



CNSA National Assembly Package
January 25 – 28th, 2012
TCU Place Saskatoon, SK

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ITINERARY

January 25th, 2012 / 25 janvier 2012

0900 – 1500 Regional Meetings / Réunions regionals *at TCU*

January 26th, 2012 / 27 janvier 2012

- 1630 National Assembly Business Meeting – CNSA members welcome
1800 Dinner
- 1830 National Assembly Business Meeting – CNSA members welcome
2100 Adjournment

January 27th, 2012 / 27 janvier 2012

- 1630 National Assembly Business Meeting – CNSA members welcome
1800 Dinner
- 1830 National Assembly Business Meeting – CNSA members welcome
2100 Adjournment

January 28th, 2012 / 28 janvier 2012

- 0930 - 1130 Regional Meetings
- 1230-1630 National Assembly Business Meeting – CNSA members welcome
- 1430 Elections for Board of Directors and Officers / Élection du conseil d'administration et officiers

National Assembly Agenda / Ordre du jour de l'assemblée nationale

January 25th – 28th, 2012 / 25 au 28 janvier 2012

Saskatoon, Saskatchewan

Agenda 2012 CNSA National Assembly / AEIC - Ordre du jour de l'assemblée nationale 2012

****See National Assembly Pkg. / Voir le guide de l'assemblée nationale****

<i>Item</i>	<i>TIME / Temps</i>	<i>Attachment / Attachement</i>
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- | | | |
|---|---------------|--|
| 1. Call to Order – Chair / Appel à l'ordre – Président | 2 min. | |
|---|---------------|--|

The chair will call the meeting to order at approx. 16:30 CST / Le président va appeler à l'ordre la réunion à approx. 16:30 HNC.

- | | | |
|---|---------------|--|
| 2. Roll Call – Chair / Prise des présences – Président | 2 min. | |
|---|---------------|--|

Attendance will be taken quorum met / La prise des présences sera complétée quorum.

- | | | |
|---|---------------|--|
| 3. Standing Rules of Order Review – Chair /
Révision des règles de procédure – Président | 2 min. | |
|---|---------------|--|

Motion: THAT the National Assembly agree to record the proceedings of the business meetings with subsequent destruction of the recordings once the minutes have been reviewed at the Spring meeting of the Board of Directors.

Proposition : *QUE l'Assemblée Nationale approuve l'enregistrement de la réunion de l'assemblée nationale et ensuite la destruction des enregistrements une fois que les procès-verbaux ont été approuvés à la réunion du conseil d'administration du printemps.*

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition :

Motion: THAT the National Assembly appoint _____ as Parliamentarian.

Proposition: *QUE l'Assemblée Nationale nomme _____ en tant que parlementaire*

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition :

- | | | |
|--|---------------|--|
| 4. CNSA/AEIC Objectives – Chair / Objectifs de l'AEIC – Président | 2 min. | |
|--|---------------|--|

- To provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country / Offrir un lien communicationnel entre les étudiantes infirmières à travers le Canada, tout en reconnaissant le caractère bilingue de notre pays
- To act as the official voice of nursing students / Agir comme porte-parole officiel des étudiantes infirmières
- To provide a medium through which members can express their opinions on nursing issues / Fournir à ses membres des moyens d'exprimer leurs opinions sur des sujets relatifs à la profession infirmière
- To encourage participation in professional and liberal education / Encourager ses membres à poursuivre leur formation générale et professionnelle
- To provide a liaison with other organizations concerned with nursing / Établir des liens avec les autres organismes concernés par le travail des infirmières
- To increase the awareness of both the existence of and the need for nursing research / Faire connaître les travaux existants et les besoins en matière de recherche dans le domaine infirmier

5. **Acceptance of Agenda – Chair / 5 min.**

Adoption de l'ordre du jour– Président

The chair will ask the Assembly to approve the agenda / Le président demandera à l'assemblée d'adopter l'ordre du jour.

Motion: THAT the National Assembly adopt the proposed agenda for this meeting.

Proposition : QUE l'Assemblée Nationale adopte l'ordre du jour proposé pour cette réunion.

Moved by / Proposée par:

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

6. **Adoption of Minutes – Chair / 15 min.**

Adoption des procès-verbaux– Président

The assembly will be asked to accept the minutes from the following meetings / Il sera demandé de l'assemblée nationale d'adopter les procès-verbaux des réunions suivantes:

- 6.1. National Assembly Meeting / Réunion de l'assemblée nationale
 - 6.1.1. January 2011 / janvier 2011

Motion: THAT the National Assembly accept the minutes of the meetings presented.

Proposition : QUE l'Assemblée Nationale adopte les procès-verbaux de la réunion présentée.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

7. **Board of Directors Reports – BOD / 160 min.**

Rapports du conseil d'administration- CA

7.1. CASN Representative / Représentante de l'ACESI

7.2. Administrative Officer / Administratrice des ressources

7.3. Past-President / Présidente antérieure

7.4. Vice-President / Vice-président

7.4.1. CASN Board/ Council and Committees

7.4.2. Education Topics Discussion Board Report / Rapport des sujets éducationnels sur le forum de discussion

7.4.3. Research Report/Rapport des recherches

- 7.5. Director of Communications / Directrice des communications
 - 7.5.1. *Website Report / Rapport du site web*
 - 7.5.2. *CFNU Relationship / Rapport – Fédération canadienne des syndicats d'infirmières / infirmiers*

- 7.6. Director of Membership Services / Directeur des services aux membres
 - 7.6.1. *Benefits of Membership / Bénéfices aux membres*
 - 7.6.2. *Promotional Items Report / Rapport des items de promotion*
 - 7.6.3. *Recruitment Packages Report / Rapport du Guide de Recrutement*
 - 7.6.3.1. *Recruitment Targets*
 - 7.6.4. *September Packages Report / Rapport du Guide de la rentrée*

- 7.7. Director of Bilingualism & Translation / Directeur du bilinguisme & de la traduction
 - 7.7.1. *Nursing Games / Jeux infirmiers*
 - 7.7.2. *SIDIIEF*

- 7.8. Director of International Health / Directrice de la santé international
 - 7.8.1. *ICN Student Network / Réseau étudiant-CII*
 - 7.8.2. *NSNA Annual Convention / Convention annuel de NSNA*

- 7.9. Director of Career and Leadership Development / Directeur de développement du leadership et de carrière
 - 7.9.1. *Nursing The Future / <<Nursing The Future>>*
 - 7.9.2. *National Nursing Students' Week / La semaine nationale des étudiant(e)s infirmier(ère)s*
 - 7.9.3. *Workshops / Ateliers*

- 7.10. *National Conference Director / Directeur du congrès national*

- 7.11. Western Regional Director / Directrice régional de l'Ouest
 - 7.11.1. *Conference Update / Mise à jour – congrès régional*

- 7.12. Prairie Regional Director/ Directrice régional des Prairies
 - 7.12.1. *Conference Update / Mise à jour – congrès régional*

- 7.13. Ontario Regional Director / Directeur régionale de l'Ontario
 - 7.13.1. *Conference Update / Mise à jour – congrès régional*

- 7.14. Quebec Regional Director / Directrice régionale du Québec
 - 7.14.1. *Conference Update / Mise à jour – congrès régional*

- 7.15. Atlantic Regional Director / Directrice régionale de l'Atlantique
 - 7.15.1. *Conference Update / Mise à jour – congrès régional*

- 7.16. President / Président
 - 7.16.1. *Annual report /Rapport annuel*
 - 7.16.1.1. *Update on 2011 National Assembly Mandates / Mise à jour – Mandats de l'assemblée nationale 2011.*
 - 7.16.1.2. *2011-2016 Strategic Plan / Le plan stratégique 2011-2016*
 - 7.16.2. *CNA Relationship Report / Rapport - l'AIIC*
 - 7.16.3. *Office of Nursing Policy (ONP) Relationship*
 - 7.16.4. *Health Professional Student Associations / Associations étudiant(e)s- Les professionnelles de la santé*
 - 7.16.4.1. *CFMS & CAPSI / FEMC & ACEIP*

Motion: THAT the National Assembly accept all Board reports as presented in omnibus.

Proposition : *QUE l'Assemblée Nationale adopte les rapports du conseil d'administration en omnibus.*

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

8. **Financial Report**
Rapport financier

60 min.

Motion: THAT the National Assembly move into Executive Session until discussion of financial statements is completed.

Proposition : *QUE l'Assemblée Nationale rentre en session exécutive jusqu'à ce que la discussion sur les finances soi complétée.*

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

8.1. Membership Report Previous Year 2010-2011 / Rapport d'adhésion de l'année précédente 2010-2011

8.2. Membership Report of Current Year 2011-2012 / Rapport d'adhésion de l'année courante 2011-2012

8.3. Audit Report 2010-2011 / Rapport des finances 2010-2011

Motion : THAT the National Assembly accept the auditors report, financial statements and Board implementation strategies as presented for the period ending March 31st, 2011.

Proposition : *QUE l'Assemblée Nationale adopte le rapport des auditeurs, le rapport des états financiers, et des stratégies d'implémentation pour la période qui termine le 31 mars 2011.*

Moved by / Proposée par:

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

8.4. 2010-2011 Financial Report as of December 31st 2011 / Année fiscale 2011-2012 (depuis décembre 31 2011)

Motion : That National Assembly accept the financial statement updates as presented for the period ending December 31st, 2011.

Proposition : *QUE l'Assemblée Nationale adopte le rapport des états financiers pour la période qui termine le 31 décembre 2011, tel que présenté.*

Moved by / Proposée par:

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

Motion: THAT the National Assembly appoint Welch LLP as auditor for the 2011-2012 fiscal year.

Proposition : *QUE l'Assemblée Nationale nomme Welch LLP en tant qu'auditeurs pour l'année fiscale de 2011-2012.*

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

9. Standing Committee Reports – Chairs **110 min**
Comités permanents – Président

- | | |
|--|---------|
| 9.1. Governance Committee / Comité de gouvernance | 15 min |
| 9.2. Executive Committee / Comité exécutif | 15 min |
| 9.3. Board Mediation Committee / Comité de médiation du CA | 15 min |
| 9.4. Elections Committee / Comité des nominations et des élections | 10 min |
| 9.5. Global Health Committee / Le comité de santé globale | 10 min. |
| 9.6. Bilingualism & Translations Committee /
Comité du bilinguisme et de la traduction | 10 min |
| 9.7. Awards Committee / Le comité d'attribution des bourses | 10 min. |
| 9.8. National Conference Planning Committee/
Le comité de planification du congrès national | 15 min. |
| 9.9. Career and Leadership Development /
Développement de carrière et leadership | 10 min |

Motion: THAT the National Assembly accept the all committee reports as presented.

Proposition : QUE l'Assemblée Nationale adopte les rapports des comités, tel que présenté.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

10. Special Orders - National Assembly / **180 min**
Ordres spéciaux – Assemblée nationale

10.1. Governing documents resolutions / Résolutions des documents de gouvernance

- | | |
|---------|--|
| 10.1.1. | Rules and Regulations / Règles et règlements |
| 10.1.2. | Bylaws / Règlements généraux |
| 10.1.3. | Policies / Politiques |

Motion : THAT the National Assembly accept the changes to _____ as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition : QUE l'Assemblée Nationale adopte les changements proposés à la _____, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

10.2. Lifetime and Honorary Members / Membres à vie et membres honoraires

- | | |
|---------|--|
| 10.2.1. | Lifetime Memberships / Adhésions à vie |
|---------|--|

Motion : THAT the National Assembly ratify the lifetime membership of _____, as discussed.

Proposition : QUE l'Assemblée Nationale ratifié l'adhésion à vie de _____, tel que discuté.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition :

- | | |
|---------|--|
| 10.2.2. | Honourary Memberships / Adhésions honoraires |
|---------|--|

Motion : THAT the National Assembly ratify the honorary membership of _____, as discussed.

Proposition : QUE l'Assemblée Nationale ratifie l'adhésion honoraire de _____, tel que discuté.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition :

10.3. Resolutions / Résolutions

Motion : THAT the National Assembly adopt the Resolution entitled, _____, as presented, with changes as discussed.

Proposition : QUE l'Assemblée Nationale adopte la résolution, _____ tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition :

10.4. Position Statements / Énoncés de position

11. **Unfinished Business – National Assembly / Points non complétés– Assemblée nationale** **30 min**

12. **New Business – National Assembly / Nouveaux points– Assemblée nationale** **30 min.**

12.1 MOU for Administrative Officer / Contrat pour la Administratrice des ressources

12.2 New Logo / Nouvelle logo

12.3 CRNE issue

13. **Elections (Saturday)**

13.1. New Election Policy / Nouvelle Politiques d'élections

14. **Open Forum / Forum ouvert** **60 min. (time permitting)**

15. **Announcements / Annonces** **10 min.**

15.1. New Board of Directors for 2011-2012 / Nouveau conseil d'administration pour 2011-2012

Motion : THAT the National Assembly accept the elections results as presented by the Chair of the Nominations and Elections Committee and destroy the ballots.

Proposition : QUE l'Assemblée Nationale adopte les résultats des élections comme présentés par la dirigeante du comité de nomination et d'élections, et détruire les bulletins de vote.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

16. **Next Meeting / Prochaine réunion** **10 min.**

17. **Feedback/Evaluation and Extra Information Commentaires/Évaluation et informations additionnelles** **15 min.**

18. **Adjournment / Ajournement** **2 min.**

Motion: THAT the meeting come to a close at _____ PM CST.

Proposition: Qu'il soit résolu que cette réunion soit ajournée à _____, heure centrale.

Moved by / Proposée par :

Seconded by / Secondée par:

Result of vote on motion / Résultat du vote pour la proposition

National Assembly Minutes / Assemblée nationale minutes

January 26th – 29th, 2011 / 26 au 29 janvier 2011
Hamilton, ON

Abbreviations

AD	Associate Delegate	IO	Informatics Officer
AO	Administrative Officer	NCD	National Conference Director
ARD	Atlantic Regional Director	NCLDO	National Career and Leadership Development Officer
BOD	Board of Directors	NCPC	National Conference Planning Committee
CAPSI	Canadian Association of Pharmacy Students and Interns	NCPHO	National Community and Public Health Officer
CASN	Canadian Association of Schools of Nursing	NSNA	National Student Nurses Association
CFMS	Canadian Federation of Medical Students	OD	Official Delegate
CFNU	Canadian Federation of Nurses' Unions	OES	Officer of Education and Scholarship
CNA	Canadian Nurses Association	ORD	Ontario Regional Director
DBT	Director of Bilingualism and Translation	PO	Publications Officer
DMS	Director of Membership Services	PRD	Prairies Regional Director
DOC	Director of Communications	QRD	Quebec Regional Director
DO	Diversity Officer	VPIER	Vice President & Director of Inter/Intra-Professional Education and Research
DOIH	Director of International Health	WRD	Western Regional Director
EC	Executive Committee		

19. Call to Order – Chair / Appel à l'ordre – Président

The chair will call the meeting to order at approx. 17:05 EST / Le président va appeler à l'ordre la réunion à approx. 16:30 HNE.

20. Roll Call – Chair / Prise des présences – Président

Attendance is taken and quorum met. Delegates from 39 chapter schools are present. A 50% majority vote would require Delegates from 20 chapters to vote in favour and a 2/3 majority vote would require 26 votes in favour.

Board of Directors

Branden Shepitka	President
Robyn Power	Vice-President / Director Inter/Intra-professional Education & Research
Cyndi Jones	Director of Communications
Betty Ng	Director of International Health
Carla Pittman	Director of Membership Services
Alexandre Paré	Director of Bilingualism & Translation
Matt Smith	National Conference Director
Jesse Woodward	Director of Career and Leadership Development
Angela Bryan	Atlantic Regional Director

Evan Jolicoeur	Quebec Regional Director
Jamie Kyriacou	Ontario Regional Director
Supriya Nishtala	Prairie Regional Director
Queenie Lee	Western Regional Director

Special Invitees

Andrea Pinsent	Administrative Officer
Reik Van den Berg	Parliamentarian
Carole Lekadir	Welch LLP Partner

Motion Management Volunteers

Emilie Hay	General Member, McMaster University
Alix Nori	General Member, McMaster University
Ayeza Cobarde	General Member, McMaster University

21. Standing Rules of Order Review – Chair / Révision des règles de procédure – Président

Motion #1: THAT the National Assembly agree to record the proceedings of the business meetings with subsequent destruction of the recordings once the minutes have been reviewed at the Spring meeting of the Board of Directors.

Proposition #1: QUE l'Assemblée Nationale approuve l'enregistrement de la réunion de l'assemblée nationale et ensuite la destruction des enregistrements une fois que les procès-verbaux ont été approuvés à la réunion du conseil d'administration du printemps.

Moved by / Proposée par : Sonia Bourque, Cape Breton University OD

Seconded by / Secondée par: Robyn Wryce, MUN OD

Discussion : None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #2: THAT the National Assembly appoint Riek Van den Berg as Parliamentarian.

Proposition #2: QUE l'Assemblée Nationale nomme Riek Van den Berg en tant que parlementaire

Moved by / Proposée par : Jenna Earle, St. Lawrence College Brockville OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College, OD

Discussion : None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

22. CNSA/AEIC Objectives – Chair / Objectifs de l'AEIC – Président

- To provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country / Offrir un lien communicationnel entre les étudiantes infirmières à travers le Canada, tout en reconnaissant le caractère bilingue de notre pays
- To act as the official voice of nursing students / Agir comme porte-parole officiel des étudiantes infirmières
- To provide a medium through which members can express their opinions on nursing issues / Fournir à ses membres des moyens d'exprimer leurs opinions sur des sujets relatifs à la profession infirmière
- To encourage participation in professional and liberal education / Encourager ses membres à poursuivre leur formation générale et professionnelle
- To provide a liaison with other organizations concerned with nursing / Établir des liens avec les autres organismes concernés par le travail des infirmières

- To increase the awareness of both the existence of and the need for nursing research / Faire connaître les travaux existants et les besoins en matière de recherche dans le domaine infirmier

23. **Acceptance of Agenda – Chair /
Adoption de l'ordre du jour– Président**

Motion #3: THAT the National Assembly adopt the proposed agenda for this meeting.
Proposition #3: QUE l'Assemblée Nationale adopte l'ordre du jour proposé pour cette réunion.

Moved by / Proposée par: Lisa Cockshutt, St. Francis Xavier University OD
Seconded by / Secondée par: Heather Whitfield, McMaster University OD

Motion #3a: THAT the National Assembly add to New Business a discussion of the adherence to deadlines for awards.

Moved by / Proposée par: Margaret Saari, University of Toronto OD
Seconded by / Secondée par: Sarah Covino, Lakehead University OD
Discussion: None.

Result of vote on motion/ Résultat du vote pour la proposition : CARRIED

Result of vote on motion #3/ Résultat du vote pour la proposition #3: CARRIED

24. **Adoption of Minutes – Chair /
Adoption des procès-verbaux– Président**

- 24.1. National Assembly Meeting / Réunion de l'assemblée nationale
24.1.1. January 2010 / janvier 2010

Discussion :

Motion #4: THAT the National Assembly accept the minutes of the meetings presented.
Proposition #4 : QUE l'Assemblée Nationale adopte les procès-verbaux de la réunion présentée.

Moved by / Proposée par : Roby Wrice, MUN OD
Seconded by / Secondée par: Michelle Kerr, St. Lawrence College Kingston OD
Discussion : None.

Result of vote on motion / Résultat du vote pour la proposition : Carried

25. **Board of Directors Reports – BOD /
Rapports du conseil d'administration- CA**

25.1. CASN Representative / Représentante de l'ACESI
No report.

25.2. Administrative Officer / Administratrice des ressources – is as in the package
Presented.

- 25.3. Vice-President / Vice-président – got to spend the year rep on CASN, very receptive to student involvement
25.3.1. CASN Board/ Council and Committees

VPIER spent the year as the student representative on the CASN Board of Directors. Attended the two of their in-person

Board meetings and got to present on behalf of CASN at their National Assembly. CASN has been very receptive to student involvement.

- 25.3.2. *NaHSSA /AÉSS du Canada*
- 25.3.3. *Canadian Interprofessional Student Network (CISN)*
- 25.3.4. *Education Topics Discussion Board Report / Rapport des sujets éducationnels sur le forum de discussion*
- 25.3.5. *Research Report/Rapport des recherches*

25.4. Director of Communications / Directrice des communications

Presented.

During her term, the DOC represented CNSA as the student representative on the CFNU Executive Board. In the past this position has been held by the CNSA President but it was decided that the DOC would fill in to ensure CNSA's attendance at all CFNU events and meetings.

- 25.4.1. *Website Report / Rapport du site web*
- 25.4.2. *Canadian Patient Safety Institute (CPSI) Report / Rapport de l'Institut canadien pour la sécurité des patients (ICSP)*

25.5. Director of Membership Services / Directeur des services aux membres

Presented.

- 25.5.1. *Benefits of Membership / Bénéfices aux membres*
- 25.5.2. *Promotional Items Report / Rapport des items de promotion*
- 25.5.3. *E-Connection Report / Rapport du Réseau*
- 25.5.4. *Recruitment Packages Report / Rapport du Guide de Recrutement*
 - 25.5.4.1. *Recruitment Targets*
- 25.5.5. *September Packages Report / Rapport du Guide de la rentrée*

25.6. Director of Bilingualism & Translation / Directeur du bilinguisme & de la traduction

Presented.

- 25.6.1. *Nursing Games / Jeux infirmiers*
- 25.6.2. *SIDIIEF*

25.7. Director of International Health / Directrice de la santé international

Presented.

The DIH highlights that CNSA has developed a strong relationship with the Canadian Association for International Nursing (CAIN) and we are working on finding how we can find information for our membership to be involved in CAIN initiatives. CNSA is in our second year being involved with Buy- A-Net. To date, CNSA has contributed more than \$2300.00 to Buy-A-Net.

- 25.7.1. *ICN Student Network / Réseau étudiant-CII*
- 25.7.2. *NSNA Annual Convention / Convention annuel de NSNA*

25.8. Director of Career and Leadership Development / Directeur de développement du leadership et de carrière

Presented.

The DCLD priority has been to establish more workshops for career and leadership development. At this National Conference we were able to provide an extra is workshop for career development and Nursing the Future (NTF) was also able to provide an extra workshop. Trying to get National Nursing Student Week off the ground. Attended the NTF conference in December and presented on behalf of CNSA.

- 25.8.1. *Nursing The Future / <<Nursing The Future>>*

25.8.2. *National Nursing Students' Week / La semaine nationale des étudiant(e)s infirmier(ère)s*

25.8.3. *Workshops / Ateliers*

25.9. *National Conference Director / Directeur du congrès national*

Presented.

25.10. *Western Regional Director / Directrice régional de l'Ouest – New chapter member, cont with new support*

Presented.

25.10.1. *Conference Update / Mise à jour – congrès régional*

25.11. *Prairie Regional Director/ Directrice régional des Prairies*

Presented.

25.12. *Ontario Regional Director / Directeur régionale de l'Ontario*

Presented.

The ORD is working towards ongoing objectives. Happy to announce two new chapter schools : Cambiran College and Georgian College.

25.12.1. *Conference Update / Mise à jour – congrès régional*

25.13. *Quebec Regional Director / Directrice régionale du Québec*

The new QRD was appointed after the previous QRD left the position in November 2010. The QRD has been focusing on addressing shortfalls and picking up where the previous QRD had left off.

25.13.1. *Conference Update / Mise à jour – congrès régional*

25.13.2. *Atlantic Regional Director / Directrice régionale de*

Presented.

The ARD highlights that they have one new chapter school from Nunavut. In the fall we will have an LPN/BScN school joining CNSA thanks to the hard work and dedication from the UPEI AD. The ARD attended meetings in PEI about the recruitment and retention of nurses.

25.13.3. *Conference Update / Mise à jour – congrès régional*

25.14. *President / Président*

[The President passes the Chair to the Vice President/Director of Inter/Intra-Professional Education and Research]

Presented.

The President attended the National Student Nurses Association's National Convention in the United States. In June, the CNSA BOD met and began Strategic Planning. He also Attended the CNA Biennial Convention with the rest of the CNSA BOD where CNSA hosted a luncheon. In August, the CNSA BOD met and solidified the Strategic Plan and just prior to this National Conference, the CNSA BOD met in Hamilton. He has been working with NCD throughout the year on the National Conference, and wants to acknowledge the hard work of the NCD who has brought together the most CNSA National Conference attendees in CNSA history. CNSA has been working hard to ensure CNSA's goals for billigialism are being met. There were numerous awards that were planned for this year; however, due to hiccups the awards have been delayed but we look forward to these awards being available and presented within the next few months. There have been a number of governance changes that will be presented and discussed later during National Assembly.

25.14.1. *Annual report /Rapport annuel*

25.14.1.1. *Update on 2010 National Assembly Mandates / Mise à jour – Mandats de l'assemblée nationale 2010.*

As per the mandate from last year, \$5000.00 has been donated to Helping Hands for Haiti, \$1500.00 contribution to the Nightengale Initiative for Global Health.

25.14.1.2. *Update on 2006-2010 Strategic Plan / Mis à jour du plan stratégique 2006-2010*

25.14.1.3. *2011-2016 Strategic Plan / Le plan stratégique 2011-2016*

There is a new Strategic Plan for 2011-2016 that will guide us into the future. Within the Strategic Plan there is a new mission, vision, values and new strategic priorities that will guide and focus our association within the coming years.

25.14.2. *CNA Relationship Report / Rapport - l'AIC*

25.14.3. *CFNU Relationship / Rapport – Fédération canadienne des syndicats d'infirmières / infirmiers*

25.14.4. *RPNC Relationship / Rapport – Infirmier(ère)s psychiatrique du Canada*

25.14.5. *PNC Canada / Infirmier(ère)s auxiliaires du Canada*

25.14.6. *CCPNR Relationship / Conseil Canadien de réglementation des soins infirmiers auxiliaires*

25.14.7. *Office of Nursing Policy (ONP) Relationship*

25.14.8. *NHPN Update / Mise à jour – Le réseaux des nouvelles professionnelles de la santé*

25.14.9. *Health Professional Student Associations / Associations étudiant(e)s- Les professionnelles de la santé*

25.14.9.1. *CFMS & CAPSI / FEMC & ACEIP*

Continue to collaborate with these associations to see where we can come together to work on joint initiatives and joint position papers.

Motion #5: THAT the National Assembly accept all Board reports as presented in omnibus.

Proposition #5: QUE l'Assemblée Nationale adopte les rapports du conseil d'administration en omnibus.

Moved by / Proposée par : Sonia Bourque, Cape Breton University OD

Seconded by / Secondée par: Margaret Danko, University of Alberta OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

26. Financial Report

Rapport financier

Motion #6: THAT the National Assembly move into Executive Session until discussion of financial statements is completed.

Proposition #6: QUE l'Assemblée Nationale rentre en session exécutive jusqu'à ce que la discussion sur les finances soit complétée.

Moved by / Proposée par : Emma Leon, Dalhousie University, OD

Seconded by / Secondée par: Madeline Thomas, University of Ottawa OD

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

26.1. Membership Report Previous Year 2009-2010 / Rapport d'adhésion de l'année précédente 2009-2010

For the 2009-2010 year, CNSA collected \$105,116.58 in membership fees and had 22,899 student members.

26.2. Membership Report of Current Year 2010-2011 / Rapport d'adhésion de l'année courante 2010

In the 2010-2011 year, as of January 21 2011 CNSA has collected \$106,307.00 from 21, 280 members.

26.3. Audit Report 2009-2010 / Rapport des finances 2009-2010 – financial statement updates discussed

The financial statement updates were discussed in Regional meetings.

26.4. 2010-2011 Financial Report as of December 31st 2010 / Année fiscale 2010-2011 (depuis décembre 31 2010) [this was done before

Motion #7: That National Assembly accept the financial statement updates as presented for the period ending December 31st, 2010.

Proposition #7: QUE l'Assemblée Nationale adopte le rapport des états financiers pour la période qui termine le 31 décembre 2010, tel que présenté.

Moved by / Proposée par: Carly Babcock, NEPS-SIAST Kelsey OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #8: That National Assembly move out of Executive Session.

Moved by / Proposée par: Maragret Saari, University of Toronto OD

Seconded by / Secondée par: Bailey Ingham, University of Lethbridge OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

27. Standing Committee Reports – Chairs

Comités permanents – Président

27.1. Governance Committee / Comité de gouvernance – found in package A 191, met a number of times. Presented.

27.2. Executive Committee / Comité exécutif - found in Pakk a 189 Presented.

27.3. Strategic Planning Committee / Comité de planification stratégique
The Strategic Planning Committee met many times starting in June of 2010. Originally Chaired by the Past President in June and then the President took over then chair after that. The Strategic Plan will be presented and discussed today.

27.3.1. 2011-2016 Strategic Plan / Le plan stratégique 2011-2016

27.4. Board Mediation Committee / Comité de médiation du CA
The original Quebec Regional Director (elected at National Assembly last year) was not regularly communicating with the BOD nor her regional members. Once she was aware of the need for the Board Mediation Committee to meet to discuss this, she sent in her resignation. As per the Pules and Regulations, it was then the duty of the Board Mediation Committee to find a suitable replacement for the vacant QRD position. The new QRD was appointed at the end of December 2010.

27.5. Elections Committee / Comité des nominations et des élections
Presented.

27.6. Global Health Committee / Le comité de santé globale
Presented.

27.7. Bilingualism & Translations Committee / Comité du bilinguisme et de la traduction

There was not a great interest in the committee and therefore there was no committee.

27.8. Awards Committee / Le comité d'attribution des bourses

The Awards Committee met in person three times over the term. There are three new awards created which will be appointed at next year's National Assembly and information about these awards should be up on the website shortly.

27.9. National Conference Planning Committee/

Le comité de planification du congrès national

Presented.

27.10. Career and Leadership Development /

Développement de carrière et leadership

Presented.

Motion #9: THAT the National Assembly accept the all committee reports as presented in omnibus.

Proposition#9: QUE l'Assemblée Nationale adopte les rapports des comités, tel que présenté.

Moved by / Proposée par : Jeremy Roy-Leger, Université de Moncton AD

Seconded by / Secondée par: Tery-Lynn Butt, Center of Nursing Studies OD

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

28. Special Orders - National Assembly /

Ordres spéciaux – Assemblée nationale

28.1. Governing documents resolutions / Résolutions des documents de gouvernance

10.1.1 Rules and Regulations / Règles et règlements

28.1.1.1. Part III : Membership / Partie III : adhésions

Motion #10: THAT the National Assembly accept the changes to Part III : Membership of the Rules and Regulations, as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #10: QUE l'Assemblée Nationale adopte les changements proposés à la partie III : adhésion des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Margaret Saari, University of Toronto OD

Seconded by / Secondée par: Michelle Kerr, St. Lawrence College Kingston OD

Discussion :

University of Toronto OD states that, as discussed in the Ontario regional meeting, we felt that the fee increase should be greater as to avoid the hassle of another increase within the next few years.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #10a: The National Assembly amend the wording of change 1 to “Fees for Chapter membership are ten (\$10) per full-time student and six (\$6) per part-time student.”

Moved by / Proposée par : Margaret Saari, University of Toronto OD

Seconded by / Secondée par: Sarah Covino, Lakehead University OD

Discussion:

McGill University OD shares concerns regarding the difficulty she and others might face implementing the fee increase as their membership fees are collected through ancillary fees.

The Chair Clarifies that the fee increase would not come into effect until the 2012 membership year to ensure that each Chapter School has ample time to appropriately implement the fee increase.

Red Deer College OD shares concerns regarding how doubling the fee will increase the already difficult task of collecting fees from individual Chapter Members.

The Administrative Officer clarifies that in order for a Chapter to be in good standing all Chapter Members will be required to pay the membership fee.

University of Toronto OD discusses that implementing this change will pose difficulties; however, there was a proposed fee change that each Chapter would have to implement so the motion I made to further increase the fee was to help avoid having to go through these fee changes again in a few years.

University of Lethbridge OD states that some Chapter Schools may not be able to afford the fee increase and therefore may not want to pass this motion.

Result of vote on motion #10a/ Résultat du vote pour la proposition #10a: CARRIED

In favour: 24

Opposed: 13

Abstentions: 0

Motion #10b: The National Assembly amend the wording of part 3 to read “The Board of Directors will review membership fees every four years and, if necessary, propose an increase not to exceed two dollars (\$2) per student for approval by National Assembly.”

Moved by / Proposée par : Margaret Saari, University of Toronto OD

Seconded by / Secondée par: Sarah Covino, Lakehead University OD

Discussion:

University of Toronto OD states that her purpose for this motion is due to the fact that we are implementing a larger fee increase so that we can avoid more frequent fee changes.

Result of vote on motion #10b/ Résultat du vote pour la proposition #10b: CARRIED

In favour: 27

Opposed: 8

Against : 0

Result of vote on motion #10 / Résultat du vote pour la proposition #10: CARRIED

28.1.1.2.Part V : Power and Duties of the Board of Directors and Officers / Partie V: pouvoirs et responsabilités du conseil d'administration et des administratrices

Motion #11: THAT the National Assembly accept the changes to Part V : Power and Duties of the Board of Directors and Officers of the Rules and Regulations, as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #11: QUE l'Assemblée Nationale adopte les changements proposés à la partie V : pouvoirs et responsabilités du conseil d'administration et des administratrices des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Heather Whitfield, McMaster University OD

Discussion:

McMaster University AD asks if the weight of responsibility for the DOC will be manageable if the DOC takes over the CFNU portfolio.

