

The Canadian Nursing Student's Association



Governing Documents Policies

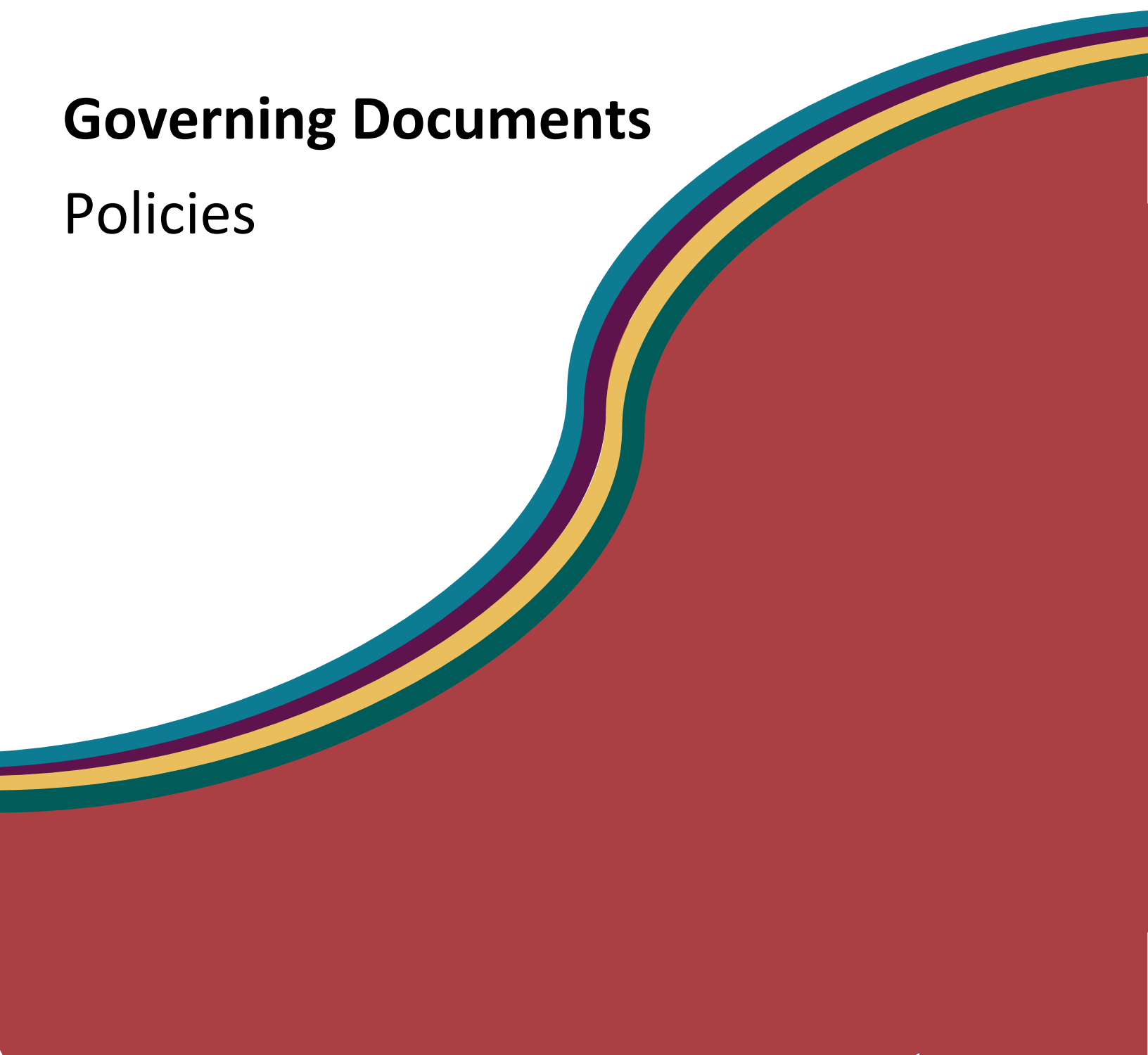




Table of Contents

<i>Policy</i>	<i>Page</i>
Bilingualism Policy	3
Code of Professional Conduct	4
Communications Policy	7
Corporate Credit Card Policy	9
Elections Policy	11
Privacy Policy	19
Sponsorship and Advertising Policy	22
Travel and Accommodations Policy	23



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

BILINGUALISM POLICY

Approved: January 2010

Approved by: National Assembly

1. The Canadian Nursing Students' Association is a bilingual and multicultural association. English and French are its official languages.
2. The Association's objective is to offer services of equal quality in both languages to the members of the Association and to the general public.
3. All publications issued by the Board of Directors to the National Assembly and/or to the public shall be issued simultaneously in both official languages. Some exceptions may be made when the communication is urgent, when the translation cannot be done in a reasonable amount of time, or if the EC deems the translation to be financially unfeasible. In these cases, the translated communication will follow when, or if, applicable.
4. At meetings, every member of the Canadian Nursing Students' Association has the right to express himself/herself and be understood in the official language of his/her choice.
5. Every CNSA member has the right to use English or French in his/her dealings with the BOD



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

CODE OF PROFESSIONAL CONDUCT

Approved: January 2011

Amended: January 2014

Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) acknowledges the rights and privileges of members, Board members, faculty, speakers, exhibitors, guests, program and event sponsors, and all those who attend CNSA business meetings and conferences to be treated with respect and dignity. CNSA is committed to providing a safe and respectful environment. As an association, CNSA expects that all members and associates, Board members and invited guests will uphold the highest professional and ethical standards in all interactions, and will be held accountable for any misconduct within or on behalf of the association. This policy is one step toward ensuring that CNSA business meetings, interactions, and electronic discussion forums are conducted in a safe and professional manner.

