

**CONSTITUTION OF TRENT/FLEMING NURSING STUDENTS' ASSOCIATION  
(TFNSA) AT TRENT UNIVERSITY**

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## Article I: Name of Organization

**1.1** The official name of the organization will be “Trent/Fleming Nursing Students' Association”.

**1.2** Trent/Fleming Nursing Students' Association may be referred to by the acronym “TFNSA”.

## Article II: Definitions & Interpretations

"Executive"	refers to those members elected by a majority of the Members to represent the interests of TFNSA;
"Executive Meeting"	refers to a meeting including a majority of the Executive Team;
“General Meeting”	refers to a meeting including the Members of TFNSA;
“Member”	refers to an individual who has registered with TFNSA; only registered TFNSA members can vote.
“Honorary member”	refers to a member who is deemed by the club to have made notable contributions to, or promoted the interests of the Club or an associate Club.
“Incumbent”	refers to an individual who is currently holding a specific position

## Article III: Purpose

**3.1** The purpose of TFNSA will be:

**3.1** To promote a spirit of unity and fellowship among the students enrolled in the Trent/Fleming B.Sc.N. program, and to provide support, activities, publications, social forums and events which address the needs of students enrolled in the Trent/Fleming B.Sc.N. program.

**3.2** TFNSA will enhance the educational, recreational, social, and cultural environment of Trent University by:

**3.2.1** Facilitating events that will integrate a holistic approach to student development, addressing not only academic but also personal and well-being aspects of Trent/Fleming B.Sc.N. students;

**3.2.2** Facilitating events that will connect Trent/Fleming B.Sc.N. students with nursing professionals; inspiring Trent/Fleming B.Sc.N. students to step boldly into their nursing career and help them navigate challenges they may face;

**3.2.3** Organizing Trent/Fleming B.Sc.N. student peer mentorship and guidance programs for support among the student body;

**3.2.4** Creating a community where Trent/Fleming B.Sc.N. students across all levels and cohorts of the program feel seen and connected;

**3.2.5** Articulating and promoting the professional needs and goals of Trent/Fleming B.Sc.N. students;

**3.2.6** Establishing partnerships with local healthcare institutions and organizations to provide Trent/Fleming B.Sc.N. students with valuable experiential learning opportunities, work and volunteer opportunities, and exposure to real-world nursing scenarios;

**3.2.7** Implementing initiatives that promote diversity and inclusivity within the Trent/Fleming B.Sc.N. student community, ensuring a welcoming and supportive environment for students from all backgrounds;

**3.2.8** Advocating for resources and facilities that enhance the academic and practical aspects of the nursing program, working collaboratively with university administration to address any challenges and improve the overall learning experience for students;

**3.2.9** Celebrating the achievements and contributions of Trent/Fleming B.Sc.N. students, faculty, and alumni through recognition events and awards, fostering a sense of pride and community within the nursing program;

**3.3** TFNSA will require ratification by the Trent University Clubs & Groups Committee to operate as an independent entity working within Trent University community subject to the values and policies of the University.

#### **Article IV: Membership**

**4.1** Membership in TFNSA is open to all students of Trent University. Every student currently enrolled in the Trent/Fleming B.Sc.N. program is automatically a member of TFNSA.

**4.2** Honorary membership in TFNSA is open to staff, faculty and alumni of Trent University. Honorary members possess all the responsibilities of members, and are afforded all the rights of members, with the exception of the right to participate and vote in elections. Honorary members may not hold executive positions.

**4.3** The term of membership for TFNSA will be from September 1 – August 31 each year.

**4.4** Each voting member shall be afforded the following rights through membership in TFNSA:

**4.4.1** The right to participate and vote in elections;

- 4.4.2** The right to participate and vote in general meetings;
- 4.4.3** The right to communicate and to discuss and explore all ideas;
- 4.4.4** The right to organize/engage in activities/events that are reasonable and lawful;
- 4.4.5** The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
- 4.4.6** The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
- 4.4.7** The right to distribute on campus and online, in a responsible way, published material and promotions provided that they are not unlawful;
- 4.4.8** The right to voice concerns with the assurance of confidentiality and anonymity when requested.
- 4.4.9** The right to a fair and expeditious resolution of complaints in an impartial, confidential and independent manner.

