

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

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ARTICLE I: NAME

There is established at the Canadian College of Naturopathic Medicine, which shall be referred to as "CCNM," a representative governmental organization for all CCNM students enrolled in the ND program to be known as "The Naturopathic Students' Association," which shall be referred to as the "NSA." The NSA shall be comprised of both "The Naturopathic Students' Society", which shall be referred to as the "NSS", and "The Naturopathic Students' Union, which shall be referred to as the "NSU".

ARTICLE II: JURISDICTION AND POWER

The jurisdiction and power assumed by the NSA in this Constitution, and any amendment thereto, is granted by the student body.

ARTICLE III: PURPOSES

Section 1:

- a) Only one such organization shall exist, established to act as a unifying force at CCNM life and as the representative of all students enrolled in the ND program at CCNM;
- b) Its actions shall be governed by this document, which supersedes any previously existing constitutions for the NSA.

Section 2:

More specifically, the NSA shall exist for the following purposes:

- a) To afford a recognized medium of communication between the student body, CCNM, administration, staff, Board of Governors, OAND and CAND;
- b) To afford a recognized means of communication between the student body and other representative student bodies of associated professional and cultural interests;
- c) To initiate, sponsor, and direct activities and publications in which the interests of the student body are involved; as such, calling student assemblies when the Executive Members deem necessary;
- d) To represent the students of CCNM on specific occasions and in matters affecting their academic interests and concerns;
- e) To receive and administer all funds from NSA fees collected and remitted by CCNM, and other funds that may become property of the NSA; as such, formulate an annual business plan/budget and year-end report or financial statement;
- f) To contribute in advancing the quality of student life at CCNM;
- g) To hold regular scheduled meetings and to ensure minutes are accessible for CCNM students and administration; to review and adopt minutes from each meeting;
- h) To facilitate opportunities for students to inform and empower the general public regarding the scope and practice of Naturopathic Medicine.

Section 3:

The NSU shall exist for the following purposes:

- a) To represent the students of CCNM in matters affecting their academic interests and concerns.
- b) To represent the students of CCNM in matters affecting their clinical education interests

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- and concerns;
- c) To represent the students of CCNM in the provincial and federal associations, and represent students in legislation affecting the profession through these associations.

Section 4:

The NSS shall exist for the following purposes:

- a) To initiate and direct activities to build community and foster spirit at CCNM;
- b) To represent the students of CCNM in matters affecting extracurricular services provided by CCNM and their affiliates;
- c) To communicate and build relationships with other schools and student bodies.

ARTICLE IV: MEMBERSHIP

Section 1:

Students elected by a majority vote of the student body or acclaimed to the NSA Executive shall be known as Executive Members.

Section 2:

The Executive Members of the NSA shall consist of the following voting members:

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

Section 3:

The Executive Members shall also consist of the following elected, non-voting members:

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

Section 4

The NSU shall consist of the following members:

- a) President of the NSU;

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

Section 5:

The NSS shall consist of the following members:

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

ARTICLE V: TERMS OF REFERENCE

Section 1:

The Executive members shall:

- a) Attend all NSA meetings as scheduled. All general executive members will attend NSA general executive meetings. All NSU executive members will be expected to attend NSU meetings. All NSS members will be expected to attend NSS meetings. Excused absences may be granted by discretion of the Chair of Council;
- b) Submit agenda items to the Chair of Council at least two days prior to each Executive Members' meeting;
- c) Be involved in the creation and execution of events that will foster the spirit of community within CCNM;
- d) Play an active role in the coordination and operation of all Orientation Events;
- e) Be involved in all post-event evaluations;
- f) Be members of all groups or organizations pertaining to their mandated constitutional duties as NSA sponsored representatives;
- g) Be sponsored by the NSA for any expenses incurred during the performance of their constitutional duties;
- h) Be responsible for creating or updating training binders specific to their positions for incoming executive before changeover;
- i) Act responsibly and with the integrity that is becoming of an NSA Executive Member whilst adhering to the NSA Constitution;
- j) Be responsible for reviewing previous meeting minutes prior to each executive meeting;
- k) Be responsible for reviewing the assigned NSA NDNNet email account twice daily.

