



## **Agenda**

MEETING OF THE CONCURRENT EDUCATION  
STUDENTS' ASSOCIATION COUNCIL

November 16, 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. Guest Speaker- Andrew Aulthouse
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
  - a. Katey Day: Red Room Reception
19. Question Period
20. Old Business
21. New 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*.

21. Discussion Period

- a. Fourth Year Reps- THankQ Moving Forward

## 22. Adjournment



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

Hello everyone!

It's been mostly business as usual these past few weeks! It is difficult to keep energies high when November bogs us down, but keep your chins up and keep trekking!

Before I delve into my update, congratulations to Ellise on being appointed as a member of the Staff Award Committee at AMS Assembly this week 😊

### **| Community Dinner |**

This Sat. Nov. 15<sup>th</sup> was the Con-Ed Community Dinner! This was a big item on our platform and something that CESA Exec has been looking forward to for some time. Not to mention, this event has been Elisabeth's baby this semester and she, as well as all of the volunteers who put so much work in, did a fantastic job! We will be discussing as an executive how the event went, as well as reaching out to students to see if it is something we should have run in the future.

### **| Student Leader Summit |**

As I mentioned at last Council meeting, the Faculty Society Presidents as well as Queen's Rector Mike Young will be partaking in a student leader summit with the Principal some time in the new year. We are currently looking into inviting other University administrators we would like to connect with as well, such as the Provost, Alan Harrison (who is responsible for all things academic, including our deans and student support services). If you have concerns or changes you would like to see in the type of teaching/learning that takes place at Queen's, the effectiveness of services like HCDS, etc, please get in touch with me so I can help make this summit worthwhile for all Con-Ed students. I will likely be sending a survey to all Con-Ed students about this as well.

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

My wonderful intern Katey has been working on organizing the Red Room Reception! This reception is for certain members of CESA, COMPSA, and ASUS to meet their counterparts and develop stronger mechanisms for collaboration. If you received an email from Katey inviting you to this event, this is a reminder that your RSVP is overdue and to please email her back ASAP. The reception will be taking place on Tues. Nov. 18<sup>th</sup> from 5:30-7:30, and there will be **pizza**.

### **| Restructuring |**

There are several motions coming forward in our last two meetings of the semester that will have big implications for how certain positions function and thus for CESA Council as a whole. CESA Exec has

worked hard on taking comments we heard at our last meeting and putting these together, and we believe that these changes will better our association in the short and long term. That being said, we look forward to hearing your thoughts about these motions, and hope to have another great meeting! I encourage you to please read through these motions in advance of our meeting and to come prepared with questions. Also, feel free to email me if you would like to chat or clarify any of these changes in advance of the meeting – happy to meet up and discuss anything further!

Much Con-Ed love,

Abbey



### **Vice-President (Internal)**

It's the most "wonderful" time of the year... the red cups are out at Starbucks, the air is frigid and I have been wearing like three knitted items per day. I don't know about you, but I can see the home stretch! We are two weeks away from a class-free, exam-filled holiday! Hang in there everyone, and call me if anyone wants a work/procrastination coffee-date! It's what I live for.

### **ASUS**

Last week at assembly we passed a motion to introduce several new or revitalized ASUS grants. The most important one being the **Sibling Society Grant!** This is \$500 that is set-aside specifically for CESA and COMPSA initiatives, and it's not too late to apply! Get in touch with me if you would like more information!

### **Umbrella**

#### Year Reps

There is a slight change to the Year Specific Office hour schedule. The hours now look like this:

#### Week 1

*Monday → Third Year Reps*

*Wednesday → Fourth Year Reps*

#### Week 2

*Monday → Second Year Reps*

*Thursday → First Year Reps*

All hours are still 4:30-5:30. Remember that if it is not your year's hour, we would appreciate you leaving the office at 4:30pm. These office hours haven't been overly bust as of yet, but they have been received positively and hopefully they will pick up next year.

### **Intern**

Marisa is currently planning an initiative, similar to Trick-or-18ing, with our ASUS VP's intern. This event will be for all years and will encourage Con-Eddies and CompSci students to visit the core to pick up some sort of "study treat". Marissa or I will update you as soon as the details are finalized.

## **Community Dinner**

As I am writing this report, Community Dinner is two days away! I will update you on how this initiative went in my oral report.

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

Cheers,

Elisabeth

[vpinternal@cesa.queensu.ca](mailto:vpinternal@cesa.queensu.ca)



## Vice President External's Report

Hi Council & Extended Council,

Can't believe it's almost the start of week 11!! Hope all is going well in everyone's endeavours! Congratulations to Joyce & Melanie for two very well attended workshops last week. Also to the entire QCE team that registration has had rolled out.

