

SNSS

SASKATOON
NURSING
STUDENTS'
SOCIETY

UNIVERSITY OF REGINA | SASKPOLYTECH 2020-2021

SASKATOON NURSING STUDENTS' SOCIETY CONSTITUTION



**Saskatchewan Collaborative
Bachelor of Science in Nursing**

The Saskatoon Nursing Students' Society (SNSS), created to advocate for students, strives to enhance the SCBScN student experience. All members of the SNSS are held to comply with the CNA Code of Ethics, and the rules and regulations of the Saskatchewan Collaborative Bachelor of Science in Nursing program and the Saskatchewan Polytechnic Students' Association. The SNSS shall be governed by the rules as outlined in this document. All SNSS actions shall be in accordance with the terms of this document.

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Section I – Articles

Article 1 – Organization Name

1. The society is to be called the Saskatoon Nursing Students’ Society (SNSS).
2. Hereafter the Saskatoon Nursing Students’ Society shall be referred to as the SNSS.

Article 2 – Purpose

1. The SNSS actions shall always endeavor to enhance and benefit the SCBScN Saskatoon students experience.
2. The SNSS shall take all actions necessary to encourage a strong sense of collegiality and professional belonging within the SCBScN Program
 - a) This includes, but is not limited to, social events, professional development opportunities/events, outlets for social advocacy and student supports (i.e. Saskatchewan Polytechnic Students’ Association (SPSA) student counseling services).
3. All efforts of the SNSS shall be taken to actively seek out, develop, and provide mentorship for student leaders.
 - a) In recognition of the importance of student leadership and the fact that students are the future of nursing, it is essential that the SNSS provide students with opportunities to enrich leadership abilities.
 - b) In recognition that understanding how organizations and representative bodies operate is essential to success in future leadership roles, the society shall endeavor to expose student leaders to these concepts.
4. The SNSS will act to ensure students have an active, engaged and professional avenue to communicate the voice of the student body.
 - a) Internally:
 - I. SCBScN Faculty, Staff, and Administration
 - II. Saskatchewan Polytechnic/University of Regina student organizations
 - b) Externally:
 - I. Canadian Nursing Students’ Association (CNSA)
 - II. Health Sciences Students’ Association of Saskatchewan (HSSA)
 - III. Saskatchewan Polytechnic Students’ Association (SPSA)
 - IV. Saskatchewan Registered Nurses Association (SRNA)
 - V. Saskatchewan Union of Nurses (SUN)
 - VI. Student Wellness Initiative Towards Community Health (SWITCH)
 - VII. Saskatoon Nursing Students Association (SNSA)
 - VIII. Children’s Wish Foundation of Saskatchewan
 - IX. Choosing Wisely Canada
5. To promote SCBScN student involvement and engagement within the profession of nursing and the community at large.

Article 3 - Membership

1. Membership shall include all students registered in the SCBScN Saskatoon site.
 - a. Exempt from this is the Past President position which can be held by a SCBScN graduate.
2. All SCBScN Saskatoon students in good standing with the SCBScN program shall be eligible for Society positions.

Article 4 – Council Positions

1. The SNSS shall be composed of the following:
 - a) Executive council shall consist of the following:
 - I. President
 - II. Vice President
 - III. Financial Director
 - IV. Communications Director
 - V. CNSA Official Delegate
 - b) Non-executive council shall consist of the following:
 - I. Social Director
 - II. CNSA Associate Delegate
 - III. Charity Director
 - IV. Class Representatives from each Year of the Saskatoon SCBScN Program
 - V. Health Sciences Students' Association (HSSA) Representative
 - VI. Student Wellness Initiative Toward Community Health (SWITCH) Representative
 - VII. Cultural Representative
 - VIII. Library Representative
 - IX. Saskatchewan Polytechnic Student Association (SPSA) Representative
 - X. Saskatoon Nursing Student Association (SNSA) Liaison
 - c) Non-voting council shall consist of the following:
 - I. CNSA Board of Directors' member(s)
 - II. Faculty Representative
 - III. SCBScN Graduation Representative(s)
 - IV. Past President
 - V. Members at large
2. See Section II for descriptions of SNSS positions
3. Positions will end at the end of the academic school year, and new positions will take over at this time. If positions are not filled, students may choose to continue to fill their current position over the summer. If a role remains empty, the remaining council members will distribute responsibilities.

