

Constitution of the Second-entry Nursing Association (2NA)

Ratification by AGM on February 8, 2023

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Definitions:

Second-entry Nursing Student: shall refer to students registered in the second-entry nursing program at York University.

Co-opted: refers to an appointed position that does not require an election.

Anti-oppressive framework: inclusive but not limited to race, gender, sexual orientation, and identity.

ARTICLE I. Name

The name of this organization shall be **Second-entry Nursing Association (2NA)** and will be referred to throughout this document as "2NA".

Article II. Purpose & Objectives

2NA's Purpose is to represent and promote the interests of second-entry nursing students, and foster a sense of community among them

2NA's Objectives:

1. To advocate for second-entry nursing students and represent them as a unified voice and/or diversity of voices whenever required and approved by the assembly.
2. To bring second-entry nursing students together to implement changes that affect them where needed whether academic or legislative.
3. To work with an anti-oppressive framework, and "acknowledge the effects of intersectional oppression."
4. To foster a sense of leadership and confidence in each of our members.
5. To share and encourage each other in our practicum experiences.
6. To support students academically in the core nursing curriculum.
7. To support students in their professional development.
8. To promote and facilitate opportunities to network and connect within the nursing profession & culture.

ARTICLE III. Membership Definitions and Criteria

1. Membership is free and open to all undergraduate students at York University who are interested in the nursing profession. Non-second-entry nursing students are required to submit their request to join via YU Connect with a note explaining why they are interested in joining 2NA.
2. All current second-entry nursing students are members by default.
3. All York University students, second-entry nursing student alumni, and nursing faculty are eligible for membership if they register through YU Connect.
4. Voting members (elections and the Annual General Meeting, henceforth referred to as the AGM) must be current students registered through YU connect.
5. **Executive members:**
 - a. Must be active members of the Second-Entry Nursing Association.
 - b. Must be voted into their role through an election process.
 - c. Must not be absent for more than three meetings, or else may be subject to censure as per Section VIII.
 - d. May defer their vote to a proxy, should the member be absent, however, must inform the other executive members.
6. Alumni and faculty may not exceed 20% of club members.
7. **Co-opted Executive members:**
 - a. Must be an active member.
 - b. Can be appointed by majority board vote without election process if the position remains vacant during the formal election process.
 - c. Possess voting rights, however, may opt out of this responsibility within the first three scheduled board meetings, to be officialized in the applicable meeting minutes, and will apply for the duration of their membership.
 - d. Lead Returning Officer may be Faculty or Alumni.
 - e. Must not be absent for more than three meetings, or else may be subject to censure as per Section VIII.
 - i. Unless otherwise agreed upon by the voting executives, specific to non-voting co-opted execs.
8. **Alumni members:**
 - a. Do not possess voting rights.

ARTICLE IV. Officers, Executives, Qualifications and Duties

Section A. List the Executive members of the organization.

Section B. List the duties of the Executive members.

Section C. List the Co-opted Executive members of the organization.

Section D. List the duties of the Co-opted Executive members.

Section A. The Executives of the organization shall be the following:

1. President
2. Vice-President
3. Lead Operations Officer (LOO)
4. Lead Cohort Representative (LCR)
5. Social Director (SD)
6. Academic Director (AD)
7. Internal Relations Director
8. Marketing Director
9. Inclusivity, Diversity, Equity and Access (IDEA) Director
10. Associate Academic Director
11. Associate Academic Coordinators (2 positions)
12. Associate Lead Cohort Representative
13. Associate Cohort Representative (ACR) (2 positions)
14. Associate Social Events Coordinator (2 positions)

Section B. The duties of the Executives shall be as follows:

1. **President**

The roles and responsibilities:

- a. Provision of leadership and support of other Executives and Co-opted Executives, assisting with their roles as necessary.
- b. Must endeavour to be available to attend board meetings in person or online throughout the year.
- c. Attendance of Stong Student Clubs Council*
- d. Curruate meeting agenda for 2NA bi-weekly meetings.
- e. Shall contribute to the development and maintenance of a healthy team dynamic, including taking an active role in conflict management, when necessary.
- f. Shall contribute to the development and maintenance of positive community relationships with second-entry nursing students, other York University organizations, and all York University students and faculty.
 - i. Including but not limited to
 1. Stong College Student Government (SCSG)*
 2. Nursing Students Association of York (NSAY)*
 3. Student Success Council*
- g. Social Media Strategy; monitor social accounts and respond to messages (Facebook, Instagram). Collaborate with the Marketing Director, Vice President, and Lead Operating Officer.
- h. Possess voting rights.