The Director of Communications states that the DOC portfolio is heavy but it would be manageable with the added responsibility.

The Past President explains that when he was President he was on a plane every two weeks in order to be present at stakeholder functions. By moving the CFNU responsibility to the DOC it can help disperse the responsibility evenly over the Executive Committee.

McGill University OD asks how the new Quebec Regional Director got nominated and suggests that the region have input when someone is being appointed.

The President clarifies that, as per the Rules and Regulations, the BOD is to appoint someone to the position. The selections process consisted of going around to see if anyone was suitable.

Result of vote on motion #11/ Résultat du vote pour la proposition #11: CARRIED

28.1.1.3. Part VIII : Meetings of the Association / Partie VIII : réunions de l'association

Motion #12: THAT National Assembly accept the changes to Part VIII: Meetings of the Association of the Rules and Regulations as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #12: QUE l'Assemblée Nationale adopte les changements proposés à la partie VIII : réunions de l'association des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Sarah Covino, Lakehead University OD

Seconded by / Secondée par: Michelle Kerr, St. Lawrence College Kingston OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

28.1.1.4. Part IX : National Conference / Partie IX : congrès national

Motion #13: THAT National Assembly accept the changes to Part IX: National Conference of the Rules and Regulations as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #13: QUE l'Assemblée Nationale adopte les changements proposés à la partie IX : congrès national des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Sonia Bourque, Cape Breton University OD

Seconded by / Secondée par: Nancy Martinez, University of Windsor OD

Motion #13a: The National Assembly amend Part IX number 4 to say that the National Conference should not exceed \$200 plus applicable taxes for regular registration rates.

Moved by : Margaret Saari, University of Toronto OD

Seconded by : Irene Chu, McGill University OD

Discussion :

McGill University OD states that the increase is steep when you factor in the tax on top.

National Conference Director clarifies that an increased registration fee amount can help absorb any flux in costs.

MUN OD calls the question.

Result of vote on motion #13a/ Résultat du vote pour la proposition #13a: CARRIED
In favour : 24
Opposed : 11
Abstentions : 0

Motion #13b : The National Assembly amend Part IX read "Each May, the President... and the NCPC will meet in the host city, if feasibly possible, to provide an orientation to ... "

Moved by : Heather Whitfield, McMaster University OD
Seconded by : Sarah Covino, Lakehead University OD
Discussion:

Laval University OD asks whether this orientation could be held via teleconference.

The National Conference Director clarifies that by having an in-person orientation a smoother transition and stronger start for conference planning can be facilitated.

Result of vote on motion #13b/ Résultat du vote pour la proposition #13b: CARRIED

Result of vote on motion #13/ Résultat du vote pour la proposition #13: CARRIED

10.1.1.5.Part IX : National Conference / Partie IX : congrès national

Motion #14: THAT the National Assembly move into Executive Session until discussion of financial statements is completed.

Proposition #14: QUE l'Assemblée National rentre en session exécutive jusqu'à ce que la discussion sur les finances soit complétée.

Moved by / Proposée par: Sonia Bourque, Cape Breton OD
Seconded by / Secondée par: Jenna Earle, St. Lawrence College Brockville OD
Discussion: None.

Result of vote on motion #14/ Résultat du vote pour la proposition #14: CARRIED

Motion #15: THAT the National Assembly accept the auditors report, financial statements and Board implementation strategies as presented for the period ending March 31st, 2010.

Proposition #15: QUE l'Assemblée National adopte le rapport des auditeurs, le rapport des états financiers, et des stratégies d'implémentation pour la période qui termine le 31 mars 2010.

Moved by / Proposée par: Katrina Red Deer OD
Seconded by / Secondée par: Robyn Wryce, MUN OD
Discussion:

The Auditor reviews the report via teleconference. Last year there was a denial of opinion; however, due to changes put in place since then they were now able to provide a qualified audit opinion.

McMaster OD asks about new accounting standards if CNSA moves in an investment direction.

The Auditor states that there would be a lot of disclosure regarding risk, for example investment elasticity.

The Auditor also discusses that the current BOD is trying to make the financial control strong as possible. Now the protocol for cheque signing is to review cheques prior to signing and there will be no more pre-signed cheques. Appointing a new bookkeeper is also a very strong step. The Auditor stated that there is an outstanding issue where they would like someone on the BOD with an accounting background but understands that it might not be feasible at this time.

Result of vote on motion #15/ Résultat du vote pour la proposition #15: CARRIED

Motion #16: THAT the National Assembly appoint _Welch LLP_ as auditor for the 2010-2011 fiscal year.

Proposition #16: QUE l'Assemblée National nomme _Welch LLP_ en tant qu'auditeurs pour l'année fiscale de 2010-2011.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Michelle Kerr, St. Lawrence College Kingston OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #17 : That National Assembly move out of Executive Session.

Moved by / Proposée par: Sarah Corvino, Lakehead University OD

Seconded by / Secondée par: Margaret Danko, University of Alberta OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #18: THAT National Assembly accept the changes to Part X: Regional Conference of the Rules and Regulations as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #18: QUE l'Assemblée National adopte les changements proposés à la partie X : congrès régional des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Michelle Kerr, St. Lawrence College Kingston OD

Seconded by / Secondée par: Trevor Cudmore, UPEI OD

Discussion: None.

Result of vote on motion #18/ Résultat du vote pour la proposition #18: CARRIED

10.1.1.6. Part XI : Committees / Partie XI : comitésart IX

Motion #19: THAT National Assembly accept the changes to Part XI: Committees of the Rules and Regulations as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #19: QUE l'Assemblée National adopte les changements proposés à la partie XI : comités des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Sonia Bourque, Cape Breton University OD

Discussion : None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

[The President passes the Chair to the Vice President/Director of Inter/Intra-Professional Education and Research]

10.1.1.7. Part XII : Financial / Partie XII: finances

Motion #20: THAT National Assembly accept the changes to Part XII: Financial of the Rules and Regulations as presented, with changes as discussed, and charge the Board of Directors to update the Bylaws to reflect the accepted changes.

Proposition #20: QUE l'Assemblée Nationale adopte les changements proposés à la partie XII : finances des règlements intérieurs, tels que présentés, avec les autres changements tels que discutés, et donne la responsabilité de la mise à jour des règlements au conseil d'administration.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion:

St. Lawrence Brockville OD asks that if we are doubling our membership fees is the increased amount of access to royalties necessary?

The President clarifies that by accessing the royalties the incoming BOD will have those funds to for their budget as the membership fee increase will not come into effect immediately. CNSA will still have a reserve fund which will continue to grow.

Result of vote on motion #20/ Résultat du vote pour la proposition #20: CARRIED

10.1.2. Bylaws

Motion # #21: THAT National Assembly accept the changes the Bylaws as presented, with changes as discussed.

Proposition #21: QUE l'Assemblée Nationale adopte les changements proposés aux règlements, tels que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Teri-Lynn Butt, Center for Nursing Studies

Discussion :

McMaster University AD suggests increasing membership fees for distance members.

The President explains that CNSA does not currently have any distance members and the Governance Committee did not feel that a fee increase would be advantageous.

Result of vote on motion #21/ Résultat du vote pour la proposition #21: CARRIED

[The Vice President/Director of Inter/Intra-Professional Education and Research passes the Chair to the President]

10.1.3. Policies / Politiques

10.1.3.1. Code of Professional Conduct / Code de déontologie

Motion #22: THAT National Assembly accept the policy entitled "Code of Professional Conduct" as presented, with changes as discussed.

Proposition #22: QUE l'Assemblée Nationale adopte la politique «code de déontologie » proposé, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Sarah Covino, Lakehead University

Seconded by / Secondée par: Michelle Kerr, St. Lawrence College Kingston OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

10.1.3.2

Elections Policy / Politique des elections

Motion #23: THAT National Assembly accept the Elections Policy as presented, with changes as discussed.

Proposition #23: QUE l'Assemblée Nationale adopte la politique des élections proposé, tel que présenté.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Jenna Earle, St. Lawrence College Brockville OD

Discussion :

The Person previously in the National Career and Leadership position, Jesise Vince, should be acknowledged for the bulk of the revisions to this document.

10.1.3.2.

Privacy Policy / Politique de confidentialité

Motion #24: THAT National Assembly accept the Privacy Policy as presented, with changes as discussed.

Proposition #24: QUE l'Assemblée Nationale adopte la politique de confidentialité proposé, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Jan Clark, NEPS: University of Saskatchewan OD

Seconded by / Secondée par: Sonia Bourque, Cape Breton University OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

10.1.3.3.

Sponsorship and Advertising Policy / Politique de commandite et de publicité

Motion #25: THAT National Assembly accept the Sponsorship and Advertising Policy as presented, with changes as discussed.

Proposition #25: QUE l'Assemblée Nationale adopte la politique de commandite et de publicité, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Lisa Cockshutt, St. Francis Xavier University OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College OD

Discussion:

Motion #25a: That National Assembly remove 2.2.3.2 from the sponsorship and advertising policy

Moved by / Proposée par : Kylie Reinhardt, Grant McEwen OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion:

University of Toronto OD asks for clarification as to why removal of this section of the document is desired.

Grant McEwen University OD states that we should be promoting the best interest of our members.

University of Western Ontario OD stresses that we are a Canadian nursing student association and we should be consistent and promote that nurses stay within Canada and if there are opportunities for students to work outside of Canada then they should do so on their own.

Red Deer College OD states that there is a huge international responsibility which she feels is represented by the DIH and the International panel.

Georgian College OD supports the decision to have the international representation to come and advertise.

McGill University OD suggests that in the future the students should be provided with a list of all of the information and opportunities regarding international nursing

McMaster University AD wanted to acknowledge that the current shortage would provide Canadian nursing students a great opportunity if 2.2.3.2 is changed

Cape Breton University OD calls the question.

Result of vote on motion #25a/ Résultat du vote pour la proposition #25a: CARRIED

In favour: 22

Opposed: 11

Abstentions: 2

Motion #25b: That National Assembly remove 1.4 from the sponsorship and advertising policy.

Moved by / Proposée par : Kylie Reinhardt, Grant McEwen OD

Seconded by / Secondée par: Sarah Covino, Lakehead University OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : DEFEATED

Motion #25b: That National Assembly remove 1.4 from the sponsorship and advertising policy upto after “furthermore”.

Moved by / Proposée par : Kylie Reinhardt, Grant McEwen OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College, OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : DEFEATED

Motion #25c: That National Assembly reconsider the point 2.2.3.2 under Advertising in the sponsorship and advertising policy that was previously stricken.

Moved by / Proposée par : Lisa Buchanan, Georgian College OD

Seconded by / Secondée par: Magaret Saari, University of Toronto OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Opposed: 1

Abstentions : 1

Reconsidering Motion #25a: That National Assembly remove 2.2.3.2 from the sponsorship and advertising policy.

Discussion:

Lakehead University OD states that she feels that 2.2.3.2 should still be stricken.

Motion #25d: Challenge the Chair’s decision to Call the Question.

Moved by / Proposée par : Heather Whitfield, McMaster University OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

University of Toronto OD explains that whether CNSA is taking sponsorship money or advertising money, it is taking money either way. So to say that it will be funneled through MarketAD doesn't absolve CNSA of any responsibility because CNSA is still taking money for its purposes and to promote its event. So either way CNSA is kind of promoting people leaving by taking the money, it's like selling out.

McMaster University OD states that CNSA needs to decide as an organization what it is we value in regards to international recruitment.

Georgian College OD states that this is an important conversation to her because she just did a presentation about CNSA to her school and the key point was that CNSA is the voice of Canadian nursing students. As that voice I feel that we are the government to hiring persons to outside of the country and it is our position to fight that.

The National Conference Director states that, from a sponsorship perspective, he feels that it is not necessary to go outside of our country to look for sponsorship.

University of Ottawa AD states that 1.4 has stipulated that there is an exception for humanitarian initiatives.

Result of vote on revisited motion #25a to strike 2.2.3.2/ Résultat du vote pour la proposition #25a: DEFEATED

Abstention: Laurentian University

Motion #25e: That National Assembly amend 2.2.3.2: “seek to recruit Canadian health professionals to jurisdictions outside of Canada with the exception of those corporations interested in humanitarian/relief efforts.”

Moved by / Proposée par : Katherine Demetrious, University of Ottawa OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion:

Motion #25f: To have a roll call vote.

Moved by / Proposée par : Pete Grillo, McMaster University OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : DEFEATED

Result of vote on motion #25e/ Résultat du vote pour la proposition #25e: CARRIED

Abstentions : 1 Laurentian University

Motion #25g: The entire Advertisement and Sponsorship Policy be referred to the Board of Directors for review and re-presentation next year at National Assembly.

Moved by / Proposée par : Joel Boivin, Laurentian University OD

Seconded by / Secondée par: Jenna Earle, St. Lawrence College Brockville OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Abstentions : 1 Western of University Ontario

Abstention : 1 University College of the North

10.1.3.4. Travel and Accommodations Policy / Politique de voyage et d'hébergement

Motion #26: THAT National Assembly accept the changes to the Travel and Accommodations Policy as presented, with changes as discussed.

Proposition #26: QUE l'Assemblée Nationale adopte le changement proposé au politique de voyage et d'hébergement, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Sonia Bourque, Cape Breton University OD

Seconded by / Secondée par: Teri-Lynn Butt, Center for Nursing Studies OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

10.2. 2011-2016 Strategic Plan / Le plan stratégique 2011-2016 [attach] p. 57

Motion #27: THAT the National Assembly accept the Strategic Plan for 2011-2016 as presented.

Proposition #27: QUE l'Assemblée Nationale adopte le plan stratégique pour 2011-2016, tel que présenté.

Moved by / Proposée par : Brigette Gomes, University of Western Ontario OD

Seconded by / Secondée par: Lisa Cockshutt, St. Francis Xavier University OD

Discussion:

Laurentian University OD feels that the inclusion of health care policies is missing from the document.

The President responds by stating that as nursing students we felt that what was most important was to focus on the nursing education and having that influence how students are being educated.

The Atlantic Regional Director states that our involvement with key stakeholders put us in the position to have input and influence on health care policy.

The President clarifies that the strategic plan is not meant to say what we cannot do but instead to provide a direction to the BOD in terms of priorities. He also suggests that the creation of Resolutions is a great way to bring other issues to the attention of the BOD.

Motion #27a : That National Assembly amend the Strategic Plan Vision to read "CNSA fosters leadership and advocates for evolving nursing interests"

Moved by / Proposée par : Heather Whitfield, McMaster University OD

Seconded by / Secondée par: Sarah Covino, Lakehead University OD

Discussion :

University of Alberta OD states that as nursing students it is important to include education

Result of vote on motion #27a/ Résultat du vote pour la proposition #27a: DEFEATED

Abstentions : 2

Motion #27b : That National Assembly amend the vision statement to "CNSA fosters leadership and advocates for the evolving interests of nursing students"

Moved by / Proposée par : Jenna Earle, St. Lawrence College Brockville OD
Seconded by / Secondée par: Irene Chu, McGill University OD
Discussion :

University of Toronto AD questions if CNSA is an organization that just caters to the interests of nursing students.

The President responds by clarifying that with the financial resource restraints is not possible for us to take on a large-scale advocacy role on issues. This document does not limit CNSA in any way.

Result of vote on motion #27b/ Résultat du vote pour la proposition #27b: CARRIED

Opposed: 4

Abstentions: 1

Result of vote on motion #27/ Résultat du vote pour la proposition #27: CARRIED

Abstentions :1 University of Toronto

10.3. Lifetime and Honorary Members / Membres à vie et membres honoraires

10.3.1. Lifetime Memberships / Adhésions à vie

10.3.1.1. Sarah Painter (Nominated by Jesse Woodward, DCLD)

Motion #28: THAT the National Assembly ratify the lifetime membership of Sarah Painter, as discussed.

Proposition #28: QUE l'Assemblée National ratifié l'adhésion à vie de Sarah Painter, tel que discuté.

Moved by / Proposée par : Carly Babcock, SIAST Kelsey Campus OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion:

The National Career and Leadership Director explains that Sarah Painter started with CNSA in 2007 as the National Conference Director at the University of Manitoba. The President during that year resigned and Sarah stepped up to resume the President role. There were many other resignations but she was able to gather the team together and they were successfully able to complete that term. She successfully ran for a second term as President and during that year it was decided by the CNA BOD that they would have a CNSA member sitting on their board as a voting member and much of that was due to the hard work of Sarah.

Result of vote on motion #28/ Résultat du vote pour la proposition #28: CARRIED

Abstention : 1

10.3.1.2. Kandis Harris (Nominated by Heather Dickie, Lifetime Member)

Motion #29: THAT the National Assembly ratify the lifetime membership of Kandis Harris, as discussed.

Proposition #29: QUE l'Assemblée National ratifié l'adhésion à vie de Kandis Harris, tel que discuté.

Moved by / Proposée par : Jessica Byvank, Sault College OD

Seconded by / Secondée par: Sonia Bourque, Cape Breton University OD

Discussion:

The National Career and Leadership Director explains that Kandis was a CNSA member while she was doing her studies at the University of Saskatchewan. She joined Nursing the Future (NTF) upon graduation and became part of the leadership team in 2007 and now acts at the Nursing the Future National Leadership Director. She continues to advocate for the NTF and CNSA relationship and was a key player in ensure that CNSA had a voice in the NTF

quarterly newsletter. She ensures that the CNSA National Career and Leadership Director has an opportunity to explain the benefits and vision of CNSA at the Workplace Integration of New Nurses - Nursing the Future National Conference. She has delivered workshops about new graduate transition at CNSA National Conferences for the past three years.

Result of vote on motion #29/ Résultat du vote pour la proposition #29: CARRIED

- 10.3.2. Honourary Memberships / Adhésions honoraires
- 10.3.2.1. Jo-Anne Swanson (Nominated by Jesse Woodward, DCLD)

Motion #30: THAT the National Assembly ratify the honorary membership of Jo-Anne Swanson, as discussed.

Proposition #30: QUE l'Assemblée National ratifié l'adhésion honoraire de Jo-Anne Swanson, tel que discuté.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Robyn Wryce, MUN OD

Discussion:

The National Career and Leadership Director explains that Jo-Anne was the CNSA CASN representative who sat on the CNSA BOD as an ex-officio non-voting member. Her role was to provide CNSA with integral information and helping to give CNSA professional guidance. She was in this role for four years and has just recently resigned from CASN.

Result of vote on motion #30/ Résultat du vote pour la proposition #30: CARRIED

Abstentions : 1

- 10.3.2.2. Janice Waddell (Nominated by Donna Ngo, OD Ryerson University)

Motion #31: THAT the National Assembly ratify the honorary membership of Janice Waddell, as discussed.

Proposition #31: QUE l'Assemblée National ratifié l'adhésion honoraire de Janice Waddell, tel que discuté.

Moved by / Proposée par : Michelle Kerr, St. Lawrence College Kingston OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College OD

Discussion:

Ryerson University OD explains that Janice has contributed to CNSA through the Regional and National Conference Career Leadership workshops. We feel that she advocates for nursing leadership and passion.

The National Career and Leadership Director adds that Janice provides the workshops free of charge.

Ryerson University AD shares that Janice inspires nursing students to follow their dreams and career paths.

Result of vote on motion #31/ Résultat du vote pour la proposition #31: CARRIED

- 10.4. Resolutions / Résolutions
- 10.4.1. Interprofessional Nursing Education / Formation en soins infirmiers interprofessionnels

Motion #32: THAT the National Assembly adopt the Resolution entitled, ``Interprofessional Nursing Education``, as presented, with changes as discussed.

Proposition #32: QUE l'Assemblée National adopte la résolution, <<Formation en soins infirmiers interprofessionnels>>, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Trevor Cudmore, UPEI OD

Discussion:

Motion #32a: That National Assembly amend the resolution “Interprofessional Nursing Education” to strike all occurrences of “baccalaureate” in the “Be it resolved” statements.

Moved by / Proposée par : Joel Boivin, Laurentian University OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College OD

Discussion :

Result of vote on motion #32a/ Résultat du vote pour la proposition #32a: CARRIED

Result of vote on motion #32/ Résultat du vote pour la proposition #32: CARRIED

10.4.2. Palliative Care Education in Nursing / L`enseignement des soins palliatifs dans les soins infirmiers

Motion #33: THAT the National Assembly adopt the Resolution entitled, “Palliative Care Education in Nursing”, as presented, with changes as discussed.

Proposition #33: QUE l`Assemblée Nationale adopte la résolution, <<L`enseignement des soins palliatifs dans les soins infirmiers>>, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Sarah Covino, Lakehead University OD

Seconded by / Secondée par: Robyn Wryce, MUN OD

Discussion:

Author presents the resolution.

University of Toronto OD brings up discussions held during Ontario Regional meetings regarding palliative care. It was discussed that palliative care can be promoted as a philosophy as opposed to making it a specific education component.

St. Lawrence College Kingston AD asks for clarification regarding what the definition of the palliative care education programs that are referred to in the resolution.

McGill University OD describes the three credit palliative care course they receive at McGill and the great benefit of such a program. She promotes the resolution as a positive and important educational point.

The Author describes the reason for wanting to produce this resolution is to provide a platform from which our membership can talk to their schools about providing palliative care education.

St. Lawrence College Kingston AD speaks in favour of palliative care; however, she feels that the resolution is being too exclusive and is excluding a lot of other types of exposure and education that should be received about death and dying.

St. Lawrence College Brockville OD would prefer to see this resolution supported by more research as opposed to only using other associations as references.

University of Victoria AD states appreciation of the work and direction of the resolution.

Sault College AD states that this resolution could be a little clearer as to not feel as though it is forcing all students to take palliative care. MUN OD clarifies that the use of the word inclusion does was not intended to restrict.

Grant McEwen University General Member this specialty is one of the few parts of nursing that is included in the CNA Code of Ethics Section 8.9. Offers her support for the resolution.

McMaster University AD, Point of Information regarding the use of “undergraduate”. MUN OD responds stating that the use of undergraduate will be stricken from all of their position statements.

Motion #33a : Call the question.

Moved by / Proposée par : Trevor Culmore, UPEI AD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion: None.

Result of vote on motion #33a/ Résultat du vote pour la proposition #33a: DEFEATED

In favour: 15

Opposed: 17

Abstention: 2

Motion #33b : That National Assembly refer the resolution back to the original writers for clarification.

Moved by / Proposée par : Margaret Saari, University of Toronto OD

Seconded by / Secondée par: Jessica Byvank-Asprey, Sault College OD

Discussion: None.

Result of vote on motion #33a/ Résultat du vote pour la proposition #33a: CARRIED

In favour: 30

Opposed: 4

Abstention: 0

Result of vote on motion #33/ Résultat du vote pour la proposition #33: REFERRED BACK TO THE ORIGINAL CREATORS FOR REVIEW

10.4.3. Complementary Therapy / Thérapie complémentaire

Motion #34: THAT the National Assembly adopt the Resolution entitled, “Complementary Therapy”, as presented, with changes as discussed.

Proposition #34: QUE l’Assemblée Nationale adopte la résolution, <<Thérapie complémentaire>>, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Robyn Wryce, MUN OD

Seconded by / Secondée par: Katrina Vande Bunte, Red Deer College OD

Discussion :

Author presents the resolution.

McMaster/Connestoga AD points out that clarification for the definition of complementary therapy be outlined with the resolution.

The President states that a definition of complementary therapy will be done as it is procedure.

University of Toronto AD identifies that the resolution states that every nursing program must include elements of complementary therapy and does not agree that complementary therapy may fit with different nursing programs.

Cape Breton University OD and University of Manitoba OD support the resolution and feel that this information is important for students to have access and that it is important for us to help our clients make informed decisions regarding care.

University of Toronto OD identifies that the resolution states that programs must implement these types of therapies and feels that the resolution should be worded to say that CNSA advocates for the education and use of complementary therapies.

Motion #34a : Call the question.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Robyn Wrice, MUN OD

Discussion: None.

Result of vote on motion #34a/ Résultat du vote pour la proposition #34a: CARRIED

In favour: 26

Opposed: 5

Abstentions : 3

Result of vote on motion #34/ Résultat du vote pour la proposition #34: CARRIED

In favour: 27

Opposed:5

Abstentions: 2

CARRIED

10.4.4. Promoting Health Through Harm Reduction Strategies / La promotion de la santé à l'aide des stratégies de réduction des méfaits

Motion #35: THAT the National Assembly adopt the Resolution entitled, ``Promoting Health Through Harm Reduction Strategies``, as presented, with changes as discussed.

Proposition #35: QUE l'Assemblée Nationale adopte la résolution, <<La promotion de la santé à l'aide des stratégies de réduction des méfaits>>, tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Jessica Byvank-Asprey, Sault College OD

Seconded by / Secondée par: Robyn Wrice, MUN OD

Discussion:

AD Sault College states that she works with clients at a shelter where harm reduction strategies are very effective and she supports the document.

University of Manitoba AD clarifies that this document is not advocating for drug use and harmful behaviour it is acknowledging that people in these marginalized populations require a form of help that is accessible to them and that they need to be able to make these choices.

The Chair calls the question.

Motion #35a: THAT the National Assembly “health reduction” to “harm reduction”

Moved by / Proposée par : Sarah Covino, Lakehead University OD

Seconded by / Secondée par: Robyn Wrice, MUN OD

Discussion : None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #35b: THAT the National Assembly amend the wording of “position” to “resolution” to reflect the nature of the paper.

Moved by / Proposée par : Margaret Danko, University of Alberta OD

Seconded by / Secondée par: Robyn Wrice, MUN OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

AD Sault College states that she works with clients at a shelter where harm reduction strategies are very effective and she supports the document.

University of Manitoba AD clarifies that this document is not advocating for drug use and harmful behaviour it is acknowledging that people in these marginalized populations require a form of help that is accessible to them and that they need to be able to make these choices.

The Chair calls the question.

Result of vote on motion #35/ Résultat du vote pour la proposition #35:

Abstentions: 2 University of Western Ontario, University of Toronto

10.4.5. Quality Clinical Education Experiences / Qualité de l'éducation lors des expériences cliniques

Motion #36: THAT the National Assembly adopt the Resolution entitled, “Quality Clinical Education Experiences”, as presented, with changes as discussed.

Proposition #36: QUE l'Assemblée Nationale adopte la résolution, «Qualité de l'éducation lors des expériences cliniques», tel que présenté, avec les changements tels que discutés.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Trevor Cudmore, UPEI AD

MUN OD helps clarify the implied definition of « quality » as attending a clinical setting and receiving an experience according to the program. An example provided is if a student is in a community placement, quality would refer to the student getting actual nursing experience as per related nursing scope of practice and competencies.

Mohawk College AD states that she felt the resolution was ambiguous and many of us were wondering how, as ODs, we can go about implementing this and advocating for students.

MUN OD responds by explaining that she has had numerous conversations with students who have approached her to discuss concerns about courses and placements not providing what they feel to be quality experience.

Center for Nursing Studies OD states her support for this document as she is a student who does not feel that she has had quality placements.

Motion #36a: THAT the National Assembly refer resolution back to writer.

Moved by / Proposée par : Kylie Reinhardt, Grant MacEwen OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Result of vote on motion #36a/ Résultat du vote pour la proposition #36a: CARRIED

In favour: 21

Opposed: 11

Abstentions: 1

Result of vote on motion #36/ Résultat du vote pour la proposition #36: Referrd back to original authors

10.5. Position Statements / Énoncés de position

No position statements were presented.

11. **Unfinished Business – National Assembly / Points non complétés– Assemblée nationale**

11.1. Administrative Officer / Agente administrative

The Vice President shares that the CASN Representative recommended to continue with the AO contract.

11.1.1. Update on 2010 Mandate / Mise à jour du mandat 2010

11.2. Post conference letter and package for schools / Lettre “après-congrès” & paquet pour les écoles

12. **New Business – National Assembly / Nouveaux points– Assemblée nationale**

12.1 Nursing the Future Relationship

The President explains that in 2009 there was a contract made with NTF which stipulated that the National Assembly would review this contract in 2011. The National Career and Leadership Director and the President met with NTF during National Conference and agreed to work collaboratively on a new contract. This means that the current contract will remain in use.

St. Lawrence College AD states that she has had a very good experience with the NTF workshop and would like to see more especially at Regional Conference.

University of Toronto OD states that it has been arranged that NTF will be attending the Ontario Regional Conference.

12.2 Awards and Deadlines

University of Toronto OD this point of New Business is in relation to the deferral of deadlines. She states that adherence to deadlines needs to be established as to not punish those who have met original deadlines.

The Vice President explains that there are two levels of awards. There are standard awards where submissions are due December 1st. In reference to the logo and slogan, the deadline was pushed solely due to a communication error within the BOD which has been identified and will be rectified.

McMaster University OD explains that there was a problem faced by her Chapter where in order to win an award the award description stipulates that the person awarded must be present at National Conference; however, recipients are not notified until National Conference.

The Vice President replies by stating that this problem has been identified and will be addressed.

University of Alberta OD states that she would like to empathize with the Ontario Region and understand that it must be difficult and frustrating when you have worked hard to have something submitted by a deadline. She also thanks the BOD for extending the deadline.

The President thanks the National Assembly for being so understanding. He states that once this issue was brought to the BOD's attention it was not taken lightly and the BOD met extensively.

The President states that the Logo and Slogan award submission deadline is being extended to March 1st 2011.

Motion #37: THAT the National Assembly reconsider Part 1: Membership fees

Moved by / Proposée par : Nadine Erickson, University College of the North OD

Seconded by / Secondée par: Irene Chu, McGill University OD

Discussion:None.

Result of vote on motion / Résultat du vote pour la proposition : DENIED

In favour: 19

Opposed: 10

Abstention: 5

Motion #38: THAT the National Assembly suspend part 3 lifetime and honorary members so that others can be added.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #39: THAT the National Assembly nominate Gabriele Domocos for a lifetime membership.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion:

McGill University OD shares that Gabrielle is a huge advocate for CNSA and is the reason why she and many other members are involved in CNSA. Gabrielle is also a advocate with the school of nursing which is why our chapter has such strong support. Our chapter receives \$4000.00 in support of students attending CNSA Conferences. He acts as a strong example for how to motivate schools to support involvement with CNSA.

St. Lawrence College Brockville AD asks whether Gabrielle is in line with the level of accomplishments of other lifetime members.

The Quebec Regional Director shares that Gabrielle plays an important role in engaging members to become informed about and involved with CNSA activities. He actively recruited for the Translation Committee. He was the previous OD for McGill and had assisted me greatly with transitioning into the OD role. He is a great leader

Motion #39a: Call the question.

Moved by / Proposée par : Jessica Byvank-Asprey, Sault College OD

Seconded by / Secondée par: Trevor Cudmore, UPEI OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Result of vote on motion #39/ Résultat du vote pour la proposition #39: CARRIED

In favour: 25

Opposed: 2

Abstention: 2 Grant MacEwen University

Motion #38: THAT the National Assembly suspend part 3 lifetime and honorary members so that others can be added.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Motion #39: THAT the National Assembly nominate Gabrielle Domocos for a lifetime membership.

Moved by / Proposée par : Irene Chu, McGill University OD

Seconded by / Secondée par: Margaret Saari, University of Toronto OD

Discussion:

McGill University OD shares that Gabrielle is a huge advocate for CNSA and is the reason why she and many other members are involved in CNSA. Gabrielle is also a advocate with the school of nursing which is why our chapter has such strong support. Our chapter receives \$4000.00 in support of students attending CNSA Conferences. He acts as a strong example for how to motivate schools to support involvement with CNSA.

St. Lawrence College Brockville AD asks whether Gabrielle is in line with the level of accomplishments of other lifetime members.

The Quebec Regional Director shares that Gabrielle plays an important role in engaging members to become informed about and involved with CNSA activities. He actively recruited for the Translation Committee. He was the previous OD for McGill and had assisted me greatly with transitioning into the OD role. He is a great leader

Motion #39a: Call the question.

Moved by / Proposée par : Jessica Byvank-Asprey, Sault College OD

Seconded by / Secondée par: Trevor Cudmore, UPEI OD

Discussion: None.

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Result of vote on motion #39/ Résultat du vote pour la proposition #39: CARRIED

In favour: 25

Opposed: 2

Abstention: 2 Grant MacEwen University

13. **Elections (Saturday)**

14. **Open Forum / Forum ouvert**

15. **Announcements / Annonces**

15.1. New Board of Directors for 2010-2011 / Nouveau conseil d'administration pour 2010-2011

[The President passes the Chair to the Chair of the Elections Committee/Director of Membership Services]

Motion #40: THAT the National Assembly accept the elections results as presented by the Chair of the Nominations and Elections Committee and destroy the ballots.

Proposition #40: QUE l'Assemblée Nationale adopte les résultats des élections comme présentés par la dirigeante du comité de nomination et d'élections, et détruire les bulletins de vote.