Article 5 – Committees

1. The following are considered to be standing committees. Please find the Terms of Reference (TOR's) in Appendix A.

- a) Elections
- b) Awards Committee
- c) Constitution Review Committee (CRC)
- d) Financial Audit Committee (FAC)
- e) Executive Council Committee (EC)
- f) Grad Committee
- g) External Relations Committee

Article 6 – Elections

1. Elections shall be organized by the elections committee. Please refer to Appendix A to review Elections Committee guidelines

Article 7 – Affiliations

1. The SNSS council and the CNSA shall work in conjunction with one another.
 - a) CNSA membership fees will be incorporated in the student fees for all SCBScN students annually and forwarded to the CNSA in December as required by the Rules and Regulations of the CNSA and to maintain a chapter school in good standing.
 - I. The CNSA OD will ensure that all fees collected through the University of Regina will be submitted to the CNSA by December 1st each year in order for our chapter to remain in good standing.
 - b) CNSA OD/AD are responsible for organizing reimbursements for students attending conference, as outlined in Appendix B.
 - c) It is the responsibility of the CNSA OD and CNSA AD to seek additional financial support from the University of Regina, Saskatchewan Polytechnic and/or the School of Nursing. Additional funding requests from community organizations and institutions can be made with the approval of the faculty representative.
2. The SNSS shall make all efforts necessary to develop a strong relationship with SCBScN students from the Regina chapter and University of Saskatchewan (U of S) Nursing programs.
 - a. Efforts should be made to host at least one shared event and community initiative with each program
 - b. Connection and collaboration at CNSA conferences is encouraged to save costs and create community
3. The SNSS shall be affiliated with the Saskatchewan Registered Nurses Association (SRNA), Saskatchewan Nursing Unions.
 - a. Efforts to create relations with students and professional bodies are encouraged, the SNSS will strive to provide opportunities for connection.
4. Shall make an effort to expand interprofessional/interdisciplinary partnerships.

Article 8 – Awards

Please refer to Appendix A to review Awards Committee guidelines.

Article 9 – Constitutional Amendments

Please refer to Appendix A to review Constitution Review Committee guidelines.

1. This document shall guide all actions and decisions made by the SNSS.
2. This document shall be broken into multiple sections.
 - a) Section I
 - I. Constitution Articles 1-10
 - b) Section II
 - I. Position Portfolios & Responsibilities
 - c) Appendix A
 - I. TOR for Committees
 - d) Appendix B
 - I. Reimbursement guidelines for CNSA Conferences

Article 10 – Bylaws

1. The bylaws should direct the affairs of the SNSS as set out in Article #2.
2. Council shall assemble at the request of the President
3. Council shall conduct meetings in accordance to Bourinot's Rules of Order
4. A quorum shall consist of 50% plus 1 total voting members of the SNSS members.
5. The Executive shall not reverse any decisions made by council.
6. For an emergency matter (at the discretion of the EC), members may vote online via the SNSS Facebook page in the form of a poll.
 - a. All electronic votes shall be recorded in the next SNSS meeting minutes.
7. The Communications Director shall e-mail/upload minutes of any meeting to SNSS council a minimum of 48 hours before the respective meeting. Changes to the minutes and adoption of the minutes will be done at the following SNSS meeting, with the responsibility of council members reading minutes on their own time.
8. Council members who miss one meeting in a term without good cause shall be given a probationary letter by the President.
 - a) Good cause is defined as an acceptable reason to miss a meeting. The following situations are acceptable reasons for missing a meeting;
 - I. Clinic shifts, classes/labs
 - II. Meeting with faculty
 - III. Exams during meeting times
 - IV. Illness of self or dependent
 - V. Requirements of Employment
 - VI. Loss of a family member
 - VII. Affiliate meetings such as: CNSA conferences
 - VIII. Under discretion of the EC
 - b) Students MUST notify the Communications Director of their inability to attend a meeting advance
 - c) Missing two meetings in a term without good cause will result in asking the council member to resign via a written letter from the President.

