



## **Agenda**

MEETING OF THE CONCURRENT EDUCATION  
STUDENTS' ASSOCIATION COUNCIL

Sunday, March 22<sup>nd</sup>, 2015

6 PM, Dunning 12

1. Adoption of the Agenda
2. Approval of the Minutes
3. Guest Speaker – Peter Chin
4. Speaker's Business
5. Executive Administrator's Business
6. President's Report
7. Vice Presidents' Report
  - a. Vice President (Internal)
  - b. Vice President (External)
8. Treasurer's Report
9. Senator's Report
10. AMS Representatives' Report
11. Events Director's Report
12. Marketing and Design Director's Report
13. Academic Affairs Commissioner's Report
14. Equity Affairs Commissioners' Report
15. Year Representatives' Report
  - a. First Year Representatives
  - b. Second Year Representatives
  - c. Third Year Representatives
  - d. Fourth Year Representatives
16. QCE Chair's Report
17. Head Teach's Report
18. Statements by Members
19. Question Period
20. Old Business

**a. Motion: ThankQ gets B.Edder**

**Mover:** Taylor MacPherson

**Second:** Elisabeth Beard

*That CESA Council amend sections 3.04, 3.05, 3.06, and 3.07 of the Job Description Policy Manual as seen in Appendix: B.Edder4U.*

**b. Motion: Byebye ThankQ**

**Mover:** Taylor MacPherson

**Second:** Elisabeth Beard

*That CESA Council amend section 5.10 of the Constitution as seen in Appendix: Even B.Edder4U!.*

21. New Business

**a. Motion:** Pay, play, reimburse, and repeat

**Mover:** Gladys Kong

**Second:** Liz Ferrell

*That CESA Council amend Article 7 in the Concurrent Education Students' Association Constitution, as outlined in Appendix: Pay, Play, Reimburse, Repeat*

**b. Motion:** Goodbye external PD

**Mover:** Gladys Kong

**Second:** David Wiercigroch

*That CESA Council amend Article 7 in the Concurrent Education Students' Association Constitution, as outlined in Appendix: External PD.*

**c. Motion:** Clerk Hard, Play Hard

**Mover:** Jena Bowden

**Second:** Caitlin Herckenrath

*That CESA Council amend article 4.12 of the Job Description Policy Manual as outlined in Appendix: Clerk Hard, Play Hard.*

**d. Motion: B.Edder4U**

**Mover:** Elisabeth Beard

**Second:** Taylor MacPherson

*That CESA Council amend Article 8 of the Constitution as outlined in Appendix B.Edder4U.*

**e. Motion:** Campaigning on Social Media

**Mover:** Abbey Cressman

**Seconded:** Elisabeth Beard

*That CESA Council amend Article 3 in the Elections Policy Manual, as outlined in Appendix: Campaigning on Social Media.*

**f. Motion:** Elections Discipline

**Mover:** Abbey Cressman

**Seconded:** Elisabeth Beard

*That CESA Council amend section 4.09 of the Constitution, as outlined in Appendix: Elections Discipline.*

**g. Motion:** Intern Collaboration

**Mover:** Katey Day

**Seconded:** Abbey Cressman

*That CESA Council amend Article 4.13 in the Job Description Policy Manual, as outlined in Appendix: Intern Collaboration*

**h. Motion:** Reppin' Harder Than Ever

**Mover:** Abbey Cressman

**Seconded:** Elisabeth Beard

*That CESA Council amend sections 3.04, 3.05, 3.06, and 3.07 of the Job Description Policy Manual, as outlined in Appendix: Reppin' Harder Than Ever.*

22. Discussion Period

    a. Thank-You's

23. Adjournment

24. President's Address: State of the Union

25. Traditions



## President's Report

Dear Council and Extended Council,

In the famous words of Rory Gilmore, "It's the end of the year; people get nostalgic." It truly does feel like yesterday that I was sitting down to write my first President's Report. Time has passed too quickly for my liking, but I am also immensely proud of what we have accomplished together this year. I will be giving a state of the union address during the meeting, but for now, I want to thank you each for all of the hard work you have put into making this year a success for your position, for CESA, and for Con-Ed students. There is much work yet to be done, but we also have a lot to be proud of.

Welcome, also, to CESA Council and Extended Council 2015-2016! The Association is in very good hands, and I am so looking forward to watching you bring CESA to even greater heights 😊

Now for some updates:

### | Transitioning |

Just a quick note here – transitioning is an incredibly important process that I cannot stress enough. It is up to you to get in contact with your successor and set up a transition meeting before the end of your term (April 30). This meeting should be a walk-through and expansion of your transition manual, as well as answering questions, and explaining the parts of your job that are more complex/better described in person. Try to think back to your transition meeting – in what ways was it helpful? How could it be improved? These meetings are imperative to equipping the next year of CESA Council and Extended Council with the tools and knowledge to do their jobs.