Moved by / Proposée par : Andrea Farrel, University of Manitoba, OD

Seconded by / Secondée par: Tiffany Cunha, University of Victoria, OD

Discussion:

Elections Results

President

Vice President

College /

Evan Jolicoeur

Mary Strain

(McGill University)

(McMaster University / Conestoga

Mohawk College)

Director of International Health	Katrina Vande Bunte	(Red Deer College)
Director of Membership Services	Jessica Byvank-Asprey	(Sault College)
Director of Bilingualism & Translation	Katherine Lamy	(St. Lawrence College Kingston)
Atlantic Regional Director	Terri-Lynn Butt	(Center of Nursing Studies)
Ontario Regional Director	TBD	
Western Regional Director	Margaret Danko	(University of Alberta)
National Conference Director	Lina Esmail	(University of Saskatchewan)
Officer of Education and Scholarship	Stephanie Perruzi	
Informatics Officer	Danielle van Loenen	(Grant MacEwan University)

University of Toronto OD asks that the invalid ORD vote be explained.

The National Career and Leadership Director explains that there was a tie for ORD. It is at the discretion of the current ORD to reschedule another vote.

St. Lawrence College Kingston AD suggests that all Ontario Region Chapter Delegates in good standing hear the two ORD candidates speak and then have another vote.

The Parliamentarian explains that another vote must be held within two weeks. The Ontario Region can meet after National Assembly and have a complete revote and the successful candidate will be announced at the closing banquet this evening.

The President adds that the BOD can ratify the election results via teleconference.

Result of vote on motion #40/ Résultat du vote pour la proposition #40: CARRIED

[The Chair of the Elections Committee/Director of Membership Services passes the Chair to the President]

16. Next Meeting / Prochaine réunion

January 2012, University of Saskatchewan (Saskatoon, Saskatchewan)

**17. Feedback/Evaluation and Extra Information
Commentaires/Évaluation et informations additionnelles**

18. Adjournment / Ajournement

Motion #41: THAT the meeting come to a close at 16:57 Jan 29 PM EST.

Proposition #41: Qu'il soit résolu que cette réunion soit ajournée à 16:57, heure de l'est.

Moved by / Proposée par : Jody Dempsey, Cambrian College OD

Seconded by / Secondée par: Lisa Cockshutt, St. Francis Xavier University OD

Result of vote on motion / Résultat du vote pour la proposition : CARRIED

Roberts Rules of Order (In short)

<i>To do this:</i>	<i>You say this:</i>	<i>May you interrupt speaker?</i>	<i>Must you be seconded?</i>	<i>Is the motion datatable?</i>	<i>Is the motion amendable?</i>	<i>What vote is required?</i>
Object to procedure	Point of order	Yes	No	No	No	No, chair rules
Request information	Point of information	Yes, if urgent	No	No	No	No
Object to personal affront	Point of privilege	Yes	No	No	No	No, chair rules
Object to consideration of some improper manner	I call for a roll call vote	Yes	No	No	No	2/3 Majority
Take up a matter previously tabled	I object to consideration of this question	No	Yes	No	No	Majority
Reconsider something already disposed of	I move that we take from the table...	Yes	Yes	Yes, (if original motion was)	No	Majority
Consider something out of its scheduled order	I move we now (or later) reconsider...	No	Yes	No	No	2/3 Majority
Vote on ruling of the chair	I move we suspend the rules and consider...	Yes	Yes	Yes	No	Majority
Adjourn the meeting	I challenge the chair on...	No	Yes	No	No	Majority
Recess the	I move that we	No	Yes	Only to	No	Majority

meeting	adjourn			time		
Suspend further discussion of a motion	I move that we recess until...	No	Yes	No	No	Majority
End debate	I call the question	No	Yes	No	No	2/3 Majority
Postpone consideration	I move we table...	No	Yes	Only to time	Yes	Majority
Have something studied further	I move to refer this to...	No	Yes	Yes	Yes	Majority
Amend a motion	I move to amend this motion by...	No	Yes	Yes	Yes	Majority
Ask for a noting of all votes cast	I ask for a roll call vote	No	No	No	No	No, chair rules

Reference Guide: CNSA Regional and National Conference Acronyms

A.N.A.C. – Aboriginal Nursing Association of Canada. An associate group of the Canadian Nurses Association, it is the only Aboriginal professional nursing organization in Canada. Projects: Co-hosting ANAC/CNSA Student Symposium and assisted in securing funding for CNPP (Canadian Nurses Portal Project). www.anac.on.ca.

ANPEI – Association of Nurses of Prince Edward Island. No students allowed to belong to this provincial association, thus no fees at present. Has a student representative from UPEI who can vote – should be AD for CNSA. Student membership has been discussed.

ARNNL – Association of Registered Nurses of Newfoundland. No student membership in this provincial association, thus no fees at present.

CASN/ACESI – Canadian Association of Schools of Nursing: is the national voice for nursing education and nursing research and represents baccalaureate and graduate nursing programs in Canada.

CANO – Canadian Association of Nurse in Oncology

CAPSI – Canadian Association of Pharmacy Students and Interns. CAPSI is one of the founding co-chairs of NHPN <http://www.capsi.ca/>

CARNA – College and Association of Registered Nurses of Alberta

CFMS – Canadian Federation of Medical Students. <http://www.cfms.org/glossary.cfm>

CNA – Canadian Nurses Association. A federation of eleven provincial and territorial nursing associations representing more than 110000 registered nurses. Is the national (political) voice of nurses in Canada. Coordinates with provincial/territorial associations. Projects: Canadian Nursing Portal to be unveiled in June 2006.

CNPI – Canadian Nurse Practitioner Initiative.

COUPN and CAATS- Council of Ontario University Programs of Nursing and Colleges of Applied Arts and Technology

CRNNS – College of Registered Nurses of Nova Scotia. No students allowed to belong to this provincial association, thus no fees at present. Investigating student membership.

CRNABC –. College of Registered Nurses of British Columbia 73.50 \$ (approx. includes \$20

police check) mandatory for students for clinical registration, to have a provincial vote and for publications of RNABC. Ability to work as “student nurse” during summer.

CRNM – College of Canadian Registered Nurses of Manitoba.

NaHSSA – Health Science Student Association: Equivalent to CNSA, only they interact as inter-professionally rather than intra-professionally. If schools of medicine, nursing and pharmacy were to amalgamate in the future, the HSSA would be the national student voice rather than the CNSA, CFMS or CAPSI.

ICN - International Council of Nurses: Liaises with National Nursing Associations. Met in the spring of 2005 in Taiwan. Current President, voted in Taiwan is Dr. Hiroko Minami. Next International meeting is in South Africa in 2009. For more info please see the ICN website at www.icn.ch

NANB –Nurses Association of New Brunswick. No students allowed to belong to this provincial association, thus no fees at present.

NSNA – **National Student Nursing Association** – CNSA in the USA. www.nсна.org

NHPN- National Health Professionals Network: - New Health Professionals Network: is a Canadian network representing over 20,000 future healthcare professionals training in nursing, medicine, pharmacy, social work, physiotherapy, occupational therapy, and other health professions. CNSA is one of the founding co-chairs. NHPN is committed to preserving and strengthening the single-tier, publicly funded healthcare system and recognizing the importance that interdisciplinary teams play in the healthcare reform. Projects: Attended First Ministers Meeting, CMA meetings in Edmonton. Projects for the upcoming year are further promotion of NHPN initiatives amongst new health professionals and a Medicare Train. For more info please check out the website at www.futurefaceofmedicare.ca

NSO – Nursing Students for Ontario. The NSO is an interest group of the Provincial nurses association (RNAO). Currently the NSO and the CNSA Ontario region are working in collaboration on Awareness Campaigns to promote both the NSO/CNSA memberships across the province. NSO provides a regional voice for RN students only but the NSO do not have a vote in the provincial association. . CNSA Ontario region provides both a regional and a national voice for nursing students (RN and PN). For more info please see the NSO website at www.nso-eio.ca.

OIIQ - 50\$ mandatory fee for students to belong for clinical. No Vote and no publications (can pay \$12 for publication if they like)

PAIRO – Professional Association of Interns and Residents of Ontario. One of the founding co-chairs of the NHPN.

RNAO – Registered Nurses Association of Ontario. It is the political voice of nurses in Ontario. It is not the regulatory body. 20\$ voluntary fee, no vote but access to publications. Automatically a member of the RNAO interest group NSO.

RNANTU – Registered Nurses Association of the Northwest Territories and Nunavut. No student membership in this provincial association, thus no fees at present.

SRNA – Saskatchewan Registered Nurses Associations. Free for students to belong and voluntary (students receive vote and publications for free)

World MaPs/WHSS – An organization new to the CNSA as of 2005. Is an Inter-professional group of students comprised as of 2005 of the International Medical and Pharmacy Associations and the European Medical, Nursing and Pharmacy Association. Held a Joint Symposium in Nov 2005, in Malta on Inter-professional Collaboration. Next Symposium is set for 2007 and is titled World HealthCare Student Symposium.

YRNA – Yukon Registered Nurses Association.

WLF – Western Leadership Forum. Western Canada Provincial/Territorial jurisdictions host conference. Projects: CNSA/WLF Joint Symposium

Bylaws of the Canadian Nursing Students' Association

Last Updated January 2006

NOTE: The By-laws are reproduced here for the convenience of the viewer. The official by-laws are held by the board of directors, and should be consulted for the official version.

Part I: Name

1.01 The name of the corporation is the Canadian Nursing Students' Association/Association des étudiant(e)s infirmier(ière)s du Canada.

Part II: Corporate Seal

2.01 The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the corporation.

Part III: Head Office

3.01 The head office of the association shall be located in the City of Ottawa, Province of Ontario.

Part IV: Membership

Membership in the association shall be divided into two categories:

Ordinary Members – includes chapter, individual and distance members

Special Members – includes continuing, lifetime and honorary members

4.01 Chapter Membership: A student body at a school of nursing, whose application for membership has been approved by the board of directors, and whose membership fees have been duly paid, shall be a chapter. The individual students shall be deemed chapter members. A School of Nursing shall be any nursing program in Canada, the completion of which shall make graduates eligible to write either of the following examinations:

a) the Canadian Nurses' Association Testing Service (CNATS) Nurse Registration/Licensure (CRNE) exam or that leads to a Bachelor of Science in Nursing, Bachelor of Nursing, or equivalent nursing degree/diploma;

b) the Canadian Council of Practical Nurse Regulators Registration/Licensure exam or that leads to a recognized practical nurse program diploma and/or certificate;

c) the Canadian Registered Psychiatric Nurses Registration/Licensure exam or that leads to a recognized registered psychiatric nursing degree and/or diploma.

Schools of nursing with more than one physical site or campus may apply to the board of directors as separate chapters.

4.02 Individual Membership: Any nursing student at a School of Nursing, whose student body is a chapter and who is a student member of the provincial/territorial jurisdiction in good standing and whose individual membership fee has been duly paid or any nursing student who is a distance member and a student member of the provincial/territorial jurisdiction in good standing and whose individual membership fee has been duly paid. This includes membership in the Canadian Nurses Association.

4.03 Distance Membership: Any nursing student who is not currently enrolled at a chapter school of nursing, whose application for membership has been approved by the board of directors, shall be a distance member of the association.

- 4.04 Continuing Membership (Alumni): Any former ordinary member who expresses a continuing interest in the association and whose application has been accepted by the board of directors shall be a continuing member.
- 4.05 Lifetime Membership: Any former ordinary member, whom the board of directors chooses to recognize for distinguished service and outstanding contribution to the association, shall be a lifetime member.
- 4.06 Honourary Membership: Any individual who has never been a member of the association, and whom, on recommendation of the board of directors, the members, at an annual meeting, choose to recognize for distinguished service and outstanding contribution to the association, shall be an honorary member.
- 4.07 Affiliate Membership: Any organization, or corporate body whose application for membership has been approved by the board of directors, shall have an affiliate membership.
- 4.08 Regions of Membership: Membership shall be divided into regions based upon location; for chapter, individual and distance members the location shall be the location of their school of nursing and for all other members location shall be the location of their principal residence. The Atlantic region shall include all members in the provinces of Nunavut, Newfoundland and Labrador, Nova Scotia, New Brunswick, and Prince Edward Island. The Quebec region shall include all members in the province of Quebec. The Ontario region shall include all members in the Province of Ontario. The Prairie region shall include all members in the provinces of Manitoba and Saskatchewan. The Western region shall include all members in the provinces of Alberta, British Columbia, the North West Territories, and the Yukon Territory.
- 4.09 Annual Membership Fees: Membership fees for chapter membership shall be fixed by resolution at an annual meeting of the association. Such fees shall continue to be the annual membership fees until a change is made by resolution at a subsequent annual meeting of the association. There shall be no membership fees due for lifetime or honorary membership. The board of directors shall set membership fees for all other classes of membership. The term of membership shall be from November 10 until the following November 9 for all classes of membership.
- 4.10 Withdrawal of Membership: Chapter members, as defined in 4.01 shall not be eligible to withdraw membership from the association. Any other member may withdraw from the association by presenting the resource officer of the association with a written resignation signed by the member.
- 4.11 Revocation of Membership: Any chapter as well as any individual, distance, continuing or affiliate member who has not submitted one-half of their total fees due by the regional conference in each region or has not submitted the total fees due to the association by the beginning of the annual meeting of the association shall be suspended until fees have been received in full. Membership in the association will be revoked automatically if full fees have not been received by the end of the corporation's fiscal year. Membership may also be revoked by two-thirds (2/3) vote of the voting delegates at a meeting of the association. Lifetime and honorary members may also have their membership revoked as per the stipulations outlined in the rules and regulations.

Part V: The Regional Executives.

- 5.01 Power: Each region of membership shall have an executive committee that shall be responsible for advising the board of directors, and determining policy for matters which are exclusive to the region of membership.
- 5.02 Composition of the Regional Executive: The regional executive shall consist of
- An Official Delegate from each chapter, who is a chapter member, individual or distance member that has been democratically elected by the chapter in a method determined by the chapter.
 - An Associate Delegate from each chapter, who is a chapter member, individual or distance member that has been democratically elected by the chapter in a method determined by the chapter.
 - A Regional Director, who shall be a chapter member, individual or distance member of that region and elected at the national conference by the chapter members in good standing in that region.
- 5.03 Meetings:
- Scheduling and Notices of Meetings: Meetings of each regional executive shall occur at each region's annual regional conference and at the annual national conference. Additional meetings may be called at the discretion of fifty per cent (50%) of the regional executive.
 - The Chair: The regional director shall normally chair all meetings of the regional executive. The regional director may delegate the role of chair to any other member of the regional executive. Any member of the regional executive may take the position of chair by a two-thirds decision of the board of directors.
 - Parliamentary Authority: Robert's Rules of order, Newly Revised, shall be the parliamentary procedure used at meetings of the regional executive. The regional executive may suspend any of the rules of order by a two-thirds decision.
 - Voting: Each official delegate from chapters in good standing in that region shall have one vote at meetings of the

regional executive. The associate delegate from each chapter in good standing shall have the right to cast a proxy vote in the absence of the official delegate. The regional director shall have the right to cast a vote in the event of a tie.

e) The election of the regional director shall be held by secret ballot. The candidate receiving the greatest number of votes shall be declared elected. If, in the event of a tie, two or more members receive an equal number of votes that is greater than the other members on the same ballot, the current regional director shall direct a new ballot to be prepared containing only the names of the members who are tied with the highest number of votes and a run-off election shall then be held.

f) Quorum: Quorum for all meetings shall be one-half plus one of the chapters in good standing in that region.

5.04 Remuneration of Regional Executive: The regional executive shall serve as such without remuneration and no member of the regional executive shall directly or indirectly receive any profit from his or her position.

5.05 Term of Office: The term of office for the Official Delegates and the Associate Delegates shall be determined by the chapter. The term of office for the office of the regional director shall be as stated in the board of directors section of this bylaw.

5.06 All meetings of the regional executive shall be open to all ordinary and special members of the association who will be granted observer status.

Part VI: The Board of Directors

6.01 Powers: The board of directors shall manage the affairs of the association. It shall be the responsibility of the board and the board shall have the authority to:

- a) establish the policy of the association;
- b) ensure that the association policies are implemented satisfactorily;
- c) manage the finances and assets of the association;
- d) report fully to the association at each annual meeting upon the business transacted since the last annual meeting;
- e) make decisions and take all such appropriate action as is necessary to further the objects of the association;
- f) honour those members who have made outstanding contributions to the association;
- g) appoint the resource officer and delegate responsibility and authority for implementation of association policy

6.02 Composition: The board of directors shall be composed of:

- a) the president;
- b) the vice-president inter/intra-professional education & research;
- c) the director of communications / secretary;
- d) the director of publications and promotions;
- e) the national conference director;
- f) the regional directors from each region of the association;
- g) the director of bilinguism and translation;
- h) the resource officer (ex-officio non-voting);
- i) the appointed representative of the Canadian Association of Schools of Nursing (ex-officio non-voting).

6.03 Meetings:

a) scheduling and notice of meetings: Meetings of the board of directors shall be held at least three times per year, with one occurring in the spring, one occurring in the fall, and the last shall precede the national conference. The officers of the association shall determine the location of the meetings, within reasonable cost as determined by the officers of the association. Notice of meetings shall be given to each member of the board of directors at least thirty days in advance by the president. The officers of the association may call additional meetings of the board, but these meetings need not be physical meetings, and may be conducted via any form of communication necessary as agreed upon by all members of the board of directors. All meetings of the board of directors shall be held within the geographic area of Canada.

b) The Chair: The president shall normally chair all meetings of the board of directors. The president may delegate the role of chair to any other member of the board of directors. Any member of the board of directors may take the position of chair by a two-thirds decision of the board of directors.

c) Parliamentary Authority: Robert's Rules of Order, Newly Revised, shall be the parliamentary procedure used at meetings of the board of directors. The board of directors may suspend any of the rules of order by a two-thirds decision.

d) Voting: All members of the board of directors in good standing shall be eligible to one vote during a board of directors meeting. The chair of the meeting shall only vote in the case of a tie. Should the board of directors be required to vote during a teleconference, the chair of the meeting must verbally ascertain from each voting BOD

member their name and position followed by their vote on the matter.

e) Quorum: The quorum for a meeting of the board of directors shall be one-half of the board of directors.

6.04 Remuneration of Directors: The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from his or her position. A director shall be reimbursed for expenses incurred by him or her in the performance of his or her duties provided that the procedures within the rules and regulations are followed.

6.05 Nomination and Election to the Board of Directors: Nomination and election of the members of the board of directors shall occur annually during the national conference of the association. The regional directors shall be elected according to the Regional Executive portion of this by-law.

a) Nominations: To be eligible to stand for election, an individual must be an ordinary member of the association, and have been nominated by at least two other ordinary members of the association. Members may only be nominated for one position on the board of directors.

b) Voting: Only the official delegates or their proxies from each chapter in good standing shall be eligible to vote in the election of the board of directors. The election of the board of directors shall be held by secret ballot. The candidate receiving the greatest number of votes shall be declared elected. If, in the event of a tie, two or more members receive an equal number of votes that is greater than the other members on the same ballot, the president shall direct a new ballot to be prepared containing only the names of the members who are tied with the highest number of votes and a run-off election shall then be held. The host chapter shall appoint the national conference director and the Board of the Canadian Association of Schools of Nursing (CASN) shall appoint the representative of the CASN.

6.06 Term of Office: The term of office for all members of the board of directors shall be one year, from April 1 to March 31. A director may be re-elected for additional terms. The incoming BOD elected at the national conference of the association shall be given the title BOD elect respective to their elected position until the current term of office of the outgoing BOD comes to conclusion at which point the BOD elect will commence their duties with official title effective April 1.

6.07 Removal of Members of the Board of Directors: The office of director shall automatically be vacated and said director shall be notified by a letter signed by an officer of the association:

a) if a director has resigned his office by delivering a written resignation to the president of the association;

b) if he or she is found by a court to be of unsound mind;

c) if a two-thirds vote is made by the board of directors that it is in the interest of the association that the office be vacated;

d) if a two-thirds vote is made by the voting delegates at a meeting of the association;

e) on death.

6.08 Vacancies of Office: In the event that the office of president becomes vacant, the vice-president shall become president and vacate their office. In the event that any other office becomes vacant the board of directors shall have the authority to appoint a member who would be eligible to stand for election to the vacant office.

6.09 All meetings of the Board of Directors shall be open to ordinary and special members of the association who will be granted observer status.

Part VII: The Executive Committee

7.01 Powers and Functions: The executive committee shall have the power to direct and oversee the affairs of the association between meetings of the board of directors, subject to the Canada Corporations Act and bylaws of the association and to any restrictions or limitations imposed by the board of directors. Such administration shall not involve any change of policy of the association or include power to incur extraordinary expenditure.

7.02 Composition: The executive committee of the association shall be composed of the following officers of the association:

a) the president;

b) the vice-president inter/intra-professional education and research;

c) the director of communication;

d) the resource officer (ex-officio non-voting);

and such other officers as the board may appoint by two-thirds vote, provided that there is no more than three voting officers.

7.03 In addition to responsibilities as may be determined by the board of directors, the resource officer shall act as treasurer of the association and will share signing authority with the president and vice-president.

- 7.04 Meetings: Formal meetings of the executive committee are not necessary for the officers to exercise their powers above. The agreement of any two of the three voting officers shall represent a decision of the officers.
- 7.05 Appointment of Resource Officer: The board of directors shall appoint the resource officer.
- 7.06 Term of Office for the Resource Officer: The term of office for the resource officer shall be one year from April 1 to March 31. The board of directors may renew their appointment of the resource officer.
- 7.07 Removal of Officers. Any officer of the association may be removed by a two-thirds vote of the board of directors at a board of directors meeting.
- 7.08 Remuneration of Officers: The officers shall serve as such without remuneration and no officer shall directly or indirectly receive any profit from his or her position. An officer shall be reimbursed for expenses incurred by him or her in the performance of his or her duties, provided that the procedures within the rules and regulations are followed.

Part VIII: Meetings of the Association

- 8.01 Annual Meeting: An annual meeting for the transaction of business of the association shall be held at such time and at such place in Canada as may be decided upon at the previous national meeting.
- 8.02 Special Meetings: A special meeting of the association may be held at such time and place in Canada as may be determined by the board of directors. At least one-half of the official delegates from member chapters in good standing may require the board to convene a special meeting of the association by filing with the president a written request.
- 8.03 Notice of Meetings: A notice of each annual and each special meeting shall be sent out by the board of directors at least ninety days in advance of the meeting. Notice for the annual national conference shall be considered notice for the national meeting.
- 8.04 The Chair: The president shall normally chair all meetings of the association. The president may delegate the role of chair to any other member of the board of directors. Any member of the association may take the position of chair by a two-thirds decision of the official delegates from member chapters in good standing.
- 8.05 Parliamentary Authority: Robert's Rules of Order, Newly Revised, shall be the parliamentary procedure used at meetings of the association. The official delegates from member chapters in good standing may suspend any of the rules of order by a two-thirds decision.
- 8.06 Voting Body: At each meeting of the association the voting body shall consist of the official delegates from chapters in good standing or the associate delegate from chapters in good standing in absence of the official delegate. Each chapter shall be entitled to one vote. In the case of the tie, the chair shall be eligible to cast a vote.
- 8.07 Voting: Voting shall be by a show of hands or by electronic recorder. Any voting delegate may demand a poll at any time before a vote is taken on a motion or a resolution and in the event of such a demand, the voting shall be by secret ballot or by confidential electronic recorder. In any voting by a show of hands or electronic recorder, the chair of the meeting shall decide the results and with the scrutineers, if necessary, make such count of the votes so given as the chair may consider necessary and their decision shall be final. If the vote is by secret ballot or by confidential electronic recorder the votes shall be taken by the scrutineers who shall report the result in writing to the chair who shall announce the result to the meeting immediately thereafter.
- 8.08 Additional Rules and Regulations for Voting: The board of directors may make any rules and regulations for voting and for making all the necessary arrangements thereof as it may consider advisable provided that such rules and regulations do not conflict with these by-laws.
- 8.09 Quorum: The quorum at any annual or special meeting of the association shall be one half of the official or associate delegates of chapters in good standing.
- 8.10 All meetings of the association shall be open to ordinary and special members of the association who will be granted observer status.

Part IX: Committees

- 9.01 Standing Committees: The standing committees of the association shall be:
- a) The Governance Committee: The purpose of the governance committee shall be to advise the board of directors on matters concerning the governing documents of the association. The board of directors shall name the members of the committee and the chair of the committee.
 - b) The Translation & Bilingualism Committee: The purpose of the translation & bilingualism committee shall be to

advise the board of directors on matters concerning the translation of documents and to uphold the association's commitment as a bilingual association. This includes providing French and English translations to the regional executives when necessary and financially possible. The board of directors shall name the members of the committee. The chair of the committee shall be the director of translation and bilingualism.

c) The Nominating and Elections Committee: The function of this committee shall be to manage the nomination and election of candidates for the board of directors' positions. The committee may make any rules and regulations for nominations and elections and shall be responsible for making all the necessary arrangements thereof as it may consider advisable provided that such rules and regulations do not conflict with these by-laws or any restrictions or limitations imposed by the board of directors. The committee shall consist of those members of the board of directors who are not nominated for any position in the upcoming elections, and any member of the association named by the board of directors including the chair.

d) The Executive Committee: The executive committee shall have the power to direct and oversee the affairs of the association between meetings of the board of directors, subject to the Canada Corporations Act and bylaws of the association and to any restrictions or limitations imposed by the board of directors. Such administration shall not involve any change of policy of the association or include power to incur extraordinary expenditure. The articles outlined in Part VII of these Bylaws shall bind the executive committee. The President shall be the chair of the committee.

e) The Board Mediation Committee: The purpose of the board mediation committee is to hear and resolve conflicts arising between and among the Directors as well as concerns about Directors raised by the Resource Officer, Voting Directors and CNSA members. The membership of the committee shall be any two voting Officers of the Association, the legal counsel as an advisor (where required), and up to two members selected from among the Board of Directors. The Chair of the Board Mediation Committee (BMC) shall normally be the President. The Board of Directors shall select an alternate member from the Board of Directors who shall be available to serve on the Board Mediation Committee where an Officer or Director has been deemed in a conflict.

f) The Strategic Planning Committee: The purpose of the strategic planning committee is to ensure that the association is appropriately positioned and prepared to fulfill its mission and objectives for the medium to long term future. The chair of the committee and members of the committee shall be named by the board of directors.

g) The Awards Committee: The purpose of the awards committee is to assist the VPIER with the selection of the award winners. The board of directors shall name the members of the committee, which normally consist of the President, Vice-President and Resource Officer. The Vice-President shall be the chair of the committee.

h) The National Conference Planning Committee: The purpose of the national conference planning committee is to assist the National Conference Director with the planning and coordination of the National Conference. The National Conference Director shall name the members of the committee and serve as chair of the committee.

9.02 Ad Hoc Committees: Ad Hoc committees may be struck at any time by members of the association, provided that those committees are recognized by the officers or the board of directors.

9.03 Term of Office for Committee Members: The term of office for all committee members shall be one year or as determined by the board of directors.

9.04 Removal of Committee Members: Committee members may be removed by a two-thirds vote of the board of directors or of the committee members or upon receipt of a written resignation by the chair of the committee.

9.05 Remuneration of Committee Members: The committee members shall serve as such without remuneration and no committee member shall directly or indirectly receive any profit from his or her position.

9.06 Committee reports: Each Chair of a standing committee or an ad hoc committee of the Association shall provide a standard written report at each meeting of the Board or Directors. The report shall include but not be limited to:

- a) A list of the Committee's meetings dates;
- b) An attendance list from each Committee meeting;
- c) A summary of the objectives (tasks) of the committee;
- d) A summary of the actions taken to achieve these objectives (tasks);
- e) A summary of relevant implications (impact) of these actions and;
- f) Any motions or recommendations for the Board of Directors.

Part X: Finances

10.01 The Fiscal Year: The fiscal year of the association shall be from April 1 to March 31.

10.02 Auditors: An auditor or auditors shall be appointed at each annual meeting of the association. A vacancy may be filled by the board of directors. An annual audit of the books of the association shall be made as soon as possible

after the close of the fiscal year and the auditors report shall be presented at the next annual meeting of the association. The auditor shall be a professional accountant, if financially feasible.

Part XI: Signature and Certification of Documents

11.01 Any two of the officers of the association shall sign contracts, documents, or any instruments in writing requiring the signature of the association. The seal of the association shall be in the custody of the resource officer and when required may be affixed to contracts, documents and instruments in writing signed as aforesaid.

Part XII: Rules and Regulations

12.01 The board of directors, at a meeting of the board of directors, or the membership at an annual meeting of the association, may prescribe rules and regulations concerning the management of the association, provided that such rules and regulations are not inconsistent with these by-laws, or existing rules or regulations, through a two-thirds majority vote of the board of directors at a board of directors meeting, or a two-thirds majority vote of the members at an annual meeting. This shall include any official forms used in the management of the association.

12.02 Such rules and regulations shall be binding on the association and the board of directors until such time as they are modified or deleted by a two-thirds vote of the board of directors at a board of directors meeting, or a two-thirds majority vote of the members at an annual meeting.

12.03 The members at an annual meeting may prevent the board of directors from modifying or deleting a particular policy or procedure by designating this within the policy or procedure.

12.04 Any policy or procedure passed must be dated, and the method of approval, either by the board of directors or the members at an annual meeting, should be indicated. For all printed documents this information shall appear on each page of the policy or procedure, for electronic documents this should be included prominently at the start of the document.

12.05 All official delegates of chapters shall be informed of changes in policies and procedures made by the board of directors at the earliest possible opportunity, but no later than the annual meeting of the association following the board of directors' meeting(s) at which such a decision was made.

12.06 All policies and procedures, along with relevant resource material shall be included in a document entitled "Rules, Regulations and Resource Manual" that shall be distributed to all members of the board of directors and all official delegates of chapters, and updated as required by the resource officer.

Part XIII: Amendment of By-laws

13.01 The by-laws of the corporation not embodied in the letters patent may be repealed or amended by by-law enacted by an affirmative vote of at least two-thirds of the members at a meeting of the members, provided that repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

Part XIV: Indemnities to Directors and Others

14.01 Every director or officer of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any company controlled by it and their heirs, executors and administrators, an estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against:

- a) all costs, charges and expenses which such director, officer, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;
- b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his willful neglect or default.

CNSA Rules and Regulations

Last Updated January 2011

[Please note: these Rules and Regulations may be modified, deleted, or added to by means outlined in the bylaws of CNSA]

Part I: Applicability Statement

Nothing herein can contravene the letters patent, the bylaws of the association, the Incorporation Acts, or any law or contract applicable to the association.

In sections where the wording of the statement contains words like "should", "encouraged", or any other word or phrase clearly indicating a suggestion, these rules shall not constitute a requirement upon the Board of Directors (BOD) or any member to act accordingly. All other statements are considered to be requirements made upon the membership and BOD to act accordingly unless a change or suspension of a particular rule is made by the BOD.

Passages marked by square brackets [] shall be considered explanations or notes on the Bylaws or Rules and Regulations of the association and are not considered to be official. They are for the benefit of individuals who are unfamiliar with the formal language of bylaws and for guidance for the directors and members in interpreting and understanding the association's Bylaws and Rules and Regulations.

Part II: Objects

[This section cannot be amended without amending the letters patent of the Association]

The objects of the association are set out in the letters patent and are reproduced below:

1. To provide a communication link among nursing students across Canada recognizing the specific language needs of our bilingual country.
2. To act as the official voice of nursing students.
3. To provide a medium through which members can express their opinions on nursing issues.
4. To encourage participation in professional and liberal education.
5. To provide a liaison with other organizations concerned with nursing.
6. To increase the awareness of both the existence of and the need for nursing research.

Part III: Membership

Membership fees

Fees for Chapter Membership are ten dollars (\$10) per full-time student and six dollars (\$6) per part-time student. Fees, along with the completed Membership Package, shall be provided to the Administrative Officer in accordance with Financial Section Part XIII of the Rules and Regulations. A chapter member shall be considered a member in good standing upon receipt and processing of said items.

In chapter schools where post-RN students are integrated into the regular undergraduate classes, the post-RN students shall be included in the total number of students for the purposes of fee payment.

A new chapter member is defined as a school that has never been a member. New member schools are required to pay one half of the annual membership fees for the first two years of membership. Fees for new Chapter Members shall be paid to the Administrative Officer in accordance the Financial Section Part XIII of the Rules and Regulations.

The fee for *Continuing (Alumni) Membership* is twenty-five dollars (\$25).

The fee for *Distance Membership* is fifteen dollars (\$15).

The fee for *Affiliate Membership* is two hundred dollars (\$200).

The fee for *Corporate Membership* shall be:

\$1500 or greater for Gold Members

\$1000 or greater for Silver Members

\$ 500 or greater for Bronze Members

There shall be no fees payable to the association by *Lifetime* or *Honourary Members*.

The Administrative Officer shall issue an official receipt and certificate of membership to each chapter within thirty (30) days of receiving and processing the fees and completed Membership Package.

The Board of Directors will review membership fees every four years and, if necessary, propose an increase not to exceed two dollars (\$2) per student for approval by National Assembly

Membership Renewal

All members (except for *Lifetime* and *Honourary*) must renew their membership with CNSA annually by submitting required fees and completed Membership Package to the Administrative Officer by December 1st. Official Delegates shall renew membership for their chapter; therefore individual delegate membership is renewed when their chapter is in good standing.