### TELC Meeting

We had a very busy past meeting and the four-semester program for new incoming students is starting to take form as details become more clear. Some highlights from the meeting is that there are significantly less applicants to Teacher's College to Queen's as well as other faculties of educations. Although there has been no official notice as of yet, but the Technology Education program is likely to not be offered in the upcoming year for Consecutive Education candidates. Many of these changes do not affect any current Concurrent Education students, rather the incoming classes.

Dr. Stephen Elliot will not be seeking a second term in office as the Dean of Education. He will focus his time on painting and art in his studio.

If there are any concerns about the four-semester please get in touch with me, [g.kong@queensu.ca](mailto:g.kong@queensu.ca)

### Con-Ed Week

It's an exciting time of year when we all return from the holidays! Better yet, the ability to share time with some of your friends that are part of Con-Ed. Here's a sneak peak of what's to come, that winter-y week (on next page)

Cheers,

Gladys





## Treasurer's Report

Hey Council,

Congratulations to everyone on being done week 10 of classes. Winter break is just around the corner 😊

Here are a few updates from me:

### 1. Budget Updates

I will be sending out budget updates for all positions before the start of next term. This will likely happen during the exam period. Please be sure to take a look at this and plan out your expenses for the upcoming semester. If you need some help with this, let me know and I am always happy to help.

### 2. Reimbursements

The new cheques are in and the backlog of reimbursements is no longer. Please try to get any outstanding reimbursements to me within the next week or so. I would like to start fresh in January, and not be dealing with first term expenses if possible.

### 3. iPad sales

A few things to note in regards to the iPad:

- ALL sales go through the iPad unless otherwise stated. It is easy and necessary that you do this because it has been causing a lot of trouble for those running sales through the office. Please take the extra 5 seconds and communicate if there are issues! You taking this time can save us hours upon hours of work later on.
- Credit card sales take a percentage of the cost of your item. If you **SWIPE** the card, 2.75% of the cost is charged and if you **ENTER** the pin **MANUALLY** 3.00% is deducted. **Please do not enter the pin manually. The swipe works but may require a few tries each time. If you have tried several times and it is not working, only then**

**should you do the transaction manually.**

Have a great week!

David



## **CESA Senator's Report**

### **November Senate (Nov 4<sup>th</sup>)**

#### **Changes in Senate Committee Chair Selection**

A motion for the Chair of Senate Committees to be selected by the same committee that selects members was passed (previously the chair was selected solely by the Principal).

#### **George Munro Grant**

This new award for a distinguished professor at Queen's to be recognized for both excelling in their field as well as in teaching was introduced Senate. Amendments were made to include a reference letter from a previous student/ supervisee and to remove the full time, tenure requirement for candidates. However, due to disagreements on the validity of the award, the motion to pass it was referred back to SCAD (Senate Committee on Academic Development) for further review.

#### **Commerce Orientation Probation**

The probation terms for the Commerce Orientation Week were passed, along with the request for Senate to receive progress reports of its execution.

#### **HCDS Location**

Queen's has done substantial efforts in increasing mental health awareness and access to help across campus. There was a question regarding wait times and what constitutes as an emergency, and it was pointed out that Queen's has a total of 3 full-time counsellors (significantly more than other universities), as well as a peer support centers that students have access to in between wait times. Another point was brought up that the HCDS office is actually relatively hidden on campus and a request to possibly move it to a more public location would help to contribute to the anti-stigma.

### **Changes in the Senator's Term Length**

I have put forward the motion to change the Senator's term length after a consultation with Abbey. Since it is a change to the CESA Constitution, it is only going to be a first reading today meaning you can contact me with any questions you have anytime before the next meeting!

Again, I'd like to highlight my reasons for proposing the change; it goes along with all other faculties who's Senator(s) have terms over 1 year (1.5 or 2 years). The change gives time for new Senators to get used to the structure of CESA and Senate meetings – even though I started attending last year's meetings during my candidacy it is still hard to get used to everything, with the speed of how quickly discussions run and motions are passed, especially

since meetings are only once a month/ bi-monthly. Additionally, with one year of experience, Senators are able to run for Student Senate Caucus Chair or Vice-Chair, and they can apply for committees that require previous committee experience.