### | AMS AGM |

Last Tuesday evening was the AMS Annual Corporate General Meeting, followed by the Annual General Meeting. Something worth noting is that the AMS corporate services will be ending the year in a deficit, and this is a good thing. With non-profit status, it is important to aim as close to zero as possible when budgeting, and in the past few years we have had a fairly substantial surplus. The commissions have done a fantastic job at spending their allocated student dollars, which is something to be very proud of! At the AGM, there was much debate and discussion surrounding the proposed ReUnion Street Festival mandatory fee of \$12.50, and the fee ended up passing with flying colours. The AMS Reps and myself all voted in favour of the fee and would be happy to discuss our reasoning should you have any questions.

| **Faculty of Ed Update** |

I am meeting with Peter on Friday and will provide more information in my oral report regarding Summer 2 of the new B.Ed Program, the logistics surrounding the new Con-Ed BFA program, and an update about the embedded counsellor program in the Faculty of Education.

| **Student Leadership Summit** |

Again, the student leadership summit co-hosted by Rector Mike Young and Principal Wolfe will be taking place on Saturday, so I will provide an update in my oral report. The two major topics that we will be discussing will be the future of our physical campus (in conjunction with the strategic growth/direction of the City of Kingston) as well as our vision for student services on campus. To start the day, Principal Wolfe will be presenting the University's Strategic Framework, and Provost Alan Harrison will be presenting the new budget model. I am looking forward to attending this event with David on Saturday!

Much Con-Ed love (that will not stop at the end of my term, or ever),

Abbey



## **Vice-President Internal's Report**

This isn't real, this isn't real, this isn't real. There is no way that we're already at the end! Thank you to everyone for a year of discussion and teamwork, we've accomplished a lot together this year, both in council meetings and in Council and Extended-Council in general. I am inspired daily by the amount of energy, passion and creativity you all bring to each task. It's been a pleasure getting to work and learn alongside you all. <3

Without further ado, here is my \*final\* update on the goings on in my umbrella

### **ASUS**

We passed several 'spring cleaning' motions to update ASUS Policy, and we moved to introduce a new ASUS Position: Treasurer! This hired individual will help the ASUS VP oversee the finances of the society, as the responsibility has grown to large for one person over the past few years. We also had discussions regarding the future of the Tartan (which went into closed session), the Grades Report in response to grade discrepancies, and the outcome of the DSC elections (they had approximately 500 votes submitted). If you have any questions regarding these matters, please don't hesitate to ask!

Finally, ASUS AGM is this Tuesday, March 24<sup>th</sup> and in addition to free pizza, ALL CON-ED STUDENTS HAVE A VOTE! If you're thinking of coming, shoot me an e-mail and I will send you the agenda. I would love to see you any and all of you there!

### **Faculty Board**

The Department of Drama and the School of Music have officially been combined into the School of Drama and Music. We had one fairly contentious motion, concerning the revisions to the Faculty of Arts and Science Admission Regulations. I will expand in my oral report. Lastly, we had our bi-annual discussion, this time regarding the idea of a new opt-outable student fee for new initiatives within the Faculty. Most people, both profs and students seemed to be in support but it was agreed that the sciences may benefit more from this idea than the arts. I am looking forward to seeing where this idea leads!

## **Umbrella**

### **Year Reps**

We ran the B.Edder4U Campaign two weeks ago, with very positive results! Our hope is that more students are aware of what the initiative is, or at least what the name is. :P Thank you to everyone who shared and commented on posts! I will be contacting the winners of the daily prizes shortly.

**\* Remember to ask everyone who makes a purchase in the office if they would like to also donate \$2 to the B.Edder4U fund! \***

### **Marketing**

March Madness was this week! We were able to sell some more yearbooks and merchandise, notably to Vicky Andrews! Pre-orders are almost done, so be sure to order soon (Vicky Andrews is doing it..)

### **Formal Awards**

Just a reminder that if you are responsible for presenting an award, or introducing a new team, it is not mandatory that you purchase a formal ticket! You are able to just attend for the awards portion! Please get in contact with me if this option works best for you!!

### **Windbreakers**

American Apparel has moved back the production timeline again, and they now anticipate the order to be completed by the end of March (so hopefully very soon!) Primetime will need a couple of days to put the patches on, and then they will ship them to us ASAP. I will likely be holding additional office hours during the exam period for windbreaker pick-up. I apologize for this delay!

### **Crest Painting**

I am starting to plan a day during exams where we can repaint the Con-Ed Crest outside the JDUC, weather permitting. Stay tuned for more details!!

That's all from me. Thanks again for a wonderful year! All the best to next year's council and extended-council, and specifically to my successor, Sarah Chin!

