall be held during Winter session, excluding the months of December and April.
7. Notice for referenda shall be the same as notice for general meetings.
8. Amendments to the constitution are covered in Bylaw 6.

BYLAW 5: THE NUS COUNCIL

1. POWERS AND DUTIES

A. The NUS Council:

- i. Shall be the sole official body representing the NUS.
- ii. Shall not delegate any of its powers and duties except as provided for in the Bylaws.
- iii. Shall approve the budget of the NUS ~~in accordance to the Code of Procedures.~~

2. MEMBERS

A. The voting members of NUS Council shall be:

- i. The Executives of Council as outlined in Bylaw 5(3).
- ii. The Representatives of Council as outlined in Bylaw 5(4).

B. The non-voting members of the NUS Council shall be:

- i. Associate Members
- ii. Visitors
- iii. The President of the Society in accordance of Bylaw 5(8)(A)

3. EXECUTIVE COUNCIL MEMBERS

A. The Executive Members of Council shall be the:

- i. President
- ii. Executive Vice-President
- iii. Vice-President Finance
- iv. Secretary
- v. Vice-President Academic

B. Executive positions of Council shall be held by one (1) person only.

4. REPRESENTATIVE MEMBERS ON COUNCIL

A. The Representative Members on Council shall be (in alphabetical order):

- i. Alma Mater Society (AMS) Representative
- ii. Association of Registered Nurses of BC (ARNBC) Delegate
- iii. British Columbia Nurses Union (BCNU) Liaison
- iv. Canadian Nursing Students' Association (CNSA) Delegate
- v. Charity Coordinator
- vi. Communications Coordinator
- vii. British Columbia College of Nursing Professionals (BCCNP) Liaison
- viii. Equity and Diversity Advisor
- ix. Interprofessional Liaison
- x. Merchandise Coordinator
- xi. Orientation Coordinator
- xii. Peer Support Advisor
- xiii. Social Coordinator
- xiv. Sports Coordinator

B. Representative positions in the NUS Council may be held by a maximum of 2 (two) people, with the exception of:

- xv. The Social Coordinator and Sports Coordinator, which may be held by a maximum of three (3) people.

- xvi. The Alma Mater Society (AMS) Representative, and the Canadian Nursing Students Association Official Delegate, which may be held by a maximum of one (1) person only.

5. DUTIES OF THE EXECUTIVE

A. The President shall:

- i. Chair or delegate the chair at all Council and annual general meetings. Council may – by 2/3 resolution – determine the chair at any time for any period of time.
- ii. In collaboration with the Executive Vice-President, prepare the agenda for all meetings based on timing of upcoming events, important of topics and submissions for the agenda by NUS Council members. The agenda may be prepared by a delegate in collaboration with the President.
- iii. Represent the NUS as official liaison between the School of Nursing and the Faculty of Applied Science.
- iv. Ensure that the Constitution is reviewed annually and revised as appropriate by the Constitution Revision Committee.
- v. Attend School of Nursing Undergraduate Program Committee (UPC) meetings in the event that the Vice-President Academic and Peer Support Advisor are unable to attend.
- vi. Ensure that the Election Committee is organized and chaired.
- vii. Assist in the coordination of the monthly Town Hall meetings with UBC SON Associate Director.
- viii. Receive the applications to the NUS enriched experience fund and make them anonymous by blinding the applications. The President shall send anonymous applications to the VPE, who is head of the Enriched Experience Funding Selection Committee. The President shall recruit 4 members of the NUS Council to serve on the Enriched Experience Funding Selection Committee (5 including the head of the Enriched Experience Funding Selection Committee). After the Enriched Experience Funding Selection Committee has made their decision, the President will notify the applicant of

- the decision. The President will work with the Vice-President Finance to coordinate applicant reimbursement in the event that the candidates are granted funding and complete the requirements to receive their reimbursement as outlined in the Enriched Experience Fund Application.
- ix. In collaboration with the Secretary, oversee coordinating the annual recertification for CPR-HCP and N95. These duties include but are not limited to: hiring a third party to run the courses, coordinating sign-up of participants, and ensuring a space is booked for the courses to take place in.
 - x. Delegate, as appropriate, duties to other members of the NUS.
 - xi. Be familiar with the policies and procedures of the School of Nursing and the NUS and be instrumental in promoting and updating these policies together with the NUS Council.
 - xii. Be familiar with the AMS Treasurer's Handbook.
 - xiii. Be responsible for orienting and mentoring the incoming President regarding pertinent NUS activities and Presidential duties in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
 - xiv. Ensure that Council members are oriented to and well-supported in their positions.
 - xv. Be committed to serving on the NUS Council for two years, serving in a mentorship capacity to the incoming President for the second year.

