

Lakehead University Nursing Association  
(L.U.N.A.)  
Constitution

## Article 1

### Name & Purpose

1.1 – The name of the club is the Lakehead University Nursing Association, in short, L.U.N.A. and shall herein be referred to by this name.

1.2 – The motto of L.U.N.A. is Melius cura per fortis peritus vox – Better care through strong professional voice.

1.3 – The purpose of L.U.N.A. is to enhance the student life of all nursing students currently enrolled at Lakehead University by:

- 1.3.1 – Establishing social activities;
- 1.3.2 – Organizing educational opportunities, including health promotion events;
- 1.3.3 – Lobbying on behalf of issues that affect L.U.N.A. members;
- 1.3.4 – Acting as a communication medium for the students; and
- 1.3.5 – Providing volunteering opportunities within the community for nursing students.

1.4 – L.U.N.A. is a proud and respectful member of the Lakehead University Student Union (L.U.S.U.) and as such recognizes L.U.S.U. as its ultimate governing body.

## Article 2

### Membership and Meetings

2.1 – All nursing students enrolled in academic programs at Lakehead University are L.U.N.A. members, including the following programs:

- 2.1.1 – The BScN (4-year) Collaborative program (with Confederation College); and
- 2.1.2 – The BScN (3-year) Compressed program; and
- 2.1.3 – The BScN (4-year) Collaborative program (with Confederation College) at the rural campuses in Northwestern Ontario (Dryden, Fort Frances, Kenora, Sioux Lookout);
  - 2.1.3.a – Rural campuses do not hold C.N.S.A. memberships as they currently do not pay C.N.S.A. annual fees (March 2014).
  - 2.1.3.b – Rural campuses are eligible to receive funding for C.N.S.A. conferences (National and Regional), and will receive equal funding as Thunder Bay campus students.
  - 2.1.3.c – In the event that a rural campus nursing student would like to attend C.N.S.A. hosted events (including but not limited to Conferences), they will inquire with the Ontario Regional Director of C.N.S.A., the National Director of C.N.S.A. and the Director of Nursing at Lakehead University regarding funding and attendance at C.N.S.A. activities.**

2.2 – L.U.N.A. does not allow membership to students from other faculties or programs.

2.3 – There shall be at least one (1) meeting per month during the Fall and Winter ~~class sessions~~ semesters, and before adjournment of each meeting of the L.U.N.A. Board of Directors, the date and time of the next meeting shall be established 7 days minimum prior to the meeting.

2.4 – Quorum of the L.U.N.A. Executive Council shall consist of two-thirds (2/3) of the full complement of voting members. Absences due to vacant positions will not be included in quorum totals.

2.5 – Quorum of the L.U.N.A. Board of Directors shall consist of at minimum half (1/2) of L.U.N.A. Board of Directors plus one (1) of the full complement of voting members. Absences due to vacant positions will not be included in quorum totals.

2.6 – Any meeting may be adjourned at any time with a majority vote of the members present see clause 2.3 regarding meetings.

2.7 – Should the L.U.N.A. Board of Directors be presented with a petition containing signatures of at least ten (10) percent of the Lakehead University Nursing Association members so requesting, it shall call a general meeting to consider such Policy, and any decision of the general meeting shall be binding upon the L.U.N.A. Board of Directors, see clause 2.1.

2.8 – ~~In the case of~~ The L.U.N.A. Executive Council meetings will be determined by the Executive Council members at least two (2) days prior to said meeting. The time and place will be determined by the executive members at least two (2) days prior to said meeting. No formal notice of meetings need be given if all members of the L.U.N.A. Executive Council are present, or those absent have been notified, and have given consent for the meeting to be held.

2.9 – No error or omission in giving notice for a meeting, shall invalidate said meeting, or invalidate or make void any proceedings occurring at said meeting.

2.10 – At all meetings, all motions shall pass by a majority vote. Every motion should be called by a show of hands, unless a roll call is demanded by a voting member.

2.11 – In certain special situations, deemed necessary by the L.U.N.A. President, an electronic vote can be held for either Executive Council or the Board of Directors. The vote results are binding, and tabulated results are to be read into the minutes of next L.U.N.A. Board of Directors meeting.

2.12 – Procedures of all meetings are to be governed by Robert's Rules of Order. When in conflict, the L.U.N.A. Constitution takes precedence over Robert's Rules of Order.

### **Article 3**

#### **L.U.N.A. Executive Council**

3.1 – The L.U.N.A. Executive Council shall have the authority to make decisions on behalf of the L.U.N.A. Board of Directors. Any decisions made must be communicated to the L.U.N.A. Board of Directors by email as soon as possible, and then read into the minutes at the next L.U.N.A. Board of Directors meeting.

3.2 – All L.U.N.A. Executive Council members must have served on L.U.N.A. for one (1) year previous to their nomination to ensure continuity within L.U.N.A..

3.3 – All L.U.N.A. Executive Council members must be nominated for and elected to as per the appropriate corresponding title by L.U.N.A. members in attendance at a general election occurring at its Annual General Meeting (AGM).

