

Alliance for Clinical Excellence in Nursing Constitution

Year: 2026–2027

Alliance for Clinical Excellence in Nursing acknowledges that we live, work, and study on Treaty 6 Territory: The Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. We aspire for our learning, research, work, and governance to acknowledge and work towards the decolonization of Indigenous knowledge and traditions.

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Alliance for Clinical Excellence in Nursing Constitution

Articles 1-14

Article 1 – Name

- 1.1 The official name of the club shall be “Alliance for Clinical Excellence in Nursing,” also known as “ACE.” No other names shall be used in the advertisement or representation of the club.

Article 2 – Purpose of the Club

- 2.1 Provides additional support and clinical skill practice opportunities for nursing students on their journey toward becoming Registered Nurses.
- 2.2 Responsible for planning and executing mock exams for 2nd year BSN and PDBSN.
- 2.3 Will plan practice opportunities for NURS 244, NURS 241, and NURS 231.
- 2.4 Will coordinate volunteer opportunities that promote clinical excellence.
- 2.5 Provide opportunities for excellence in PRAXIS (applying theory in practice).
- 2.6 Will organize open lab time for students in all years of nursing.
- 2.7 Will fundraise for and/or source medical supplies that can be used for practice events.

Article 3 – Membership

- 3.1 Membership is open to everyone in the College of Nursing.
- 3.2 Only undergraduate students enrolled at the University of Saskatchewan are eligible to hold voting privileges and Executive positions in the club.
- 3.3 Associate non-voting members shall be allowed.

Article 4 – Executive Committee

- 4.1 The Executive Committee shall consist of:
 - 4.1.1 One (1) President or two (2) Co-Presidents
 - 4.1.2 One (1) Vice-President
 - 4.1.3 One (1) Treasurer
 - 4.1.4 Two to Four (2–4) Academic Vice Presidents
 - 4.1.5 One to Two (1–2) Directors of Communications

- 4.1.6 One to Two (1–2) Directors of Outreach
- 4.1.7 One to Four (1–4) Volunteer Coordinators

Article 5 – Duties of the Executive

5.1 President or Co-Presidents

- 5.1.1 Oversees the other members of the Executive Committee in their duties.
- 5.1.2 Shall chair all meetings.
- 5.1.3 Has co-signing authority for ACE.
- 5.1.4 Shall be a liaison on behalf of ACE.
- 5.1.5 Shall be responsible for informing council members who are not fulfilling their duties as stated in the Constitution.
- 5.1.6 Shall oversee formally inviting the Deans and Faculty of the College of Nursing to ACE events.
- 5.1.7 Shall make themselves available to meet with each position on council in September to discuss the position responsibilities for the school year.
- 5.1.8 Shall create an ACE group chat and add club members to the group chat.
- 5.1.9 Shall have the authority to veto decisions made by the council if it is felt they are not in the best interest of ACE and its members.
- 5.1.10 Shall present at BSN and PDBSN orientation.
- 5.1.11 Shall have the authority, along with the rest of the Executive Committee, to add new members to ACE, once per every two months, if there are not enough voting members present to meet quorum.
- 5.1.12 Shall create a poll in the ACE group chat if quorum is not met and a vote is needed quickly.
- 5.1.13 Shall be responsible for making the necessary corrections of punctuation and numbering in the ACE Constitution, bylaws, and amendments.
- 5.1.14 Shall have revised Constitution typed out two weeks after revisions have been voted on.
- 5.1.15 Shall be responsible for planning and executing the practice sessions available to students.

5.2 Vice-President

- 5.2.1 Assists the President in their duties.
- 5.2.2 Assumes all powers of the President in their absence.
- 5.2.3 Keeps records of hours and roles of volunteers and their work.
- 5.2.4 Responsible for ensuring accuracy of volunteer hours for each member.

5.3 Treasurer

- 5.3.1 Is responsible for all financial dealings of the club.
- 5.3.2 Has co-signing authority for ACE.
- 5.3.3 Keeps a complete record of all financial transactions.
- 5.3.4 Shall produce a statement showing revenues, expenses, and balances at each Annual General Meeting.
- 5.3.5 Shall produce a complete financial record to the incoming Treasurer.
- 5.3.6 Shall be responsible for the bank account debit card and keep all records of transactions.
- 5.3.7 Shall be responsible for meeting with the bank account manager once per year.
- 5.3.8 Shall be available to transfer signing authority over the bank account to the incoming Treasurer in a timely manner.
- 5.3.9 Shall create a budget for the purpose of Ratification with estimates on income and expenses for ACE.
- 5.3.10 Shall create a budget for each year with estimates on income and expenses, as well as estimates for each position. This budget shall be complete by the first meeting following the Fall Annual General Meeting.

5.4 Academic Vice-President (Co-Position)

- 5.4.1 Shall be responsible for all the academic affairs of ACE.
- 5.4.2 Shall be the liaison between the faculty of the College of Nursing and the student body.
- 5.4.3 Liaison with faculty and instructors responsible for BSN and PDBSN clinical training.
- 5.4.4 Shall be responsible for planning MOSCE scenarios and updating the MOSCE marking guides.

5.4.5 Shall be responsible for planning and executing the practice sessions available to students.

5.5 Director of Communications (Co-Position)

5.5.1 Responsible for the recording of minutes for all meetings.

5.5.2 Shall email minutes of any meeting to ACE group members a maximum of 7 days after the meeting.

5.5.3 Shall keep a record of all ACE meetings.

5.5.4 Shall manage the organization correspondence of ACE.

5.5.5 Shall manage quorum during meetings.

5.5.6 Shall be responsible for supplying each new ACE member with copies of the Constitution and Robert's Rules of Order.

