

Constitution of the Concurrent Education Students' Association

Revised January 2012

MISSION STATEMENT OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION

As the Concurrent Education Students' Association, we strive to identify and to address the interests of Concurrent Education students as a whole, as individuals, and as educators. We commit ourselves to fostering an inclusive, diverse and accessible environment as part of the Queen's and Kingston communities.

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PREAMBLE

This document shall be recognized to be the highest authority on all matters of policy and conduct concerning the Concurrent Education Students' Association and all its members. All other documents of the Association shall be subject to interpretation in a manner which is consistent with this document.

ARTICLE 1. INTERPRETATION

1.01 Definitions

1.01.01 In this part and any other part of this Constitution, unless the context requires otherwise:

- (a) "Association" means the Concurrent Education Students' Association, whose acronym is "CESA"; that is, the Association whose membership consists of Association members,
- (b) "Association member" means all registered students in the Concurrent Education program who have paid in full the Concurrent Education Students' Association fee,
- (c) "AMS" means the Alma Mater Society,
- (d) "ASUS" means the Arts and Science Undergraduate Society,
- (e) "Constitution" means the Constitution of the Association, which governs the affairs of the Association,
- (f) "Council" means the Council of the Association as described in Article 5,
- (g) "Council Policy" means a motion, resolution, statement, paper, platform, report, or position adopted by the Council in accordance with this Constitution,
- (h) "ESS" means the Education Students' Society,
- (i) "Executive" means the Executive of the Association as described in Section 2.2,
- (j) "Ex-Officio" means by nature of the office held,
- (k) "ORT" means Orientation Roundtable,
- (l) "SOARB" means Senate Orientation Activities Review Board,
- (m) "Student" means a person who is registered in the Faculty of Arts and Science at the University in the Concurrent Education program,
- (n) "TELC" means the Ontario Teachers' Federation Teacher Education Liaison Committee,
- (o) "University" means Queen's University at Kingston, Ontario,
- (p) any cited Article, Section, or Subsection herein carries the implicit connotation of pertaining to this Constitution, unless otherwise stated,
- (q) definitions given for words with the morphology of the singular shall also be the definition for words with the morphology of the plural, and vice versa,
- (r) all other words and phrases contained herein shall be interpreted as a native speaker of English would interpret them. In the event of further ambiguity, the Executive Administrator shall be consulted.

ARTICLE 2. THE ASSOCIATION AND THE EXECUTIVE OF THE ASSOCIATION

2.01 The Association

2.01.01 The name of the Association shall be the Concurrent Education Students' Association.

2.01.02 The purpose of the Association shall be,

- (a) to cater to the needs and interests of Concurrent Education students and to advocate on their behalf to all external bodies,
- (b) to provide services relevant to the needs of Concurrent Education students,
- (c) to create opportunities for members to engage not only with the other Concurrent Education students, but also with the greater Queen's and Kingston communities,
- (d) to provide members with professional development opportunities.

2.01.03 The Association is a member of the Alma Mater Society of Queen's University and recognizes the pre-eminence of that Society and its Constitution.

2.01.04 The Association is a member of the Arts and Science Undergraduate Society of Queen's University and recognizes the pre-eminence of that Society and its Constitution.

2.02 The Executive of the Association

2.02.01 The Executive of the Association shall consist of a

- (a) President,
- (b) Vice President (Internal), and
- (c) Vice President (External).

2.02.02 The members of the Executive shall be ordinary members of the Association.

2.02.03 The members of the Executive are Ex-Officio members of the Council.

2.02.04 The Executive shall run for office as a team and shall be elected by the members of the Association. The campaign and election shall be held in accordance with Article 4 of this Constitution.

2.02.05 Should the position of President become vacant within 60 days of the beginning of fall term, the Vice President (Internal) shall become Interim President until a new President is elected through by-election as outlined in Section 4.12.

- (a) Should no Association member enter the by-election as a candidate, the procedure as outlined in Subsection 2.02.06 shall be followed.
- (b) Should the position of Vice President (Internal) become vacant simultaneously, the Vice President (External) shall become Interim President until a new President is elected through by-election as outlined in Section 4.12.

2.02.06 Should the position of President become vacant after 60 days of the beginning of fall term, the Vice President (Internal) shall become President.

- (a) The duties of the Vice President (Internal) and Vice President (External), as defined by Section 2.3, shall be redistributed between the members of the Executive and the Council for the remainder of the year, at the discretion of the Executive.
- (b) Should the position of Vice President (Internal) become vacant simultaneously, the Vice President (External) shall become President.

2.02.07 Should the position of Vice President (Internal) or Vice President (External) become vacant within 60 days from the beginning of fall term, a new Vice President shall be elected through by-election as outlined in Section 4.12. 7

- (a) During the by-election period, the remaining member(s) of the Executive and the Council shall fulfill the duties, as defined by Section 2.3, of the vacated Vice Presidential position(s).
- (b) Should no Association member enter the by-election as a candidate, the procedure outlined in Subsection 2.02.08 shall be followed.

2.02.08 Should the Vice Presidential position(s) become vacant after 60 days of the beginning of fall term, the remaining Executive member(s) and the Council shall fulfill the duties, as defined by Section 2.3, of the vacated Vice Presidential position(s) for the remainder of the year, at the discretion of the Executive.

- 2.02.09 Should all Executive positions become vacant; an Emergency meeting of the Council shall take place within seventy-two (72) hours of the positions becoming vacant.
- (a) The Council shall elect an Interim President from members of the Council by two-thirds majority vote at the emergency meeting. The meeting shall last until an Interim President is chosen.
 - (b) A new Executive shall be elected through by-election as outlined in Section 4.12.
 - (c) Should no Association member enter the by-election as a candidate for President, the Interim President shall become President.
 - (d) Should no Association member enter the by-election as a candidate for Vice President (Internal) and/or Vice President (External), the duties of the Vice President (Internal) and/or Vice President (External) shall be redistributed between members of the Council for the remainder of the year, at the discretion of the President.

2.02.10 Subsections 2.02.05, 2.02.06, 2.02.07, 2.02.08, and 2.02.09 operate notwithstanding the requirement of an Executive to run as a team, as outlined in subsection 2.02.04.