**4.5** Each member shall possess the following responsibilities relative to participation in TFNSA:

- 4.5.1** Support the purpose of the organization;
- 4.5.2** Uphold the values of the organization;
- 4.5.3** Contribute constructively to the programs and activities offered by the organization;
- 4.5.4** Attend general meetings;

**4.5.5** Abide by the constitution and subsequent official organizational documents;

**4.5.6** Respect the rights of peers and fellow members;

**4.5.7** Abide by Trent University policies, procedures, and guidelines;

**4.5.8** Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

**4.8** TFNSA values and respects the personal information of its members. TFNSA secures its member's information at all times and will not supply names or other confidential information to third-parties, save from Trent/Fleming School of Nursing and its affiliates.

**4.9** TFNSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

## **Article V: Executive**

**5.1** The Executives of the organization shall include: The President, the Vice President, the Buddy Coordinator, the Social Media Manager, the Director of Community Engagement, the Director of Social Events, the Senior Finances Manager, the Junior Finances Manager, the Compressed Stream Representative, the Collaborative Stream Representative (Upper), the Collaborative Stream Representative (Lower), the Canadian Nursing Students' Association Official Delegate, the Canadian Nursing Students' Association Associate Delegate, the Registered Nurses Association of Ontario Representative and the Secretary.

**5.2** The broad responsibilities of each Executive position are as follows:

**5.2.1** The President will be responsible for acting as the primary liaison with external organizations, the general public, Trent/Fleming School of Nursing (TFSON) at

Trent University, and Trent Risk Management. Demonstrating exceptional leadership and communication skills is imperative for this role, and previous experience as the Vice President of TFNSA is deemed advantageous. This role involves collaborative work with the Vice-President and Senior Financial Manager to serve as a co-signature on all TFNSA money requests, as well as contributing to the annual budget report and presentation to TFSON. Additionally, the President will oversee the club operations and grant approval for any requests from the executive team. A crucial aspect of this role is the training of the Vice-President for presidential duties, with the aim of facilitating a smooth transition for them to take over TFNSA in the following academic year. The President's responsibilities also extend to the coordination of student fundraising efforts, ensuring they benefit local charities and not-for-profits within the communities surrounding Peterborough/Lindsay, with a minimum of 1-2 initiatives per academic year. Active participation in the implementation of TFNSA events throughout the year is integral to the role, as is the organization and participation in monthly meetings between TFNSA and TFSON. The President is tasked with managing the tfnsa@trentu.ca email, as delegated by Trent University IT. Another important duty is overseeing the application process and appointing current nursing students to TFSON committees, contributing to the effective functioning and representation of the nursing student body within the broader academic community. The president must be present for the 1 hour bi-weekly executive meetings.

**5.2.2** The Vice President acts as the immediate successor to the President.

Designated as a two-year commitment, this role entails transitioning into the position of President in the subsequent academic year. The incumbent in this role collaborates closely with the current President, fostering connections with executive members, faculty, organizations, and maintaining strong ties with the Trent/Fleming School of Nursing (TFSON). Responsibilities encompass