*Reserves the right to appoint a delegate

2. **Vice-President:**

The roles and responsibilities:

- a. Provision of assistance and support to the President in organizing and planning the operations of 2NA.
- b. Complete tasks delegated by the President.

- c. In the event of the President's absence or incapacitation, the Vice-President will oversee the fulfillment of the President's responsibilities.
 - i. Provision of support for the President, in their absence, will continue as long as the leave of absence is temporary or while a new president is being elected.
- d. Maintain signing authority in conjunction with the Lead Operations Officer (LOO).
- e. Maintain signing authority for Finance with the BMO club account, in conjunction with the Lead Operations Officer (LOO).
- f. Jointly responsible for the collection and maintenance of the Student Center Office Application with the LOO. May assemble an Ad Hoc Committee to this end, and co-chair with the LOO.
- g. Room Booking Authority with York University Student Center (YUSC) in conjunction with the Lead Operations Officer (LOO).
- h. Support fellow Executives in club room reservations using YUSC and Temporary Use of University Space (TUUS)
- i. Ensure **2NA** compliance with the York Federation of Students (YFS), Student Community & Leadership Development (SCLD), Stong College, and any other neighbouring organizations.
- j. Ensure compliance with Stong College Affiliation policies, including, but not limited to, Stong contact list and FPLT training.
 - i. In addition, the Vice-President will be the point of contact for all communication with Stong College and the Stong College Student Council. Reserves the right to appoint a delegate.
- k. Onboard individuals for special projects, when necessary
 - i. This task may be delegated, if necessary
- l. Attend yearly Clubs 101 meetings in collaboration with the Lead Operating Officer (LOO). Reserves the right to appoint a delegate.
- m. Collaborate with Lead Operating Officer (LOO) to ensure attendance at YFS Town Hall meetings.
- n. Attend School of Nursing faculty meetings. Reserves the right to appoint a delegate.
- o. Attend CCSC Student Club meetings with the college head. Reserves the right to appoint a delegate.
- p. Approval of official emails in conjunction with the LOO.
- q. Attend bi-weekly 2NA Board meetings.
- r. Advocate for the needs of the Second-entry cohort in conjunction with Cohort Representatives, escalating as appropriate with consultation with other Executives.
- s. Social Media Strategy; monitor social accounts and respond to messages (Facebook, Instagram). Collaborate with the Marketing Director, President, and Lead Operating Officer.
- t. Possess voting rights.

3. Lead Operating Officer (LOO)

The roles and responsibilities:

- a. Ensure good standing with YFS, SCLD, and Stong college.
- b. Signing authority for Finance with BMO Club Account.
- c. Room booking with York University Student Center (YUSC).
- d. Day-to-day finances:
 - i. Maintain the ledger available to the membership.
- e. Event Financing proposals include:
 - i. Pre-event Funding Application (YFS)
 - ii. Post-event Funding Application (YFS)
 - iii. Relief Funding Application (YFS)
 - iv. Base funding from YFS
 - v. Seed funds from SCLD
 - vi. Faculty of Health Funding for Events
- f. Jointly responsible for the collection and maintenance of the Student Center Office Application with the VP. May assemble an Ad Hoc Committee to this end, and co-chair with the VP.
- g. Notifying Executives for general meetings.
- h. Attend bi-weekly 2NA Board meetings.
- i. Monitor Club Emails:
 - i. 2na.at.york@gmail.com
 - ii. Other emails as deemed necessary by the board in conjunction with the Vice President.
- j. Provide logistical assistance.
- k. Internal club communications.
- l. Communicate leadership and professional development opportunities.
- m. Possess voting rights.