9. Members not fulfilling their constitutional duties or who are not in academic good standing may be asked to resign for that semester.
 - a) That student may run in the next election at the discretion of the Executive Council.
10. Council member's expenditures must be proposed to the council for approval if greater than \$100, or upon Financial Director's discretion and approval if under \$100.
 - a) A receipt is required for ALL reimbursements, which will be submitted to the Financial Director.
11. All members of the SNSS are bound to comply with the CNA Code of Ethics and the rules and regulations of the SCBScN program. Should a member be found guilty of breaching these guidelines, the student may be asked to resign upon discretion of the Executive Council and not be permitted to hold a council position for two academic terms (examples: cheating, plagiarism, unprofessional actions, etc.).
12. All council members shall be respectful and show professional conduct. Should conflict arise between council members, it is the responsibility of the President to mediate. If conflict cannot be resolved, the issue will be brought to the Executive Council members to decide upon the appropriate cause of actions.
13. All members are required to sign a consent form to provide academic status by the following dates: September 30th, January 30th
14. The SNSS CNSA email account shall be controlled by the CNSA OD and the President.
15. Those who have access to the SNSS Student Office (Room 304.9) include:
 - a. SNSS voting members
 - b. SNSS non-voting members: Past President, Faculty Representative, and Graduation representative(s).
16. The SNSS Student Office (Room 304.9) door combination shall remain confidential
 - a. Should members share the combination with someone not outlined in Article 10.15, there will be disciplinary actions as deemed by the Executive Council.

Section II – Official Role Descriptions

President

1. A nursing student who has held a SNSS voting position for a minimum of one academic year
2. Shall co-ordinate and supervise the activities and functioning of the SNSS.
3. Shall represent the SNSS at all official functions when possible.
4. Shall be liaison on behalf of the SNSS.
5. Shall be responsible for chairing SNSS general council meetings.
6. Shall be responsible for issuing a probational letter to council members not fulfilling their duties.
7. In case that 50% plus 1 voting members cannot attend an executive meeting and an issue needs immediate attention, the President and a minimum of one voting member have the authority to make an independent decision on behalf of council and will share the outcome with all members of council immediately.
8. Strongly encouraged to attend a Regional and/or National CNSA Conference.
9. If the President and Vice President are unable to chair a meeting, an executive member must chair the meeting.
10. Shall act as a mediator if conflicts arise between council members.
11. Shall work with Communications Director to keep email account up to date.
12. Shall work with Financial Director to develop a budget for the SNSS year-long term, to be approved by Executive Council, and then provided to the Program Advisory Council by the end of September
13. Shall chair the awards and constitution review committees.
14. Shall be an ex-officio member on the financial audit committee.
15. Shall be responsible for obtaining academic good standing reports.
16. Shall be the primary liaison between the faculty of nursing and the student body in all academic affairs.
17. Shall be responsible for informing students of the appeals process.
18. Determines the necessity of in person representation for academic appeals.
19. Shall collaborate with the faculty representative to approve all posters, printings, social media posts, and public announcements on behalf of the SNSS.
20. Shall schedule meetings and communicate to Communications Director about meetings a minimum of 1 month in advance unless there are extenuating circumstances preventing this to occur.

Vice President

1. Shall work collaboratively with the President and assume Presidential duties in the President absence.
2. Shall chair the financial audit committee.
3. Shall work in conjunction with the Communications Director in the following duties:
 - a) Shall collect information and give it to Faculty Representative monthly for faculty newsletter.

- b) Shall be responsible for overseeing the elections process, with the Communications Director and Faculty Representative.
- c) Shall set up a forum for all candidates during campaigning.
- 4. Shall be responsible for chairing External Relations Committee. See Appendix A for responsibilities.

Communications Director

- 1. Shall be responsible to work with SCBScN administrative team to book meeting rooms
 - a. Shall inform council and members at large of room number a minimum of 7 days prior to a scheduled council meeting via electronic notification and posting on the SNSS bulletin board located outside the SNSS Student Office.
- 2. After each meeting Communications Director shall send an email of announcements to all room representatives.
- 3. Shall compile and distribute to council a contact list of all members on council including their emails and phone numbers.
- 4. All announcements, information, details and emails created for student body shall be sent to Communications Director then to appropriate 3rd floor office administration staff for mass distribution through email and student portal following approval from the president and faculty representative.
- 5. Shall work in conjunction with the Vice President in the following duties:
 - a) Shall be responsible for overseeing the elections process, with the Vice President and Faculty Representative.
 - b) Shall set up a forum for all candidates during campaigning.
- 6. Shall keep a record of all general meetings, making sure meeting minutes are sent out within 48 hours of the next upcoming meeting.
- 7. Shall monitor and keep attendance record at SNSS scheduled meetings.
- 8. Shall be responsible for making the necessary corrections of punctuation and numbering in the SNSS constitution, bylaws and amendments.
- 9. Shall communicate with Social Director to ensure information is up to date on social media platforms with approval from SNSS President and faculty representative.
- 10. Shall keep SNSS website updated with information and pictures and maintained.
 - a. Shall ensure web domain fee is paid annually.
- 11. Shall ensure updated constitution is on website.
- 12. Shall monitor and update the SNSS bulletin board and door.

