



Agenda

MEETING OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION COUNCIL

February 22, 2015

6 PM, Wallace Hall

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

a. Resignation Policy

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard
That CESA Council amend Section 5.05 in the Constitution, as outlined in Appendix: Resignation Policy

20. New Business

a. Workshop Coordinator Changes

Moved by: Liz Ferrell
Seconded by: Gladys Kong
That CESA council amend Article 4.09.01 of the Job Description Policy Manual as outlined in Appendix: Workshop Coordinator Changes

b. Community Affairs Coordinator Changes

Moved by: Liz Ferrell
Seconded by: Gladys Kong
That CESA council amend Article 4.05.01 of the Job Description Policy Manual as outlined in Appendix: Community Affairs Coordinator Changes

c. Hiring Clause

Moved by: Hannah Ramsay
Seconded by: David Wiercigroch
Motion that CESA Council amend Article 1 of the Hiring Policy Manual as outlined in Appendix: Hiring

d. Lights, Camera, Motion!

Moved by: Sarah Chin
Seconded by: David Wiercigroch
That CESA Council amend Article 4.11.01 of the Job Description Policy Manual as outlined in Appendix: Lights, Camera, Motion!

e. Thns fr th Mmrs Part A

Moved by: Sarah Chin
Seconded by: David Wiercigroch
That CESA Council amend Article 5.02.05 of the Constitution as outlined in Appendix: Thns fr th Mmrs A

f. Thns fr th Mmrs Part B

Moved by: Sarah Chin
Seconded by: David Wiercigroch
That CESA Council amend Article 1.02.01, 3.09.01, 4.03.01, and 4.11.01 of the Job Description Policy Manual as outlined in Appendix: Thns fr th Mmrs B

g. Thns fr th Mmrs Part C

Moved by: Sarah Chin

Seconded by: David Wiercigroch
That CESA Council amend Article 1.01 of the Hiring Policy Manual as outlined in
Appendix: Thnks fr th Mmrs C

h. Thnks fr th Mmrs Part D

Moved by: Sarah Chin
Seconded by: David Wiercigroch
That CESA Council amend Article 1.01.01 and 3.02.01 of the Communications
Policy Manual as outlined in Appendix: Thnks fr th Mmrs D

21. Discussion Period

22. Adjournment



President's Report

Dear Council and Extended Council (and friends!),

Welcome back! And welcome to our new friends tonight. I hope you all had a great reading week, whether it was spent relaxing, vacationing, or actually reading, and that you are all ready to dive into the final weeks of our CESA terms. It's time for the final sprint to the finish line – to revisit all the goals you made at the beginning of the year, and focus on the areas you can still make progress on. My report this week is brief, but I am looking forward to many events and initiatives coming up in the next few weeks.

Now for some updates:

| **Education Speaker Series** |

It's almost here! Registration for the Education Speaker Series has been going well, and there are approximately twenty spots left in each workshop. This is ideal as it leaves room for students to drop in if they so wish. Katey, Mel, Joyce and I have been communicating with speakers, purchasing food, and sorting out logistics with the Faculty of Ed. All students who registered in workshops in the Con-Ed Office have been emailed with details, so if you or someone you know hasn't received an email from me, please let me know. I am incredibly excited to see this inaugural event take off this Sat. Feb. 28th! Please don't hesitate to get in touch if you have any questions. Hope to see many of you there.

| **New B.Ed Program Open Forum** |

This Tues. Feb. 24th there is an open forum regarding the new B.Ed program and the implications of these changes on various years of Con-Ed students. Please advertise this event when you see it on Facebook, tell your friends it is happening, etc. It is a great chance for anyone who has questions or concerns about the new B.Ed program to have an open discussion. Myself and the rest of CESA Exec will be moderating this discussion with Erin, our Academics Affairs Coordinator who has organized this event.

| **AMS ReUnion Street Festival Update** |

Last week, Assembly voted in favour of putting a motion for a \$12.50 student fee on the agenda for the AGM. We will be voting whether or not to adopt the mandatory \$12.50 student fee at the AGM on Tues. Mar. 10th, 2015.

Much Con-Ed love,

Abbey



Vice-President Internal's Report

Happy end of reading week! Thank you so much for spending the last evening of your holidays with us! I hope you all had a chance to "read" this week, and are recharged and ready for the final six weeks of the semester. It's going to be, as my predecessor would say, "a gong show".

Faculty Board

Many professors voiced concerns as to the lack of support from the University towards the HLTH 102 professor. They have concerns that the slides were used outside of class and out of context. Administration is continuing to investigate this matter.