All my Con-Ed Love,

**Elisabeth**

**Out-Going CESA VP (Internal)**



## **Vice President External's Report**

Hi Council & Extended Council,

Welcome to our final meeting of the year! I cannot believe that we are already in the final weeks of classes and our term is almost finished. Thank you for all the hard and great work you've put into your positions and the commitment you've shown to Con-Ed students working as a student leader.

Also thank you for all those who have attended the Council Appreciation night on Saturday, if you have yet to collect your thank you card and goodie bag, please come see me after the AGM tonight.

### **Final Year Reviews**

Your respective umbrella heads and the Executive shall review the final year reviews. The purpose of this is to garner anonymous feedback so that we can pass along any feedback to our successors, additionally it will help us write our end of year report.

### **Transition Meetings**

Please start scheduling transition meetings with your successors, they will have received your transition manual by the time you meet. These meetings are extremely important in relaying information that may not be included in your transition manuals.

### **TELC**

At the last TELC meeting there was discussion regarding the final year dates for those who are entering teacher's college next year and can be viewed here <http://educ.queensu.ca/practicum>. The remainder of the meeting was focused on the planning of Federation Day for teacher's college students in September.



## **TEAC**

Next meeting is May 7<sup>th</sup>, held in the Vernon Ready Room, will be attended by Hannah Ramsay, VP External-elect.

## **Faculty Board**

The next Faculty Board meeting is scheduled for March 31<sup>st</sup>, I have yet to receive an agenda for the meeting.

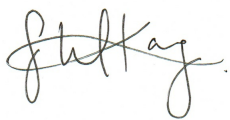
## **Office Hours**

There will be no office hours when classes are over (after Week 12). The office will be open at select times at the discretion of the Executive. If windbreakers are not available by this week, they will be ready for pick up in the office in April at select hours!

## **Chocolate Bar Easter Egg**

The first four individuals that e-mail me that they have spotted this Easter Egg shall receive a chocolate bar! Get in touch at [vpexternal@cesa.queensu.ca](mailto:vpexternal@cesa.queensu.ca).

Cheers,

A handwritten signature in black ink, appearing to read "Gladys". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

Gladys



## Treasurer's Report

Hey everyone,

As the year draws to a close, I would like to thank everyone who I have had the opportunity to work with in my role as Treasurer for the continued cooperation, patience and flexibility throughout the year. It has been a busy year for CESA Council and I have been very excited to be a part of it. I would like to especially thank my Umbrella Head Abbey, for her support, advice and continued mentorship throughout this year.

A few final updates:

### 1. Transition

I have had my first meeting with Jena and we have started the transition process. We will be meeting a few times to talk about changes for next year and get her well acquainted with the role.

### 2. Reimbursements and Financial Housekeeping

As you will be able to tell from my Budget update at the AGM, there are a number of outstanding accounts that need to be updated so we can tie up this year's finances so Jena can begin her work. I am setting a deadline for all outstanding reimbursement requests to **Friday, April 3<sup>rd</sup>**. If you have any extenuating circumstances or know of any expenses related to your position that will come in after this time, please just let me know by email **before April 3<sup>rd</sup>**.

Once again, thank you for a great year and I look forward to any questions relating to my budget presentation.

Yours financially, David



## Senator's Report

### Senate Meetings!

The last two Senate meetings for this academic year will be on March 31st and April 28th. I will be attending both meetings, hopefully with Scott Kell; that way we can discuss matters brought up at Senate relevant to Con-Ed and to ensure the information is being relayed to next year's council!

### SCAP Assessment in Practicums Working Group

We should be having our last meeting with the working group at the end of this month in which the Ombudsman will be sending his final recommendations to SCAP. From our discussions, it is clear that the Faculty of Education has implemented a great deal of policy to ensure teacher candidates are progressing in the program and that fair warning and opportunities are given if their placements are not going well.

### Alumni Excellence in Teaching Selection Committee

The final meeting in which the winner will be selected is on April 23rd. Although my term with CESA ends this year, I will still be sitting on the selection committee for next year as a student representative!

### Final Remarks

It has been an amazing year for self improvement and I have learned a ridiculous amount of information about student government in the past year! It has been eye-opening to see just how such a large number of government bodies within Queen's operate and are able to collaborate in order to ensure the best results for students as well as the school. Hopefully I'll find a way to still stay involved with the association next year, even if it means just attending more events! Thank you all for a great year, I appreciated any chance that I had to speak with every one of you and hope you all learned as much this year as I did!

Best,

Danyi Wu



## **AMS Representatives Report**

Hey everyone!