2.03 Duties of Executive Members

- 2.03.01 The duties of the President shall include, but shall not be limited by;
- (a) To oversee and supervise the running of all Association affairs.
 - (b) To represent the interests of Association members to all external bodies.
 - (c) To be responsible for the administration of the financial affairs of the Association.
 - (d) To be a non-voting member on any Association committee, except when selected as a voting member.
 - (e) To represent the Association on social and ceremonial occasions.
 - (f) To coordinate Association representation to the AMS Assembly.
 - (g) To be a voting member of the Council and AMS Assembly.
 - (h) To ensure that all members of the Council are properly supported in their duties and responsibilities.

- 2.03.02 The duties of the Vice President (Internal) shall include, but shall not be limited by;
- (a) To oversee and supervise the internal affairs of the Association.
 - (b) To represent the Association on ASUS Assembly.
 - (c) To be a voting member of the Council and ASUS Assembly.
 - (d) To support the President in all his or her duties.

- 2.03.03 The duties of the Vice President (External) shall include, but shall not be limited by;
- (a) To represent the Association on Arts and Science Faculty Board.

- (b) To represent the Association on Education Faculty Board.
- (c) To be a voting member of the Council.
- (d) To act as a liaison between the Association and the Faculty of Education.
- (e) To act as Association contact for Orientation week.
- (f) To support the President in all his or her duties.

2.03.04 The Executive shall have the power to appoint committees to report on any matter of interest to the Association.

2.03.05 In the summer months, the Executive shall approve events, policies, expenditures, and any other decision requiring approval of the Association, the Council, or the Executive.

2.04 Honoraria

2.04.01 All positions within the Association are considered to be volunteer positions. Due to the nature of their responsibilities and commitment, the Executive of the Association shall be recognized by granting honoraria.

2.04.02 These honoraria are to maintain the accessibility of these positions to all Association members, irrespective of their financial situations and should not be considered salaries.

2.05 Removal of the Executive

2.05.01 The members of the Executive shall be removed from office separately.

2.05.02 Such a removal shall be effected by a referendum to impeach.

2.05.03 Such a referendum shall be received at any time by the Council and must be supported by the signatures of twenty (20) percent of the members of the Association.

2.05.04 Such a referendum shall be conducted by the Chief Electoral Officer, on a date selected by the Chief Electoral Officer, separate from any other election or referendum.

2.05.05 At least one (1) week written notice shall be given to all members of the Association by email and a notice on the Association website.

2.05.06 In no instance shall twenty (20) days pass between submission of the impeachment papers and the date of balloting.

2.05.07 The wording of the ballot shall be, "Shall (Name of Executive Member) cease to hold the position of (Executive Position) of the Concurrent Education Students' Association?"

2.05.08 For the question to be resolved in the affirmative,

- (a) no less than thirty-five (35) percent of Association members shall cast ballots,
- (b) no less than two-thirds (2/3) of voting members shall vote in the affirmative.

2.05.09 If a non-confidence vote of an impeachment referendum is resolved in the affirmative, the Council shall proceed under Subsections 2.02.05, 2.02.06, 2.02.07, 2.02.08, and 2.02.09 of this Constitution.

ARTICLE 3. MEMBERSHIP

3.01 Membership to the Association

3.01.01 Members of the Association shall be either ordinary members or honorary members.

(a) Ordinary members shall be all students enrolled in the Concurrent Education program at the University who have paid the student fees of the AMS, ASUS and CESA.

(b) Honorary members may be announced at Annual General Meetings, Special General Meetings or through referendum. Such members may also be ordinary members if they meet the requirements of Section 3.01.01 (a).

3.01.02 Members of the Association are also members of the Arts and Science Undergraduate Society of Queen's University and the Alma Mater Society of Queen's University.

(a) Members shall enjoy the rights and privileges of each Society and Association to which they belong.

3.02 Rights, Privileges and Obligation

3.02.01 The rights, privileges and obligations of ordinary members, as described in Subsection

1.01.01 (a), are,

(a) to vote in all Association elections and referenda,

(b) to hold offices or positions within the Association,

(c) to attend meetings of the Council,

(d) to hold speaking rights at all meetings of the Council,

(e) to move or second motions at all meetings of the Council,

(f) to vote at Annual General Meetings and Special General Meetings,

(g) to gain admission to and actively participate in any Association sponsored event or program subject to particular restrictions on the event or program.

3.02.02 The rights, privileges and obligations of honorary members as described in Section 3.01.01 of this Article are,

(a) to attend Annual General Meetings and Special General Meetings,

(b) to move or second motions at such meetings,

(c) to hold speaking rights at such meetings.

3.03 CESA Specific Fee

3.03.01 There shall be a fee levied on all ordinary Association members to assist in accomplishing the goals of the Association.

ARTICLE 4. ELECTIONS AND REFERENDA

4.01 Chief Electoral Officer (CEO) Statement of Responsibility

4.01.01 The CEO shall enforce the contents of this policy. Where a situation arises that is not explicitly considered by this Constitution, the CEO may interpret the policy in a manner consistent with its intentions.

4.01.02 Should the CEO be unable to complete his or her duties, those responsibilities shall be assumed by the Executive.

4.02 The Chief Electoral Officer

4.02.01 The Chief Electoral Officer shall,

(a) be held by the Executive Administrator in addition to the responsibilities listed in the Job Description Policy Manual,

(b) be responsible for organizing the elections in conjunction with AMS voting days, when possible, and is ultimately responsible for all campaigning procedures, and dispute resolutions,

(c) publicize the positions to be nominated, deadlines for such nominations and other pertinent information to all members of the Association,

(d) in making his or her rulings, consult with the Executive and the AMS Election Team,

(i) All such rulings may be appealed to the AMS Judicial Committee.

(e) be empowered to alter, extend, or cancel previously set election dates or election procedures, should it be necessary due to unforeseen circumstances,

(f) be responsible for identifying policy infractions and notifying the offending party,

(g) make available on the first day of the nomination period,

i) Nomination Forms,

ii) the latest version of Article 4 of this Constitution and the Elections Policy Manual,

iii) the positions available and their corresponding job descriptions,

iv) dates of the nomination period, campaigning period, and voting days,

v) his or her contact information.