The Department of Drama and the School of Music have proposed to merge into one school. I will elaborate in my oral report.

Umbrella

Year Reps

We are still planning a B.Edder4U campaign that will be taking place March 9th-13th. We have also implemented a new add-on fee to the iPad. This \$2 fee can be added onto any purchase and will go directly to the B.Edder4U fund. Please ask anyone making a purchase through the iPad (so virtually all purchases) if they would like to add on this fee. There will be a blurb on the desk with a description of B.Edder4U, should anyone ask. Umbrella heads, please notify your umbrellas.

POP SALES ARE BACK!

Please take note of the new and improved office procedures. There is only *one* jar now, with a lid and a slot. If anyone needs to make change, the person on their office hour will make it for them. The jar will have to be counted at the end of each office hour, no exceptions.

Marketing

'March Madness' is still in the works for March 16th-20th. More info to come.

That's all from me! Don't hesitate to get in touch if you have any questions!

Cheers,

Elisabeth

vpinternal@cesa.queensu.ca



Vice President External's Report

Hello Council & Extended Council,

Hope that reading week was restful and you all had a good break (some reading too?). There are a number of things going on over the next few weeks under my umbrella. Also, welcome to all friends who are attending our Council meeting.

QCE Hiring

QCE 2016 will be hired next week. If you're interested for more information please contact Morgan Gustas, QCE Chair at qce_chair@cesa.queensu.ca

Academics Open Forum (Re: 5th Year)

The Executive and Academics Affairs Commissioner, Erin Stewart, will be hosting an academics open forum to talk about the changes that have been made to the B.Ed program. We will be presenting the latest news and information about Summer 2. There will be official announcements soon by the Faculty of Education themselves.

TELC

Many of the representatives have sent their regrets. Some pertinent topic of discussion was that acceptances for the B.Ed program have started being sent out.

Fun Facts

Did you know that we are the only Faculty of Education that is running Tech Ed next year?

Did you know that we one of two Faculty of Education's that is running a 4 semester program?

Faculty Board

Next meeting is on Monday 23rd, held in the Vernon Ready Room

TEAC

Next meeting is May 7th, held in the Vernon Ready Room.

Cheers,



Treasurer's Report

Hey Council and Friends!!!

Hope you have had a restful and enjoyable reading week!

I have a few updates for you:

Budget Updates

If you are nervous about exceeding your budget, contact me first. I can provide any updates you need, you just need to ask!

Sales

Before reading week, we had a busy sales period with a lot going on. We will be handling this money shortly with reports of sales coming at the next meeting.

Infographic

This project is well underway! I have sent over the information to Kerri and we will be meeting to discuss this. I have decided to exclude Orientation Week and QCE financial breakdowns on the infographic as student fees are not directly used for these initiatives and their disclosure does not fulfill the purpose of the infographic. We will still be mentioning that QCE and Orientation Week are CESA initiatives that student fees do not fund. If you have any questions about this decision, please feel free to get in touch.

That's it for me. Have a great first week back and remember to stay warm!

David



Senator's Report

Senate Committees

Senate Committee on Academic Planning group on Practicums

During our second meeting with the SCAP working group, more members were able to attend including our associate dean Peter Chin. He discussed what the Faculty of Education was already doing in terms of assessments of practicums along the way as opposed to only summative assessments. He also informed us of his plans to have a reaction team in the final round of PRACs that will be happening starting 2016 that will be central to a group of school boards in order

Alumni Award for Excellence in Teaching Selection Committee

I have been contacted by the secretary of Alumni Relations and Annual Giving to set up meeting dates for the selection committee. The selection process happens in two meetings, the first being on March 6th where we meet to discuss the nominees and seek further information and the second will happen before the end of April in which the final recipient is selected.

Best,

Danyi Wu



AMS Representatives Report

Hello everyone,

During this recently concluded meeting we engaged in a number of activities. We ratified a number of incoming positions for the 2015-2016 year, approved several amendments to AMS policy and constitution, and approved a new amalgamated fee for QTV and the Yearbooks Design Services fee.

The **HIGHLIGHTS** though.

- Gender neutral washrooms are in the process of being implemented in any single stall washroom.
- We all learned a great deal about the AMS hiring policy that I don't think many of us anticipated. (Knowledge is power.)
- The new Studio Q fee (QTV+YDS) could potentially save students money as the former \$3 mandatory fee is now part of a total \$24.43 (3+21.43) opt-outable fee. (Savings are good.)
- The mandatory fee for supporting Reunion Street Festival

If you have any questions just come talk to us!