Section 2:

The Chair of Council shall:

- a) Serve as the Chairperson of all Executive Members' meetings, including NSS, NSU, and

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- NSA general executive meetings, and enforce due observance of the Constitution, parliamentary proceedings and rules of order; when absent NSS and/or NSU president shall carry this role;
- b) Chair Student Assemblies involving both the NSU and NSS;
 - c) Submit a copy of agendas to each of the Executive Members and at least one day prior to the Executive Members' meeting;
 - d) Maintain an up-to-date copy of the NSA constitution and ensure that all amendments, additions, and changes are included in the constitution within one month of their approved motion;
 - e) Be responsible for office administrative duties, including procurement of budgeted and approved equipment for the continued improvement of the NSA to achieve optimum efficiency (e.g. office supplies, computers etc.);
 - f) Be responsible for the NSA lounge (e.g. piano maintenance, furniture, etc) and NSA computers in CCONM lobby;
 - g) Collect and file correspondence/minutes from all NSA Executive Members meetings;
 - h) Assist the two VPs of Academic Development to oversee the elections processes for the first-year class representatives at the beginning of each fall term; for the first-year January intake class at the beginning of the winter term and for the second, third, and fourth-year class before April 15th;
 - i) Oversee the NSA changeover retreat planning committee;
 - j) Be one of two Student Health Plan liaisons (the other being the NSS President);
 - k) Cast the deciding vote in case of a tie at Executive Members' meetings;
 - l) Serve as one of the two co-signers of NSA cheques, the other being VP Finance;
 - m) Serve as one of the two holders of the NSA debit card;
 - n) Be authorized to inspect, in conjunction with the VP Finance, the accounts of all organizations financially responsible to the NSA and monitor allocation of monies;
 - o) Oversee and delegate responsibilities for the annual NSA elections procedures in conjunction with the NSS President and the NSU President. Note: Student Governor elections should be done in November (in advance of the January change-over) and yearly NSA elections should be done in January or February;
 - p) Be available for a period of one year after completion of term as an advisor to the NSA and the Chair of Council.
 - q) Be responsible for recording minutes for all NSU meetings, NSS meetings and NSA general executive meetings and distribute a copy of such to Executive Members within three working days of the meeting when both VP Internal Communications are absence
 - r) In consultation with the NSA Student Advocate, serve as a secondary advocate to students who require or request additional support;
 - s) Be responsible for all room bookings related to NSA, NSS and NSU meetings.

Section 3A:

The NSU President shall:

- a) Serve as the official representative of the NSU and the student body pertaining to NSU matters;
- b) In consultation with the Chair of Council, be empowered to act as the ranking NSU official to implement NSU policy where action is immediately necessary and cannot await an NSU Executive meeting and will be accountable for such actions to Executive Members. In the

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event that the Chair of Council is absent, the NSU President shall consult at least one other NSU Executive Member;

- c) Provide direction to NSU Committees in execution of their respective mandates;
- d) In conjunction with the President of the NSS, help foster further affiliation and relations with various institutions, government, organizations, etc.;
- e) Chair student assemblies pertaining to NSU matters;
- f) Oversee and delegate responsibilities for the annual NSA elections procedures in conjunction with the NSS President and the Chair of Council;
- g) Attend the INER Annual General Meeting as an INER (Associate) Member in the event that Student governor cannot attend and/or wants additional student representation;
- h) Be available for a period of one year after completion of term as an advisor to the NSU and the NSU President.

Section 3B:

The NSS President shall:

- a) Serve as the official representative of the NSS and the student body pertaining to NSS matters;
- b) In consultation with the Chair of Council, be empowered to act as the ranking NSS official to implement NSS policy where action is immediately necessary and cannot await an NSS Executive meeting and will be accountable for such actions to Executive Members. In the event that the Chair of Council is absent, the NSS President shall consult at least one other NSS Executive Member;
- c) Provide direction to NSS Committees in execution of their respective mandates;
- d) Chair student assemblies pertaining to NSS matters;
- e) In conjunction with the President of the NSU, help foster further affiliation and relations with various institutions, government, organizations, etc.;
- f) Oversee and delegate responsibilities for the annual NSA elections procedures in conjunction with the NSU President and the Chair of Council;
- g) In conjunction with the VP External Communications, be responsible for fundraising activities and events that will raise money for the NSA;
- h) Be responsible for appointing one Executive Member for representation on Environmental Committee for a Sustainable Campus (ECSC);
- i) Oversee the NSA fourth-year Awards or delegate if in fourth year or other conflicts of interest arise;
- j) Be an NSS representative to and attend the monthly College Management Committee in conjunction with the NSU President;
- k) Be one of two Student Health Plan liaisons (the other being the Chair of Council);
- l) Be available for a period of one year after completion of term as an advisor to the NSS and the NSS President.

Section 4:

The Vice President Finance shall:

- a) Serve as one of two co-signers of NSA cheques, the other being the Chair of Council (and in absence of the Chair of Council, the VP Internal Communications);
- b) Serve as one of two NSA debit card holders, the other being the Chair of Council
- c) Receive and deposit from CCNM the NSA fees paid by students for the support of the NSA