B. The Executive Vice-President shall:

- i. Assume the duties of the President when delegated by the President or in the President's absence.
- ii. Collaborate with President to co-chair and develop meeting agendas for Council meetings.
- iii. Work with the Communications Coordinator to ensure the NUS student handbook (Blue Book) is prepared, updated, and made available to all Nursing students.

- iv. Coordinate a Yearbook Committee to aid with design, preparation, printing and distribution of the Yearbook for the Graduating Class.
- v. Coordinate monthly Town Hall meetings with UBC SON Associate Director in collaboration with the President and the Vice-President Academic.
- vi. Receive anonymous Enriched Experience Funding applications that have been made anonymous by NUS President. Head and coordinate an ad hoc NUS Enriched Experience Funding Selection Committee, consisting of at least 4 additional NUS members to allocate and distribute funds to eligible applicants within 2 weeks of a received application. After the Enriched Experience Funding Selection Committee has met, the Executive Vice-President shall notify the President of the Enriched Experience Funding Selection Committee's decision.
- vii. Be familiar with the AMS Treasurer's Handbook.
- viii. Be responsible for orienting the incoming Executive Vice-President regarding pertinent NUS activities and Executive Vice-Presidential duties in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- ix. Be responsible for mentoring and supporting the incoming Executive Vice-President regarding pertinent NUS duties until May 30 of the incoming Executive Vice-President's term.

C. The Vice-President Finance shall:

- i. Present financial statements for the NUS Council.
- ii. Draft an annual budget for approval by Council by July 1.
- iii. Be responsible for setting up accounts with the AMS Finance Commission.
- iv. Be ultimately responsible for monitoring financial affairs and approving funds to be spent, in line with the approved budget or as per Bylaw 5(D)(v).
- v. Unbudgeted amounts of \$200 or less may be approved in writing, including electronic communication, by the Executive; unbudgeted amounts of more than \$200 require approval of the Council.
- vi. Have full signing authority upon approval of the President.

- vii. Be responsible for providing floats for NUS functions.
- viii. Ensure reimbursements are issued within 10 working days of submission of receipts.
- ix. In collaboration with the President, coordinate reimbursement of Enriched Experience Funding selected applicants. The reimbursement will only be processed after the selected applicants have completed the requirements for reimbursement as outlined in the Enriched Experience Funding application.
- x. Be familiar with the AMS Treasurer's Handbook.
- xi. Ensure all Executive members receive and review AMS's Treasurer's Handbook.
- xii. Be responsible for orienting the incoming Vice-President Finance regarding pertinent NUS activities and duties of the Vice-President Finance, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- xiii. Be responsible for mentoring and supporting the incoming Vice-President Finance regarding pertinent NUS duties until May 30 of the incoming Vice-President Finance's term.

D. The Secretary shall:

- i. Take, keep, and distribute the minutes of Council, Executive, and General Meetings to all active members of the NUS.
- ii. Post the minutes of Council, Executive, and General Meetings at least 72 hours after the most recent meeting.
- iii. Ensure the meeting minutes are distributed to the current NUS membership, the method of distribution is at the discretion of the Secretary.
- iv. Be responsible for updating the NUS files and archives; and organizing locker rentals.
- v. Be responsible for maintaining the NUS office, student lounge, and NUS supplies and belongings.
- vi. Collect NUS mail, email and correspondence, and ensure a response and/or forward it to the appropriate council members in a timely manner.

- vii. In the event that the President is unable to blind Enriched Experience Funding applications and recruit an Enriched Experience Funding Selection Committee, the Secretary shall perform the duties as outlined in Bylaw 5(A)(viii).
- viii. In collaboration with the President, oversee coordinating the annual recertification for CPR-HCP and N95. These duties include but are not limited to: hiring a third party to run the courses, coordinating sign-up of participants, and ensuring a space is booked for the courses to take place in.
- ix. Be familiar with the AMS Treasurer's Handbook.
- x. Be responsible for orienting the incoming Secretary regarding pertinent NUS activities and Secretarial duties in a transparent and timely manner, for submitting a comprehensive written transition report to their successor.
- xi. Be responsible for mentoring and supporting the incoming Secretary regarding pertinent NUS duties until May 30 of the incoming Secretary's term.