Cheers,

Dante, Adrian, Ellise

Cesa Reps to the AMS



Events Director's Report

Tea and cookies at prof was a huge success for community affairs coordinators and over \$100 was raised for relay for life. Please advertise that we are starting to sign people up for Relay for Life. Also, nominations for athlete of the year are out so spread the word. Finally, Formal tickets will be on sale soon! (WOW!!)

Liz



Marketing and Design Director's Report

I hope that everyone had a great reading week!

B.Ed Spread:

- Hope you got a chance to check out the February B.Ed Spread! This month's issue featured contributions from many con-eddies.
- Please continue to encourage your friends to read the B.Ed Spread and contribute as well! Fun facts: you can access hard copies of the B.Ed Spread in the Con-Ed Office, and they are all posted online as PDFs on the CESA website.
- As always, if you have any ideas or would like to write an article, contact Breanne and Amelia at bedspread@cesa.queensu.ca.

Yearbook:

- Yearbook pre-orders started before reading week! Please remember to familiarize yourselves with the ordering procedure (posted on the bulletin board)
- **Please make sure 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 available to be sold too! (They can be found on the shelf at the back wall)
- To make sure that the Yearbook committee will be there to cover your event, please send a list of your upcoming events and details to yearbook@cesa.queensu.ca if you haven't already.

Web Admin:

- Continue to send Levi material to put on the website (including dates for the calendar, news posts, and photos for the front panel!)

Other/Upcoming:

- Bars have been ordered
- March Madness Sale
 - Amazing deals!!
 - Advertising – possibly videos
- Working with David to create a Budget Infographic – stay tuned!

Thanks,

Kerri Lee

Concurrent Education Students' Association

Queen's University, Kingston



Academic Affairs Commissioner's Report

No Report Submitted



Equity Affairs Commissioners' Report

Bonjour tout le monde,

We hope everyone had a lovely reading week! Here's what we've been up to:

The Mask You Live In

A couple of weeks ago, we met with Queen's White Ribbon Campaign to discuss collaboration. We can now say with confidence that *The Mask You Live In* will be screening on March. 12! The event will be held in the Biosci auditorium between 6 and 10 pm. Hopefully, snacks and drinks will be provided. There will also be a discussion panel after the film made up of 6 guest speakers.

At this point, we're still figuring out Jeff Perera conducting an earlier workshop for solely Con Ed students because of costs. We had a meeting with Emily Wong a couple of weeks ago to discuss funding.

Keep your eyes open for a Facebook event and posters appearing soon and share them with your friends!

Bursaries

The bursary committee met a couple of weeks ago to discuss and disperse a couple of bursaries!

Resource Tree

We've been habitually adding resources (both on and off campus) to the tree display outside of the Con Ed office. We encourage you to tell your Con Ed friends!!

Positive Space Opportunities

If you have any friends who have not attended a Positive Space training session but who would like to, they still can! There will be a session on Thursday, Feb 26, 3:30 to 5:30. Seating is limited, so anyone interested should let us know at posspace@queensu.ca. TELL YOUR FRIENDS!

Wear layers and drink lots of tea,

Oshaen and Jonathon



First Year Representatives' Report

Dear Council,

We're currently in progress of planning our next event. We plan on incorporating and including other faculties to strengthen relationships inter faculty within Queen's. We're in talks of planning an event with the School of Nursing, and restricting this to first years.

Thanks,

T & B



Second Year Representatives' Report

The 17's Skate: Part Deux event is taking place on Friday February 27 at 6:00 p.m. We will meet in front of the JDUC and walk to the downtown skating rink together.

We are working with the third year reps to plan the house crawl: Around the World in 3 Houses. The event will be Friday March 6 at 8:45 p.m. and tickets will be for sale in the Con-Ed Office starting Wednesday February 25.



Third Year Representatives' Report

Hi Assembly,

We hope you all had wonderful and restful reading weeks! We are working with the 2nd year reps on advertising the House Crawl event and registration begins with Wednesday, the 25th of February. We will explain the office procedures later during this meeting. We also have started advertising our skating event which will be happening on March the 1st for 3rd years.

Thank you ☺

Jenna Inglese & Shannon Gamoff
3rd Year Representatives



Fourth Year Representatives' Report

A "Goodbye ArtSci" party is in the works for February 28th. Pop sales are back (please note the instructions for sales as posted in the con-ed office). Planning is underway for a daytime event/formal pre. A B.Edder 4 U fundraiser is being paired with the upcoming merchandise blitz, preceded by a week long marketing campaign. Please talk up B.Edder 4 U during your office hour! Have a lovely week!



QCE Chair's Report

Hi Friends!

