

THE CANADIAN COLLEGE OF NATUROPATHIC MEDICINE'S
NATUROPATHIC STUDENTS' ASSOCIATION
CONSTITUTION AND BY-LAWS



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ARTICLE I: NAME

At the Canadian College of Naturopathic Medicine (“CCNM”), there is established an association known as the “Naturopathic Students’ Association” (the “NSA”) whose members at a given time shall comprise all students enrolled in the ND program. The governance and administration of the NSA at a given time shall be carried out according to this Constitution and any amendments hereto, by students elected to serve in a governing body known as the “NSA Executive”. The NSA Executive shall consist of officers elected to an executive council (the “Executive Council”) and officers elected to class representative positions (“Class Representatives”). The Executive Council shall consist of two branches known as the “Naturopathic Students’ Society” (the “NSS”) and the “Naturopathic Students’ Union” (the “NSU”).

ARTICLE II: JURISDICTION AND POWER

Section 1:

The members of the NSA grant the jurisdiction and powers assumed by the NSA Executive under this Constitution, and any amendments hereto.

Section 2:

This Constitution and any amendments hereto, supersede any previously existing constitutions of the NSA.

ARTICLE III: PURPOSES

Section 1:

The NSA shall exist for the following purposes:

- a. To be the sole student association that represents all students enrolled at CCNM at a given time and that serves no other constituency; and
- b. To act as a unifying force in CCNM student life.

Section 2:

The NSA Executive shall exist for the following purposes:

- a. To establish the NSA Mission Statement and Goals;
- b. To represent the student body in communications with:
 - i. CCNM, its Board of Governors, administration, faculty and staff;
 - ii. any other organizations and associations that are involved in policymaking, governance, regulation or administration pertaining to the naturopathic medical profession, naturopathic medical school curriculums, scope of practice and community, including but not limited to the Ontario Association of Naturopathic Doctors (the "OAND") and the Canadian Association of Naturopathic Doctors (the "CAND"); and
 - iii. other representative student organizations with associated professional and cultural interests including, but not limited to, the Naturopathic Medical Students Association.
- c. To initiate, sponsor, and direct activities and publications involving the interests of the student body, and, as necessary, to call student assemblies;;
- d. To represent the students of CCNM on specific occasions and in matters affecting their academic interests and concerns;
- e. To receive and administer on behalf of the NSA, all funds from NSA fees collected and remitted by CCNM, and other funds that may become property of the NSA, and in this regard, to formulate an annual budget and year-end report or financial statement; access to these documents will be readily available to all members of the NSA within two weeks;
- f. To contribute to advancing the quality of student life at CCNM by carrying out activities including, but not limited to, advocating for appropriate and safe facilities, building community through social events, and disseminating relevant information to students;
- g. To hold regular scheduled meetings and to ensure minutes are accessible for CCNM students and administration via Moodle; to review and adopt minutes from each meeting;
- h. To facilitate opportunities for CCNM students to inform and empower the general public regarding the scope and practice of Naturopathic Medicine.

Section 3:

The NSU shall exist for the following purposes:

- a. To represent the students of CCNM in matters affecting their academic interests and concerns;
- b. To represent the students of CCNM in matters affecting their clinical education interests and concerns;
- c. To represent the students of CCNM in the provincial, federal and international associations, and represent students in legislation affecting the profession through these associations.

Section 4:

The NSS shall exist for the following purposes:

- a. To initiate and direct activities to build community and foster spirit at CCNM, including but not limited to activities that provide students with networking opportunities as well as social support;
- b. To represent the students of CCNM in matters affecting extracurricular services provided by CCNM and its affiliates;
- c. To communicate and build relationships with other schools, student bodies and interprofessional associations.
- d. To advocate for the inclusion of naturopathic medical students in multidisciplinary events and discussions as well as to promote interprofessional education opportunities to CCNM students;
- e. To facilitate student initiatives by providing club sponsorship, guidance, and access to resources.

ARTICLE IV: NSA EXECUTIVE MEMBERSHIP

Section 1:

Members of the NSA Executive shall be known as the “Executive Members”. The Executive Members consist of students elected to NSS and NSU offices on the Executive Council (“Executive Council Members”) and students who are elected to class representative positions (“Class Representatives”).

Section 2:

Executive Council Members are entitled to attend regularly scheduled Executive Council meetings, to vote on matters before the Executive Council, and to carry out activities pertaining to their respective offices in accordance with Article V. At a given time, Executive Council members comprise students acclaimed to or elected to the following Executive Council offices by a majority vote of the student body:

- a. Chair of Council (in the event of a tie, has one vote);
- b. President of the NSU (one vote);
- c. President of the NSS (one vote);
- d. Two Vice Presidents – Internal Communications (one vote each);
- e. Vice President – External Communications (one vote);
- f. Two Vice Presidents – Academic Development (one vote each);
- g. Vice President – Clinical Education (one vote);
- h. Vice President – Finance (one vote);
- i. Vice President – Student Services (one vote);
- j. Two Vice Presidents – Social Programmer (one vote each);
- k. The Ontario Association of Naturopathic Doctors (OAND) Representative (one vote);
- l. The Canadian Association of Naturopathic Doctors (CAND) Representative (one vote);
- m. Student Advocate (one vote);
- n. Student Governor (one vote)

Section 3:

Class Representatives are entitled to attend regularly scheduled Executive Council meetings, provided they notify the Chair of Council of their intent to attend a given meeting within a minimum of one week prior to the meeting date. Class Representatives are not entitled to vote on matters before the Executive Council. At a given time, Class Representatives comprise students elected to the following Class Representative positions by a majority vote of students in their respective classes, and in the case of the part-time representative, by students who are enrolled at CCNM with a partial course load:

- a. Four fourth-year class representatives: one clinic, one academic, one social, one grad;
- b. Three third-year class representatives: one clinic, one academic, one social;
- c. Three second-year class representatives: one clinic, one academic, one social;
- d. Three first-year class representatives (September intake): one clinic, one

- academic, one social;
- e. Three first-year class representatives (January intake): one clinic, one academic, one social;
- f. One international medical graduate (IMG) representative;
- g. One part-time representative;
- h. Non-voting members are eligible to attend Executive Council roundtable meetings, and will be notified of the times of such meetings in order to confirm their attendance. It is the responsibility of the non-voting members to inform the chair of council of their attendance a minimum of one week prior to meeting date.

Section 4

The NSU shall consist of the following Executive Council Members, who may also be referred to as “NSU Members”:

- a. President of the NSU;
- b. Two Vice Presidents – Academic Development;
- c. Vice President – Clinical Education;
- d. OAND Representative;
- e. CAND Representative;
- f. Student Advocate;
- g. Chair of Council;
- h. Two Vice Presidents – Internal Communications (Online Director & Morale Director).

Section 5:

The NSS shall consist of the following Executive Council Members, who may also be referred to as NSS Members:

- a. President of the NSS;
- b. Vice President – Finance;
- c. Vice President – Student Services;
- d. Two Vice Presidents – Social Programmers;
- e. Vice President – External Communications;
- f. Chair of Council;
- g. Two Vice Presidents – Internal Communications (Online Director & Morale Director).