Financial Director

- 1. Shall take charge of all money and property of the SNSS and keep account of all receipts and dispersal.
- 2. Shall receive all invoices and issue all cheques that must be dually authorized.
- 3. Shall request a monthly statement showing revenues, expenses, and balances to present to Council at monthly meetings or upon request, and this shall be kept in records via the SPSA
- 4. Shall liaise with the SPSA to ensure records over 7 years old are discarded

5. Shall provide a cash box workshop and a contract for members to sign in order to have access to the SNSS and CNSA cash box key(s). The contract shall only be valid for 1 year as long as member still holds a position on the SNSS.
6. Shall be responsible for sales, including:
 - a. The ordering of items for the SNSS and the SCBScN student body;
 - b. Compiling inventory of all sales supplies, preparing a written report of this for submission to the SNSS monthly;
 - c. Getting a majority approval by the SNSS before purchasing items; and
 - d. Discussing and determining the timeline within the first month of the academic year
7. Shall approve purchases under \$100, as per Bylaw 10.
8. Shall work with President to develop a budget for SNSS to be approved by Executive Council.
9. Shall work collaboratively with CNSA OD for CNSA conference reimbursements.
10. Shall ensure that funding sourced or provided each year is allocated before the end of the academic year and spent in the best interest of SCBScN students, leaving approximately \$1000 in the SNSS Main account for the incoming council to begin with.

Social Director

1. Shall be responsible for furthering relations between the SNSS and campus as a whole, as well as the public.
2. Shall be responsible for inter-college events of the SNSS.
3. Shall plan at least one activity that involves all age groups.
4. Shall be responsible for planning of welcome week activities.
5. Shall be responsible for coordinating National Nursing Student Week events in collaboration with CNSA OD/AD.
6. Encouraged to collaborate with other council members in planning events.
7. Shall promote health and wellness amongst the SCBScN student body.
8. Shall promote a holistic approach to the health and wellness of the SCBScN Saskatoon student body
9. Shall post on social media platforms that the SNSS is involved in (Facebook, Instagram, Twitter, etc.)
10. Shall closely communicate with, or assume the role of if unassigned, the SNSA liaison and SPSA representative to plan shared events and collaborate.

Charity Director

1. Shall work within the community to collaboratively create outreach events.
2. Shall organize the monthly donation drive and ensure items are delivered in a timely manner
3. Shall collaborate with Social Directory to organize events that benefits the community.
4. Shall maintain partnership with Children's Wish Foundation of Saskatchewan
5. Shall collaborate with community agencies to connect students to volunteer opportunities in the community.

CNSA Official Delegate (OD)

1. Shall fulfill duties of CNSA Official Delegate as outlined by the rules and regulations of the CNSA Part IV: Duties of Regional Executive as per www.cnsa.ca
2. Shall work collaboratively with Financial Director to ensure that funding is fairly and fully distributed when possible to general members, to ensure maximum attendance at Regional and National Conferences.
3. Shall be voting representative for the SCBScN Student body at the CNSA Regional and National conferences, voting in the best interest of the students.
4. Shall create a report prior to the Regional and National Conferences that is to be presented to the SNSS and the CNSA Prairie Regional Executive
 - a) This report shall be made available to the student body through the SNSS website.
The CNSA OD/AD shall give a presentation to students outlining their role and accomplishments, following conferences at the discretion of the Society.
5. Shall be responsible for promoting CNSA Conferences and general member awareness about CNSA elections that coincide with the CNSA National Conference.
6. Shall be encouraged to continue with CNSA positions in following years either on Executive Council or as a mentor for the new incoming delegates.
7. Shall be responsible for proposing a budget to Executive Council for both CNSA Regional and National Conferences in early September.
8. Shall submit prior to CNSA conferences a proposed budget of their travel expenses for the approval of the SNSS council.
9. Shall renew the SNSS lottery license with the Saskatchewan Gaming and Liquor Authority.