Ellise, Adrian, and Dante here with your last AMS report of the school year. We don't really have too much to report from this meeting. We spent the majority of this AMS Assembly discussing policy regarding the elections of the AMS Executive. Not much else, if you have any questions please feel free to ask us. Can't wait to see you all at the CESA AGM! It's been such a great opportunity reporting to you all from the Alma Mater Society this year!

NO SURRENDER,

Ellise, Adrian, & Dante



## **Events Director's Report**

I just wanted to say thank you to my umbrella for all their hard work this year!! I don't have to much to report from the athletic sticks and workshop coordinators because they've already done all their hard work for the year!

### **Community Affairs**

Relay was fantastic! The girls did a wonderful job recruiting participants and keeping us motivated throughout the night. The girls were able to fundraise over \$400 for the con-ed team so that nobody had to worry about doing individual fundraising, so great job! Cover your crest hasn't happened yet as I'm writing my report so I'll update at the meeting.

### **Social Affairs**

Lots going on! FIRST (and most importantly) if you are free at all during the day of March 28 PLEASE take an hour or two stop by Grant and help with formal set up. The more people come the faster it will go. Bring friends. Bring strangers. We have two formal meetings left: Monday and probably Thursday to finish up the decorations. People are still welcome to come to help out whether you previously signed up for formal committee or not. Thank you to all of council and extended council for helping out with ticket sales! By the time the meeting happens ticket sales will have closed and hopefully I'll have a number!

Thanks,

Liz



## Marketing and Design Director's Report

What a fantastic year it has been! Congratulations to all of you on your hard work and dedication.

### B.Ed Spread:

- It's hard to believe that there is only one more issue left! April's issue will come just in time to read during study breaks during exam time.
- Don't forget that all CESA council members must submit an article to the B.Ed Spread before the year is done! If you haven't already, you can still get your article in. Contact Breanne and Amelia if you have any questions.
- Please continue to encourage other to read the B.Ed Spread and contribute. Anyone can contribute and write about a topic they are passionate about.
- As always, if you have any ideas or would like to write an article, contact Breanne and Amelia at [bedspread@cesa.queensu.ca](mailto:bedspread@cesa.queensu.ca).

### Yearbook:

- Sales are speeding up!
- You can still order your yearbook in the Con-Ed office! Only \$25. (Don't forget to use the iPad for all sales).
- **Please continue to encourage your Con-Ed friends to purchase a yearbook** – you won't want to miss out! Note: yearbooks from the last two years are also for sale (they can be found on the shelf at the back wall). Special deal if you buy both: only \$35!
- Check out the Yearbook page on Facebook to see sneak peaks!

### Web Admin:

- Current focus: frosh week site!
- Both the frosh week and QCE sites will be finished by the end of Levi's term.
- Continue to send Levi materials to put on the website (including dates for the calendar, news posts, and photos for the front panel)
- Looking forward to transition meeting with Cody!

### Other/Upcoming:

- March Madness Sale went well!
- '18 Year Bar = '18 Nothin' Yet on sale next week (March 23 – March 27).
- Con-Ed Merch is perfect for PRAC; you can purchase merch in the Con-Ed office! (hint hint)
- Looking forward to transitioning with Will!

Thanks for a wonderful year!! :D

Kerri Lee



## **Academic Affairs Commissioner's Report**

This year has totally flown by! I can't believe it is the end of the year already. I'm really looking forward to transitioning the incoming Academic Affairs Commissioner, Kate McNally. I'm very excited for what she has planned for this position and I know she will do an incredible job. Not much to report as there hasn't been much that has happened since the last meeting. There is another Caucus meeting on Friday, March 20<sup>th</sup> at 3pm, I will expand further on this during our meeting on Sunday if anything happens. There is a PAAC meeting on March 23<sup>rd</sup> at 1:00pm. Next week there will be a few certificates in my mailbox for those who volunteered at the Con-Ed study days during last semester exams.

I just wanted to say thank you to everyone for making this an awesome year. Good luck on exams and enjoy your summer!

Erin



## Equity Affairs Commissioners' Report

Hi Council!

It's such a bittersweet feeling to be writing the last CESA report as the Equity Affairs Commissioners. We have both learned SO much in this position and we're sad to let it go so soon. It's been an incredible year.

### Masculinity Workshop and The Mask You Live In Screening

We did it! The masculinity workshop and The Mask You Live In screening were quite successful! We're guessing that about 80 people came out to the screening and the discussion following the film was great. By the end of this week all housekeeping for the events should be done.

We really appreciate everybody who attended the workshop. Workshop certificates will be ready soon. All attendees will receive an email this week! We also want to recognize Jeff Perera for being such a wonderful workshop facilitator and human being.

### Transitioning

We finished our transition manual while snacking on Goldfish and Cherry Blasters this past week. We look forward to transitioning Kyle and Vivi, next year's Equity Affairs Commissioner and Equity Outreach Director! We will be in close contact with them this upcoming week.