(h) be responsible for planning, advertizing, and conducting the Election Information Meeting, as described in Subsection 4.04.09,

(i) be responsible for sending out the Platform Email to all members of the Association,

(j) be responsible for planning, advertizing, and conducting the Candidates Forum,

(k) coordinate the creation of all CESA ballots in conjunction with the AMS Election Team,

(l) ensure that there is notification of the election in an email to members of the Association and on the Association website at least one week prior to elections,

(m) complete a ballot to be sealed in an envelope at least forty-eight (48) hours prior to voting days in the presence of at least two (2) members of the Executive,

i) This ballot shall only be opened in the event of a tie, in the presence of the President, in order to determine the result of an election.

ii) This ballot shall be locked in the lock-box located in the Con-Ed Office.

iii) Should the ballot not be required, the ballot shall be destroyed forty-eight (48) hours following the announcement of the elections results.

(n) notify all candidates of the results of the election, and send an email to all members of the Association to announce the incoming members of the Council,

(o) hold a re-election if the need arises.

4.03 Timetables for Elections

4.03.01 Elections shall consist of a nomination period, a campaigning period, and two (2) voting days.

4.03.02 The dates and lengths of each period shall be left to the discretion of the CEO and the Executive.

(a) Where possible, all efforts shall be made to have voting days in conjunction with the AMS in the winter term.

4.03.03 In order to ensure that there is sufficient time to complete interviews for appointed positions of the Council; elections shall be completed no later than March 1.

4.04 Nominations

4.04.01 All nominees shall be ordinary members of the Association.

4.04.02 Nomination forms shall be made available at the Con-Ed Office from the first day of the nomination period until the last day of nomination period.

4.04.03 Candidates running for the positions of Executive Administrator, Treasurer, Senator, AMS Representative(s), Representatives to TELC, Academic Commissioner, Service Director, Events Director, or Equity Affairs Commissioners shall each submit a nomination form, completed with the signatures and student numbers of ten (10) members of the Association, to the CEO by the end of the nomination period.

4.04.04 Candidate teams running for the positions of Year Representatives or Alumni Representative(s) must each submit a nomination form, completed with the signatures and student numbers of ten (10) members of the Association, to the CEO by the end of the nomination period.

4.04.05 Candidates running for the positions of President, Vice President (Internal), Vice President (External) shall submit one (1) nomination form, completed with signatures and student numbers of seventy-five (75) members of the Association, to the CEO by the end of the nomination period.

4.04.06 Candidates may nominate themselves.

4.04.07 All members of the Council, with the exception of the CEO, shall be permitted to nominate candidates.

4.04.08 Nominations shall be permitted to take place in the Con-Ed Office.

4.04.09 An Election Information Meeting shall be hosted by CEO previous to the first day of the campaign period.

4.04.10 All candidates shall be responsible for understanding and abiding by the contents of Article 4 of this Constitution and the Elections Policy Manual.

4.04.11 Should a candidate currently hold a position on the Council, he or she shall take a leave of absence from that position in order to be permitted to campaign in the CESA, ASUS or AMS elections, or any other election in which he or she is eligible.

4.04.12 In the event of a leave of absence, the following regulations shall take effect at 11:59 p.m. on the final day of the nomination period,

(a) Candidates shall no longer be responsible for the duties and associated duties of his or her job description, as described in Section 5.03 and the Job Description Policy Manual. Any and all deviations require the explicit consent from the CEO.

(b) Candidates shall be prohibited from using any Association resources available by virtue of holding a position on the Council to assist his or her campaign in any way.

(c) Candidates shall be permitted to speak of his or her position in terms of his or her previous experience. While discussing his or her experience they may not, however, advertise any event that they are currently planning as a member of the Council.

(d) All duties of candidates shall be assumed or delegated by the Executive.

(e) Candidates shall be reinstated into his or her previous Council position seventy-two (72) hours after the election results have been announced.

(f) If a candidate should win a position in either the ASUS or AMS elections, or any other election in which he or she is eligible, Subsection 4.04.12 (e) shall become void for that candidate.

4.04.13 Should an elected position not be filled by the close of the nomination period, the position will later be appointed during interviews hosted by the incoming Executive and the incoming Executive Administrator.

4.04.14 Notwithstanding subsection 4.04.13, should the positions of President, Vice President (Internal) and Vice President (External) or the position of Executive Administrator not have nomination forms submitted by the close of the nomination period, a byelection shall be held for those positions.

4.04.15 A nominee may withdraw their candidacy at any time during the nomination or campaign period. A notice of withdrawal shall be given in written form to the CEO at the time of withdrawal.

4.04.16 No individual is eligible to be a candidate in an Association election if they are simultaneously running in the AMS Executive elections or ASUS elections or any other election in which he or she is eligible.

4.05 Campaigning

4.05.01 All campaigning is subject to the discretion of the CEO and the Executive.

4.05.02 Campaigning is defined as any activity that, in and of itself, serves to publicize or promote an individual or team's candidacy in an Association election.

4.05.03 Candidates running for the positions of President, Vice President (Internal) and Vice President (External) shall campaign as a team, subject to Subsection 2.02.10. This includes, but is not limited to, posters, websites, class talks, platforms, etc. No variance of this campaign format shall be permitted.

4.05.04 Candidates running for the positions of Executive Administrator, Treasurer, Senator, AMS Representative(s), Representative to TELC, Academic Commissioner, Service Director, Events Director, or Equity Affairs Commissioners, shall campaign as individuals. This includes, but is not limited to, posters, websites, class talks, platforms, etc. No variance of this campaign format shall be permitted.

4.05.05 Candidates running for the positions of Year Representatives or Alumni or Alumni Representative(s) shall campaign as a team. This includes, but is not limited to, posters, websites, class talks, platforms, etc. No variance of this campaign format shall be permitted.

4.05.06 Campaigning of any form shall not commence until 12:00 a.m. of the first campaigning day.

4.05.07 The contents and methods of campaigning shall be above reproach. Candidates shall not misrepresent the character or policies of other candidates.

4.05.08 Candidates shall not make statements that they know are untrue.

4.05.09 No form of campaigning shall take place in any AMS service including, but not restricted to, any campus pub, behind the Walkhome Counter, or inside the AMS offices.

4.05.10 Campaigning shall be permitted in line-ups but shall not occur beyond the point where patrons are requested to provide identification or payment for entrance.