E. The Vice-President Academic shall:

- i. Act as the primary liaison between SON students and faculty.
- ii. Attend NUS meetings to discuss arising issues for students, faculty, or staff.
- iii. Attend Undergraduate Program Committee (UPC) meetings to voice students concerns to the faculty. Coordinate attendance with the Peer Support Advisor to balance each individual's workload.
- iv. Assist in the identification of equity issues within the school of nursing undergraduate program and suggest possible solutions.
- v. If deemed appropriate, convene and/or head a smaller committee of interested students to assist in the responsibilities of equity and provide a better range of perspectives.
- vi. In collaboration with the Executive Vice-President, assist with the coordination of Town Halls. This includes orchestrating a survey for anonymous feedback, distributing the survey to the NUS membership, and communicating the results to: the Executive Vice-President, the President, and the SON Associate Director. The anonymous feedback from the survey orchestrated by the Vice-President Academic will be used to guide the Town Halls.

- vii. In coordination with the peer support advisor develop a mandate or overarching guiding commitment for the NUS to follow when evaluating and discussing and acting on equity concerns.
- viii. Sit as the Undergraduate Student Representative, a voting member, on the SON Faculty Caucus.
- ix. Collaborate with Peer Support Advisor to raise concerns that may arise among students and plan accordingly.
- x. In the event that the Executive Vice-President is unable to serve as the head of the Enriched Experience Funding Selection Committee, the Vice-President Academic shall serve as the head of the Enriched Experience Funding Selection Committee. This decision will be made in collaboration with the President and the Executive Vice-President.
- xi. In collaboration with the Peer Support Advisors, the Vice-President Academic will facilitate extracurricular learning opportunities for the NUS membership. This includes but is not limited to creating and distributing “advertisements” for members of the NUS to invite speakers and distributing information about funding available from the NUS for extracurricular opportunities.
- xii. Be familiar with the AMS Treasurer’s Handbook, NUS Constitution and Bylaws.
- xiii. Be responsible for orienting the incoming Vice-President Academic regarding pertinent NUS activities and duties of the Vice-President Academic in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- xiv. Be responsible for mentoring and supporting the incoming Vice-President Academic regarding pertinent NUS duties until May 30 of the incoming Vice-President Academic’s term.

6. DUTIES OF THE REPRESENTATIVES

- A. The Alma Mater Society (AMS) Representative shall:
 - i. Attend scheduled AMS Council Meetings as a voting NUS Representative when doing so will not conflict with clinical practice (biweekly on average).

- ii. Inform NUS of upcoming AMS events, meeting minutes, and campus-wide student matters.
- iii. Be willing to serve on the EEF Evaluation Committee.
- iv. Be responsible for orienting the incoming Alma Mater Society Representative in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- v. Be responsible for mentoring and supporting the incoming Alma Mater Society (AMS) Representative regarding pertinent NUS duties until May 30 of the incoming Alma Mater Society (AMS) Representative's term.

B. Association of Registered nurses of BC (ARNBC) Delegate shall:

- i. Act as a liaison between NUS and the ARNBC.
- ii. Be the official delegate for NUS to the ARNBC.
- iii. Promote the participation of students in the ARNBC.
- iv. Be responsible for the education and advertisement of ARNBC events, awards and travel opportunities to UBC students.
- v. Head and oversee a small committee of interested students as applicable.
- vi. Be willing to serve on the EEF Evaluation Committee.
- vii. Be responsible for orienting the incoming ARNBC Delegate regarding pertinent NUS activities and duties of the ARNBC Delegate in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- viii. Be responsible for mentoring and supporting the incoming ARNBC Delegate regarding pertinent NUS duties until May 30 of the incoming ARNBC Delegate's term.

C. The British Columbia Nurses Union (BCNU) Liaison shall:

- i. Act as a liaison between the NUS and the BCNU.
- ii. Be the official delegate for NUS to BCNU.
- iii. Be responsible for coordinating educational events by the BCNU for the NUS membership, including but not limited to information sessions and visiting speakers.