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- and its activities; receive and deposit all other funds which may become the property of the NSA;
- d) Prepare and execute an annual budget/business plan for the fiscal year (May 1st to April 31st) as formulated by the Executive Members;
 - e) Be responsible for the payment, by cheque or debit card, of all expenses properly incurred and approved by the NSA or on its behalf throughout the fiscal year;
 - f) Ensure that all expenditures have NSA approval prior to payment;
 - g) Document all assets, revenues donated, monies earned and expenses paid by maintaining all accounts as listed in the chart of accounts within QuickBooks™, the licensed software obtained and maintained by the NSA;
 - h) Prepare an end of term financial account;
 - i) Collect all receipts to support NSA expenditures from the appropriate individuals within five weeks of an NSA-funded event;
 - j) Maintain all receipts to support NSA expenditures on file;
 - k) Provide a bimonthly financial report to the Chair of Council during the fiscal year;
 - l) Provide a bi-semester financial report to the Executive Members during the fiscal year;
 - m) Be authorized to inspect, in conjunction with the Chair of Council, the accounts of all organizations financially responsible to the NSA;
 - n) Hold all monies fundraised by clubs and weeks and monitor the allocation of these monies;
 - o) Accept and ratify budget proposals due by September 1st of that school year as per vote of Executive Members;
 - p) Archive in both physical and electronic forms, all finances including all financial documentation, in a clearly labeled box to be stored in NSA storage;
 - q) Be available for a period of one year after completion of term as an advisor to the NSA and the VP Finance.

Section 5:

The Two Vice President Internal Communications (Online Director & Vine Director) shall:

I. Online Director

- a) Attend all NSU, NSS and NSA general meetings.
- b) In the absence of VP Internal Communications Vine Director, be responsible for recording minutes for all NSU meetings, NSS meetings and NSA general executive meetings and distribute a copy of such to Executive Members within three working days of the meeting;
- c) Be responsible for effectively communicating with the entire student body via email and other means as he/she sees fit;
- d) Oversee the maintenance of the NSA website and NSA bulletin boards;
- e) Act as a liaison between the NSA and the Continuing Education Department with regard to upcoming events at CCNM and ensure that the NSA is kept informed of such events sufficiently in advance;
- f) Serve as one of the two co-signers of NSA cheques in the absence of the Chair of Council or VP Finance;
- g) Serve as one of the two holders of the NSA debit card in the absence of the Chair of Council or VP Finance;
- h) Be responsible for the approval of all NSA-associated postings in accordance with the CCNM Bulletin Board and Postings Procedures document and be responsible for the NSA

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stamp;

- i) Be responsible for the official calendar of all NSA-associated events and to publicize the calendar as he/she sees fit;
- j) Oversee the NDNNet email system and ensure that it is used appropriately and be the primary contact for the NSA;
- k) Produce and maintain, in conjunction with the VP Student Services and Vine Director, the Survival Guide document for both January and September incoming students;
- l) Ensure, in conjunction with VP Student Services and Vine Director, that CCNM Student Services produces and distributes the Student Handbook in an appropriate, efficient and timely manner;
- m) Chair Executive Board meetings in the absence of the Chair of Council.
- n) Assist Vine Director as required.

II. Vine Director

- o) Oversee the production of "The Vine" and Vine email, the student newsletter with a quarterly issue release per term in office (minimum) with the appointment of an editor if necessary;
- p) Attend all NSS, NSU and NSA general meetings;
- q) Be responsible to produce or oversee the production of an annual yearbook;
- r) Produce and maintain, in conjunction with the VP Student Services and Online Director, the Survival Guide document for both January and September incoming students;
- s) Ensure, in conjunction with VP Student Services and Online Director, that CCNM Student Services produces and distributes the Student Handbook in an appropriate, efficient and timely manner;
- t) Assist Online Director as required
- u) Be responsible for recording minutes for all NSU meetings, NSS meetings and NSA general executive meetings and distribute a copy of such to Executive Members within three working days of the meeting.

Section 6:

The Vice President External Communications shall:

- a) Be responsible for effectively communicating with the entire student body with regards to events/issues outside of the school community;
- b) Foster a healthy relationship with other naturopathic medical schools' students' association by holding the position of CCNM School Chapter President within the Naturopathic Medical Student's Association (NMSA), unless willing to forfeit this position to another CCNM student; and as part of this position shall organize and send a team of students from CCNM to attend the ZRT College Bowl at the annual AANP Convention;
- c) Help foster, in conjunction with the NSS President and the President of the Interprofessional Education Club, future affiliations with various health care professionals, institutions and the public; while also promoting Interprofessional Education within the school community
- d) To serve as a CCNM representative within the Canadian Interprofessional Student Network (CISN), unless willing to forfeit this position to another NSA member or CCNM student;
- e) Maintain open communications with the organizers of various medical student events and that the CCNM student body has access to these events, including University of Toronto "Student for a Day" exchanges, Health Care Collaboration Conference with University of Ottawa Medical Students and the Canadian Memorial Chiropractic College, Ontario Medical

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Student's Weekend and MedGames;

- f) Oversee the planning of these events and attend each as a CCNM representative;
- g) Be responsible, in conjunction with the President of the NSS, for fundraising activities and events that will raise money for the NSA;
- h) Work with the coordinators of various CCNM events (i.e.; student initiated health awareness weeks and V-day) to promote these events to the surrounding professional schools and the community;
- i) Be responsible for aiding student initiatives, clubs and teams with activities external to CCNM;
- j) If needs support, coordinate with the Chair of Council and/or NSS president in registration regarding external events such as OMSW and MedGames.