4. Lead Cohort Representative (LCR)

The roles and responsibilities:

- a. Formation of an Ad Hoc Events committee, address any outstanding issues in collaboration with NSAY and SoN related to the cohort.
- b. Provision of mentorship to Associate Cohort Representatives.
- c. Attendance at biweekly 2NA Board meetings.
- d. Attendance at NSAY Board meetings with the Internal Relations Director and one other executive member of 2NA, or any 3 members of the executive team if the aforementioned are not available, notify 2NA Board of meeting times and provide meeting minutes including, but not limited to:
 - i. FHSC board meetings
 - ii. SoN faculty meetings
- e. Establishment of a liaison with the Undergraduate Program Director (henceforth referred to as UPD).
- f. Scheduling, and attendance at, monthly meetings with UPD and Associate Cohort Representatives.
- g. Establish liaisons with professors to discuss student concerns in collaboration with the Academic Director.

- h. Advocacy for cohort needs, escalating as appropriate in consultation with the executive 2NA board and UPD & School of Nursing.
- i. Facilitate check-in meetings with first-year executive members to see the progression of each individual area.
- j. Making in-class announcements for second-entry students for the promotion of 2NA events
- k. Second-year students will be prioritized for this position.
- l. Possess voting rights.

5. Social Director

The roles and responsibilities:

- a. The formation of an Ad Hoc Events committee, including but not limited to:
 - i. Nursing Formal
- b. Oversee the formation of at least one social event each month.
- c. Provide mentorship to Associate Social Events Coordinators.
- d. Attend bi-weekly 2NA Board meetings.
- e. Attend to the mental wellness needs of the members and lead mental wellness and stress-relief activities and initiatives.
- f. Collaborate with the Student Outreach Director, Marketing Director, and Diversity and Inclusivity Director in social media strategy.
- g. Provide post-event notes to LOO on student attendance, and general notes.
- h. Establish liaison with the YU Start program to onboard first-year students during the summer of admission.
- i. Provide support to prospective second-entry nursing students.
- j. Support Clubs week, Frost Event, clubs tabling, and program information sessions.
 - i. Consult with UPD for other opportunities.
- k. Possess voting rights.

6. Academic Director

The roles and responsibilities:

- a. Formation of Ad Hoc Academic Committee as needed.
- b. Advocacy for peers (academic concerns) in collaboration with Cohort Representatives concerning:
 - i. Incongruence between course goals and syllabus.
 - ii. Academic workload and deadlines.
 - iii. Appeal and reprisal support in the form of resources.
- c. Provision of mentorship and leadership to Associate Academic Director and Associate Academic Coordinators.
- d. Liaise with NSAY-NSTAMP, if possible and applicable.
- e. Provision of academic-focused events, and skills as needed, for second-year, 2nd-Entry nursing students.
- f. Attendance at the bi-weekly 2NA Board meetings.
- g. Attendance of monthly Student Success Meetings with Stong College.
- h. Possess voting rights.

7. Internal Relations Director

The roles and responsibilities:

- a. Attendance at NSAY Board meetings with the Internal Relations Director and one other executive member of 2NA, or any 3 members of the executive team if the aforementioned are not available, notify 2NA Board of meeting times and provide meeting minutes including, but not limited to:
 - i. FHSC board meetings
 - ii. SoN faculty meetings
- b. Attendance of monthly Student Success Meetings with Stong College.
- c. Ensure good standing with YFS, SCLD, and Stong college.
- d. Attendance at the bi-weekly 2NA Board meetings.
- e. Liaison with other clubs for purposes of collaboration, including but not limited to:
 - i. Stong College Student Government (SCSG) Executive including but not limited to Commuter Representative.
- f. Attendance of Stong College Student Government (SCSG) monthly meetings. Reserves the right to appoint a delegate.
 - i. Including but not limited to: attending at least one AGM, and attending at least one event hosted by the SCSG.
- g. Establish liaison with NSAY-NSTAMP if possible.
- h. Possess voting rights.

8. Marketing Director

The roles and responsibilities:

- a. Provide assistance to the Student Outreach Director with social media strategy.
- b. Provision of social media support for the Student Outreach Director, including, but not limited to, Facebook and Instagram.
- c. Responsible for maintenance of 2NA website.
- d. Promote engagement by collaborating with the Social Director for new student-specific events.
- e. Promotion of events or opportunities on or off campus pertinent to the interest of second-entry nursing students.
- f. Social Media Strategy; monitor social accounts. Collaborate with the Social Director, Associate Social Director, and Diversity and Inclusivity Director.
- g. Attendance at the bi-weekly 2NA Board meetings.
- h. Possess voting rights.