3.4 – The L.U.N.A. Executive Council are also voting members of the L.U.N.A. Board of Directors.

3.5 – The L.U.N.A. Executive Council shall produce minutes for each meeting and kept on file in the L.U.N.A. office for two (2) years.

3.6 – During the month of April, the ~~incoming~~ outgoing L.U.N.A. Executive Council members shall serve as ex-officio representatives of the ~~outgoing~~ incoming L.U.N.A. Executive Council. with no voting rights. The incoming L.U.N.A. Executive Council members shall hold no voting rights in the current L.U.N.A. Executive Council until their term begins.

3.7 – The L.U.N.A. Executive Council will consist of three (3) key positions:

3.7.1 – The L.U.N.A. President,

3.7.2 – The L.U.N.A. Vice-President Finance, and

3.7.3 – The L.U.N.A. Vice-President Student Issues.

#### **3.7.1 – L.U.N.A. President**

3.7.1.1 – The L.U.N.A. President is the Chief Executive Officer of the Lakehead University Nursing Association. During the absence or inability of the L.U.N.A. President, presidential duties become the responsibility of the L.U.N.A. Vice-President Finance.

3.7.1.2 – The L.U.N.A. President shall, as Chief Executive Officer, establish the goals and objectives of L.U.N.A. in collaboration with the Board of Directors.

3.7.1.3 – The L.U.N.A. President must serve as the Chairperson for all meetings of the L.U.N.A. Executive Council and the L.U.N.A. Board of Directors.

3.7.1.4 – The L.U.N.A. President shall hold a seat on all L.U.N.A. committees.

3.7.1.5 – The L.U.N.A. President shall endeavour to fill all seats on L.U.N.A. Board of Directors during first meeting in September. Failing this, it shall be the responsibility of the L.U.N.A. President to ensure that all seats on L.U.N.A. Board of Directors are filled by the second meeting in October of the academic year. The L.U.N.A. President is also responsible for filling all vacancies on L.U.N.A. Board of Directors, which may occur as the academic year progresses. This process shall include the assistance of the other members of the Board of Directors.

3.7.1.5.a If a position can not be filled, the position will remain vacant and their vote will be null. If an Executive Council position is not filled, the President is responsible for appointing a L.U.N.A. Board of Director to said position.

3.7.1.6 – The L.U.N.A. President shall be responsible for maintaining a line of communication with Lakehead University School of Nursing's Director of Nursing.

3.7.1.7 – The L.U.N.A. President shall be entitled to make decisions on behalf of L.U.N.A. subject to the following criteria:

3.7.1.7.a – After diligent effort, the L.U.N.A. President is unable to convene a meeting of the L.U.N.A. Board of Directors or the L.U.N.A. Executive Council; and

3.7.1.7.b – It is absolutely necessary that the decision be made before such a meeting can be convened; and

3.7.1.7.c – The decision is reported to the L.U.N.A. Board of Directors, and the L.U.N.A. Executive Council, at the next meeting.

3.7.1.7.d- This presidential decision shall not regard monetary issues.

3.7.1.8 – The L.U.N.A. President shall produce a written Final Report which must be submitted to the incoming L.U.N.A. Executive Council by April 30th. The L.U.N.A. Administration Officer shall place a copy of said written report into the September Minutes.

3.7.1.9 – The L.U.N.A. President shall produce a written Summer Report, which must be submitted to the L.U.N.A. Board of Directors, by the inaugural Board of Directors meeting at the start of the academic year. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

3.7.1.10 – The L.U.N.A. President shall be responsible for the transmission of information from L.U.N.A. to other student organizations.

3.7.1.11 – The L.U.N.A. President shall be responsible for bringing forth the names of potential conference delegates to the L.U.N.A. Board of Directors for ratification, based on recommendations of the Executive Council members.

3.7.1.12 – The L.U.N.A. President is the member of the L.U.N.A. Board of Directors most responsible for political matters on a municipal, provincial, national and international level.

3.7.1.13 – The L.U.N.A. President shall work alongside the Faculty of Nursing in planning and implementing the first-year pinning ceremony.

### 3.7.2 – L.U.N.A. Vice-President Finance

3.7.2.1 – The L.U.N.A. Vice-President Finance is the Senior Vice-President of L.U.N.A.. During the absence or inability of the L.U.N.A. President and the L.U.N.A. Vice- President Finance, duties and powers may be exercised by the L.U.N.A. Vice-President Student Issues, or such other trustees as the L.U.N.A. Board of Directors may appoint for that purpose.

3.7.2.2 – The L.U.N.A. Vice-President Finance shall report to the L.U.N.A. Board of Directors any financial decisions made on behalf of the L.U.N.A. Board of Directors.