I hope everybody had a fun and relaxing Reading Week! QCE hiring is upon us! Applications are due this upcoming **Thursday, February 26th at 2:00PM** in the QCE Chair mailbox. Applications can be found in the manila envelope attached to the bulletin board located outside of the Con-Ed office as well as online on both the CESA and QCE websites.

Individual interviews will be conducted on **Friday Feb. 27th beginning at 4:00pm**. The interview sign up sheet will be posted on the bulletin board located outside of the Con-Ed office, and applicants will be asked to sign up for an individual interview slot upon returning their completed written application to the Con-Ed office. Each interview will be 15 minutes in length. Group interviews will take place on both **Saturday Feb. 28 from 5:00pm-11:00pm** and **Sunday March 1st from 12:00pm-5:00pm**. All applicants will receive a phone call the evening of **March 1st between 7:00 and 8:00pm** notifying them of their interview results, and selected Exec will have a team reveal that evening.

It's so exciting and surreal to think that come time for our next CESA Council meeting we will be welcoming a new QCE Executive!!!

That's all for now. If anybody approaches you with any question, concerns, or extenuating circumstances that conflict with the aforementioned dates and times please encourage them to email me at qce_chair@cesa.queensu.ca.

Sincerely,

Morgan



Head Teach's Report

Welcome back, all! I hope you all had a wonderful reading week. 😊

We had a great first meeting with our Teaches before the break. We have our second TNO coming up on Saturday!

Teach Exec is continuing to adjust the current schedule for Orientation Week. We should be finalizing any and all changes by the end of the month. In a week or so, Abbey and I will have the opportunity to meet with Con-Ed's SOARB liaison, Kaylee Clark.

That's all for now! Like always, let me know if you have any questions.

Morgan

Appendix: Resignation Policy

5.05 Job Performance and Behavior Discipline

5.05.01 When Council and Extended Council discipline is being considered as a course of action, the ultimate authority shall rest with the Executive.

5.05.02 The measures listed below shall be followed in order regarding incidents including, but not limited to weak job performance and/or behavior misconduct.

(i) Verbal Warning #1: If a behavioral infraction occurs or a Council/Extended Council's performance is not meeting expectations, then this individual must be made aware of said misconduct and/or areas of concern. The Umbrella Head shall review expectations with the Council/Extended Council member and offer suggestions for improvement.

(ii) Verbal Warning #2: If another infraction occurs or performance does not improve following the first verbal warning, a second verbal warning will be issued. The Umbrella Head shall review expectations with the Council/Extended Council member and offer further suggestions for improvement.

(iii) Written Warning: If a third infraction occurs or performance does not improve following a second verbal warning, a warning in the form of a letter shall be given, informing the Council/Extended Council Member where their performance does not meet expectations. The Umbrella Head shall schedule a meeting with the Council/Extended Council member to address areas of concern and state expectations for improvement. A written warning constitutes a final warning.

(iv) Any further breach of expectations and/or behavioural infraction shall be considered grounds for dismissal and the procedures outlined in Subsection 5.05.05 will be followed.

5.05.03 All verbal and written warnings will be documented and remain in the hands of the Executive Administrator until the end of the Council/Extended Council member's term at which point the files will be destroyed.

5.05.04 The measures outlined in 5.05.02 will be followed unless the circumstances warrant an advance in the measures outlined in 5.05.02 due to the severity of the situation; subject to the discretion of the Executive. This includes, but is not limited to:

- (a) Ineligibility to be a member,
- (b) Theft, fraud, or embezzlement of funds,
- (c) Just Cause.

i) Which includes, but is not limited to action that breaches the Mission Statement of the Association, as outlined at the beginning of this document.

5.05.05 In cases where grounds for dismissal are warranted, the Executive and the Executive Administrator shall be responsible for meeting within forty-eight (48) hours from the time the infraction was brought to their attention to decide whether the grounds for dismissal are justified.

5.05.06 Dismissal of a member of Council/Extended Council can only be acted upon if the Executive decides this unanimously.

5.05.07 Should there not be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the Umbrella Head shall schedule a meeting with the member and the Executive to issue a written warning, as described in 5.05.02 (iii).

5.05.08 Should there be unanimous consent by the Executive for the dismissal of a member of Council/Extended Council, the following steps must be taken:

(i) The Vice President (Internal) is charged with formally notifying the Council/Extended Council member in question that they must attend a meeting with the Executive and Executive Administrator immediately. At the discretion of the Executive, the meeting may be scheduled within a maximum of twenty four (24) hours following the notification, barring extenuating circumstances.

(ii) Upon meeting, the Vice President (Internal) is responsible for outlining the Executive's decision to dismiss the individual from their position on Council/Extended Council. At which point, the Council/Extended Council member's termination will be effective immediately.