ARTICLE V: TERMS OF REFERENCE

Section 1:

The Executive Council Members shall:

- a. Attend all Executive Council meetings as scheduled. All Executive Council Members shall attend Executive Council general or “roundtable” meetings. All NSU Members shall attend NSU meetings. All NSS members shall attend NSS meetings. Excused absences may be granted at the discretion of the Chair of Council or by the respective President. In the event that an Executive Council Member is unable to attend a meeting, he/she must notify the Chair of Council within a reasonable time, based on the cause of his/her absence. In the event of a scheduled conflict, notification must be given as soon as the conflict is identified and the individual must arrange for another Executive Council Member to act as a proxy. In the event of an emergency, the Chair of Council must be notified as soon as possible via any of the following methods of communication: email, social media, phone, or text;
- b. Submit agenda items to the Chair of Council at least 7 days prior to each Executive Council meeting;
- c. Be involved in the creation and execution of events that will foster the spirit of community within CCNM;
- d. Actively participate in all orientation events co-ordinated by Student Services and the Executive Council;
- e. Be members of all groups or organizations pertaining to their mandated constitutional duties as NSA-sponsored representatives;
- f. Be sponsored by the NSA for any expenses incurred during the performance of their constitutional duties within 5 weeks of incurring such expenses;
- g. Be responsible for creating and/or updating training manuals specific to their positions for the incoming Executive Council before changeover;
- h. Act responsibly and with the integrity that is becoming of an Executive Council Member whilst adhering to this Constitution and all amendments hereto;
- i. Be responsible for reviewing previous meeting minutes prior to each Executive Council meeting;
- j. Be responsible for reviewing the assigned NSA NDNet email account daily;
- k. Be responsible for the approval and stamping of all NSA-associated postings pertaining to their position in accordance with the CCNM Bulletin Board and Postings Procedures document;
- l. Monitor attendance to NSA events and commitments under their direction, and communicate to the respective NSU or NSS president when there is an Executive Council Member who does not attend a previously scheduled event.

Section 2:

The Chair of Council shall:

- a. Serve as the Chairperson of all Executive Council meetings, and enforce due observance of the Constitution, parliamentary proceedings and rules of order; when the Chair of Council is absent, the NSS or the NSU President shall carry this role;
- b. Chair Student Assemblies involving both the NSU and NSS;

- c. Submit a copy of agendas to each of the Executive Council Members at least two days prior to the Executive Council meeting;
- d. Keep a record of attendance at Executive Council meetings to ensure compliance with Article V, Section 1 and Article VI provisions on forfeiture and resignation;
- e. Maintain an up-to-date copy of the NSA Constitution and ensure that all amendments, additions, and changes are included in the Constitution within one month of their approved motion;
- f. Maintain, for reference, digital copies of each previous constitution from the March 2013 Constitution and onward;
- g. Be one of two Student Health Plan liaisons (the other being the NSS President);
- h. Serve as one of two co-signers of NSA cheques, the other being VP Finance (and in absence of the Chair of Council, one of the VPs Internal Communications);
- i. Serve as the acting VP Finance during periods of absence including externship and vacation;
- j. Serve as the acting VP Student Services during periods of absence including externship and vacation;
- k. Be available to attend NMSA meetings as an Executive Council representative upon invitation;
- l. Be responsible for office administrative duties, including procurement of budgeted and approved equipment for the continued improvement of the NSA to achieve optimum efficiency (e.g. office supplies, computers etc.);
- m. Be responsible for the NSA Student Lounge (e.g. piano maintenance, furniture, etc) and NSA computers in CCNM lobby;
- n. Oversee and delegate responsibilities for the annual NSA Executive Council elections procedures in conjunction with the NSS President and the NSU President. Note: Student Governor elections should be done in November (in advance of the January change-over) and yearly NSA elections should be done in March;
- o. In conjunction with the VP Finance, be authorized to request access to and inspect available financial statements of all organizations who owe financial obligations to the NSA, and to monitor allocation of monies;
- p. Cast the deciding vote in case of a tie at Executive Council meetings;
- q. In the absence of both VP Internal communications, be responsible for recording minutes for all NSU meetings, NSS meetings and Executive Council meetings, and distribute a copy of such to Executive Council Members within three working days of the meeting;
- r. With the assistance of the VP Internal (Online), be responsible for the official calendar of all NSA-associated events; collect and organize all events at the beginning of term and publicize the calendar as he/she sees fit;
- s. Be responsible for all room bookings related to NSA, NSS and NSU meetings;
- t. Oversee the NSA changeover retreat planning committee;
- u. Coordinate, in conjunction with the NSU President, NSS President and the VPs Social Programmers, the End-of-the-Year Closing Ceremonies;
- v. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the Chair of Council.

Section 3A:

The NSU President shall:

- a. Serve as the official representative of the NSU and the student body pertaining to NSU matters;
- b. Serve as chairperson of all NSU meetings, and enforce due observance of the Constitution, parliamentary proceedings and rules of order; when absent the NSS President or Chair of Council shall carry this role;
- c. Submit a copy of the agenda to each of the NSU Members and the Chair of Council at least two days prior to the meeting;
- d. Keep a record of attendance at NSU meetings and report absences to Chair of Council to ensure compliance with Article V, Section 1 and Article VI provisions on forfeiture and resignation;
- e. Along with the VPs Social Programmer and the NSS president, organize an Executive Council retreat to include conflict management and leadership training within four months from changeover;
- f. In consultation with the Chair of Council, be empowered to act as the ranking NSU official to implement NSU policy where action is immediately necessary and cannot await an NSU meeting, and be accountable for such actions to Executive Council Members. In the event that the Chair of Council is absent, the NSU President shall consult at least one other NSU Member as well as the NSS president;
- g. Provide direction and support to NSU committees in the execution of their respective mandates;
- h. In cooperation with the NSS President, be responsible for meeting with CCNM administration, particularly the Office of Academic Affairs ("OAA"), in regard to planning and assisting in the production of two Town Hall Meetings and the Professional Speaker series;
- i. In conjunction with the NSS President, help foster further affiliation and relations with various institutions, government, organizations, etc.;
- j. Chair student assemblies pertaining to NSU matters;
- k. Oversee, and delegate responsibilities for, the annual NSA Executive Council elections proceedings in conjunction with the NSS President and the Chair of Council, as long as the NSU President is not running for another term;
- l. Attend monthly College Committee meetings in conjunction with the NSS President;
- m. Be available to attend NMSA meetings as an Executive Council representative upon invitation;
- n. Organize and oversee elections for Class Representatives in accordance with the schedule specified in Article VII, Section 3;
- o. Hold a Class Representatives training lunch within the first month of each semester (September, January, and May);
- p. Be the primary contact for Class Representative questions and concerns;
- q. Oversee, in conjunction with the NSS President, VPs Social, and Office of Student Services, the IMG welcome event, as well as the annual September school-wide welcome back events including the Student Services barbecue;

- r. Be available to sit on appeals committee as the student member when requested;
- s. In conjunction with the VP Finance, manage any budget discrepancies that arise, or are projected to arise, under the portfolio of any VP position under the NSU.
Discrepancies greater than \$200 shall be communicated to the relevant VP as well as the entire Executive Council. If additional funding is required, the NSU President, VP Finance, and the relevant VP can coordinate with Advancement;
- t. Serve as the acting NSS President during periods of absence including externship and vacation;
- u. Coordinate, in conjunction with the Chair of Council, NSS President and the VPs Social Programmers, the End-of-the-Year Closing Ceremonies;
- v. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the NSU President.