Reinstatement of Members

Members shall be reinstated upon:

- meeting eligibility requirement(s) in accordance with Part IV of the bylaws; and,
- receipt of membership fees and completed Membership Package by the Administrative Officer

Corporate Membership

A *Corporate Membership* shall be open to any corporate entity having an interest in supporting the objectives and initiatives of the CNSA. Corporate Membership may, at the discretion of the National Assembly, be divided into the following four categories:

Bronze Corporate Member

Silver Corporate Member

Gold Corporate Member

Any corporate entity wishing to become a Corporate Member (of any category) shall submit an application for membership to the Administrative Officer and, upon compliance with CNSA Rules and Regulations and Sponsorship Policy, approval from the Board of Directors, and payment of required fees, shall be accepted as a Corporate member in good standing of CNSA.

These members shall be entitled to the following privileges and benefits in accordance to their membership level. No Corporate Member shall be entitled to voting privileges under any circumstances:

CNSA Gold Corporate

- Recognition in two (2) issues of the e-Connection as a CNSA Gold Corporate Member
- Space for a company logo and/or slogan in two (2) issues of the e-Connection
- Space (maximum of one half of a page) for an article, advertisement, or promotion in one (1) issue of the e-Connection
- A direct link from the official CNSA website to the official company website
- Presentation of the Member logo on the official CNSA website
- 25% off individual registrations for Corporate Member delegates attending the CNSA National Conference

CNSA Silver Corporate

- Recognition in two (2) issues of the e-Connection as a CNSA Silver Corporate Member
- Space for a member logo and/or slogan in two (2) issues of the e-Connection
- A direct link from the official CNSA website to the official member website
- 25% off individual registrations for Corporate Member delegates attending the CNSA National Conference

CNSA Bronze Corporate

- Recognition in two (2) issues of the e-Connection as a CNSA Bronze Corporate Member
- 25% off individual registrations for Corporate Member delegates attending the CNSA National Conference

Honorary or Lifetime Membership

In accordance with CNSA Bylaws 4.05 and 4.06, the National Assembly can elect Honorary or Lifetime Members during the National Assembly Meeting. The status shall be granted to persons who have greatly contributed to the achievements and aims of CNSA. Nominees shall be confirmed with a two-thirds (2/3) majority vote.

Nominations for Honorary or Lifetime Membership must be submitted to the Past President by the first day of the January Board of Directors meeting. Nominations should include:

- Completed application form
- Supporting statement, either written or verbal, as appropriate

Once a nomination has been verified, it will be presented to National Assembly in the form of a motion.

Current nursing students cannot be elected as Honorary or Lifetime Members. Former nursing students cannot be considered for Honorary or Lifetime Membership until one year after graduation from nursing school.

Honorary or Lifetime Members shall be invited to CNSA National Conference as an observer.

Honorary or Lifetime Members shall pay a membership fee of zero (0) CDN to CNSA.

The Board of Directors can suspend the Honorary or Lifetime Membership from a person upon violation of the Governing documents or when he or she has been determined to have caused considerable harm to CNSA. In these cases, the Board of Directors would bring the proposition of revocation to the National Assembly. Such a decision requires a two-thirds (2/3) majority vote.

The names of the Honorary or Lifetime Members of CNSA shall be posted on the CNSA website.

Part IV: Duties of the Regional Executive

Duties of Chapter Delegates

The **Official Delegate** (OD) of each chapter shall:

- promote CNSA at the chapter in accordance with the purpose and objectives of the Association;
- provide an orientation about CNSA to all nursing students at the chapter;
- keep students informed about CNSA activities and encourage participation;
- maintain a permanent chapter address and a file of CNSA business and information including correspondence and reports;
- provide the Regional Director with an outline of the chapter goals and activities for the year and submit monthly memo and notify the Regional Director of any change in telephone numbers throughout the year;
- maintain communication with the Faculties, Colleges, Schools of Nursing, and Regional member schools regarding the chapter's activities;
- register for the National Assembly discussion board;
- should submit at least one (1) article per year to the PO of the Association for the purpose of The Connection;
- attend all business meetings of the regional and the National Assembly meetings; if unable to attend, provide written regrets to the Regional Director;
- present and oral and written report with recommendations at each business meeting of the region;
- surrender to the incoming OD all records and files with an oral and written explanation and recommendations within fourteen (14) days of the end of the term of office;
- work with the Associate Delegate (AD) in promoting and carrying out the activities of the Association;
- promote the CNSA awards and ensure that applications are provided to interested students;
- distribute the newsletter of the Association among chapter members and appropriate others;
- complete the Regional Achievement Award application for each chapter;
- ensure that Membership Fees are paid in accordance with these Rules and Regulations;
- lobby their school's administration to include CNSA fees into the school's registration costs; and
- write a monthly memo, via email, the first week of classes in September and the last Friday of every month from September to March, to the Regional Executive. These may be informal in nature and are meant to be used to keep others informed of what is happening at their school(s).

The **Associate Delegate(s)** (AD) shall:

- assist the OD in performance of duties;
- act as proxy in the event of absence of the OD from business meetings of the Association;

- attend all business meetings of the regional and National Assembly meetings; if unable to attend, provide written regrets to the Regional Director;
- act for the OD on occasions where the latter is unable to be present;
- be the nursing student representative to the jurisdictional member of their respective national association such as the Canadian Nurses Association, the Canadian Federation of Nurses Unions, etc. (i.e. for registered nursing students the jurisdictional member of Canadian Nurses Association, for practical nursing students, the jurisdictional member of Canadian Practical Nurses Association or Canadian Council of Practical Nurse Regulators); and
- register for the National Assembly discussion board.

National Communication

The Director of Membership Services will send the September Package to all Regional Directors, who will distribute it to their Regional Executives via email. A hard copy can be mailed to a Chapter, upon request.

Regional Communication

It is expected that the OD/AD of each member school will:

- provide contact information to the Regional Director each year and update as necessary;
- maintain an email account for the CNSA chapter at their school by checking and responding to emails on a weekly basis at minimum;
- submit a monthly update to their Regional Executive highlighting Chapter activities;
- act as the communication link between CNSA and the general members with their Chapters by distributing pertinent information; and
- disseminate a biannual report to their Regional Executive fourteen (14) days prior to the fall and winter regional meetings for presentation.

A problem or breakdown in communication is defined as:

- failing to access the CNSA email account;
- not providing contact information to one's Regional Director;
- not alerting one's Regional Director of changes to contact information;
- not disseminating a monthly update; and/or
- not responding to direct queries from your Regional Director or Regional Executive.

The following actions may be taken by a Regional Director if a communication problem exists:

- if no response from the individual has been received within one week, the Regional Director will send another email;
- if there continues to be no response, the Regional Director will telephone the individual; and
- if there continues to be no response after a three (3) week period, the Regional Director may contact the Head of the Chapter member's program to:

1. work to re-establish a line of communication with the Official Delegate;
2. identify whether the Official Delegate in question is still occupying the position;
3. if the Official Delegate is no longer interested or able to fulfill the role, designate the Associate Delegate to take over the position; or
4. if the Associate Delegate is no longer interested or able to fulfill the role, facilitate the recruitment of a new Official Delegate.

The following actions may be taken by Official/Associate Delegates if a communication problem occurs:

- If a Regional Director does not respond within two (2) weeks, the Official Delegate/Associate Delegate may contact the President to re-establish lines of communication.
- If there continues to be no response after one (1) week, the President shall strike a Board Mediation Committee and resolve the situation according to Part XI of the Rules and Regulations.

Extenuating circumstances which may excuse the individual from the above scenario include:

- illness or death of the individual or their family member;
- periods during which the individual is absent or busy and will not be able to access email. For the above two scenarios, it is mandatory for the individual to notify their Regional Director and others in their region of this situation; and
- during the summer when students are not in school, it is assumed that email will not be accessed as frequently. However, it must be checked at least every two weeks.

Succession of Delegates

In the absence of an established process for filling the OD position at a school, it is assumed that the AD will take on the role of the OD if this position becomes vacant.

Part V: Power and Duties of the Board of Directors and Officers

This section can only be modified by National Assembly.

All Directors and Officers serve a one (1) year term, from April 1st to March 31st, and shall:

- Be a chapter or distance member in good standing (with the exception of the Past President, Administrative Officer and CASN Representative)
- Be a nursing student for the majority of their term of office”
- disseminate a bi-monthly report to the Board of Directors in order to describe all position-related activities and maintain communication;

- surrender to incoming position holders all position-related documents and relevant external stakeholder contact information, with written and oral instructions and recommendations, by the end of their term; and
- work with and mentor incoming position holders to ensure a smooth transition.

The Past-President shall:

- be funded to attend all BOD meetings;
- act as an ex-officio, non-voting member of the Board;
- be responsible for maintaining a contact list of and communicating with all Honorary and Lifetime Members;
- act as the official National Conference Advisor;
- act as the chair of the governance committee;
- serve as a mentor for the incoming BOD;
- ensure a smooth transition between the incoming and outgoing BOD and complete all outstanding tasks by July 1st;
- facilitate the orientation session at the Spring BOD meeting;
- update the Rules, Regulations and Resource Manual as required; and
- present an oral and written report with recommendations, as appropriate, at each BOD meeting.

The President shall:

- act as the Chief Executive Officer of the Association and ex-officio member of all committees;
- serve as chair of the Executive Committee and Board Mediation Committee;
- serve as an ex-officio member of all other committees;
- exercise general supervision over the interests and welfare of the Association;
- maintain contact with principal representatives of the
 - International Council of Nurses (ICN);
 - Canadian Nurses Association (CNA);
 - Canadian Association of Pharmacy Students and Interns (CAPSI);
 - Canadian Federation of Medical Students (CFMS);
 - National Student Nurses Association (NSNA); and
 - Any other national groups that are deemed appropriate.
- have joint custody with the Administrative Officer, Vice-President / Director of Inter/Intra-professional Education & Research, and Director of Communications of the funds of the Association;
- have custody of the personal files of the Directors;
- supervise the National Officer(s) and the Administrative Officer;
- give notice of all BOD meetings in accordance with bylaw 8.03;
- provide an agenda to each Director at least fourteen (14) days prior to each BOD meeting and five (5) days prior to each Executive Committee meeting;
- provide an agenda to each Director and to each Official Delegate at least fourteen (14) days prior to National Assembly meetings;
- prepare and submit the annual report for the Association at the National Conference;

- request a written report with recommendations from each Director thirty (30) days prior to the National Assembly meeting and fourteen (14) days prior to each BOD meeting;
- preside at all BOD and National Assembly meetings of the Association;
- present a written report with recommendations at each BOD meeting and National Assembly meeting; and
- receive and distribute proposed resolutions for discussion and action by the National Assembly.

The Vice-President / Director of Inter/Intra-professional Education & Research (VPIER) shall:

- have joint custody, with the President, Administrative Officer, and Director of Communications of the funds of the Association;
- preside at all meetings and act for the President when the latter is unable to be present;
- act as the Chief Executive Officer of the scholarship/awards activities;
- chair of the Awards Committee
- be responsible for coordinating all educational and research activities;
- be responsible for the supervision of the Educational Topics discussion board including the monthly topics;
- suggest and assist with promotional activities for nursing and research activities;
- suggest educational activities for member chapters in preparation for discussion of the theme and issues presented at each National Conference;
- coordinate promotional activities for relevant literature sources;
- establish and maintain liaison with research associations (i.e. CHSRF, CIHR, and CHSPR) and/or resource persons as deemed appropriate to the Association's education/research activities;
- establish and maintain communication with those regional and national education/research representatives who may exist;
- maintain contact with principal representatives of the:
 - National Health Science Student Association (NaHSSA);
 - Canadian Association of Schools of Nursing (CASN); and
 - all other interprofessional student groups.
- promote research assistant positions for member nursing students; and
- present a written report with recommendations at each BOD and National Assembly meeting.

The Director of Communications (DOC) shall:

- be responsible for recording, typing, filing, and distributing the minutes of BOD and National Assembly meetings;
- ensure that the website is up-to-date
- be the primary communicator with the appointed manager of the website;
- accept all website content from the BOD and CNSA members that they would like placed on the website
- supervise the Informatics Officer;

- have joint custody with the Administrative Officer, VPIER, and President of the funds of the Association;
- be responsible for coordinating external communication from the BOD (i.e. press releases);
- be the primary representative for the Canadian Federation of Nurses Unions (CFNU);
- be responsible for the Patient Safety Portfolio and be in contact with the principal representatives of such associations (i.e. CPSI, Halifax, QWLQHC);
- provide all BOD members with a list of motions passed prior to their departure from each meeting;
- distribute the minutes from BOD meetings to each Director, and from the National Assembly to each Director, OD, and Committee Chairperson within forty-five (45) days of the meeting and submit them for posting on the website;
- make a backup disk of all BOD meetings and give it to the President before departure;
- be responsible for maintaining delegate and BOD contact lists;
- be responsible for tracking all BOD and Officer bi-monthly reports;
- be responsible for collaboratively implementing the changes made to the September Package as determined by the Board of Directors and ensure that the new version is sent for translation;
- maintain the CNSA letterhead electronic document and be responsible for its distribution; and
- present a written report with recommendations at each BOD and National Assembly meeting.
- Be responsible for the moderation of website discussion forums and delegate moderation duties to assigned BOD

The National Conference Director (NCD) shall:

- be responsible for planning and coordinating the activities of the National Conference;
- keep an ongoing record of all activities occurring in preparation for the National Conference;
- establish and maintain communication with members and the BOD regarding the progress of the upcoming National Conference;
- jointly with the President invite all official guests to the National Conference;
- chair of the National Conference Planning Committee;
- provide a final agenda for the upcoming National Conference to the Directors at the fall BOD meeting;
- be responsible for the completion of an audit of the accounts of the National Conference by March 31;
- present a written report with recommendations at each BOD and National Assembly meeting;
- should include within his or her budget the cost of translation for all of the National Conference, including the National Assembly; and
- appoint the National Team Director (NTD).

The Director of Membership Services (DMS) shall:

- be responsible for coordinating fundraising on a national level if so directed by a majority of member schools;
- suggest and assist with promotional activities;
- coordinate recruitment and retention activities throughout the nation;
- manage the production and distribution of all publications of the Association in conjunction with the Publications Officer;
- supervise the Publications Officer;
- present a written report with recommendations at each BOD and National Assembly meeting;
- be responsible for distribution of the September Package to Regional Directors before the Fall BOD meeting, which must include the Membership Package;
- be responsible for collaboratively implementing the changes made to the September Package as determined by the BOD and ensure that the new version is sent for translation; and
- be responsible for sending Recruitment Packages to the Regional Directors by the end of the June BOD meeting.

The Director of Bilingualism and Translation (DBT) shall:

- advise the BOD on matters concerning the translation of documents and to uphold the Association's commitment to bilingualism. This includes providing French and English translations to the BOD and Regional Executives when necessary and financially possible;
- manage the CNSA resources allocated to bilingualism;
- ensure that all CNSA documents be written in both Canadian official Languages;
- research funding opportunities for bilingualism;
- liaise with Regional Directors to assist with the recruitment and retention of French schools;
- act as the Chair of the Bilingualism and Translation Committee and ensure that all applicable CNSA documents are in both official languages;
- ensure that the Bilingualism Policy is respected and reviewed annually;
- be bilingual. In the event of the absence of a bilingual candidate, a non-bilingual candidate will be eligible for the position of DBT;
- make sure that the designated/appropriate disclaimer appears on all sheets of all CNSA documents;
- be the official liaison to and coordinate the CNSA involvement with the Nursing Games;
- be the official liaison to Secrétariat International des Infirmières et Infirmiers de l'Espace Francophone (SIDIIEF); and
- present a written report with recommendations at each BOD and National Assembly meeting.

The Director of International Health (DOIH) shall:

- be the principal CIDA/WHO/PAHO liaison;

- serve as Chair the Global Health Committee;
- coordinate a global health education initiative, promoting the introduction and/or continuation of global health (certificate or curriculum course) in nursing schools across Canada;
- maintain contact with principal representatives of the:
 - Canadian Coalition for Global Health Research (CCGHR);
 - Canadian Society of International Health (CSIH);
 - Student University Network of Social and International Health (SUNSIH);
 - World Health Organization (WHO);
 - International Council of Nurses – Student Network (ICN-SN);
 - Canadian Association of International Nursing (CAIN);
 - Canadian Nurses Association (CNA) Global Nursing Leadership Reference Group;
 - Global Health Education Consortium (GHEC);
 - Sigma Theta Tau International (STTI);
 - Nightingale Initiative for Global Health (NIGH);
 - Canadian International Development Agency (CIDA);
 - World Healthcare Students’ Symposium (WHSS);
 - Pan American Health Organization (PAHO); and
 - other like groups.
- liaise with other national nursing exchange officers;
- liaise, as required, with other national health professions’ global health Officers/Directors;
- attend all ICN-Student Network meetings (if financially feasible); and
- present a written report at each BOD meeting and to National Assembly.

The Director of Career and Leadership Development (DCLD) shall:

- chair the Career and Leadership Development Committee;
- attend the WINN/NTF conference;
- attend the national Nurse Leadership Conference;
- coordinate career development workshops in conjunction with the National and Regional Conference Directors;
- coordinate and facilitate National Nursing Students’ Week;
- be the primary liaison with organizations concerned with Career and Leadership Development;
- be responsible for coordinating the follow-up associated with post-National Conference letter and package for dispersal to delegates;
- prepare report and attend the National Assembly meeting; and
- coordinate with the RDs and the National Career and Leadership Development Committee student attendance at regional leadership conferences.

The Regional Directors (RDs) shall:

- attend all BOD, National Assembly, and Regional business meetings of the Association;
- be a liaison between members in their region and the BOD;

- establish and maintain communication with principal representatives of provincial/territorial nursing, and other, organizations within their region
- provide an agenda for regional business meetings to each OD in his or her region at least fourteen (14) days prior to regional business meetings;
- request a written report from each OD in their region at least fourteen (14) days prior to regional business meetings;
- chair of all regional business meetings;
- manage all activities related to choosing and awarding the Regional Achievement Award;
- promote the CNSA in their respective region;
- work in conjunction with the DMS to coordinate the recruitment and retention activities in their region;
- work in conjunction with the DMS to send September Packages in electronic format to member schools
- give a report to the DMS on recruitment packages, which must include the school name, contact name(s), and what follow-up has occurred by the January BOD meeting;
- present a written report with recommendations at each BOD and National Assembly meeting; and
- manage all activities related to the election process of the incumbent RD. In the event of a vacant RD position, where a replacement cannot be found, the remaining RDs will collaborate to maintain that region.

The Administrative Officer (AO) shall:

- have joint custody, with the President, DOC, and VPIER, of the funds of the Association;
- maintain accurate financial records in accordance with standard auditing practices;
- collect membership fees;
- maintain a register of all members and their status;
- disperse the funds of the Association as directed by the BOD, the Executive Committee, or the National Assembly;
- provide a detailed income statement (profit and loss) to the BOD and National Assembly for each three (3) month period ending June, September, December and March;
- be responsible for the completion of the audit of the funds of the Association in accordance with bylaw 10.02;
- coordinate all necessary legal documentation for the Association (i.e. affiliate applications, Ministry of Industry and Canada Revenue Agency);
- be custodian of the Seal of the corporation;
- be responsible for the banner(s) of the association;
- be responsible for the BOD laptop computer;
- maintain a sponsorship, exhibitor/career fair and donation database;
- coordinate archival facilitation and advise in contract negotiations;
- facilitate grant applications/proposals for research in conjunction with the VPIER;
- consult with the BOD prior to acceptance of any invitation to speak on behalf of CNSA at any external public events;
- should facilitate and encourage appropriate opportunities for student members to participate in external public communication (i.e. media interviews, opportunities for public speaking, etc.);

- act as the accountant of the books of the Association or shall seek out the least expensive accounting services as budgeted by the BOD;
- each year, via email, acknowledge school membership requests and confirm membership in good standing, upon receipt of required fees and completed Membership Package, by providing a Chapter code and official certificate;
- coordinate the day-to-day administration of the CNSA National Office;
- coordinate the BOD meetings (i.e. travel, accommodation, meeting space, and food) and the compilation of the National Assembly package;
- present a written report with recommendations at each BOD and National Assembly meeting; and
- agree to a two year term of office upon appointment, renewable annually if both parties (BOD and AO) agree.

The Informatics Officer (IO) shall:

- report to the DOC;
- chair the Informatics Committee
- perform website updates as requested by the DOC;
- ensure that website is up-to-date by maintaining regular contact with DOC and the website service provider;
- ensure the website is available in both official languages; and
- be the primary communicator with the website service provider.

The Diversity Officer (DO) shall:

- report to the DBT;
- chair the Diversity Committee;
- attend diversity-oriented functions;
- advocate for women’s health;
- work for issues surrounding marginalized groups; and
- advocate for cultural diversity and aboriginal health.

The Publications Officer (PO) shall:

- report to the DMS; and
- manage the production and distribution of the Connection, the CNSA E-bulletin, the Conference Manuals, and the CNSA/CASN National Handbook.

The Officer of Education and Scholarship (OES) shall:

- report to the VPIER;
- suggest and assist with promotional activities for nursing and research activities;
- suggest educational activities for member chapters in preparation for discussion of the theme and issues presented at each National Conference;
- coordinate promotional activities for relevant literature sources;
- be responsible for assisting with promotional activities for nursing and research; and

- be a permanent member of the Strategic Planning and Awards Committees.

The Community and Public Health Officer (CPHO) shall:

- report to the President and National Assembly;
- chair the Community and Public Health Committee;
- liaise with and attend, *if financial feasible*, the annual Canadian Public Health Association (CPHA) conference
- Liaise with the Canadian Alliance of Community Health Centre Associations (CACHCA)”
- be the primary Public Health Agency of Canada (PHAC) liaison;
- be the primary CNA Environmental Health Reference Group liaison;
- liaise with all key national stakeholders that deal with community and public health (i.e. CHNAC); and
- prepare a report and attend the National Assembly meeting.

External Meetings

Any BOD member or Officer attending in his or her official CNSA capacity a conference or meeting held by a professional organization must submit a written report to the BOD utilizing the appropriate form as per the Rules and Regulations, and an article suitable for publication in the e-Connection or on the CNSA website, if applicable.

Vacancies

If an Executive Committee position of the BOD becomes vacant, a present BOD member must be voted into the position by a 2/3 vote from the BOD. Upon receiving the executive committee position, that individual must immediately resign from his/her previous position.

If a non-Executive Committee position becomes vacant, the present BOD will appoint a suitable replacement. The individual must be voted in with a 2/3 vote from the BOD. The vote will be overseen by the AO via telephone and/or email. Unless, in the interest of the Association, the BOD deem that this position remain vacant, then the remaining BOD members will share the responsibilities and duties of that position.

If the AO position becomes vacant, a suitable replacement will be recruited by the Executive Committee. After an individual is selected for the position, that person must be appointed by the BOD by a 2/3 vote.

BOD Communication

Fourteen (14) days prior to each BOD meeting, each voting Director and the AO shall provide a standard written report from the April 1 to the end of his or her term of office. It shall be posted on the National Assembly discussion board on the CNSA website. The report shall include but not be limited to:

- a summary of all constitutional and focused objectives of the BOD position, as stated in *Part V (Power and Duties of the BOD)* in the Rules and Regulations which are related to the Strategic Plan of the Association
- a summary of the actions taken to achieve these objectives, such as attendance at committees, events, meetings, etc.
- a summary of the implications (impact) of these actions
- a clear deadline for each objectives (task) with update on its current status
- a summary of assistance needed from the BOD
- any motions or recommendations for the BOD
- utilize the appropriate form as per the Rules and Regulations and Resource Manual

Thirty (30) days prior to the National Assembly, each BOD member will submit, via email to the AO and the President, a detailed National Assembly report consisting of:

- objectives of the CNSA which is related to the Strategic Plan of the Association
- activities undertaken to meet each objective throughout their term
- recommendations for the incoming BOD member
- utilize the appropriate form as per the Rules and Regulations and Resource Manual

The Board must connect on a bi-monthly basis via teleconference (except for during months when an in-person Board meeting occurs).

Executive Committee Communication

The Executive Committee must participate in a conference call at least once per month of the term of office, unless meeting in person that month.

Personal Files

The Administrative Officer shall maintain an individual personal file for each Director. The record shall consist of the job description, a record of the individual's elections and appointment, any notes of commendation or discipline and the Oath of Office. The file shall be maintained as part of the permanent record of the CNSA and can be accessed upon written request to the President. A Director ceasing to serve as such may be entitled to a copy of the file or parts thereof at the discretion of the Executive Committee.

Resignation

An individual may resign from their position by providing written notice to the President.

Conflict of Interest

Directors and Officers shall not place themselves in a position whereby their duties and responsibilities conflict or compete with their personal or business interests, *and/or* where financial gains/losses may be involved. Common law restricts Directors and Officers from being involved in any outside activity which would impair their ability to perform their duties with

CNSA. *If a conflict of interest exists or is perceived to exist, it must be declared immediately to the BOD. The BOD will then decide on an appropriate action.*”

Part VI: Meetings of the Regional Executive

Agendas

In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:

Fall Regional Executive Meeting

- Contracts review
- Communication/Representation
- Resolutions guidelines
- Position Statements guidelines
- Website review
- September Packages review

Winter Regional Executive Meeting

- Communication/Representation
- Resolutions for National Assembly
- Position Statements for National Assembly
- Recruitment Packages review

Part VII: Meetings of the Board of Directors

Agendas

In addition to reports and regular business, the meeting agenda(s) must include, but is not limited to, the following:

Spring BOD Meeting

- Strategic Plans (Individual and Association)
- Communication/Representation
- National Budget
- September Packages
- Request for nominations for Lifetime and Honorary members
- Resolutions from past National Assemblies
- Review and examination of the Bylaws and the Rules and Regulations
- If necessary, appoint a new AO

Fall BOD Meeting

- Communication/Representation Review
- Evaluation of AO appointment
- National Assembly preparation
- Resolutions that will be submitted to the National Assembly
- Discussion and appointment of awards and Lifetime and Honorary Memberships
- Examination of the past year's audit
- Review and examination of the Bylaws and the Rules and Regulations

Winter BOD Meeting

- Evaluation of AO Position
- National Assembly package
- Changes to the Bylaws and the Rules and Regulations to be presented to the National Assembly
- Resolutions and position statements to be presented to the National Assembly
- Recruitment packages
- Discussion of appointment of Lifetime and Honourary memberships

BOD Changeover Meeting

- Oaths of Office
- National and Regional Conference Directors contracts
- Contracts
- Transfer of information to incoming BOD
- Appointment of chairs of the standing committees

Part VIII: Meetings of the Association

The minimum time allotted for the National Assembly and the BOD elections is twelve (12) hours.

National Assembly Agenda

The following items must be on the agenda. Any BOD member or OD can make an addition to the agenda:

- Report of the Board of Directors
- Financial report from previous year
- Financial report from present year
- Progress of resolutions previously passed
- New resolutions to be voted on
- Business carried over from the previous year
- Any new business
- Voting on Lifetime and Honorary members

- The approval of the previous year's audit
- The appointment of the current year's auditor

Reports

All reports should be submitted for translation thirty days prior to the National Assembly and made available to the voting body in the National Assembly package.

Resolutions

All resolutions should be received by the President before the beginning of the National Conference BOD meeting.

National Assembly Package

The National Assembly agenda, reports, financial statements, resolutions, and any other business must be distributed to *delegates* prior to the Winter Regional Meeting in the National Assembly package. It is the responsibility of each *delegate* to read the material and be prepared for discussion at the National Assembly.

Minutes

Minutes of the National Assembly will be distributed in accordance with these Rules and Regulations and should be in bilingual format, when financially feasible.

Part IX: National Conference

This section may only be modified by the national assembly.

The National Conference must include the minimum time allotted for the National Assembly as per the "Part VIII: Meetings of the Association" section of these Rules and Regulations.

The National Conference shall occur during last week of January on a yearly basis.

Selection

The National Conference shall be decided one year in advance in conjunction with the annual conference of the Association. The host school shall submit a proposal to the National Assembly as part of the election proceedings. The successful host school shall appoint the NCD to the BOD.

NCPC Orientation Meeting

Each May, the President or Administrative Officer, National Conference Director, National Conference Advisor, and NCPC will meet in the host city, if financially possible, to provide an orientation to the NCPC and to coordinate hotel/convention centre contracts. The meeting shall include discussion on: knowledge sharing between the aforementioned as to the roles of each position; planning tasks and objectives; deadlines; and how each position relates to those on the board. All expenses for this meeting will come out of the National Conference budget.

Financial

Full registration fees for the BOD are paid for by the National Conference budget. Conference fees are non-refundable but may be transferred to another student wishing to attend the same conference. Transferring of fees is the responsibility of the conference attendee. Should a conference be cancelled, the conference attendee would be refunded for the conference fees by the conference funds. The NCD shall issue receipts for conference fees within thirty (30) days of receiving registration payment.

The AO will provide, as part of his or her quarterly financial update, a financial update of the National Conference bank account.

The NCD will provide the BOD with a template of the conference schedule and a tentative budget by the Spring BOD meeting for approval.

If a profit is realized, the profit shall be divided equally, with half of the remaining profit being issued to the host school and the other half of the profit being issued to the CNSA National Account. A cheque will be sent to the host school once the final report and budget has been approved. Final report and budget will be submitted to the AO and Executive Committee before March 31st. If the final report and budget is not submitted by March 31st, the host school forfeits any profits.

If a debt is incurred, the CNSA National Account will absorb the cost.

Any revenues from the National Conference shall be deposited into the CNSA National Conference bank account.

The National conference shall not exceed two hundred dollars (\$200), plus applicable taxes, for regular registration rate for CNSA members. Should the NCD wish to exceed the established rate, he or she must seek approval of the BOD.

National Team

The National Team will consist of six (6) members. The National Team is made up of one student from each region and the National Team Director (NTD). When there are no applications from a given region for the National Team, the next most qualified applicant is chosen by the NTD to fill the vacant position.

CNSA shall budget on a maximum of five thousand dollars (\$5000) for National Team expenses.

CNSA shall follow the current policy as outlined in the Rules and Regulations and Resource Manual of the Association.

Sponsorship / Exhibitor/Career Fair / Donations

The NCD and the National Conference Planning Committee shall only solicit sponsorship, exhibitors, and donations from the national, international, and immediate local geographic area of the National Conference and follow the CNSA Advertising and Sponsorship Policy in its most current form.

The AO shall coordinate with the NCD the tracking and compilation of the contact information for said sponsors, exhibitors, and donors.

Part X: Regional Conferences

This section may only be modified by the national assembly.

Regional conferences shall occur no earlier than the last week of September and no later than the first week of November. Each Regional Conference must include a minimum time of six (6) hours allotted for regional business meetings.

Selection

The Regional Conference shall be decided at the regional meeting of the Association held in conjunction with the regional conference of the Association. The host school shall submit a proposal to the Regional Executive as part of the election proceedings. The current RCD shall work with incoming RCD to ensure a smooth transition.

Financial

A monetary advance of up to five hundred dollars (\$500) can be placed in the care of the host chapter school for the purposes of start up costs, after an initial detailed proposal, including a budget, is received and accepted by the Regional Director. Conference fees are non-refundable but may be transferred to another student wishing to attend the same conference. Transferring of fees is the responsibility of the conference attendee. Should a conference be cancelled, the conference attendee would be refunded for the conference fees by the conference funds. The RCD shall issue receipts for conference fees within thirty (30) days of receiving registration payment.

Any profits generated by the Regional Conference shall remain the property of the host school, after repayment of the \$500 advance, if applicable.

No debts occurring as a result of a Regional Conference will be absorbed by the National Account unless reviewed and accepted by the BOD.

A Regional Conference budget will be presented at the fall regional business meeting and a final Financial Report, and Conference Report with recommendations will be submitted to the RD and President within sixty (60) days post-conference. Once the Executive Committee has approved the final reports, a cheque for guaranteed Market Ad profit less the cost of printing (and career books, if applicable) will be sent to the host chapter. If the final report and budget is not submitted within sixty (60) days post-conference, the host school forfeits any profits from MarketAd. This report will also be presented at the Winter Regional Executive meeting occurring at National Conference.

A final conference report with recommendations will be submitted to the RD within thirty (30) days post-conference.

The RCD will provide the RD with a template of conference schedule, a tentative budget, and registration forms (participant and exhibitor/career fair) by the Spring BOD meeting.

Regional Conferences shall not exceed seventy-five dollars (\$75), plus applicable taxes, for regular registration rate for CNSA members. Should the Regional Conference Director wish to exceed the established rate, they must seek approval of the Board of Directors.

The RDs' conference registration fees and accommodation costs will be covered by the host school. Travel costs will be covered by CNSA

The RD will act as ex-officio member of the Regional Conference Planning Committee. The RCDs will sign an Oath of Office, upon being elected, to ensure that their role is followed as outlined in the Rules and Regulations.

Sponsorship / Exhibitor/Career Fair / Donations

The RD, RCD, and Regional Conference Planning Committee shall only solicit sponsorship, exhibitors, and donations from the region of the Regional Conference and the local geographic area of the Regional Conference, with the exception of the conference guide, which may contain international advertisements and follow the CNSA Advertising and Sponsorship Policy in its most current form.

All exhibitors shall be based in the region of the Regional Conference (i.e. if in Ontario region, then Ontario-only hospitals, community agencies, companies, etc.) or be a Canadian-based organization that exclusively recruits for Canadian positions.