3.7.2.3 – The L.U.N.A. Vice-President Finance shall refer all expenditures in excess of two hundred (200) dollars, not already allocated for in existing budgets, to the L.U.N.A. ~~Executive Council. All expenditures in excess of five hundred (500) dollars~~ **two hundred (200) dollars shall be referred to the L.U.N.A. Board of Directors. Expenditures below two hundred (200) dollars can be approved at the discretion of the L.U.N.A. president.**

3.7.2.4 – The L.U.N.A. Vice-President Finance must be able to show L.U.N.A.'s financial position, and provide information of a financial nature pertaining to any expenditures made by the current L.U.N.A. Board of Directors and/or the L.U.N.A. Executive Council to any L.U.N.A. member who so requests. The L.U.N.A. Vice-President Finance is permitted seven (7) business days notice to present said financial information.

3.7.2.5 – The L.U.N.A. Vice-President Finance shall produce a written Final Report which must be submitted to the Incoming L.U.N.A. Executive Council by April 30th. The L.U.N.A. Administration Officer shall place a copy of said written report into the Minutes.

3.7.2.6 – The L.U.N.A. Vice-President Finance shall produce a written Summer Report, which must be submitted to the L.U.N.A. Board of Directors, by the inaugural Board of Directors meeting at the start of the academic year. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

3.7.2.7 – The L.U.N.A. Vice-President Finance shall be responsible for the creation and presentation of budgets for all planned L.U.N.A. events.

3.7.2.8 – The L.U.N.A. Vice-President Finance shall be responsible for negotiating all contracts between L.U.N.A. and outside vendors.

3.7.2.9 – The L.U.N.A. Vice-President Finance is the member of the L.U.N.A. Board of Directors that is most responsible for the financial operations of L.U.N.A., and shall have jurisdiction over all the finances of L.U.N.A.

### 3.7.3 – L.U.N.A. Vice-President Student Issues

3.7.3.1 – The L.U.N.A. Vice-President Student Issues may exercise duties and powers of the other two executives, in the absence or inability of the L.U.N.A. President and the L.U.N.A. Vice-President Finance.

3.7.3.2 – The L.U.N.A. Vice-President Student Issues shall be the only executive available for consultation with individuals or groups concerning academic grievances.

3.7.3.3 – The L.U.N.A. Vice-President Student Issues shall be the student representative to the School of Nursing Faculty Curriculum Committee, the School of Nursing Collaborative Council Policy Sub-Committee, and any other committee that requires nursing student representation.

3.7.3.4 – The L.U.N.A. Vice-President Student Issues shall produce a written Final Report which must be submitted to the Incoming L.U.N.A. Executive Council by April 30th. The L.U.N.A. Administration Officer shall place a copy of said written report into the Minutes.

3.7.3.5 – The L.U.N.A. Vice-President Student Issues shall produce a written Summer Report, which must be submitted to the L.U.N.A. Board of Directors, by the inaugural Board of Directors meeting at the start of

the academic year. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.

3.7.3.6 – The L.U.N.A. Vice-President Student Issues is the member of the L.U.N.A. Board of Directors most responsible for the dissemination of information, and shall subsequently be engaged in the gathering and distribution of information pertaining to the activities of L.U.N.A.

## Article 4

### L.U.N.A. Board of Directors

4.1 – The L.U.N.A. Board of Directors shall be empowered to set all financial, political and general policy for L.U.N.A..

4.2 – All decisions made by the L.U.N.A. Board of Directors must always be done in the best interest of the members of L.U.N.A.

4.3 – ~~There~~ L.U.N.A. Board of Directors will be the governing body of L.U.N.A.. It shall consist of all elected and appointed positions, and shall include the three (3) Executive members.

4.4 – In addition to the members of the L.U.N.A. Executive Council, the L.U.N.A. Board of Directors will include the following officers and positions:

- 4.4.1 – L.U.N.A. Past-President;
- 4.4.2 – L.U.N.A. Administration Officer;
- 4.4.3 – L.U.N.A. Informatics Officer;
- 4.4.4 – L.U.N.A. Senior Social Coordinator;
- 4.4.5 – L.U.N.A. Junior Social Coordinator;
- 4.4.6 – C.N.S.A. Official Delegate;
- 4.4.7 – C.N.S.A. Associate Delegate;
- 4.4.8 – ~~External Affairs Officer~~ ~~Registered Nurses Association of Ontario Liaison Officer~~;
- 4.4.9 – L.U.N.A. Sales Representative**
- 4.4.10 – L.U.N.A. Class Representatives;
- 4.4.11 – L.U.N.A. Members-at-Large; and
- 4.4.12 - Chairpersons

#### 4.4.1 – L.U.N.A. Past-President

4.4.1.1 – The L.U.N.A. Past-President shall be a ~~non-voting~~ voting member of the Board of Directors

4.4.1.1.a. The L.U.N.A Past-President can only hold a vote if they are a Lakehead University Nursing student.

4.4.1.2 – The L.U.N.A. Past-President shall act as a resource person to current L.U.N.A. Board of Directors and current L.U.N.A. Executive Council.

4.4.1.3 — The L.U.N.A. Past-President may resign from this position and nominate themselves for an alternative seat on the L.U.N.A. Board of Directors with approval of a majority from the L.U.N.A. Board of Directors ~~once~~;

4.4.1.3.a — **This action may only occur when** positions have been filled after the bi-elections.