5.05.09 Should the meeting not take place immediately, or within twenty four (24) hours, the Council/Extended Council member will be notified via telephone and/or e-mail the Executive's decision to dismiss the individual from their position.

5.05.10 Upon termination, the Council/Extended Council member must cease any work involving their former job responsibilities.

5.05.11 The Executive Umbrella Head is responsible for notifying the Umbrella Head, if applicable, of the decision. The Executive Umbrella Head, and the Umbrella Head, if applicable, are responsible for notifying the terminated Council/Extended Council member's partner, if applicable. A meeting between the Executive Umbrella Head, Umbrella Head, and partner, if applicable, must be arranged, within forty eight (48) hours to discuss the termination.

5.05.12 The Executive Administrator is responsible for notifying the Council of the member's dismissal.

(i) This is to be done only after the member's Umbrella Head and partner, if applicable, have been notified.

5.05.13 The Vice President (Internal) is responsible for presenting the dismissal and its justification, barring confidentiality constraints, at the next Council meeting.

5.05.14 Upon termination, the member's job responsibilities become the responsibility of the Umbrella Head.

5.05.15 At the discretion of the Executive, the vacant position will become open for hiring and follow the procedures outlined in the Hiring Policy Manual.

5.05.16 Any member who wishes to terminate their membership on the Council or Extended Council shall inform the Executive Administrator in writing. The position shall be filled in accordance with the Hiring Policy Manual.

(i) Should the Executive Administrator, Speaker/CEO, or any member of the Executive terminate their membership on the Council, they shall not be permitted to participate as a candidate in a CESA election from the time they are elected through the following Fall and Winter terms.

5.05.17 Any member of the Council or Extended Council may take a two-week leave of absence from their position for an extended illness or extenuating circumstance.

(a) The member shall notify the Executive Administrator in writing.

(i) The member shall notify the Executive Administrator at the end of their leave of absence. The member will detail their intentions moving forward (e.g. further two-week extension, return to their position).

(ii) If a second subsequent extension is required, a meeting will be scheduled within the next 24 hours with the Executive and the Executive Administrator to discuss next steps (e.g. extended leave of absence, resignation, etc.).

(b) The member shall provide the Executive Administrator with a list of job responsibilities and tasks to be completed by the appropriate Council/Extended Council member(s) during the leave of absence.

5.05.18 With the exception of Subsection 5.05.17, Section 5.05 does not apply to the members of the Executive, whose removal is governed by Section 2.05.

Appendix Workshop Coordinator Changes

4.09 Duties of the Workshop Coordinator(s)

4.09.01 The Workshop Coordinator(s) shall:

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) Association members,

(c) organize at least two (2) workshops ~~per~~ either the Fall or Winter term that provide Association members with opportunities for professional development related to the field of education, that may offer certification,

(d) organize an education speaker series either the Fall or Winter term, which includes a full day of professional development related to the field of education which may be but not limited to workshops

(e) determine the amount of workshops in consultation with the Events Director,

(f) ensure that first priority for all workshops is given to Association members and if spots are still available, they may be opened up to the general public,

(g) act as a resource to the Conference Executive,

(h) be required to maintain contact with the Events Director Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

Appendix Community Affairs Coordinator Changes

4.05 Duties of the Community Affairs Commissioner Coordinator(s)

4.05.01 The Community Affairs Coordinator(s) shall:

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) members of the Association,

(c) be responsible for planning and executing a wide range of initiatives throughout the school year that raise funds and/or awareness to support various charitable organizations and their causes, (with a suggested target of one initiative per month)

(d) organize and run the Annual Charity Pancake Breakfast which shall be held on a weekend before the end of September,

(e) facilitate or run the Tree of Life initiative in conjunction with the Physical and Health Education and Kinesiology Students' Association (PHEKSA);

~~i) Run Tree of Life during even years.~~

~~ii) Facilitate Tree of Life during odd years.~~

(e) organize and run the Community Dinner which shall be held on a weekend in either the Fall or Winter term

(f) chair the Volunteer Initiatives Committee that assists in the undertaking of charitable and community building projects throughout the year,

i) the type of application for the Volunteer Initiatives Committee is up to the discretion of the Coordinator(s) with approval from the Executive Administrator prior to distribution to Association members,

(g) maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns,

h) email Events Director an update on current and upcoming events and their status by 12:00 pm on the Thursday before a CESA meeting.