4.05.11 No form of campaigning in the CESA, ASUS or AMS elections shall take place in, or immediately outside, the Con-Ed Office. This includes, but is not limited to the issuing of platform statements, distribution or posting of promotional materials or candidate information, any discussion of or on behalf of a candidate, or the emailing of any campaign related issues.

4.05.12 No form of campaigning shall take place at any Association event. This includes, but is not limited to, Charity Events, Socials, Conference, Formal, and Workshops.

4.05.13 No candidate may advertise through any campus media including, but not limited to, CFRC, the B.Ed Spread, The Journal or Golden Words.

4.05.14 Candidates are permitted to be interviewed by The Journal for an article if all candidates for the position are contacted.

4.05.15 No unsolicited campaigning shall be permitted in the student housing area. In particular, campaign or promotional materials may not be distributed to mailboxes, nor shall any form of doorto-door campaigning be permitted.

4.05.16 No room-to-room campaigning in residence shall be permitted.

4.05.17 All campaigning shall cease by 11:59 p.m. of the day prior to the first day of elections.

4.06 Ballots

4.06.01 On each ballot, the following shall appear,

(a) The heading “Concurrent Education Students’ Association”.

(b) The surnames and given name(s) of each candidate in alphabetical order for each respective position.

(c) The dates of the election.

(d) The number of candidates each voter may or must vote for.

4.06.02 The Executive positions of President, Vice President (Internal), and Vice-President (External) shall be voted for as a team.

4.06.03 The positions of Executive Administrator, Senator, Treasurer, AMS Representative(s), Academic Commissioner, Representatives to TELC, Service Director, Events Director, and Equity Affairs Commissioners shall be voted for individually.

4.06.04 The positions of Year Representatives and Alumni Representative(s) shall be voted for as a team.

4.07 Votes of Confidence

4.07.01 Should only one candidate or candidate team be nominated for a position, a vote of confidence shall be required before the candidate or candidate team is considered acclaimed.

4.07.02 Any votes of confidence shall take place by ballot on the predetermined voting days.

4.07.03 Each vote of confidence will take the form, “Do you have confidence in (Surname, Given Name of candidate) to serve as (Position) for the CESA Council (Years)?”

4.07.04 A vote of confidence shall contain boxes for both yes and no responses.

4.07.05 In order for a vote of confidence to pass, it will require the affirmation of more than fifty (50) percent of voters.

4.08 Ballot Counting and Announcements

4.08.01 Each question on the ballot shall be considered to be a separate ballot, notwithstanding that it may be on the same ballot. That is, should a ballot be spoiled for one question, the other questions shall be considered separately, and shall not be automatically deemed spoiled by virtue of being on the same ballot as the spoiled question.

4.08.02 Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.

4.08.03 The CEO shall announce the results of the election to all candidates involved immediately after they become known. The results may be made public only after notification has been attempted for all candidates.

4.08.04 In the event of a tie, the CEO shall open his or her sealed ballot as described in 4.02.01 (m) in the presence of the President to determine the victor.

4.09 Complaints, Fines, and Disqualifications

4.09.01 Complaints regarding the violation of election policy shall be brought to the attention of the CEO.

4.09.02 Complaints shall be in writing and may be brought forward at any time during the campaigning period and voting days, but no later than seventy-two (72) hours after the final poll closes.

4.09.03 In response to receiving a complaint, the CEO shall meet with the accused candidate(s) to discuss the allegations. The Executive may also be present at this meeting.

4.09.04 For each violation of Article 4 of this Constitution or the Elections and Referenda Policy Manual, the CEO and the Executive shall decide on a course of action and if necessary, do so in consultation with the AMS Election Team. Courses of action may include,

(a) The offending party may be issued a fine as a result of the offence he or she has committed. The amount of this fine shall be a reflection of the severity of the offence which shall be at the discretion of the CEO. This fine will be applied to the current campaign expenditures of the offending party. At this time the offending party must present all campaign receipts. If the campaign expenditures of the offending party exceed the election budget limit of \$100.00 after the issuing of the fine, the CEO shall then decide to either lower the amount of the issued fine or disqualify the offending party on the basis of exceeding the election budget limit of \$100.00.

(b) The offending party may be disqualified from the Association election as a result of the offence he or she has committed. This ruling shall be based on the severity of the offence and the extent to which the offence has compromised the election. This ruling shall be at the discretion of the CEO.

4.09.05 In the event of a disqualification, the offending party shall be removed from the ballot. The offending party shall have twenty-four (24) hours from the time of disqualification to remove all of his, her, or their campaign materials.

4.09.06 Disqualification is subject to appeal to the AMS Judicial Committee and shall be handled in accordance with the AMS Constitution.

4.09.07 Any appeals by candidates shall be made within seventy-two (72) hours of the election results being announced. No appeals shall be permitted after this point in time.

4.10 Extended Nomination Period

4.10.01 In the event that a position for election, at the close of the nomination period, has no candidates seeking election, the CEO shall extend the nomination period for these positions for three more weekdays.

4.10.02 The CEO shall advertise to all members of the Association which positions have been extended.

4.10.03 All other positions that have candidates seeking election shall be closed to nominations as per regular election policy.

4.10.04 The campaign period shall not begin until the extended nomination period has ended. No form of campaigning may occur during this time for any position.

4.10.05 If, by the end of the extended nomination period some positions remain without candidates seeking election, they will become appointed positions, with the exception of the Executive and Executive Administrator, for which there shall be a by-election.

4.10.06 At the close of the extended nomination period, the elections shall continue as prescribed.

4.11 Re-Election and By-Election

4.11.01 In the event of a re-election or by-election, the CEO shall follow all above procedures and rules, with an allowance for shortened nomination, campaign and voting periods.

4.11.02 All other allowances and exceptions to the above rules shall be at the discretion of the CEO and the Executive.

4.11.03 In the event of a compromised election, a by-election shall be held only for the positions affected.

(a) All other elections results shall remain as originally determined by the CEO and the President.

4.12 Referendum Rules

4.12.01 Only members of the Association may submit a CESA referendum question.

4.12.02 Any member of the Association may submit a CESA referendum question.

4.12.03 The Executive may submit a referendum question as a team with the support of the Council.

4.12.04 Any current member of the Council shall be required to take a leave of absence from his or her position in order to run a CESA referendum question, with the exception of the Executive submitting a referendum question as a team. In this case, all other referendum and election rules apply.