4.4.1.4 —Position of the L.U.N.A. Past President may only be filled by current Nursing Students, as per clause 2.1.

#### 4.4.2 – L.U.N.A. Administration Officer

4.4.2.1 – The L.U.N.A. Administration Officer shall be a voting member of the Board of Directors.

4.4.2.2 – The L.U.N.A. Administration Officer will take minutes and notes at each official L.U.N.A. meeting and will keep a permanent record of each meeting as well. All minutes and notes shall be dated and stored in L.U.N.A. office.

4.4.2.3 – The L.U.N.A. Administration Officer shall ensure that copies of all facts and minutes of all proceedings are distributed to each member of the L.U.N.A. Board of Directors within (5) business days after said proceedings have concluded.

4.4.2.4 – The L.U.N.A. Administration Officer will maintain contact information of each executive and non-executive officer on L.U.N.A. and will contact each appropriately to confirm meeting attendance each month.

**4.4.2.5 – The L.U.N.A. Administration Officer will send the agenda at least 24 hours prior to the meeting and all members wishing to speak at the meeting must notify the Administration Officer before the 24 hours.**

**4.4.2.6 - The L.U.N.A Administration Officer will be responsible for keeping inventory of office supplies and notify the President of where funds need to be allocated for office supplies.**

#### 4.4.3 – L.U.N.A. Informatics Officer

4.4.3.1 – The L.U.N.A. Informatics Officer shall be a voting member of the Board of Directors.

4.4.3.2 – The L.U.N.A. Informatics Officer will manage all communications of L.U.N.A., including updating and maintaining the L.U.N.A. website, social media, and display case.

4.4.3.3 – The L.U.N.A. Informatics Officer is responsible for directing and approving communications style and content.

4.4.3.4 – The L.U.N.A. Informatics Officer shall, upon notification from the L.U.N.A. President, advertise the L.U.N.A. Annual General Meeting.

~~4.4.3.5 – The L.U.N.A Informatics Officer will be responsible for keeping inventory of office supplies and notify the President of where funds need to be allocated for office supplies.~~

#### 4.4.4 – L.U.N.A. Senior Social Coordinator.

4.4.4.1 – The L.U.N.A. Senior Social Coordinator shall be a voting member of the Board of Directors.

4.4.4.2 – The L.U.N.A. Senior Social Coordinator is an appointed position from the L.U.N.A. Junior Social Coordinator position. If a Junior Social Coordinator is not available, then this becomes an elected position for that given year.

4.4.4.2.a - Should the Junior Social Coordinator chose not to take on the Senior Social Coordinator role they must act as a mentor for the new Social Coordinators.

4.4.4.3 – The L.U.N.A. Senior Social Coordinator will be ultimately responsible for the organization of all L.U.N.A.'s functions, including social, extracurricular and educational.

4.4.4.4 – The L.U.N.A. Senior Social Coordinator may delegate specific tasks or the organization of entire events or functions to the L.U.N.A. Junior Social Coordinator.

4.4.4.5 – The L.U.N.A. Senior Social Coordinator will be responsible for recruiting a social sub-committee to assist in planning and preparing for events and functions that L.U.N.A. will hold.

4.4.4.6 — During the preparation for any social event the L.U.N.A. Senior Social coordinator is responsible for collaborating with Vice-President of Finance to form a budget prior to said event. This budget must be shared at a Board of Directors Meeting prior to said event.

#### 4.4.5 – L.U.N.A. Junior Social Coordinator

4.4.5.1 – The L.U.N.A. Junior Social Coordinator is a voting member of the Board of Directors.

4.4.5.2 – The L.U.N.A. Junior Social Coordinator will be working with the L.U.N.A. Senior Social Coordinator in coordinating L.U.N.A. events and functions, see 4.4.4.2.a.

4.4.5.3 – The L.U.N.A. Junior Social Coordinator will organize functions that have been delegated to them by the L.U.N.A. Senior Social Coordinator.

4.4.5.4 - The L.U.N.A. Junior Social Coordinator moves into the Senior Social Coordinator role the following year.

#### 4.4.6 – Canadian Nursing Student Association Official Delegate

4.4.6.1 – The Canadian Nursing Student Association (C.N.S.A.) Official Delegate shall be a voting member of the Board of Directors

4.4.6.2 – The C.N.S.A. Official Delegate is an **elected position that must be filled** at the L.U.N.A. Annual General Meeting. ~~appointed position from after serving as the C.N.S.A. Associate Delegate position. If a C.N.S.A. Associate Delegate is not available then this becomes an elected position for that given year.~~

4.4.6.3 – The C.N.S.A. Official Delegate will hold the position in accordance with both the L.U.N.A. constitution and C.N.S.A. constitution.

4.4.6.4 – The C.N.S.A. Official Delegate will be responsible for maintaining communication between L.U.N.A. and the C.N.S.A. at both the national and regional level, and promoting C.N.S.A. at Lakehead University.

4.4.6.5 – The C.N.S.A. Official Delegate will be responsible for attending Regional and National Assembly conferences as a representative of L.U.N.A. at their own expense. It is up to the individual to seek out funding through; L.U.N.A., L.U.S.U., R.N.A.O., O.N.A. etc.

