

Nursing Student Association-Qatar (NSAQ) Constitution

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PREAMBLE

In 2008, the University of Calgary – Qatar (UCQ) saw a need for student representation in decision making and student leadership. UCQ therefore initiated student elections for Student Representatives to sit on the conjoint Campus Life Committee between the College of the North Atlantic – Qatar (CNA-Q) and UCQ.

In 2009 UCQ students and Student Services decided that a student association much like that of our counterparts in the Faculty of Nursing at the Calgary campus would best serve the students' interests and expand the role of student representation and leadership. As a distinct faculty far from the Calgary campus, it was important to build a student society distinct to the needs of the Qatar student body.

The NSAQ Constitution is adapted with permission from the Calgary campus Undergraduate Nursing Society (UNS). We would like thank and acknowledge the support afforded us by the Presidents of UNS and look forward to many years of working together.

ARTICLE I: NAME

A. The name of the organized student body shall be the “**Nursing Student Association - Qatar**” and hereinafter shall refer to as “NSAQ”.

ARTICLE II: MISSION STATEMENT

A. The official mission statement and vision of the NSAQ is:

The mission and vision of NSAQ is to support nursing students in their academic journey, professional career, and to prepare future nursing leaders for active roles in their community. We will also provide support and advocacy in addressing student issues both socially and academically. Our focus is on promoting an environment of academic achievement and excellence among our peers.

Our aim is to serve students at the University of Calgary - Qatar through effective leadership. We seek to improve students' experiences through advocacy and representation, open dialogue, and encourage involvement and engagement.

B. The mission statement will be accomplished by:

1. The support of all enterprises, including financial, that help make nursing and nursing education progressive.

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2. The support of all activities that strive to make all UCQ nursing students well-rounded in their body, mind, and spirit.
3. The protection of academic and individual rights of the students associated with the UCQ nursing programs.
4. The maintenance of communication between:
 - a. Students in all existing UCQ nursing programs
 - b. Students and:
 - i. The Faculty of Nursing in Qatar.
 - ii. The Faculty of Nursing in Canada.
 - iii. Undergraduate Nurse Society (UNS) in Canada.
 - iv. University of Calgary Alumni Association – Middle East Chapter.
 - v. Any other external communities in dealings with the NSAQ.

ARTICLE III: MEMBERSHIP

A. Membership in the NSAQ shall be composed of all UCQ nursing students who have paid the prescribed NSAQ membership fee, as determined by NSAQ Council, upon entrance to their program.

B. The privileges of members include, but are not limited to:

1. Petition the NSAQ Council in respect of any matter within the authority of the NSAQ;
2. Petition the NSAQ Council with matters which pertain to the removal of any elected NSAQ Executive Council member or fellow member;
3. Serve as an appointed member of any NSAQ Committee;
4. Attend and participate in the NSAQ sponsored forums;
5. Attend any NSAQ Council meetings;
6. Speak at any NSAQ Council meeting;
7. Be a member of the NSAQ Executive Council if qualified and properly elected;
8. Use the facilities and equipment i.e. textbooks, office, phone, within the limits set out by the NSAQ Council to organize NSAQ activities;
9. Receive discounts on materials or events offered as deemed appropriate by the NSAQ Executive Council;
10. Possess one vote in NSAQ student elections;

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11. Exercise any other rights inherent in the NSAQ Constitution.

C. A valid membership shall:

1. Be recognized from the first month of program, either September or January until the student's convocation.
2. Terminate with the cancellation or withdrawal of registration from the UCQ nursing programs with no re-imbursements of NSAQ fees.

ARTICLE IV: THE NSAQ EXECUTIVE COUNCIL

To fulfill the needs of all UCQ nursing students, NSAQ recognizes the need to have representative Executive Council.

A. Members of the NSAQ Executive Council shall consist of members elected or deemed necessary by NSAQ Council in accordance with "Article V: The Election of the Executive Council" into the positions of:

1. President
2. Vice President (VP) Academic
3. Vice President (VP) Social
4. Vice President (VP) Finance
5. Executive Secretary

B. The NSAQ Executive Council shall adhere to the NSAQ Constitution and utilize it for reference and operational duties.

C. The NSAQ Council shall have the authority to:

1. Create "Academic and Operation Policies" which pertain to all members of the NSAQ;
2. Appoint an Election Committee before March 1st of each year as necessary;
3. Delegate any of its authority and/or form sub-committees.

D. Quorum will be:

1. 50% +1 of the NSAQ Executive Council listed in Article IV.A.1-5 of the occupied positions;
2. Applied to all items of a constitutional or financial (exceeding the amount of QR1000) basis wherein a 2/3 (two thirds) majority vote of the occupied positions of the NSAQ Council is required;

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3. Other items of non-constitutional or financial (not exceeding the amount of QR1000) nature will be passed by a 50% +1 vote of total NSAQ Executive Council members present.