- iv. Be responsible for the advertisement of BCNU events, awards, and travel opportunities to UBC students.
 - v. Be willing to serve on the EEF Evaluation Committee.
 - vi. Be responsible for orienting the incoming BCNU Liaison regarding pertinent NUS activities and duties of the BCNU Liaison, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
 - vii. Be responsible for mentoring and supporting the incoming BCNU Liaison regarding pertinent NUS duties until May 30 of the incoming BCNU Liaison's term.
- D. The Canadian Nursing Students Association (CNSA) Delegate shall:
- i. Act as a liaison between NUS and the CNSA.
 - ii. Be the official delegate for NUS to the CNSA.
 - iii. Promote the participation of students in the CNSA.
 - iv. Coordinate the collection and submission of CNSA fees in conjunction with the School of Nursing.
 - v. Be responsible for the education and advertisement of CNSA events, awards and travel opportunities to UBC students.
 - vi. Be responsible for organizing fund-raising efforts for CNSA conferences.
 - vii. Attend the annual CNSA Conference should funding allow.
 - viii. Head and oversee a small ad hoc committee of interested students.
 - ix. Ensure at least one associate delegate is selected as part of the CNSA sub-committee, as per CNSA guidelines.
 - x. Be willing to serve on the EEF Evaluation Committee.
 - xi. Be responsible for orienting the incoming CNSA Official Delegate regarding pertinent NUS activities and duties of the CNSA Official Delegate, in a transparent and timely manner and for submitting a comprehensive written transition report to their successor.
 - xii. Be responsible for mentoring and supporting the incoming CNSA Official Delegate regarding pertinent NUS duties until May 30 of the incoming CNSA Official Delegate's term.

E. The Charity Coordinator shall:

- i. Ensure that a charity is selected by class vote.
- ii. Act as a liaison between the NUS and the charity selected by the NUS.
- iii. Set target for funds to be raised.
- iv. Organize at least one fundraising event or effort per academic term in support of selected charity.
- v. Be willing to serve on the EEF Evaluation Committee.
- vi. Be responsible for orienting the incoming Charity Coordinator regarding pertinent NUS activities and duties of the Charity Coordinator, in a transparent and timely manner, and for submitting a comprehensive written transition report.
- vii. Be responsible for mentoring and supporting the incoming Charity Coordinator regarding pertinent NUS duties until May 30 of the incoming Charity Coordinator's term.

F. The Communications Coordinator shall:

- viii. Organize online advertisements for all NUS events.
- ix. Seek out and promote NUS participation in UBC events as appropriate, including the School of Nursing BSN Info Sessions.
- x. Be responsible for the creation, maintenance and updating of the NUS website and other electronic media, as appropriate.
- xi. Work with the Executive Vice-President to ensure the production the annual student handbook (Blue Book) and Yearbook.
- xii. Be willing to serve on the EEF Evaluation Committee.
- xiii. Be responsible for orienting the incoming Communication Coordinator regarding pertinent NUS activities and duties of the Communication Coordinator, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- xiv. Be responsible for mentoring and supporting the incoming Communication Coordinator regarding pertinent NUS duties until May 30 of the incoming Communication Coordinator's term.

G. The British Columbia College of Nursing Professionals (BCCNP) Liaison shall:

- i. Act as a liaison between the NUS and the BCCNP.
- ii. Be the official delegate for NUS to BCCNP.
- iii. Promote the participation of students in BCCNP.
- iv. Be responsible for the education and advertisement of BCCNP events, awards, and travel opportunities to UBC students.
- v. Head and oversee a small committee of interested students as applicable.
- vi. Be willing to serve on the EEF Evaluation Committee.
- vii. Be responsible for orienting the incoming BCCNP Liaison regarding pertinent NUS activities and duties of the BCCNP Liaison, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- viii. Be responsible for mentoring and supporting the incoming BCCNP Liaison regarding pertinent NUS duties until May 30 of the incoming BCCNP Liaison's term.

H. Equity and Diversity Advisor shall:

- i. Act as first point of contact for student concerns, including but not limited to issues of equity and diversity.
- ii. Assist in the identification of equity issues within the school of nursing undergraduate program and suggest possible solutions.
- iii. If deemed appropriate, convene and/or head a small ad hoc committee of interested students to assist in the responsibilities of equity and provide a better range of perspectives.
- iv. In coordination with the VP Academic develop a mandate or overarching guiding commitment for the NUS to follow when evaluating and discussing and acting on equity concerns.
- v. Work in close collaboration with Vice-President Academic to raise concerns that arise among students.
- vi. Be willing to serve on the EEF Evaluation Committee.