To ensure an environment conducive to professional growth and development, all those affiliated with CNSA must adhere to the following:

1. Professionalism
 - 1.1 Applies to all CNSA members and associates, Board members, representatives, visitors and all others conducting business with CNSA.
 - 1.2 Strictly adhere to the highest standard of integrity, honesty, and professionalism
 - 1.3 Be diligent in performing CNSA's business.
 - 1.4 Conduct oneself in a professional manner.
 - 1.5 Treat one another with respect, cooperation, and a willingness to deal openly on all matters.
 - 1.6 Harassment or discrimination of any kind will not be tolerated.
 - 1.6.1 Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures.
 - 1.6.2 All CNSA members, associates, and Board members, are expected to comply with the Canadian Human Rights Act and not to discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, and source of income or sexual orientation.
 - 1.6.3 Each member of the Board of Directors is responsible for striving for a safe working environment free from harassment. Executive members must set examples for appropriate behaviour, and must deal with situations of harassment immediately on becoming aware of them.
 - 1.6.4 CNSA will treat all incidents of harassment seriously and will act on all complaints and to ensure that they are resolved quickly, confidentially and fairly.
2. Meeting Etiquette



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

- 2.1 All attendees of CNSA conferences shall conduct themselves in a professional and courteous manner showing respect to others at all times as outlined in item 1 of this policy.
- 2.2 All attendees shall keep their badge/nametag in full view at all times while attending the meeting.
- 2.3 All attendees are asked to arrive on time to meetings, events, and programs and attend the entire meeting.
- 2.4 Professional business attire or business casual attire is the only acceptable style of dress for all professional CNSA meetings and events.
 - 2.4.1 Business attire includes but is not limited to suits, ties, dress shirts, dress shoes, business-like separates, dress pants, blouses, and dress tops.
 - 2.4.2 Business casual attire includes but is not limited to pressed khakis, chinos, polo shirts, dress shirts without a jacket and tie, coordinating separates, skirts, and dress shoes.
 - 2.4.3 Articles of clothing such as jeans, hats, flip flop sandals, short skirts, or tops with a low cut neckline are not considered appropriate professional attire.
3. Confidentiality
 - 3.1 Board members and all CNSA members and associates, as well as those conducting business with CNSA must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the organization. This includes information about volunteers, Board members, funders, donors, member organizations, partners, employees, contractors, and job applicants.
 - 3.2 Board members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.
4. Conflict of Interest
 - 4.1 Board members and all CNSA members and associates, as well as those conducting business with CNSA must act in the best interests of the organization and avoid any conflict of interest regarding their responsibility to the association. An individual is considered to be in conflict of interest if they can personally benefit financially or materially from an association activity or decision. They are in a conflict of interest if they can benefit financially or materially from an association activity.
 - 4.2 Board members and staff must disclose the nature and extent of their involvement with other organizations, other associations or vendors. Board members and staff must not engage in any private business or personal services.
5. Disciplinary Action
 - 5.1 CNSA will discipline anyone who the Board of Directors has deemed to be in violation of this policy.
 - 5.1.1 Corrective action for violators of this policy will include any or all of the following, depending on the nature and severity of the complaint:
 - 5.1.1.1 a written reprimand to be sent to the student(s) or chapter in question;
 - 5.1.1.2 a written reprimand to be sent to the Head of their school of nursing;
 - 5.1.1.3 a suspension from any future CNSA events. This includes attendance at meetings, conferences, or any other event hosted by CNSA;



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

- 5.1.1.4 Removal from position, reference bylaw; or
- 5.1.1.5 In the case of organizations, the severance of a business relationship.
- 5.1.2 For CNSA members holding positions within the association (Board members, committee chairs, Official or Associate Delegates), removal from their position of office may be a form of disciplinary action, depending on the severity of the situation.
- 5.2 Any and all complaints of those who are believed to be in violation of this policy should be reported immediately to the President or Vice-President. In the case where the President and Vice-President are considered to be in violation of this policy, the complaint should be made to any elected member of the Board of Directors.
- 5.3 CNSA will not disclose any information about a complaint, except as necessary to investigate to take necessary disciplinary action. CNSA members and the Board of Directors will respect confidentiality in the same way.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

