



## **Agenda**

### MEETING OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION COUNCIL

November 30, 2014

6:00PM, Dunning 27

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
  - a. Hannah Ramsay
18. Question Period
19. Old Business

#### **a. Senator Term Length Extension**

Moved by: Danyi Wu

Seconded by: Abbey Cressman

Motion that CESA Council amend Article 5 of the CESA Constitution as outlined below.

**b. Equity Affairs Commissioner**

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amends article 3.12 of the Job Description Policy Manual as outlined in *Appendix: Equity Affairs Commissioner*.

**c. Equity Outreach Director**

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amends articles 1.03 and 4.01 of the Job Description Policy Manual as outlined in *Appendix Equity Outreach Director*.

**d. Equity II**

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amend sections 4.04, 4.05, 4.06, 5.02, 5.10, and 7.01 in the Constitution as outlined in *Appendix: Equity II*.

**e. Switcheroo**

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amends section 2.01 of the Job Description Policy Manual as outlined in *Appendix: Switcheroo*.

**f. Treasurer**

Moved by: Abbey Cressman

Seconded by: David Wiercigroch

That CESA Council amend article 3.01 of the Job Description Policy Manual.

**g. Treasurer II**

Moved by: Abbey Cressman

Seconded by: David Wiercigroch

That CESA Council amend sections 4.04, 4.05, 4.06, 5.02 of the Constitution as outlined in *Appendix: Treasurer II*.

**h. Good bye Directors' Vote**

Moved by: Gladys Kong

Seconded by:

That CESA Council amend Article 4.04, 4.05, 4.06 and 5.02 of the Constitution as outlined in *Appendix: Adiós Voto*.

20. New Business

21. Discussion Period

a. Fourth Year Reps- ThankQ Moving Forward

22. Adjournment



## **PRESIDENT'S REPORT:** *Abbey Cressman*

Dear Council and Extended Council,

You've made it! Congratulations on completing the semester; whether it was your first semester of University or you're feeling washed up as a fourth year student, there is so much to be proud of and excited for.

Just before our meeting, you will be providing feedback in the form of "Mid Year Reports" for both your umbrella head and the Executive. Please take some time to be thoughtful and constructive in your comments, as it will help us to set goals for the next semester of our term!

This Council meeting will also mark the last meeting for Hannah Komlodi, Head Teach, for this academic year. It has been such a pleasure having Hannah on Council and I have so appreciated working with her. Best of luck next semester, Hannah!

Now for some updates:

### **| Hazing Education Event |**

Last weekend, myself, Dayna and Emilie (incoming Logistics and Academics Teaches) attended a training session organized by Student Affairs about hazing behaviour. We had some great conversations about what constitutes hazing behaviour, what makes a situation uncomfortable vs. unsafe, and how to ensure that students at Queen's have the most positive experience possible.

### **| Red Room Reception |**

The Red Room Reception last week went excellently, largely due to the organization and enthusiasm of Katey! The interns were definitely the liveliest group in attendance (sorry everyone else... but it's true!). We were happy to see that those in attendance seemed to be having conversations that were helpful to them in their respective positions, and will be discussing the possibility of planning another Red Room Reception (perhaps in the Red Room this time) for next semester.

### **| Sustainability Action Fund |**

This semester, I have been sitting on the AMS Sustainability Action Fund Granting Committee, and our fall granting period is just wrapping up. It has been a fantastic opportunity to weigh in especially as to the educational components of certain applications, and I look forward to the winter granting period!

### **| Elections |**

Jessalynn and I met last week to set the dates for the winter election, and all Con-Ed students will be receiving an email in early December that will provide a detailed timeline for election season. Please consider, and encourage your fellow Con-Ed students to consider, running for a position in the winter election should you be interested. It is always a positive thing to have more candidates running than less. The competitive environment and publicity of an election can sometimes defer people who are usually more reserved, but please know that we strive to create a positive and supportive environment during CESA elections, and Jessalynn is an email away if you have reservations about the types of things running in an election involves.