cultivating a supportive environment for the association's growth by connecting with the nursing student body, actively promoting the student association, and acting as the primary liaison with external organizations and student-run clubs at Trent University, including Trent Risk Management. Collaborative efforts extend to ensuring the smooth implementation of executive team meetings with the Secretary, signing off on money requests and contributing to the annual budget presentation presented to TFSON alongside the President, responding to queries via email on the [tfnsa@trentu.ca](mailto:tfnsa@trentu.ca) address with the Secretary, assisting the President in overseeing TFNSA internal student association operations, coordinating student fundraising initiatives for local charities and not-for-profits in the Peterborough/Lindsay Region (with a minimum of 1-2 initiatives per academic year), working with the Senior/Junior Finance Managers to coordinate clothing orders, and participating in the organization and implementation of TFNSA events throughout the academic year. In the absence of the President or other executive members, additional duties may be required. The commitment to this essential position includes mandatory attendance at all executive meetings via Zoom (approximately 1 hour bi-weekly) and active engagement in learning the role and duties of the President. Attendance at bi-annual events (approximately 2-4 hours each) and any other events hosted by TFNSA is also required.

**5.2.3** The Buddy Coordinator's responsibilities include recruiting mentors and mentees, initiating the process in mid-August (mentor recruitment) and end of August (mentee signup) using Google Forms. Final emails connecting mentors and mentees are sent by the first week of class after Labour Day. The coordinator determines communication methods for mentees to connect with mentors, maintains a detailed record in an Excel spreadsheet, and collaborates with Katelyn Lourenco regarding nursing study groups. Timely response to



email inquiries (within 48 hours) and active participation in TFNSA events throughout the academic year are essential. The role demands consistent email monitoring for inquiries, particularly from mid-August to September, and regular attendance at bi-weekly meetings to update the executive team on program progress.

**5.2.4** The Social Media Manager is responsible for monitoring TFNSA executives' activities and effectively communicating relevant information to the nursing student body through Blackboard announcements, emails, Instagram, and Facebook posts. Additionally, the manager oversees TFNSA's Instagram and Facebook accounts, responding or forwarding information to the executive board members as needed. Creating and managing Facebook events for internal nursing school activities, collaborating with the Secretary to address inquiries in the TFNSA main Gmail account, and updating the tfnsa.org website with new events and information are key duties. The Social Media Manager is also tasked with creating infographics for TFNSA's social media and website. Actively participating in the planning and execution of TFNSA activities and events throughout the academic year is essential. The commitment associated with this position includes mandatory attendance at all executive meetings, whether conducted via Zoom or in-person (approximately 1 hour, bi-weekly). Social Media Managers are expected to attend TFNSA-held events to capture photos for upload to social media accounts, actively participate in planning various TFNSA/TFSON-led events throughout the academic year, update the TFNSA Intranet, and diligently monitor email for any upcoming events or updates.

**5.2.5** The Director of Community Engagement plays a central role in facilitating the coordination of community service activities and events for TFNSA executive members. This involves acting as a liaison between the TFNSA board and various community political action projects led by nursing students.

Additionally, the Director serves as a link between the TFNSA board and community service organizations offering volunteer opportunities for nursing students in the broader community beyond Trent University, including Peterborough, Lindsay, and surrounding areas. The responsibilities further include organizing and overseeing at least one nursing-based community service event during the academic year. The Director actively participates in the planning and execution of TFNSA activities and events throughout the academic year. The commitment associated with this position requires mandatory attendance at all executive meetings, conducted via Zoom or in-person (approximately 1 hour, bi-weekly). In addition to attending TFNSA-held events, the Director is responsible for organizing and planning at least one community event for TFNSA executive board members during the academic term.

**5.2.6** The Director of Social Events is responsible for coordinating social activities and events for both the executive board and Trent University Nursing students. Collaborating with the Collaborative and Compressed stream representatives, the Director plans and facilitates events tailored for nursing students. This role entails organizing one to two events every semester for TFNSA executive members, whether in-person or online. Acting as a liaison between the TFNSA board and community political action projects and service organizations, the Director is also responsible for hosting at least one nursing-based community service event annually. Active participation in the planning and implementation of TFNSA activities and events throughout the academic year is expected. The commitment associated with this position includes mandatory attendance at all executive meetings, conducted via Zoom or in-person (approximately 1 hour, bi-weekly). Additionally, the Director must attend TFNSA-held events, organize at least one TFNSA executive team event each semester, and

contribute to the organization, planning, and implementation of Trent Nursing student events.