9. Diversity and Inclusivity Director

The roles and responsibilities:

- a. Ensure that 2NA is using a proactive approach to inclusivity within the nursing cohort.
- b. Raise awareness of pertinent social justice issues to the nursing cohort via the bi-weekly newsletter.

- c. Collaborate and assist the Marketing Director, Social Director, and Associate Social Director with social media strategy.
 - i. Inform 2NA executive team of specific (present and historical) events and/or significant dates, as well as any social justice issues related to nursing.
- d. Develop workshops and events that effectively promote diversity.
 - i. Collaborate with other student-led, nursing, and grassroots organizations.
 - ii. Liaise with York University organizations such as the Harriet Tubman Institute of York University.
- e. Provide support and resources to diverse students within the second-entry cohort.
- f. Advocate for cultural diversity within the 2NA team. Ensure executive members embrace and understand differing perspectives.
- g. Familiarize with York University Policies & Procedures and York University Resources/Guides regarding diversity, inclusivity, accessibility, and accommodations.
- h. Possess voting rights.
- i. An individual from an underrepresented group such as BIPOC/LGBTQQIP2SAA, neurodivergent, and/or students with a disability are preferred for this role.

10. Associate Academic Director

The roles and responsibilities:

- a. Provide support and assistance to the Academic Director.
- b. Advocacy for peers (academic concerns) in collaboration with Academic Director, Associate Academic Coordinators, and Cohort Representatives concerning:
 - i. Incongruence between course goals and syllabus
 - ii. Academic workload and deadlines.
 - iii. Appeal and reprisal support
- c. Liaise with NSAY-NSTAMP, if possible and applicable
- d. Attendance at the bi-weekly 2NA Board meetings
- e. First-year students are preferred for this role.
- f. If the position remains vacant after elections, the roles and responsibilities will be assumed by the Associate Academic Coordinators.

11. Associate Academic Coordinator (2 positions)

The roles and responsibilities:

- a. Provide support and assistance to the Academic Director.
- b. Formation of Ad Hoc Academic Committee as needed.
- c. Establish liaison with NSAY-NSTAMP if possible.
- d. Provision of academic-focused events, and skills as needed, for first year, 2nd-Entry nursing students.
- e. Attendance at biweekly 2NA Board meetings.
- f. First-year students should be prioritized for this role.

12. Associate Lead Cohort Representative

The roles and responsibilities:

- a. Provide support and assistance to Lead Cohort Representative.
- b. Attendance at NSAY Board meetings with the Internal Relations Director and one other executive member of 2NA, or any 3 members of the executive team if the aforementioned are not available, notify 2NA Board of meeting times and provide meeting minutes including, but not limited to:
 - i. FHSC board meetings
 - ii. SoN faculty meetings
- c. Attendance of monthly meetings with UPD with the Lead Cohort Representative and Associate Cohort Representatives.
- d. Establish liaison with professors to discuss student concerns in collaboration with the Lead Cohort Representative, Academic Director, and Associate Academic Director.
- e. Advocacy for cohort needs, in discussion with the Lead Cohort Representative.
- f. Making in-class announcements for second-entry students for the promotion of 2NA events
- g. Attendance of bi-weekly 2NA board meetings.

13. Associate Cohort Representative (2 positions)

The roles and responsibilities:

- a. Establish liaison between the students and faculty, as well as NSAY/2NA/NSTAMP.
- b. Recognition of the needs of students and facilitate their advocacy.
- c. Attendance at NSAY board meetings.
- d. Attendance at bi-weekly 2NA board meetings.
- e. Representatives on the NSAY Executive board.
- f. Making in-class announcements for second-entry students for the promotion of 2NA events
- g. First-year students should be prioritized for this role.
- h. Attendance of monthly meetings with UPD with the Lead Cohort Representative and Associate Lead Cohort Representative
- i. Attend biweekly 2NA Board meetings.

14. Associate Social Events Coordinator (2 positions)

The roles and responsibilities:

- a. Support Social Director and Marketing Director. Collaborate with the Diversity and Inclusivity Director.
- b. Formation of an Ad Hoc Events committee.
- c. Development and management of one social event each month in collaboration with the Social Director.
- d. Attendance at bi-weekly 2NA Board meetings.
- e. Work alongside the Director of Social to plan and carry out events.
- f. Provide post-event notes to LOO on student attendance, and general notes.