CNSA Associate Delegate

1. Shall fulfill duties of CNSA AD(s) as outlined by the Rules and Regulations for the CNSA Part IV: Duties of the Regional Executive as per www.CNSA.ca
2. Shall assist the Official Delegate with his/her duties in the absence of the OD.
3. Shall be responsible for planning the annual NCLEX-RN information session to be held in Winter Term in collaboration with the Faculty Representative and Curriculum coordinator (to determine date).
4. Shall submit prior to CNSA conferences a proposed budget of their travel expenses for the approval of the SNSS council.
5. Shall report costs to the CNSA OD, and present receipts for the CNSA initiatives.

Class Representatives from Each Year of the SCBScN Program

1. Shall be liaison between the SNSS and their section(s) and keep said section(s) informed of activities and announcements.
2. This may be co-position for first year students
3. Shall promote and sell tickets to events.
4. Shall communicate to their cohort within 24 hours after receiving information from SNSS members.
5. Shall obtain the schedules of all sections of their year.

6. Shall give at least monthly, in person, announcements to their classes on upcoming events and opportunities.

Faculty Representative

1. Faculty Representative will be appointed by 50% plus 1 of the SNSS votes.
2. Provide guidance and support to council and members throughout the year.
3. Shall receive nominations for elections and must be present with Vice President and/or Communications Director in processing nominations.

Past President

1. Shall consist of the immediate past SNSS President
2. Shall assume position once completed term as President.
3. Shall act as an advisor to President and Executive Council, as well as a mentor to other council members.
4. Shall compile a list of changes for the constitution and present them at the handover meeting when the new President takes over.
5. Shall be privy to financial documents and other confidential information as to assist President in their role.
6. Shall provide President with documents they made throughout the year (i.e. budgets, reports, speeches).

SPSA Representative

1. Shall be the SNSS representative on the SPSA while it is in session.
2. Shall act as a liaison between the SNSS and SPSA
3. Shall attend meetings and relay information to the Vice President
4. Shall collaborate with the health sciences and nursing school within Saskatchewan Polytechnic.

SWITCH Representative

1. Shall attend SWITCH meetings
2. Shall inform the Vice President of all orientation and important dates, as well as any other relative information.
3. Is encourages to be a SWITCH volunteer to have an understanding of the organization.

HSSA Representative

1. Shall attend HSSA meetings.
2. Shall inform the Vice President of HSSA related activities and events.

Cultural Representative

1. Shall collaborate with Aboriginal Nursing Student Advisor, Indigenous Student Centre, and Cultural Centre for events and activities.

Library Representative

1. Shall collaborate with the Saskatchewan Polytechnic Library Staff to plan and advertise events.

Saskatoon Nursing Student Association (SNSA) Liaison

1. Shall attend 50% of SNSA meetings as a member at large and report back to SNSS.
2. Shall foster relationships with the SNSA and University of Saskatchewan College of Nursing.
3. Shall in partnerships with the Social Director to plan and organize events throughout the school year.
4. Shall work in partnership with CNSA OD to organize shared accommodations between the University of Saskatchewan College of Nursing and the SCBScN program for CNSA regional and national conferences.

Appendix A: Terms of Reference for SNSS Standing Committees

Elections Committee

Mandate

1. The Elections Committee shall facilitate and organize the SNSS Election Bi-annually (March and September).

Terms of References

1. Notice of election shall be made no less than one week before nominations are to begin the submission process.
2. Nominations:
 - a) All nominees shall be required to submit a maximum 200-word paragraph explaining why they would be a suitable candidate.
 - b) Students shall be able to run for one executive position, one executive position and one non-executive position, or two non-executive positions.
 - c) Nominations shall be open for five consecutive school days (i.e. Monday-Friday or Thursday-Wednesday).
 - d) All nominations will be submitted to Faculty Representative, who will keep them secret until the nomination period is complete.
 - e) Following the end of the nomination period, the faculty member and committee members will meet together to process the nominations. **The Faculty Representative must be present at this meeting.**
3. Campaigning
 - a) Campaigning shall take place for four days, which includes the day of the Candidates Forum (detailed below).
 - b) Duties of Committee Chairs include: ensuring that no campaigning takes place before nomination period is over (as per SNSS constitution, Article 6); ensuring that no campaigning takes place following the designated campaigning time.
4. Organize the Candidates Forum:
 - a) Shall take place on the fourth day (if possible) following end of nomination period. To be organized by Committee Chairs.
 - b) All campaigning must cease by the end of the day of the Candidates Forum.
 - c) Candidates shall be present for the forum, but it is not a requirement.
 - d) Candidates shall give a short speech and answer questions from students (if there are multiple students running for the same position).
5. Facilitate Voting:
 - a) All campaigning must cease following the fourth day of campaigning (the Candidates Forum). Failure to cease campaigning during the two days of voting shall be viewed as a breach of the elections process. Any member found to be in breach of the elections process shall be dealt with immediately. The Vice President, Communications Director and Faculty Representative shall be responsible for determining an appropriate response. This could range from no action to immediate termination of the offending candidate. In the

event that a candidate is found to be in breach of the elections process this breach may be appealed in front of a minimum of 50% plus 1 member of the executive council and the council's Faculty Representative.