E. NSAQ Executive Council Meetings shall:

1. Be terminated no later than 1.5 hours after the beginning of the meeting unless otherwise motioned;
2. Occur at least two times per month as deemed necessary by the NSAQ Executive Council;
3. Include one retreat attended by the NSAQ Council. The first retreat must occur by the end of December, with the second retreat occurring before the end of the Winter Semester at the UCQ.

F. Removal of an elected NSAQ Council member shall:

1. Occur with a 2/3 NSAQ Council vote if a situation arises wherein the requirements of the Council member's position are not fulfilled or violations of the constitution occur;
2. Occur following a petition of 50% + 1 of current NSAQ members.

G. Term of Office shall:

1. Commence May 1st and terminate on April 30th of each year for NSAQ Council members.

H. Resignation:

1. Is required of NSAQ Council members with the cancellation or withdrawal of registration in the UCQ nursing programs;
2. Requires the submission of a letter of resignation to the NSAQ Council, and the surrender of any keys or other NSAQ property at the time of resignation;
3. If a member is absent for the majority of their volunteered office hours in addition to the council meetings he or she may have limited responsibilities at the NSAQ Council's discretion.

ARTICLE V: ELECTION OF THE NSAQ COUNCIL

A. A general election shall:

1. Be held before March 31st of the current academic year as needed if positions have multiple applicants or are not filled;

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2. Be held for the purpose of electing NSAQ Executive Council members as listed in Article IV;
3. Executive positions will otherwise be acclaimed as all positions are volunteer positions.

B. The Election Committee shall be:

1. Appointed as deemed necessary by NSAQ Council;
2. Composed of:
 - a. Any member as appointed by the NSAQ Council;
 - b. Non-members as appointed by the NSAQ Council.

C. The Election Committee shall:

1. Provide unbiased guidance and supervision in the management of the election, referenda and the preparation of the list of candidates;
2. Enforce fairness on the part of all candidates;
3. State and advertise:
 - a. The holding of an election at least fourteen days prior to the election day;
 - b. The hours during which a polling station will be open;
 - c. The time by which nomination forms must be filled which shall be no less than seven days before the given election day;
 - d. The time by which standard nomination forms with three NSAQ member signatures and a platform statement is required;
 - e. A finalized list of candidates no less than six days before the given election day;
 - f. Election results.
4. Formulate campaigning regulations for approval by the NSAQ Executive Council;
5. Administer election forums and attempt to notify candidates at least 24 hours in advance;
6. Count ballots upon closure of polls;
7. Provide an election summary upon request to the NSAQ Executive Council;
8. Determine the procedure for action in the event of a tie.

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ARTICLE VI: DUTIES OF OFFICERS

A. All members of the NSAQ Council shall, to the best of their ability:

1. Follow the NSAQ Mission Statement and abide by the NSAQ Constitution;
2. Attend regular meetings called by NSAQ Executive Council;
3. Forward regrets to an officer attending the meeting if unable to attend;
4. Act as a UCQ nursing program representative;
5. Maintain priority commitment to UCQ nursing students;
6. Assist the NSAQ Council in fulfilling the duties of any vacant positions when appropriate;
7. Attend one hour of designated office hours per week.

B. NSAQ Executive Council members, in addition to the above responsibilities, shall:

1. Submit a report concerning the position held to the President for compilation of the annual report by April 1st of each year, as deemed necessary by NSAQ Council;
2. Have a minimum of one year experience on NSAQ Council, as deemed necessary by NSAQ Council
3. Attend change-over meetings with incoming NSAQ Executive Council members when vacating their position.

C. The President shall:

1. Serve as chairperson of NSAQ Council meetings which may include, but is not limited to:
 - a. Retaining the position of ex-officio (non-voting, unless the chairperson's vote will be the deciding vote).
2. Act as official liaison and spokesperson for the NSAQ with:
 - a. Faculty;
 - b. NSAQ members;
 - c. Members of the press and community;
 - d. UNS in Canada;
 - e. Other organizations and groups not specified in Article IV.
3. Maintain a record of all correspondence pertaining to his/her position;
4. Compile a club report on all activities for submission to the Associate Dean and the incoming NSAQ Council by April 30th;

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5. Have cheque signing authority (dual signing authority with the NSAQ VP Finance);
6. Participate on the following committees:
 - a. Faculty Council;
 - b. Campus Life Committee.
7. Establish meetings with the Associate Dean of Nursing pertaining to student concerns, as needed;
8. Have Blackboard access to NSAQ “course” in order to make changes to discussion board and announcements;
9. Monitor and maintain NSAQ email account; distribute emails to appropriate NSA-Q member;
10. Review constitution at their earliest convenience and make revisions as needed before the end of the current academic year;
11. Send NSAQ Constitution changes to UCQ Associate Dean for approval;
12. Orient new members of the NSAQ Council;
13. Hold keys to the NSAQ office and files.