4.12.05 The CESA referendum nomination, campaign, and voting periods shall run in conjunction with all CESA Election period dates. Where possible, all efforts shall be made to have voting days run in conjunction with the AMS in the winter term.

4.12.06 The CESA referendum nomination forms shall be made available by the CEO upon request from the first day of the nomination period until the last day of nomination period.

The CEO shall notify all members of the Association of the availability of these forms on the first day of nomination period.

4.12.07 The wording of each CESA referendum question shall be approved by the CEO and Executive prior to being nominated.

4.12.08 Any individual running a CESA referendum question shall submit a nomination form, completed with the signatures and student numbers of fifty (50) members of the Association, to the CEO by the end of the nomination period.

4.12.09 Upon receiving the fifty (50) nominations, each CESA referendum question shall obtain a fifty (50) percent plus one (1) vote from the Council before it may be allowed on the ballot. This vote may occur at any meeting of the Council which takes place within the Nomination or Campaign periods.

4.12.10 All CESA referendum questions shall start with, "Do you agree..." and contain both a yes and a no box on the ballot.

4.12.11 All other instances from those listed above, the rules for the CESA referendum are the same as those listed in Article 4.

ARTICLE 5. COUNCIL AND COMMITTEES OF COUNCIL

5.01 Terms of Reference for the Council

5.01.01 The Council shall be the ultimate decision-making body for policy and political affairs of the Association. The Council shall have the final authority, subject only to review by referendum or by an Annual or Special General Meeting, in forming and implementing the policies of the Association. These powers shall not be delegated.

5.01.02 Without restricting the generality of Subsection 5.01.01, the Council shall fulfill its mandate by

(a) Reviewing, debating and composing

i) reports, their recommendations and conclusions,

ii) motions brought forth by members of the Executive, members of Council and members of the Association,

iii) policy decisions regarding the official stance of the Association on issues within the purview of the Council,

iv) policy manuals and by-laws governing the operation of the Association,

v) budgets to appropriate all Association monies,

vi) decisions of the Executive made in the summer months on behalf of the Council, as outlined in subsection 2.03.05.

(b) Representing the Association where it is deemed necessary.

5.01.03 The decisions of the Council shall be binding on all members of the Association.

5.01.04 The term of office for members of the Council shall begin at 4:30 pm on the final day of Winter term classes in the year they were elected or appointed and shall end at 4:30 pm on the final day of Winter term classes of the following year.

5.01.05 Notwithstanding this subsection, the term of office for members of the Council elected or appointed in the Fall term shall begin seventy-two (72) hours after their election or appointment and shall end at 4:30 pm on the final day of Winter term classes of the following year.

(a) Notwithstanding subsections 5.01.01 and 5.01.04, the Incoming Council, that is the collective members elected or appointed to Council positions for the following academic year, may hold a meeting of the Incoming Council between the Annual General Meeting and the final day of Winter term classes where it may exercise the powers of the Council.

5.02 Membership to the Council

5.02.01 The elected members of the Council shall be the

- (a) President
- (b) Vice President (Internal)
- (c) Vice President (External)
- (d) Executive Administrator
- (e) Senator
- (f) Treasurer
- (g) Representative(s) to the AMS
- i) The number of representatives shall be determined in accordance with the AMS Constitution.
- ii) Should the Association be entitled to two (2) or more representatives, one (1) shall be filled by a first year Association member.
- (h) Academic Affairs Commissioner
- (i) First Year Representatives
- (j) Second Year Representatives
- (k) Third Year Representatives
- (l) Fourth Year Representatives
- (m) Service Director
- (n) Events Director
- (o) Equity Affairs Commissioners
- (p) Representative to TELC
- (u) Alumni Representative(s)

5.02.02 The hired members of the Council shall be the

- (a) Head Teach
- (b) Conference Chair
- (c) Clerk(s) of the Council

5.02.03 The observers of the Council shall be the

- (a) ASUS President
- (b) ASUS Vice President
- (c) Rector

5.02.04 The hired members of the Association shall be

- (a) Website Administrator
- (b) B.Ed Spread Editors
- (c) Workshop Coordinators
- (d) Community Affairs Coordinators

- (e) Social Affairs Coordinators
- (f) Athletic Sticks
- (g) Academics Teach
- (h) Social Teach
- (i) Financial Teach
- (j) Director of Logistics
- (k) Director of Special Events
- (l) Director of Marketing
- (m) Director of Finance

5.02.05 All members listed in Subsections 5.02.01 shall be entitled to one (1) vote at meetings of the Council.

5.02.06 Notwithstanding Subsection 5.02.04, the Executive Administrator shall Chair meetings of the Council and shall vote only to break a tie in accordance with Subsection 5.05.06.

5.02.07 Voting members may proxy their vote to another member of the Association who is not a voting member of the Council.

5.02.08 A member of the Council may only hold one (1) position on the Council at any time.

5.03 Duties of Council Members

5.03.01 All members of the Council shall,

- (a) attend all meetings of the Council,
 - i) Should a member be unable to attend a meeting, the member shall notify the Executive Administrator of the absence in writing twenty-four (24) hours prior to the start of the meeting, notwithstanding any cases of exceptional circumstance within twenty-four (24) hours of the meeting, as determined by the Executive Administrator .
 - ii) If unable to attend a meeting, a written report must be provided to the Executive Administrator prior to the meeting, with the exception of extenuating circumstances in which case the written report must be submitted as soon as possible.
- (b) hold a minimum of one office hour in the Con-Ed Office on a weekly basis during regular semester classes,
- (c) contribute to at least one edition of the B.Ed Spread Newsletter,
- (d) provide at minimum a verbal report outlining all relevant information that falls under their responsibilities at all meetings of the Council,
- (e) complete a transition manual,
 - i) Shall be submitted to the Executive Administrator by one (1) meeting of the Council prior to the Annual General meeting.
 - ii) Shall be submitted to the incoming position-holder at the Annual General Meeting.
- (f) not be permitted to use a laptop during the Council meeting unless giving a report or taking minutes.