COMMUNICATIONS POLICY

Approved: January 2014

Approved by: National Assembly

1. Professional Communication
 - 1.1 All verbal, written, and electronic communication by the Canadian Nursing Students' Association (CNSA) members, associates, and board members when conducting business of the association must be presented in a professional and diplomatic manner.
 - 1.2 Individuals who communicate in a means that is not acceptable within the CNSA Code of Professional Conduct are subject to disciplinary action as outlined in the Code of Conduct and Bylaws.
2. Communication Processes
 - 2.1 The Director of Communications is responsible for ensuring that emails and information are distributed to the appropriate individuals through appropriate means of communication.
 - 2.2 Any information distributed on behalf of the association must first be approved by the President or Executive Committee.
 - 2.3 The President is the official spokesperson of the Association, and thus is the only individual able to make statements on behalf of CNSA.
 - 2.4 The National Assembly email listserv is to be used at the discretion of the Director of Communications. No other CNSA member or associate may distribute information through the National Assembly listserv.
3. Electronic Communication
 - 3.1 Email is the primary method of communication for CNSA business.
 - 3.2 All email communication between Official Delegates (ODs), Associate Delegates (ADs), and Board of Directors (BOD) members, Committee Chairs and staff must occur through official CNSA email addresses. Personal email addresses are not to be used for CNSA business when CNSA email addresses are available.
 - 3.3 As per CNSA Bylaws sections 6.01, 6.11, 6.12, 14.02, 14.03, and 14.07, electronic means of communication are acceptable for providing meeting notice, conducting electronic votes, and the majority of communication, as outlined in the Bylaws.
 - 3.4 CNSA email addresses and the information contained within the CNSA email accounts remain the property of CNSA. As such, CNSA has the authority to access any CNSA email account when it is warranted and necessary. Passwords must be passed on to individuals in the successive position at the time of position transition.
4. Social Media
 - 4.1 Social Media is not an acceptable means to conduct CNSA business.
 - 4.2 The CNSA social media profiles can be used to share and promote CNSA events, and will be maintained by the Director of Communications and Informatics Committee Chair. However, nothing on social media is considered to be official communication.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

- 4.3 All interactions involving CNSA members, associates, and board members that occur on social media are subject to the CNSA Code of Professional Conduct, and as such, all members are expected to conduct themselves in a professional manner in social media interactions involving CNSA.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

CORPORATE CREDIT CARD POLICY

Approved: January 2009

Amended: January 2014

Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) governs the use of the Association's credit

1. Authorized User

- 1.1 To ensure good financial management and sound corporate governance, the President and Administrative Officer shall be the primary holders of the Corporate Credit Card (CCC).
- 1.2 Access to the CCC is based on CNSA Rules and Regulations which grant signing authority over funds.
- 1.3 Each CCC will be cancelled upon termination of the cardholder's term of office or if the authorized holder ceases to have responsibilities that require credit.
- 1.4 The Administrative Officer shall collect all terminated CCCs in order to be destroyed.
- 1.5 An up-to-date record of Authorized Users, including date of issue/termination and card limit, will be maintained and held by the Administrative Officer.
- 1.6 Authorized Users must operate in accordance with the CNSA Rules and Regulations.

2. Limitations

- 2.1 The Upper limit of each CCC shall be as follows
 - 2.1.1 The Administrative Officer's CCC shall not exceed \$25,000.
 - 2.1.2 The Presidents' CCC shall not exceed \$2,500.00
- 2.2 The CCC shall not be used for the withdrawal of cash, even if the intended use is for approved CNSA expenses.
- 2.3 The CCC shall never be used for any type of personal expenditure.
- 2.4 Any expenditure for which supporting receipts are not presented, or has not been pre-approved by the Executive Committee, will become the liability of the cardholder.

3. Intended Uses

- 3.1 The CCC shall only be used for the following types of expenses:
 - 3.1.1 Accommodation bookings and payment.
 - 3.1.2 Travel costs (i.e. air, train, taxi etc.).
 - 3.1.3 Conference and Event Registration.
 - 3.1.4 Costs related to the CNSA National Conference Program (i.e. texts, assembly packages, travel for workshop leaders, etc.)
 - 3.1.5 Payment of invoices incurred by the association.
 - 3.1.6 Food and beverage costs for the Board of Directors as per the travel and accommodation policy.
- 3.2 The Administrative Officer is able to utilize the CCC for any position-related expenses and meals as per the Travel and Accommodation Policy.
- 3.3 All expenses not outlined in 3.1 must be pre-approved by the Executive Committee and must be in accordance with the Rules and Regulations.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

4. Responsibilities

- 4.1 The Administrative Officer shall be responsible for the receipt of monthly statements and payment processing.
- 4.2 The Administrative Officer and President must retain receipts for each transaction and submit them monthly to the bookkeeper for reconciliation.
 - 4.2.1 Failure to submit receipts for two consecutive or more months shall result in the termination of the CCC
- 4.3 Like all financial material, CCC statements and the respective receipts will be surrendered to the bookkeepers for processing.
- 4.4 It is the responsibility of the Administrative Officer to pursue any disputed items with the Credit Card issuer/vendor.
- 4.5 Supervision of the account shall be the responsibility of the Executive Committee.
- 4.6 If at any time the need to cancel the CCC should arise, it shall be the responsibility of the Executive Committee.

5. Board of Directors/National Officers Travel Expenses

- 5.1 Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. Please see the Travel and Accommodations Policy for more information.

ELECTIONS POLICY

Approved: January 2014

Approved by: National Assembly

This policy will explain the procedures for holding nominations and elections for elected board of director positions and elected committee chair positions as practiced by CNSA.

1. Eligibility Requirements

- 1.1 All potential candidates must be associates of a CNSA Chapter Member school in good standing. They must remain a student at a CNSA Chapter member school for the majority of their term of office. This means that candidates must be enrolled in classes or clinical practicum until at least six months through their term of office.
- 1.2 All potential candidates shall properly complete the nomination process for their desired position in order to become a candidate.
- 1.3 In the event that potential candidates are unable to attend National Conference and National Assembly, there will be a pre-election period where they can submit their nomination form. Candidates who run in the pre-election will need to provide the name of an Agent to represent them at the conference during the All Candidates' Meeting (ACM) and to give a speech on their behalf.
- 1.4 Associates of the Association who are currently in an elected office, and wish to run for another term or for a different position, shall be considered eligible given the successful completion of the nomination process. Current board members and committee chairs who run for another term may be excused from CNSA Office duties during the ACM.
 - 1.4.1 No individual may serve more than two (2) consecutive terms in any one elected position.
 - 1.4.2 Official and Associate Delegates are only eligible to run for CNSA voting BOD positions if their term as OD or AD is completed prior to the start of their term of office on the BOD should they be elected. In other words, no individual can hold a position as an OD/AD and voting BOD member at the same time. ODs and ADs are however eligible to also hold a Committee Chair Position.