You also may have people approach you via email to ask about your experiences on CESA Council over the next month; please do check your email as frequently as possible over the break. The rest of Exec and I are also happily available as resources to talk all things elections if you'd like someone to bounce a decision off of!

### **| Winter Break and a Strong 2015 |**

The winter break is a great chance to relax and enjoy a mental break from the “daily grind” of school life. I hope that everyone has a chance to refresh and rejuvenate after exams, but would also like to emphasize that spending some time over the break to think about your goals on CESA next semester is crucial. We want to start January off just as strongly as we started September, and it is important to enter the new term with goals you hope to accomplish. CESA Exec will be publishing our Mid Year Report some time in December to reflect on our year thus far and set the stage for next semester, so keep your eyes peeled for that!

Again, congratulations on a fantastic term, have an absolutely lovely break, and I look forward to seeing everyone in 2015!

Much Con-Ed love,

Abbey

# Concurrent Education Students' Association

Queen's University, Kingston



## Vice-President (Internal)

No report submitted.



## Vice President External's Report

Hi Council & Extended Council,

Congratulations on the completion of first semester! Whether you have no exams or five, hope that this period before the holidays is productive. I also hope that you have learned a lot from the Anti-Oppression Training that was held either on Wednesday or Saturday. Thank you Jon Reed & Oshaenlynn Swartz for organizing the training!

### Mid-Year Reviews

Your respective umbrella heads and the Executive shall review the mid-year reviews. The purpose of this is to garner anonymous feedback so that we can serve you better as leaders and support you in your events and other endeavours within your position.

I will also be conducting individual or team mid-year reviews where we will discuss similar items to provide feedback on your work so far two-thirds into our term. This will be an open discussion and feedback will go both ways. For those under my umbrella please check your e-mail and fill out the following Doodle Poll (<http://doodle.com/i5wyfnqcrxk385me>) by **Nov 30<sup>th</sup>, 2014, 10 pm**.

### Winter Office Hours

I have sent out a winter office hour GoogleForm (<https://docs.google.com/forms/d/15u-HEZrK4AXis-P1BUakkTv91ypEK1yLvBv8GGbuAgQ/viewform>) where everyone can fill out their top five (5) preferences for time slots for your office hour. **PLEASE COMPLETE BY DEC 30<sup>th</sup>, 2014**.

### TELC

Ashleigh & I will be attending a TELC social with Stephen & Peter et al.. It will also be an opportunity to potentially discuss Smoker feat. Beer with Profs as ESS representatives should be present.

## **Con-Ed Week**

Please see the appended infographic (that shows up this meeting?). Please get in touch Year Representatives about your planned Con-Ed Week Year Event by **Nov 30<sup>th</sup>, 2014, 10 pm.**

## **Resignation & Ratification**

I regret that Hannah Ramsay had resigned from her office as the Executive Administration. As such, the responsibilities of acting as the Year Representatives Umbrella Head will be subsumed by myself until a new Executive Administrator is ratified.

Cheers,

A handwritten signature in cursive script, appearing to read "Gladys".

Gladys



# Con-Ed Week!!

January 5 - 8th, 2015



## Mark Your Calendars!

5

Year Events

6

Cosmic Dodgeball

7

Smoker & Beer w/ Profs

8

Karaoke



@QueensCESA



fb.com/QueensCESA



## Treasurer's Report

Hey CESA Council,

Congratulations on being done first semester. Hope exams treat you well and your breaks are restful and exciting!

This term has been very eventful financially and we have had a lot of expenses as well as income within the Association. With the late arrival of student fees, we have had to watch money closer than expected. Thank you for your flexibility with this. As the year goes on, please make sure you watch your budget closely and plan out your expenses carefully.

I will be sending out **budget updates** to every position it applies to over the coming weeks to keep you updated on where you stand with your budget. I would ask that you submit receipts as soon as possible so I can reimburse you and send out accurate budget updates. If your budget update surprises you, please ask and I am happy to go over it with you.

I'm also going to work with Kerri to create a **budget infographic**, meant to compile budget information in a fun, accessible format. The purpose of this is to share this information with all Con-Ed students and this should be available early on next semester.