5.03.02 All positions listed under 5.02.04 shall,

- (a) complete a transition manual,
- (i) Shall be submitted to the Executive Administrator by one (1) meeting of the Council prior to the Annual General Meeting.

- (ii) Shall be submitted to the incoming position-holder at the Annual General Meeting.
- (b) must attend the Annual General Meeting and Special General Meeting(s).

5.03.03 The duties of the Executive are outlined in Section 2.03 of this Constitution.

5.03.04 The duties specific to individual members of Council are outlined in the Job Description Policy Manual, but shall not be limited thereby.

5.04 Election, Selection, and Removal of Council Members

5.04.01 The elected members of the Council shall be elected in accordance with Article 4 of this Constitution, and the Elections Policy Manual.

5.04.02 The hired members of the Council shall be appointed by the Executive in accordance with the Hiring Policy Manual.

5.04.03 Notwithstanding Subsection 5.04.02, the Head Teach shall be appointed in accordance with the Orientation Policy Manual.

5.04.04 The Clerk(s) of the Council shall be appointed by the Executive, subject to ratification by the Council, within the first two meetings of the Council.

5.04.05 All members of the Council are subject to removal on the following grounds:

(a) Absence at three duly called meetings

i) After such an infraction, the Executive shall discuss a proper course of action and if deemed necessary bring the issue to Council at which the removal of the member should be discussed and possibly be put to a vote

(b) Theft, fraud, or embezzlement of funds,

(c) Ineligibility to be a member,

(d) Just Cause

i) Includes, but is not limited to the failure to fulfill the duties outlined in Subsection 5.03.01, or any essential duty as outlined in the Job Description Policy Manual

5.04.06 The Vice President (Internal) is charged with formally notifying the Council when a member has committed an act or omission under Subsection 5.04.05 which warrants a motion to remove the member from the Council.

(a) The member of Council in question may appear before the Council at the following meeting to provide an explanation for the act or omission. The members of Council shall be permitted to question the member before voting to remove.

5.04.07 Removal of a Council member shall be effected by a non-confidence vote. Such a vote shall be the result of a motion that has had at least one week written notice to all members of the Council.

(a) Notice is deemed to have been given if such a motion has been included in the minutes two weeks prior.

5.04.08 To be resolved, the non-confidence motion shall be passed by two-thirds (2/3) of the Council.

5.04.09 Any member removed from the Council shall be replaced through appointment by the Executive, at their discretion, subject to ratification by two-thirds (2/3) majority vote of the Council.

5.04.10 Any member who wishes to terminate their membership on the Council shall inform the Vice President (Internal) in writing. The position shall be filled in accordance with Subsection 5.04.09.

5.04.11 Subsection 5.04.07 does not apply to the members of the Executive, whose removal is governed by Section 2.05.

5.04.12 Any member of the Council may take a leave of absence from their position for an extended illness or extenuating circumstance.

(a) The member shall notify the Vice President (Internal) in writing.

5.05 Meetings of the Council and Quorum

5.05.01 The Council shall meet on a bi-weekly basis during regular semester classes.

(a) No meeting shall surpass two (2) hours in length without the consent of the majority of members of the Council.

5.05.02 The Executive Administrator shall Chair all meetings of the Council

(a) In the event that the Executive Administrator cannot occupy the Chair, the Vice President (Internal) shall occupy the Chair.

5.05.03 The Clerk(s) of the Council shall be responsible for keeping minutes of all regular meetings of the Council.

5.05.04 The meetings of the Council shall be open to the public, but there shall be recourse to closed sessions if so decided by a majority of members present.

(a) Should a motion to enter into closed session carry, all persons not described in sections 5.02.01, 5.02.02, or 5.02.03(d) shall leave the room as long as the session remains closed.

(b) No member shall enter or leave the meeting room as long as the session remains closed.

(c) All communications in a closed session are confidential.

i) Breaches of confidentiality are just cause for removal from the Council and may warrant a complaint to the AMS Judicial Committee.

5.05.05 Quorum shall be one half (1/2) of all voting members plus one. If half of all voting members is not a whole number, then the next highest whole number shall constitute quorum. Proxy votes shall not count towards quorum. If quorum is not maintained, the meeting shall adjourn, and the time and names of all members present shall be recorded in the minutes.

5.05.06 Unless otherwise required in other sections of this Constitution, motions of the meetings of the Council shall be decided by a majority of votes. In the case of an equality of votes, the Executive Administrator shall cast the deciding vote in the negative. All votes at such meetings shall be taken by ballot if so demanded by any Council member present, but if no demand is made, the vote shall be taken in the usual way by a show of hands.

5.06 Notice of Council Meetings

5.06.01 Notice of regular meetings shall be made to members of the Council at least two (2) weeks before each meeting.

5.06.02 Special or Emergency meetings of the Council may be called,

(a) by the Executive, or;

(b) by the Executive Administrator, upon receipt of a written request for a special meeting by at least 20 members of the Council, or;

(c) pursuant to subsection 2.02.08 of this Constitution.

5.06.03 Special and Emergency meetings of the Council operate notwithstanding subsection 5.06.01.

5.07 Agenda, Proper Notice of Motions

5.07.01 Any member of the Association wishing to have items placed on the agenda of a regular meeting of the Council must give written notice to the Executive Administrator in time to be circulated with the agenda.

5.07.02 The agenda shall be available for Council members and for the general public at least fortyeight (48) hours prior to a regular meeting.

5.07.03 Any item or motion included on an agenda prepared in accordance with subsection 5.07.01 shall be deemed to have had proper notice unless required otherwise in this Constitution.

5.07.04 The Executive Administrator shall be responsible for the distribution of the agenda and minutes to all members of the Council.

5.08 Rules of Order

5.08.01 A copy of "Roberts Rules of Order" in its most recent edition, which shall govern the meetings of the Council, shall be made available to all members of the Council at the first meeting they attend after their election or appointment.

5.09 Committees of Council

5.09.01 The standing committees of the Council shall be the,

(a) Conference Committee

i) The chair of the committee shall be the Conference Chair.

(b) Orientation Committee

i) The chair of the committee shall be the Head Teach.

(c) Robert J. Hill Committee

i) The chair of the committee shall be the Robert J. Hill Committee Chair.

(d) Social Affairs Committee

i) The chairs of the committee shall be the Social Affairs Coordinators.