### Bursaries

We have a few remaining formal bursaries, which will be revoked by the end of next week.

### Goodbye Equity 😞

This year, Equity passed the Positive Space sticker in the Con-Ed office, gave out more than \$3000.00 in bursaries, promoted discussion and community through #LetsTalkTuesday, and organized a film screening and workshop. Jonathon and I have put our hearts into this position, but we wouldn't have been successful without Council's support. Massive shout out to Exec, and Gladys in particular, who provided unexhausted wisdom and support throughout the year.

Soon we'll be saying farewell to our positions as Equity Affairs Commissioners, but that doesn't mean that we won't advocate for equity in every new endeavor we pursue.

All the absolute best to Kyle and Vivi,

Oshaen and Jonathon





## **First Year Representatives' Report**

No Report Submitted.



## Second Year Representatives' Report

We would like to thank everyone for a great year! It has been an amazing experience working with all of you and we are sorry to see this council year end. However, we are looking forward to working with the 2015-2016 council as the Third Year Representatives.

Good luck with finals and exams!

Con-Ed love,  
Jacob Gardhouse and Carma Steenkamp



## **Third Year Representatives' Report**

Hi Assembly,

We have been working on our transition manuals for the incoming 3<sup>rd</sup> year reps by adding several important documents to the manual, especially regarding Con-Ed Clothing sales. We included our price sheet, invoice, and a list of products and colour selection, and calendar screenshots for important dates to ensure Con-Ed clothing is ordered and distributed at the proper times. We are looking forward to meeting with Jacob and Carma soon to discuss their transition and we are excited to be transitioning them into this position, they will do a great job 😊.

Looking back on this year, we are extremely proud of our accomplishments as third year representatives and are looking forward to continuing success in the fourth year rep position. We have learned a great deal from this position and will use this knowledge to improve in areas of weakness for next year. We can't wait to be continuing several events such as the "Good Bye ArtSci" party and the pop fridge initiative and are planning various B.Edder4U initiatives and campaigns for promotion.

Thanks to everyone on council and extended council for all your help and support this year! 😊

Thank you,  
Jenna Inglese & Shannon Gamoff  
3<sup>rd</sup> Year Representatives



## **Fourth Year Representatives' Report**

No Report Submitted.



## **QCE Chair's Report**

Hi all,

I am extremely proud and excited to formally introduce to you the incoming QCE 2016 Executive team!!!

**Conference Chair:** Suzanna Floras-Matic

**Director of Logistics:** Emily Rowell

**Director of Finance:** Ali Wright

**Director of Marketing:** Melanie Ng

**Director of Special Events:** Sherri Patterson

Each incoming executive member will be transitioning with their respective predecessor in the upcoming week or so.

### **QCE Re-ratification**

Suzanna and I have been working very closely over the last two weeks to complete the AMS clubs re-ratification forms. These forms along with the updated QCE constitution were submitted to the AMS clubs office on Friday March 20<sup>th</sup>.

It has been an absolute pleasure working alongside each and every one of you. It is truly and experience that I will never forget, and I have made so many new friendships that I will cherish forever. I would like to extend a special thank you to my fellow teammates as well as to CESA Exec. Without them QCE 2015 would not be the successful conference that it was!

Congratulations again to the incoming QCE 2016 executive team! I am so very excited for you, and I cannot wait to see your vision for QCE 2016 become a reality.

Sincerely,

Morgan



## Head Teach's Report

Good evening, council members!

Teach Exec is starting to wrap up our final tasks before the end of the term! This includes finalizing the Orientation Week fee, coverall slogans and t-shirt designs, equipment orders, the handbook, and event forms. The Teaches are working hard to plan their respective events with their Day Groups. Everything is well on its way! We have lots of ORT training with the Teaches coming up next weekend, which will be so much fun.

We have absolutely adored being a part of CESA Council this year, and we look forward to completing the second half of our term in the fall. To the outgoing council members – thank you for your hard work and dedication! You're all wonderful individuals and we are going to miss you. New and returning council members – we look forward to working with you in the fall. 😊

Susana, Emilie, Callum, Dayna, and I will be working on Orientation Week all summer long, so if you have any questions at all do not hesitate to get in touch with us!