As for the questions everyone brought forth during the discussion topic I brought up a few meetings ago, I tried my best to get the answers for you from my fellow student Senators. Even if the Senate position is changed to a 2 year term, third years will still be allowed to run as it is possible for them to attend meetings during their final year B.ED (provided they try to find a PRAC in Kingston). Since meetings are only once a month, usually by the time the Senator is comfortable enough to speak in meetings, their term will have ended. This may seem like the first year of the position is solely dedicated to learning, but if the position continues to be one year long, it will continually be placed we will only be able to have Senators confident enough to speak in their last couple of meetings. However, whether the motion is passed or not, future Senators will still be strongly encouraged to attend meetings before the official start of the term to familiarize themselves. If passed, there will not be a vote of confidence for the Senator to progress to their second year of term but there are consequences, as with any position if members feel they are not fulfilling their duties.

### Senate Fun Facts of the Month!

- 2500 alum attended this year's homecoming weekend; the oldest alumni to visit were two lovely ladies from Arts '39!
- Queen's started out with only two professors and fifteen students!

Apologies for the long read!

Danyi Wu



## **AMS Representatives Report**

Good evening everybody!

We would like to report that the Corporate Special General Meeting that transpired this past Tuesday went quite well. We learned about the breakdowns for budgets and goal plans regarding the various AMS-run activities across campus, and there was fruitful discussion throughout.

Our most recent AMS meeting was Bring-Your-Friend-to-Assembly, and it was a huge turnout! There were lots of "Friends-at-Large" that accompanied assembly members. In addition to the cookies, coffee, and muffins, there was also productive ongoing discussion.

From the Fall Referendum and ASUS Elections, here are some highlights! The ReUnion Street Festival is to be an annual event, and there was the highest voting turnout in two decades! Also, congratulations to Liam Dowling, a Con-Eddie, for becoming ASUS's First Year Representative.

We had an engaging and lengthy discussion about the advertising of tanning beds in Queen's University publications. It seemed that majority of AMS Assembly would like a ban to be made.

Aside from this, there weren't any spectacular new developments to bring to the table. The motions were mainly amendments made to constitution and policy.

Our last meeting will be coming up on the 27<sup>th</sup>, and we hope there'll be more to notify you about following.

Until then, cheers!

Your AMS reps,  
Dante, Adrian, Ellise



## **Events Director's Report**

Here is my report for this week:

### **Social Affairs Coordinators**

Formal plans are underway. Grant Hall has been booked and the event sanctioning forms have been submitted. Also, November 19 is the Holiday Smoker at Ale!

### **Workshop Coordinators**

The girls ran two enormously successful workshops last week. Attendance was phenomenal and the workshops were informative and engaging. Next up, they are looking into a mental health workshop next semester.

### **Community Affairs**

The girls have contacted PHEKSA and our two faculties will be running Tree of Life together as per usual. Tree of Life will kick off in the upcoming days.

### **Athletic Sticks**

We met on Wednesday to discuss BEWIC. Thanks to some recruiting we have about six more guys for the BEWIC teams with a total of about 26 guys. Next up, participants will be voting on a team name and the athletic sticks will pick a slogan. They are also looking for someone to design a team logo. T-shirt orders will be in by Friday, November 21. Also, winter intramural sign up happens in person on the 19, 20 and 21. Stephen, Alex and Matt are each taking a day to go early and wait in line to register con-ed's teams. If you know team captains, remind them

that they should be recruiting their team for winter semester and that they should be inputting the names in a spread sheet sent by Alex.

Liz



## Marketing and Design Director's Report

10 weeks down, and only ten more days to go!

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

I hope you got a chance to read the November Issue of the B.Ed Spread (if not, you can find it online or get a hard copy in the Con-Ed office)! I continue to be impressed by professional layout of the paper and the quality of the articles. Also – 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:**

The very first Yearbook committee meeting was held last Sunday. Although the turnout was not quite as large as expected, we have found a solid group of committed con-eddies who are eager to help make the yearbook the best it can be. A google doc has been created and shared with photographers to ensure that all Con-Ed events will be covered! Again, it is not too late to join in: please e-mail Emma and Mel at [yearbook@cesa.queensu.ca](mailto:yearbook@cesa.queensu.ca) (and encourage your friends to as well, if it is something they may be interested in)! Opportunities include photography, page design, and marketing.

### **Web Admin:**

Please let Levi know if you ever have problems with the new site, or Queen's IT things in general. Thank you Levi!

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

The jacket bars have not yet arrived but they should be coming in soon. Also, keep on promoting the awesome CESA merchandise! (Important: please don't forget to use the iPad to track purchases when people buy merchandise).