Section 7:

The Two Vice Presidents Academic Development shall:

- a) Be responsible for forwarding ACF minutes to the Chair of Council;
- b) Ensure class representatives from each year send copies of ACF minutes to Associate Dean of Academic Delivery, Associate Dean of Curriculum and Residency, Associate Dean of Clinical Education, NSU VP Academic Development and NSU VP Clinic;
- c) Be an NSA representative to attend Standing Curriculum Committee (SCC) meetings;
- d) Be an NSA representative to attend Associate Dean-NSU (ADNSU) meetings;
- e) Act as a liaison between the CCNM student body, the Associate Deans, Academic Administration and the Dean of the ND program;
- f) Meet with academic class representatives of all academic years on a regular basis or as needed;
- g) Ensure that responsibilities are shared between class representatives to fulfill all Class Representative duties, with a focus on academic matters;
- h) Ensure open communication between class representatives, professors and Associate Deans through enforcement of established chains of communication;
- i) Be responsible for the rotation and display of graduating class banners in the cafeteria and lecture theatre;
- j) Be responsible for disseminating the information to Class Representatives regarding the appropriate use of Class Representatives' email accounts;
- k) Be responsible for communicating with the Coordinator of the Elder series and endorsing it to the CCNM community;
- l) Meet annually with the focus groups, randomly selected each year, from years one, two and three, created to problem solve any academic concerns that have arisen over the course of the academic year;
- m) Be the primary NSA contact for all matters pertaining to the academic appeals process;
- n) With the assistance of the Chair of Council, oversee the elections processes for the first-year class representatives at the beginning of each fall term; for the first-year January intake class at the beginning of the winter term and for the second, third, and forth-year class before April 15th;

Section 8:

The Vice President Clinical Education shall:

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- a) Be responsible for communicating with the Dean of Clinical Education, the Chief Naturopathic Medical Officer (CNMO), and the Associate Dean of Clinical Education, and the Clinic Coordinator on issues related to Clinical Education and the Robert Schad Naturopathic Clinic;
- b) Be responsible for forwarding Clinic items from ACF minutes to the Department of Clinical Education within one week;
- c) Be an NSA representative to and attend Standing Curriculum Committee (SCC) meetings;
- d) Be responsible for overseeing the Student Business Centres;
- e) Facilitate the communication between students and administration with regards to second year hydrotherapy and massage, third year observation, and fourth year clinic shift assignments;
- f) Schedule and attend fourth-year Clinic meetings every second week with fourth-year Clinic Representatives and Clinic Administration and report back to the Executive Members about those meetings;
- g) Participate in weekly fourth-year meetings occurring from May through August (either remotely or in person);
- h) Schedule and attend years one to three Clinic meetings every second week with Years one to three Clinic Representatives and Clinic Administration and report back to the Executive Members about those meetings;
- i) Promptly submit Clinic meeting minutes to the Chair of Council;
- j) Attend fourth year clinical focus group meetings and report concerns to NSA Executive;
- k) Ensure CCNM Administration effectively communicates to students the requirements of internal/external community service hours, seminar hours, preceptorship hours, hydro & massage hours, third-year observation hours in conjunction with VP Student Services;
- l) Ensure Clinic Administration effectively communicates to students in all years their requirements and responsibilities prior to the commencement of their clinical duties;
- m) Be the primary contact with regards to clinic nametags;
- n) Conduct a survey of fourth year students and collate results by March 1st;
- o) Coordinate first year orientation gowns and fourth year priorities;
- p) Communicate directly with the fourth year class regarding ongoing change and progress.

Section 9:

The Vice President Student Services shall:

- a) Be a voting member of the Food Services Committee (FSC) and Environmental Committee for a Sustainable Campus (ECSC) representing the NSA, unless willing to forfeit this position to another interested Executive Member to be appointed by the NSS President and forward minutes to the Chair of Council;
- b) Be responsible for communicating written and oral concerns of students to the FSC and ECSC and be responsible for bringing issues from the FSC and ECSC back to the NSA and respective class representatives through Executive Members' meetings;
- c) Be responsible for submitting minutes from FSC and ECSC meetings to the Chair of Council within three days of receiving minutes from each meeting;
- d) Be responsible for submitting student agenda items at least three days prior to each FSC and ECSC meeting;
- e) Be responsible for the registration of all student Clubs and Weeks and to represent these committees at Executive Members' meetings;