2. Nomination of Candidates

- 2.1 All potential candidates shall submit a completed nomination form in order to become a candidate eligible for election.
- 2.2 The nomination form shall contain the following information in order to be considered valid:
 - 2.2.1 Full name, common name, signature and school of said candidate (where applicable).
 - 2.2.2 Contact information, including email and phone number
 - 2.2.3 Name, signature, and school of the nominator
 - 2.2.4 Five names, signatures, and schools of CNSA Chapter Associates who support the nomination
- 2.3 Any CNSA Chapter Associate may sign more than one nomination form, but may not nominate more than one candidate. They may nominate a candidate and sign other forms as a supporter.

- 2.4 The CNEC shall verify that any and all names that appear on all nomination forms are those of registered students and official CNSA Chapter Associates.
- 2.5 Failure to fully complete the form will result in the candidate's ineligibility to stand for election.
- 2.6 No information regarding candidates or nominations can be disclosed by the CNEC or any members of the Nominations and Elections Committee until the close of the nomination period.
 - 2.6.1 The official list of nominees shall be announced before the close of the second session of National Assembly by the CNEC.

3. Candidate Representation

3.1 Agents

- 3.1.1 A candidate may choose to appoint an agent to act on their behalf in their absence. Candidates who run in the pre-election and are not present at National Assembly must appoint an agent.
- 3.1.2 The agent will carry the same level of responsibility as the candidate.
 - 3.1.2.1 Any action of the agent will be considered to be an action of the candidate and the candidate shall be held responsible for any actions of their agent.
 - 3.1.2.2 Agents will attend the ACM on behalf of their candidate.
- 3.1.3 The agent must be designated on the nomination form included in the pre-election nomination package.
- 3.1.4 An agent may be removed by their candidate at any time by submitting a written notice to the CNEC.
 - 3.1.4.1 In the event that a candidate removes their agent, they are not allowed to designate a replacement agent.
- 3.1.5 Agents may not be a staff member of CNSA, a committee chair, or a member of the BOD.

3.2 Scrutineers

- 3.2.1 A scrutineer is a representative for the candidate during ballot tabulations.
 - 3.2.1.1 A candidate may represent themselves as scrutineer.
 - 3.2.1.2 Only one scrutineer is allowed per candidate (including the candidate themselves. i.e. if a candidate appoints a scrutineer to attend tabulation, the candidate may not be present).
 - 3.2.1.3 A scrutineer is only permitted to make an objection during tabulation if there is due cause.
 - 3.2.1.4 A scrutineer may not participate in tabulations.
 - 3.2.1.5 The scrutineer may appeal to the CNEC regarding a ruling about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

4. All Candidates' Meeting (ACM)

- 4.1 An ACM shall be called at the close of the second session of National Assembly, after the announcement of candidates.
- 4.2 All candidates must be represented at the meeting either in person or by their agent. Failure to attend the ACM will result in disqualification from the election.

- 4.3 The ACM must include an introduction of the CNEC and the members of the Nominations and Elections Committee, a reading of the list of candidates, a review of the Elections Policy and procedures regarding elections, and a chance for candidates to ask questions.
- 4.4 The meeting is chaired by the CNEC. Members of the Nominations and Elections Committee are expected to be present as well.

5. Campaigns

- 5.1 Campaigning shall be defined as the solicitation for support.
 - 5.1.1 Campaign materials may include, but are not limited to, flyers, posters, banners, classified ads, buttons, electronic media, and clothing.
 - 5.1.2 All campaign materials must be approved by the CNEC prior to use.
 - 5.1.3 Verbal campaigning is allowed.
- 5.2 Campaign restrictions
 - 5.2.1 No campaign material may be posted in CNSA space, including but not limited to: the CNSA Office, the CNSA website, CNSA social media accounts, and CNSA email list serves.
 - 5.2.2 Email, automatic mail notices, and other forms of electronic mail notification are not allowed. Electronic media such as web sites and personal social media accounts are considered acceptable provided the web address is given to the chair of the nominations and elections committee for review.
 - 5.2.3 Each candidate will restrict spending on their campaign as follows: for Regional Directors - \$100, for BOD - \$150, and for Committee Chairs - \$50. Any candidate that exceeds this amount of money shall be disqualified from the election. A budget shall be submitted to the CNEC by the close of the Election Speeches on the last day of the campaign period. Said budget will include: all donated, used, and/or purchased materials, and all receipts. If no expenses are incurred a budget is not required.
 - 5.2.4 Campaign spending may not come from CNSA regional or national finances.
 - 5.2.5 Campaigning cannot interfere with the normal functioning of CNSA including National Assembly and Regional Executive Meetings.
 - 5.2.6 No campaign or campaign materials will be degrading towards other candidates.
 - 5.2.7 No person may damage, alter, remove, dispose, or otherwise hinder or impede any property or campaign material belonging to another candidate.
 - 5.2.8 Commercial solicitation is prohibited.
 - 5.2.9 CNSA staff, BOD, Regional Directors, Committee Chairs, or members of the nominations and elections committee may not campaign for any or support any candidates. This includes signing nomination forms. If a member of the BOD is running for re-election they may campaign for themselves.