Hope you have a great winter break and I look forward to seeing everyone in the new year! David



## CESA Senator's Report

### December Senate

The December Senate for is this Tuesday Dec 2nd at 3:30. Let me know if you're interested in coming or you can email the Secretariat directly for a guest pass. This week I have the Student Senate Caucus meeting directly before this week's CESA meeting so I will elaborate more in my oral report.

### Senate Fun Facts of the Month!

- Queen's has a total of approximately 144 000 alum!

Good luck on your exams everyone!

Happy Holidays, I look forward to meeting with everyone again in the New Year :)

Best,

Danyi Wu



## AMS Representatives Report

Hello beautiful CESA members!

Your girl Ellise here, reporting with Adrian and Dante from Thursday's AMS Assembly meeting. We had a guest speaker, Peter Milliken, who enforced the importance of student government and getting involved in school. So shoutout to you guys for working hard to represent all of Queen's' Con-Eddies!

If you still want to nominate an outstanding student for the Agnes Benidickson Tricolour Award, the nomination forms are due on December 18th by 4:00pm. Nomination forms can be downloaded here: <http://queensu.ca/rector/awards.html>

If you haven't already, go check out the AMS' new website for University District Housing at <http://housing.myams.org/> Share it with your friends and make finding a house for next year a little bit easier!

Our meeting consisted of discussing constitution related to club reform, and talking about the future of the AMS. We discussed Queen's University creating a sexual assault policy, which is something that we will bring up as a discussion topic for CESA next semester.

That's really all that we have to report from this short meeting, I wish you all the best on your upcoming exams! Be sure to stay warm, happy, relaxed, rested, tall, smart, and good-looking! I hope your holidays are wonderful, see you in the new year!

Cha Gheill,  
Adrian, Dante, & Ellise



## **Events Director's Report**

### **Workshop Coordinators:**

The girls have created the certificates for the two workshops that happened at the beginning of November and will likely be distributing them at the beginning of next semester. They are not sure whether they will be printing the certificates or sending an electronic copy because of the dwindling PCC budget.

### **Social Affairs Coordinators:**

The girls have started advertising for Formal Committee and have gotten a ton of interest! Email them if you are interested in joining Formal Committee!

### **Athletic Sticks:**

BEWIC planning is going well! We have a team name and logo picked and t-shirt orders went in on Monday! Also, winter intramural sign up happened last week and all winter teams were successfully signed up (the process went SO much better than fall semester sign up!)

### **Community Affairs Coordinators:**

By the time the meeting happens tree of life will have just finished. Cross your fingers that all names get picked! Get ready for Relay for Life!

Thanks!  
Liz



## **Marketing and Design Director's Report**

### **B.Ed Spread:**

Although November has been busy, our B.Ed Spread Editors were on the ball and did a great job coordinating articles for this upcoming issue. Take a study break during exam period to read the December issue which will be available online and in hard copy form in the office! Again, it's never too late to get involved with the B.Ed Spread! 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:**

Keep following the Yearbook page for sneak peaks and updates! There have been some great ideas discussed for yearbook pages and will be unveiled in the new year.

### **Web Admin:**

As usual, please let Levi know if you ever have problems with the new site, or Queen's IT things in general.

### **Jacket Bar/Merchandise Sales**

Jacket Bar distribution happened this week. Although there were some bumps in the process, it went well and I am planning ahead for the next wave of jacket bar sales next semester. Now that I have assessed what works and what does not in terms of orders and distributions, the next round will be smoother.

### **Stay tuned for semester 2...**

- Another Sales Blitz in the new semester
- Another mass bar order
- Windbreaker sales

Have a great break everyone!

Kerri Lee





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

Hi everyone!

Hope everyone survived week 12 😊

**Academic Caucus:** The main focus of Academic Caucus for now is creating a “ColliderSpace” within the JDUC revitalization project. A ColliderSpace, or innovative space is an area where different disciplines and/or faculties to come together to create innovative projects and ideas. The proposal is still very much a work in progress so if there is anything you would like to see added to the proposal, please feel free to email me and I will pass it on at our next meeting. If you have anymore questions about it, please let me know.