D. The VP Academic shall:

1. Assume the responsibilities of the President in his/her absence;
2. Organize extra-curricular activities of academic nature (ex. volunteer opportunities);
3. Organize academic activities of educational nature;
4. Liaise with the Research Committee, Student Services, the Academic Integrity Working Group and other committees by mutual agreement of NSAQ and Associate Dean Academic;
5. Organize any other activities deemed appropriate by the NSAQ Council;
6. Hold keys to the NSAQ office and files.

E. The VP Social shall:

1. Liaise with other faculties, Student Services, organizations external to the UCQ, designated by the NSAQ Council (ex. Hamad Medical Corporation);
2. Maintain records of all correspondence pertaining to the position;

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3. Prepare press releases as required which then must be submitted to the UCQ Public Affairs for feedback and approval;
4. Organize paraphernalia to promote the image of nursing in Qatar (if required);
5. Attain approval for all events from UCQ Student Services;
6. Visits to organizations such as hospitals;
7. Communicate NSAQ activities to the students; via class announcements, email and posters;
8. Record and bring forth any concerns and ideas students have;
9. Actively take part in activities and in promoting NSAQ membership;
10. Pursue and/or organize any project of social nature by committing a minimum of one hour per week and are encouraged to sit on one of the recognized committees that is beneficial to members of NSAQ;
 - a. Campus Life Committee
 - b. Alumni Committee
11. Hold keys to the NSAQ office and files.

F. The VP Finance shall:

1. Be responsible for any financial and budget matters within the NSAQ including but not limited to:
 - a. NSAQ membership fees;
 - b. Activities and projects accounts.
2. Maintain accurate record of all financial transactions for the financial year from May 1st to April 30th of the following year;
3. Maintain record of membership fee allocation to each graduating year for each financial year and provide statements of balances in all accounts;
4. Prepare a balance sheet to be presented monthly at NSAQ Council meetings;
5. Prepare an Annual Financial Report to be submitted to the President by April 1st of each year;
6. Deposit in the name of the NSAQ all moneys received in the designated chartered bank;
7. Must make deposit of funds within one week of their receipt;
8. Have cheque signing authority (dual signing authority with the NSAQ President);

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9. Be ultimately responsible for collection of funds from any fundraising activity;
10. Access to keys for the office desk.

F. The Executive Secretary shall:

1. Keep a file of all minutes, correspondence, and press releases;
2. Record minutes of all NSAQ Council meetings or delegate task when absent;
3. Make a copy of the NSAQ Council meeting minutes available to all NSA-Q Council members;
4. Provide the Election Committee with any information to be advertised to the voters regarding any referenda question;
5. Maintain a current contact list of NSAQ Council members;
6. Maintain the files and office supplies in an orderly manner;
7. Cooperate with all NSAQ Council members to organize meeting times and notify NSAQ Council of the meeting times;
8. Book meeting rooms;
9. Pick up NSAQ mail from Student Services at least twice a month;
10. Access to keys for the office desk

ARTICLE VII: FINANCES AND BUDGET

- A. The financial year shall be from April 1st to March 31st of the following year.
- B. The membership fee for all members except NSAQ Council (see article VII section D) shall be determined by NSAQ Council for the current year.
- C. A monthly written financial summary of credits and debits will be provided to the NSAQ Council.
- D. A Financial statement shall be reported to the Executive Council following each fundraising event.
- E. Cheque signing authority must be transferred to the appropriate new NSAQ Council members following elections.

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- F. The Activities and Projects account must attempt to maintain a minimum hand-over balance of QR 6,000 by March 31st to serve as funds for the incoming NSAQ Council. Any amount exceeding the above amount shall be used for any activity deemed appropriate by quorum of NSAQ Council (i.e. awards, graduation, etc.)
- G. All contracts and legal agreements must be read and signed by two appropriate NSAQ Executive Council Members.
- H. NSAQ shall advertise availability of fund to members by the end of the Fall Semester of each year.

ARTICLE VIII: RESPONSIBILTY TO THE UNIVERSITY OF CALGARY-QATAR

- A. Amendments to the constitution must be passed by 2/3 majority vote of active members.
- B. NSAQ is bound by provisions of the Freedom of Information and Privacy Act.

ARTICLE IX: UNIVERSITY OF CALGARY-QATAR RESPONSIBILTY TO NSAQ

- A. Provide office space with computer and office supplies as required.
- B. Collection and remittance of membership fees.