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- f) Be responsible for collecting and submitting all Club and Week budget proposals and contact information to the VP Finance and NSS President subject to review by the Executive Members;
- g) Be responsible for communicating actual Club/Week budgets to the respective Clubs/Weeks and regularly monitor activities;
- h) Organize Clubs' Week at the beginning of each September and January;
- i) Organize the Book Auction during Clubs' Week in September and January;
- j) Be responsible for actively recruiting interest in the Weeks and ensure leadership of the Week is transferred or maintained each year;
- k) Be a member of the Library Advisory Committee representing the NSA, unless willing to forfeit this position to another interested Executive Member to be appointed by the NSS President and forward minutes to the Chair of Council;
- l) Oversee all services pertaining to CCNM student run activities on the tennis court, in the courtyard, garden, cafeteria, Student Centre and the Fitness Centre;
- m) Oversee, in conjunction with the VP Internal Communications and Student Services Administration, the implementation and publication of the NSA/CCNM Student Handbook;
- n) Ensure there is student input in the admissions/interviewing process;
- o) Produce and maintain the Survival Guide document in conjunction with the VP Internal Communications for incoming September and January students, second, third and fourth year students;
- p) Oversee the ECSC student representative application process at the end of March;
- q) Assist the Student Services department in registration of September and January students and ensure there is NSA Executive input in the registration process;
- r) Be responsible for overseeing and representing student initiatives to the Executive Board;
- s) Maintain the Clubs and Weeks Board and ensure students are aware of extra-curricular activities available to them through the NSA;
- t) Ensure leadership for VDay or Fashion Show, which alternate on an annual basis, is transferred or maintained each year;
- u) Produce a list of clubs for publication in The Vine;
- v) Be responsible for all room bookings related to all student Clubs and Health Week. Confirm each room booking with an email to the appropriate person requesting the booking.

Section 10:

The Two Vice President Social Programmers shall:

- a) Chair the Orientation Committee (September and January);
- b) Oversee the September Opening Ceremonies in conjunction with the Student Services Department barbecue.
- c) Organize and oversee the September and January Unity Summits;
- d) Organize, promote and oversee school-wide social events;
- e) Be responsible for distribution and collection of liability information and waivers for all social events;
- f) Be responsible for submitting a summary of all social events and contacts to VP Finance for reimbursement purposes and financial records;
- g) Be responsible for the development of the Buddy System for incoming first year students;
- h) Oversee, in conjunction with the Formal Committee, the planning and execution of the NSA Formal, hosting students, staff, faculty, alumni, sponsors, Board of Governors of CCNM, the

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- BDDT-N, the OAND and the CAND;
- i) Oversee, in conjunction with the Orientation Committee, the planning and execution of Orientation Events (September and January);
 - j) Oversee End-of-the-Year Closing Ceremonies and the organization and distribution of awards;
 - k) Oversee, in conjunction with Student Services Department, the annual September school-wide event;
 - l) Write and submit welcome letters along with a description of Orientation to be included in registration packages for incoming September and January students;
 - m) Hold monthly meetings with all class social representatives;
 - n) Inform the Executive Members of upcoming social events in a timely manner as per required.

Section 11:

The Class Representative(s) shall:

- a) Be elected annually from each class by a majority vote;
- b) Be present at Executive Members' meetings as requested by the NSA;
- c) Act as a liaison between Executive Members and their respective class;
- d) Oversee all internal class issues;
- e) Work together as a team to fulfill all class representative duties, in particular academic matters;
- f) Present class concerns or issues to the Executive Members so class input may be included at Executive Members' meetings;
- g) Check for written communication from the Executive Members daily and make announcements to their respective classes as needed;
- h) Be responsible for organizing, promoting, and moderating monthly Academic and Clinic Forums (ACFs) with their respective classes; and be responsible for forwarding the minutes to the VP Academic Classroom Development within three days and post them for public viewing;
- i) Be responsible for communicating with their respective Academic Coordinators and the VP Academic, Classroom Development and/or VP Clinical Education current classroom and clinic issues;
- j) Oversee class events and functions as requested by the Executive Members;
- k) Be responsible for maintenance of respective class bulletin boards.

Section 12:

The Student Governor shall:

- a) Be a voting member of the Board of Governors (BOG);
- b) Attend all BOG meetings and retreats as scheduled;
- c) Be permitted to request attendance of Executive members, incoming or outgoing Student Governors to attend BOG meetings as non-voting observers;
- d) Be responsible for promptly submitting public minutes from the Board of Governors meetings to the VP Internal Online Director;
- e) Represent NSA concerns and opinions at BOG meetings;
- f) Attend the INER Annual General Meeting as an INER (Associate) Member;
- g) Work, in conjunction with CCNM Administration, the CAND and OAND representatives, to foster Alumni relations;

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- h) Be available for a period of one year after completion of term as an advisor to the NSA and the Student Governor;
- i) On a biannual basis, be responsible for soliciting, summarizing (in a report format) and presenting CCNM student feedback to the Board of Governors at the November and May BOG meetings;
- j) Be responsible for organizing the graduating class nominations and awards for: NSA Community Spirit, Naturopathic Honor Award, Graduating Class Valedictorian, Excellence in Teaching Award for Academic Faculty and Excellence in Teaching Award for Clinic Faculty. Awards are to be presented at the graduating ceremony and graduation dinner.