Appendix: Hiring Clause

ARTICLE 1. THE HIRING PROCESS

1.01 The hiring process for the Council Clerk(s), Website Administrator, B.Ed. Spread Editors, Workshop Coordinator(s), Community Affairs Coordinator(s), Athletic Sticks, Yearbook Editors, First Year Interns, and those positions deemed applicable under Section 4.10.01 of the CESA Constitution, shall consist of:

(i) a written application,

(ii) an individual interview.

1.02 The hiring process for the Social Affairs Coordinators shall consist of:

(i) a written application,

(ii) a joint interview.

1.03 The hiring process for the Conference Executive shall follow the procedures outlined in the Conference Executive Policy Manual.

1.04 The hiring process for the Orientation Executive shall follow the procedures outlined in the Orientation Policy Manual.

1.05 During hiring for any Association position, not all applicants will be guaranteed an interview and this shall be at the discretion of the hiring panel. Only those applicants who receive an interview will be contacted by the hiring panel.

Appendix: Lights, Camera, Motion!

4.11 Duties of the Photography Coordinator(s)

4.11.01 The Photography Coordinator(s) 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 one (1) or two (2) Association members,

(c) ensure the presence of a photographer at all CESA events,

(d) make all photos available to the Association through an online medium in

consultation with the IT administrator,

(e) ensure that all photos released have a watermark of the CESA logo,

(f) form the Photography Committee at their own discretion, and oversee its members,

(g) be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

Appendix: Thanks for the Mmrs A

Constitution

5.02 Membership to the Council

5.02.01 The elected members of the Council shall be:

(a) President,

(b) Vice President (Internal),

(c) Vice President (External),

(d) Executive Administrator,

(e) Senator,

(f) 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.

(g) Academic Affairs Commissioner,

(h) First Year Representatives,

(i) Second Year Representatives,

(j) Third Year Representatives,

(k) Fourth Year Representatives,

(l) Equity Affairs Commissioner,

(m) Alumni Representative(s).

5.02.02 The hired members of the Council shall be:

(a) Head Teach,

(b) Conference Chair,

(c) Clerk(s) of the Council,

(d) Equity Outreach Director,

(e) Treasurer,

(f) Marketing and Design Director,

(g) Events Director.

5.02.03 The Appointed member of the Council shall be:

(a) Speaker.

5.02.04 The observers of the Council shall be:

(a) ASUS President,

(b) ASUS Vice President,

(c) Rector,

(d) Q-CESA Representative.

5.02.05 The hired members of Extended Council 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) Logistics Teach,
- (k) Director of Logistics,
- (l) Director of Special Events,
- (m) Director of Marketing,
- (n) Director of Finance,
- (o) Yearbook Editors Photography Coordinators,
- (p) First Year Athletic Stick,
- (q) First Year Interns.

5.02.06 All members listed in Subsections 5.02.01 shall be entitled to one (1) vote at meetings of the Council, with the exception of the Executive Administrator.

5.02.07 Notwithstanding Subsection 5.02.06, the Speaker shall Chair meetings of the Council and shall vote only to break a tie in accordance with Subsection 5.06.06.

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

5.02.09 A member of the Council may only hold one (1) position on the Council at any time, with the exception of Teach Exec and Q-CESA Representative.

5.02.10 The observers of the Council shall:

- (i) be informed of all meetings of the Council once the dates have been finalized by the Executive Administrator,
- (ii) be invited to speak at all meetings of Council in the form of a report, presentation, or discussion at a time designated by the Executive Administrator.

Appendix: Thanks fr th Mmrs B

Job Description Policy Manual

1.02 Duties of the Vice President (Internal)

1.02.01 The Vice President (Internal) shall:

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as meeting chair in the absence of the Executive Administrator,
- (c) act as a resource for the First Year Representatives, Second Year Representatives, Third Year Representatives, Fourth Year Representatives, Alumni Representative(s), and Marketing and Design Director, including the Website Administrator, B.Ed Spread

Editors, **Photography Coordinators** and **Workshop Coordinators**,

(d) be responsible for maintaining accurate records and contact information for all of the Association's Alumni Representatives,

(e) represent the Association on, be a voting member on, and advocate on students' behalf to:

(i) ASUS Assembly

(ii) Arts and Science Faculty Board

(f) coordinate Con-Ed Camp,

(g) determine the recipient of the Inter-Year Challenge, the Captain CESA and the CESA Achievement Awards. In conjunction with the President and Vice President (External), notes will be taken of those who actively participate and contribute to Con-Ed life throughout the year. Winners of the CESA Achievement Award will be recorded in the Vice President (Internal)'s transition manual to prevent individuals winning in consecutive years.