- b) There shall be two consecutive school days of voting (Wednesday-Thursday, or Friday-Monday).
 - c) Shall be facilitated electronically if possible
 - 1) Barring this possibility, voting shall be located in the 3rd floor Nursing Administrative Office.
6. Tabulation of votes shall occur by Committee Chairs.
 7. If resignation of a position occurs, the SNSS council may decide to select a nominee for the position. The decision to select a nominee without elections requires a 50% plus 1 majority vote. Upon selection the nominee, the SNSS must again show a 50% plus 1 majority support for the nominee. Otherwise the SNSS may handle replacement elections as follows:
 - a) Two days of nominations followed by two days of campaigning.
 - b) Two days of voting as per the voting process.
 - c) Each co-position shall have one vote on each SNSS matter.
 8. In the event that a position becomes vacant at any point in the year after being initially filled, the SNSS council will utilize the replacement elections process OR members may request that the council nominate a candidate for the position with a 50% plus one of present council members vote.
 9. Shall there be only one candidate for a given position, there shall be no election and the applicant shall be elected via acclamation to their position.

Terms of Office and Membership

1. The term of office will be one year. The committee shall be composed of the following permanent members:
 - a) Co-Chairs: Vice President, Communications Director
 - b) Faculty Representative.

Reporting Structure

1. The committee chairs will report directly to the executive council at the request of the President.
2. The chairs of the committee will surrender all documents relating to this committee to the incoming Vice President and Communications Director.

Awards Committee

Mandate

1. Review SNSS awards and criteria for submission annually.
2. Shall review all awards applications and work with fellow committee members to choose award recipients.

Terms of Reference

1. Applications shall be submitted to one or both of the faculty members on the committee.
2. Any names, student numbers, or other identifying information shall be removed from the applications by the faculty who received the nominations.

3. The SNSS members shall not be privy to the names or other identifying information of any of the recipients.
4. Award information must be sent out at least 50 days prior to selection of award recipient.
5. New awards shall be added with a 50% plus 1 voting members of council.
6. All awards subject to the SNSS discretion. Council may choose not to give out an award by a 50% plus 1 council members vote. Reason for not giving out award must be documented in meeting minutes.
7. Awards may be financially compensated to a maximum amount of \$250 as voted by 50% plus 1 voting members of council. Inclusion of awards funding is at the discretion of council for each award and is determined before the award is announced. Award funding will be supplied from the SNSS Fundraising account.
8. At least one faculty member must be present for any given meeting (*Rationale: to avoid bias and improve transparency of committee activities*).

Terms of Office and Membership

1. Committee Chair: President – will also forfeit any opportunity to apply for the award.
2. A minimum of two non-nursing faculty shall be part of this committee, to be proposed and voted on at a SNSS meeting.
3. Minimum of two voting members of council (they will also forfeit the chance to apply for this award).
4. Committee membership shall last for one cycle of the award (if there is more than one award cycle).
5. The President shall chair this committee for the duration of term in office.

Reporting Structure

1. Chair shall give update on committee activities to SNSS once before awards recipients are chosen.
2. Chair shall update to SNSS once following award recipient selection.

Constitution Review Committee (CRC)

Mandate

1. To review, discuss, and update the constitution on a yearly basis as per SNSS Constitution Article 9.

Terms of References

1. Committee members will convene once yearly to amend the constitution.
2. Committee will serve two purposes:
 - a) To convene once yearly and the end of the winter semester to amend the constitution.
 - b) To convene at discretion of President to hear proposed changes/amend Section II of the SNSS Constitution.
3. Communications Director Shall have revised constitution typed out two weeks after revisions have been voted on.