Section 13:

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

- a) Maintain communication between the NSA, CCNM community and OAND;
- b) Attend all OAND scheduled in-person and teleconference board meetings.
- c) Attend the OAND Board Budget meeting;
- d) Maintain OAND confidentiality when the need arises or verify that information is made public;
- e) Be permitted to request attendance of an Executive Member as a non-voting presence at OAND meetings;
- f) Discuss issues that will be brought up at OAND meetings with the Executive Members prior to OAND board meetings;
- g) Report on past OAND meetings to the Executive Members approximately one week after each OAND meeting;
- h) Represent the interests of students on the OAND board;
- i) Represent the OAND and the interests of the profession as an Executive Member;
- i) Be responsible for regularly checking the OAND Members Only website and promptly submitting public minutes from OAND meetings to the Chair of Council;
- j) Be the sole link for seeking funding from the OAND for any activities of the student body, and be responsible for proposing a detailed request of sponsorship funding for the student initiatives of the upcoming year at the OAND budget planning meeting;
- k) Communicate monthly with the CEO of the OAND regarding all events and activities in the CCNM community.
- l) Hold bi-monthly OAND info tables with an OAND employee or board member to answer any questions pertaining to new OAND initiatives or functions;
- m) Organize a lecture by the OAND CEO or Board Members pertaining to OAND issues of interest to students in September or October;
- n) Organize a lecture by the OAND CEO or Board for forth year students in March or April;
- o) Attend yearly OAND AGM, Convention, and Conference;
- p) Release incoming September and January student's e-mails to the OAND.

Section 14:

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

- a) Be an NSA representative to and attend CAND meetings as scheduled give monthly feedback regarding CCNM student activities;
- b) Be permitted to request attendance of an Executive Member as a non-voting presence at CAND meetings;

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- c) Present CAND meeting agendas to the Executive Members at least one week before each meeting;
- d) Be responsible for promptly submitting public minutes from CAND meetings to the Chair of Council;
- e) Maintain the CAND information board with recent monthly news and current CAND members and status;
- f) Be the acting NSA contact for the American Association of Naturopathic Physicians (AANP);
- g) Attend the CAND and AANP national conferences as a sponsored NSA representative with a pre-approved budget and report back to the Executive Members and student body;
- h) In advance of the CAND and AANP national conferences, advertise the conferences and the potential for NSA and CCNM sponsorship to the NSA student body and co-ordinate fundraising activities where necessary;
- i) Write an article to update the CAND membership of NSA activities for each of the three editions per year of the Vital Link;
- j) Distribute copies of the Vital Link to the CCNM student body;
- k) Be the official liaison with the Boucher Institute of Naturopathic Medicine CAND student representative by collaborating, communicating and sharing resources;
- l) Oversee and ensure the continued success of the CAND Communications Committee.

Section 15:

The Student Advocate shall:

- a) Act as a liaison between the students of CCNM, the NSA and legal services;
- b) Be aware of appeals policies and processes, and be available to help guide students through these processes;
- c) Be available for students and provide them with information regarding the policies that govern both students and administration.
- d) Consult with the Chair of Council in the event that a secondary support person is required or requested by the student seeking counsel.

ARTICLE VI: FORFEITURE AND RESIGNATION

Section 1:

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

- a) All members of the Executive Board must be CCNM students in good academic standing;
- b) All Executive Members must attend every NSA meeting as described by their written duties within the constitution; unavoidable absence may permit the member to be represented by written proxy on a specified issue, the proxy to be held by another Executive Member (only one proxy may be held by that member), a vote cannot be cast by proxy;
- c) Conduct unrepresentative of the NSA shall be cause for the dismissal of the member concerned as dictated by the Executive Members;
- d) Misuse of his/her position as an Executive Member or failure to satisfactorily carry out the duties of his/her office, as determined by a majority vote of the NSA voting members, shall cause the dismissal of that member-for the remainder of that term of office;
- e) Unexcused absence from 25% of scheduled meetings will result in immediate dismissal of the member concerned;

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- f) Should an Executive Member be found to misrepresent and/or slander the Association or any of its members, that member will be immediately dismissed from the NSA Executive at the final discretion of the remaining Executive Members by majority vote.

Section 2:

In the event that an Executive Member resigns or is dismissed before the expiration of his/her term in office, his/her duties shall cease immediately upon acceptance of his/her written resignation by the Executive Members. These positions shall be filled by:

- a) Nominations within seven days, and;
- b) Election one week later by the student body, or;
- c) In such cases where time is of the essence, the Executive Members may choose to appoint a new member to the Executive Members for an interim period.