6. Process of Nominations and Elections

- 6.1 During the second session of National Assembly, after the nomination period has closed, candidates will be announced, and will have the chance to accept their nomination. Should a candidate or their agent not be present, or choose to decline the nomination, they will be eliminated as a candidate.

- 6.2 The third session of National Assembly shall commence with each candidate having the opportunity to provide a speech to the National Assembly. Candidates for all positions will be given a maximum of two minutes for their speech, with an additional 2 minutes for questions. The only exception to this is that candidates running for the position of President will have 5 minutes to provide their speech, with an additional 5 minutes for questions, and the candidate running for National Conference Director will have 10 minutes to present their speech with an additional 10 minutes for questions.
- 6.3 All processes shall occur in accordance with Bourinot's Rules of Order.
- 6.4 The CNEC will make an announcement that all campaigning and note passing is to cease. This will occur when speeches are completed. Should any candidates or their agents continue to campaign or pass notes, said candidate will be disqualified immediately. All posted campaign materials, including electronic materials must be taken down when the campaign period ends. Leaving materials posted after the campaign period ends will be considered campaigning after the period has ended.
- 6.5 Candidates for Regional Director Positions will give their speech in their Regional Executive Meeting.

7. Time line for Elections and Appointments

- 7.1 Notice for elections shall be done for a minimum of two weeks prior to the opening of the nomination period.
- 7.2 The notification will include the following (where applicable):
 - 7.3.1 The position(s) available, contact information for the CNEC; date, time, and locations of the opening and closing of the nomination period, ACM, beginning and end of the campaign period, speeches, and the opening and closing of the polls.
- 7.3 Notification may be provided on the CNSA website, through email list serves, and any other means of communication as established in the CNSA Rules, Regulations, and Bylaws.
- 7.4 The Pre-Election nomination period shall commence two weeks prior to the start of National Assembly, and be in effect for one week. The CNEC must receive all pre-election nomination forms one week prior to National Assembly.
- 7.5 The nomination period for general elections shall commence at 1600 on the first day of regional meetings during the annual national conference.
- 7.6 Nominations will close at 1700 on the day of the second session of National Assembly.
- 7.7 The campaign period commences at the start of the nomination period, and closes at the end of speeches prior to the election.
- 7.8 Polling for all CNSA elections shall occur for a minimum of one half hour, or until all votes are accounted for.
- 7.9 The election will be held annually on the final day of the national conference.
- 7.10 Polling stations shall open immediately after the end of the election speeches.
- 7.11 Official results of any elections and appointments shall be publicized through the CNSA website and email list serves.

8. Voting

- 8.1 Voter eligibility
 - 8.1.1 Eligible voters include the Official Delegates for each CNSA Chapter member.

- 8.1.2 In the event that the OD is unable to vote, their Associate Delegate shall vote on their behalf.
- 8.1.3 Each chapter member shall be permitted one vote.
- 8.1.4 Any and all given voter's names and school names must appear on a master list of registered OD/ADs provided to the CNEC by the Regional Directors.
- 8.2 Voting Procedure
 - 8.2.1 All ballot boxes must remain sealed throughout the polling period.
 - 8.2.2 The CNEC will keep the ballot boxes, master lists of ODs/ADs, and ballots at each polling station.
 - 8.2.3 All voters must provide the Poll Clerk with their National Assembly voting card and nametag prior to casting their ballot.
 - 8.2.4 Poll Clerks shall ensure that the voter is the same as the individual on the master list.
 - 8.2.5 The Poll Clerk shall make a permanent mark on each voter's name on the master list of registered students when the individual votes.
 - 8.2.6 Poll Clerks must initial the back of each ballot that they hand out. If the initial is absent the ballot can be declared invalid.
 - 8.2.7 All voting shall be done by secret ballot.
 - 8.2.8 Quorum for the vote shall be in accordance with Bourinot's Rules of Order and CNSA's governing bylaws.
 - 7.2.8.1 If quorum fails, the election will be declared invalid.
 - 8.2.9 Members of the Nominations and Elections Committee will act as poll clerks, and will be familiar with this policy and all CNSA election procedures.
 - 8.2.10 There shall always be a minimum of one Poll Clerk on duty at each polling station. Poll Clerks may not leave their station unless they are relieved by another Poll Clerk or the CNEC.
- 8.3 Polling Stations shall be a designated location within the room where National Assembly meetings occur.
- 8.4 Ballot boxes must remain in full sight of the National Assembly until they are secured by the CNEC.
- 8.5 Ballots
 - 8.5.1 Ballots shall read: "You may select one (1) candidate or abstain"
 - 8.5.2 In the event where there is only one candidate, a YES/NO checkbox shall be used.
 - 8.5.3 The names of the candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one was stated on the nomination form.
 - 8.5.4 Ballots shall be destroyed by the CNEC no later than twenty-four (24) hours after final ratification of all elections and appointments.
 - 8.5.5 Any mark on the ballot which clearly denotes a preference for one of the candidates, as determined by the CNEC, shall be valid and will be counted.
 - 8.5.6 Ballots shall be numbered in sequence. The CNEC will keep a record of the number of ballots and which numbered ballots were distributed at each polling station.
 - 8.5.7 Ballots are only accepted during the polling period.
- 8.6 Tabulation and Validation of Votes