(f) Bursary Committee

i) The chairs of the committee shall be the Equity Affairs Commissioners.

(g) CESA ThankQ Committee

i) The chair of the committee shall be the Fourth Year Representatives

(h) Volunteer Initiatives Committee

i) The chair(s) of the committee shall be the Community Affairs Coordinator(s)

(i) B.Ed Spread Committee

(i) The chairs of the committee shall be the B.Ed Spread Editors

5.09.02 The terms of reference for all committees of the Council shall be at the discretion of the chair of the committee.

5.09.03 The committee chairs shall regularly report to the Council on the progress of the committees.

5.10 General

5.10.01 Members of the Council shall receive free admittance to any event or initiative they are principally responsible for organizing and executing, pending the financial stability of the event or initiative.

(a) This includes but is not limited to the Executive for Con-Ed Camp, the Conference Committee for Queen's Conference on Education, the Athletic Sticks for BEWIC Sports Days, and the Social Affairs Coordinators for Con-Ed Formal

ARTICLE 6. ANNUAL AND SPECIAL GENERAL MEETINGS

6.01 General

6.01.01 There shall be two (2) types of meetings for all members of the Association

(a) Special General Meetings

(b) Annual General Meetings

6.01.02 Annual General Meetings and Special General Meetings shall be held on the campus of the University in a location determined by the Council. Such meetings shall be chaired by the Executive Administrator.

6.01.03 Annual General Meetings and Special General Meetings may, from time to time, be adjourned to any future time or to a different place. Such business may be transacted from the point in the original meeting at which such announcement took place. No notice shall be required for the motion for adjournment. The motion for adjournment may be made notwithstanding that quorum is not present. Such a replacement meeting shall be held no later than two (2) weeks following the adjourned meeting.

6.01.04 Association members shall not be entitled to vote by proxy at such meetings.

6.01.05 Motions at all Annual General Meetings and Special General Meetings shall be decided by a majority of votes present in person, unless otherwise required by this Constitution.

6.01.06 All votes at such meetings shall be taken by ballot if so demanded by any member present, but if no such demand is made, the vote shall be taken by a show of hands.

(a) In the case of an equality of votes, the Executive Administrator shall vote in the negative.

6.01.07 A declaration by the Chair that a resolution has been carried or defeated, and an entry to that effect in the minutes of the meeting, shall be admissible in evidence as prima facie without proof of the number or proportion of the votes accorded in favour or against such a resolution.

(a) Should a ballot be demanded, it shall be taken in such a manner as the Executive Administrator shall direct.

6.01.08 Notice of the time and place of the Annual General Meetings and Special General Meetings shall be given by email to all members of the Association and through the Association website.

6.01.09 Quorum at Annual General Meetings and Special General Meetings shall be fifty (50) members of the Association. Should there be no quorum at such meetings, business may proceed as usual subject to the following:

(a) Due notification of the lack of quorum shall be made to all members of the Association by email and through the Association website.

(b) Should any member disagree with the decisions made at such meetings, they may present a petition containing fifty (50) signatures of members of the Association requesting a replacement meeting.

i) The petition shall be received within two (2) weeks of the completion of the disputed meeting

ii) The replacement meeting shall be held within one (1) week of the receipt of the petition

iii) Quorum at such a replacement meeting shall be fifty (50) members of the Association. If quorum is present, the replacement meeting may review any decision of the disputed meeting and by majority vote, confirm or reject it.

iv) If no quorum is present at the replacement meeting, then it shall not convene and the decisions of the disputed meeting shall become binding.

6.01.10 The agenda for all Annual General Meetings or Special General Meetings shall be made available to all members of the Association at least five (5) days before the meeting.

6.02 Annual General Meetings

6.02.01 The Annual General Meeting shall be held once per year at a place and time set by the Council,

(a) in the winter term of the University calendar,

(b) following the elections of the Executive and elected positions of the Council,

(c) following the appointment of the appointed positions of the Council.

6.02.02 For the purposes of guidance, but not so as to bind the Council beyond the requirements of Subsection 6.02.01, it is recommended that the Annual General Meeting be held in the month of March.

6.03 Special General Meetings

6.03.01 The Executive shall have the power to call, at any time, Special General Meetings.

6.03.02 The Council shall have the power to call Special General Meetings upon receipt of a petition to do so by fifty (50) members of the Association.

ARTICLE 7. BURSARIES AND AWARDS

7.01 CESA Bursary

7.01.01 The Bursary Program exists to provide Concurrent Education students with access to Concurrent Education events, workshops, external professional development opportunities, or other relevant educational endeavours.

7.01.02 The Bursary Committee, as outlined in Subsection 5.09.01 (f), shall be comprised of
(a) the Equity Affairs Commissioner(s),
(b) the Vice President (External),
(c) the Treasurer.

7.01.03 The bursary committee shall assess bursary applications at least once per month. At the discretion of the committee and if special need arises, the committee may review applications at other times.

7.01.04 The size of the bursary allocated to the applicant will be at the discretion of the committee. The amount allotted shall be dependent upon the amount requested, the total amount of the bursary fund at the time of request, and the reason for which the student is requesting money

7.01.05 Applicants shall be judged based on financial information and references.

7.01.06 Incomplete applications shall not be considered.

7.01.07 Bursary applications shall be reviewed in an anonymous process whereby all bursaries in each round of consideration are awarded before the identities of any applicants are known.

7.01.08 In the case of a request for professional development, through an event not organized by the Association, the applicant shall justify the importance of the experience.

7.01.09 The budget available for bursary distribution shall be determined through consultation between the Treasurer and the President at the beginning of the year in accordance with subsection 8.02.01.

7.01.10 Committee members shall ensure strict confidentiality.

7.01.11 The Bursary Program shall be advertised at the beginning of each academic term and in conjunction with all major Association-sponsored events.

7.02 The Robert J. Hill Award

7.02.01 This award is designed to openly acknowledge the achievements of outstanding individuals enrolled in Concurrent Education and their contributions to the betterment of the Concurrent Education program. Individuals recognized by this award will have shown a

well-rounded dedication to their program and an enthusiastic and spirited approach to their chosen profession.

7.02.02 The award shall be presented to one or two Concurrent Education students per year who are entering their final education year. The selection committee shall determine the number of recipients.