The RD shall coordinate with the RCD and the AO the tracking and compilation of the contact information for said sponsors, exhibitors, and donors utilizing the appropriate form as per the Rules and Regulations and Resource Manual.

Part XI: Committees

Standing Committees

The Governance Committee

The chair is responsible for the overseeing the activities of the committee as defined in the Bylaws.

The Bilingualism and Translation Committee

The chair is responsible for overseeing the activities of the committee as defined in the Bylaws. The chair shall ensure that all translations are of high quality. The chair shall also ensure that the current Communications Policy of the Association, as outlined in the Rules and Regulations and Resource Manual, is adhered to.

The Nominations and Elections Committee

The chair shall be called the Chief Returning Officer (CRO) and will ensure that the current Elections Policy of the Association, as outlined in the Rules and Regulations and Resource Manual, is adhered to.

The Board Mediation Committee

The Chair shall:

- call and facilitate meetings of the Board Mediation Committee (BMC);
- review the BOD reports and ensure that the Directors and Officers are meeting their obligations as specified in Part V: Powers and Duties of the Board of Directors of the Rules and Regulations;
- communicate with the committee chairs to determine the Directors' and Officers' attendance at committee-related meetings and events;
- file grievances when Directors and Officers are not meeting the obligations of their respective duties;
- act as a liaison between the committee and a Director and/or Officer who is the subject of a grievance and report disciplinary outcomes to the Director and/or Officer;
- issue written communications from the BMC; and
- forward any official records of the BMC to the DOC to be filed as part of the Association's permanent records.

Request for Resignation

The BMC may request a Director or Officer to resign from the CNSA wherever the Director or Officer is deemed incapable or unwilling to fulfill the position's duties or the Director's or

Officer's conduct warrants removal from office as determined by the BMC as per the stipulations in the Bylaws. Wherever a Director or Officer is requested to resign, such request shall be held strictly confidential until the Director or Officer submits a written letter of resignation or the BMC recommends that the Director or Officer be impeached. The Director or Officer will be given up to five (5) business days to submit a written letter of resignation to the BMC before a recommendation of impeachment or censure is forwarded to the BOD.

Impeachment

Directors and Officers will be provided with written notice of intent to vote upon impeachment in accordance with the Bylaws.

Directors Grievance and Disciplinary Protocol

The CNSA strongly encourages CNSA members, Directors, and Officers to communicate directly and resolve the conflict informally wherever possible, but recognizes that there will be instances when issues cannot be resolved in this manner. In order to rectify problems and resolve issues without the use of censure or impeachment, the CNSA empowers the BMC to attempt to resolve grievances and disciplinary matters with the following procedures:

Step One (Informal Resolution)

A CNSA member, Director, or Officer who has a grievance against a Director or Officer shall orally address the problem to the President or, where the matter concerns the President, the Vice President shall act in a coordinating role. The investigator shall respond to the complaint within ten working days and attempt to resolve the grievance. This step shall be waived where the individual's actions unreasonably jeopardize the operations of the CNSA or are known to be illegal in nature. In such cases, the President or designate will proceed to Step Two or Step Three and inform the BMC immediately.

Step Two (Formal Resolution)

The investigator shall initiate the formal resolution process when a CNSA member, a Director, or an Officer submits a grievance which has been addressed in accordance with Step One in writing to the President or designate or where a Director's or Officer's actions unreasonably jeopardize the operations of the CNSA or are known to be illegal in nature. A written complaint shall be signed, dated and specific CNSA policy or procedure in dispute shall be clearly referenced. The President or designate will conduct a full investigation and bring forward all information to the next meeting of the BMC. The BMC or its designate may meet with the Director or Officer who is the subject of a complaint to discuss the Director's or Officer's actions or request a written response. The BMC shall then review all documentation and recommend a course of action. The actions(s) to be taken against the Director or Officer, if any, shall be communicated by the BMC or its designate to the Director or Officer within five (5) working days of the meeting, highlighting the problem and mandating appropriate action. The DOC shall place the written record from Step Two and Step Three in the Director's or Officer's personal file.

Step Three

Within five working days following the written decision of the BMC, the complainant or the BMC may submit a letter to the President or designate requesting a review of the decision by the BMC and shall be placed on the agenda of the next BMC meeting. The BMC may consider a variety of disciplinary measures to address the problem with Director or Officer, including oral or written warning, censure, impeachment, and those measures contained within the mandate of the BMC. In cases where a recommendation for impeachment is a consideration, the BMC shall consult legal counsel in relation to the role of a Director or Officer in a not-for-profit corporation. The severity and immediacy of the action taken by the CNSA against a Director or Officer shall be proportionate to the problem encountered. Except in cases involving such issues as theft, willful misconduct, illegal acts, or other severe behaviors, a progressive disciplinary approach to resolving Director or Officer problems shall be taken. The Director or Officer shall receive a copy of any formal disciplinary notice to be placed in the Director's or Officer's personal file. There shall be no appeal of the decision of the BOD.

The Strategic Planning Committee

The chair is responsible for overseeing the activities of the committee as defined in the bylaws.

A BOD member will chair the Strategic Planning Committee. The chair will be appointed by the Board of Directors at the June meeting of a Strategic Planning year.

The committee shall:

- undertake regular environmental scanning related to the mission of the Association;
- identify possible policy and political scenarios with potential to affect the Association;
- keep the BOD fully apprised of such potential scenarios and make recommendations for the Association's strategic response;
- regularly review the Association's Strategic Plan and process;
- regularly review and update the CNSA Position Statements and propose new ones for endorsement by National Assembly; and
- report to the BOD annually.

The Awards Committee

The chair is responsible for overseeing the activities of the committee as defined in the bylaws.

The National Conference Planning Committee (NCPC)

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws.

The committee is composed of the following positions:

National Conference Director (Chair)

Deputy Conference Coordinator

Registration and Logistics Coordinator

Speakers Coordinator

Career and Exhibitor Coordinator

Sponsorship Coordinator

Charity Auction Coordinator

Social Coordinator

Volunteer Coordinator

Research and Workshop Coordinator

National Team Coordinator

National Conference Advisor: must be a past-NCD or past-NCPC member; will have travel, accommodations and registration for the National Conference paid for out of the National Conference budget

The Global Health Committee

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws

The Informatics Committee

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws.

The Diversity Committee

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws.

The National Community and Public Health Committee

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws.

The National Career and Leadership Development Committee

The chair is responsible for the overseeing the activities of the committee as defined in the bylaws.

Ad Hoc Committees

Description

An Ad Hoc Committee is a committee that is struck by any member of the Association in order to investigate a particular issue that is of interest to both the member of the Association and to the Association as a whole or to nursing students. An Ad Hoc Committee must be approved by the voting officers of the Association, by the BOD, or by the National Assembly.

Procedure for Creating an Ad Hoc Committee:

1. Identify an issue that is of interest to CNSA as an Association or to nursing students and create a written proposal to investigate the issue, including specific achievable objectives of the committee.
2. Identify other members of the Association who are also interested in this issue and would be willing to commit time and energy towards investigating the issue.
3. Approach the VPIER with the written proposal and a list of potential members for the committee.
4. The VPIER will take this issue to the Officers of CNSA, the BOD or to the National Assembly to seek approval for the committee.
5. Once approved as an Ad Hoc Committee, the members of the committee will elect a chair of the committee, may then represent itself as an Ad Hoc Committee of CNSA, and may apply for funding from the BOD in the form of Ad Hoc Committee grants.

Responsibilities of the Committee:

- the committee will diligently investigate the issue to the best of their ability;
- the committee must communicate at least monthly with the VPIER on the proceedings of the committee; and
- the committee must provide a written report to the VPIER to present to the National Assembly no later than November 30 or within thirty (30) days of the completion of committee work.

Responsibilities of the VPIER:

- to bring applications of members to form Ad Hoc Committees to the attention of the Officers, the BOD, and/or National Assembly for evaluation and possible approval;
- to act as the liaison between the Ad Hoc Committee, the BOD, and National Assembly by ensuring that monthly contact with the committee is maintained and that the committee's report is received by November 30; and
- to promote the activities of the committee at a national level.

Part XII: Financial

This section may only be modified by the National Assembly.

Budget

A detailed yearly budget must be planned and approved at the spring meeting of the BOD and reviewed at each subsequent meeting.

The BOD may budget yearly expenses, based on revenue from the previous fiscal year, as follows:

100% of membership fees;

50% of total annual royalty fees allocated to operating expenses;

25% of total annual royalty fees allocated to awards and scholarships; and

all other surplus is to be moved to Reserve Funds.

Membership Fees

All membership fees are due by November 10th of the current membership year. A chapter shall be deemed to be “in good standing” if their fees are received by the due date. Fees which have not been submitted by the end of the fiscal year of the Association shall result in the chapter being deemed a member no longer in good standing as per the Bylaws of the Association. The chapter will be unable to apply for the awards of the CNSA until such fees have been paid or individual chapter members may join as distance members. The Regional Executive shall be allotted \$0.25 per individual member within their region as part of their region-specific budget. The Regional Executive shall decide how these funds are to be utilized as per the Regional Executive voting section of the Bylaws.

Individual Position Budgets

The President is allotted \$200, and all other Directors and the AO are allotted \$50 to fulfill their duties. Officers are not allotted an individual position budget amount. Reimbursements only occur if receipts are supplied and are within budget. If a Director requires more than their allotted budget to fulfill their duties, they must make a formal request to the BOD for an increase in their budget before they exceed their budget. The voting Directors of the Executive Committee of the Association may increase the budget a position if a BOD meeting is not scheduled before the increase must take place.

Funds Dispensing

Voting Directors, Officers, and the AO are entitled to be reimbursed for approved travel, meal (as per the Food Allowance section below), accommodation, and personal expenses that are related to the business of the CNSA (i.e. phone calls, office supplies, postage, etc.). Appropriate receipts shall accompany all requests for reimbursement. No funds may be dispensed without first obtaining a receipt or invoice of the expense. Distribution of awards funds shall be the sole exception to this rule. No funds shall be distributed outside of the budgeted amounts without prior authorization of the Executive Committee or the BOD.

Reimbursements only occur if receipts are supplied, a cheque requisition form is completed, and the expenses are within the allotted budget. Voting Directors, Officers, and the AO shall seek the approval of the Executive Committee of the Association, in advance, for travel and related expenses, utilizing the appropriate form as per the Rules and Regulations and Resource Manual and only expenses so approved shall be paid.

The AO will have at his or her disposal a Corporate Credit Card and ATM card for purchases that require immediate fund dispersal. No purchase can be made without approval of the Executive Committee of the Association and all purchases are bound by the CNSA Corporate Credit Card Policy.

Travel and Accommodation

The locations of the BOD meetings are to be negotiated to be the most feasible and least expensive place. All BOD members are to travel to meetings and conferences by the least expensive and most feasible means. All BOD members are to be accommodated at meetings and conferences by the least expensive and most feasible means. All travel and accommodation plans must be approved by the AO; if the AO feels that any member of the BOD is not abiding by the above restrictions, the final decision shall be made by a vote of the voting Directors of the Executive Committee of CNSA. If the BOD member still chooses another means of travel, or accommodation, then that member is personally responsible for paying the difference between the chosen means and the means determined by the voting Directors of the Executive Committee, with the reasonable cost difference determined by the voting directors of the Executive Committee.

The time and the general location of the meeting shall be fixed at least ninety (90) days in advance of the meeting by the Executive Committee. Travel arrangements and accommodation shall be finalized a minimum of sixty (60) days in advance. Voting Directors and the AO using personal automobiles for CNSA business shall be required to protect themselves with adequate insurance. The AO shall prepare a travel budget thirty (30) days in advance of the meeting, which includes all travel details and related costs.

Food Allowance

During all BOD meetings and at the National Conference, each BOD member has a food allowance of up to twenty five dollars (\$25) per day per full meeting day, including travel days, provided that receipts are surrendered. Regional Directors have a food allowance of twenty dollars (\$20) on the day of their Fall Regional Meeting.

Contract Negotiations/Purchases

All contracts must be vetted by the BOD prior to approval and subsequent signing by the any two (2) of the signing officers of the association.

A minimum of three (3) quotes must be solicited for all purchases (i.e. business cards, BOD meeting locations, etc.) prior to approval by the voting Directors of the Executive Committee. All quotes submitted must be duly considered and rationale must be provided for the decision.

CNSA Policies

CNSA Advertising Policy

The Canadian Nursing students association seeks to keep members informed through print and electronic communications on issues of common concern to nursing students as well as services.

1. For the purposes of print and electronic communications, the CNSA may seek advertisers as a means for revenue generation and to off-set production costs.

2. Principles:
 - a. The CNSA retains all authority to select or reject potential advertisers on an individual basis.
 - b. All advertising arrangements must be in compliance with the CNSA sponsorship policy.
 - c. The CNSA will not accept advertisements which:
 - Seek to market alcohol, tobacco, or gaming;
 - Seek to recruit Canadian Health Professionals to jurisdictions outside of Canada;
 - Contravene existing sponsorship agreements.

3. The following types of advertisements may be considered (and not limited to):
 - Those that advertise professional products including textbooks, medical equipment (e.g. stethoscopes), or electronic resources;
 - Those that advertise general products and services such as travel services (rental cars, flights, travel agencies, etc.), cosmetics, cars, computers/other electronics, music, and entertainment;
 - Those that seek to recruit health human resources to hospitals and health districts within Canada;

CODE OF PROFESSIONAL CONDUCT

Approved by National Assembly: January 2011

The Canadian Nursing Students' Association (CNSA) acknowledges the rights and privileges of members, faculty, speakers, exhibitors, guests, program and event sponsors, and all those who attend CNSA business meetings and conferences to be treated with respect and dignity. CNSA is committed to providing a safe and respectful environment. This policy is one step toward ensuring that CNSA business meetings and electronic discussion forums are comfortable for everyone.

To ensure an environment conducive to professional growth and development, all those affiliated with CNSA must adhere to the following:

1. Code of Conduct

- 1.1 Applies to all CNSA members, Board of directors, representatives, visitors and all others conducting business with CNSA.
- 1.2 Strictly adhere to the highest standard of integrity and honesty
- 1.3 Be diligent in performing CNSA's business.
- 1.4 Conduct oneself in a professional manner.
- 1.5 Treat one another with respect, cooperation, and a willingness to deal openly on all matters.
- 1.6 Harassment or discrimination of any kind will not be tolerated.
 - 1.61 Each member of the board of directors is responsible for striving for a safe working environment free from harassment. Executive members must set examples for appropriate behaviour, and must deal with situations of harassment immediately on becoming aware of them.
 - 1.62 CNSA will treat all incidents of harassment seriously and will act on all complaints and to ensure that they are resolved quickly, confidentially and fairly.

2. Meeting Etiquette

- 2.1 All attendees of CNSA conferences shall conduct themselves in a professional and courteous manner showing respect to others at all times as outline in item 1 of this policy.
- 2.2 All attendees shall keep their badge/nametag in full view at all times while attending the meeting.
- 2.3 All attendees are asked to arrive on time to meetings, events, and programs and attend the entire meeting.
- 2.4 Professional business attire or business casual attire is acceptable style of dress for all professional CNSA meetings and events.

3. Disciplinary Action

- 3.1 CNSA will discipline anyone who the Board of Directors has deemed to be in violation of this policy.

- 3.1.1 Corrective action for violators of this policy will include any of the following, depending on the nature and severity of the complaint:
 - 3.1.1.1 a written reprimand to be sent to the student(s) or chapter in question;
 - 3.1.1.2 a written reprimand to be sent to their Head of school of nursing;
 - 3.1.1.3 a suspension from any future CNSA events; or
 - 3.1.1.4 In the case of organizations, the severance of a business relationship.
- 3.2 Any and all complaints of those who are believed to be in violation of this policy should be reported immediately.
- 3.3 CNSA will not disclose any information about a complaint, except as necessary to investigate to take necessary disciplinary action. CNSA members and the Board of Directors will respect confidentiality in the same way.

Please direct your questions and concerns to a member of the CNSA Board of Directors.

ELECTIONS POLICY

Approved by National Assembly: January 2011

This policy will explain the procedures for holding nominations and elections as practiced by CNSA. The sections of this policy as they occur in the document are:

1. Eligibility Requirements
2. Nomination of Candidates
3. Candidate Representation
4. All Candidates' Meeting (ACM)
5. Campaigns
6. Time Line for Elections and Appointments
7. Voting
8. Results of Elections and Appointments
9. Invalid Results
10. By-Elections
11. Replacement of Members of the BOD or Officers
12. Dealing with Complaints
13. Appeals of the Chair's Decisions
14. Misconduct

1. Eligibility Requirements

- 1.1 All potential Candidates shall properly complete the nomination process for their desired position in order to become a candidate.
- 1.2 The nomination period will occur during the annual National Conference. It shall begin after the close of the first day of Regional Meetings and end before the second session of National Assembly.
 - 1.2.1 In the case of potential candidates that are unable to attend the National Conference the Chair of the Nominations and Elections Committee (CNEC) may accept complete nominations from said individuals a week in advance of the conference.
 - 1.2.2 Said candidates will need to provide the name of an Agent to represent them at the conference during the All Candidates' Meeting (ACM) and to give a speech on their behalf.
- 1.3 The All Candidates' Meeting (ACM) shall occur after the announcement of the official list of nominees.
- 1.4 All ordinary members of the Association (individual, distance) are eligible to present themselves as nominees for Officer and/or Board positions.
- 1.5 Members of the Association who are currently in an elected office, and wish to run for another term, shall be considered eligible given the successful completion of the nomination process. Current Executives who run for another term may be excused from CNSA Office duties during the ACM.
 - 1.5.1 No one may serve more than two (2) consecutive terms in any one elected position.

2. Nomination of Candidates

- 2.1 All potential candidates shall submit a valid nomination form in order to become a candidate eligible for election.
- 2.2 The nomination form shall contain the following information in order to be considered valid:
 - 2.2.1 Full name, common name, signature and school of said candidate (where applicable).
 - 2.2.2 Contact information
 - 2.2.3 Name, signature, and school of the nominator
 - 2.2.4 Five names, signatures, and schools of members of the Association who support the nomination
- 2.3 Any ordinary member of the Association may sign more than one nomination form, but may not nominate more than one candidate.
- 2.4 The CNEC shall ensure that any and all names that appear on all nomination forms are those of registered students and official members of the Association.
- 2.5 Failure to fully complete the form will result in the candidate's ineligibility to stand for election.
- 2.6 Knowledge of nominations shall be kept in the strictest confidence by the chair of the nominations and elections committee until the close of the nomination period.
 - 2.6.1 The official list of nominees shall be announced before the close of the second session of National Assembly by the CNEC.
- 2.7 Prior to elections being held, each candidate shall be given the opportunity to present themselves to the National Assembly.
- 2.8 A majority vote by secret ballot shall be conducted. The winner of this vote shall be ratified by the Nominations and Elections Committee.
- 2.9 If there is only one candidate for an elected position that person shall be considered acclaimed pending a YES/NO vote during the election process.
- 2.10 If there is no one nominated for an elected position, the Board of Directors shall appoint an individual to fill that position as per the governing documents.

3. Candidate Representation

3.1 Agents

- 3.1.1 A candidate may choose to appoint an Agent to act on their behalf in their absence.
- 3.1.2 The agent will carry the same level of responsibility as the candidate.
 - 3.1.2.1 Any action of the Agent will be considered to be an action of the candidate and candidates shall be held responsible for any actions of their Agent.
 - 3.1.2.2 Agents will attend the ACM
- 3.1.3 Agents are not allowed in the tabulation room unless they are also a scrutineer.
- 3.1.4 The Agent must be designated on the nomination form included in the nomination package. This form will be completed and returned by the end of the nomination period.
- 3.1.5 An Agent may be removed by their candidate at any time by submitting a written notice to the CNEC.

- 3.1.5.1 Once a candidate has removed an agent this right becomes forfeit. At no time will an Agent be replaced.
 - 3.1.6 Agents may not be a full time staff member of CNSA, an Officer, or a member of the BOD.
- 3.2 Scrutineers
 - 3.2.1 A scrutineer is a representative for the candidate during ballot tabulations.
 - 3.2.1.1 Only one scrutineer is allowed per candidate.
 - 3.2.1.2 If a scrutineer is present a candidate may not be present. Only one is allowed to attend the tabulation.
 - 3.2.1.3 A scrutineer is only permitted to make an objection during tabulation if there is due cause.
 - 3.2.1.4 A scrutineer may not participate in tabulations.
 - 3.2.1.5 The scrutineer may appeal to the chair of the nominations and elections committee regarding a ruling made by the CNEC about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

4. All Candidates' Meeting (ACM)

- 4.1 An ACM shall be called no later than twenty-four (24) hours after the close of the Nomination Period.
 - 4.1.1 The date, time, and agenda for the meeting will be included in the nomination package.
- 4.2 All Candidates must be represented at the meeting either in person or by their agent.
 - 4.2.1 Failure to attend the ACM will result in disqualification from the election.
- 4.3 The following items shall appear on the agenda for the ACM:
 - 4.3.1 Introduction of the CNEC, nominations and elections committee members, a complete list of the candidates, a review of the Elections Policy, an explanation of the Open Forum format, and a question and information period.
- 4.4 Quorum for the ACM is met when the CNEC is present.
 - 4.4.1 It is recommended that the nominations and elections committee attend.
- 4.5 When there is a failure to meet quorum the meeting must be rescheduled as soon as possible. Any candidates not in attendance of the failed meeting will not be penalized.

5. Campaigns

- 5.1 Campaigning shall be defined as the solicitation for support.
 - 5.1.1 Campaign materials may include, but are not limited to, flyers, posters, banners, classified ads, buttons, electronic media, and clothing.
 - 5.1.2 All campaign materials must be approved by the CNEC prior to use.
 - 5.1.3 Verbal campaigning is allowed.
- 5.2 Campaign restrictions
 - 5.2.1 No campaign material may be posted in CNSA space, including: the CNSA Office, the CNSA website, and CNSA email list serves.

- 5.2.2 Email, automatic mail notices, and other forms of electronic mail notification are not allowed. Electronic media such as web sites are considered acceptable provided the web address is given to the chair of the nominations and elections committee for review.
- 5.2.3 Each candidate will restrict spending on their campaign as follows: for Regional Director - \$100, for BOD - \$150, and for Officers - \$50. Any candidate that exceeds this amount of money shall be disqualified from the election.
- 5.2.4 Campaign spending may not come from CNSA regional or national finances.
- 5.2.5 Campaigning cannot interfere with the normal functioning of CNSA.
- 5.2.6 No campaign or campaign materials will be degrading towards other candidates.
- 5.2.7 No person may damage, alter, remove, dispose, or otherwise hinder or impede any property or campaign material belonging to another candidate.
- 5.2.8 Candidates may not address any group in an academic forum.
- 5.2.9 Commercial solicitation is prohibited.
- 5.2.10 Campaigning cannot be performed by CNSA staff, BOD, Regional Directors, Officers, or members of the nominations and elections committee.

5.3 Campaign Time Lines

- 5.3.1 A budget shall be submitted to the CNEC by the close of the Open Forum on the last day of the campaign period. Said budget will include: all donated, used, and/or purchased materials, as many receipts as possible to verify prices. If no expenses are incurred a budget is not required.
- 5.3.2 The CNEC will make an announcement that all campaigning and note passing is to cease. Should any candidates or their agents continue to campaign or pass notes said candidate will be disqualified immediately.
 - 5.3.2.1 Should any voting members continue to campaign or pass notes after the announcement has been made to stop campaigning said voting members will be given one verbal warning to cease. Should campaigning/note passing continue the vote for said member shall be removed for the current election.

6. Time line for Elections and Appointments

- 6.1 Any dates for CNSA Elections and Appointments shall be ratified by the BOD before said election is held.
- 6.2 Advertising for elections shall be done for a minimum of two weeks prior to the opening of the nomination period.
- 6.3 Advertising will include the following (where applicable):
 - 6.3.1 The position(s) available, contact information for the CNEC; date, time, and locations of the opening and closing of the nomination period, ACM,

- beginning and end of the campaign period, the Address, and the opening and closing of the polls and their location.
- 6.4 Advertising can be done through the following means, but are not limited to, the CNSA website, general postings, email list serves.
 - 6.5 The nomination period for general elections shall commence no later than after the close of the first day after the close of the first day of regional meetings during the annual national conference.
 - 6.6 The nomination period shall be open for at least one (1) business day before the start of the campaign period.
 - 6.7 Nominations will close at the beginning of the second session of National Assembly.
 - 6.8 The nomination period shall close a minimum of one (1) day prior to the opening of the general polls.
 - 6.9 There shall be at least one (1) Address held during the campaign period.
 - 6.10 The campaign period shall last a minimum of one (1) day and will end at the end of the Open Forum on the day of the opening of general polls.
 - 6.11 Polling for all CNSA elections shall occur for a minimum of one half hour, or until all votes are accounted for.
 - 6.12 The election will be held annually on the final day of the national conference.
 - 6.13 Polling stations shall open immediately after the end of the Address period.
 - 6.14 Official results of any elections and appointments shall be publicized through the CNSA website and email list serves.

7. Voting

7.1 Voter eligibility

- 7.1.1 Only current individual members of the Association who are the Official Delegates for their member school are eligible to vote in CNSA elections.
- 7.1.2 There shall be no vote for any affiliate members of CNSA.
- 7.1.3 In the event that the OD is unable to vote, then their proxy or their Associate Delegate shall vote on their behalf.
- 7.1.4 Any and all given voter's names and school names must appear on a master list of registered OD/ADs provided by the Regional Directors.
- 7.1.5 If a voter's eligibility is brought into question, said voter must procure documentation from their school of nursing indicating that they are currently enrolled at a Canadian nursing school or are a recent graduate. The CNEC must authorize this documentation, in its original form, prior to the voter being permitted to cast a ballot. Said documentation will be retained by the chair of the nominations and elections committee until the results of the election have been ratified by the national assembly.

7.2 Voting Procedure

- 7.2.1 All ballot boxes must remain sealed throughout the Polling period.
- 7.2.2 The CNEC will keep the ballot boxes, and master lists of registered students, and ballots for each assigned polling station.
- 7.2.3 All voters must provide the Polling Clerk with a valid Canadian school of nursing identification card and the National Assembly voting card prior to being permitted to cast a ballot.

- 7.2.4 Poll Clerks shall ensure that the information provided on the identification card is the same as the information given on the master list of voters.
- 7.2.5 The Polling Clerk shall make a permanent mark on each voter's name on the master list of registered students at the time of issuing the ballot.
- 7.2.6 Polling Clerks must initial the back of each ballot that they hand out. This is for the CNEC's reference as to the origin of the ballot. If the initial is absent the ballot can be declared invalid.
- 7.2.7 All voting shall be done by secret ballot.
- 7.2.8 Quorum for the vote shall be 80% of the attending voting delegates of CNSA participating in National Assembly and the Regional Executives, respectively.
 - 7.2.8.1 If quorum fails the election will be declared invalid.
- 7.2.9 Positions of Polling Clerks shall be occupied by members of the nominations and elections committee and will be instructed on how to do the job prior to the opening of the polls.
 - 7.2.9.1 Training will be provided by the CNEC regarding policy and procedures to follow while on duty.
- 7.2.10 There shall always be a minimum of one Polling Clerk on duty at all polling stations. Polling Clerks may not leave their station unless they are properly relieved by another Polling Clerk, a nomination and elections committee member or the CNEC.
- 7.3 Polling locations shall be designated by the nominations and elections committee as official Polling Stations that must be open during the open polling time.
- 7.4 Ballot boxes must remain in full sight at all times when they are not secured by the CNEC.
- 7.5 Ballots
 - 7.5.1 Ballots shall read: "You may select one (1) candidate or abstain" or
 - 7.5.2 In the event where there is only one candidate, a YES/NO checkbox shall be used.
 - 7.5.3 The names of the candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one was stated on the nomination form.
 - 7.5.4 Ballots must be secured prior to the opening of the polls by the CNEC.
 - 7.5.5 Ballots shall be destroyed by the CNEC no later than twenty-four (24) hours after final ratification of all elections and appointments.
 - 7.5.6 Any mark on the ballot which clearly denotes a preference for one of the candidates, as determined by the CNEC, shall be valid and will be counted.
 - 7.5.7 Ballots shall be numbered in sequence. The CNEC will keep a record of the number of ballots and which numbered ballots were distributed to each polling station.
 - 7.5.8 Ballots are only accepted during the polling period.
- 7.6 Tabulation and Validation of Votes
 - 7.6.1 Tabulation shall begin when quorum is reached, immediately following the close of the polling period, provided that there are no appeals in

progress that have resulted from the nomination, campaign, or polling period.

- 7.6.2 Quorum for tabulation is the CNEC and committee members of the nominations and elections committee.
 - 7.6.2.1 Failure to meet quorum does not invalidate an election. Tabulation shall then occur as soon as possible.
- 7.6.3 Only the CNEC and member of the committee are allowed to touch any ballot boxes, ballots, or the polling stations' master lists of registered students, following the close of the polling period.
- 7.6.4 No persons may enter or exit the room in which ballots are being tabulated from the time the first ballot box is opened until the final count has been completed and approved by the CNEC.
 - 7.6.4.1 The only exception shall be in emergencies when all boxes will be re-sealed immediately until the emergency has been resolved.
- 7.6.5 The CNEC shall make all rulings on ballot spoilage. Any such rulings can be appealed to the committee when said spoiled ballots may alter the outcome of the election.
- 7.6.6 Any objections to the method of tabulation shall be voiced at the time of tabulation.
- 7.6.7 Ballots shall be counted a minimum of two times, unless the CNEC, the members of the committee, and all the present scrutineers determine that a second count is not necessary.
- 7.6.8 Any member of the Association may request a recount with due cause.
- 7.6.9 Spoiled ballots
 - 7.6.9.1 A ballot must not have any non-natural markings on it. For example, improper number of candidates selected, other writing on the ballot, etc.
 - 7.6.9.2 A ballot that has been vandalized, torn, or soiled shall be excluded.

8. Results of Elections and Appointments

- 8.1 The results for an election shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the BOD, and all members of the Association.
- 8.2 The BOD and/or National Assembly shall ratify the results of the election as per the Governing Documents to make the results official.
- 8.3 When there is a difference in votes between the winner and a runner up of two (2) votes or less; or, if there is reason to do so as a result of a dispute the CNEC will match the total number of ballots to the total number of voters to ensure that they match in numbers.
 - 8.3.1 The BOD and/or National Assembly shall not ratify the results until any and all disputes or appeals are resolved.
- 8.4 Ratification shall be by two-thirds majority.
 - 8.4.1 Failed ratification shall result in an invalid election.

8.4.1.1 Ratification may only fail for policy infractions that provide an unfair process in the election, a chair of the nominations and elections committee ruling, or failed quorum during voting.

8.4.2 No appeals may be made after the ratification of the final count and results by the BOD.

9. Invalid Results

9.1 Should the results of any election and/or appointment be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.

9.2 Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.

9.3 The re-vote shall be publicized as per the policy's requirements.

10. By-Elections

10.1 By-elections shall occur when there is a vacancy in an Officer or BOD position in keeping with the Governing Documents of the Association.

10.2 The CNEC shall begin the by-elections process at the discretion of the BOD in either of the above vacancies.

11. Replacement of Members of the BOD or Officers

11.1 A vacancy on the Executive Committee, composed of the President, Vice-President and Director of Inter/Intraprofessional Education & Research, and Director of Communications, shall be filled as follows:

11.1.1 In the incidence of vacancy of said positions prior to the commencement of the term of office (commencing April 1), the vacant position will be filled by the first runner-up of the most recent Board Election or by Appointment by the Board of Directors (per section 6.08 of the bylaws).

11.1.2 In the incidence of vacancy of the President after the initiation of the term in office, the Vice President shall become President and vacate their office (per section 6.08 of the bylaws).

11.1.3 In the incidence of vacancy of the Vice President Director of Inter/Intraprofessional Education & Research or the Director of Communications during the Term of Office, the position may only be filled by an existing member of the Board of Directors (per the rules and regulations).

11.1.3.1 In the incidence that a member of the Board of Directors is unwilling or unable to move into the vacant Executive Committee position, this Board of Directors will renounce this individual of the power and duties of an Executive Officer, and an existing Board member will be appointed per section 7.02 of the bylaws.

11.1.4 A vacancy on the Board (with the exception of the EC) shall be filled by the first runner-up of the most recent election or by appointment by the BOD (per section 6.08 of the bylaws).

- 11.1.4.1 In the event that there are no runners-up, the vacancy shall be advertised for two weeks by the CNEC and a by-election will be held in accordance to the policy.
- 11.1.4.2 There will be no campaigning for the Board Appointment.
- 11.1.4.3 The board shall elect a nominee to fill the position or positions at their first meeting following the nomination period.