- 8.6.1 Tabulation shall begin when quorum is reached, immediately following the close of the polling period, provided that there are no appeals in progress that have resulted from the nomination, campaign, or polling periods.
- 8.6.2 Quorum for tabulation is the CNEC and members of the nominations and elections committee. The CNEC and a simple majority of committee members must be present for tabulation to begin.
- 8.6.3 Only the CNEC and members of the committee are allowed to touch any ballot boxes, ballots, or the polling stations' master lists of students, following the close of the polling period.
- 8.6.4 No persons may enter or exit the room in which ballots are being tabulated from the time the first ballot box is opened until the final count has been completed and approved by the CNEC.
 - 8.6.4.1 The only exception shall be in emergencies when all boxes will be re-sealed immediately until the emergency has been resolved.
- 8.6.5 The CNEC shall make all rulings on ballot spoilage. Any such rulings can be appealed to the committee by a scrutineer when said spoiled ballots may alter the outcome of the election.
- 8.6.6 Any objections to the method of tabulation shall be voiced at the time of tabulation.
- 8.6.7 Ballots shall be counted a minimum of two times, unless the CNEC, the members of the committee, and all the present scrutineers determine that a second count is not necessary.
- 8.6.8 Any Associate of a CNSA chapter may request a recount with due cause.
- 8.6.9 Spoiled ballots
 - 8.6.9.1 A ballot must not have any non-natural markings on it. For example, improper number of candidates selected, other writing on the ballot, etc.
 - 8.6.9.2 A ballot that has been vandalized, torn, or soiled shall be excluded.

9. Results of Elections and Appointments

- 9.1 The results for an election shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the BOD, and all members of the Association.
- 9.2 The National Assembly shall ratify the results of the election as per the Governing Documents to make the results official.
- 9.3 The BOD and/or National Assembly shall not ratify the results until any and all disputes or appeals are resolved.
- 9.4 Ratification shall be by two-thirds majority.
 - 9.4.1 Failed ratification shall result in an invalid election.
 - 9.4.1.1 Ratification may only fail for policy infractions that provide an unfair process in the election, a chair of the nominations and elections committee ruling, or failed quorum during voting.
 - 9.4.2 No appeals may be made after the ratification of the final count and results by the BOD.

10. Invalid Results

- 10.1 Should the results of any election and/or appointment be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.
- 10.2 Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.
- 10.3 The re-vote shall be publicized as per the policy's requirements.

11. By-Elections

- 11.1 By-elections shall occur when there is a vacancy in a Committee Chair or BOD position in keeping with the Bylaws and Rules and Regulations of the Association.
- 11.2 At the discretion of the BOD, the CNEC will commence a by-election period.
- 11.3 Notification of By-elections will be given one week prior to the start of the By-election period, and the nomination period will remain open for two weeks.
- 11.4 Upon completion of the nomination period, the members of the Nominations and Elections Committee will select a suitable candidate. If the committee deems that there are no suitable candidates for the position, at the discretion of the board, the nomination period may be open for an additional two weeks.
- 11.5 Once a candidate has been selected by the Nominations and Elections Committee, the individual's name will be submitted to the BOD, and the BOD will appoint said individual to the position.

12. Dealing with Complaints

- 12.1 Any member of the Association may file a complaint regarding any aspect of a CNSA Election or By-election.
- 12.2 All complaints shall be brought before the CNEC first. Complaints need not be in writing. They shall be brought before the CNEC as soon as possible.
- 12.3 The CNEC may make an immediate decision if all the facts are known or may make further inquiries before making a decision.
 - 12.3.1 Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, policy infringements not dependent upon witness testimony such as improper display of campaign materials.
- 12.4 Complaints which involve extensive investigation or witness testimony shall be brought before the Nominations and Elections Committee. The Nominations and Elections Committee may hold a hearing at their discretion.
- 12.5 The CNEC shall be empowered to assess any penalty enforceable by CNSA. The CNEC shall ensure that the penalty is appropriate for the nature of the infraction.
- 12.6 The CNEC and the Nominations and Elections Committee shall be empowered to make any ruling regarding the Elections on any issues not already stated within this policy, and not covered in the governing documents of the Association.
- 12.7 CNEC decisions may be appealed to the Nominations and Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CNEC first, at the time of tabulation.
- 12.8 The CNEC and/or the Nominations and Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNSA President who shall forward it to the Board.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

13. Misconduct

13.1 Misconduct is the improper behavior (intentional or not) or intentional wrongdoing of a candidate, their representatives, or voting members. Misconduct may include, but is not limited to, any violations of the CNSA Elections Policy, Code of Conduct, Bylaws, and Rules and Regulations.

13.1.1 All misconduct shall be reported to the CNEC for investigation. If it is found that a candidate, or their agent, has acted improperly during the nominations and election period said candidate will be disqualified.

13.1.2 Should any voting member of the CNSA act improperly during said period, they will be given one verbal warning by the CNEC. Should the misconduct continue, said voting member will lose their vote for the election.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

PRIVACY POLICY

Approved: January 2014

Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) is committed to protecting the privacy of personal information of its members, associates, subscriptions holders, and all users of its services. This Privacy Policy has been prepared to affirm CNSA's commitment to maintaining high standards of confidentiality, to provide information on CNSA's practices concerning the collection, use and disclosure of personal information and to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable statutes.

1. Defining personal information

Personal information is any information about an "identifiable individual" that can be used to distinguish, identify or contact a specific individual. Business contact information such as information on business cards and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories are not considered personal information under federal legislation (PIPEDA). Information about corporations is not considered personal information.

Where an individual provides his or her home address to CNSA as their business contact information, CNSA considers it to be business contact information, and is therefore not subject to protection as personal information.