Section 3B:

The NSS President shall:

- a. Serve as the official representative of the NSS and the student body pertaining to NSS matters;
- b. Serve as chairperson of all NSS meetings, and enforce due observance of the Constitution, parliamentary proceedings and rules of order; when absent the NSU President or Chair of Council shall carry this role;
- c. Submit a copy of the agenda to each of the NSS Members and the Chair of Council at least two days prior to the meeting;
- d. Keep a record of attendance at NSS meetings and report absences to Chair of Council to ensure compliance with Article V, Section 1 and Article VI provisions on forfeiture and resignation;
- e. In conjunction with the NSU President and the VPs Social Programmer, organize an NSA Executive Council retreat, which shall include conflict management and leadership training, and take place within four months from changeover;
- f. In consultation with the Chair of Council, be empowered to act as the ranking NSS official to implement NSS policy where action is immediately necessary and cannot await an NSS meeting, and be accountable for such actions to Executive Council Members. In the event that the Chair of Council is absent, the NSS President shall consult at least one other NSS Executive Member as well as the NSU President;
- g. Provide direction and support to NSS committees in the execution of their respective mandates;
- h. Chair student assemblies pertaining to NSS matters;
- i. In cooperation with the NSU President, be responsible for meeting with administration, particularly the OAA, in regard to planning and assisting in the production of two Town Hall Meetings and the Professional Speaker series;
- j. In conjunction with the NSU President, help foster further affiliation and relations with various institutions, government, organizations, etc.;
- k. Oversee, and delegate responsibilities for the annual Executive Council elections proceedings in conjunction with the NSU President and the Chair of Council, as long as the NSS President is not running for another term;

- l. In conjunction with the VP External Communications, be responsible for fundraising activities and events that will raise money for the NSA. This includes being the main point of contact between the Advancement Department and the NSA Executive Council;
- m. Attend monthly College Committee meetings in conjunction with the NSU President;
- n. Be available to attend NMSA meetings as an Executive Council representative upon invitation;
- o. Be one of two Student Health Plan liaisons (the other being the Chair of Council);
- p. Oversee, in conjunction with the NSU President, VPs Social, and Office of Student Services, the IMG welcome event, as well as the annual September school-wide welcome back events including the Student Services barbecue.
- q. Review and approve club budget proposals along with VP Finance and VP Student Services;
- r. Be available to sit on appeals committee as the student member when requested;
- s. In conjunction with the VP Finance, manage any budget discrepancies that arise, or are projected to arise, under the portfolio of any VP position under the NSS.
Discrepancies greater than \$200 shall be communicated to the relevant VP as well as the entire Executive Council. If additional funding is required, the NSS President, VP Finance and the relevant VP can coordinate with Advancement;
- t. Serve as the acting NSU President during periods of absence including externship and vacation;
- u. Coordinate, in conjunction with the Chair of Council, NSU President and the VPs Social Programmers, the End-of-the-Year Closing Ceremonies;
- v. Be available for a period of one year after completion of term, as an advisor to the NSA Executive Council and the NSS President.

Section 4:

The Vice President Finance shall:

- a. Serve as one of two co-signers of NSA cheques, the other being the Chair of Council (and in absence of the Chair of Council, one of the VP Internal Communications will have signing authority as determined at the beginning of term);
- b. Serve as the NSA debit card holder, which is a deposit only card;
- c. Receive and deposit from CCNM the NSA membership fees paid by students to finance NSA activities; receive and deposit all other funds which may become the property of the NSA;
- d. Prepare and execute an annual budget as formulated by the Executive Council by June 15th for the fiscal year, August 1st to July 31st;
- e. Provide the finalized annual budget to the Executive Council by June 30th;
- f. Review and approve club budget proposals along with NSS President and VP Student Services;
- g. Be responsible for the payment, by cheque, of all expenses properly incurred and approved by the Executive Council throughout the fiscal year;
- h. Be responsible for the reimbursement, by cheque, of all expenses properly incurred and approved by the Executive Council Members or club leaders throughout the

fiscal year, within 5 weeks of an NSA-approved event provided a Reimbursement Request Form has been properly filled out and submitted along with original receipts;

- i. Document all assets, revenues donated, monies earned and expenses paid by maintaining all accounts as listed in the chart of accounts within QuickBooks™, the licensed software obtained and maintained by the Executive Council;
- j. Prepare an end of term financial account and provide it to VP Internal Communications – Online to publish on Moodle;
- k. Maintain all receipts to support NSA expenditures on file;
- l. Provide a monthly financial report to the Chair of Council during the fiscal year;
- m. Provide a financial report to the Executive Council Members once a semester during the fiscal year;
- n. In conjunction with the Chair of Council, be authorized to request access to and inspect available financial statements of all organizations who owe financial obligations to the NSA, and to monitor allocation of monies;
- o. In conjunction with the NSU President or NSS President, manage any budget discrepancies that arise, or are projected to arise, under the portfolio of any VP position under the NSU or NSS. Discrepancies greater than \$200 shall be communicated to the relevant VP as well as the entire Executive Council. If additional funding is required, the NSU President, VP Finance, and the relevant VP can coordinate with Advancement;
- p. Hold all monies fundraised by clubs and health weeks and monitor the allocation of these monies;
- q. Accept and ratify budget amendment proposals due by September 1st of that school year as per vote of Executive Council Members;
- r. Archive in both physical and electronic forms all finances including all financial documentation in a clearly labeled box to be stored in NSA storage;
- s. Review archived financial documentation to identify documents that have been archived for the required seven year period, and arrange for documents to be shredded or otherwise destroyed;
- t. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the VP Finance.

Section 5A:

The Vice President Internal Communications - Online Director shall:

- a. Attend all NSU, NSS and Executive Council meetings;
- b. Be responsible for recording minutes for all NSU meetings, NSS meetings and NSA Executive Council meetings in the absence of the Morale Director, distributing a copy of the minutes to Executive Council Members within five business days of the meeting, and posting a copy to Moodle once the minutes are approved;
- c. Be responsible for effectively communicating with the entire student body via email, moodle, social media outlets, and the website of the NSA;
- d. Be responsible for updating the NSA website, Facebook and Twitter accounts in accordance with all NSA events, and use the NSA website, Facebook and Twitter

accounts to promote NSA events, send out event reminders, and share reflections and photos of past events;

- e. Be responsible for overseeing the delivery of the NSA Moodle Course Shell;
- f. Be responsible for generating NSA Digest on Moodle on applicable weeks;
- g. Upload an issue of The Vine onto the NSA website when it is available;
- h. In coordination with the Chair of Council, be responsible for the official calendar of all NSA-associated events; collect and organize all events at the beginning of term and publicize the calendar as he/she sees fit; ensure all NSA events are updated on the NSA website monthly;
- i. Be the primary contact for the NSA NDnet email;
- j. Produce and maintain, in conjunction with the VP Student Services and the VP Internal Communications (Morale Director), the Survival Guide document for both January and September incoming students;
- k. Assist the VP Internal Communications (Morale Director) as required, and fill in if he/she is absent;
- l. Review each issue of the student newsletter, "The Vine", if the VP Internal Communications (Morale Director) is in any way involved with the creation of the issue, to provide an objective set of eyes to monitor and address errors in content and sponsorship;
- m. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the VP Internal Communications (Online Director).