Section C. The Co-opted Executive members of the organization shall be the following:

1. Lead Public Relations Officer
2. Associate Public Relations Officer
3. Active Living Officer
4. Lead Returning Officer (LRO)

Section D. The duties of the Co-opted Executive are as follows.

1. Lead Public Relations Officer

The roles and responsibilities:

- a. Curation of 2NA branding including, but not limited to, logo creation and maintenance, or the delegation of this task as per member skillset.
- b. Creation and distribution of all 2NA advertising including, but not limited to, posters, banners, and merchandise.
- c. Submission of purchasing orders to vendors.
- d. Management of the 2NA website store, including order fulfillment.
- e. Advertisement of all events organized by 2NA executives.
- f. Management of the advertising efforts of other executive members.
- g. Assessment of the effectiveness of advertising techniques, with adjustment or improvement accordingly.
- h. Delegation of tasks to the Associate Public Relations Officer, when necessary.

2. Associate Public Relations Officer

The roles and responsibilities:

- a. Assist with the curation of 2NA branding including, but not limited to, logo creation and maintenance, or the delegation of this task as per member skillset.
- b. Assist with the creation and distribution of all 2NA advertising including, but not limited to, posters, banners, and merchandise.
- c. Assist with the advertisement of all events organized by 2NA executives.
- d. Assist with the management of the advertising efforts of other executive members.
- e. Assist with the assessment of the effectiveness of advertising techniques, with adjustments or improvements accordingly.
- f. Provision of support for the efforts of the Associate Public Relations Officer, when necessary.

3. Active Living Officer

The roles and responsibilities:

- a. Prioritization of the mental wellness needs of the members and subsequently lead mental wellness and stress-relief activities and initiatives.
- b. Liaise with Stong College Athletics (ie. intramural sign-up).
- c. Provision of at least one active living event each month in collaboration with the Social Director.

- d. Collaboration with other York University clubs to develop events for members in support of health promotion (mentally, socially, and emotionally).

4. Lead Returning Officer

The roles and responsibilities:

- a. Provide election oversight to ensure fair and equitable elections.
 - b. Not required to attend bi-weekly meetings.
 - c. No voting rights.
5. Any Ad Hoc volunteer position can be created with the support of the majority of the executive team. Any volunteer is entitled to have their hours logged on the co-curricular letter and may request a letter of reference. As with any member, they may attend and address the executive team, though may not vote. The executive team may recognize or honour volunteers as they see fit.

ARTICLE V. Meeting Requirements and Procedures

The Chair of the meeting shall make all determinations and interpretations with due regard to accepted rules of procedure, as articulated in Robert's Rules of Order* if appropriate.

*Robert's Rules of Order is a recommended tool used for decision-making.

2NA shall meet on a bi-weekly schedule, to be set on a semester-by-semester basis.

- A. The Chair shall notify 2NA members of the time and location of the meeting at least 24 hours in advance. The group should strive for 72 hours. This allows the group to be more inclusive and increases participation.
- B. All meetings shall have a Chair, who shall be nominated by a majority. The spirit of this clause is to have all members rotate the responsibility of Chairing Meetings.
- C. They will to the best of their ability, conduct the meeting in accordance with Roberts Rules of Order.
- D. Meeting documentation shall take the form of meeting minutes, which will be written by alternating Executive members.
 - a. At the outset of each meeting, the Chair will ask for a volunteer to take meeting minutes
 - b. If no one volunteers to be responsible for taking meeting minutes, the chair will arbitrarily select a board member to fulfill this role.
- E. The agenda for general meetings shall be set by the President according to Robert's Rule of Order in collaboration with members and executives.
 - a. Every member has the right to add items to their agenda.
 - b. Every agenda gets approved at the start of said meeting.
- F. Any votes will take place by the Chair and active members shall have speaking privileges.
- G. In the event of a tie vote, the motion will fail to carry.
- H. The President may call a special meeting, by Robert's Rule of Order.
 - a. In addition, any executive member can motion to call an emergency meeting with the support of three other executive members.

- I. An Annual General Meeting (AGM) shall be held once yearly.
 - a. All 2NA members may attend and participate in this meeting.
 - b. All members must be informed of this meeting at least 14 days prior and may be given the opportunity to propose motions at least 7 days prior.
 - c. At this meeting, the constitution and financial records shall be publicly reviewed.