2. Collection of personal information

CNSA will collect name and contact details including address(es), mailing preference, telephone, email address, and language preference from chapters and individuals who request information, products or services.

CNSA collects no personal information, unless provided. CNSA do not use techniques that collect personal information about anyone without their knowledge. CNSA only collect personal information about individuals when they specifically and knowingly provide it, for example when they apply for membership, register for a program or complete a registration form. Individuals may also provide CNSA with credit card information in order to pay for goods or services purchased including registration fees, membership fees or promotional materials. CNSA collects this information only to process the transaction, and provide the goods or services purchased. CNSA does not store credit card information for later use.

CNSA collects and retains personal information regarding individuals' past registrations to events, membership renewals and/or any other goods or services provided at the individual's request. This information is retained for a minimum period of seven years.

CNSA also provides individuals with an opportunity to specify certain preferences in service delivery; if an individual chooses to provide such information, CNSA will collect and maintain

language preference in order to send individuals the information they need in the language they prefer, as well as other special needs requested for a specific event (i.e., meal preference).

3. CNSA Website

A visitor to the CNSA website is not required to reveal any individually identifiable information, nor is such information collected passively by electronic means. Personal information is only collected when an individual voluntarily submits his or her information such as in an online membership application form, meeting registration form or an online survey. The personal information collected in this manner is subject in full to the Privacy Policy contained in this document.

If individuals do nothing during their visit but browse through the website, read pages, or download information, CNSA will neither gather nor store any personal information. CNSA's web server collects statistical data about visitor information used only in aggregate. This tracking system does not record personal information about individuals or link this information to any personal data collected.

4. Use of information

CNSA commits that individual information will be used to establish and maintain responsible relationships with chapter members, associates, subscribers, and other users to provide them with products, services and support, and to respond to member needs. Personal information will be used to provide people with the specific transaction that they applied for or services requested in the application submitted.

One of the CNSA's primary objectives is to provide a communication link among nursing students across Canada, in both official languages. The achievement of the CNSA's objectives involves, among other things, providing members with information about events and information that are of interest to nursing students such as regulation updates, work of other stakeholders, educational research, professional development programs, and other services.

5. Consent by individuals

The information provided to CNSA by chapter members, associates, and subscribers such as name, address, email address, etc. allows CNSA to inform them about events and activities, to notify of issues, events or special offers which may be of interest to nursing students. By becoming a chapter member, associate, and subscriber or by requesting information or registering for events offered by CNSA, you are giving CNSA permission to contact you by way of the contact information you provide.

Members may choose not to be contacted by CNSA – please use the contact information section of the registration forms to customize your communications preferences, or by contacting the CNSA Director of Membership Services at services@cnsa.ca or 613-235-3150, ext. 29.

6. Disclosure of personal information



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

CNSA may share aggregate information about its members and customers with sponsors, potential sponsors and other parties to help them better understand CNSA members and their interests. At no time is individual contact information or data provided to any third party.

Such aggregate demographic data and information is used to improve Programs and services provided to CNSA members.

7. Security of information

CNSA endeavors to maintain appropriate safeguards and adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of personal information. Safeguards include securing physical documents and technological measures by way of secure access and encryption.

CNSA Board Members and staff are authorized to access and use personal information based solely for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

To ensure the integrity and privacy of the personal and credit card information transmitted over the internet when performing online transactions, CNSA has obtained a Secure Socket Layer (SSL) Server Certificate, the industry All information collected within a secure page is encrypted while being transmitted to CNSA's secure server. The server is protected by a firewall that is regularly updated and is monitored 24 hours a day, 7 days a week for threats or deficiencies in security.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or about CNSA's information handling practices, please contact us at:

Attn: Privacy Officer
Andrea Pinsent-Martineau
Administrative Officer
The Canadian Nursing Students' Association
99 Fifth Ave, Suite 15
Ottawa, Ontario
K1S 5K4



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

SPONSORSHIP AND ADVERTISING POLICY

Approved: January 2012

Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) shall apply the following standards in the assessment of commercial sponsorship proposals and in the determination for acceptance or rejection of commercial sponsorship and advertisements and/or for the benefit of its members:

1. Sponsorship given by an organization for use as scholarships, or other special funds to permit CNSA members to attend educational events shall be subject to CNSA having sole authority for determination of the recipients of any such scholarships or funds.
2. Sponsorship/advertisements shall only be accepted from organizations whose objectives are consistent with and support the objectives of CNSA
3. CNSA will not accept sponsorship/advertisements from organizations involved in the promotion, manufacturing or distribution of products or activities which are inconsistent with a healthy lifestyle, including, without limitation, tobacco, alcohol and gaming.
4. CNSA will not accept sponsorship/advertisements from organizations involved in the solicitation of nurses for employment opportunities outside of Canada, with the exception of those humanitarian/relief organizations.
5. CNSA will not enter into sponsorships that involve commitments which are in conflict with other agreements or commitments without the consent of all involved parties.
6. All sponsorship agreements will allow for CNSA to terminate the agreement immediately for reasonable cause
7. CNSA will not compromise the intellectual value of the CNSA image and brand and will retain control over the commercial use of CSNA intellectual property.
8. CNSA retains authority to select or reject sponsors or advertisers on an individual basis



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

TRAVEL AND ACCOMMODATIONS POLICY

Approved: January 2011

Amended: January 2014

Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) provides financial compensation for the expenses outlined below. Board members shall not be compensated for loss of salary resulting from attending meetings representing CNSA. Board members, Committee chairs, and staff shall be reimbursed for expenses incurred by attendance to authorized CNSA events.