- vii. Be responsible for orienting the incoming Equity and Diversity Advisor regarding pertinent NUS activities and duties of the Equity and Diversity Advisor in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- viii. Be responsible for mentoring and supporting the incoming Equity and Diversity Advisor regarding pertinent NUS duties until May 30 of the incoming Equity and Diversity Advisor's term.

I. The Interprofessional Liaison shall:

- i. Act as NUS liaison to the Public Health Club (PHC) and UBC Health Student Caucus.
- ii. Attend monthly PHC Meetings and UBC Health Student Caucus meetings.
- iii. Promote and organize participation of NUS in interprofessional events.
- iv. Contribute to and promote multidisciplinary initiatives to NUS members and to other UBC Health Sciences students.
- v. Provide a student perspective regarding Interprofessional curricula to the College of Health Discipline's Interprofessional Curriculum Committee (IPECC).
- vi. Meet with UBC SON staff IPE representative to promote interprofessional activities.
- vii. Cultivate and maintain established partnerships with external health-related organizations.
- viii. Organize one interprofessional event per calendar year.
- ix. Be willing to serve on the EEF Evaluation Committee.
- x. Be responsible for orienting the incoming Interprofessional Liaison regarding pertinent NUS activities and duties of the Interprofessional Liaison a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- xi. Be responsible for mentoring and supporting the incoming Interprofessional Liaison regarding pertinent NUS duties until May 30 of the incoming Interprofessional Liaison's term.

H. The Merchandise Coordinator shall:

- i. Be responsible for the ordering and selling of all NUS merchandise.
- ii. Determine aesthetics and manage sales of NUS attire in collaboration with chosen supplier.
- iii. Collaborate with Vice-President Finance regarding budget allocation.
- iv. Be willing to serve on the EEF Evaluation Committee.
- v. Be responsible for orienting the incoming Merchandise Coordinator regarding pertinent NUS activities and duties of the Merchandise Coordinator, in a transparent and timely manner and for submitting a comprehensive written transition report to their successor.
- vi. Be responsible for mentoring and supporting the incoming Merchandise Coordinator regarding pertinent NUS duties until May 30 of the incoming Merchandise Coordinator's term.

I. The Orientation Coordinator shall:

- i. Liaise with faculty to develop Orientation Week for Term 1 Nursing students. [SEP]
- ii. Manage orientation meals and budget in coordination with NUS Executives and UBC Nursing Faculty. [SEP]
- iii. Develop, organize, and implement an event approximately 3-4 weeks into Term 1 providing opportunity for the new cohort to meet upper cohort students regarding questions on the program, and related nursing student experiences.
- iv. Be willing to serve on the EEF Evaluation Committee.
- v. Be responsible for orienting the incoming Orientation Coordinator regarding pertinent NUS activities and duties of the Orientation Coordinator in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- vi. Be responsible for mentoring and supporting the incoming Orientation Coordinator regarding pertinent NUS duties until May 30 of the incoming Orientation Coordinator's term.

- J. The Peer Support Advisor shall:
- i. Act as first point of contact for student concerns and mentorship, including but not limited to personal issues, interpersonal conflicts, and issues of equity.
 - ii. Maintain NUS and UBC Nursing Faculty confidentiality in discussing and resolving conflicts.
 - iii. Maintain a confidential line of communication (email, phone, etc.) through which to receive student concerns.
 - iv. Hold 2 or more office hours every 2 weeks from the NUS office to receive student concerns on a drop-in basis.
 - v. Attend NUS meetings to discuss arising issues for students, faculty, or staff.
 - vi. Attend Undergraduate Program Committee (UPC) meetings to voice students concerns to the faculty in the event that the Vice-President Academic is unable to attend. Coordinate attendance with VPA to balance each individual's workload.
 - vii. Work in close collaboration with Vice-President Academic to raise concerns that arise among students.
 - viii. In collaboration with the Vice-President Academic, the Peer Support Advisor will facilitate extracurricular learning opportunities for the NUS membership. This includes but is not limited to creating/distributing "advertisements" for members of the NUS to invite speakers and distributing information about funding available from the NUS for extracurricular opportunities.
 - ix. Be willing to serve on the EEF Evaluation Committee.
 - x. Be responsible for orienting the incoming Peer Support Advisor regarding pertinent NUS activities and duties of the Peer Support Advisor in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
 - xi. Be responsible for mentoring and supporting the incoming Peer Support Advisor regarding pertinent NUS duties until May 30 of the incoming Peer Support Advisor's term.