12. Dealing with Complaints

- 12.1 Any member of the Association may file a complaint regarding any aspect of a CNSA Election and Appointment.
- 12.2 All complaints shall be brought before the CNEC first. Complaints need not be in writing. They shall be brought before the CNEC as soon as possible, unless otherwise stated in this policy, after the breach of policy occurs.
- 12.3 The CNEC may make an immediate decision if all the facts are known or may make further inquiries before making a decision.
 - 12.3.1 Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, policy infringements not dependent upon witness testimony such as improper display of campaign materials.
- 12.4 Complaints which involve extensive investigation or witness testimony shall be brought before the Nominations and Elections Committee. The Nominations and Elections Committee may hold a hearing at their discretion.
- 12.5 The CNEC shall be empowered to assess any penalty enforceable by CNSA. The CNEC shall ensure that the penalty is commensurate with the nature of the infraction. The Nominations and Elections Committee is also so empowered.
- 12.6 The CNEC shall be empowered to make any ruling, regarding the Elections and Appointments on any issues not already stated within this policy, and not covered in the governing documents of the Association. The Nominations and Elections Committee shall be empowered with the same authority for the purpose of resolving complaints and appeals.
- 12.7 CNEC decisions may be appealed to the CNEC or to the Nominations and Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CNEC first, at the time of tabulation.
- 12.8 The CNEC and/or the Nominations and Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNSA President who shall forward it to the Board.

13. Appeals of the Chair's Decisions

- 13.1 Appeals of any ruling made by the CNEC shall be made in writing to the CNSA President no later than 24 hours after the final count. Said written complaints must include a letter listing any and all points of dispute, a listing of any and all Articles and/or Policies of the Constitution that were allegedly violated and any and all documentation that demonstrates said violations.

- 13.2 The Nominations and Elections Committee, with the CNEC and the Parliamentarian shall hear the appeal. The CNSA Past-President shall also be a voting member. The Committee shall proceed with an appeal hearing.
- 13.3 All items described in section 1 shall be collected and placed in a Case Package which shall serve as the sole location for any and all materials related to a given complaint.
- 13.4 Copies of said Case Package shall be forwarded to the Nominations and Elections Committee and to the accused party.
- 13.5 The Case Package and all audio recordings of the hearing shall be retained by the CNEC until the Election and/or Appointments in question are ratified by the Board.
- 13.6 Appeal Hearings
 - 13.6.1 The CNSA Past-President shall schedule a hearing at the earliest convenience of all parties involved. At this time, the Plaintiff and the Defendant will be heard by the Nominations and Elections Committee. Attendance at the hearing is mandatory for all involved parties.
 - 13.6.2 The CNEC shall be present at the hearing.
 - 13.6.3 All hearing proceedings shall be recorded in audio format.
 - 13.6.4 Immediately following the presentations of all involved parties, the CNSA Past-President, CNEC and the Nominations and Elections Committee shall hold a teleconference and shall make a ruling on said dispute.
 - 13.6.5 A written report shall be produced after their final decision, stating the nature of the appeal, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNEC who shall forward it to the Board. A copy of said report shall go in the case package which will then be forwarded to head office.

14. Misconduct

- 14.1 Misconduct is the improper behaviour (intentional or not) or intentional wrongdoing of a candidate, their representatives, or voting members. Misconduct may include, but is not limited to, any violations of the CNSA Elections Policy, Code of Conduct, Bylaws, and Rules and Regulations.
 - 14.1.1 All misconduct shall be reported to the CNEC for investigation. If it is found that a candidate, or their agent, has acted improperly during the nominations and election period said candidate will be disqualified.
 - 14.1.2 Should any voting member of the CNSA act improperly during said period, they will be given one verbal warning. Should the misconduct continue, said voting member will lose their vote for the election.

PRIVACY POLICY

Approved by National Assembly: January 2011

Introduction

The Canadian Nursing Students' Association (CNSA) is the national voice of Canadian nursing students. CNSA is actively dedicated to the positive promotion of nurses and the nursing profession as a whole. As a non-profit corporation, CNSA does not allow commercial use of its information. CNSA has formulated this policy for the occasional instances where information is considered to be personal.

Specific Information that CNSA Collects and Uses

The following are the specific types of information assembled and used by CNSA:

1. Contact information for member institutions and individual members. This is used for communications only.
2. Directory (contact information) of members of the CNSA Board of Directors, CNSA committees, and other individuals who represent CNSA on special purpose bodies and assignments is kept at the CNSA office.
3. Conference and meeting registrations (contact information for attendees). This is used exclusively to assist with conference registration and logistical purposes.
4. Awards information (such as testimonials, descriptions of qualifications, and transcripts) is used only for the purposes of the awards in question. Authorization for the use of same must be signed by the nominee. The names of certain individuals connected with the entrant may be contained in the entry forms themselves. This information is not retained after the issue of the award.
5. Minutes of meetings of the Board of Directors are available to the members. Members of the Board of Directors consent to having their statements/opinions disseminated in this way;
6. The CNSA office has personnel information concerning the Board of Directors and Officers. This information is used exclusively for staffing/personnel purposes. It is retained for seven years in case it is needed for tax purposes.

CNSA does not sell its list of institutional members to third parties. An institutional member may request access to their own membership records at any time.

TRAVEL AND ACCOMMODATIONS POLICY

Approved by National Assembly: January 2011

The Canadian Nursing Students' Association (CNSA) provides financial compensation for the expenses outlined below. Board members shall not be compensated for loss of salary resulting from attending meetings representing CNSA. Board members, Officers, and staff shall be reimbursed for expenses incurred by attendance to authorized CNSA events. To ensure cost-effectiveness of travel and accommodation arrangements, CNSA requires that travel requests are approved by the Executive Committee or the Administrative Officer at the minimum 60 days in advance of the meeting. In the event that a travel request is submitted after the 60 day minimum, it will not be honoured unless extenuating circumstances exist that are approved by the Executive Committee. It is the individual's responsibility to substantiate the claim by submitting a comparison of the costs. Please contact the CNSA Administrative Officer before making the arrangements.

1. **Transportation:** When planning your itinerary, please select the most economical means of transportation (i.e. economy air, bus shuttle to and from airport, train, bus, etc.).

- 1.1. Air

- 1.1.1 Each individual makes his/her own arrangements and provides "proof of purchase" for reimbursement. If this is not feasible, the Board member will contact the Administrative Officer with reasonable notice and appropriate details so that flights can be booked with the Corporate Credit Card, though they are subject to the policy.
- 1.1.2 In the incidence that the Corporate Credit Card is to be used to book travel for a Board member, airline, flight number, and departure time are required for the proposal.
- 1.1.3 Each individual ensures that all bookings are made at the lowest possible fare.
- 1.1.4 Bookings should be made immediately after confirming attendance at a meeting. The advanced booking and confirmation of the flight ensures that space is available at the most advantageous fare and that there is ample time for ticket delivery.
- 1.1.5 *Changes or Cancellations:* Please provide as much notice as possible to the Administrative Officer of any changes or cancellations that must occur so that they can be rectified immediately.

- 1.2. Automobile

- 1.2.1. When travel by car is necessary and the cost of travel by car is more/as economical as travel by bus or train, CNSA will reimburse the amounts indicated on submitted receipts. Parking will also be provided.

- 1.3. Taxi Fares

- 1.3.1. Actual taxi fares will be reimbursed. Individuals are requested to use bus/shuttle service to and from airports and hotels. Where taxis are

necessary, individuals are asked to share taxis and fare wherever possible. Travel receipts must be attached to the Expense Claim Form.

2. Accommodations

- 2.1. Hotel arrangements will be made for each individual through the CNSA Administrative Officer for Board of Directors meetings. Where individual arrangements must be made for external meetings, Executive Committee approval is required and receipts should be submitted to the Administrative Officer through the Expense Claim Form.
- 2.2. Confirmation of hotel arrangements will be forwarded to each individual for Board of Directors meetings.
- 2.3. The hotel room charges and taxes will be billed directly to CNSA. Meals and incidentals must be paid by the individual and claimed on the Expense Claim Form.
- 2.4. For Board of Directors meetings, Board members shall stay no less than 2 to a room and no more than 3 to a room at any given meeting, with the exception of one individual of a particular sex who is unwilling to stay with individuals of the opposite sex.
- 2.5. If a meeting exceeds four nights of stay, Board members will stay 2 to a room.

3. Meal Allowances

- 3.1. The CNSA Board of Directors and Officers shall be reimbursed a maximum of twenty five dollars (\$25) per meal and a daily maximum of fifty dollars (\$50) [plus a daily maximum of ten dollars (\$10) for incidentals] when on official business for the Association. As per section 4 (Reimbursement) of the CNSA Travel and Accommodations Policy, all original receipts (including applicable taxes) must be produced in order to receive compensation (excluding incidentals).
- 3.2. The CNSA Board of Directors and Officers shall not claim meal expenses where they are provided for by CNSA or any other third party.
- 3.3. Reimbursement of meal costs is at the discretion of the Administrative Officer.
- 3.4. Beverages with alcoholic content cannot be claimed for reimbursement.

4. Reimbursements

- 4.1. Please submit expenses within 30 days after the meeting whenever possible. Claims in excess of the allowed expenses will be deducted when the expense account is paid. Receipts are required for all expense claims.

Bilingualism Policy

Approved: January 2010

Approved by: National Assembly

1. The Canadian Nursing Students' Association is a bilingual and multicultural association. English and French are its official languages.
2. The Association's objective is to offer services of equal quality in both languages to the members of the Association and to the general public.
3. All publications issued by the Board of Directors to the National Assembly and/or to the public shall be issued simultaneously in both official languages. Some exceptions may be made when the communication is urgent, when the translation cannot be done in a reasonable amount of time, or if the EC deems the translation to be financially unfeasible. In these cases, the translated communication will follow when, or if, applicable.
4. At meetings, every member of the Canadian Nursing Students' Association has the right to express himself/herself and be understood in the official language of his/her choice.
5. Every CNSA member has the right to use English or French in his/her dealings with the BOD

Corporate Credit Card Policy

Approved: January 2009

Approved by: National Assembly

1. Authorized User

- 1.1 To ensure good financial management and sound corporate governance, the Administrative Officer and President shall be the sole bearers of the Corporate Credit Card (CCC).
- 1.2 Access to the CCC is based on CNSA Rules and Regulations which grant signing authority over funds, but does not include the VPIER and Director of Communications.
- 1.3 Each CCC will be cancelled upon termination of the cardholder's term of office or if the authorized holder ceases to have responsibilities that require it.
- 1.4 The Administrative Officer shall collect all terminated CCCs in order to be destroyed.
- 1.5 An up-to-date record of Authorized Users, including date of issue/termination and card limit, will be maintained and held by the Administrative Officer.
- 1.6 Authorized Users must operate in accordance with the CNSA Rules and Regulations and are forbidden to use the CCC for transactions that are not previously approved by the CNSA Executive Committee.

2 Limitations

- 2.1 The Upper limit of each CCC shall not exceed \$10,000.
- 2.2 The CCC shall not be used for the withdrawal of cash, even if the intended use is for approved CNSA expenses.
- 2.3 The CCC shall never be used for any type of personal expenditure.
- 2.4 Any expenditure for which supporting receipts are not presented, or has not been pre-approved by the Executive Committee, will become the liability of the cardholder.

3 Intended Uses

- 3.1 The CCC shall only be used for the following types of expenses:
 - 3.1.1 Accommodation bookings and payment
 - 3.1.2 Travel costs (i.e. air, train, taxi etc.)
 - 3.1.3 Conference and Event Registration
 - 3.1.4 Costs related to the CNSA National Conference Program (i.e. texts, assembly packages, travel for workshop leaders, etc.)
- 3.2 The Administrative Officer is able to utilize the CCC for any position-related expenses and meals as per the Travel and Accommodation Policy.
- 3.3 All expenses must be pre-approved by the Executive Committee and must be in accordance with the Rules and Regulations.

4 Responsibilities

- 4.1 The Administrative Officer shall be responsible for the receipts of monthly statements and payment processing.
- 4.2 The Administrative Officer and President must retain all receipts of transactions and submit them in a timely manner.
- 4.3 Like all financial material, CCC statements and the respective receipts will be surrendered to the bookkeepers for processing.
- 4.4 It is the responsibility of the Administrative Officer to pursue any disputed items with the Credit Card issuer/vendor.
- 4.5 Supervision of the account shall be the responsibility of the Administrative Officer.
- 4.6 If at any time the need to cancel the CCC should arise, it shall be the responsibility of the Administrative Officer.

5 Board of Directors/National Officers Travel Expenses

- 5.1 Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. The Executive Committee or Administrative Officer, and come in writing with reasonable notice, must approve any requests.
- 5.2 In the event that a Board member or Officer has had travel arrangements paid by CNSA up-front and then either:
 - 5.2.1 Resigns from their position before completing travel
 - 5.2.2 Can no longer attend the meeting/conference because of illness
 - 5.2.3 Can no longer attend for any other reason; the following rules will apply
- 5.3 The Board member (or Officer) in question will be responsible for reimbursing CNSA the cost of the paid travel arrangements.
- 5.4 If a suitable replacement can be found for the CNSA Board member (or Officer) at no extra fees/charges, the Board member (or Officer) will not be held financially responsible for the paid travel arrangements.
- 5.5 If a replacement can be found for the CNSA Board member (or Officer) but there are fees/charges for changing the travel arrangements that are already booked, then those fees will be the responsibility of the CNSA Board member (or Officer).
- 5.6 Concerning the above point (5.5), the Board member (or Officer) can also submit a proposal to CNSA's Board of Directors to have covered by CNSA extra fees/charges that apply only to costs in changes of travel arrangements already booked; 2/3 approval majority would be needed from CNSA's Board of Directors for this to apply; in the event 2/3 majority approval is not obtained, the extra fees/charges will not be reimbursed.
- 5.7 In the unlikely event that the replacing individual is unable to attend the meeting/conference after the original travel arrangements have been changed for this (replacing) individual, then the replacing individual (and not the original CNSA Board member or Officer in question) is now responsible for finding another replacement and dealing with any incurred travel costs as stated above.

Sponsorship Policy

Approved: January 2009

Approved by: National Assembly

The Canadian Nursing Students' Association shall apply the following standards in the assessment of commercial sponsorship proposals and in the determination for acceptance or rejection of commercial sponsorship for CNSA and/or for the benefit of its institutional and individual members:

1. CNSA, while acknowledging that individual members will be subject to specific guidelines and policies, shall respect the spirit of the guidelines established by the association for relationships between nursing organizations, and their members with industry.
 - a. The primary objective of sponsorship will be the advancement of the health of Canadians, which includes the opportunity for CNSA to provide or make access available to educational events for the betterment of its membership;
 - b. All funds from a commercial source should be provided without restrictions and payable to CNSA; and
 - c. Scholarships or other special funds to permit CNSA individual members to attend educational events shall be subject to CNSA having sole authority for determination of the recipients of any such scholarships or funds.
2. Sponsorship shall be consistent with and support the Objectives of CNSA
3. CNSA will not accept sponsorship from organizations involved in the promotion, manufacturing or distribution of products or activities which are inconsistent with a healthy lifestyle, including, without limitation, tobacco, alcohol and gaming.
4. CNSA will not accept sponsorship from organizations involved in the solicitation of nurses for employment opportunities outside of Canada, with the exception of those corporations interested in humanitarian/relief efforts. Furthermore, we will not accept sponsorship from organizations interested in the recruitment of internationally trained nurses for work within Canada.
5. CNSA will not enter into sponsorships that involve commitments which are in conflict with other CNSA sponsorships or CNSA commitments without full transparency and the consent of all involved parties.
6. All sponsorships will allow for termination on reasonable commercial terms in order for CNSA to retain independent authority to continuously assess each sponsorship, including the right to immediate termination with cause.

7. CNSA will not compromise the intellectual value of the CNSA image and brand and will retain control over the commercial use of CSNA intellectual property.

8. CNSA will respect and adhere to all privacy laws and confidentiality entrusted to CNSA by its members

9. A decision to approve sponsorship will require a resolution enacted by the Executive committee by two thirds majority and any such decision will be effective at such time as may be determined by the Executive committee with the proviso that the Executive Committee will provide a report at each CNSA Board of Directors meeting of all sponsorships accepted and rejected by the Executive Committee since the last Board of directors meeting and any such decisions will be subject to review by the National Assembly.

National Assembly Board Reports

Name: Evan Jolicoeur

Position: President

Location: McGill University, Montreal, Quebec

OBJECTIVE 1: Be the Primary Resource for Nursing Students.

Achieved through:

- Worked on a plan to allow for more accessible and relevant information by making steps to begin the website renewal process.
- Work with the Director of Communication and the Informatics Officer to encourage consultation from the membership regarding services and information.
- Exploration and development of contacts for external services for membership.
- Worked with the Board of Directors to encourage translation and representation of the organization as a fully bilingual one.
- Engaging nursing students and potential members by working on establishing new benefits of membership.
- Worked with the Board of Directors, specifically the DCLD on the National Nursing Student Week, to promote and develop a more robust national program to engage members and communities to celebrate.
- Availability to all members via emails, answered all communications within a timely manner.
- Maintain the spokesperson role for the organization at various stakeholder meetings and conferences.
- Ensure along with the National Conference Director and the Director of Bilingualism and Translation that all official documents are translated and that there is simultaneous translation at National Conference 2012.

Recommendation for National Assembly:

Upon fee increase, ensure designation of budget towards recruitment-related travel, along with an extensive recruitment and retention strategy. Develop plan for search and selection of a full-time employee as per increase in overall budget. Designate the Director of Membership Services and President to specific services that NA would find useful and valuable to the general membership.

Recommendation for Incoming BOD member:

Ensure that professionalism and communication policies are strictly followed. Ensure continuous communication between the Executive Committee, and make every effort to attend (via teleconference or skype) various CNSA committees (as the President is ex-officio on each committee). Maintain close contact with the regional directors, and perhaps designate meeting time with the President and the 5 RDs, as to ensure proper communication and distribution of

information to the general membership. Continue national media exposure and promotion of CNSA initiatives through various stakeholders. With the DMS, RDs and President, finalize a multimedia tool for recruitment and orientation (perhaps along with the IO, have a specific tab on the website)

OBJECTIVE 2: Influence and advance innovation in nursing curriculum and research

Achieved through:

- Encourage Regional Directors to establish links with Deans of the various Schools of Nursing across the country and by encouraging individual members and regional executives to involve themselves in faculty committees.
- Continued support for RD's and OD/AD to receive, maintain and engage faculty member's involvement and awareness of CNSA and our activities.

Recommendation for National Assembly:

Mandate the DMS to prepare a package for faculty members, including Deans, Professors, Clinical instructors and Preceptors to allow them to be knowledgeable on CNSA, its activities, and services. Along with this package, Board members could prepare an insert in the OD/AD package to increase faculty advisor role for each chapter.

Recommendation for Incoming BOD member:

Along with the RDs, formulate a resource manual for general members to use to increase student involvement in faculty committees. Continue to investigate venues for general members to share research, including research specific sections on a new website (specific discussion board, tab on the website etc.)

OBJECTIVE: Strengthen linkages and create new partnerships

Achieved through:

This has been an area in which I have concentrated a great deal of time working towards. This past year we have had many elections, in which we our organization proved to have significant influence over as we are both a student and health care organization. Throughout the year our various nursing stakeholders (both provincially and federally) have been invited and up-to-date on events and initiatives of CNSA. By maintaining close, open and inclusive relationships with these valuable, like-minded nursing organizations, we have grown our relationships and obtained invaluable resources from them (ex: advice, wisdom, human resources, material resources). Having many CNSA representative at events of stakeholders across the country we have made the student nurse presence known. By initiating, developing and maintaining relationships with various other stakeholders (both new and old) such as government (Health Canada, Provincial Health Departments), faculties, regional health care groups (Health Quality Council, Ontario Health Coalition, Action Sante etc) and various organizations with many values inline with our own (CIHR, Canadian Health Coalition, Canadian Patient Safety and many more). We have increased our visibility in media, whether it by interviews in print media, televised programs,

radio etc, specifically surrounding the previous elections and the entry to practice exam. We have engaged in various external organizations in discussions around being more involved, from being general members, to being involved as a voting member, or even having student representation on Boards. CNSA members have joined external organizations committees and subcommittees.

Recommendation for National Assembly:

Ensure that general members are actively encouraged to participate in activities and committees of relevant external organizations. Continue to push for student positions on committees and boards in regional organizations (ex: Nursing regulator/association boards, union boards/councils etc)

Recommendation for Incoming BOD member:

Continue to seek out media opportunities, developing relationships with external national stakeholders, encouraging RDs to continue to develop and promote CNSA to regional stakeholders.

Committee Involvement:

Internal: Board Mediation, Awards, Translation, and Governance

External : RNAO National Nursing Smoking Cessation Initiative, Federal Government Advising Committee on the Canadian Student Loans program for new Nurses and Physicians, CNA Board of Directives (committees within as well), CNA Primary Health Care Advisory Committee, CASN-Infoway Education Technology Committee

Meetings attended:

- CNA Board Meetings (4 in total);
- two ONA Provincial Coordinators meetings
- CNSA BOD meetings,
- Health Achieve (Toronto, ON),

National Assembly Report

Name: Mary Strain

Position: Vice President

Location: Ontario

OBJECTIVE #1: Have joint custody, with the President, Resource Officer and Director of Communications, of the funds of the association;

Achieved through:

- Attend and participate in all Executive Officers conference calls
- Remain in communication with President, Resource Officer, and Director of Communication in regards to our funds and annual budget

Recommendation for National Assembly:

- Continue to support VP to achieve role in timely fashion

Recommendation for Incoming BOD member:

- Negotiate time to be available for EC calls every month

OBJECTIVE #2: Preside at all meetings and act for the president when the latter is unable to be present

Achieved through:

- Attending CASN informatics task force session in presidents absence. Chair of BOD mediation committee in time conflict

Recommendation for National Assembly:

- Keep communication between EC open so that VP is ready to step in and informed as needed.

Recommendation for Incoming BOD member:

- Keep up with current CNSA issues so that you are knowledgeable if you need to step in.

OBJECTIVE #3: Be the chief executive officer of the scholarship/awards activities;

Achieved through:

- Review award criteria used to assist the Awards Selection committee to ensure it is up-to-date
- Promote awards with assistance of Director of Membership Services and Regional Directors
- Contact past sponsors that did not sponsor last year
- Develop new awards where possible
- Oversee that past year sponsors will continue their support

Recommendation for National Assembly:

- This will assist the Awards Selection Committee appropriately select a winner among the prospective candidates

- To get more CNSA members applying for the awards. This can also be used as a recruitment tool for regional directors.
- Establish award again; provide as much financial help available to students
- More financial help available to students
- Assure that we maintain current awards

Recommendation for Incoming BOD member:

- Be creative and advocate for funds for awards that benefit the progression of CNSA

OBJECTIVE #4: Serve as chair of the awards committee

Achieved through:

- Gain representations from each region and communicate
- Gain representation from each region to assist with the selection of individuals for the awards. 3 new awards were created and a total of 10,000 new dollars were allocated.

Recommendation for National Assembly:

- Be sure that OD/AD's are communicating the awards to the school and individual students, so that all regions are getting fair representation

Recommendation for Incoming BOD member:

- Work with BOD to maintain a non-bias environment for award selection

OBJECTIVE #5: Be responsible for coordinating all educational and research activities;

Achieved through:

- Will coordinate educational/research activities with appropriate individuals when activities/opportunities arise

Recommendation for National Assembly:

- Work with schools and deans to support educational activities

Recommendation for Incoming BOD member:

- Be aware and creative with educational activities.
- Utilize officer position for further support and assistance.

OBJECTIVE #6: Be responsible for the supervision of the educational topics discussion board including the monthly topics

Achieved through:

- Oversee the CNSA's website educational topic discussion board and provide educational topics for each month during the academic year

Recommendation for National Assembly:

- Be sure that students are aware of the discussion board

Recommendation for Incoming BOD member:

- Spend time each week monitoring and enabling students to respond

OBJECTIVE #7: Suggest and assist with promotion activities for nursing and research activities;

Achieved through:

- Oversee the CNSA's website educational topic discussion board and provide educational topics for each month during the academic year

Recommendation for National Assembly:

- Be open to new ways of communicating with students in order to better understand promotion and research needs

Recommendation for Incoming BOD member:

- Utilize Research officer and BOD for further ideas

OBJECTIVE #8: Suggest educational activities for member chapters in preparation for discussion of the theme and issues presented at each National Conference.

Achieved through:

- Oversee the CNSA's website educational topic discussion board and provide educational topics for each month **during the academic year**

Recommendation for National Assembly:

- Be creative to expand this area outside of the current discussion board, and accommodate additional social networking.

Recommendation for Incoming BOD member:

- Ensure members are participating in a respectful manner consistent with CNSA's policies and that members have questions addressed

OBJECTIVE #9: Coordinate promotion activities for relevant literature sources;

Achieved through:

- Will coordinate promotion activities with appropriate individuals if the need arises throughout year

Recommendation for National Assembly:

- Encourage members to be actively seeking education opportunities and political action within areas of interest.

Recommendation for Incoming BOD member:

- Ensure members are aware of promotional activities

OBJECTIVE #10: Establish and maintain liaison with research associations (i.e. CHSRF, CIHR, CHSPR) and/or resource persons as deemed appropriate to the Associations' education/research activities; follow the policies and procedures outlined in the Rules, Regulations and Resource Manual;

Achieved through:

- When feasible attend conferences that pertain to research and education
- Update conference database on website
- Communicate and work in collaboration with stakeholders with key interest in education
- Review rules and regulations for position monthly to ensure they are being followed

Recommendation for National Assembly:

- Make suggested changes in the strategic plan to further match the rules and regulations with the reality of the position.

Recommendation for Incoming BOD member:

- Should develop a monthly checklist with priorities

OBJECTIVE #11: Establish and maintain communication with those regional and national Education/Research representatives who may exist; Maintain contact with appointed representatives of the national health science student associations

Achieved through:

- Continued email communication with the National health science student association.
- Furthering involvement with CASN special projects to promote education and research

Recommendation for National Assembly:

- Allow VP to recognize areas that students can be involved in educational and research areas (such as CASN) and delegate students of interest.

Recommendation for Incoming BOD member:

- Advocate for positions on future special project task forces.

OBJECTIVE #12: Promote research assistant positions for member nursing students;

Achieved through:

- Working as research assistance to view the obstacles and increase awareness among nursing students.

Recommendation for National Assembly:

- Communicate with regional directors to make contacts for further research assistant development.

Recommendation for Incoming BOD member:

- Be aware of upcoming opportunities to encourage members to make needed connections

OBJECTIVE #13: Remit to the vice-president-elect all necessary contact information established for the CNSA;

Achieved through:

- Organizing current information

OBJECTIVE #14: Present a written report with recommendations at each BOD and National Assembly meeting;

Achieved through:

- Presenting recommendations at all BOD meetings and teleconferences

Recommendation for Incoming BOD member:

- Attend all meetings and record any additional recommendations for review

OBJECTIVE #15: Work with and mentor the VPIER to ensure a smooth transition;

Achieved through:

- Phone calls and emails with the past VPIER

Recommendation for Incoming BOD member:

- Continue communication with further candidates.

OBJECTIVE #16: Work with and mentor the VPIER to ensure a smooth transition;

Achieved through:

- Communication with new the VPIER to transfer all documents. Be available for conversation after term has ended

Recommendation for National Assembly:

- Allow time and resources to make conversation possible

Recommendation for Incoming BOD member:

- Keep information in a safe well organized location

Committee Involvement:

Internal: Awards committee; Mediation committee; Executive committee;

External: BOD CASN; Palliative End-of-Life Care project; Infoway Project (CASN); Political Advocacy (CASN)

Additional activities:

- Communications and implementation of new awards
- Liaison with President and past president
- Atlantic Regional Conference

Meetings attended:

- May: CASN BOD meeting
- May: CASN Leadership conference
- June: June BOD CNSA meeting
- Sept: Fall BOD CNSA meeting
- Oct: Atlantic Regional: CNSA
- Nov: CASN BOD meeting
- Nov: CASN Council meeting
- Nov: Info way forum
- *Executive teleconferences bi-monthly
- *Several CASN and special project CASN teleconferences

National Assembly Report

Name: Branden Shepitka, RN, BScN

Position: Past President

Location: Laurentian University, Sudbury, Ontario

OBJECTIVE #1: To Be The Primary Resource For Nursing Students

Achieved through:

- Participating in BOD meetings
- Making self available to members through email and networking
- Assisting to advance planning of new CNSA website
- Advising on matters related to Executive Committee and Board of Directors
- Advising on matters related to National Conference
- Ensuring organizational policies reflect needs of nursing students through chairing Governance Committee

Recommendation for National Assembly:

- Approve any proposed expenditures related to website and increasing membership services
- Encourage members to run for Board of Directors/Officer Positions
- Ensure proper transition at your chapter in order to best serve members

Recommendation for Incoming BOD member:

- Make self available in an advisory capacity to the Board of Directors as per governing documents

OBJECTIVE #2: Influence and advance innovation in nursing curriculum and research

Achieved through:

- Advocated for nursing student issues in my former capacity on the Board of the Canadian Nurses Association
- Spoke at the Canadian Association of Schools of Nursing Annual General Meeting on nursing student issues related to the upcoming renegotiation of the Health Accord
- Advised Board of Directors on past practices and issues

Recommendation for National Assembly:

- Support activities related to advocacy in order to have nursing student needs/issues addressed

Recommendation for Incoming BOD member:

- As previous

OBJECTIVE #3: Strengthening linkages and creating new partnerships

Achieved through:

- Attended the Canadian Federal of Labour meeting as a delegate of the Canadian Federation of Nurses' Unions
- Attended Canadian Nurses Association Board Meeting
- Spoke at the Annual General Meeting of the Canadian Association of Schools of Nursing
- Attending network sessions
- Assisted in the creation of a relationship with the Chief Nursing Officer of the Government of the Northwest Territories
- Assisted to continue our relationship with Nursing the Future
- Assisted with new chapter recruitment

Recommendation for National Assembly:

- Support activities related to the creation of new partnerships and the development of current ones

Recommendation for Incoming BOD member:

- Be active in these activities

Committee Involvement:***Internal***

- *Governance Committee, Chair*
- *Board Mediation Committee, Ex-Officio/Non-Voting Member*
- *Informatics Committee*

External

- *CNA Board of Directors*
- *RNAO/CNA Elder Abuse Awareness Project Advisory Committee*
- *RNAO National Smoking Cessation Education Initiative Steering Committee*

Additional activities:

- Registered Nurse, Emergency Department, Health Sciences North Ramsey Lake Health Centre, Sudbury, Ontario
- Registered Nurse, Domestic Violence and Sexual Assault Treatment Program, Health Sciences North Ramsey Lake Health Centre, Sudbury, Ontario
- Clinical Educator, Laurentian University School of Nursing, Sudbury, Ontario
- Panel Speaker, Canadian Association of Schools of Nursing Annual General Meeting

Meetings attended:

- CNSA Spring and Fall Board of Directors Meetings, Ottawa, ON
- Canadian Nurses Association June Board Meeting, Ottawa, ON
- Canadian Federation of Labour Triennial Convention, Vancouver, BC
- Canadian Association of Schools of Nursing Annual General Meeting, Gatineau, QC

National Assembly Report

Name: Laura Gallant

Position: Director of Communications (DOC)

Location: University of Ontario Institute of Technology (Oshawa, ON)

Objective #1: To be the primary resource for nursing students.

Achieved through:

- Maintaining the CNSA website with the Informatics Officer
- Advertising internal and external conferences as an opportunity for collegial networking
- Advertising nursing student events such as Regional and National Conferences, National Nursing Students Week, and Nursing Games.
- Presenting nursing-related links as professional resources
- Ensuring contact information for all chapters and board members
- Maintaining discussion boards where students discuss educational and political issues relating to nursing and healthcare
- Ensuring that all possible email communication to National Assembly and website communication for the public appear in English and French
- Maintaining regular contact with members of the Executive Committee and the Board of Directors
- Maintaining PRN contact with Regional Executives and Officers
- Maintaining access for all Delegates, Officers, and Directors to CNSA email accounts
- Accepting nursing student story submissions to be compiled into a published collection
- Co-facilitating constructive debate of nursing issues within Board of Directors and Executive Committee meetings
- Encouraging student submission of Resolutions and Position Statements for CNSA endorsement
- Disseminating to National Assembly, via email, opportunities for educational and professional involvement on the national level
- Disseminating information, via email, to delegates of opportunities within their region or city on the regional level
- Encouraging participation in the website redevelopment survey
- Encouraging student award submissions

Recommendation for National Assembly:

- Ensure a positive transition period at your chapter schools
- Continue to promote CNSA involvement and raise awareness with general members at your chapter schools
- Continue to promote CNSA events at you chapter schools
- Be encouraged to submit photos from CNSA events to be posted on the website
- Be encouraged to submit student stories

Recommendation for incoming BOD member:

- Continue to promote bilingualism within the association

- Continue to maintain open communication with CNSA members
- Continue to ensure the translation of all official CNSA documents created while resources permit
- Learn how to update the website and discussion board efficiently; work with the webmaster/informatics officer in transition for proper training

Objective #2: Influence and advance innovation in nursing curriculum and research.

Achieved through:

- Articles submitted in the CASN newsletter are distributed to post secondary institutions across the country and viewed by deans and professors alike; the topics submitted on behalf of CNSA are about issues that are important to nursing students
- Support my fellow Board members in their advocacy roles with schools of nursing and external organizations

Recommendation for National Assembly:

- Promote CNSA to faculty and students alike at your respective schools
- Invite faculty and students to events you hold at your schools
- Seek out and promote opportunities for student involvement in nursing research

Recommendation for incoming BOD member:

- Work with the VPIER and Research Officer in promoting research opportunities
- Provide a section on the website for members to share their research with others

Objective #3: Strengthening linkages and creating new partnerships.