**Con-Ed Study Days:** Thank you to everyone who came out to this event on Sunday! A huge thanks to Morgan and David for helping the first year students and a special mention to Abbey for being a ray of sunshine while trying to write multiple essays 😊

**Arts & Science Session:** On December 1<sup>st</sup>, from 12-3ish in (hopefully) Mac-Correy E229 again, I will be holding a drop in session for first years and above to come in and get their questions answered. It is only 2 days before the PSYC exam so I am thinking it may be a bunch of last minutes panics about that exam. Please come on out and help them out with their questions and you can get a special certificate that will look great in your teaching portfolio!

\*\* I will confirm the details in my oral report on Sunday

Good luck everyone with finals!! 😊

Erin



## Equity Affairs Commissioners' Report

Hi everyone!

Remember to sleep, shower and breathe throughout this exam season!  
This is what we've been up to:

### Anti-Oppression Training

-  
Anti-oppression training is taking place this week on Wednesday and on Saturday. We'd like to thank Emily Wong from AMS for initiating this and thank all of you for your participation! If anyone is unable to attend one of the two sessions and have not already let us know, please contact us!

### Grants

-  
We're starting to hear back from organizations about grants we've applied for and have already received a great chunk of money! We're still considering what to do about next semesters Equity initiative. We welcome any ideas that you may have!

### Bursaries

-  
We're holding extra office hours this past Friday to hand out remaining QCE and BEWICS bursaries.

That's it, that's all! Happy studying!

Oshaen and Jonathon





## **First Year Representatives' Report**

Dear Assembly,

We are very excited to have our first year event this Friday! We also plan on having an informal/semiformal (TBD) dinner for frost week on Jan 5.

In the New Year, we hope to plan one event per month for our year.

- Ben & Tiana



## Second Year Representatives' Report

Hey Everyone,

We're working on our Con-Ed Week event that will take place in the Red Room on Monday January 5<sup>th</sup>. We also are beginning to talk about our next year event in second semester. We wish everyone good luck on their exams and hope that everyone enjoys their holiday season. As always, please remember that there are things more important than marks and both Second Year Reps are here to help anyone with anything 😊

Jacob and Carma.



## **Third Year Representatives' Report**

Hi Assembly,

CON-ED CLOTHING IS IN! We are very excited that clothing is in and we will be holding extra hours over the next few days in order to distribute clothing. Everyone who ordered clothing will be receiving an email with the times that they can come pick it up.

We are currently planning our "Half Way There" party for January, hopefully for the second weekend in January.

Lastly, we are very excited to continue planning our Con-Ed week year event (Laser Tag), and we will be collecting money from 16s starting tomorrow, (Monday, December 1<sup>st</sup>).

Thank you ☺

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



## **Fourth Year Representatives' Report**

**Hello everyone!**

### **[ThankQ Update Following CESA Discussion]**

We've taken all your feedback into consideration and now we're in the midst of planning what we'd like to accomplish with ThankQ. Today we'll be giving you a brief overview of some of our ideas moving forward in Statements by Members. Over the winter holidays, we'll be ironing out the rest of the ThankQ details, and during the winter semester, we'll test run all those ideas. Towards the end of the winter semester we'd like to present CESA with a full-fledged plan of the changes we'd like to see implemented to the ThankQ Program.

### **[Upcoming Year Event]**

We're running a cookie decorating year event on December 1<sup>st</sup> in an attempt to give students an opportunity to de-stress before exams. This event will also feature a wintery themed movie and hot chocolate for all.

### **[Con-Ed Week Event]**

We've submitted a proposal for a 15 event for Con-Ed Week. We hope this event will get a great turnout!

**Much Con-Ed Love,**

Taylor MacPherson & Evelyn Bukiejko



## **QCE Chair's Report**

Hi all!

I hope week 12 has treated you well, and that you have had a relaxing weekend!

QCE has been enjoying a bit of post-registration down time, but has still been hard at work. On Tuesday we had our last weekly team meeting of the semester, at which we outlined what needs to be completed during the winter break.