### **Stay tuned:**

The Prof Class Rep initiative will be starting this coming week. Each Sunday night I will be sending e-mails to representatives from each PROF class consisting of important information and events so they can inform their classmates at the beginning of their PROF class. I'll be posting the list of events/info on the Facebook group every Sunday afternoon before I send the e-mail, so that all CESA members will be able to see what's currently on the list, and add anything that I may have missed. Thank you Katey for heading up this initiative!



Have a great last two weeks of classes! 😊

Kerri Lee



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

No report submitted.



## **Equity Affairs Commissioners' Report**

Hi everyone,

Have you all seen the Positive Space sticker outside of the Con-Ed office!? It's beautiful! Here's what we've been up to:

### Anti-Oppression Training

We've contacted Emily Wong to organize mandatory Anti-Oppression training. There will be two training sessions which will take place on:

- Wed. Nov. 26, 6-7pm in the Queen's Centre Rm. 505
- Sat. Nov. 29, 6-7 pm in the Queen's Centre Rm. 505

We've sent out an email to CESA including a Google Doc on which members can sign up.

### Bursary Applications

All QCE bursaries, both internal and external, have been processed and are ready to be picked up in the office! We ask that CESA members avoid handing out bursaries if students enter the office and request their cheque, as that would require you going through all the cheques, which doesn't ensure confidentiality to all bursary applicants.

### Project Voice

- We've submitted numerous Queen's grant applications to help fund the Project Voice initiative we've been working towards for the winter. We had a meeting with Peter Chin, the Faculty of Education Dean, as well as one with CESA's workshop coordinators to discuss collaboration to

help make attain this goal.

Unfortunately, we just discovered that Project Voice would only be able to come to Queen's at the beginning of June and our school year ends in April.

We'll be looking into organizing a different equity-based initiative for this year, and potentially following through with Project Voice as a workshop for next fall (if this is at all possible).

### Educating the Con-Ed Community

We've contacted Sarah Horsford, who is the Faculty of Education Counselor. She gave us the scoop on what resources she offers to Con-Ed students. This information has been forwarded to the Con-Ed community!

Ideas are still being discussed for what exactly we'd like to do with the bulletin board. However, we have decided to follow through with the project as a new term initiative in January.

If anybody has any good ideas, please don't hesitate to forward them our way!

Keep calm and think the holidays,

Oshaen and Jonathon



## **First Year Representatives' Report**

No report submitted.



## Second Year Representatives' Report

We are planning our year event that is during Con-Ed Week. The event will be called: "Oh Dear, Another Year" and it will hopefully be held in the Red Room. The event will include games, movies, and a potluck buffet. The Event will run between the two second year PROF classes and will continue into the evening.

Regards, Jacob Gardhouse and Carma Steenkamp



## **Third Year Representatives' Report**

Hi Council,

The final numbers are in and Con-Ed clothing sold over \$3900.00 😊 which is over \$1000 more than last year, so again a huge thank you to everyone for helping out with sales. The projected date for receiving clothing is November 26<sup>th</sup>, so in our next CESA meeting we will go over office procedures for getting the clothing out to those who ordered it.

Our next year event is this Tuesday, November 18<sup>th</sup> in Dunning hall where we will be streaming the Leafs game and having a dessert potluck!

Thanks,  
Jenna and Shannon



## **Fourth Year Representatives' Report**

**Hello everyone!**

### ThankQ

We hope to get some feedback tonight about moving forward with ThankQ since ThankQ as a formal body has been dissolved by the university.

### Reflecting on 15 Gets Real

The attendance for this event was low, but we received a lot of positive feedback from 15s saying they were happy we were running an event of this nature and we gathered a lot of information the sorts of future events 15s want to see run. For upcoming events we hope to put more emphasis on advertising and getting the word out.

### Upcoming Year Event

We're hoping to run an event before the end of the semester.

### Ring Orders

We've managed to get a hold of the Esty Shop owners who supply the rings we're interested in selling to Con-Eddies next semester. The seller is willing to give us a 15% discount on a bulk order. More information to follow in the coming weeks!

**Much Con-Ed Love,**

Taylor MacPherson & Evelyn Bukiejko





## **QCE Chair's Report**

No report submitted.



## Head Teach's Report

I hope everyone is having a great November! I'm looking forward to transitioning Morgan and seeing the rest of the new team come together. Congratulations are in order for the newly hired ORT team! Together, Teach Exec and ORT 2015 will provide a wonderful Orientation Week experience for the Con-Ed Class of 2019.

Have a wonderful week!

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