Section 5B:

The VP Internal Communications - Morale Director shall:

- a. Attend all NSS, NSU and NSA general meetings;
- b. Be responsible for recording minutes for all NSU meetings, NSS meetings and NSA general executive meetings, distributing a copy of the minutes to Executive Council Members within 5 working days of the meeting, and posting a copy to Moodle once the minutes are approved;
- c. Produce and maintain, in conjunction with the VP Student Services and the VP Internal Communications (Online Director), the Survival Guide document for both January and September incoming students;
- d. Assist the VP Internal Communications (Online Director) as required, and fill in if he/she is absent;
- e. Be responsible for NSA-related bulletin boards except for the Clubs bulletin board; this includes posting pictures of all Executive Council Members by May 31st and ensuring that the calendar outside Classroom 2 is up-to-date with NSA sponsored events;
- f. Be responsible for poster approval and stamping postings for CCNM students for student-related events alongside VP Student Services. These posters are to be placed in the VP Internal Communications (Morale) folder 48 hours prior to desired posting time. All non-student specific or for-profit events must be approved by CCNM administration in the Student Services office and not through the Executive Council;

- g. Be responsible for coordinating and overseeing the biannual 'CCNM Gear' clothing with at least one sale in the fall term and one in the winter term;
- h. Be responsible for the CCNM Gear Club, CCNM Gear Online Store and Facebook group;
- i. Oversee the Vine email and the production of the The Vine in cooperation with the editor, with a minimum quarterly issue release per term in office;
- j. Abide by rules and regulations outlined in The Vine constitution;
- k. Be responsible for organizing The Vine sponsorship with the Director of Advancement for The Vine issues;
- l. Be responsible for procuring supplies for The Vine Office;
- m. Be responsible for printing an advance copy of each The Vine issue, and if he/she is involved in the production of that issue, having the VP Internal Communications (Online Director) review it;
- n. Be responsible for sending the VP Internal Communications (Online Director) a copy of each The Vine issue to be posted on the NSA website;
- o. Be responsible for regularly communicating to The Vine editor all upcoming NSA sponsored events and announcements for publication in The Vine;
- p. Be responsible for submitting receipts for each The Vine issue within 3 days of receiving the receipt, and for mailing the cheque to the printer;
- q. Be available for a period of one year after completion of term as an advisor, to the Executive Council and the VP Internal Communications (Morale Director).

Section 6:

The Vice President External Communications shall:

- a. Be responsible for effectively communicating with the entire student body with regards to events/issues/organizations outside of CCNM in the non-naturopathic community;
- b. Serve as Chair of the Interprofessional Education Council ("IPEC") at CCNM and in that capacity facilitate affiliations with various health care professionals, institutions and the public, while also promoting interprofessional education within the school community.
- c. Set the IPEC budget, including budget for Interprofessional Health Science Students' Olympic Games (IHSSO Games), within the VP External Communications budget which is to be approved as part of the Executive Council budget;
- d. Authorize all expenditures by IPEC or any sub-committees before reimbursement forms are submitted to VP Finance for reimbursement of money;
- e. Serve as a CCNM representative on the University of Toronto Interprofessional Health Students' Association (IPHSA);
- f. Maintain open communications with the organizers of various medical student events and ensure that the CCNM student body has access to these events, including but not limited to interprofessional "Student for a Day" exchanges, Health Care Team Challenge and Annual Conference by National Health Science Students' Association (NaHSSA), the Canadian Memorial Chiropractic College (CMCC), Ontario Medical Student's Weekend (OMSW), MedGames, IHSSO Games;

- g. Oversee the planning of these events with IPEC and attend each as a CCONM representative, or appoint another IPEC member to represent CCONM;
- h. Be responsible, in conjunction with the NSS President, for fundraising activities and events that will raise money for the NSA;
- i. Work with the coordinators of various CCONM events to promote these events to the surrounding professional schools and the community;
- j. Be responsible for aiding student initiatives, clubs and teams with activities external to CCONM;
- k. Keep the CAND Representative and OAND Representatives informed of upcoming events to avoid conflicts and ensure open communication;
- l. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the VP External Communications.

Section 7:

The two Vice Presidents Academic Development shall:

- a. Be an NSA representative to, and attend monthly Standing Curriculum Committee (SCC) meetings;
- b. Be an NSA representative to attend Associate Dean-NSA (ADNSA) meetings;
- c. Act as a liaison between the CCONM student body, the Associate Deans, OAA, and the Dean of the ND program;
- d. Meet with academic class representatives of all academic years twice a semester at the minimum;
- e. Ensure that responsibilities are shared between class representatives to fulfill all Class Representative duties, with a focus on academic matters;
- f. Ensure open communication between class representatives, professors and Associate Deans through enforcement of established chains of communication;
- g. Be available to meet with focus groups from years 1, 2, and 3 created to problem-solve any academic concerns that arise over the year;
- h. Attend meetings of the Curriculum Review Board as the student representatives and provide feedback regarding changes to the curriculum;
- i. In consultation with the Student Advocate, serve as secondary advocates for students who require or request additional support in connection with the appeals process;
- j. Be responsible for organizing and running MOSCE 1 in late November for the 2nd years and MOSCE 2 for 2nd years and 3rd years in March;
- k. Be available for a period of one year after completion of term, as advisors to the Executive Council and the VPs Academic Development.

Section 8:

The Vice President Clinical Education shall:

- a. Be responsible for communicating with the Chief Naturopathic Medical Officer (CNMO), the Associate Dean of Clinical Education, and the Clinic Coordinator on issues related to Clinical Education and all teaching clinics (the Robert Schad Naturopathic Clinic, Brampton and Satellite Clinics);

- b. Be an NSA representative to, and attend monthly Standing Curriculum Committee (SCC) meetings;
- c. Facilitate the communication between students and administration with regards to first, second and third year observation and assignments and fourth year clinical requirements;
- d. Attend weekly fourth-year Clinic meetings with the fourth-year Clinic Representative and Clinic Administration, and report back to the Executive Council about those meetings;
- e. Maintain contact with clinic representative from all 4 years via monthly check-in e-mails and schedule meetings as needed;
- f. Attend fourth year clinical focus group meetings and report concerns to the Executive Council;
- g. Monitor, in conjunction with Class Clinic Representatives, the effective communication by CCNM Administration to students regarding all Clinic-related requirements and responsibilities prior to students' commencement of their clinical duties, including requirements of preceptorship hours;
- h. Communicate with the Office of Student Services to provide support for the ordering of clinic nametags for first year students, and notify Class Clinic Representatives when any order is being placed for any students who need replacement nametags;
- i. Assist Clinic Administration in the administration and review of the annual survey of fourth year students;
- j. Coordinate production and distribution of clinic gowns;
- k. Communicate directly with the fourth year Class Representatives regarding ongoing change and progress;
- l. Communicate with third year Clinic Class Representative and the Marketing Department to provide support for the ordering of business cards;;
- m. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the VP Clinical Education.