Terms of Office and Membership

1. Committee Chair: President
2. Composed of incoming council and outgoing council members whose role has not yet been filled unless their incoming role is a non-voting role (i.e. President)

3. All members at large are eligible to sit in during constitution reviews as non-voting members.

Meetings

1. Amending Section I:
 - a) Shall meet within one month of cessation of classes of the winter semester, or at the discretion of President.
 - b) Notice of constitutional review shall be disseminated via e-mail and social media no less than 10 days before the meeting is to take place.
 - c) Proposed amendments should be posted no less than 7 days prior to the meeting date
 - d) In the event that it is not possible to post amendments 7 days prior to the meeting date, members in attendance shall still hear the proposed amendments.
 - e) Date of meeting to be determined by largest amount of outgoing and incoming council members able to be present at meetings.
 - f) Passing amendments to change the constitution shall be required to have quorum vote support.
2. Amending Section II:
 - a) Can be altered by SNSS at any point during the academic year (September-April).
 - b) Notice of meeting to hear proposed changes shall be made available not less than 5 days prior to meeting date.
 - c) 50% plus 1 of all SNSS members is needed to pass proposed changes.

Reporting Structure

1. Chair shall report to SNSS members whenever during the year proposed changes are brought to attention of chair.
2. Chair shall report to SNSS what was changes in the constitution at the next SNSS council meeting.

Financial Audit Committee (FAC)

Mandate

1. Shall review financial dealing/situation of SNSS.

Terms of Reference

1. Shall review financial activities of Financial Director and any other SNSS members if activities deemed suspicious, and/or not able to be backed up with documentation.
2. Committee will mobilize at request of Financial Director or President discretion.
3. Committee will determine disciplinary action as fit.

Terms of Office and Membership

1. Committee Chair: Vice President
2. Composed of President, Financial Director, one voting member of SNSS (to be chosen at a SNSS meeting by a 50% plus one majority vote), Faculty Representative.

Meetings

1. Chair shall determine activities of the meetings.
2. Committee shall determine appropriate treatment of SNSS members in question if found guilty of any wrongdoing or infraction.

Reporting Structure

1. If financial audit cannot be reconciled, the Committee will represent the issues to the SNSS and SNSS will explore options to have financial record reviewed by SPSA.

Executive Council (EC)

Mandate

1. Shall collaboratively manage all activities and make decisions on behalf of SNSS that best represents and respects the organization under the supervision of the president.

Terms of Reference

1. Shall provide guidance and support to council members and SCBScN student body at Saskatchewan Polytechnic - Saskatoon Campus.
2. Shall assist Financial Director with any financial decision(s).
3. Shall monitor and enforce SNSS rules and bylaws.
4. Shall monitor and assist with all council activities.
5. Shall openly communicate with one another with any concerns or suggestions for the SNSS or its members.
6. Shall attend meetings and events on behalf of SNSS wherever appropriate or possible (i.e.: Pledge Ceremony, Coffee with Deans, social events, etc.).
7. Shall be responsible for the approval of the proposed SNSS budget.

Terms of Office and Membership

1. Committee chair(s): President
2. Composed of: President, Vice President, Financial Director, Communications Director, and CNSA Official Delegate.
3. Faculty Representative and Past President may be present at committee meetings when requested by the President.

Meetings

1. Shall mobilize at the request of the President.
2. Shall mobilize if a member of the SNSS is suspected of misconduct to determine consequences (if any) for the accused SNSS member.

Graduation Committee

Mandate

1. To organize the annual SCBScN Saskatoon Graduation Banquet

Terms of Reference

1. Shall collaboratively plan the SCBScN Saskatoon Graduation Banquet including:
 - a. Booking a venue to hold up to 500 people
 - b. Organizing catering
 - c. Determining a ticket price
 - d. Organizing ticket sales with SNSS Financial Director and SPSA
 - e. Organizing speakers
 - f. Inviting both Deans, as well as faculty several months in advance
 - g. Shall organize graduation clothing sales as a fundraiser under the approval of Faculty Advisor
2. Shall manage Grad Account with SPSA and SNSS Financial Director

- a. Committee is responsible for ensuring there are sufficient funds left in the account for next year's Graduation Banquet venue deposit (i.e. \$1000) or ensure that a deposit for a venue is paid in advance for the upcoming year.
3. Shall be in charge of their own cash box, receiving training from the Financial Director.
 - a. Cash box rules follow those outlined by Financial Director and SPSA
 - b. Committee is accountable to Financial Director, and should any activities be deemed suspicious and/or unable to be backed up with documentation, Financial audit will occur.
4. Shall plan fundraising events to help subsidize ticket sales.
5. Shall meet at the request of the Chair(s) and/or President
6. Shall report to Financial Director for:
 - a. Cash box training
 - b. Proposed and finalized budget
 - c. Accessing Graduation Committee Financial Account with SPSA
 - d. Ticket sales
7. Shall attend all SNSS general meetings prior to Graduation Banquet to provide report.