All the best,

ChEMiSDry

## APPENDIX: B.Edder4U

### 3.04 Duties of the First Year Representatives

- (g) organize one (1) fundraising event during the winter semester that would go towards their graduating class' ThankQ B.Edder4U gift,
- (i) ~~sit on the CESA ThankQ committee.~~ Organize one (1) awareness event during either the fall or winter semester to raise awareness of the B.Edder4U initiative among their graduating class

### 3.05 Duties of the Second Year Representatives

- (h) organize one (1) fundraising event during the winter semester that would go towards their graduating class' ThankQ B.Edder4U gift,
- (j) ~~sit on the CESA ThankQ committee.~~ Organize one (1) awareness event during either the fall or winter semester to raise awareness of the B.Edder4U initiative among their graduating class

### 3.06 Duties of the Third Year Representatives

- (f) coordinate all Clothing and Merchandise sales by the conclusion of Fall term ~~for sale in the Winter term~~ as a fundraising event that will go towards their graduating class' B.Edder4U gift,
- ~~(g) organize one (1) fundraising event during the winter semester that would go towards their graduating class' gift,~~
- (i) ~~sit on the CESA ThankQ committee.~~ Organize one (1) awareness event during either the fall or winter semester to raise awareness of and collect voluntary optional donations for the B.Edder4U initiative among their graduating class
- (j) Accept B.Edder4U plaque from 4th Year Representative(s) at Con-Ed Formal

### 3.07 Duties of the Fourth Year Representatives

- ~~(f) sit on the Queen's ThankQ Committee,~~
- ~~(g) chair the CESA ThankQ committee,~~
- (h) organize one (1) fundraising event during the fall semester that would go towards that year's ThankQ B.Edder4U gift,
- (j) Select and purchase B.Edder4U gift on behalf of graduating class,
- (k) Present B.Edder4U plaque to 3rd Year Representatives at Con-Ed Formal

## APPENDIX: Even B.Edder4U!

### 5.10 Committees of Council

- ~~(g) CESA ThankQ Committee,~~
- ~~i) The chair of the committee shall be the Fourth Year Representatives.~~

## Appendix: Pay, Play, Reimburse, Repeat

### 4.07 Duties of the Athletic Sticks

4.07.01 The Athletic Sticks shall:

- (a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be a position held by two (2) members of the Association,
- (c) be responsible for organizing and promoting intramural activities among Association members,
- (d) coordinate Intramural sign-up night at the beginning of fall term,
- (e) collect a small fee from each intramural participant for each intramural sport
  - (i) aforementioned fee shall not exceed \$20 and be determined at the discretion of the Athletic Sticks
  - (ii) fee shall be reimbursed given that a participant attends a minimum of four (4) games during the regular season for the intramural sport
- (fe) determine the recipient(s) of the Intramural Awards, and Athlete of the Week recognition,
- (gf) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

## Appendix: External PD

### 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 Association events, workshops, external professional development opportunities, or other relevant educational endeavours.

7.01.02 The Bursary Committee, shall be comprised of:

- (a) the Equity Affairs Commissioner(s),
- (b) the Event Organizer,
- (cb) the Vice President (External),
- (c) the Treasurer, and
- (d) the Vice President (Internal) can serve as a proxy for the VP External on the Bursary Committee, if necessary

7.01.03 The Bursary Committee shall assess bursary applications in advance of Association sponsored events. At the discretion of the committee and if special need arises, the committee may review applications at other times.

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 8.04.01.

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.

7.01.12 Bursaries will be advertised in advance of events allowing the bursary committee to allocate money to successful applicants before the Association-sponsored event begins registration.

## **APPENDIX: CLERK HARD, PLAY HARD**

### **4.12 Duties of the Council Clerk**

4.12.01 The Council Clerk shall:

- (a) be a non-voting member/members of Council and is/are required to attend all meetings of the Council,
- (b) be a position held by one (1) or two (2) members of the Association, with one position being reserved for Fall hiring,
- (c) record the "minutes of the meeting" for all Council meetings, Annual General Meetings, or Special General Meetings,
- (d) be required to send the "minutes of the meeting" to the Executive Administrator a maximum one week after the date the meeting occurs,
- (e) maintain all Association documents without prior Council approval by making non-substantive changes (e.g. grammar, spelling), and to inform Council of these changes, in conjunction with the Executive Administrator,
- (e) in conjunction with the IT Administrator, be responsible for updating ~~the minutes and any~~ Association documents ~~changes~~ on the Association website ~~within 48 hours of a Council meeting~~, pending approval by the Executive Administrator,
- (f) in conjunction with the Executive Administrator, be responsible for setting up the Council meetings.

## **APPENDIX: B.Edder4U**

### **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 2016.

8.02.03 The fee amount shall be \$25.00.

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 Executive shall each receive an honorarium of \$1000.00 to be presented at the Annual General Meeting, pending the financial stability of the Association.

8.03.02 The Executive Administrator shall receive an honorarium of \$500.00 to be presented at the Annual General Meeting, pending the financial stability of the Association.