After compiling both external and internal registration, 15 of the 75 slots we initially reserved for external delegates were unfilled, and have now been officially offered to internal delegates. Those who were at the top of the waitlist have received an email with the opportunity to claim these spots.

As an exec team we cannot believe that January is right around the corner, and that it will be Conference Weekend before we know it! We wish everybody the best of luck in their exams and we look forward to seeing you in the New Year!

Sincerely,

Morgan



## Head Teach's Report

Well, it's been a wild ride. This is my last CESA meeting as Head Teach, and I will always remember the support and love that I received from this association. As I transition Morgan into her new position, I will ensure that she know the importance of teamwork within CESA Council to ensure a successful Orientation Week is carried out by Teach Exec 2015. I am so proud of the work I and MaJiCKaL were able to accomplish, and we couldn't have done it with you all. Thank you for being wonderful. I hope I can work with you all, in some capacity, in the future!

With all the Con-Ed love that could possibly exist,

Hannah

## **ARTICLE 5. COUNCIL AND COMMITTEES OF COUNCIL**

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

(b) Notwithstanding subsection 5.01.04, the term of office for the Senator shall begin the first day of September in the year they were elected and end on the last day of August of the following year.

(b) Notwithstanding subsection 5.01.04, the term of office for the Senator shall last two years, beginning the first day of September in the year they were elected and end on the last day of August two years later.

## APPENDIX: EQUITY AFFAIRS COMMISSIONER

### 3.12 Duties of the Equity Affairs Commissioner

3.12.01 The Equity Affairs Commissioners shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two (2) members 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) recognize that all consultations will be strictly confidential and that the entire process is based upon a complaint driven level, in which action may only be taken at the expressed and informed consent of the complainant.~~
- ~~(n) identify any conflict of interest as a function of their position and declare such conflict at the outset of the discussion.~~
- (o) 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.
- (p) Be required to maintain contact with the Equity Outreach Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns**



## APPENDIX: EQUITY OUTREACH DIRECTOR

### 1.03 Duties of the Vice President (External)

1.03.01 The Vice President (External) shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as a resource for the Equity Affairs Commissioner, **Equity Outreach Director**, Conference Chair, and Events Director, including the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.
- (c) represent the Association on, be a voting member on, and advocate on students' behalf to:
  - (i) Education Faculty Board
  - (ii) Teacher Education Liaison Committee
  - (iii) Teacher Education Advisory Committee
- (d) organize and distribute the CESA mid-year review forms,
- (e) participate in Orientation Executive; if unavailable then the President or Vice President (Internal) may take their place,
- (f) sit on the Bursary Committee,
- (g) coordinate the scheduling of Con-Ed Office hours
- (h) Be mandated to attend 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...)

### 4.01 Duties of the Equity Outreach Director

4.01.01 The Equity Outreach Director shall,

- (a) Be a position held by one (1) member of the Association
- (b) Ensure two (2) equity outreach initiatives are run per term, with exception by
- (c) 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
- (d) Be required to maintain contact with the Equity Affairs Commissioner on a bi-weekly basis in order to discuss current and potential initiatives and concerns
- (e) Chair the Equity Outreach Committee that assists in the undertaking of equity-based projects throughout the year
  - (i) The type of application for the Equity Affairs Committee is up to the discretion of the Director with approval from the Executive Administrator prior to distribution to Association members
- (f) Act as a resource to all Members of the Association with regards to matters of equity
- (g) Maintain a display in the Con-Ed Office with the Equity Affairs Commissioner in order to keep Association members informed about resources in the community,
- (h) 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.
- (i) Be mandated to attend 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...)

4.01.02 An equity outreach initiative must,

(a) Educate and create awareness about a topic or issue related to equity, including but not limited to gender/sexual identity, learning exceptionalities, race and ethnicity.