Section 9:

The Vice President Student Services shall:

- a. Produce and maintain, in conjunction with the VPs Internal Communications, the Survival Guide document for both January and September incoming students;
- a. Organize Clubs' Week at the beginning of each September and January;
- b. Organize the Book Auction during Clubs' Week in September and January;
- c. Produce a list of Clubs for publication online and in The Vine each semester;
- d. Be responsible for actively recruiting interest in the Health Weeks and ensure leadership of each Health Week is transferred or maintained each year;
- e. Be responsible for overseeing and representing student initiatives to the Executive Council;
- f. Be responsible for collecting and directing all Club budget proposals directly to the VP Finance and NSS President in September and January. These budget proposals are subject to review by the following Executive Council Members: VP Finance, NSS President and VP Student Services;

- g. Be responsible for communicating actual Club/Health Week budgets to the respective Clubs/Health Weeks and regularly monitor their activities;
- h. Be responsible for all room bookings related to student Clubs and Health Weeks, and confirm each room booking with an email to the appropriate person requesting the booking.
- i. Be responsible for poster approval and stamping all Club-associated and Health Week postings. These are to be placed in the VP Student Services folder 48 hours prior to desired posting time. All non-student specific or for-profit events must be approved by CCNM Administration in the Office of Student Services and not through the VP Student Services;
- j. Be available for a period of one year after completion of term, as an advisor to the Executive Council and VP Student Services.

Section 10:

The Two Vice President Social Programmers shall:

- a. In conjunction with the NSU President and the NSS President, organize an NSA Executive Council retreat, which shall include conflict management and leadership training, and take place within four months from changeover;
- b. Oversee, in conjunction with the NSS President, the NSU President and the Office of Student Services, the IMG welcome event, as well as the annual September school-wide welcome back events including the Student Services barbecue;
- c. Organize and oversee the September and January Unity Summits, including hosting the volunteer retreat to be held in the summer before September Unity Summit;
- d. Be responsible for the development of the Buddy system for incoming first year students;
- e. Write and submit welcome letters along with a description of orientation to be included in registration packages for incoming IMG, September, and January students;
- f. Organize, promote and oversee school-wide social events utilizing class social representatives;
- g. Be responsible for distribution and collection of liability information and waivers for all overnight social events;
- h. Be responsible for submitting a summary of all social events and contacts to VP Finance for reimbursement purposes and financial records;
- i. Authorize all expenditures by any committee that falls under this position before reimbursement forms are submitted to VP Finance for reimbursement of money;
- j. Oversee, in conjunction with the Formal Committee, the planning and execution of the NSA Formal, hosting students, staff, faculty, sponsors and members of the INER Board of Governors;
- k. Coordinate, in conjunction with the Chair of Council, the NSU President and the NSS President, the End-of-the-Year Closing Ceremonies;
- l. Hold monthly meetings with all Class Social Representatives;
- m. Inform the Executive Council of upcoming social events in a timely manner;
- n. Inform the CCNM Marketing Department for event related initiatives;

- o. Be available for a period of one year after completion of term, as advisors to the Executive Council and the VPs Social Programming.

Section 11:

The Student Governor shall:

- a. Carry out all duties of the Student Governor as specified herein, and also in accordance with INER Bylaw 12;
- b. Be a voting member of the INER Board of Governors ("BOG");
- c. Attend all BOG meetings and retreats as scheduled;
- d. Be permitted to request attendance of Executive members, incoming or outgoing Student Governors to attend BOG meetings as non-voting observers;
- e. Represent NSA concerns and opinions at BOG meetings;
- f. Attend the INER Annual General Meeting as an INER (Associate) Member;
- g. Work, in conjunction with CCNM Administration, the CAND and OAND representatives, to foster Alumni relations; on an annual basis, be responsible for soliciting, summarizing (in a report format) and presenting CCNM student feedback to the BOG at the May BOG meeting;
- h. Attend the American Association of Naturopathic Physicians annual conference as an NSA representative with a pre-approved budget and report back to the Executive Council and student body;
- i. In cooperation with the Director of Student Services, be responsible for organizing the graduating class nominations and awards for the NSA Community Spirit and Naturopathic Honour Award. Awards are to be presented at convocation.
- j. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the Student Governor.

Section 12:

The Ontario Association of Naturopathic Doctors (OAND) Representative shall:

- a. Maintain communication between the Executive Council, CCNM community and the OAND;
- b. Attend all OAND scheduled in-person and teleconference Membership Engagement Committee meetings;
- c. Maintain OAND confidentiality when the need arises or verify that information is made public;
- d. Report on past OAND meetings to the Executive Council approximately one week after each OAND meeting (where appropriate);
- e. Represent the interests of students on the OAND Membership Engagement Committee;
- f. Represent the OAND and the interests of the profession as the student representative;
- g. Be the sole link for seeking funding from the OAND for any activities of the student body, and be responsible for proposing a detailed request of sponsorship funding for the student initiatives of the upcoming year at the OAND budget planning meeting;
- h. Communicate monthly with the CEO of the OAND regarding all events and activities

- in the CCNM community;
- i. Hold monthly OAND info tables with an OAND employee or board member to answer any questions pertaining to new OAND initiatives or functions;
 - j. Organize two lectures by the OAND CEO or Board Members pertaining to OAND issues of interest to students once each semester (ex. Townhall);
 - k. Organize a graduation luncheon by the OAND CEO or Board for fourth year students in March or April;
 - l. Attend yearly OAND Conference and AGM, and the OAND Convention as an NSA representative with a pre-approved budget and report back to the Executive Council and student body;
 - m. Respond to any communications or changes in legislation relating to naturopathic medicine; condense and create a plain language release of relevant OAND information to share with students, and be responsible for its distribution within the CCNM community;
 - n. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the OAND Representative.

Section 13:

The Canadian Association of Naturopathic Doctors (CAND) representative shall:

- a. Be an NSA representative and attend CAND meetings as invited, and give monthly feedback regarding CCNM student activities;
- b. Be permitted to request attendance of an Executive Council Member as a non-voting presence at CAND meetings;
- c. Attend the CAND conferences as an NSA representative with a pre-approved budget and report back to the Executive Council and student body;
- d. In advance of the CAND conferences, advertise the conferences and the potential for NSA and CCNM sponsorship for student attendance to the student body, and co-ordinate fundraising activities where necessary;
- e. Be the official liaison with the Boucher Institute of Naturopathic Medicine CAND student representative by collaborating, communicating and sharing resources;
- f. Act as a liaison between CCNM students and provincial associations outside of Ontario, in the event that students have questions about licensing and practicing in other provinces;
- g. Keep the VP External Communications, VP Social, and the OAND Representative informed of upcoming events to avoid scheduling conflicts and ensure open communication;
- h. Manage the funds allocated to the NSA by the CAND; in this respect, formulate and submit to the CAND a proposal for the use of those funds in years in non-conference years;
- i. Be available for a period of one year after completion of term, as an advisor to the Executive Council and the CAND Representative.

Section 14:

The Student Advocate shall:

- a. Act as a liaison between the students of CCNM, the Executive Council and CCNM administration;
- b. Not be responsible for providing legal counsel;
- c. Be aware of appeals policies and processes, and be available to help guide students through these processes;
- d. Advocate for and support students within the CCNM community up until and including being present in the formal appeals process, as outlined in the formal appeals policy;
- e. Be available to students and provide them with information regarding the policies that govern both students and administration;
- f. Consult with the VP Academics in the event that a student seeking support, or the Student Advocate, requires secondary support;
- g. Liaise with relevant Executive Council Members to identify pervasive concerns that may arise with the fairness or equitability of CCNM's delivery of academic and clinical education services, or with CCNM's maintenance of an inclusive, pro-diversity community environment, in order to facilitate synergy between the efforts of the Executive Members to generally advocate for the enhanced academic and social well-being of CCNM students;
- h. In the event of his/her absence, arrange for an Executive Council Member to serve as the acting Student Advocate;
- i. Be available for a period of one year after completion of term as an advisor to the Executive Council and the Student Advocate.