(h) Be responsible for compiling the information for the weekly updates and disseminating that information to the Year Reps at least 48 hours prior to the release of the updates every Monday,

(i) act as a mentor and work with their First Year Intern.

3.09 Duties of the Equity Affairs Commissioner

3.09.01 The Equity Affairs Commissioner shall:

(a) be a voting member of Council and is required to attend all Council meetings,

(b) be a position held by one (1) member of the Association,

(c) chair the Bursary Committee,

(d) act as a resource to all Members of the Association with regards to matters of equity,

(e) maintain a display in the Con-Ed Office with the Equity Outreach Director in order to keep Association members informed about resources in the community,

(f) attend AMS Equity Caucus meetings as representatives of CESA,

(g) be responsible for the Anti Oppression training and Positive Space training of Con-Ed's leadership position holders at the beginning of Fall term, in conjunction with the President,

i) The use of the Positive Space sticker will only be used if training attendees of that year vote unanimously on the placing of the sticker on the Con-Ed Office door,

(h) act as a resource to the Marketing and Design Director in the editing of the B.Ed Spread **and Yearbook** before its release,

(i) be mandated to attend at Con-Ed's Sidewalk Sale table during Orientation Week for a minimum of one (1) hour barring extenuating circumstances (i.e. involvement in Orientation Week, still under contract with summer job etc.)

(j) advise on appropriate steps to resolve a harassment or discrimination issue involving CESA,

- (k) refer members to appropriate sources of support outside of CESA if desired, and offer peer support to those approaching an outside organization,
- (l) advise on the suitability of content, language etc. for publicity materials, internal communication, or any source of related concern,
- (m) serve to foster an environment that nurtures and supports the work and volunteering of all students and promotes awareness on issues related to human rights and social justice.
- (n) Be required to maintain contact with the Equity Outreach Director on a biweekly basis in order to discuss current and potential initiatives and concerns.

4.03 Duties of the Marketing and Design Director

4.03.01 The Marketing and Design Director shall:

- (a) be a non-voting member of Council and is required to attend all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (Internal),
- (d) manage the Association's online presence and content output:
 - (i) run the Association's Facebook, Twitter, and other social media accounts,
 - (ii) liaise with all Council and Extended Council members to coordinate marketing strategies,
 - (iii) develop and implement strategies for gauging the exposure and effectiveness of the Association's marketing.
- (e) hire the Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators**, with the Executive,
- (f) oversee the activities of the Website Administrator, B.Ed Spread Editors and **Yearbook Editors Photography Coordinators**,
- (g) represent the Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators** on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (h) maintain bi-weekly contact with Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators**,
- (i) act as a resource for Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators** to ensure the successful execution of their tasks,
- (j) report to Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators** event dates, concerns, and other pertinent information as discussed in Council,
- (k) hold internal reviews at the end of the Fall semester with the Website Administrator, B.Ed Spread Editors, and **Yearbook Editors Photography Coordinators**,
- (l) upon receiving the B.Ed Spread 24 hrs before its scheduled release, review the newsletter and seek assistance from the Equity Affairs Commissioner as necessary,
- (m) coordinate the sale of jacket bars, pins and refreshments in the Office,
- (n) coordinate the purchasing of jacket bars and designing and purchasing of pins (such as the incoming first year's pin), as needed,
- (o) creating and maintaining a sign in and sign out sheet for the Association camera as

outlined in Article 7 of the Communication Policy Manual.

4.11 Duties of the Yearbook Editor(s)

4.11.01 The Yearbook Editor(s) 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 one (1) or two (2) Association members,
- (c) develop the yearbook, by collecting photos from the Yearbook Committee and articles from the B.Ed Spread Editors,
- (d) ensure the yearbook is financially accessible to as many students as possible by adjusting page numbers, colour of print, etc. as needed,
- (e) submit the yearbook to the Marketing and Design Director and Equity Affairs Commissioner one (1) week before the scheduled order deadline to review the project before submission,
- (f) chair the Yearbook Committee and oversee the photographers and other members,
- (g) see that the type of application for the Yearbook Committee is up to the discretion of the Association members,
- (h) be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

Appendix: Thanks fr the Mmrs C

Hiring Policy Manual

ARTICLE 1. THE HIRING PROCESS

1.01 The hiring process for the Council Clerk(s), Website Administrator, B.Ed. Spread Editors, Workshop Coordinator(s), Community Affairs Coordinator(s), Athletic Sticks, **Yearbook Editors** **Photography Coordinators**, First Year Interns, and those positions deemed applicable under Section 4.10.01 of the CESA Constitution, shall consist of:

- (i) a written application,
- (ii) an individual interview.