8.03.03 Any CESA member receiving an honorarium must be holding their position at the time of presentation.

## **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.

## **8.05 B.Edder4U Fund**

8.05.01 The B.Edder4U Fund shall be dedicated to each graduating year's gift to the Faculty.

8.05.02 The B.Edder4U Fund shall be an accumulation of all the funds raised by each team of year representatives during year specific events.

(a) The Treasurer shall track each year's individual total.

8.05.03 Any surplus amount left by a graduating year shall remain in the fund and may be drawn upon by future graduating years if needed.

8.05.04 Notwithstanding section 8.05.01, should the Association require additional funds for an initiative, the Association may draw upon any surplus funds.

(a) Any initiative that draws upon surplus must benefit the members of the Association as a whole.

## APPENDIX: CAMPAIGNING ON SOCIAL MEDIA

### ARTICLE 3. CAMPAIGN MATERIALS

#### 3.01 Campaign Materials

3.01.01 Campaign materials are defined as any items that in and of themselves, publicize and/or promote a candidate or candidate team.

(a) Posters

- i) Candidates shall be permitted to print a maximum of twenty-five (25) posters.
- ii) Poster size shall not exceed 11 inches by 17 inches. The candidates shall be permitted to make smaller posters; however the limit of twenty-five (25) posters per candidate remains the same, regardless of poster size.
- iii) Prior to display, all posters shall be approved by the bodies appropriate to the desired display location such as MCRC, JDUC, Libraries, etc.

(b) Stickers

- i) No candidate shall use promotional stickers while campaigning.

(c) Websites

- i) Candidates are permitted to launch campaign websites.
- ii) Candidates' websites may remain up and available until the completion of voting.
- iii) Website content shall not be altered after 8:00 p.m. on the final day of campaigning.

(d) E-mail

- i) Unsolicited email shall not be permitted.
- ii) Mass email shall not be permitted. This includes any email sent with the purpose of publicizing and/or promoting an individual or team's candidacy in the election and any email that is sent to remind students to vote.
- iii) Candidates shall be permitted to collect email addresses of those who are interested in their campaign; however, upon doing so candidates must contact these people on an individual basis and not via a mass email.
- iv) The right to send mass emails regarding elections is reserved solely for the CEO.

(e) Social Media

- i) Candidates are permitted to launch campaign materials on social media platforms, including but not limited to Facebook, Instagram, and Twitter.
- ii) Candidates' pages and social media accounts may remain up and available until the completion of voting
- iii) Social media content shall not be altered by candidates after 8:00 pm on the final day of voting
- iv) All social media pages and their content must be approved by the CEO prior to being made public on the first day of campaigning, however the CEO does not need to approve each individual post.
- v) The CEO shall be made an 'Administrator' on Facebook pages

vi) notwithstanding 3.01.01 e) iv), the CEO reserves the right to delete posts with incorrect elections information or other violations of the Elections Policy Manual.

3.01.02 Campaign materials may be readied before the campaigning period begins, but shall not be displayed until the first day of the campaigning period.

3.01.03 All campaign materials shall be approved by the CEO and the Executive prior to printing.

3.01.04 No candidate or candidate team may spend more than \$100.00 on campaigning. This limit includes any external sources of funding.

(a) All bills shall be saved and presented at the end of the campaign period to prove that candidate or candidate team spending did not exceed \$100.00.

3.01.05 Candidates shall be reimbursed for their campaign materials or spending. 3.01.06

Candidates shall not interfere in any manner with the campaign materials of other candidates.

3.01.06 No campaign materials shall be placed on trees, utility poles or off campus.

3.01.07 Notwithstanding subsection 3.01.01(c) each candidate shall be required to remove all election material produced on their behalf for the purposes of election by 8:00 p.m. on the last day of campaigning.

## **APPENDIX: ELECTIONS DISCIPLINE**

### **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 Policy Manual, After~~ three (3) minor infractions of Article 4 of this Constitution or the Elections Policy Manual, which shall be at the discretion of the CEO, 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 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.

## **APPENDIX: INTERN COLLABORATION**

### **4.13 Duties of the First Year Intern(s)**

4.13.01 The First Year Intern(s) shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be a position held by up to three (3) First Year Association members,
- (c) be assigned a Member of the Executive to work with by the hiring panel
- (d) discuss with their Associate Member of the Executive what the role will entail for their term, the role includes but is not limited to,
  - (i) assisting with initiatives of the Executive
  - (ii) assisting with daily operations of the Association (e.g. administrative duties, Council meetings, Council meeting preparation)
  - (iii) support initiatives under the umbrella of their Associate Member of the Executive
- (e) learn from their associate member of the Executive how the Association is run.
- (f) facilitate at least one (1) collaborative initiative between all the First Year Interns