Section 15:

The Class Representative(s) shall:

- a. Be elected annually from each class by a majority vote, and in the case of the part-time Class Representative, be elected from the cohort of part-time students by majority vote;
- b. Be eligible to attend Executive Council roundtable meetings, and will be notified of the times of such meetings in order to confirm their attendance. It is the responsibility of the Class Representative to inform the Chair of Council of their attendance a minimum of 7 days prior to meeting date;
- c. Act as a liaison between Executive Council and their respective classes;
- d. Oversee all internal class issues;
- e. Within each class, work together as a team to fulfill all class representative duties, in particular academic matters;
- f. Present class concerns or issues to the Executive Council so class input may be included at Executive Council's meetings;
- g. Check the assigned NDNET email daily and make announcements to their respective classes as needed;
- h. Be responsible for communicating with their respective Executive Council Members (VP Clinic, VP Academics or VP Socials) current classroom and clinic issues;
- i. Oversee class events and functions as requested by the Executive Council.

ARTICLE VI: FORFEITURE AND RESIGNATION

Section 1:

Any Executive Member failing to comply with the following requirements shall forfeit his/her position within the NSA Executive:

- a. Absences from 3 or more committed events or scheduled meetings will require a conference with the Chair of Council, NSU, and NSS Presidents to determine suitable actions, up to and including dismissal from the NSA Executive, provided that any dismissal is only effective if ratified by a majority vote of the Executive Council. Such a conference requires one of VP Internal Communications to act as a minute taker. The individual of concern may request the presence of the Student Advocate or another mutually agreed-upon individual from CCNM administration to act as a third party witness. If the individual of concern is the NSU or NSS President, such a meeting would occur with Chair of Council, the NSU or NSS President who is not the individual of concern, and another appointed Executive Council Member. If the individual of concern is the Chair of Council, such a meeting would occur with the NSU and NSS Presidents and another appointed Executive Council Member.
- b. A committed event includes all required meetings or events as stipulated under the Executive Member position description in Article V, as well as events that the individual explicitly signed up for, or was assigned;
- c. The following conduct shall be grounds for the immediate dismissal of an Executive Member, subject to ratification by a majority vote of the Executive Council:
 - Misuse of his/her position as an Executive Member;
 - Failure to satisfactorily carry out the duties of his/her office, see Article V;
 - Conduct unrepresentative of the NSA Executive;
 - Misrepresenting the NSA Executive Council;
 - Slandering the NSA or any of its members;
- d. Ceasing to carry out the duties of office and a declaration of intent to resign, made by an Executive Member to one of Chair of Council, NSS President or NSU President shall be grounds for immediate dismissal subject to unanimous approval by the Chair of Council, NSS President and NSU President, except when the declaring individual is one of the Chair of Council, NSS President or NSU President;
- e. Ceasing to carry out the duties of office and a declaration of intent to resign, made by one of the NSS or NSU Presidents to the Chair of Council or the other President shall be grounds for immediate dismissal subject to unanimous approval by The Chair of Council, the other President and one of the VPs Internal Communications;
- f. Ceasing to carry out the duties of office and a declaration of intent to resign, made by the Chair of Council to the NSS President or NSU President shall be grounds for immediate dismissal subject to unanimous approval by the NSS President, NSU President and one of the VPs Internal Communications;
- g. The Chair of Council shall notify the Executive Council of any dismissal in accordance with paragraphs (d) or (e) of this section. The NSS or NSU President shall notify the Executive Council of any dismissal in accordance with paragraph (f) of this section;
- h. Any Executive Member who resigns or is dismissed from the NSA Executive is not

eligible to run for any future NSA Executive positions without the current Executive Council's approval.

Section 2:

For Executive Council positions other than the Chair of Council, the Chair of Council is authorized to accept the resignation of an Executive Council Member on behalf of the Executive Council. The NSU and NSS Presidents, acting jointly, are authorized to accept the resignation of the Chair of Council on behalf of the Executive Council. The NSU President is authorized to accept the resignation of a Class Representative on behalf of the Executive Council.

- a. A written and signed resignation submitted in accordance with this section shall be effective immediately;
- b. Upon the resignation of any Executive Member becoming effective, it is the responsibility of the Executive Council Member(s) authorized to accept the resignation to notify the rest of the Executive Council;
- c. In the event that the NSU President resigns or is dismissed the NSS President will become the temporary President of both the NSU and the NSS until a new President for the NSU is elected in accordance with Article VII;
- d. In the event that the NSS President resigns or is dismissed the NSU President will become the temporary President of both the NSU and the NSS until a new President for the NSS is elected in accordance with Article VII;
- e. In the event that the Chair of Council resigns or is dismissed the VP Internal Communications (Online Director) will become the temporary Chair of Council until a new Chair of Council is elected in accordance with Article VII, and in the interim the VP Internal Communications (Online Director) will only vote in the event of a tie;
- f. For all other Executive Council positions, the Chair of Council shall make arrangements for the vacant position to be filled in accordance with Article VII Section 4 except in such cases where time is of the essence, the Executive Council Members may choose to appoint a new member to the Executive Council for an interim period.
- g. In the event that a Class Representative resigns or is dismissed, the NSU President shall arrange an election, in accordance with applicable provisions of Article VII, to permit the affected class to elect one of their number to fill the vacant position.

ARTICLE VII: ELECTIONS

Section 1:

- a. Any student enrolled in the ND program at CCNM is eligible for any position as an Executive Member (with the exception of the offices of NSU President, NSS President, Chair of Council and Student Governor) provided that he/she:
 - meets all the requirements set forth in Article V;
 - is in good academic standing with CCNM; and
 - has approval of nomination from the current Executive Council if he/she has previously resigned or been dismissed from the NSA Executive;
- b. In the cases of Chair of Council, NSU President, and NSS President eligible nominees are those who have held a previous Executive Council position for at least a term of eight consecutive months. In the case that only one Executive Council Member runs for the position, nominations from the student body shall be allowed;
- c. In the case that only one nomination for any one position is received, a vote of confidence at 50% + one of the votes cast is required for the candidate to be acclaimed to office;
- d. In the case where a student who satisfies the requirements of paragraph a of this section, but who is ineligible for the offices specified in paragraph b of this section, submits an application for the office of NSS President, NSU President, or Chair of Council, the student will have the right to run for an alternate position of his/her choice that will be determined prior to the All Candidates meeting;
- e. In the case of the Student Governor, eligible candidates will have at least three semesters of experience as a CCNM student by the time the position begins (e.g., January of the new calendar year). In the case in which only one student decides to run for the Student Governor position, student nominations shall be permitted over a maximum of a one-week period following the close of the initial Student Governor application deadline. If, after opening the Student Governor candidacy to student nominations, one candidate remains, a one-day election will be set-up to provide CCNM students with an opportunity to submit a vote of confidence for the candidate;
- f. In the case of a position not being filled by the time of the commencement of the All Candidates meeting, the candidates at the All Candidates meeting will have first choice to fill the vacancies in accordance with the NSA Executive Elections Procedures;
- g. Students intending to be nominated for a position are to submit a cover letter and accompanying résumé to the Chair of Council which will be subject to review by the NSU and NSS Presidents;
- h. No nomination for election to NSA office of an absent student can be considered unless consent in writing or otherwise is submitted with the nomination and signed by ten students;
- i. Except as provided for in paragraph j below, a student cannot hold two Executive Member positions concurrently, and an incumbent Executive Member who is elected to another Executive Member position shall forfeit one of those positions; in such an instance, the vacant position shall be filled in accordance with applicable provisions of Article VI and Article VII;