- 5.2.7** The Senior Finance Manager oversees all financial transactions for TFNSA, maintaining organized and detailed records of each transaction. They receive and organize transactions for filing, take the lead in creating and adhering to a financial plan for the academic year, and collaborate with TFNSA board members to develop innovative fundraising methods. The Senior Finance Manager creates proposals for periodic funding from the School of Nursing and corporate sponsors. Holding a two-year contract, they serve one year as the Junior Finances Manager and one year as the Senior Director of Finances. Active participation in the planning and implementation of TFNSA activities and events throughout the academic year is a key responsibility. This position requires mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and ongoing monitoring of email for inquiries about association finances. Additional meetings for TFNSA budget discussions may occur throughout the year with the President, Vice-President, and Senior Director of Finances.
- 5.2.8** The Junior Finance Manager is responsible for assisting with all financial transactions for TFNSA and maintaining organized records of these transactions. They play a crucial role in collaborating with the Senior Finance Manager to create and adhere to a financial plan for the academic year. Additionally, the Junior Finance Manager, working with other TFNSA board members, contributes to the development of innovative fundraising methods and creates proposals for periodic funding from the School of Nursing and corporate sponsors. With a two-year contract, they serve one year as the Junior Finance Manager and one year as the Senior Director of Finances. Active participation in the planning and implementation of TFNSA activities and events throughout the academic year is an integral part of their role. This

position requires mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and ongoing monitoring of email for inquiries about association finances.

Additional meetings for TFNSA budget discussions may occur throughout the year with the President, Vice-President, and Senior Director of Finances.

**5.2.9** The Compressed Stream Representatives, two students each term, serve as the primary liaisons between TFNSA and the compressed nursing student body. Their responsibilities include ensuring effective communication of activities and events to constituents, advocating for compressed stream student interests to the TFNSA executive board, and organizing the Pinning Ceremony following the convocation ceremony in the academic winter term. One representative acts as the Master of Ceremonies at the Pinning Ceremony, while the other assists TFSON in planning both summer and fall nursing student orientations for incoming students. They have access to TFNSA's Facebook and Instagram pages for event promotion and are responsible for hosting at least one social or academic event for compressed students in the Peterborough area during the academic term. The Compressed Stream Representatives actively participate in the planning and implementation of TFNSA activities and events throughout the academic year, including the June Pinning Ceremony, which they plan and implement in collaboration with the Upper Year Collaborative Stream Representative, Junior Finances Manager, and Vice-President. This role requires mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and continuous monitoring of email and the Compressed Nursing Students Facebook Group for inquiries from compressed students throughout the academic term.

**5.2.10** The Collaborative Stream Representative (Upper) serves as the primary liaison between the TFNSA board and third and fourth-year nursing students,

ensuring effective communication of activities and events to constituents. Advocating for the interests of these students, the representative actively participates in the planning and implementation of TFNSA activities and events throughout the academic year. Their responsibilities include capturing photographs during events and activities, which are then sent to the Social Media Manager for use on Facebook and Instagram. While all applications are accepted, only one student from each level will be selected for this role. Additionally, the Collaborative Stream Representative (Upper) is responsible for planning and implementing the Pinning Ceremony in June, collaborating with the Compressed Stream Representative, Junior Finances Manager, and Vice-President. The commitment associated with this position includes mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and continuous monitoring of email for inquiries from third and fourth-year students throughout the academic term. They are also tasked with monitoring the Collaborative Stream Nursing Students Facebook Group alongside the Lower Year Collaborative Stream Representative and the Social Media Manager.