(b) Be open and financially accessible to all Con-Ed students

(i) Effort must be made to keep equity outreach initiatives free for participants

## APPENDIX: EQUITY II

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

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

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

5.02.01 The elected members of the Council shall be the

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

5.02.02 The hired members of the Council shall be the

- (a) Head Teach
- (b) Conference Chair

- (c) Clerk(s) of the Council
- (d) Equity Outreach Director

5.10.01 The standing committees of the Council shall be the,

- (a) Conference Committee
  - i) The chair of the committee shall be the Conference Chair.
- (b) Orientation Committee
  - i) The chair of the committee shall be the Head Teach.
- (c) Robert J. Hill Committee
  - i) The chair of the committee shall be the Robert J. Hill Committee Chair.
- (d) Social Affairs Committee
  - i) The chairs of the committee shall be the Social Affairs Coordinators.
- (f) Bursary Committee
  - i) The chairs of the committee shall be the Equity Affairs Commissioners.

7.01.02 The Bursary Committee, shall be comprised of:

- (a) the Equity Affairs Commissioners,
- (b) the Vice President (External),
- (c) the Treasurer.
- (d) the Vice President Internal can serve as a proxy for the VP External on the bursary committee, if necessary

## APPENDIX: SWITCHEROO

### 2.01 Duties of the Executive Administrator

2.01.01 The Executive Administrator shall:

- (a) attend all council meetings and assist the Speaker in Constitutional rulings,
- (b) be responsible for ensuring that updated minutes are posted on the Association website and compiled in a binder available in the Con-Ed Office,
- (c) be responsible for reviewing the minutes and updates to Association documents prior to them being uploaded to the Association website,
- (d) be concerned with matters relating to the internal administration and operation of the Association and its committees. This includes making arrangements for Executive and general meetings, booking rooms, compiling contact lists, collecting transition manuals, and maintaining attendance records,
- (e) present the incoming Council with a revised and updated version of the Constitution and Job Description Policy Manual following the Annual General Meeting, and no later than the end of the April exam period of that year,
- (f) ensure member attendance at Council meetings and hand out Perfect Attendance Awards at the Annual General Meeting,
- (g) assist the Executive in hiring the appointed Council positions,
- (h) operate as an impartial and neutral party within the Association,
- (i) rely on the support of the Council and the Executive, especially the President and the Clerks, in fulfilling their duties, but shall act in a fair and impartial nature throughout their tenure,
- (j) hold the position of Office Administrator and be responsible for the maintenance of the Office,
- (k) not run in an election during their term,
- (l) 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 Council Clerks.
- (m) recognize that all consultations will be strictly confidential and that the entire process is based upon a complaint driven level, in which action may only be taken at the expressed and informed consent of the complainant,
- (n) identify any conflict of interest as a function of their position and declare such conflict at the outset of the discussion

## **JOB DESCRIPTION POLICY MANUAL**

### **4.02 Duties of the Treasurer**

#### **4.02.01 The Treasurer shall:**

- (a) be a **non**-voting member of Council and is required to attend all Council meetings,
- (b) be responsible for the finances of the Association in conjunction with the President,
- (c) survey all members of the Council for projected expenditures and formulate a budget by the end of the third week of the fall term,
- (d) report all financial transactions to the Council at the culmination of each term,
- (e) keep accurate records of all receipts,
- (f) co-sign all Association cheques with the President,
- (g) sit on the Bursary Committee,
- (h) distribute bursary funds.

## APPENDIX: TREASURER II

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

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

4.06.03 The positions of Executive Administrator, Senator, ~~Treasurer~~, AMS Representative(s), Academic Affairs Commissioner, Marketing and Design Director, Events Director, Equity Affairs Commissioners, and Q-CESA Representative shall be voted for individually.

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) Treasurer,~~
- (g) Representative(s) to the AMS,
  - i) The number of representatives shall be determined in accordance with the AMS Constitution.
  - ii) Should the Association be entitled to two (2) or more representatives, one (1) shall be filled by a first year Association member.
- (h) Academic Affairs Commissioner,
- (i) First Year Representatives,
- (j) Second Year Representatives,
- (k) Third Year Representatives,
- (l) Fourth Year Representatives,
- (m) Marketing and Design Director,
- (n) Events Director,
- (o) Equity Affairs Commissioner(s),
- (p) 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) Treasurer