## **APPENDIX: REPPIN' HARDER THAN EVER**

### **3.04 Duties of the First Year Representatives**

3.04.01 The First Year Representatives shall:

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members, elected in September in their first year,
- (c) update first year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements, by serving as the PROF Class Reps if they are taking PROF Class at the time.
  - i) Notwithstanding article 3.04.01 c), the First Year Reps will work with Vice President (Internal) to appoint a PROF Class Rep to each remaining PROF 110 class.
  - ii) This appointment shall be at the discretion of First Year Reps and Vice President (Internal), but shall favour students not currently involved in CESA Council or Extended Council.
- (d) be an active voice for their year to the Association,
- (e) act as a resource to all of the members of their year,

(f) be responsible for the selection and sales of a year jacket bar, which needs to be completed by the first week of the winter semester,

(g) organize one (1) fundraising event during the winter semester that would go towards their graduating class' ThankQ B.Edder4U gift,

(h) Host one year-specific office hour per week, which shall take place outside of regular office hours and serve as an opportunity for first year students only to bond with their year and ask questions of their elected representatives.

(g) Host three (3) year-specific events per semester, which shall cater to diverse social interests.

~~(h) one or both representatives shall attend the Academics Meeting when it is announced by the Academics Affairs Commissioner,~~

~~(i) sit on the CESA ThankQ committee.~~

### **3.05 Duties of the Second Year Representatives**

3.05.01 The Second Year Representatives shall:

(a) be voting members of Council and are required to attend all Council meetings,

(b) be a position held by two Association members in their second year,

(c) update second year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements, by serving as the PROF Class Reps if they are taking PROF Class at the time.

i) Notwithstanding article 3.04.01 c), the Second Year Reps will work with Vice President (Internal) to appoint a PROF Class Rep to each remaining PROF 210 class.

ii) This appointment shall be at the discretion of Second Year Reps and Vice President (Internal), but shall favour students not currently involved in CESA Council or Extended Council.

(d) be an active voice for their year to the Association,

(e) act as a resource to all of the members of their year,

(f) in conjunction with the Vice President (Internal), organize the Con-Ed Buddy Picnic and encourage continued contact between the buddies throughout the year,

(g) create an open forum (e.g. a Facebook group) for the next year's incoming first year students before the end of May, and moderate the forum until such time as the First Year Representatives are elected,

(h) organize one (1) fundraising event during the winter semester that would go towards their year's ThankQ B.Edder4U gift,

(i) Host one year-specific office hour per week, which shall take place outside of regular office hours and serve as an opportunity for second year students only, to bond with their year and ask questions of their elected representatives.

(j) Host three (3) year-specific events per semester, which shall cater to diverse social interests.

~~(i) one or both representatives shall attend the Academics Meeting when it is announced by the Academics Affairs Commissioner,~~

~~(j) sit on the CESA ThankQ committee.~~

### 3.06 Duties of the Third Year Representatives

3.06.01 The Third Year Representatives shall:

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members in their third year,
- (c) update third year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements, by serving as the PROF Class Reps if they are taking PROF Class at the time.
  - i) Notwithstanding article 3.04.01 c), the Third Year Reps will work with Vice President (Internal) to appoint a PROF Class Rep to each remaining PROF 310 class.
  - ii) This appointment shall be at the discretion of Third Year Reps and Vice President (Internal), but shall favour students not currently involved in CESA Council or Extended Council.
- (d) be an active voice for their year to the Association,
- (e) act as a resource to all of the members of their year,
- (f) coordinate all Clothing and Merchandise sales by the conclusion of Fall term for sale in the Winter term,
- (g) organize one (1) fundraising event during the fall semester that would go towards their years ThankQ B.Edder4U gift,
- (h) Host one year-specific office hour per week, which shall take place outside of regular office hours and serve as an opportunity for third year students only, to bond with their year and ask questions of their elected representatives.
- (j) Host three (3) year-specific events per semester, which shall cater to diverse social interests.
- ~~(h) one or both representatives shall attend the Academics Meeting when it is announced by the Academics Affairs Commissioner,~~
- ~~(i) sit on the CESA ThankQ committee.~~

### 3.07 Duties of the Fourth Year Representatives

3.07.01 The Fourth Year Representatives shall:

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members in their fourth year,
- (c) update fourth year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (e) act as a resource to all of the members of their year,
- (f) sit on the Queen's ThankQ Committee,
- (g) chair the CESA ThankQ committee,
- (h) organize one (1) fundraising event during the fall semester that would go towards that year's ThankQ B.Edder4U gift,
- (i) Host one year-specific office hour per week, which shall take place outside of regular office hours and serve as an opportunity for fourth year students only, to bond with their year and ask questions of their elected representatives.
- (j) Host three (3) year-specific events per semester, which shall cater to diverse social

interests.

(i) one or both representatives shall attend the Academics Meeting when it is announced by the Academics Affairs Commissioner.