**5.2.11** The Collaborative Stream Representative (Lower) serves as the primary liaison between the TFNSA board and first and second-year collaborative nursing students (1000 level and 2000 level), ensuring effective communication of activities and events to constituents. Advocating for the interests of these students, the representative actively participates in the planning and implementation of TFNSA activities and events throughout the academic year. Responsibilities also include capturing photographs during events and activities, which are then sent to the Social Media Manager for use on Facebook and Instagram. While all applications are accepted, only one student from each level will be selected for this role. The commitment associated with this position includes mandatory attendance at all executive meetings via

Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and continuous monitoring of email for inquiries from first and second-year students throughout the academic term. They are also responsible for monitoring the Collaborative Stream Nursing Students Facebook Group alongside the Collaborative Stream Representative (Upper) and the Social Media Manager.

**5.2.12** The Canadian Nursing Students' Association (CNSA) Official Delegate serves as Trent University's Official Delegate for the Canadian Nursing Students Association, managing and coordinating with the Associate Delegate on all CNSA-related matters. They delegate responsibilities to the CNSA Associate Delegate when needed and represent Trent University at Regional and National CNSA Conferences. Operating under a two-year contract, the Official Delegate holds the position for one year as the CNSA Associate Delegate and one year as the CNSA Official Delegate for TFNSA. They actively participate in the implementation of TFNSA activities and events. The commitment for this role involves mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and, if possible, participation in CNSA conferences. Additional meetings for CNSA and TFNSA may occur throughout the year with the President, Vice-President, and CNSA Official Delegate. CNSA Delegates serve for two consecutive terms (2 years), one as the CNSA Associate Delegate and a second term as the CNSA Official Delegate for TFNSA.

**5.2.13** The Canadian Nursing Students' Association (CNSA) Associate Delegate serves as the Associate Delegate to the Official Delegate for the Canadian Nursing Students Association, providing assistance with all CNSA-related matters. They assume the responsibilities of the CNSA Official Delegate when necessary and represent Trent University at Regional and National CNSA Conferences. Operating under a two-year contract, the Associate Delegate

holds the position for one year as the CNSA Associate Delegate and one year as the CNSA Official Delegate for TFNSA. Additionally, they actively participate in the implementation of TFNSA activities and events. The commitment for this role includes mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and, if possible, participation in CNSA conferences. Additional meetings for CNSA and TFNSA may occur throughout the year with the President, Vice-President, and CNSA Official Delegate. CNSA Delegates serve for two consecutive terms (2 years), one as the CNSA Associate Delegate and a second term as the CNSA Official Delegate for TFNSA.

**5.2.14** The Registered Nurses Association of Ontario (RNAO) Representative serves as the student representative for the RNAO Kawartha Victoria Chapter. They actively connect with the Kawartha Victoria nursing student and nursing community and participate in the implementation of TFNSA activities and events. The commitment for this role includes mandatory attendance at all executive meetings via Zoom or in-person (approximately 1 hour, bi-weekly), attendance at TFNSA-held events, and, if possible, participation in RNAO conferences. Additional meetings for RNAO and TFNSA may occur throughout the year with the President and Vice-President.

**5.2.15** The Secretary serves as the primary liaison with both internal and external entities, students, and others through the designated [tfnsa@trentu.ca](mailto:tfnsa@trentu.ca) email. Responsibilities include promptly responding to or forwarding emails to the appropriate TFNSA executive members and diligently monitoring TFNSA groups to provide updates to members and post meeting minutes. Additionally, the Secretary is tasked with recording TFNSA board and general meeting minutes, distributing them to board members within 48 hours, and making them accessible on the TFSON Intranet. Collaborative efforts with the Vice President are integral to ensuring the smooth execution of executive team

meetings, while coordination with the Social Media & Events Manager ensures timely responses to emails and social media accounts. The Secretary also plays a supportive role in overseeing TFNSA operations, including room bookings, working alongside the President and Vice President. Facilitating the organization of room bookings for TFNSA meetings and participating in the organization and implementation of TFNSA events throughout the academic year are additional responsibilities. In the absence of executive members, the Secretary may be required to perform other duties. The commitment associated with this position entails mandatory attendance at all executive meetings, whether conducted via Zoom or in-person (approximately 1 hour, bi-weekly), as well as participation in bi-annual events (approximately 2-4 hours each) and any other events hosted by TFNSA.