Article VI. Quorum

- A. Quorum must be granted.
 - a. Quorum shall only be granted in the presence of at least 50% of the executive team plus one member.
 - b. A voting member must indicate 24 hours in advance if they will not be able to attend a meeting through electronic communication to the official club email.
 - c. Voting members may employ a proxy vote by emailing 2na.at.york@gmail.com with their decision.
 - i. Must also alert the President, Vice-President, or LOO of this vote.
 - ii. If the quorum is not reached for two consecutive bi-weekly meetings, then quorum shall be granted if 5 executives attend the third meeting.

Article VII. Elections

- A. **2NA** will hold two annual elections.
 - a. September election period to be held during the first four weeks for first-year Associate positions and any vacant positions.
 - i. Positions will be held from the beginning of the Fall term until the end of the Winter term.
 - b. March election period for President, Vice President, Lead Operations Officer, Academic Director, Social Director, Student Outreach Director, Lead Cohort Representative, and Lead Public Relations Officer.
 - i. Positions will be held from the end of the Winter Term until the end of the following Winter term.
- B. Nominees for each position must demonstrate leadership experience or outline similar experiences that would be beneficial for said position.
 - a. This qualifying information will be sent out to all eligible voting members.
- C. One election vote can be cast by each current Second-entry nursing student registered through YU connect.
- D. Any member may run for office given the following qualifications (with the exception of President, Vice President, and Lead Operating Officer):
 - a. Previous leadership experience or personal interest or vision for the group (to be sent out to the electorate).
 - b. To be eligible for the roles of President, Vice President and Lead Operating Officer, the applicant must have been a previous member of 2NA in the year prior to their application.

- i. In the event that none of the candidates for the role of President, Vice President, or Lead Operating Officer were previous members of 2NA, external applicants will be accepted.
- E. Election timelines and progression:
 - a. The nomination period will run for seven days.
 - i. Any member may nominate themselves for multiple positions by emailing the 2NA email (2na.at.york@gmail.com), or completing a nomination form if provided on the 2NA website or social media account/platform.
 - b. Campaign meeting to take place at the conclusion of the nomination period.
 - i. During this time, the LOO shall:
 - 1. Announce all nominations for all available positions.
 - 2. Receive and communicate any candidates' withdrawal.
 - ii. If a position is uncontested, that nominee shall be acclaimed.
 - iii. If a position is contested, then a campaign period shall begin.
 - iv. If a position remains unacclaimed at the campaign meeting, applicants who have applied to other positions can acclaim vacant positions through negotiation and approval from the President, Vice President, and Lead Operating Officer.
 - 1. If more than one applicant wishes to acclaim a vacant position, those applicants will be required to campaign for the position.
 - c. Upon the conclusion of the campaign meeting, the campaign period will begin and run for seven consecutive days.
 - d. Applicants cannot campaign outside of the seven-day campaign period, this includes sending any campaign-related or promotional communications through social media, email, direct message, or any other form of communication.
 - i. If a candidate is found to be in violation of the aforementioned rule, they will be subject to disqualification.
 - e. After the conclusion of the campaign period and before the election meeting, the voting period shall commence.
 - f. A vote shall be cast in one of the two following ways:
 - i. In person or online during the Election meeting.
 - ii. Through email correspondence with the LOO within the voting period.
 - g. Election meeting objectives:
 - i. The LOO counts all votes including email submissions.
 - ii. Announce the results of the vote within 24 hours.
- F. In the event of a vacancy of the President or a signing authority Executive member, the following shall take place:
 - a. Elections for President or signing officer should occur within 14 days of the vacancy. Members shall be notified by email.
 - b. All other positions to be voted on by the executives outside of the elections window.

- c. Should the current President, Vice President, or Lead Operating Officer wish to apply for the vacant position, they must first relinquish their current role to be eligible for their new role.