Terms of Office and Membership

1. Committee Chair(s): SCBScN Student(s) from the Graduating Class
2. Composed of: SCBScN students that volunteer to assist.
 - a. It is encouraged that there is one student from each cohort sitting on the Graduation Committee.
3. New committee should be composed a minimum of 10 months before banquet date.
4. Old committee members are encouraged to remain on the committee for the subsequent year(s).

External Relations Committee

Mandate

1. To work collaboratively with other external organizations.

Terms of Reference

1. Shall sit on various committees, being the voice of the SNSS and SCBScN student body.
2. Shall work with committees to plan events or activities.
3. Shall report to the Vice President on events, professional development opportunities, or other news related to their committee.
4. Vice President to report to council any of said information.

Terms of Office and Membership

1. Committee Chair: Vice President
2. Composed of: SWITCH Representative, HSSA Representative, Cultural Representative, SPSA Representative, and Library Representative.
3. All members other than the Chair shall be elected via acclamation:
 - a. Members shall email Communications Director a 100-200-word statement of interest.
 - b. If there are two or more individuals who apply for a single position on the committee, SNSS council shall vote via secret ballot to elect one individual after reviewing candidates' statements of interest

- i. Statements of interest shall be blinded to everyone other than Chair, who will not vote.

Appendix B: SNSS Policy and Procedures for CNSA Conference Reimbursements

Bylaws:

1. The CNSA OD and one CNSA AD will be 100% funded for travel, hotel and conference fees based on 100% attendance to all conferences and CNSA obligations.
2. In order for any member including delegates to receive up to 100% reimbursement for Regional or National Conferences, 75% of all speakers, workshops and 2-3 hours of National assembly meetings and 2-3 hours of Regional assembly meetings must be attended with the following specifications:
 - a. If there are no conference activities on a particular day the OD/AD will inform students of the Regional/National meetings and times they need to attend. Students will need to attend a minimum of 25% of these meetings.
 - b. All students receiving partial funding must attend 50% of all speakers, workshops and 2-3 hours of National assembly meetings, or at the discretion of the OD.
 - c. In the event that a student is unable to attend the required conference events the CNSA Delegates can decide to revoke funding if circumstances warrant. In the event that funding is revoked the student may appeal this decision before a committee composed of executive committee, one CNSA AD and the faculty representative.
 - d. Registration, travel and accommodation shall be reimbursed, not exceeding 100% of the cost. Receipts must be presented following the attended event and within one month of the conference. Registration will only be reimbursed up to the amount of the early bird deadline. Travel expenses shall be the lowest cost travel available, taking into consideration distance and dates of the conference. Flight arrangements are the responsibility of the participant. Accommodations shall be based on quadruple occupancy. If necessary, the CNSA OD may decide to allow less than quadruple occupancy to allow for male and female students to stay in separate rooms.
 - e. Additional funds raised by students can be used for food purchases (*for meals not included in conference fees*) or to allow for additional repayment of fees (conference, travel, and hotel) to a maximum of 100%. Alcohol will not be reimbursed, and the receipts must breakdown the items purchased.
3. All monies raised for CNSA related activities must be allocated within the academic year that the money was raised. This excludes the \$1000 which is to be left in the CNSA account at the end of the winter term for the next years OD to cover regional conference expenses prior to fundraising money arriving.
4. *All receipts shall be submitted in paper form to the CNSA OD within 5 business days after the end of the conference period*
5. *All receipts shall be accompanied by the SNSS Conference Reimbursement Form*
 - a. *No receipts shall be reimbursed without the submission of the Conference Reimbursement form*
 - b. *The aforementioned form shall be available in printed copies at the SNSS office and electronically via the SNSS website*

6. *The CNSA OD and AD shall each submit prior to the conference a proposed budget of each of their travel expenses for the approval of the SNSS council*
 - a. *Proposed budgets shall be adopted via a 50% plus 1 voting member majority of the SNSS council*
 - b. *Budget must account for conference included meals and an outlined limit for each meal allotment. Reimbursement will not be provided for meals included in conference or spending over the daily food allotment.*