**5.3** The Executive positions will form a committee that acts as the primary governing body of the organization.

**5.4** This committee will be collectively responsible for the formal decision making of the organization including but not limited to the roles outlined in the constitution for each executive role. This includes tasks such as (but not limited to): the management of finances, event planning and execution, member services, and advocating on behalf of members to Trent-Fleming School of Nursing administration and student government.

**5.5** This committee cannot make amendments to the constitution without the approval of at least two thirds of the Executive team and communicated to voting members at a valid general meeting.

**5.6** The term of each Executive will last from May 1 following their election to April 30 of the following year.

**5.7** Any Executive of the organization may resign, provided that such resignation is made in writing and delivered to the President. Unless any such resignation is, by its



terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation official.

**5.8** Any vacancy of Executives shall be filled by the President or a designate of the organization until such a time where a by-election is held.

**5.9** If the President resigns, notice of such resignation must be submitted in writing and delivered to the Executive committee at a valid Executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Executive committee, and no ratification by the organization shall be required to make the resignation official.

**5.10** Any vacancy of the President shall be filled by the Vice President, appointed by a simple and clear majority of the Executive committee until such a time where a by-election is held.

**5.11** Additional positions may be added to the TFNSA Executive after the positions and their respective responsibilities are drafted by the Executive members and presented to the voting members at a general meeting. Additional positions must be approved by a two-thirds majority vote of the voting membership in order to be ratified.

## **Article VI: Removal of Members and Executives**

**6.1** The process for removing a member or Executive may be initiated when a committee of two (2) Executives appointed by the general membership to investigate a complaint determines that:

**6.1.1** A member or Executive has engaged in unlawful actions or activities;

**6.1.2** A member or Executive has violated the constitution;

**6.1.3** A member or Executive has violated Trent University policies, procedures, or guidelines;

**6.1.4** A member or Executive has violated the rights of a fellow member;

**6.1.5** A member or Executive has not fulfilled their organizational responsibilities;

**6.1.6** Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

**6.2** The process for removing a member or Executive may also be initiated when:

**6.2.1** A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the Executive.

**6.2.2** A motion for a removal vote is put forward by any member of the Executive and passed by a two-thirds majority vote of the Executives. The individual facing potential removal vote is entitled to vote on the motion if they are an Executive or be given an opportunity to a fair hearing and investigation if they are a non-Executive general member.

**6.3** The removal of members and Executives will be facilitated by a three tier procedure which operates as follows:

**6.3.1** First Tier:

The Executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

**6.3.2** Second Tier:

Initiated because the member or Executive has violated section 6.1 after receiving a first tier warning relative to a particular action or behavior.

The President or Vice President will be responsible for contacting the Executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The President or Vice President must address all complaints in writing by formulating an action plan and timeline to correct any issues involving Executives or members within fourteen (14) calendar days.

The Executive or member accused of violating section 6.1 will be given fourteen (14) calendar days from receiving the President's or Vice President's written response to demonstrate progress or correction of behavior.

### **6.3.3 Third tier:**

Initiated because the member or Executive has violated section 6.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the Executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an Executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including Executives). The Executive or member facing removal is entitled to vote on the motion.

**6.3.4** Any member of the Executive or voting member may be subject to removal at the discretion of the Executive Team without the process of the three tier procedure should their behavior be deemed unlawful, discriminatory or violent in nature. The three tier procedure may also be ratified on a case by case basis dependent on the severity of the infraction.