ARTICLE VIII. Procedures Regarding Allegations of Wrongdoing and Disciplinary Action

- A. Any member of **2NA** may submit allegations regarding the conduct of any other member by **formal meeting or written notice (by email) to the President or Vice President.**
 - a. Such allegations should be directed to the **President or Vice President**, who shall then have **7 days** to investigate the allegations.
 - b. The finding of the investigation should then be presented to the membership **at the next general meeting.**
 - i. Privacy and confidentiality must be prioritized in these cases.
 - c. The complainant may wish to file a formal complaint with Sexual Violence Response Office (SVRO), OSCAR, or the YFS if privacy and confidentiality are of personal concern.
 - d. If able, the accused shall be given an opportunity to speak on their own behalf regarding said allegations through a presentation to board members.
 - e. Decisions will be made through a majority executive member vote when a **quorum** is present.
 - f. In the event of a yes vote, the **President or Vice President** shall determine the method of discipline, which may include **resignation, censure, or impeachment.**
 - i. Further, the **President or Vice-President** may attempt to resolve any concerns with the assistance of the executive members.
 - ii. If the complainant remains unsatisfied with this measure, they may file a formal complaint with SVRO, OSCAR, or the YFS.
- B. If two consecutive meetings are missed, an email will be sent from the President inquiring if the member is safe and how they can be supported.
 - a. Additionally, the email will also function to remind said members that after a third missed meeting, they are eligible for censure or impeachment.
 - b. If a member is to be absent for a meeting, they must provide an update for their specific roles and responsibilities at least two hours before the meeting.
- C. Members have the right to request a leave of absence with at least two weeks of notice.
 - a. The vacant role can be delegated to the next executive position or distributed among other executive members.
 - b. This action must be supported by two executive members.

ARTICLE IX. Financial Responsibility

- A. The **Vice President and LOO** shall be the signing authorities for 2NA.
- B. The **LOO** shall assume responsibility for creating financial reports and maintaining all financial records.
- C. In the event that **2NA** folds, any remaining funds will be **donated to a nursing charity determined by a majority member vote.**

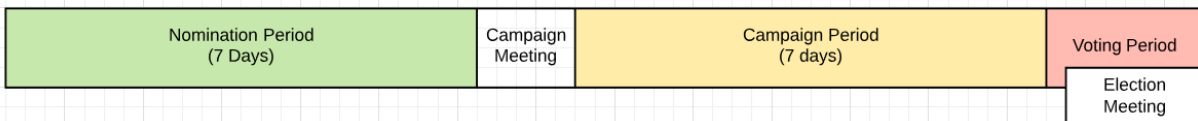
ARTICLE X. By-Laws and Amendments

- A. By-laws
 - a. By-laws must be created by Executives.
 - b. By-laws must be introduced within 24 hours of its proposal.
 - c. By-laws must be sponsored by at least **two executives**, on an interim basis until it is voted upon at the Annual General Meeting, where they may be formalized.
 - d. By-laws shall be adopted by a **majority** vote of the voting body.
- B. By-laws 2019
 - a. There shall be two co-directors for the Social Director Role.
- C. By-laws 2023
 - a. There will be a change in the by-law established in 2019, where they will be two Associate Social Events Coordinator
 - b. The Internal Relations Director will be attending SCSG-related meetings in accordance with the ratification
 - c. The title of Diversity and Inclusivity Director will be amended to **Inclusivity, Diversity, Equity and Access (IDEA) Director.**

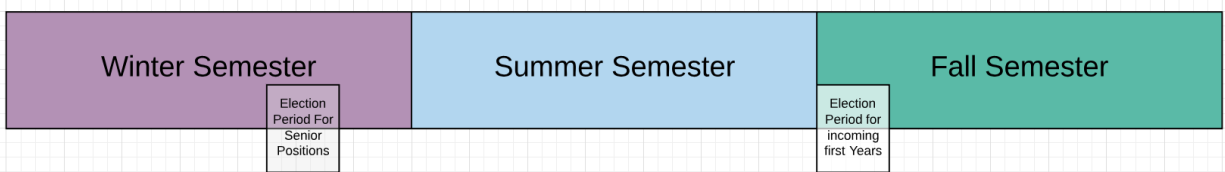
ARTICLE XI. Conflict of Interest

- A. Conflict of Interest may occur within 2NA if one Cohort of nursing students is overrepresented.
- B. If there is a conflict of interest, the underrepresented group will be recruited.
- C. If no members are able to be recruited, the voice of the Cohort Representative will be highly valued.

Appendix A. Election Process



Appendix B. Election Periods over the School Year



Appendix C. Organizational Flowchart