- j. Notwithstanding paragraph i above, and except for any first year January Intake Class Representative, an incumbent Class Representative who is elected to a position on the Executive Council during the regularly scheduled annual Executive Council elections shall be permitted to concurrently hold the positions of Class Representative and Executive Council Member for the duration of the period between changeover and the commencement of the following academic year, with the latter date being the conclusion of his/her term as Class Representative;
- k. The prohibition in paragraph i does not apply to prevent an Executive Council Member from serving in an acting or interim capacity to carry out the duties of another Executive Council office as provided for in Article V and Article VI.

Section 2:

Executive Council elections shall:

- a. Be run with reference to the NSA Executive Elections Procedures;
- b. Be supervised by the Elections Committee. The Elections Committee will consist of all current Executive Council Members with declared intention not run for office;
- c. Take place no later than the 3rd week in March, except in the case of the Student Governor, who shall be elected no later than December 1st;
- d. Be held in the respective assemblies by secret ballot (online or in person). The nominee must secure at least 5 votes more than a fellow nominee to secure the office of each executive position. In the case of a tie, a re-election for the tied nominees will occur within one week of the election.
- e. During the Election Week/Day, nominees shall not be permitted to campaign except as provided for by the NSA Executive Elections Procedures; a candidate's failure to observe the requirements of the NSA Executive Elections Procedures shall be grounds for disqualification.

Section 3:

Class Representative elections shall:

- a. Be held within 10 calendar days of the beginning of the term in Fall (for year 1 September intake, year 2 and year 3), Winter (for year 1 January intake), and Spring (for IMG cohort and year 4);
- b. Be conducted by the NSU President with the assistance of the Chair of Council and NSS President.

Section 4:

Elections to fill Executive Council positions that become vacant as a result of a resignation or dismissal under Article VI shall be conducted as follows:

- a. For Executive Council positions other than the Chair of Council, NSS President and NSU President, the Chair of Council shall announce a call for nominations from the student body within two business days of the resignation or dismissal becoming effective.
- b. For the NSS and NSU President positions, the Chair of Council shall announce a call for nominations from the Executive Council.

- c. For the Chair of Council position, the acting Chair of Council, VP Internal Communications (Online) shall announce a call for nominations from the Executive Council.
- d. For the Student Governor position, the Chair of Council shall announce a call for nominations from the eligible members of the student body in accordance with Article VII Section 1f.
- e. Nominations shall be open for one week.
- f. Following the closure of the nomination period candidates will have a one week period to campaign.
- g. Elections shall be open for five business days following campaign week.
- h. Nomination and election procedures of Article VII Sections 1 and 2 are applicable.

Section 5:

Changeover of the Executive Council:

- a. Post elections, there will be a changeover period in which the outgoing Executive Council Members will conduct an in depth transfer of information and procedures for the incoming Executive Council, related to their respective positions. This changeover period will end the first week of April;
- b. As of the first Monday of April, the incoming Executive Council Members will assume responsibility for the NSA Executive Council. The outgoing Executive Council Members will have, as their remaining duties, the responsibility to be present at and facilitate any end of year activities;
- c. No outgoing Executive Council Member is to contact anyone under his/her prior title after the changeover date or otherwise portray himself/herself to be acting with the authority of the Executive Council.

ARTICLE VIII: MEETINGS

Section 1:

The meetings of the Executive Council are scheduled as follows:

- a. Meetings will take place once a month unless otherwise agreed upon by the Executive Council;
- b. Meetings shall be chaired by the Chair of Council, or the NSU or NSS president in the event that the Chair of Council is unavailable;
- c. The Chair of Council shall notify Executive Members of each meeting at least one month prior to the meeting date;
- d. Executive Council Members shall submit agenda items to the Chair of Council at least seven days prior to the meeting date;
- e. The Chair of Council shall provide the Executive Council Members with the meeting agenda at least two days prior to the meeting date;
- f. All Executive Council Members must review the meeting agenda prior to the meeting;
- g. All Executive Members must attend every NSA Executive meeting or committee meeting as prescribed by their duties under this Constitution; unavoidable absence may permit the Executive Member to be represented by written proxy on a specified issue, the proxy to be held by another Executive Member (only one proxy may be held by that Executive Member), except that a vote cannot be cast by proxy;
- h. Minutes must be taken at all Executive Council meetings and distributed to all members of the Executive Council within three days of the meeting;
- i. Minutes from the prior meeting shall be approved at the next meeting by majority vote of the Executive Council;
- j. An NMSA CCNM Chapter Committee member shall be invited as an observer to all Executive Council meetings excluding budget, constitution and emergency meetings;
- k. All Executive Council Members shall disclose any conflict of interest and abstain from voting on matters pertaining to such conflicts;
- l. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at a regularly scheduled meeting. Emergency meetings may be held at the discretion of the Chair of Council, NSU President, NSS President or upon written request by any member of the Executive Council to the Chair of Council. An emergency meeting is considered constitutional provided that the Chair of Council makes reasonable attempts to notify all Executive Council members using at least two means of communication, and that the meeting satisfies quorum requirements as defined in Section 6, paragraph a.

Section 2:

The meetings of the NSU are to be scheduled as follows:

- a. Meetings will take place once a month unless otherwise agreed upon by the NSU Members;
- b. Meetings shall be chaired by the NSU President;
- c. The NSU President shall notify NSU Members of each meeting at least one month

- prior to the meeting date;
- d. NSU Members shall submit agenda items to the NSU President at least seven days prior to the meeting date;
- e. The NSU President shall provide the NSU Members with the meeting agenda at least two days prior to the meeting date;
- f. All NSU Members must review the meeting agenda prior to the meeting;
- g. Minutes must be taken at all NSU meetings and distributed to all NSU Members within three days of the meeting;
- h. Minutes from the prior meeting shall be approved at the next meeting by majority vote of the NSU Members;
- i. An NMSA CCNM Chapter Committee member shall be invited as an observer to all NSU meetings;
- j. All NSU Members shall disclose any conflict of interest and abstain from voting on matters pertaining to such conflicts;
- k. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at regularly scheduled meeting. Emergency meetings may be held at the discretion of the NSU President or upon written request by any NSU Member to the NSU President. An emergency meeting is considered constitutional provided that the NSU President makes reasonable attempts to notify all NSU Members using at least two means of communication, and that the meeting satisfies quorum requirements as defined in Section 6, paragraph b.