Section 3:

In the event that the NSU President resigns or is dismissed before the expiration of his/her term in office, his/her duties shall cease immediately upon acceptance of his/her written resignation by the Executive Members. This office shall be filled by:

- a) Nominations within seven days, and;
- b) Election one week later by the student body;
- c) The NSS President will become the temporary President for both the NSU and the NSS until a new President for the NSU is elected.

Section 4:

In the event that the NSS President resigns or is dismissed before the expiration of his/her term in office, his/her duties shall cease immediately upon acceptance of his/her written resignation by the Executive Members. This office shall be filled by:

- a) Nominations within seven days, and;
- b) Election one week later by the student body;
- c) The NSU President will become the temporary President of both the NSU and the NSS until a new President for the NSS is elected.

Section 5:

In the event that the Chair of Council resigns or is dismissed before the expiration of his/her term in office, his/her duties shall cease immediately upon acceptance of his/her written resignation by the Executive Members. This office shall be filled by:

- a) Nominations within seven days, and;
- b) Election one week later by the student body;
- c) VP Internal will become the temporary Chair of Council until a new Chair of Council is elected, and in the interim the VP Internal will only vote in the event of a tie.

ARTICLE VII: ELECTIONS

Section 1:

- a) Any student of the ND program at CCNM is eligible for any position as an Executive Member (with the exception of NSU President, NSS President, Chair of Council and Student Governor) provided that he/she meets all the requirements set forth in Article V and is in

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- good standing with CCNM;
- b) In the case of the NSU President and NSS President, eligible nominees are those who have held a previous Executive Member or Class Representative position for at least a term of eight consecutive months. In the case that only one Executive Member or Class Representative runs for the position, nominations from the student body shall be allowed;
 - c) In the case of the Chair of Council, eligible nominees are those who have held a previous Executive Member or Class Representative position for at least a term of eight consecutive months. In the case that only one Executive Member or Class Representative runs for the position, nominations from the student body shall be allowed;
 - d) In the case that only one nomination for any one position is received, a vote of confidence at 50% + one of the votes cast is required for the candidate to be acclaimed to office;
 - e) In the cases of the NSS President, NSU President and Chair of Council , eligible nominees are those who have at least four semesters of experience as a CCNM student. In the case of only one such student running for either position, nominations from the student body shall be allowed;
 - f) In the case of the Student Governor, eligible candidates will have at least three semesters of experience as a CCNM student by the time the position begins (e.g., January of the new calendar year). In the case in which only one student decides to run for the Student Governor position, student nominations shall be permitted over a maximum of a one-week period following the close of the initial Student Governor application deadline. If, after opening the Student Governor candidacy to student nominations, one candidate remains, a one-day election will be set-up to provide CCNM students with an opportunity to submit a vote of confidence for the candidate;
 - g) In the case where an ineligible candidate submits an application for the Presidency and Chair of Council, the candidate will have the right to run for an alternate position of their choice that will be determined prior to the All Candidates meeting;
 - h) In the case of a position not being filled, the candidates at the All Candidates meeting will have first choice to fill the vacancies;
 - i) Students intending to be nominated for a position are to submit a cover letter and accompanying résumé to the Chair of Council which will be subject to review by the NSU and NSS Presidents;
 - j) No nomination for election of office of an absent student can be considered unless consent in writing or otherwise is submitted with the nomination and signed by ten students;
 - k) A student cannot hold two Executive Member positions concurrently; in such an instance, the student must forfeit one of his/her positions and elections must be held for the forfeited position (e.g. January Intake Class Representative elected to the Executive).

Section 2:

Executive elections shall:

- a) Be run with respect to the Elections Procedures.
- b) Be supervised by the Elections Committee. The Elections Committee will consist of all current Executive Members with declared intention not to campaign.
- c) Take place no later than the second week in February, except in the case of the Student Governor, who shall be elected no later than the second week in December.

Section 3:

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Class Representative elections shall:

- a) Be held during the third week of class in September for the first year September intake class; by third week of class in January for the first year January intake class; and by April 15th for the second, third and fourth year classes and part-time populations;
- b) Be conducted by the two VPs Academic Development with the assistance of the Chair of Council, not members of the class in question, with the counting of votes being observed by a scrutinizer;
- c) In the event that both VPs Academic Development and the Chair of Council belong to the class in which the Class Representatives is being elected, the Chair of Council shall delegate another Executive Member of the NSU to oversee the election;
- d) Be held in the respective assemblies by secret ballot. The nominee securing the greatest number of votes for office will be declared holder of that office. In the case of a tie, a re-election for the position involved shall be contested between the tied nominees within one week of the election. Upon counting of the ballots, a difference of less than three votes deems a recount necessary.