1.02 The hiring process for the Social Affairs Coordinators shall consist of:

- (i) a written application,
- (ii) a joint interview.

1.03 The hiring process for the Conference Executive shall follow the procedures outlined in the Conference Executive Policy Manual.

1.04 The hiring process for the Orientation Executive shall follow the procedures outlined in the Orientation Policy Manual.

Appendix: Thanks fr the Mmrs D

Communications Policy Manual

ARTICLE 1. INTERPRETATIONS

1.01 Definitions

1.01.01 In this part and any other parts of this policy, unless context requires otherwise,

(a) "Association" means the Concurrent Education Students' Association, that is, the Association whose membership consists of Association members.

(b) "Council" refers to the governing body of the Association which includes the President, Vice President (Internal), Vice President (External), Executive Administrator, Representatives to the AMS, Senator, Treasurer, Academic Affairs Commissioner, Marketing and Design Director, Year Representatives, Events Director, Council Clerk(s), QCE Chair, and Head Teach.

(c) "Extended Council" refers to members of the Association who do not sit on Council, but hold leadership positions under the guidance of the Marketing and Design Director, Events Director, QCE Chair, and Head Teach, including the Website Administrator, Yearbook Editors Photography Coordinators, First Year Interns, Workshop Coordinators, B.Ed Spread Editors, Community Affairs Coordinators, Social Affairs Coordinators, Athletic Sticks, QCE Director of Logistics, QCE Director of Finance, QCE Director of Special Events, QCE Director of Marketing, Academics Teach, Financial Teach, and Social Teach.

(d) "Umbrella" refers to the positions with which a member of Council oversees, in accordance with the job descriptions outlined in the Job Description Policy Manual.

(e) "Umbrella Head" refers to a member of Council who is responsible for overseeing positions on Council and/or Extended Council

i) The President is the Umbrella Head for the following positions: Executive Administrator, Representatives to the AMS, Representatives to the AMS, Senator, Treasurer, Academic Affairs Commissioner, Head Teach, Council Clerk(s), Speaker, and First Year Intern.

ii) The Vice President (Internal) is the Umbrella Head for the following positions: Marketing and Design Director, Year Representatives, and First Year Intern.

iii) The Vice President (External) is the Umbrella Head for the following positions: Events Director, Equity Affairs Commissioners, QCE Chair, and First Year Intern.

iv) The Marketing and Design Director is the Umbrella Head for the following positions: Website Administrator, Yearbook Editors Photography Coordinators and B.Ed. Spread Editors.

v) The Events Director is the Umbrella Head for the following positions: Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.

vi) The QCE Chair is the Umbrella Head for the Conference Committee

vii) The Head Teach is the Umbrella Head for the Orientation Committee.

(f) "Event" means an event, initiative, or meeting organized by a member or committee of Council or Extended Council.

(g) "Event Proposal Form" means the form that is required to be filled out by the member(s) of Council and/or Extended Council wishing to host an Association event.

(h) "Acronym" means CESA, the acronym of the Association.

(i) "Logo" means the logo of the Association, as seen in the appendix attached at the end of this document.

(j) "Brand" means the visual identity of the Association and the consistent marketing and promotion of this identity.

(k) "The Website" means the official website of the Association as described in 4.02.01.

(l) "Weekly Email" means the email containing all pertinent Association information to be sent out on LISTSERV on a weekly basis.

(m) "Year Representatives" means the collective positions of 1st Year Representatives, 2nd Year Representatives, 3rd Year Representatives and 4th Year Representatives.

ARTICLE 3. VISUAL IDENTITY STANDARDS

3.01 Marketing and Design Director Responsibilities

3.01.01 The Marketing and Design Director shall,

(a) be responsible for upholding the visual identity standards of the Association and informing CESA Council and Extended-Council members of the visual identity standards

(b) be responsible for the creation and implementation of the CESA brand and logo in consultation with the Executive and the Website Administrator

(c) approve any temporary changes to the Logo or Brand

(d) approve any changes to the official Logo or Brand in consultation with the Executive

3.02 Use of the Logo

3.02.01 The CESA Logo is the primary element of the CESA Brand and shall appear on all CESA publications and visuals. This includes but is not limited to:

(a) publications such as the B.Ed Spread ~~and the Con-Ed Yearbook~~

(b) promotional materials such as posters, flyers and merchandise

(c) advertising in print and web formats

(d) all photos released by the Photography Coordinators

3.02.02 CESA does not permit colouring alterations of its Logo, including the use of a gray scale CESA logo. Black and white versions are to be used instead.

3.02.03 Any exceptions to the above policies shall be explicitly approved by the Marketing and Design Director before creation or implementation occurs.