## **Article VII: Finances**

**7.1** The funds of the organization shall be expended pursuant to the operating budget approved by the Executive team.

**7.2** All budgets shall be prepared by the Senior Finance Manager in accordance with the organization's priorities as determined by the Executive in consultation with general members at a valid general meeting.

**7.3** The Senior Finance Manager shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

**7.4** The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

**7.5** The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.

**7.6** The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize on occasion and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

**7.7** The President, the Senior Finance Manager, and/or the Vice President shall be the sole signing authorities of banking instruments for the organization.

**7.8** TFNSA will ensure that proper and accurate financial records are maintained and passed on to incoming Executives following each year's elections.

**7.9** TFNSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **Article VIII: General Meetings**

**8.1** The purpose of a General Meeting is to provide a forum for Executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to discuss amendments to the constitution, and to report on the financial status of the organization.

**8.2** General meetings will be facilitated by a Chairperson selected by the general membership from the Executive committee. The Chairperson shall be responsible for:

**8.2.1** Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

**8.2.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

**8.2.3** Moderating the discussion at meetings according to the agenda;

**8.2.4** Suspending members from participating in meetings for constitutional or procedural violations.

**8.3** The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

**8.4** There shall be a minimum of one (1) general meeting held each month. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.

**8.5** General meetings may be called to order by the President or Chairperson, through a petition signed by three (3) Executive members, or by a petition signed by five (5) non-Executive general members. They may also be proposed by the VP Events should they see fit and with permission from the President.

**8.6** General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the Executives.

**8.7** For quorum to remain valid, the number of non-Executive general members present at a general meeting must exceed the number of Executives present at all times.

**8.8** All Executives are expected to make brief progress reports on their activities at every general meeting.

**8.9** Minutes of all general meetings must be recorded and maintained for reference purposes.

**8.10** Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

**8.11** Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

**8.12** Any proposal brought forward at a valid general meeting shall be decided by anonymous vote unless otherwise agreed upon by voting members.

**8.13** Whenever a vote occurs, a declaration by the chairperson that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**8.14** In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

**8.15** The Chairperson presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

## **Article IX: Executive Meetings**

**9.1** The purpose of Executive meetings is to provide a forum for the organization's Executives to discuss and make decisions on matters concerning the organization.

**9.2** Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:

**9.2.1** Formulating and distributing an agenda for each meeting;

**9.2.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

**9.2.3** Moderating the discussion at meetings according to the agenda;

**9.3** There shall be a minimum of one (1) Executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent Executive meeting will be confirmed at the preceding meeting and will be reiterated to Executives via email a minimum of two (2) calendar days prior to the meeting.

**9.4** The frequency of Executive meetings occurring between May 1 and August 31 will be left to the discretion of the Executive committee.

**9.5** Executive meetings may be called to order by the President or through a petition signed by three (3) Executive members.

**9.6** Executive meetings are restricted to Executive members only. Quorum will be established by the presence of a simple and clear majority of the total Executives for the organization.

**9.7** Minutes of all Executive meetings must be recorded and maintained for reference purposes.

**9.8** Executives must notify the President a minimum of six (6) hours before an Executive meeting to inform them of any new business they wish to discuss. The President will then add the discussion item to the agenda.

**9.9** Each Executive member of the organization shall be entitled to one (1) vote at a valid Executive meeting.

**9.10** Any question at an Executive Meeting shall be decided by anonymous vote unless otherwise agreed upon by voting members.

**9.11** Whenever a vote occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

**9.12** In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

**9.13** The President may, with the consent of the majority of Executives, decide to adjourn these meetings from time to time.

## **Article X: Emergency Meetings**

**11.1** Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

**11.2** These meetings must abide by the respective rules outlined in sections VIII and IX depending on the nature of the meeting.