7.02.03 Recipients shall have consistently contributed their time and energy towards Concurrent Education. Outstanding achievement in the following areas shall be considered in the selection of a recipient;

- (a) spirit,
- (b) dedication to Concurrent Education,
- (c) intramural involvement,
- (d) political involvement leading to increased awareness of Concurrent Education,
- (e) participation in Association-sponsored events,
- (f) positive representation of Concurrent Education to the Queen's and Kingston communities.

7.02.04 The Robert J. Hill Committee

- (a) The Chair of the Robert J. Hill Award Committee shall be selected at the last meeting of the Council of fall term by a majority vote.
- (b) The Chair of the committee shall be a member of the Council.
- (c) The Committee shall be comprised of a Chair and one (1) member from each year in Concurrent Education.
- (d) With the exception of the Chair, the members of the Committee shall not be members of the Council.

7.02.05 The Selection Process

- (a) Any Association member may nominate an eligible member for the award.
- (b) Nomination forms shall be available at least four weeks before the date of formal.
- (c) Nomination forms shall include the name and phone number of the nominee, as well as a list of their accomplishments.
- (d) Each nomination form must include conduct information for the nominee and nominator.
- (e) The selection of the recipient(s) shall be made following closure of the nomination period.
- (f) All students who are nominated shall, upon acceptance of the nomination, participate in an interview as organized by the selection committee.
- i) All who participate in an interview will be recognized at the annual Concurrent Education Formal.
- (g) The Robert J. Hill Award shall be presented to the deserving recipient(s) at the annual Concurrent Education Formal.

7.03 Intramural Awards

7.03.01 The Intramural Athletic Award

- (a) This award is presented to one or two students entering their final education year who have outstanding participation records in the intramural athletics program.
- (b) The candidates shall

- i) have actively participated in the BEWS/WIC and BEWIC athletics programs over their University careers,
- ii) have consistently exemplified leadership, enthusiasm, and good sportsmanship,
- iii) be good representatives of Concurrent Education through participation in their faculty.

7.03.02 The Rookie of the Year Award

- (a) This award is presented to one or two first year Association members who have displayed outstanding commitment and performance in the intramural athletics program.
- (b) The candidates shall
 - i) have shown enthusiasm and good sportsmanship,
 - ii) have actively participated in the BEWS/WIC and BEWIC athletics program,
 - iii) have ideally participated in BEWIC Sports Days.

7.03.03 Nominations, Selection and Presentation of Intramural Awards

- (a) There shall be a two (2) week nomination period in which Association members may nominate fellow eligible Association members for either award.
- (b) Nomination forms should include the name and contact information of the nominee and a complete list of his or her intramural involvement.
- (c) The Athletic Sticks shall make the selection based on nominations from Association members.
- (d) The Athletic Sticks shall present both awards to the deserving recipients at the annual Concurrent Education Formal.
- (e) The names of the recipients shall be engraved on a permanent plaque to remain the property of the Association.

7.04 CESA Achievement Award

7.04.01 This award recognizes those individuals who have made a significant contribution to the Association and Concurrent Education during their time at Queen's University

7.04.02 Only students entering their final education year are able to receive this award.

7.04.03 The Vice President (Internal) is responsible for the distribution of the awards.

7.04.04 Any decisions made regarding point delineation or volunteer experience will be at the discretion of the Vice President (Internal)

7.04.05 The recipients shall be announced at the Annual General Meeting of CESA

7.04.06 The Vice President (Internal) shall send an email to all Association members informing them of the award and the associated point system. It is the responsibility of each individual to reply to the email. They must include the reason behind the accumulation of their points so the Vice President (Internal) can verify their involvement and achievement.

7.04.07 Eligible members must accumulate fifteen (15) points to qualify for the award.

7.04.08 Points are awarded as follows:

- (a) Member of the Executive 6
- (b) Council Member and Committee Chair 5

- (c) Council Member 4
- (d) Orientation Executive 4
- (e) Committee Chair not on Council 3
- (f) Committee Member 2
- (g) Orientation Leader 2
- (h) Upper Year Buddy 1
- (i) Association Related Volunteer 1

ARTICLE 8. FINANCES

8.01 Budget

8.01.01 The Association shall be supported through the payment of a specific fee by its members and through the collection of other such revenues as may properly accrue to the Association.

8.01.02 The Treasurer shall ensure the monies of the Association are deposited into the respective account and that such transactions are accurately recorded.

8.01.03 The Treasurer shall prepare and present a budget report to Council at the beginning of the fall term, and at the last meeting of each academic term.

8.02 CESA Specific Fee

8.02.01 The fee shall be established by a majority vote of Association members at an Annual General Meeting, Special General meeting or by referendum.

8.02.02 The Council shall review the fee at least every three (3) years.

(a) The next mandatory reassessment shall be at the first meeting in the winter term of 2012.

8.02.03 The fee amount shall be \$16.00.

8.02.04 The membership fees shall be collected by the Alma Mater Society on behalf of the Association.

8.03 Honoraria

8.03.01 The President shall receive an honorarium of \$150.00 to be presented at the Annual General Meeting, pending the financial stability of the Association.

8.03.02 The Vice President (Internal) and the Vice President (External) shall each receive a honorarium of \$100.00 to be presented at the Spring Annual General Meeting, pending the financial stability of the Association

8.04 Bursary

8.04.01 The Treasurer and the President shall, under the advisement of the Bursary Committee Chair(s), determine the amount of money allotted to the bursary program for the academic year.

8.04.02 The bursary program shall be allotted a minimum of \$1,500 per year pending the financial stability of the Association.

ARTICLE 9. AMENDMENTS

9.01 Amending Formula

9.01.01 Unless otherwise stated in this Constitution, any Article, Section or Subsection may only be amended,

(a) Following two (2) readings at two (2) separate regular meetings of the Council.

i) The amendments shall be adopted by two-thirds (2/3) vote of the membership of Council to carry.

(b) Following one reading at a Special General Meeting, Annual General Meeting, or through referendum.

9.01.02 The amendments shall be published as soon as reasonably possible, on at least an annual basis.

9.01.03 Until such amendment is given effect, this Constitution shall remain in force and be binding upon the Association as regards to any party acting on the faith thereof.