CNSA requires that travel requests be submitted using the correct travel proposal form to the Executive Committee at the minimum 30 days in advance of the meeting. Travel requests received after the 30 day advance minimum may not be approved by the Executive Committee, except in extenuating circumstances.

It is the individual's responsibility to substantiate the claim by submitting a comparison of the costs. Please contact the CNSA Administrative Officer before making the arrangements.

1. Transportation: When planning your itinerary, please select the most economical means of transportation (i.e. economy air, bus shuttle to and from airport, train, bus, etc.).
 - 1.1. Air
 - 1.1.1 All travel proposals must include the airline, flight number, departure date, departure time, and city. Failure to include the required information will cause significant delays in the approval process.
 - 1.1.2 Each individual ensures that all bookings are made at the lowest possible fare.
 - 1.1.3 Bookings should be made immediately after confirming attendance at a meeting. The advanced booking and confirmation of the flight ensures that space is available at the most advantageous fare.
 - 1.1.4 *Changes or Cancellations:* Please provide as much notice as possible to the Administrative Officer of any changes or cancellations that must occur so that they can be rectified immediately.
 - 1.2. Automobile
 - 1.2.1. When travel by car is necessary and the cost of travel by car is more economical than travel by bus or train, CNSA will reimburse the fuel amounts indicated on submitted receipts. Fuel receipts must coincide with travel dates. Reasonable parking expenses will also be reimbursed.
 - 1.3. Taxi Fares
 - 1.3.1. Actual taxi fares will be reimbursed. Individuals are requested to use bus/shuttle service to and from airports and hotels. Where taxis are necessary, individuals are asked to share taxis and fare wherever possible. Travel receipts must be attached to the Expense Claim Form.

2. Accommodations

- 2.1 Hotel arrangements will be made for each individual through the CNSA Administrative Officer for Board of Directors meetings. Where individual arrangements must be made for external meetings, Executive Committee approval is required and receipts should be submitted to the Administrative Officer through the Expense Claim Form.
- 2.2 Confirmation of hotel arrangements will be forwarded to each individual for Board of Directors meetings. The hotel room charges and taxes will be billed directly to CNSA.
- 2.3 Meals and incidentals must be paid by the individual and claimed on the Expense Claim Form.
- 2.4 For Board of Directors meetings, Board members shall stay no less than two individuals to a room and no more than three individuals to a room at any given meeting, with the exception of individuals who are not comfortable sharing accommodations with individuals of the opposite sex.
- 2.5 If a meeting exceeds four nights of stay, Board members will stay two individuals to a room.

3. Meal Allowances

- 3.1 The CNSA Board of Directors and Officers shall be reimbursed a maximum of twenty five dollars (\$25) per meal and a daily total maximum of fifty dollars (\$50) for meals. Board members and Officers are also eligible to receive ten dollars (\$10) a day for incidentals. As per section 4 (Reimbursement) of the CNSA Travel and Accommodations Policy, all original receipts (including applicable taxes) must be produced in order to receive compensation. Receipts are not required for incidental expenses.
- 3.2 The CNSA Board of Directors and Officers shall not claim meal expenses where they are provided for by CNSA or any other third party.
- 3.3 Reimbursement of meal costs is at the discretion of the Administrative Officer.
- 3.4 Beverages with alcoholic content cannot be claimed for reimbursement.

4. Reimbursements

- 4.1 Please submit expenses within 30 days after the meeting whenever possible. Claims in excess of the allowed expenses will be deducted when the expense claim is processed. Receipts are required for all expense claims.
- 4.2 All original receipts (including applicable taxes) must be produced in order to receive compensation (excluding incidentals). If they are not included the items will be deducted off the expense claim form.

5. Board of Directors/National Officers Travel Expenses

- 5.2 Directors and National Officers are encouraged to have travel expenses paid for with the CCC whenever possible. All travel expense requests must be submitted to the Executive Committee or Administrative Officer for formal approval. Requests must be made in writing, with reasonable notice prior to the dates of travel.
- 5.3 In the event that a Board member or Officer has travel arrangements prepaid by CNSA either by the corporate credit card or by processed expense claim, and then either:
 - Resigns from their position on the Board of Directors before scheduled travel;
 - or,
 - Can no longer attend for any other reason

Then the following rules will apply:

- 5.2.1 The Board member (or Officer) in question will be responsible for reimbursing CNSA the cost of the paid travel arrangements; or
 - 5.2.2 If a suitable replacement can be found for the CNSA Board member (or Officer) at no additional charge, the Board member (or Officer) will not be held financially responsible for the paid travel arrangements; or
 - 5.2.3 If a replacement can be found for the CNSA Board member (or Officer) but additional charges will be incurred for changing the name of the traveller or changing the travel dates, times, etc., then those additional charges will be the responsibility of the CNSA Board member (or Officer).
- 5.4 In the event that a Board member (or Officer) is required to reimburse CNSA for prepaid travel expenses or additional charges for changed arrangements, the individual may submit a proposal to the Board of Directors to request that reimbursement not be required. The Board of Directors will review the request and will vote in favour or against having the individual reimburse CNSA for the expenses. A 2/3rd majority vote is required to waive the requirement for reimbursement.
- 5.5 In the unlikely event that the replacing individual is unable to attend the meeting/conference after the original travel arrangements have been changed for this (replacing) individual, then the replacing individual (and not the original CNSA Board member or Officer in question) is now responsible for finding another replacement and dealing with any incurred travel costs as stated above.