Achieved through:

- Being a member of the CFNU Board of Directors and collaborating with them on behalf of CNSA
- Organizing, critiquing, and submitting articles written by Directors for publication in the CASN newsletter
- Advertising conferences hosted by other healthcare and nursing-related organizations on the CNSA website
- Promoting positive relationships between CNSA and other professional associations that represent

Recommendation for National Assembly:

- Get involved in positions of leadership at your respective schools and within the community
- Support the development of current partnerships and the creation of new partnerships

Recommendation for incoming BOD member:

- Be a representative of CNSA to internal and external stakeholders as appropriate and guided by CNSA governing documents and approved Position Statements

- Maintain current professional stakeholder relationships and be open to forge new relationships on a national level
- Set early deadlines for all article submissions; contact communications people from CASN and CFNU early about article expectations; continue to follow up
- Continue to ensure the translation of articles
- Get in contact with stakeholders early to foster a relationship with them

Committee Involvement:

- CNSA Executive Committee
- CNSA Nominations/Elections Committee
- CNSA Awards Committee
- CNSA National Career/Leadership

Meetings Attended:

- Canadian Nurses Foundation 1st Annual Nightingale Gala (May, 2011 in Ottawa, ON)
- Board of Directors Meeting (June, 2011 in Ottawa, ON)
- Canadian Federation of Nurses Unions 30th Biennial Convention (June, 2011 in Winnipeg, MB)
- Board of Directors Meeting (August, 2011 in Ottawa, ON)
- Canadian Federation of Nurses Unions Board Meeting (October, 2011 in Ottawa, ON)
- Ontario Regional Conference (October, 2011 in Toronto, ON)
- Meeting of all Health Ministers Breakfast with the Canadian Federation of Nurses Unions and the Canadian Nurses Association (November, 2011 in Halifax, NS)
- All CNSA Board of Directors and Executive Committee Teleconferences

Meetings Remaining:

- Board of Directors Meeting and National Conference (January, 2012 in Saskatchewan, SK)
- Canadian Federation of Nurses Unions Board Meeting (February, 2012 in Ottawa, ON)

National Assembly Report

Name: Lise Schultz

Position: National Conference Director

Location: Saskatchewan Institute of Applied Science and Technology & University of Saskatchewan

OBJECTIVE #1: Provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country.

Achieved through:

- Maintain contact with regional directors, official and associate delegates in regards to conference
- Use of e-mail to all registrants for the conference to provide information regarding the conference
- Communicated with Director of Bilingualism & Translation in providing translated material that was to be distributed to national assembly

Recommendation for National Assembly:

- NCPC to be in communication with Carolyn Poole Global Account Executive at Conference Direct for assistance with venue contracts from the beginning of the conference planning process.

Recommendation for Incoming BOD member:

- Encourage regional directors to maintain up to date OD/AD contact for the national conference
- Ensure online registration is set for September and maintain firm deadlines, continue with on-line payment
- Ensure all documents to be included into the conference manual are received to the NCD by November 30th and sent to translation as they arrive, to ensure the manual can be translated on time (if possible)
- Suggest continuation of compiling two separate manuals for cost and readability purposes
- The incoming NCD will be given a USB stick with all files that are organized in a logical fashion, the individual is strongly encouraged to utilize this resource as it will make conference planning much easier and efficient
- The NCD be the main contact for professional translation for National Conference documents because it is a separate budget from the CNSA account
- The Director of Bilingualism and Translation be in charge of submission of the Canadian Heritage Grant application, with input from the DBT
- Seek further translation funding due to the high cost and increased information on National Conference website

OBJECTIVE #2: To act as the official voice of nursing students.

Achieved through:

- Attended BOD conference calls fall and winter BOD meetings
- Reported to BOD regarding national conference issue(s) on a regular basis, and attended to issues that presented themselves
- Promoted and encouraged nursing students to attend CNSA national conference, specifically worked with regional directors to encourage attendance.

Recommendation for National Assembly:

- Encourage all CNSA members to communicate with delegates and board members via the appropriate channels of communication

Recommendation for Incoming BOD member:

- Encourage incoming national conference director to commence conference planning immediately
- Ensure host school is aware of the undertaking of the national conference and what that entails regarding time commitments for the NCPC team and student association

OBJECTIVE #3: To provide a medium through which members can express their opinions on nursing issues.

Achieved through:

- From September until the conference, NCPC meetings were held bi-weekly basis, with individual one on one NCPC/NCD meetings bi-weekly in order to ensure that all the organization advanced adequately and that the problems were quickly resolved.
- During the initial planning process, NCPC meetings were held on a monthly/ often bi-weekly basis with specific focus group meetings with individual NCPC members
- Frequent emails sent to NA and conference delegates for updates on NC
- Facebook group and Twitter account that has been created to allow students to ask questions or get news about the conference.

Recommendation for National Assembly:

- Sponsorship coordinator NCPC position become a shared position for two team members. This position is especially heavy with an incredibly large time commitment required.

Recommendation for Incoming BOD member:

- In selecting the National Conference Planning Committee team, ensure coordinators understand and are committed to the required time commitments and are able to attend meetings regularly.

OBJECTIVE #4: To encourage participation in professional and liberal education.

Achieved through:

- Professional and inspirational speakers that relate to the theme “Harmonizing our Voice, Overcoming Challenges”
- Workshops which enhance professional development

Recommendation for National Assembly:

- Innovate with at least one new workshop per year related to the conference theme. It will assure the diversity of the conference.

Recommendation for Incoming BOD member:

- Continue relationships with nursing organizations that provide workshops related to the theme of conference. Work with president and PN associations in establishing more of a workshop relationship and tie-in with the NC.
- Due to the high interest in workshops, consider additional times and open workshop to a larger number of students.
- Innovate with at least one new workshop per year related to the conference theme. It will assure the diversity of the conference.
- Investigate online workshop pre-registration capabilities.

OBJECTIVE #5: To provide a liaison with other organizations concerned with nursing (and other non-nursing organizations)

Achieved through:

- Contacted national nursing organizations
- Contacted local nursing organizations
- Contacted school with nursing programs
- Liaised with national sponsors and national exhibitors

Recommendation for National Assembly:

- Assure the sharing of regional conference sponsors/exhibitors to the NCPC to help them to find sponsors as it is difficult to reach organizations outside the hosting region. Keep the name and contact information of each organizations.
- Keep a list of the sponsors/exhibitors from year to year. It will reduce the quantity of work for the sponsorship/exhibitors coordinator.

Recommendation for Incoming BOD member:

- Continue to update the online registration form with feedback for sponsors, exhibitors and career fair individuals to make this process more user friendly
- Recommend utilizing out sponsor, speaker, and organization lists

OBJECTIVE #6: To increase the awareness of both the existence of and the need for nursing research.

Achieved through:

- Encouragement of OD/AD, regular student body to enter poster and oral presentation award competition.

Recommendation for National Assembly:

- Ensure award information is communicated through proper channels.

Recommendation for Incoming BOD member:

- Ensure information about awards is communicated to regional directors, ODs/ADs, and the regular student body regarding the research awards.
-

Committee Involvement:

Internal: National Conference Planning Committee

External: None

Additional activities:

- Answering to daily e-mails
- Answering daily phone calls
- Managing the conference online registration with logistics coordinator
- Maintained financial receipts for national conference with assistance of AO
- Established and improved relationships with several current and future conference contributors

Meetings attended:

- Fall and Emergency BOD teleconferences
- Weekly/Bi-weekly NCPC group meetings
- Several NCPC individual meetings
- Several telephone NCPC meetings
- BOD August, January meetings
- Western/Prairie Regional Conference
- Telephone meetings with past NCD, presidents, fellow BOD members
- Telephone meetings with potential conference contributors

National Assembly Report

Name: Daenis Camire

Position: Director of Membership Services

Location: Lakehead University

OBJECTIVE #1: Provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country.

Achieved through:

- Maintained communication with BOD regarding information of concern, products, and any further concerns
- Contacted regional directors when appropriate regarding memberships in different schools

Recommendation for National Assembly:

- Need to continue to promote bilingualism within CNSA

Recommendation for Incoming BOD member:

- Establish relationships with incoming BOD members at national conference
- Ensure proper transition with outgoing BOD member to better ease into new position
- Remind BOD members about Annual Report and the need for prompt articles

OBJECTIVE #2: Act as the official voice of nursing students

Achieved through:

- Maintained communication and assisted nursing students when questioning membership within organization
- Recruitment and Retention of nursing schools throughout Canada

Recommendation for National Assembly:

- Continue to assist nursing students regarding new memberships and already existing memberships
- Promote and recruit new schools within the organization
- Empower students to get involved in leadership opportunities on a local/provincial/national scale

Recommendation for Incoming BOD member:

- Develop recruitment packages early
- Develop OD/AD packages early to ensure continued membership
- Work with DBT to ensure translation of packages
- Recognize areas where membership is lacking and work together with regional directors to promote membership
- Continue communication with nursing students via email, answering questions and concerns

- Revise/create new packages for continuing/distance memberships

OBJECTIVE #3: Provide a medium through which members can express their opinions on nursing issues.

Achieved through:

- Actively communicated with concerned nursing students via email regarding membership
Emailed appropriate regional directors regarding memberships
- Always asking for thoughts and opinions on events occurring throughout the year.
- Promoted the National Conference to the Lakehead University Chapter
- Promoted the sponsorships of nursing students to attend National Conference

Recommendation for National Assembly:

- Continue to promote memberships to interested schools
- Promote professionalism when dealing with BOD and nursing students
- Continue to ask questions through email or the discussion boards

Recommendation for Incoming BOD member:

- Establish contacts with regional directors early in term
- Ensure regional directors are actively seeking new schools which are currently not members of CNSA
- Ensure all emails regarding memberships are answered promptly
- Ensure September and OD/AD packages are distributed in a timely manner
- Establish contact early with DBT for translation of packages

OBJECTIVE #4: Encourage participation in professional and liberal education.

Achieved through:

- Communicated with nursing students regarding possible and existing memberships
- Answered any and all emails regarding the organization, purpose, and membership
- Attend conferences to encourage new memberships
- Promote the participation in CNSA Conferences in order to establish professionally developed leaders

Recommendation for National Assembly:

- Continue to promote professional and liberal education through national and regional CNSA conferences and stakeholder conferences and events
- Promote education and leadership opportunities to members

Recommendation for Incoming BOD member:

- Actively participate in conferences, events, and the organization itself
- Ensure adequate communication with regional directors and new memberships
- Get involved in issues affecting nursing students and Canadian-based curriculum

OBJECTIVE #5: Provide a liaison with other organizations concerned with nursing.

Achieved through:

- Continued communication with contacts

Recommendation for National Assembly:

- Provide a timeline for merchandise orders for national conference
- Work with Conference Director to develop merchandise for national conference
- Continue to work with organizations in developing contracts
- Continue to work with new organizations to develop and promote CNSA

Recommendation for Incoming BOD member:

- Establish connection with contacts early
- Actively seek out new organizations to promote CNSA
- Work with Conference Director for merchandise

OBJECTIVE #6: Increase the awareness of both the existence of and the need for nursing research**Achieved through:**

- Promoted the utilization of NurseOne within the membership schools
- Highlighted the benefits and resources that NurseOnce can offer to non-member schools

Recommendation for National Assembly:

- Promote the need for research within the field of nursing
- Develop scholarships to reward nursing research within CNSA

Recommendation for Incoming BOD member:

- Promote the importance of student involvement in research
- Stayed informed about conferences involving research and be able to answer student questions regarding such opportunities

Committee Involvement:***External:***

- Chief Returning Officer – Lakehead University Student Union
- Chair, Standing Elections Committee – Lakehead University Student Union
- Internal Leader – Strategic Planning Committee – Thunder Bay Regional Health Sciences Center

Additional activities:

- Medical Technician in the Canadian Forces Health Services
- Goodnight Program Service Leader – Thunder Bay Regional Health Sciences Center

Meetings attended:

- Teleconferences – Varied throughout the year
- Emails to BOD and various stakeholders – Varied throughout the year

National Assembly Report

Name: Katrina Vande Bunte

Position: Director of International Health

Location: Red Deer College

OBJECTIVE: To Be the Primary Resource for Nursing Students

Achieved through:

Chair the Global Health Committee (GHC)

- Review the GHC documents
- Preliminary information gathering of Universities' current status with regards to having a GHC or not
- Always recruiting members of GHC
- Aim to establish a venue for discussion of international nursing research
- Have prepared all documents and plan to start the committee; have members and excitement. Looking for advice on how to start – as this is the beginning of the committee – email, teleconference,
- Recruited members and brainstormed ideas for networking event at National Conference
- Having a global health committee will help to establish awareness of issues and create now discussion of international health topics within the organization as well as in nursing schools across the country.
- This committee will aid in the development of a nation-wide international exchange program.
- It will assist in creating culturally competent nursing schools by creating awareness of cultural and global differences.
- It will provide a means to discuss international health related research
- Work with Universities and Colleges across Canada to promote and “coordinate a global health education initiative, promoting the introduction and/or continuation of global health (certificate or curriculum courses) in nursing schools across Canada”
- Suggested to work with CAIN to synergize efforts in this area
- frequent e-mail contact with CAIN
- Attended GHEC Global Health Conference to liaise with CAIN and other stakeholders to work on this mandate.
- To help encourage nursing students to increase their awareness of international issues and become more culturally sensitive, in a country where we are increasingly faced with multiculturalism in our hospitals and communities.
- Provide a means for Canadian nursing students to participate in a global health education experience
- Work with members of the ICN-SN student by being involved with planning projects
- Attended ICN-SN at ICN conference and discussed important roles for students and the importance of working as a global team
- Maintain contact through email with Samuel, Secretary of ICN-SN and Yasmin, Vice-Chair of ICN-SN with current projects and strategies from ICN-SN

- Worked with ICN & ICN-SN & CNA to begin letter writing campaign to fight against ruling re: Bahraini nurse imprisonment.

Recommendation for National Assembly:

- Work to increase Global Health Committee membership amongst schools
- Ensure memory stick for the incoming board member contains essential documents only and add on blank forms (travel proposals, contact list, etc.)
- Promote the benefits and leadership opportunities of becoming the Director of International Health (meeting important stakeholders, sitting on committees, becoming more involved politically in CNSA and nursing as a whole)

Recommendation for Incoming BOD member:

- Promote membership of the Global Health Committee, finding out what individual schools are in need of to help their established Global Health Committee.
- Maintain relationships with important stakeholders and work with new and changing members within these stakeholders.
- Disseminate information through proper chain to allow the knowledge flow

OBJECTIVE: Influence and advance innovation in nursing curriculum and research

Achieved through:

- Be the principle CAIN/AHIRG liaison
- Reviewed their 2011 mission, vision and key objectives for these organizations
- Unable to attend BOD meeting, but I have frequent e-mail conversation with CAIN/AHIRG
- Attended the GHEC Global Conference November 12-15, 2011 where I did liaise with multiple stakeholders in the global health field.
- Liaise with and attend the Canadian Coalition for Global Health Research (CCGHR) annual meetings
- Visited the CCGHR website to gain information on organizations objectives and strategies
- Attended teleconference on April 13, 2011 and discussed CNA biennial as the CCGHR holds a workshop before the meetings and I sit on this planning committee
- Attended teleconference October 7 & November 22, 2011 as well as in person at GHEC conference November 12-15, 2011.
- Next teleconference in February to finish planning workshop for biennial
- Work with Universities and Colleges across Canada to promote and “coordinate a global health education initiative, promoting the introduction and/or continuation of global health (certificate or curriculum courses) in nursing schools across Canada”
- Suggested to work with CAIN to synergize efforts in this area
- Frequent e-mail contact with CAIN
- Attended GHEC Global Health Conference to liaise with CAIN and other stakeholders to work on this mandate
- Attended “think tank” in Montreal re: global health curriculum. We know students need global health perspective but how do we implement this content into our program?
- Liaise with other international nursing exchange officers

- Sent out change over letters to various stakeholders
- Continued discussion with NIGH regarding our silver sponsorship
- Liaise with CAIN – unable to attend meeting, will receive update via e-mail for input.
- Attended ICN and networked with NIGH, GCEF, CNA members, NNA members from around the world.
- e-mailed with President of Sigma Theta Tau
- Have attempted to contact Sigma Theta Tau and have heard back that their committees have 2 year terms and will be having turnover next year.
- Attended the GHEC Global Conference November 12-15, 2011 where I with liaise with multiple stakeholders in the global health field.
- Liaise with other national health professions’ global health officers/directors
- Keep updated with e-mails
- Remain open to opportunities and partnerships
- Contact possible National Conference speakers for 2012
- Working with Lise to determine speakers for panel for NC.
- Attended the GHEC Global Conference November 12-15, 2011 where I with liaise with multiple stakeholders in the global health field.

Recommendation for National Assembly:

- Show passion for Global Health in all facets of CNSA and push for integration of global health into all programs across Canada
- Bring any issues to the attention of the Global Health Committee
- Encourage all members of CNSA to become aware and involved with any stakeholders they can to help CNSA be a bigger name in the global field of health.

Recommendation for Incoming BOD member:

- Maintain up to date contact list
- Check emails and reply regularly
- Attend meetings and conferences to have CNSA present with stakeholders
- Work with CAIN and GHEC to develop plans to integrate Global Nursing into curriculum
- Become involved with Sigma Theta Tau as their 2 year term has turnover in the spring.
- Become involved with International Council of Nurses Student Network as their 2 year term has turnover in the spring.

OBJECTIVE: Strengthening linkages and creating new partnerships

Achieved through:

- Attend conferences that are related to global health and demonstrate importance and appropriateness to attend
- Attended ICN conference with CNA members and members of multiple faculties
- Attended the GHEC Global Conference November 12-15, 2011 where I with liaise with multiple stakeholders in the global health field.
- Disseminated business cards at all events
- Maintained professional image at all times

- Writing an article for CASN newsletter
- Maintaining frequent e-mail contact with
- Buy-a-Net
- CAIN – Canadian Association of International Nursing
- ICN-SN – International Council of Nurses Student Network
- GHEC – Global Health Education Consortium
- CCGHR – Canadian Coalition of Global Health Research
- GNLRG – Global Nursing Leadership Reference Group – Voting/Planning member
- Sigma Theta Tau

Recommendation for National Assembly:

- Work with existing partners to further develop relationships
- Evaluate relationships to ensure that they are mutually beneficial to CNSA and stakeholder
- Foster new relationships with important stakeholders
- Share resources through proper channels of communication to ensure the right contacts are connected

Recommendation for Incoming BOD member:

- Check and reply to e-mails regularly
- Attend conferences and stakeholder meetings to show interest in the Global Health Field
- Network at all events
- Join committees within stakeholder groups

Committee Involvement:

Internal

- Global Health Committee
- Mediation Committee

External

- Global Nurse Leadership Reference Group
- International Council of Nurses Student Network

Additional activities:

- Wrote an article submission for CASN, June 2011
- ICN biennial Conference in Malta, May 2011
- CNSA Prairie/West Regional Conference in Edmonton, October 2011
- GHEC/GHUG Conference in Montreal, November 2011

Meetings attended:

- CNSA BOD change-over teleconference in April 2011
- ICN biennial meetings in Malta, May 2011
- CNSA BOD meeting in Ottawa, June 2011

- GHEC annual meeting in Montreal, November 2011
Numerous CNSA teleconferences throughout the term
- CNSA BOD meeting in Saskatoon, January 2012

National Assembly Report

Name: Katherine Lamy

Position: Director of Bilingualism and Translation and Translation Committee

Location: St Lawrence College Kingston, Kingston, Ontario

OBJECTIVE #1: To provide a communication link among nursing students across Canada recognizing the specific language needs of our bilingual country.

Achieved through:

- Maintained ongoing communication with the BOD regarding proper translation
- Participated in BOD discussion via email, teleconferences and board meetings
- Insured that documents were translated within a reasonable timeframe as to enable CNSA to send out communications to the general membership in both official languages
- Answered incoming emails regarding translation issues from the general membership, board of directors, and/or outside agencies
- Acted as a liaison between French speaking members and English speaking board members

Recommendation for National Assembly:

- Continue to promote bilingualism within the organization

Recommendation for Incoming BOD member:

- Actively participate in Executive Committee teleconferences when pertinent issues arise
- Assist DMS to ensure recruitment packages are properly translated and sent in a timely manner

OBJECTIVE #2: To act as the official voice of nursing students.

Achieved through:

- Coordinated questions, comments and requests of francophone students and/or OD/AD's in to bring forth to the BOD
- Responded to e-mails/letters on behalf of the CNSA as necessary and appropriate
- Liaised with groups concerned with Francophones
- Distributed CNSA business cards to nursing stakeholders when applicable

Recommendation for National Assembly:

- Continue to represent Francophone and Anglophone nursing students
- Continue to be the official voice of nursing students

Recommendation for Incoming BOD member:

- Contact stakeholder groups in May-June to introduce yourself, follow-up if there has been no response and continue to maintain communication through e-mail

OBJECTIVE #3: To provide a medium through which members can express their opinions on nursing issues.

Achieved through:

- Continued to promote the translation and bilingualism committee so that members can voice their opinion of the bilingualism of the association
- Encouraged delegates and members to attend CNSA conferences
- Encouraged members to run for positions on the CNSA Board of Directors/Officer positions

Recommendation for National Assembly:

- Promote committee/ BOD/ Officer involvement among membership

Recommendation for Incoming BOD member:

- Establish early contact with interested individuals in the translation and bilingualism committee
- Work with Regional Directors to find members for the translation committee

OBJECTIVE #4: To encourage participation in professional and liberal education

Achieved through:

- Advertised and encouraged delegates and members participate in committee
- Encouraged delegates and members to join the CNSA discussion board on the CNSA website
- Encouraged members to run for positions on the CNSA Board of Directors
- Encouraged students to apply for CNSA scholarships and awards
- Encouraged students to attend conferences
- Promoted opportunities for National Team

Recommendation for National Assembly:

- Continue to encourage students to partake in leadership activities

Recommendation for Incoming BOD member:

- Participate in CNSA committees

OBJECTIVE #5: To provide a liaison with other organizations concerned with nursing.

Achieved through:

- Communicated with SIDIIEF, the international association of francophone nurses

Recommendation for National Assembly:

- To continue to support CNSA's liaisons with other organizations

Recommendation for Incoming BOD member:

- Introduce yourself and communicate with other organizations early in the term and maintain contact

OBJECTIVE #6: To increase the awareness of both the existence of and the need for nursing research.

Achieved through:

- Worked on translating various CNSA documents and surveys.

Recommendation for National Assembly:

- Promote the necessity of nursing research

Recommendation for Incoming BOD member:

- Ensure that information is available in both languages

Committee Involvement:

Internal

- Member, Awards committee

External

- Member, SIDIEF

Additional activities:

- E-mails to stakeholders, BOD, and officers
- Teleconferences
- Heavily involved with the NCPC to submit grant application for the Department of Canadian Heritage

Meetings attended:

- BOD meetings in June 2011, August 2011, and January 2012.

National Assembly Report

Name: Maggie Danko

Position: Western Regional Director

Location: University of Alberta - Edmonton, Alberta

OBJECTIVE #1: To be the primary resource for nursing students

Achieved through:

- Establishing and maintaining weekly/as needed email communication with ODs and ADs in the Western Region
- Preparing and sending a Welcome letter to ODs and ADs outlining their role, as well as disseminating the OD/AD orientation package to all chapter delegates
- Preparing a Welcome Letter for ODs/ADs to disseminate to their chapter members outlining the role of CNSA
- Working with the other Regional Directors to create a CNSA introduction PowerPoint to raise awareness about CNSA within the nursing student community
- Participating in the planning of the Western/Prairie Regional Conference, which provided an educational, professional development, and networking experience for nursing students across these regions
- Assisting with editing and redesigning the CNSA recruitment package
- Encouraging chapter members to participate in the website redevelopment survey
- Promoting National Nursing Students' Week in my school and the Western Region, and participating in NNSW events

Recommendation for National Assembly:

- Raise awareness within chapters about CNSA
- Continue to promote CNSA conferences within the nursing and nursing student communities
- Increase visibility of CNSA
- Promote NNSW and participate in events

Recommendation for Incoming BOD member:

- Focus on building strong communication with chapter schools
- Start early in your term building contact with schools who do not have ODs/ADs or are difficult to contact
- Promote open, two-way communication within your region

OBJECTIVE #2: Influence and advance innovation in nursing curriculum and research.

Achieved through:

- Representing Western Canadian Nursing Students at the CASN Infoway Stakeholders' Symposium
- Collaborating with the other Regional Directors to survey CNSA members regarding the support their school offers them in attending CNSA conferences.
- Maintaining contact with Deans/Directors of chapter schools to raise awareness within faculty about the importance of supporting student involvement in CNSA.
- Recruiting a new bilingual nursing program in Alberta as a new member school
- Liaising with practical nursing students, programs and professional bodies to foster greater collaboration between RN and LPN nursing students through CNSA

Recommendation for National Assembly:

- Consider including undergraduate nursing research in regional and national conferences
- Foster greater connections between nursing researchers and CNSA members
- Develop a position statement on the importance of research to the discipline of nursing and nursing education
- Advocate for a stronger focus on nursing informatics in current nursing curricula

Recommendation for Incoming BOD member:

- Promote the benefits of NurseOne to ODs and ADs to be disseminated to chapter schools
- Consider doing a NurseOne orientation session at regional conference, so students can gain awareness
- Liaise with regional stakeholders regarding current research initiatives
- Promote the utilization of and involvement in research both to your region and in your own practice
- Maintain communication with Deans and Directors of chapter schools

OBJECTIVE #3: Strengthening linkages and creating new partnerships.

Achieved through:

- Establishing and maintaining email and phone communication with major stakeholders (i.e. UNA, BCNU, CARNA, CLPNA, CRNBC, ARNBC, LPNABC, CLPNBC, RPNAA, RNANTNU, YRNA)
- Working with stakeholders to increase the visibility of CNSA and students in general in our professional organizations and unions
- Encouraging stakeholders to be involved in Regional and National Conferences
- Informing stakeholders about CNSA news and events, such as NNSW, and encouraging them to participate
- Attending meetings, teleconferences and AGMs of major stakeholders

- Promotion of CNSA in non-chapter schools in the Western Region
- Recruitment of new chapter schools in BC and Alberta (UBC, Langara College, UNBC, Thompson Rivers University, U of A Campus St. Jean, Vancouver Island University, and Northwest Community College)

Recommendation for National Assembly:

- Encourage a smooth transition year to year for new ODs through a proper orientation with your successor
- Promote student engagement with stakeholder organizations
- Work with stakeholders to encourage participation in CNSA events

Recommendation for Incoming BOD member:

- Be strategic about your communication with stakeholders. Log all communication and try to focus on those stakeholders who are really interested to work with CNSA
- Make contact with stakeholders early in your term and show interest in their organization
- Find out when meetings of the stakeholders are early in your term, and attempt to attend as many as possible
- Encourage stakeholders to be involved in CNSA conferences and events
- Continue to promote CNSA in the Western Region and foster strong partnerships with potential new member schools
- Continue to work with practical and psychiatric nursing programs to promote CNSA membership

Committee Involvement:

Internal

- Member, Governance Committee
- Member, Career and Leadership Development Committee

External

- Council Member, Nursing Undergraduate Association at the University of Alberta
- Member, West/Prairie Regional Conference Planning Committee

Additional activities:

- Promoting and attending all CNSA and nursing related events at my university
- Regular activities related to advocating for CNSA to Western nursing students

- Being involved in nursing research, and presenting my research at two research symposiums

Meetings attended:

- CNSA Board of Directors' June meeting (June 2011)
- CNSA Board of Directors' Fall meeting (August 2011)
- United Nurses of Alberta' Annual General Meeting (October 2011)
- CNA National Expert Commission Round Table Dialogue, hosted by CARNA (October 2011)
- CNSA Western/Prairie Regional Conference (October 2011)
- CASN-Infoway Project Stakeholders' Symposium (November 2011)
- CNSA BOD Teleconferences, as applicable
- Various other Teleconferences, as applicable (ex. Nursing the Future, other Western Region Stakeholders)
- All meetings of the West/Prairie Regional Conference Planning Committee (June-October 2011)

National Assembly Report

Name: Lindsay Krahn

Position: Prairie Regional Director (PRD)

Location: University of Manitoba (Winnipeg, MB)

OBJECTIVE #1: To be the primary resource for nursing students.

Achieved through:

- Participation in BOD meetings
- Establishing and maintaining email communication with ODs and ADs in the Prairie Region
- Preparing and sending a Welcome letter to ODs and ADs outlining their role, as well as disseminating the OD/AD orientation package to all chapter delegates
- Creating a CNSA introduction PowerPoint with the other Regional Directors to raise awareness about CNSA within the nursing student community
- Participating in the planning of the Western/Prairie Regional Conference
- Encouraging chapter members to participate in the website redevelopment survey
- Promoting National Nursing Students' Week in the Prairie Region and by participating in NNSW events
- Ensuring organizational policies reflect needs of nursing students through participation on the Governance Committee

Recommendation for National Assembly:

- Continue to promote CNSA involvement with general members at your schools
- Encourage members to run for Board of Directors/Officer Positions
- Promote all CNSA events (Regional/National Conference and NNSW)

Recommendation for Incoming BOD member:

- Continue to maintain open communications with CNSA chapter members
- Start building contact early with schools in your region who not part of CNSA

OBJECTIVE #2: Influence and advance innovation in nursing curriculum and research.

Achieved through:

- Maintaining contact with Deans/Directors of chapter schools to raise awareness within faculty about the importance of supporting student involvement in CNSA
- Collaborating with the other Regional Directors to survey CNSA members regarding the support their school offers them in attending CNSA conferences
- Meeting with Deans/Directors of chapter schools to discuss a written agreement regarding their support of students in attending CNSA conferences

- Representing Prairie Canadian Nursing Students at the Saskatchewan Union of Nurse's Innovators Conference Meeting with the Dean/Associate Dean at the University of Manitoba regarding the development of their new nursing curriculum

Recommendation for National Assembly:

- Support greater connections between nursing researchers and CNSA members
- Encourage activities that address the needs of nursing students

Recommendation for Incoming BOD member:

- Work with Deans/Directors of chapter schools regarding greater student participation on nursing curriculum planning committees Maintain communication with Deans and Directors of chapter schools

OBJECTIVE #3: Strengthening linkages and creating new partnerships.

Achieved through:

- Encouraging stakeholders to be involved in Regional and National Conferences
- Recruitment of new chapter schools in Manitoba and Saskatchewan (University College of the North-Thompson Campus, Saskatchewan Collaborative BScN-Saskatoon and Saskatchewan Collaborative BScN-Regina) Establishing and maintaining email and phone communication with major stakeholders (i.e. MNU, SUN, CRNM, SRNA, etc)
- Working with stakeholders to increase the visibility of CNSA and students in our professional organizations and unions Attending meetings, teleconferences, rallies and AGMs of major stakeholders Informing stakeholders about CNSA news and events, such as NNSW, and encouraging them to participate

Recommendation for National Assembly:

- Work with stakeholders to encourage participation in CNSA events Encourage greater involvement in committees and other positions of leadership at your respective schools

Recommendation for Incoming BOD member:

- Encourage stakeholders to be involved in CNSA conferences and events
- Make contact with stakeholders early in your term
- Continue to promote CNSA in the Prairie Region to both chapter and non-chapter members
- Attend meetings and conferences put on by external stakeholders
- Ask to speak at meetings and conferences put on by external stakeholders in order to promote CNSA

Committee Involvement:

Internal

- CNSA Awards Committee
- CNSA Governance Committee
- CNSA National Career/Leadership Committee

- CNSA Nominations/Elections Committee

External

- Council Member, Nursing Students' Association at the University of Manitoba

Meetings Attended:

- Manitoba Nurses Unions 36th Annual General Meeting (May, 2011 in Winnipeg, MB)
- Board of Directors Meeting (June, 2011 in Ottawa, ON)
- West/Prairie Regional Conference Planning Meeting (August, 2011 in Edmonton, AB)
- Board of Directors Meeting (August, 2011 in Ottawa, ON)
- Saskatchewan Union of Nurses 2011 Innovators Conference (September, 2011 in Regina, SK)
- Ontario Regional Conference (October, 2011 in Toronto, ON)
- West/Prairie Regional Conference (October, 2011 in Edmonton, AB)
- All Board of Directors and West/Prairie Region Teleconferences

Meetings Remaining:

- Board of Directors Meeting and National Conference (January, 2012 in Saskatoon, SK).

National Assembly Report

Name: Andrew Bond

Position: Ontario Regional Director (ORD)

Location: Lakehead University

OBJECTIVE #1: Provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country.

Achieved through:

- Responding and maintaining the Ontario regional email (ORD account).
- Receiving reports from OD/AD's at chapter school's in Ontario.
- Sending out bilingual packages of email's (as available)
- Preparing an orientation session for incoming OD/AD's at the Ontario regional business meeting.
- Created and distributed a CNSA orientation powerpoint made in collaboration with other RD's for OD/AD's
- Acted as the medium through which Ontario CNSA members could ask questions or directed them towards those who could.
- Encouraged participation in the CNSA web site survey.
- Encouraged participation in the ONA survey delivered through 4th year nursing student Jamie Kyriacou.
- Keep the Ontario region updated with happenings in Ontario (elections, NNSW, CRNE).