4.4.6.6 – The C.N.S.A. Official Delegate will attend monthly C.N.S.A. meetings and teleconferences, and provide a written summary of these meeting to the Board of Directors. In addition, all communications received are to be provided to the L.U.N.A. Administration Officer to be entered into the minutes.

4.4.6.7 – The C.N.S.A. Official Delegate will coordinate and organize the attendance of the student body at such conferences, as well as fundraising and sponsorship.

4.4.6.8 – The C.N.S.A. Official Delegate will coordinate and organize National Nursing Student Week alongside the L.U.N.A. Senior and Junior Social Coordinators.

4.4.6.9 – The C.N.S.A. Official Delegate will ensure that C.N.S.A. Membership Fees are paid in accordance with the C.N.S.A. Rules and Regulations.

**4.4.6.10 - The C.N.S.A Official Delegate is required to attend all events at National and Regional Conferences.**

#### 4.4.7 – Canadian Nursing Student Association Associate Delegate.

4.4.7.1 – The C.N.S.A. Associate Delegate is a voting member of the **L.U.N.A.** Board of Directors. If the C.N.S.A. Official Delegate is absent from the meeting, then the C.N.S.A. Associate Delegate will vote in their absence. ~~of the C.N.S.A. Official Delegate.~~



4.4.7.2 – The C.N.S.A. Associate Delegate is an elected position from either first and second years for all students or 3rd year collaborative.

4.4.7.3 – The C.N.S.A. Associate Delegate will assume all roles of the C.N.S.A. Official Delegate in their absence.

4.4.7.4 – The C.N.S.A. Associate Delegate will assist the C.N.S.A. Official Delegate in the performance of their duties.

4.4.7.5 - The C.N.S.A. Associate Delegate moves into the C.N.S.A. Official Delegate role the following year.

4.4.7.5.a - Should the C.N.S.A. Associate Delegate chose not to take on the C.N.S.A. Official Delegate role they must act as a mentor for the new C.N.S.A. Delegates.

#### 4.4.8 – ~~External Affairs Officer Registered Nurses Association of Ontario Liaison Officer~~

4.4.8.1 – The ~~External Affairs Officer Registered Nurses Association of Ontario (R.N.A.O.) Liaison Officer~~ shall be a voting member of the Board of Directors.

4.4.8.2 – The ~~External Affairs Officer R.N.A.O. Liaison Officer~~ position may either be filled by election or by a direct appointment by ~~the Executive Board of Directors R.N.A.O.~~

4.4.8.3 – The elected ~~External Affairs Officer R.N.A.O. Liaison Officer~~ will contact R.N.A.O. (~~Toronto headquarters~~) to notify them of their position, and to request materials to assist in promoting R.N.A.O. to L.U.N.A. members.

4.4.8.4 – The ~~External Affairs Officer R.N.A.O. Liaison Officer~~ will be responsible for maintaining communication between L.U.N.A. ~~and both R.N.A.O., and~~ Nursing Students of Ontario (N.S.O.), ~~and the Thunder Bay Regional Health Science Center.:~~

4.4.8.5 – The External Affairs Officer will be responsible to help recruit volunteers for the monthly Sunday dinner services at Shelter House.

4.4.8.6 – The ~~External Affairs Officer R.N.A.O. Liaison Officer~~ will attend ~~monthly R.N.A.O. meetings and N.S.O. meetings and teleconferences,~~ and provide a written/verbal summary of these meeting to the Board of Directors. In addition, all communications received are to be provided to the L.U.N.A. Administration Officer to be entered into the minutes.

4.4.8.7 – The External Affairs Officer will be responsible for communicating with the TBRHSC Paediatrics Event Coordinator to organize reverse-trick-or-treating.

4.4.8.8 – The External Affairs Officer will be responsible for organizing One Match event- this requires communication with OneMatch Event Coordinator. This also entails recruiting volunteers for the day of, and managing the bone marrow donations after the event.

#### 4.4.9- L.U.N.A. Sales Representative

4.4.9.1- The Sales Representative shall be a voting member of the Board of Directors.

4.4.9.2- The Sales Representative is an elected position for second, third, or fourth year students.

4.4.9.3- The Sales Representative role involves but is not limited to organizing and facilitating clothing sales, scrub sales, stethoscope/sphygmomanometer sales, inventory, merchandise, and open communication with companies and suppliers of these products.

4.4.9.3a- All invoices of orders must be obtained and filed for future references.

4.4.9.4- The Sales Representative will work collaboratively with the VP of Finance on matters involving payment and any discrepancies.

4.4.9.5- The Sales Representative will respond professionally to all emails and correspondence with students, faculty, and other L.U.N.A. members in regards to all sales, inquiries, and/or other concerns.

#### 4.4.9 – L.U.N.A. Class Representatives

4.4.9.1 – All L.U.N.A. Class Representatives, **three** from each year (**two collaborative representatives** ~~representatives~~, and **one compressed representative**) ~~of each program per site of study (Lakehead University and Confederation College)~~, shall be voting members of the Board of Directors.