5.5.7 Shall be responsible for attendance at the start of every bi-weekly ACE meeting.

5.6 Director of Outreach (Co-Position)

5.6.1 Shall manage and update ACE social media with promotion for ACE events and other relevant marketing materials.

5.6.2 Shall be at ACE meetings with faculty and staff to discuss resource allocation or need for resource funding.

5.6.3 Shall be responsible for furthering relations between ACE, campus, and the public.

5.6.4 Shall contribute to the personal development and experiences of ACE members by providing opportunities to take part in a wide range of volunteering activities.

5.6.5 Shall collect feedback from ACE members and volunteers about volunteering opportunities.

5.6.6 Shall work in conjunction with the council to choose charities and organizations to support.

5.6.7 Shall be responsible for funding requests to on-campus and community organizations, along with the Treasurer.

5.6.8 Shall be responsible for working with the Finance Department in the College of Nursing for the ACE Trust and allocation of funds from the sponsors, along with the Treasurer.

5.6.9 Shall help the President (or Co-Presidents) with managing the job of Volunteer Coordinators.

5.7 Volunteer Coordinators

5.7.1 Recruit and train new volunteers for ACE practice sessions and MOSCEs.

5.7.2 Ensure volunteer opportunities are being met for the demands of the responsibilities (finding enough volunteers for an event).

5.7.3 Develop and demonstrate the code of conduct for ACE.

5.7.4 Liaison with SNSA year representatives for the purpose of volunteer recruitment for ACE events.

5.7.5 Shall send mass emails for volunteer recruitment purposes through College of Nursing Undergraduate Advising.

Article 6 – Roles Within ACE Outside of the Executive

6.1 Other voting roles in ACE consist of:

6.1.1 Members at Large

6.2 Non-voting roles in ACE consist of:

6.2.1 Faculty Advisors

6.2.2 Distributed Site Representatives

6.2.3 Legacy Members

Article 7 – Duties of the Other Roles Within ACE

7.1 Members at Large

7.1.1 Demonstrate the code of conduct for ACE.

7.1.2 Shall volunteer at events that ACE organizes.

7.2 Faculty Advisors

7.2.1 Liaison between ACE and faculty at the University of Saskatchewan.

7.2.2 Provide guidance and information to support the Executive Committee of ACE with events.

7.3 Distributed Site Representatives

- 7.3.1 Shall act as the point of contact for ACE at College of Nursing distributed sites (e.g., Prince Albert, Lloydminster, Swift Current).
- 7.3.2 Coordinates local MOSCE and clinical practice opportunities for nursing students, if resources and faculty support are available.
- 7.3.3 Promotes ACE events and volunteer opportunities to distributed site students.
- 7.3.4 Communicates site needs, ideas, and challenges directly to the President, Co-Presidents, Vice-President, or Academic Vice-Presidents.
- 7.3.5 Demonstrates ACE's Code of Conduct and supports the organization's mission of clinical excellence.

7.4 Legacy Members

- 7.4.1 Legacy Members shall hold an advisory role within ACE.
- 7.4.2 This position may only be held by former Presidents, Co-Presidents, or Vice-Presidents of ACE.
- 7.4.3 Membership for this position shall be selected by the incoming Executive Committee at the Annual General Meeting appointing the new Executive.
- 7.4.4 The position may be left vacant if no members are selected.
- 7.4.5 Shall provide guidance, continuity, and support to current and incoming leadership when needed.
- 7.4.6 May attend meetings in a non-voting capacity and act as a resource for Executive transition, mentorship, and historical knowledge.

Article 8 – Finances

- 8.1 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

Article 9 – Meetings

- 9.1 At least two (2) General Meetings shall be held during the academic year, including the Annual General Meetings held in the Spring and Fall.
- 9.2 Members must be informed of each meeting at least seven (7) days in advance.
- 9.3 Quorum shall consist of thirty-three percent (33%) plus one (1) voting member.

9.4 Executive decisions shall not be autocratic. If there is any opposition to an Executive decision, the decision must be taken to a vote of the membership.

9.5 Meetings shall take place at a minimum monthly.

Article 10 – Elections

10.1 The Executive Committee of the club must be elected from and by the membership by a majority vote that meets quorum.

10.2 Elections shall be held by secret ballot.

10.3 Elected members of the Executive Committee shall hold their positions for a term of one academic year.

Article 11 – Amendments

11.1 Amendments to the Constitution shall be made at the Annual General Meetings, unless otherwise needed.

11.2 Amendments to the Constitution must pass by a seventy-five percent (75%) majority vote of the members present.

Article 12 – Impeachment

12.1 A motion to remove a member of the club must be signed by at least five percent (5%) of the regular members of the club.

12.2 The motion shall be presented in writing at a regular meeting of the club where it shall be inscribed on the agenda of the next regular meeting of the club, whereupon the impeached individual will be given the right to defend their actions.

12.3 A quorum of fifty percent (50%) of the voting members of the club is required to consider a motion to remove a member.

12.4 A seventy-five percent (75%) majority vote of the members present shall be required to remove a member of the club with any responsibilities or privileges associated with them.

Article 13 – Agency

- 13.1 The club is not an agent of the USSU and the club's views and actions do not represent those of the USSU.

Article 14 – Dissolution

- 14.1 If the club were to face dissolution, the funds of the club will be donated to a charity of the club's choosing by a fifty percent (50%) plus one (1) majority vote.