Section 3:

The meetings of the NSS are scheduled as follows:

- a. Meetings will take place once a month unless otherwise agreed upon by the NSS Members;
- b. Meetings shall be chaired by the NSS President;
- c. The NSS President shall notify NSS Members of each meeting at least one month prior to the meeting date;
- d. NSS Members shall submit agenda items to the NSS President at least seven days prior to the meeting date;
- e. The NSS President shall provide the NSS Members with the meeting agenda at least two days prior to the meeting date;
- f. All NSS Members must review the meeting agenda prior to the meeting;
- g. Minutes must be taken at all NSS meetings and distributed to all NSS Members within three days of the meeting;
- h. Minutes from the prior meeting shall be approved at the next meeting by majority vote of the NSS Members;
- i. An NMSA CCNM Chapter Committee member shall be invited as an observer to all NSS meetings;
- j. All NSS Members shall disclose any conflict of interest and abstain from voting on matters pertaining to such conflicts;
- k. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at regularly scheduled meeting.

Emergency meetings may be held at the discretion of the NSS President or upon written request by any NSS Member to the NSS President. An emergency meeting is considered constitutional provided that the NSS President makes reasonable attempts to notify all NSS Members using at least two means of communication, and that the meeting satisfies quorum requirements as defined in Section 6, paragraph c.

Section 4:

Regarding In-Camera Sessions:

The Executive Council Members may go into closed session at any time on the passing of a motion made by a majority of the Executive Council Members. When the Executive Council meeting is in closed session, only the Executive Council Members and involved parties will be present. The record of such meetings shall include only the motions passed and the names of the movers.

Section 5:

Regarding authority of the NSU and NSS:

- a. The NSU shall:
 - i. Be empowered to make autonomous decisions on the following:
 - 1. Issues regarding representation of students' academic interests;
 - 2. Issues regarding representation of students' clinical education interests;
 - 3. Issues regarding representations of students' in the provincial and federal associations.
 - ii. Bring issues that also fall under the jurisdiction of the NSS to Executive Council Meetings for approval.
- b. The NSS shall:
 - i. Be empowered to make autonomous decisions on the following:
 - 1. The implementation and planning of community building activities;
 - 2. Issues regarding representation of student interests in matters affecting extracurricular services provided by CCNM and its affiliates;
 - 3. Communication and relationship building with other schools and student bodies.
 - ii. Bring issues that also fall under the jurisdiction of the NSU to Executive Council Meetings for approval.
- c. The following issues shall be decided upon only at Executive Council meetings:
 - i. Any decision regarding the NSA budget;
 - ii. Setting of the NSA Year at a Glance Calendar or changes to that Calendar;
 - iii. Any amendments to the NSA Constitution;
 - iv. Any issues that are not directly stated under the jurisdiction of the NSU or NSS.

Section 6:

Regarding Quorum:

- a. Regarding Quorum of the Executive Council:

- i. Quorum shall consist of 60% of active voting members;
 - ii. The Chair of Council does not count towards quorum.
- b. Regarding Quorum of the NSU:
 - i. Quorum shall consist of 60% of active voting members;
 - ii. The Chair of Council does not count towards quorum.
- c. Regarding Quorum of the NSS:
 - i. Quorum shall consist of 60% of active voting members;
 - ii. The Chair of Council does not count towards quorum.

Section 7:

Regarding Majority: A majority vote is defined as 50% plus one.

ARTICLE IX: COMMITTEES AND CLUBS

Section 1:

The Executive Council shall establish for itself such committees as shall be required to help carry out Executive Council activities.

Section 2:

The Executive Council shall support the creation of committees and clubs at CCM.

Section 3:

All clubs are under the jurisdiction of the NSA and must follow mandates set forth in the Clubs/Committees By-Laws.

Section 4:

No clubs can hold school wide elections for club positions. They may only hold elections within the club. Club positions should not have the same title as NSA Executive Council positions [Ex. cannot have VP Social, must be VP Social (club name)].

Section 5:

All NSA Health Weeks are under the jurisdiction of the NSA and must follow mandates set forth in the Weeks' By-Laws.

ARTICLE X: FINANCES

Section 1:

A mandatory student fee of \$200 per student for first-year (which includes admission to orientation activities) and \$85 per student for second, third, fourth-year, IMG shall be collected from each member of the student body. This fee is collected by the CCNM Student Services Department. Each NSA Executive Council Members shall be reimbursed their student fee as a token of appreciation upon completion of their term.

Section 2:

Money from all NSA student fees, donations, or activities sponsored by the NSA shall be the property of the NSA and may only be spent on the authority and approval of the Executive Council.

Section 3:

No class other than the graduating class may fundraise at CCNM, unless the Grad rep gives approval for another class to fundraise.

Section 4:

The VP Finance shall deposit to the NSA bank account at a recognized financial institution all monies received by him/her on behalf of the NSA.

Section 5:

Budgets from each member of the Executive Council shall be submitted no later than June 15th of each year. The Executive Council shall not budget for deficit, and no amount shall be disbursed above the budgeted amount specified without specific authorization by a majority vote of the Executive Council.

Section 6:

Each Executive Council Member may obtain access to review NSA financial statements by making a request to the VP Finance.

Section 7:

All NSA expenditures will be supported with receipts maintained on file and recorded within QuickBooksTM, the official accounting software of the NSA, which shall be archived for no less than seven years.

Section 8:

Executive Council Members have the option to submit expense draw requests for Executive Council approval based on prior approved budgeted items. The expense draw cannot exceed \$1000.00 and the Executive Council Member must submit receipts to support expenditures within one week of the event for the expense draw.

Section 9:

Executive Council Members must perform due diligence to ensure that an item requiring

an individual expenditure in excess of \$250 is obtained at fair market value, and obtain approval for the expenditure from the Chair of Council or applicable NSU or NSS President.

Section 10:

The NSA shall retain a minimum of \$5000 for the incoming Executive Council.

Section 11:

The VP Finance shall provide a financial report to the Chair of Council monthly, and twice per semester to the Executive Council.

Section 12:

Only holographic polymer \$50 and \$100 bills shall be accepted by any Executive Member, or student accepting money to be remitted to the NSA.

ARTICLE XI: EXTRAMURAL RELATIONS

Section 1:

No member of the student body shall deal officially with the members of the CCNM staff, faculty, civic officials or representatives of organizations outside CCNM with regard to NSA business and policy without the specific prior permission of the Executive Council.

Section 2:

Any student violating the previous section shall be accountable to the Executive Council for his/her actions and subject to appropriate disciplinary measures set by the Executive Council.

ARTICLE XII: AMENDMENTS

- a. Motions passed by majority vote of the Executive Council during official meetings that approve amendments/changes or additions to this constitution are considered part of the constitution. All such motions will be officially updated and included in an amended and duly adopted Constitution within one month of approval;
- b. Constitutional amendments proposed by the Executive Council shall be announced and posted on a student notice board two weeks prior to ratification;
- c. NSA members must submit any objections to the proposed amendments in writing to their respective class representative during the first week of notice;
- d. All objections submitted to class representatives shall be brought forth to the Executive Council at the end of the first week of notice and will be included in the agenda for discussion;
- e. If no objections are received, amendments shall be ratified at the next Executive Council meeting;
- f. Objections received shall be presented by the individual (or by proxy) at the next regular Executive Council meeting;
- g. Each objection will be considered individually;
- h. The Executive Council shall approve amendments by simple majority vote.