4.4.9.2 – With the exception of first year representatives who will be appointed at the start of the fall semester by L.U.N.A. Board of Directors, all other year class representatives will be voted **onto** the L.U.N.A. Board of Directors at the **Annual General Meeting**.

4.4.9.3 – L.U.N.A. Class Representatives may run for re-election in their subsequent year of study, or may run for an executive position for the following year.

4.4.9.4 – L.U.N.A. Class Representatives are to act as liaisons between their class and the L.U.N.A. Board of Directors.

4.4.9.4.a - It is the responsibility of the L.U.N.A. Class Representative to advertise all events and to promote sales through social media and in-class presentations.

4.4.9.4.b - If the L.U.N.A Class Representative is absent then see clause 4.4.10.4.a

4.4.9.5 – L.U.N.A. Class Representatives are expected to attend all L.U.N.A. Board of Director meetings, and to assist with all L.U.N.A. events and functions.

#### 4.4.10 – L.U.N.A. Members-at-Large

4.4.10.1 – The Members-at-Large shall be voting members of the L.U.N.A. Board of Directors.

4.4.10.2 – The Members-at-Large will be appointed by the L.U.N.A. Board of Directors.

4.4.10.3 – The Members-at-Large will attend all L.U.N.A. meetings, and assist with representing the entire nursing student body.

4.4.10.4 – The Members-at-Large will assume the role of a class representative should one be unable to perform their duties.

4.4.10.4.a - ~~Members-At-Large~~ will assume the position of Class Representative when a representative is not present in class.

**4.4.10.5 - Members-At-Large are expected to participate and/or contribute to L.U.N.A. events when possible.**

**4.4.10.5.a - Should a Member-At-Large not adhere to the parameters of this position, see clause 8.1**

#### 4.4.11 – Chairpersons

4.4.11.1. - The Chairperson is a non-voting member on the L.U.N.A. Board of Directors.

4.4.11.2. - The Chairperson position shall be open to any **nursing student**, L.U.N.A. voting Board of Director member, **or a student** who also sits on an alternative Lakehead University Student Committee Association. Open to, but not confined to:

- 4.4.11.2.a. - L.U.S.U. Board of Directors;
- 4.4.11.2.b. - Lakehead Graduation Committee; and
- 4.4.11.2.c. - Lakehead Interprofessional Student Society.

## Article 5

### Sub-Committees

5.1 – When L.U.N.A. organizes events and functions, a separate committee should be created to ensure a budget is made, tasks are shared, and for the overall efficient operations of the event.

5.2 – Committees will be chosen in consultation with the L.U.N.A Board of Directors.

5.2.1 — L.U.N.A Selection for C.N.S.A. Regional and National Conference Funding Request Sub-committee shall consist of:

- 5.2.1.a — L.U.N.A Executive Council; and
- 5.2.1.b — C.N.S.A. O.D and A.D; and
- 5.2.1.c — Three (3) L.U.N.A. voting member-at-large; or
  - 5.2.1.c.1 — Three (3) alternative Board of Director members if three (3) Members-at-Large are not available; and
- 5.2.1.d — L.U.N.A. Administrative Officer to take minutes.

5.3 — L.U.N.A Events Sub-committee shall consist of:

- 5.3.1 — Senior and Junior Social Coordinators; and
- 5.3.2 — Any L.U.N.A. Board of Director member; and
- 5.3.3 — Any Lakehead nursing students.

5.4 - In the event that monetary or financial decision needs to be made the L.U.N.A. V.P of Finance will be a voting member of said sub-committee.

5.5 — L.U.N.A. Focus Group and Town Hall Sub-committee will:

- 5.5.1 — Create open dialogue between faculty and nursing student body; and
- 5.5.2 — Organize two (2) focus groups in the fall semester consisting of;
  - 5.5.2.a — L.U.N.A. President, L.U.N.A. Vice-President of Student Issues, L.U.N.A. Class Representatives, L.U.N.A. Administration Officer and the Student body for years three and four (3 & 4) during the month of October; and
  - 5.5.2.b. — L.U.N.A. President, L.U.N.A. Vice-President of Student Issues, L.U.N.A. Class Representatives, L.U.N.A. Administration Officer and the Student body for years one and two (1 & 2) during the month of November; and to
  - 5.5.2.c. — Organize one (1) town hall during the winter semester in collaboration with the ~~with~~ faculty year coordinators and the School of Nursing Director.  
(This clause was supported by Lakehead University faculty members: for future changes contact the Lakehead University School of Nursing faculty)

## Article 6

### Cheque Requisitions and Expenses

6.1 – The L.U.N.A. President must be primary signatory on all cheque requisitions, unless situation as described in 6.3.1.

6.2 – The L.U.N.A. Vice-President Finance shall be second signatory on all cheque requisitions, unless situation as described in 6.3.1.