Recommendation for National Assembly:

- Continue to raise awareness of the CNSA.
- Continue to recruit schools in the Ontario region.
- Ensure proper transition and orientation for incoming ORD.
- Create an orientation package including monthly duties, specific duties, and general guidelines on how to fulfill the role of ORD.
- Emphasize the importance of leadership, networking, and getting involved.
- Opportunities to get involved with organizations such as the CNSA can spark the desire for leadership and involvement.

Recommendation for Incoming BOD member:

- Create the contact list for OD/AD's as soon as possible to ensure proper communication throughout the year.
- Maintain the ORD email account on a daily basis to ensure you are up to date with the happening in CNSA and in Ontario.
- Focus efforts on recruiting previously good standing members and returning them to being chapter schools.

- Emphasize the importance of OD/AD transition and ensuring that every school is knowledgeable of their roles and responsibilities as CNSA chapter members.
- Read the publications section of the CNSA website (rules and regulations, policies, and etc.) to ensure you are familiar with your role as well as the role of others within the CNSA.

OBJECTIVE #2: Act as the official voice of nursing students

Achieved through:

- Speaking on behalf of Ontario nursing students at the “Rally to Safeguard Public Health” in Queen’s Park, Toronto, September 2011.
- Maintaining communication with provincial stakeholders (ONA, RNAO, OHC, CNO).
- Upcoming teleconnect with the OHC
- Attended the ONA BOD meetings representing Ontario nursing students and bringing up issues affecting us.
- Interviewed by CBC on the topic of the conservation of public health care during the Ontario election period.
- Interviewed by Frontline Magazine regarding CNSA, Ontario nursing students and ONA, published December 2012.
- Preparing advocacy letters in collaboration with the CNSA Ontario membership and provincial stakeholders to ensure the provincial government stays on track with lowering the tuition fees in Ontario as promised in their election platform.
- Emphasized the importance of being actively involved on issues that arise. Involvement and advocacy are key in creating change.

Recommendation for National Assembly:

- Continue to raise awareness of the CNSA in regards to its political activism.
- Utilize social media (twitter) more efficiently to allow membership to sign up or “follow” the CNSA for quick blurbs and updates on what is happening within the CNSA.
- Listen closely to the general membership on issues affecting them as they are the ones whose voice needs to be heard and represented on the national level.
- Continue to promote CNSA events in Ontario.

Recommendation for Incoming BOD member:

- Ensure that all regional stakeholders are contacted immediately after appointment as incoming ORD (to be done in collaboration with acting ORD) to ensure smooth transition. Many stakeholders in Ontario have very close ties with the CNSA and will get the incoming ORD involved immediately.
- Respond to OD/AD’s in a timely manner with appropriate resources to ensure a working relationship throughout the year.
- Advocate for issues affecting nursing students that arise during your term (CRNE, tuition, and etc.).
- Encourage participation from general membership to get involved.

OBJECTIVE #3: Provide a medium through which members can express their opinions on nursing issues.

Achieved through:

- Maintaining ORD email account and taking note of concerns rising from students and bringing them up at board meetings, stakeholder meetings, and interviews.
- Advertising the need for members to join CNSA committees throughout the year (informatics, translation).
- Encouraging members to apply for the National Team.
- Always asking for thoughts and opinions on events occurring throughout the year.
- Promoted the CNSA Ontario Regional Conference to the Ontario membership.
- Promoted the National Conference to the Ontario membership.
- Promoted and attended events for NNSW in Ontario.
- Took suggestions from OD/AD's on possible amendments to be made to the rules and regulations.
- Made suggestions to past president on changes to be made to the rules and regulation as part of the governance committee.

Recommendation for National Assembly:

- Emphasize the importance of getting involved in leadership opportunities not only within the CNSA but in general.
- Promote CNSA conferences for the following year.
- Continue to promote applications for various positions (BOD, officer, committee), national team, and conference bids.

Recommendation for Incoming BOD member:

- Always take into account what the OD/AD's are telling you as they are the ones who speak directly to the general membership.
- Promote CNSA openings in a timely manner as it takes time to promote the messages to the general membership in Ontario as it is a large region.
- Introduce interested and willing students to regional stakeholders who have opportunities for them to get involved.
- E-mail any events or happenings from regional stakeholders for the general membership so they can get involved independently.

OBJECTIVE #4: Encourage participation in professional and liberal education

Achieved through:

- Promote and emphasize the importance of attending CNSA conferences as they give leadership and networking opportunities to students.
- Promoted and provided opportunities in collaboration with regional stakeholders for students to get involved with organizations such as the Ontario Nurses' Association (ONA).
- Encouraged OD/AD's to put in bids for the CNSA regional and national conferences.

- Encouraged students to participate in CNSA committees.
- Promoted and encouraged students to apply for National Team.
- Preparing an advocacy letter to the Ontario premier that will be in collaboration with Ontario membership and stakeholders to ensure they follow through with their plan to reduce tuition fees.
- Interviewed by Frontline Magazine regarding issues affecting nursing students in Ontario today.
- Sat on the governance committee, making changes and amendments to the rules and regulations.
- Advocated for issues affecting nursing students (CRNE, public health care, tuition costs).

Recommendation for National Assembly:

- Promote the importance of professional education and involvement.
- Promote educational and leadership opportunities to the general membership.

Recommendations for Incoming BOD member:

- Ensure that regional stakeholder involvement opportunities are passed on to the general membership.
- Get involved in issues affecting nursing students and the profession of Canadian nursing.
- Always seek participation and feedback from OD/AD's
- Emphasize the importance of getting involved politically within each OD/AD's community.

OBJECTIVE #5: Provide a liaison with other organizations concerned with nursing.

Achieved through:

- Re-established the professional relationship with regional stakeholders (ONA, RNAO, OHC, CNO)
- Attended ONA September board meeting and November Provincial Coordinator's Meeting
- Spoke on behalf of Ontario nursing students at the ONA PCM.
- Spoke on behalf of Ontario nursing students at the OHC rally to safeguard public health.
- Establishing teleconnect with OHC director.
- Organized teleconnects with CNSA OD/AD's in collaboration with ONA for updates.

Recommendations for National Assembly:

- Continue to maintain and establish working relationships with Ontario regional stakeholders.
- Attend as many stakeholder events as possible.
- Promote any stakeholder events to the general membership

Recommendations for Incoming BOD member:

- Contact stakeholders immediately after appointment as ORD (touch base in person with those attending the NC).

- Research the various stakeholders and important persons within these organizations to be familiar with what they do (roles & responsibilities) as well as who to contact.

OBJECTIVE #6: Increase the awareness of both the existence of and the need for nursing research

Achieved through:

- Providing orientation information regarding NurseONE at the Ontario regional business meetings.
- Updating chapter code accounts to members for access to NurseONE.
- Promoting the use of Longwoods Journal.

Recommendation for National Assembly:

- Continue to promote the use of NurseONE.
- Continue to promote the use of Longwoods Journal.
- Explore the opportunity for research proposals within the CNSA.

Recommendation for Incoming BOD member:

- Become familiar with Longwoods and NurseONE.
- Explore any opportunities to participate in research proposals or projects.
- Emphasize to the general membership and OD/AD's at business meetings the importance of research by recommending their involvement in local projects (even as participants in data collection).

Committee Involvement:

Internal:

- *Governance Committee*

Additional activities:

- Interview with Frontline Magazines on issues affecting nursing students today and my role as ORD within CNSA.
- Spoke and attended the OHC "Rally to Safeguard Public Health"
- Advocated for CRNE examination continuation.
- Interview with CBC in regards to the October election regarding the health care sector and potential budget cuts from the government.
- Spoke at the ONA PCM on behalf of Ontario Nursing Students.

Meetings attended:

- CNSA Board of Director's meeting, Ottawa, August 2011
- ONA Board of Director's meeting, Toronto, September 2011
- ONA Teleconference-New grad initiative/late career initiative, October 2011
- CNSA Ontario Regional Conference, Toronto, October 2011
- ONA/CNSA teleconnect, November 2011

- ONA Provincial Coordinator's Meeting, Toronto, November 2011
- CNSA National Conference, Saskatoon, January 2012
- ONA Teleconnect, February 2012

National Assembly Report

Name: Sarah Covino

Position: Director of Career and Leadership Development

Location: Lakehead University, Thunder Bay, ON

OBJECTIVE #1: Provide a communication link among nursing students across Canada, recognizing the specific language needs of our bilingual country

Achieved through:

- Maintained the DCLD e-mail account, read and replied to emails from students, board members, and stakeholders in a professional and timely manner.
- Updated/completely redid the “September Package” creating the OD/AD Orientation package, and then sent it to the translation committee for translation.
- Updated the National Nursing Student Week information package, and then sent it out to the translation committee for translation.
- Created the National Nursing Student Week logo, poster, and banner, and then sent them out to get professionally translated by Joseph Blaine.
- Co-created with the Informatics Officer the National Nursing Student Week/ La Semaine nationale des étudiant (e) s infirmier (ère) s webpage on the CNSA/AEIC website where students can share their stories and experiences of being a nursing student as well as pictures of their events during National Nursing Student Week.
- Wrote the CNSA November article submission for the Canadian Association of Schools of Nursing (CASN) website on National Nursing Student Week, and then had it sent out to get professionally translated.
- Forwarded all important information to all delegates (National Assembly) through the Director of Communications as per the communications policy.

Recommendation for National Assembly:

- To continue to promote bilingualism within the association
- To continue working with workshop providers to provide National Assembly with bilingual documents

Recommendation for Incoming BOD member:

- To continue to maintain routine communication with the Executive Committee, Board of Directors, National Assembly and all members via email communication and the website discussion boards.
- To strongly encourage bilingualism within the association.
- Ensure that the memory stick is handed down to the incoming DCLD and contains all essential documents

OBJECTIVE #2: Act as the official voice of nursing students

Achieved through:

- Attended all CNSA BOD meetings thus far

- Director of Career & Leadership Development (DCLD) and Career & Leadership Development Committee bimonthly reports were posted on the Board of Directors (BOD) discussion board prior to the June & August BOD meetings, for the month of October (August-October), and December (National Assembly Report).
- Attended the 3rd annual Workplace Integration of New Nursing – Nursing the Future (WINN-NTF) conference on behalf of the CNSA.
- Responded to e-mails/letters on behalf of the CNSA as necessary and appropriately
- Wrote the CNSA November CASN article re: National Nursing Student Week
- Wrote the Student's Perspective article for the winter issue of the Nursing the Future (NTF) e-Newsletter.
- Liaised with groups concerned with Leadership
- Worked with Nursing the Future (NTF)

Recommendation for National Assembly:

- To continue to advocate for students through encouraging the provision of workshops to all regions in both official languages.

Recommendation for Incoming BOD member:

- To work with the regional and national conference directors to ensure all appropriate workshops are held and dealt with in an appropriate manner
- Write and submit abstracts for the WINN-NTF and Nursing Leadership Network (NLN) conferences.
- Maintain communication between the CNSA and organizations concerned with leadership
- Continue to work with workshop providers and NTF to bring most informative presentations to students that will aid them in having a smoother transition from student to working nurse.

OBJECTIVE #3: Provide a medium through which members can express their opinions on nursing issues

Achieved through:

- Chaired the Career and Leadership Development committee that allowed members to let their opinions be heard in relation to leadership and career development opportunities
- I sought input and feedback from members and the Board as necessary and appropriate when speaking on behalf of Leadership and Career Development

Recommendation for National Assembly:

- To continue to promote committee involvement so members can get involved and express their opinions.

Recommendation for Incoming BOD member:

- To continue to look for opportunities for students to provide input.
- Work with the committee with a great deal of focus on getting the mentorship tips from nursing leaders put into a medium that students can access

OBJECTIVE #4: Encourage participation in professional and liberal education

Achieved through:

- Worked with Janice Waddell, provided information and opportunity for her to host the Career Development Workshop to at least one region at their Regional Conference as well as at National Conference.
- Worked with NTF, provided information and opportunity for them to host new graduate transition workshops at our conferences with the intent of assisting students find a smooth transition into the workforce.

Recommendation for National Assembly:

- Continue to encourage students to partake in leadership, career development and educational opportunities.
- Develop a way to offer Career Development Workshops at **all** of the Regional Conferences each year
- Continue working with NTF, providing them information and opportunity for to host new their graduate transition workshops at our conferences.
- To consider hosting Career Development workshops at individual schools to allow for national exposure and maximum student benefit

Recommendation for Incoming BOD member:

- To continue liaising with NTF and other organizations concerned with career and leadership development with the intent of growing conference workshops

OBJECTIVE #5: Provide a liaison with other organizations concerned with nursing

Achieved through:

- Worked closely with NTF to strengthen our relationship.
- Acted as the primary liaison between NTF and CNSA.
- Attended their 3rd annual WINN-NTF conference in Halifax, Nova Scotia; networking with new graduate nurses from all across Canada as well as other nursing leaders.
- Wrote the Student's Perspective article for winter issue of the NTF e-Newsletter.
- Wrote the CNSA November article submission for the CASN website on National Nursing Student Week translated.
- Worked with different organizations to encourage support of National Nursing Student Week.

Recommendation for National Assembly:

- To continue to support CNSA's liaisons with other organizations
- To support the NTF-CNSA collaboration for the transition program and make possible recommendations for strengthening & growth of this relationship at the National Assembly meeting in 2012.

Recommendation for Incoming BOD member:

- To continue to network to increase contacts interested in facilitating the program
- To introduce self with current contact list and establish a timeline for the work to be done within the first two months of the position
- To continue strengthen the relationship between CNSA and NTF*
- Encourage local schools to advocate and educate local nursing organizations re: the benefits of CNSA and leadership activities
- Continue working on increasing awareness of the National Nursing Students Week with liaisons and stakeholders

OBJECTIVE #6: Increase the awareness of both the existence of and the need for nursing research

Achieved through:

- Promoting various resources CNSA has to offer its members to facilitate learning
 - NurseONE
- Promoted National Team
- Encouraged nursing student's involvement in conducting literature searches to develop position and resolution statements and present them at National Assembly in hopes to get approved.
- Promoting student attendance to internal conferences (Regional's & National) as well as external conferences (i.e. WINN-NTF)
- Promoting to students especially those graduating Dr. Judy Boychuk Duchscher's (NTF) transition theory (stages of transition model & transition shock model).
- Hosting the new graduate transition workshop (NTF) to promote the aforementioned.

Recommendation for National Assembly:

- Continue to encourage students to write position and resolution statements that reflect CNSA's values and beliefs.
- Encourage students to get involved in research be it increasing knowledge through literature searches, getting involved in projects and/or studies.
- Continue working with NTF, providing them information and opportunity for to host new their graduate transition workshops at our conferences.

Recommendation for Incoming BOD member:

- Continue to advocate for the leadership program and its benefits to nursing students with key stakeholders
- Encourage student involvement.
- As previously suggested; continue working with NTF, providing them information and opportunity for to host new their graduate transition workshops at our conferences.

Committee Involvement:

Internal

- Chair, Career and Leadership Development Committee
- Member, Elections Committee
- Member, Governance Committee
- Member, Scholarship & Awards Committee
- Member, Board Mediations Committee
- Member, Slogo Selection Committee

External

- Liaison, Nursing the Future

Meetings & Conferences attended:

- June BOD Meeting – June 13th & 14th, 2011 in Ottawa, ON
- August BOD Meeting – August 30th & 31st, 2011 in Ottawa, ON
- WINN-NTF Conference – November 30th – December 2nd, 2011 in Halifax, NS
- Discussion with Kandis Harris (NTF National Leadership Director) re: CNSA-NTF relationship – December 1st, 2011
- Discussion/ informal meeting with Dr. Judy Boychuk Duchscher (NTF Founder & Executive Director) re: CNSA-NTF relationship – December 2nd, 2011
- January BOD Meeting – January, 2012 in Saskatoon, SK
- CNSA National Conference/ National Assembly – January, 2012 in Saskatoon, SK
- The National Nurse Leadership Conference – This conference was not held during my term as DCLD. The next time this conference will be held is sometime in the year 2013.
- Various teleconferences:
 - April 29th – Welcome to the BOD & transition teleconference
 - June 10th – Mediation teleconference
 - June 12th – NCPC teleconference
 - Follow up from June BOD teleconference
 - November 1st – October/November BOD teleconference
 - December 4th – BOD teleconference
 - Potential for monthly NTF teleconferences

National Assembly Report 2012

Name: Andrea Pinsent

Position: Administrative Officer

Location: National Office, Ottawa, Ontario

Priority A: To Be The Primary Resource For Nursing Students

Achieved through:

- Maintenance of membership
- Receive membership applications and forms
- Process membership all forms
- Once membership forms are processed a standardized e-mail (English and French) is sent to OD/AD's for notification of membership in good standing
- Track and send out membership numbers (in welcome email) for members in good standing. Membership numbers are sent to;
- CNSA chapter emails for the OD's and AD's
- Regional Directors for their records and to help trouble shoot problems
- Worked with Board of Directors to establish a plan for redesigning and reorganizing CNSA website
- Worked with NurseONE to create a new registration system for members to access NurseONE
- Work with the accountants, auditors, and Board of Directors to ensure the financial responsibility and stability of the association

Recommendation for National Assembly:

- Nothing at this time

Priority B: Influence and advance innovation in nursing curriculum and research

Achieved through:

- Direct any inquiries to appropriate BOD members
- Support the Board of Directors in their advocacy roles with Schools of Nursing and external organizations

Recommendation for National Assembly:

- Nothing at this time

Priority C: Strengthening linkages and creating new partnerships

Achieved through:

- Promote CNSA to other associations/organizations
- Collect travel proposals and book travel for board members and other members to attend approved meeting/events
- Read/collect e-mail and letter mail on a regular basis and respond where applicable or direct to the appropriate Board of Directors member

Recommendation for National Assembly:

- Nothing at this time
-

Committee Involvement:*Internal*

- Member, Executive Committee
- Member, Board of Directors
- Member, Strategic Planning Committee
- Member, Governance Committee
- Member, Infomatics

External

- n/a

Additional activities:

- Answering and managing daily e-mails
- Sorting/Dissemination of CNSA mail to appropriate BOD members
- Liaison with MarketAD for regional and national conferences
- Completion of 2010-2011 bookkeeping with Andrew's and Co
- Completed audit of 2010-2011 financial records with Welch LLP
- Maintenance of CNSA finances (banking, filing, bill payments, transfers, GST)
- Ordering of BOD business cards for 2011-2012 year
- Worked on the website redesign plan with the informatics committee
- On suggested changes for the Governance Committee
- Worked with the Executive Committee and the National Conference Director
- Set up the online conference registration systems with the National Conference Director and Virtuo.
- Supported the work of the NCPC

Meetings attended:

- June 2011, August 2011 and January 2012 Board of Directors meetings
- Executive Committee teleconferences.
- Meetings with Auditors
- Meetings with Accountants
- Meeting with NurseOne Staff

National Assembly Report

Name: Ashley Tamlin

Position: Diversity Officer

Location: Trent University, Peterborough, ON

OBJECTIVE #1: Create a committee that addresses issues of diversity within the nursing profession.

Achieved through:

- Drafting and sending a letter/announcement to all regional directors to distribute to their ODs/ADs.

Recommendation for National Assembly:

- If at all possible, increasing the time in which documents can be translated. As I received the document later than expected I was not able to distribute it as quickly and this was a limiting factor in establishing a functional committee.

Recommendation for Incoming BOD member:

- Develop committee early in the position term.
- Determine goals early.

OBJECTIVE #2: Report any issues that pertain to diversity.

Achieved through:

- I monitored this throughout the duration of my position through staying updated on news. However, I was not as effective at this as I wanted to be. I believe this is rooted in the fact that the position description is not defined very well, which leaves too much uncertainty with the person holding the position. If there was more of a position description, I am sure that this position would have produced more.

Recommendation for National Assembly:

- The role as to the extent of the position should be further defined. For example, the diversity officer should remain current on issues occurring in Canada that relate to diversity. A good representation of this may be the recent case in Attawapiskat, ON where many people are without housing. This is a basic need and as nursing students we are taught about how these social determinants of health impact society. This could be an area for advocacy. As I just thought of this strategy while writing this report, I was unfortunately unable to incorporate this into my time during the position.

Recommendation for Incoming BOD member:

- Receive updates from CBC about news that is happening in Canada and other countries. Once a committee is formed where the members have different interests, ensure they are aware of any issues that may be taking place in the country. On the other hand, if you had a

committee member from each province you could enable them to be aware of any diversity issues pertaining to their province.

- I believe that a realistic goal would be to have one posting per month disseminated to all ODs/ADs to post on their school's discussion boards to stimulate awareness and discussion amongst their peers.
- Here are a few links I have provided as a starting point for this position:
 - http://www.centrefordiversity.ca/wp-content/uploads/film_title2.pdf
 - <http://www.centrefordiversity.ca/>
 - <http://www.culturediversity.org/>
 - <http://www.youtube.com/watch?v=Xf9DkBujsd0>
 - <http://www.usask.ca/nursing/aboriginalglossary/>
 - http://www.fnhc.ca/index.php/initiatives/community_health/traditional_medicine/

OBJECTIVE #3: Create awareness of diversity among students at Trent University.

Achieved through:

- Spoke with faculty and provided them with a contact from Health Canada that places nurses on reserves. I had met this woman at both CNSA conferences in 2010.
- Hosting a Diversity/Oppression Professional Nurses' Day in February 2012. Possibly suggest this to other Schools of Nursing. I will send the agenda to ODs/ADs to determine if they would like to organize a similar day within their community and school.

Recommendation for National Assembly:

- Ensure that a speaker pertaining to diversity speaks at all conferences.
- Possibly host a workshop at the conference pertaining to traditional healing/medicine. As well, there are different cultural terms (many of which I am sure most nursing students are not educated on) for different illnesses in which this aspect could also be incorporated.

Recommendation for Incoming BOD member:

- To advocate for diversity and its importance in the nursing profession.
- To become an integral part of the selection of a National Conference speaker pertaining to oppression or diversity within the nursing profession.
- Find speakers pertaining to diversity within your location and have them speak at a workshop organized for nursing students.
-

Committee Involvement:

- Letter to be distributed to ODs/ADs was not translated until mid-October. I suggest that the students interested in the committee that is chosen this year be transferred over to next year (if students are still in school and still interested).

Internal

- Diversity Officer

External

- Trent/Fleming Nursing Students' Association (TFNSA) – conversed with OD/AD regarding CNSA issues and discussed the concerns with the rest of the TFNSA executives.

Additional activities:

- Intention to prepare a letter with the Ontario Regional Director to address the rising tuition costs.

Meetings attended:

- Teleconference held in early November.
- Attending other meetings was financially difficult for me this year which resulted in a lack of being able to attend regular meetings where I would incur travel, food, and accommodation costs.
- Meeting with Trent School of Nursing faculty to increase the number of indigenous people placements available to students.

**As well, I took this position on thinking that I would be on a four credit course less (1 less of full-time) and it ended up that I had to take a fifth course. This impacted my ability to be able to dedicate the amount of time I had initially set aside for this position. I apologize for not being able to accomplish all of the goals I had initially set.

CNSA Committee Report

Month: January 2012

Name of Committee: NCPC

Report prepared by: Lise Schultz

Position of reporter: National Conference Director

Committee Meeting Dates	Attendance List
April 2011- January 2012 (Every second Thursday from April-October) (Every Wednesday from November-January)	All

Summary of Important Business and ongoing work of Committee

Task	Actions Taken	Status	Impact	Completion Date
Theme choice	Collaboration between previous 2012 NC NCD and deputy occurred prior to 2011 National Conference; follow up and approval of theme by the current NCPC	Complete	Theme choice sets tone for the conference. Must be in line with CNSA mission statement, choice of speakers and their presenting topics, public attention on conference.	June BOD meeting
Sponsorship Package	Has been taken over by NCD from past NCD/Deputy/ NC advisor. Has been completed, voted on by BOD and turned into	Complete	Sponsorship and Exhibitors are now able to email all previous contacts and new found with sponsorship packages they have requested	August 2011

	PDF document to be dispersed.			
Website Registration to go live.	All information approved and translated, poster approved and all has been added to website registration which went live later than anticipated Friday Oct 28/2011. Early bird was there for extended to Nov 7/2011 and final deadline extended to Jan 13 2012	Complete	It is important to have all the information ready to go on the website and BOD approved prior to the website going live. Have received emails from a number of registered attendees thus far confirming their registration.	October 2011
National Team theme will be held based on theme of conference. This can be decided later in the summer. NT coordinator eager for the application process	NT has been chosen and have been preparing for the debate on the topic of mandatory shifts for nurses	Complete	National team was assembled the end of November 2011 and has been meeting via Google video chat since that time preparing for their presentations.	November 2011
Speakers' gifts	NCD/ past speakers coordinator has ordered and signed a deposit for CNSA custom chocolates. Workshop coordinator and volunteers have begun canvassing for local business gift donations .	Complete	Gifts have been collected just being wrapped and prepared.	November 2011

<p>Auctioneer for charity auction. Charity to be chosen for opening ceremonies charity auction</p>	<p>National team has found the live auction local rural auctioneer. Egadz Downtown Saskatoon Youth Drop-in Center. Based on financial need, the close relationship between Egadz and NEPS program, and NCPC input in monies raised allocation aided in the choice.</p>	<p>Complete</p>	<p>Would like to provide a “western feel” to the conference opening. Traditional auctioneer would be appropriate to the opening ceremonies location . NCPC is thrilled to be aiding EGADZ and would be happy to share their knowledge of the program with the BOD.</p>	<p>September 2011</p>
<p>5 workshop spots to be filled and confirmed</p>	<p>Workshop coordinator has filled all five positions. Previous 2011 NCD felt that there was flexibility to allow for more workshop presenters. Workshop coordinator requested NCD contacted additional requests to appropriately renege the offer.</p>	<p>Complete</p>	<p>NDC and NCPC are feeling positive towards the workshop slots being filled. Strong choices for presenters.</p>	<p>August 2011</p>
<p>Keynote and rotational speakers to be contacted</p>	<p>NCD/ past speakers coordinator has contacted speakers for all available time slots (one still open). All have been confirmed minus open time slot. Those confirmed have been sent request for their power point along with bio and head shot be submitted by October for translation.</p>	<p>Complete</p>	<p>Early request along with acceptance or denial of offer is allowing speaker coordinator buffer room if schedule required to be rearranged.</p>	<p>November 2011</p>

Sponsorship/ Career and Exhibitor recruitment	Sponsorship package has been finalized and being sent out in PDF format by sponsorship and exhibitor coordinators with the assistance of our “swing position” We have contacted: major hospitals in Canada, national nursing organizations, ministries of health, health authorities, licensing bodies.	On-going	At this time we are continuing to collected promised sponsorship.	January 2011
Social Events to be chosen and venues to be contracted and negotiated.	Appreciation Night: Pub evening with food platters @ Winston’s English Pub Opening ceremonies: Wine and Cheese @ Western Development Museum Thursday Social Night: The Scuz, this years SNSA’s host bar (providing us with transport) 80’s Prom Friday Social Night: Louis Usask Campus Bar DJ and Beer night- Togo, classic College Party	Complete	Social Coordinator has created a schedule of events. Contracts have been drafted and provided to venues, returned, co-signed and filed.	October 2011

	Saturday Day: Tequila Night Club Mardi Gras			
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Describe any issues, associated with the project/task, that have arisen since the previous report, that need to be addressed by the Board of Directors:

Request that BOD members assist with National Conference through promotion of sponsorship opportunities and registration application

Describe any recommendations that need to be considered or endorsed by the Board of Directors:

Recommended that in future NCPC Sponsorship position is a two person shared position.
Recommend that NCD's deputy maintain the conference@cnsa.ca email account and forward all incoming messages to appropriate NCPC member.

CNSA Committee Report**Month: January 2012****Name of Committee: Awards Committee**

Report prepared by: Mary Strain

Position of reporter: Vice-President/Director of Inter-Intra Professional Education and Research

Committee Meeting Dates	Attendance List
June 2011; 5 members have been recruited.	Evan Jolicoeur, Laura Gallant, Katherine Lamy, Teri-Lynn Butt, Lindsay Krahn
Sept 2011	Evan Jolicoeur, Laura Gallant, Katherine Lamy, Teri-Lynn Butt, Lindsay Krahn
Jan 2012: upcoming meeting	Evan Jolicoeur, Laura Gallant, Katherine Lamy, Teri-Lynn Butt, Lindsay Krahn

Summary of Important Business and ongoing work of Committee

Task	Actions Taken	Status	Impact	Completion Date
New awards	3 new awards were created for members in the upcoming year.	Complete	To create more financial support for students involved in professional development. To encourage attendance at National	September 2011

			Conference and position/resolution statement presentation.	
Award/Scholarship selections	Emails with the applications sent. Committee will submit email response, as well as attend a teleconference	Will be Completed for National Assembly	Awards to presented at the 2012 CNSA Nation conference during the Awards Ceremony.	January 2012

Describe any issues, associated with the project/task, that have arisen since the previous report, that need to be addressed by the Board of Directors:

Better awards forms need to be created
A list of awards that is up to date should be displayed.
A new website feature should allow students to apply online, for easy access.

Describe any recommendations that need to be considered or endorsed by the Board of Directors:

More web based application

CNSA Committee Report

Month: January 2012

Name of Committee: Mediation Committee

Report prepared by: Mary Strain

Position of reporter: Vice-President/Director of Inter-Intra Professional Education and Research

Committee Meeting Dates	Attendance List
June 2011-Sep; 5 members have been recruited.	Mary Strain, Branden Shepitka, Laura Gallant, Katherine Lamy, Katrina Vandebunte, Sarah Covino Margaret Danko

Summary of Important Business and ongoing work of Committee

Task	Actions Taken	Status	Impact	Completion Date
To determine the facts regarding the National Conference Director's position (Rules and Regulations)	Held several teleconferences and in person meetings to discuss the NCD position. Heard facts from both parties involved. Included NCPC in a teleconference to understand the nature of missed deadlines	Complete	NCD position was reposted to election by the NCPC and was replaced by one of its members.	September 2011

Transition of new NCD	Through telephone and email, the new NCD was introduced to the position and mediation chair was made available for all needed contact	complete	NCD was transitioned and all deadlines were thereafter met.	Sept, 2011
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Describe any issues, associated with the project/task, that have arisen since the previous report, that need to be addressed by the Board of Directors:

Keep communication open and all conversations documented
Review deadlines and the rules and regulations monthly

Describe any recommendations that need to be considered or endorsed by the Board of Directors:

Better transition methods

CNSA Committee Report

Month: January 2011

Name of Committee: Elections and Nominations Committee

Report prepared by: Laura Gallant

Position of reporter: Director of Communications

Summary of Important Business and ongoing work of Committee Task

Task	Actions Take	Status	Impact	Completion Date
Chair Bi-Elections	Bi-Elections documents were put together and translated Bi-Elections were posted online and sent to all CNSA delegates via email on Monday June 6, 2011 Bi-Elections were run until Monday June 20, 2011; there were 3 applicants for ORD, 1 applicant for QRD, and 0 applicants for Publications Officer	Complete	The positions of ORD and QRD were filled. The position of Publications Officer remained vacant.	June 20, 2011
Task	Actions Taken	Status	Impact	Completion Date

Chair Bi-Elections	Bi-Elections documents were put together and translated Bi-Elections were posted online and sent to all CNSA delegates via email on Monday October 3, 2011 Bi-Elections were run until Monday October 17, 2011; there were 2 applicants for DMS and 0 applicants for Publications Officer	Complete	The position of DMS was filled. The position of Publications Officer remained vacant.	October 17, 2011
Task	Actions Taken	Status	Impact	Completion Date
Find new Chair for Elections	Elections documents will be put together and sent for translation once complete The elections documents from the previous year will be updated and revised for the next election	Ongoing	All BOD and Officer positions will be open for elections at National Assembly	January 2012

Describe any issues, associated with the project/task, that have arisen since the previous report, that need to be addressed by the Board of Directors:

None at this time.

Describe any recommendations that need to be considered or endorsed by the Board of Directors:

None at this time.

CNSA Committee Report

Month: January 2012

Name of Committee: Governance Committee

Report prepared by: Branden Shepitka

Position of reporter: Past President

Committee Meeting Dates	Attendance List
June 2011	Entire Board of Directors
August 2011	Evan Jolicoeur, Andrea Pinsent-Martineau, Maggie Danko, Andrew Bond, Frederic Laurens, Lise Schultz, Sarah Covino, Lindsay Krahn
Jan 2012	Meeting to take place at alongside Board of Directors Meeting
Other	Independent Work and Communication via Email/Phone/Skype

Summary of Important Business and ongoing work of Committee

Task	Actions Taken	Status	Impact	Completion Date
Completion of Proposed Governance Changes Package for Review/Consideration/Approval	Scope of work discussed and assigned Proposed changes collated for review at the Board of	In Progress	Improves CNSA Governance and Processes	January 2012

at National Assembly	Directors meeting in January 2012			
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Describe any issues, associated with the project/task, that have arisen since the previous report, that need to be addressed by the Board of Directors:

Governing Documents Require Total Overhaul in 2012-2013 given legislative changes. Will require a great deal of both internal and external assistance.

Describe any recommendations that need to be considered or endorsed by the Board of Directors:

Encouraging the involvement of general members in Governance Committee