**11.3** Notice of these meetings must be provided a minimum of 24 hours in advance through email.

**11.4** Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.



**Article XI: Elections**

**11.1** Executive elections must be held at least once per year.

**11.2** The Executive positions of Vice President, Buddy Coordinator, Social Media Manager, Director of Community Engagement, Director of Social Events, Junior Finances Manager, the Compressed Stream Representative, the Collaborative Stream Representative (Upper), the Collaborative Stream Representative (Lower), the CNSA Associate Delegate, the Registered Nurses Association of Ontario Representative and the Secretary will be determined by elections.

**11.3** The Executive positions of President, Senior Finances Manager, and CNSA Official Delegate are two-year contract positions and shall be filled by the executive member who fulfilled the first year of the contract position in the previous year:

**11.3.1** The Executive position of President shall be filled by the Vice President of the previous year;

**11.3.2** The Executive position of Senior Finances Manager shall be filled by the Junior Finances Manager of the previous year;

**11.3.3** The Executive position of CNSA Official Delegate shall be filled by the CNSA Associate Delegate of the previous year.

**11.4** In the case that members who fulfilled the executive positions of Vice President, Junior Finances Manager, and CNSA Associate Delegate in the previous year cannot fulfill the position designated for the second year of their contract, the executive positions of President, Senior Finances Manager, and CNSA Official Delegate will be determined by elections.

**11.5** Only TFNSA members who meet the minimum qualifications to hold an Executive position shall be permitted to participate in an election and hold the positions of President, VP Events, Secretary and Ombudsperson.

**11.6** All screening of candidates will be conducted by a committee composed of the TFNSA members who will assess each candidate's qualifications against pre-established criteria for holding an executive position.

**11.6** Notification of the acceptance of applications will be sent via email to all general members a minimum of four (4) calendar days prior to the beginning of the voting period.

**11.7** All application periods must commence a minimum of ten (10) calendar days prior to the beginning of the voting period. The application period must end a minimum of five (5) days prior to the beginning of the voting period.

**11.8** Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.

**11.9** Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 11.6.

**11.10** Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.

**11.11** Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.

**11.12** If an error in the process is found, the election should be re-held at the final general meeting with a new election oversight committee.

**11.13** Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

## **Article XII: Amendments**

**12.1** The organization may make, amend or repeal the constitution or certain sections therein.

**12.2** Notice of a meeting called to consider such a resolution shall be given as follows:

**12.2.1** Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

**12.2.2** A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

**12.3** Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).

**12.4** The general membership must have the final say on amendments to the constitution.

### **Article XIII: Transition**

**13.1** All outgoing Executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new Executives upon leaving the position.

**13.2** All outgoing Executives are responsible for providing a detailed report to incoming Executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

**13.3** All outgoing and incoming Executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new Executive teams.

### **Article XIV: Emergency Powers**

**14.1** In the case of extenuating circumstances, the Executive shall be afforded the ability to act without direction from the organization's members.

**14.2** An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: Executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

**14.3** Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

**14.4** General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

**Article XV: Food Handling on Campus**

**15.1** TFNSA will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on Trent University campus.

**Article XVI: Precedence of University Policies**

**16.1** TFNSA will abide by all pertinent Trent University policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of TFNSA, the University's policies, procedures, and guidelines will take precedence.

**Article XVII: Legal Liability**

**17.1** Trent University does not endorse TFNSA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

**Article XVIII: Banking**

**18.1** TFNSA agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Trent Central Student Association, Trent University.

## **Appendix A: General Meeting Rules of Order**

### **I. Call to Order**

1. The Chairperson may call the meeting to order only if a quorum of Executives and non-Executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

### **II. Review of the Agenda**

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

### **III. Approval of Previous Minutes**

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.
4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

#### IV. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

## V. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an Executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

## VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after Executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

## VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.



2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

## VIII. Voting

1. There are 3 basic motions for each item of business:
  - a. A motion to adopt a specific action by the board.
  - b. A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee)
  - c. A motion to remove an item from consideration

2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.