6.3 – The L.U.N.A. Vice-President Student Issues shall be permitted to sign cheque requisitions in only the following two situations:

6.3.1 – When an alternate signature is required for refund for personal purchases made on behalf of L.U.N.A. by either the L.U.N.A. President or the L.U.N.A. Vice-President Finance, then the L.U.N.A. Vice-President Student Issues will be permitted to have signatory authority in this situation to replace the member in conflict of interest; or

6.3.2 – If the L.U.N.A. Vice-President Finance remains unavailable for an extended period of time, and the L.U.N.A. President deems it necessary for a cheque requisition to be completed, then the L.U.N.A. Vice-President Student Issues will be permitted to have signatory authority to replace the L.U.N.A. Vice-President Finance.

6.4 – All members of the L.U.N.A. Executive Council and of the L.U.N.A. Board of Directors will always strive to choose the most cost effective option when making approved purchases or acquisitions.

6.5 —A minimum of 50% of student fees received to L.U.N.A. will be spent on **non-profitable** events available to the entire nursing student body.

## Article 7

### Terms of Office

7.1 – The term of office for the L.U.N.A. Executive Council and the L.U.N.A. Board of Directors shall commence May 1 and continue to the following April 30.

7.2 – During the month of April or September (for students voted on at the bi-election) , the incoming L.U.N.A. Executive Council shall work closely with the current L.U.N.A. Executive Council to facilitate the transition from year to year.

7.3 – The date of commencement of a term of office and/or the length of a term of office may be altered through a vote of the L.U.N.A. Board of Directors.

7.4 - Each position on the L.U.N.A. Board of Directors is responsible for creating or updating the L.U.N.A. Position Reference Guide.

## Article 8

### Removal from Office

8.1 – Any member of the L.U.N.A. Board of Directors or the L.U.N.A. Executive Council may be removed from office for, but not limited to, the following issues:

8.1.1 – Missing too many meetings;

8.1.1.1 – A member will be automatically removed from office if any or all of the following are accumulated during one term of office:

8.1.1.1.a – Two unexcused L.U.N.A. Board of Director's meeting absences; or

8.1.1.1.b – Two unexcused L.U.N.A. Executive Council's meeting absences.

**8.1.1.1.a. - Members who are unable to attend a meeting for foreseen circumstances must fill out a proxy form, and send the form to the Administration Officer or President 24 hours before the Meeting to be excused from the meeting. See Article 11.**

8.1.1.1.1.b.– A L.U.N.A. Executive Council or L.U.N.A. Board of Director member may be excused from a meeting **for unforeseen circumstances**; if an official email including your role identifying a reason is submitted to the L.U.N.A. email at least 2 hours prior to the meeting. ~~and this reason is accepted by the voting members present at that meeting. This also applies to leaving a meeting early, as well as arriving to a meeting late. In special circumstances, excuses will be accepted at a meeting following the missed meeting.—~~

8.1.2 – Release of confidential and classified information; or

8.1.2.1 – A member shall be automatically removed from office for releasing confidential or classified information from L.U.N.A. meetings, where this information is expressed, by a majority vote of the L.U.N.A. **Executive Council Board of Directors**, as not to be released to the general membership or to the public.

### 8.1.3 - Computer Privileges

8.1.3.1 - Computer use shall be used only for L.U.N.A. and Nursing School associated business.

8.1.3.1.a - Associated business shall include accessing NurseOne, Nursing Association Webinars from C.N.A., R.N.A.O., O.N.A., C.N.O., C.N.S.A., and alternative professional nursing practices.

8.1.3.2. - Personal accounts shall not be accessed from the L.U.N.A. computer.

8.1.3.2.a - Emails ending in @lakeheadu.ca may be accessed;

8.1.3.2.b - Social media accounts ran by L.U.N.A. (facebook, twitter, etc.) may **only** be accessed by the L.U.N.A. Executive Board or Informatics Officer unless permission is appointed to a Board of Director Member.

8.1.3.3. - Any L.U.N.A. member who posts material that may slander the L.U.N.A. Brand or a L.U.N.A. Member online ~~while using the L.U.N.A. computer~~ will be removed from their position on L.U.N.A Board of Directors.

**8.1.3.4. - Printer use shall be used only for L.U.N.A. and Nursing School associated business. Please see clause 8.1.3.1.a.**

### 8.1.4 – Impeachment;

8.1.4.1 – A member may be removed from office, such as an unfulfilled role as specified under their designated role as described in the constitution, will be removed from office by ~~a two-thirds (2/3) vote of the members present at a meeting of the L.U.N.A. Board of Directors called for an impeachment hearing~~ **unanimous vote by the L.U.N.A. Executive Board.**

8.1.4.2 – The following criteria must be observed:

~~8.1.4.2.a – Notice of the intention of the L.U.N.A. Board of Directors to impeach must be served personally upon the member in question at least ten (10) days prior to the meeting. At an in camera meeting, a simple majority of the L.U.N.A. Board of Directors is required to certify the need to hold an impeachment hearing. The notice of the intention of the L.U.N.A. Board of Directors must include the specific charges against the member.~~

8.1.4.2.a – The accused is entitled to examine all evidence to be used in the impeachment.

8.1.4.2.b – The accused has the right to be **present with or without representation** ~~represented~~ at the impeachment hearing.