Section 4:

Changeover of the Executive Members:

- a) Post elections, there will be a changeover period in which the outgoing Executive Members will conduct an in depth transfer of information and procedures, for the incoming executive, related to their respective positions. This changeover period will end April 1st and will last no less than one month;
- b) As of April 1st, the incoming Executive Members will assume responsibility of the NSA. The outgoing Executive Members will have as their remaining duty, the responsibility to be present and or facilitate any end of year activities.

ARTICLE VIII: MEETINGS

Section 1:

The General Executive meetings of the NSA are scheduled as follows:

- a) Meetings will take place once a month unless otherwise agreed upon by the Executive Members;
- b) Meetings shall be chaired by the Chair of Council, or the NSU or NSS president in the event that the Chair is unavailable;
- c) Notification of these meetings must be given by agenda to every Executive Member at least one day prior to the meeting;
- d) Minutes must be taken at all Executive Members' meetings and approved at the next meeting;
- e) Emergency meetings may be held at the discretion of either the NSU or NSS President or upon written request by any of the Executive Members. Such meetings are constitutional provided that verbal notification has been given to every Executive Member at least two hours prior to the meeting. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at either a regular or special meeting;
- f) A student body assembly will be held once per term or as needed.

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Section 2:

The meetings of the NSU are scheduled as follows:

- a) Meetings will take place once a week unless otherwise agreed upon by the Executive Members of the NSU;
- b) Meetings shall be chaired by the Chair of Council, or the NSU president in the event that the Chair is unavailable;
- c) Notification of these meetings must be given by agenda to every Executive Member at least one day prior to the meeting;
- d) Minutes must be taken at all Executive Members' meetings and approved at the next meeting;
- e) Emergency meetings may be held at the discretion of the NSU President or upon written request by any of the Executive Members of the NSU. Such meetings are constitutional provided that verbal notification has been given to every Executive Member at least two hours prior to the meeting. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at either a regular or special meeting.

Section 3:

The meetings of the NSS are scheduled as follows:

- a) Meetings will take place once a week unless otherwise agreed upon by the Executive Members of the NSS;
- b) Meetings shall be chaired by the Chair of Council, or the NSS president in the event that the Chair is unavailable;
- c) Notification of these meetings must be given by agenda to every Executive Member at least one day prior to the meeting;
- d) Minutes must be taken at all Executive Members' meetings and approved at the next meeting;
- e) Emergency meetings may be held at the discretion of the NSS President or upon written request by any of the Executive Members of the NSS. Such meetings are constitutional provided that verbal notification has been given to every Executive Member at least two hours prior to the meeting. Emergency meetings are to be held to deal with extraordinary business where time is of the essence and cannot await discussion at either a regular or special meeting.

Section 4:

Regarding In-Camera Sessions:

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

Section 5:

Regarding Authority of the NSU and NSS:

- a) The NSU shall:
 - i. Be empowered to make autonomous decisions on the following:
 1. Issues regarding representation of students' academic interests;

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

Section 6:

Regarding Quorum:

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

ARTICLE IX: COMMITTEES AND CLUBS

Section 1:

The Executive Members shall establish for itself such committees as shall be required to help carry out NSA affairs.

Section 2:

The Executive Members shall initiate and support the creation of committees and clubs at CCNM.

Section 3:

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

Section 4:

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

ARTICLE X: FINANCES

Section 1:

- a) A mandatory student fee of \$200.00 for first-year (which includes admission to orientation activities) and \$80 for second, third, and fourth-year shall be collected from the student body. This fee is collected by the CCNM Student Services Department. NSA Executive Members shall be reimbursed student fees.

Section 2:

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

Section 3:

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

Section 4:

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

Section 5:

Each Executive Member may review and approve NSA financial statements.

Section 6:

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

Section 7:

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

Section 8:

Any individual expenditure in excess of \$250.00 must be tendered to a minimum of three vendors and the Executive Members must approve the selection of the vendor.

Section 9:

The NSA shall retain \$5000.00 for the incoming NSA Executive Board.

Section 10:

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

Section 11:

No \$100 bills and only holographic \$50 bills shall be accepted by any NSA Executive Member, or student accepting money to be deposited by the NSA.

ARTICLE XI: MONETARY ENDEAVOURS

Section 1:

Any student or group of students undertaking a monetary endeavor involving the student body will first present their case/opportunity to the Executive Members for approval and direction.

Section 2:

Upon completion of a monetary endeavor, all monies, including invoices and reimbursements shall be closed within five weeks, else the NSA will not be held accountable.

ARTICLE XII: EXTRAMURAL RELATIONS

Section 1:

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

Section 2:

Any student violating this provision shall be accountable to the NSA for his/her actions and subject to appropriate disciplinary measures set by the Executive Members.

ARTICLE XIII: AMENDMENTS

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

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h) Students shall approve amendments by simple majority vote (50% plus one vote).