K. The Social Coordinator shall:

- i. Be responsible for NUS social events.
- ii. Coordinate with the President or Vice President in organizing Nursing Week events or delegate as necessary.
- iii. Be willing to serve on the EEF Evaluation Committee.
- iv. Be responsible for orienting the incoming Social Coordinator regarding pertinent NUS activities and duties of the Social Coordinator in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- v. Be responsible for mentoring and supporting the incoming Social Coordinator regarding pertinent NUS duties until May 30 of the incoming Social Coordinator's term.

L. The Sports Coordinator shall:

- i. Act as a liaison between NUS and Intramural Sports.
- ii. Promote NUS participation in sporting events.
- iii. Be willing to serve on the EEF Evaluation Committee.
- iv. Be responsible for orienting the incoming Sports Coordinator regarding pertinent NUS activities and duties of the Sports Representative, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- v. Be responsible for mentoring and supporting the incoming Sports Coordinator regarding pertinent NUS duties until May 30 of the incoming Sports Coordinator's term.

7. COUNCIL MEETINGS

A. Council Meetings:

- i. When school is in session, Council shall hold scheduled meetings on a minimum bi-weekly basis on a day when the majority of students are present. The President may cancel or re-schedule such meetings as needed.

- ii. All members of the Nursing Undergraduate Society may attend Council meetings, except that Council may, at its discretion, declare any closed.

B. Special Meetings:

- i. The President may call a special meeting of the Executive or of Council, after giving no less than 24 hours of notice.

8. COUNCIL VOTING

- A. The voting members of Council shall be as outlined in Bylaw 5(2), with the exception of the NUS President who shall not vote unless needed to meet quorum or break a tie vote, but who still holds all other privileges granted of a voting member.
- B. Voting by proxy shall be permitted at any Council or Executive meeting. Written notice, signed by the voting member and by the alternative, must be given to the President prior to the meeting.
- C. Each active Council position is entitled to one vote only regardless if the position is shared.

9. COUNCIL QUORUM

- A. Quorum shall be 50% of the voting members of Council.

10. ELECTIONS OF COUNCIL MEMBERS

- A. Elections shall take place as outlined below.
- B. Council Members as defined by Bylaw 5(3)(A) shall be elected by and from the active Year 3 members of the NUS in a general election, which shall be held annually. In the event that only the maximum number of candidates stand for election for a Council position, that/those candidate(s) will be declared elected by acclamation and no vote will be taken.
- C. Council members will take office January 1 following the election.

11. RECALL OF COUNCIL MEMBERS

- A. A member may be removed from office upon:
 - i. A resolution of Council passed by 2/3 majority of the votes cast, including abstentions and blanks. Notice of the motion must be given at a council meeting held at least 7 days prior to proposed recall and must be signed by four (4) voting members.
 - ii. A referendum held in accordance with Bylaw 4.
 - iii. As outlined by the Code of Procedures.
- B. Council shall hold a by-election to fill the vacated office within 21 days from the date of recall.
- C. Any active member, excluding the recalled member, may be nominated to fill the vacancy. The member elected shall take office immediately.
- D. Council shall appoint a temporary replacement from among its members for any vacated office.

BYLAW 6: AMENDMENTS TO THE CONSTITUTION & BYLAWS

- 1. The Constitution and Bylaws of NUS may be amended by a referendum held in accordance with Bylaw 4.
- 2. Amendments may be proposed by:
 - A. Any active member, provided that the proposed amendment is signed by at least 15% of the active members and is delivered to the President.
 - B. A resolution of Council.
- 3. The President shall, within seven (7) days of receiving the proposed amendment referred to in Bylaw 6(2), post at least four (4) copies of the proposed amendment in conspicuous places at UBC where Nursing classes are held.

4. The President shall submit a copy of the proposed amendment to Council at the first Council meeting held after receipt of such a proposed amendment.
5. Not less than 14 and not more than 30 days after posting the proposed amendment, Council shall submit the same to NUS by referendum as provided for in Bylaw 4.

BYLAW 7: FEES

1. Fees shall be levied from each student in addition to AMS student fees at the time Winter session tuition is due. Fees are listed in Winter session tuition fee list. The total fees as of 2018W are \$28.50.
2. Council may hold a referendum to change student fees at will in accordance to Bylaw 4.
3. A complete list of fees and their definitions shall be made readily available to students upon request.