8.1.4.2.c – The accused, or their representative, shall have the right to cross examine any witness brought before the L.U.N.A. **Executive Board** ~~Board of Directors~~.

8.1.4.2.d – The accused has the right to give a full answer in defence of the charges.

8.1.4.2.e – If an impeachment is successful, written notification of the reasons for impeachment must be delivered by the L.U.N.A. President to the impeached member within seven **(7)** days of the decision.

8.1.5.3 – Any member of the L.U.N.A. Board of Directors can resign at any time, providing that the L.U.N.A. Board of Directors is notified in writing. Said resignation shall take effect once written notification has been received by the L.U.N.A. President and read into the minutes.

## Annual General Meeting

9.1 – An Annual General Meeting shall be held during the winter term of every year and is mandatory for all voting members.

**9.1.a. - In the case of a foreseen absence from the Annual General Meeting, refer to Article 8.1**

9.2 – During the Annual General Meeting, the following business will be transacted:

- 9.2.1 – Completion of any outstanding old business;
- 9.2.2 – Presentation of year-to-date report from L.U.N.A. Board of Director members;
- 9.2.3 – Election of and appointment of L.U.N.A. Executive Council and L.U.N.A. Board of Director members;
- 9.2.4 – Constitutional amendments to be voted upon; and
- 9.2.5 – Any business brought up at the meeting.

9.3 – The L.U.N.A. President will establish the date of Annual General Meeting and provide at least one (1) month notice to the members of the L.U.N.A. Board of Directors and to the entire L.U.N.A. membership.

9.4 – Notice of the Annual General Meeting should be publicly posted, at a minimum, on all year level and L.U.N.A. bulletin boards in the School of Nursing.

## Article 10

### Elections and Bi-Elections

10.1 – All elections shall be conducted by secret ballot during the Annual General Meeting.

10.2 – Available positions should be posted for a minimum period of two (2) weeks to all L.U.N.A. members.

10.3 – All candidates are entitled to speak to the L.U.N.A. Board of Directors to help with selection.

10.4 - The LUNA Executive Council will be responsible count the ballots

10.5 – If necessary, a bi-election should be held at the start of the fall semester to fill any remaining vacant positions.

10.6 - Any individual who chooses to campaign may do so beginning no earlier than two weeks before the AGM and must cease all campaigning 24 hours prior to the AGM. All expenses pertaining to campaigning must be covered by the individual will not be reimbursed by L.U.N.A.

10.6.1 — Posters, flyers and online personal advertisements may remain up for public viewing, but no new campaigning may be advertised.

10.7 - In the case of a tie, the **L.U.N.A. Executive Board** ~~President~~ gets to make the final decision.

~~10.1 — All elections shall be conducted through L.U.S.U., or another impartial organization (such as an online voting system, ran through L.U.S.U.); unless~~

10.8 – In the event that there are no two competitors for any one position, an election need not occur, only a vote of confidence during L.U.N.A. Annual General Meeting.

10.8.1 — All voting for each election (Bi-election and AGM) is open to all L.U.N.A. Board of Director members. ~~including all B.Sc. Nursing students, Board of Directors and Executive members in attendance at Lakehead University and Confederation College campuses.~~—In addition any future nominated candidate has a vote for the L.U.N.A Board of Director positions excluding the L.U.N.A Executive Council positions.

~~10.2 — Available positions should be posted for a minimum of one (1) month prior to elections.~~

~~10.3 — Nomination period will close one (1) week prior to elections.~~

~~10.3.1 — If a position has no nominations, the L.U.N.A. President and executive board will discuss open positions with the L.U.N.A. B.o.D. to have their name placed on the ballot.~~

~~10.4 — Campaigning can begin once nomination period closes, and must finish at 23:59 hours the day prior to elections opening;~~

~~10.4.1 — Posters, flyers and online personal advertisements may remain up for public viewing, but no new campaigning may be advertised.~~

~~10.4.2. — Campaigning will be done at cost to the individual, not L.U.N.A., L.U.S.U. or any other outside financier.~~

~~10.5 — If necessary, a bi-election should be held at the start of the fall semester to fill any remaining vacant positions.~~

~~10.6 — The L.U.N.A. President shall only cast their vote in an election or bi-election in the case of a tie.~~

## Article 11

### Proxy Vote

11.1 - If a L.U.N.A. Board of Director member has given written notification to the ~~President~~ Administration Officer via L.U.N.A. proxy form of their absence at least **twenty-four 24 hours** ~~two (2) hours~~ prior to a meeting, this member may proxy their vote to another member attending the meeting.

11.2 – A L.U.N.A. Board of Director may only hold one (1) proxy vote at any given meeting. Once the meeting is adjourned the proxy vote is no longer valid.

## Article 12

### Amendments to L.U.N.A. Constitution

12.1 - The L.U.N.A. Constitution may only be amended once a year at the L.U.N.A. AGM unless 2.7 clause applies or a specific change to Article 10 Election and Bi-elections. All amendments must be passed by two-thirds majority vote of the L.U.N.A. Board of Directors.