

The Constitution of the Queen's-Trent

Concurrent Education Students' Association

In this constitution, "CESA" refers to the Queen's-Trent Concurrent Education Students' Association. "Members of CESA" refers to anyone currently enrolled in the Queen's-Trent Concurrent Education Program. The Student Executive representing CESA shall be known as the "CESA Executive. "Program" shall refer to any and all faculty and staff of Queen's University Faculty of Education currently placed on site at Trent University Peterborough campus, and working with teacher candidates in the Queen's-Trent Concurrent Education Program.

The Queen's-Trent Concurrent Education Students' Association (CESA) shall be represented by a student executive whose function is to deal constructively with any and all of the concerns and needs of its membership. The provisions of this constitution shall delineate the roles and responsibilities of the representatives of the CESA membership.

Every member of CESA has the following rights:

- The right to have access to CESA meetings;
- The right to be fairly represented to the Administration and the Members of Queen's University, Faculty of Education;
- The right to be kept up-to-date on actions of groups relevant to the program, such as Federations, Queen's University Faculty of Education Administration, etc;
- The right to run for a position on the CESA Executive; and
- The right to have access to all workshops and social events.

Mission Statement: The CESA Executive is dedicated to providing opportunities for professional development to the CESA membership by facilitating communication within the CESA membership, within the academic structure, and within the greater community of the Peterborough area. Furthermore, the CESA Executive is committed to the ideals of inclusion and initiative, and to the development of leadership and responsibility through positive actions. In addition, the CESA Executive strives to create a sense of community between members of CESA, through the development of professional and social occasions.

1. The objectives and purposes of the CESA executive are:

- I. To represent the needs of students in the program to members of Trent University, Queen's University Faculty of Education, the greater Peterborough community, and each other;
- II. To make a commitment to providing opportunities for professional development to members of CESA;
- III. To participate positively in matters of human rights and community affairs;
- IV. To provide opportunities that will enrich members' academic achievements;
- V. To assume a visible leadership role with commitment to communication between and among students and faculty within the program;
- VI. To raise funds sufficient to support the operating budget; and
- VII. To ensure the publication of a written forum for CESA membership.

2. Subject to the provisions of this Constitution, the CESA executive shall be the recognized authority representing the CESA membership to all external bodies. The CESA Executive, without restricting the generality of the foregoing, has the power:

I. To decide on the operating budget for the CESA Executive;

II. To make by-laws for the conduct of affairs;

III. To choose from among the members of CESA such officers not provided for in this Constitution as it deems necessary for the exercise of its powers; and

IV. To reserve the right to amend this Constitution once per term in office to ensure its integrity and relevance.

3. The CESA executive shall consist of the following positions:

I. President

II. Vice President

III. Treasurer;

IV. Secretary;

V. Community and Human Issues Representative

VI. The Red Apple Editors (Senior and Junior);

VII. Class Representatives (One for each year):

VIII. Queen's Representative;

IX. Office Manager

X. Social Affairs Representatives (Senior and Junior)

XI. Webmasters (Senior and Junior); and

XII. Faculty Adviser.

4. The responsibilities of these offices shall be as follows:

I. All Executive members

i. To sit on the CESA executive;

ii. To establish a working calendar of events;

iii. To keep records relevant to their position to be passed on to the following year's position holder;

iv. To submit four copies of a completed report sheet by the next meeting after each CESA event, lecture, etc.; these shall be given to the Presidents, Vice President, secretary, and placed in the events binder;

- v. To deposit all CESA monies and a financial statement by the next meeting after each CESA event, lecture, etc., with the Treasurer;
- vi. To submit a written report of all external group meetings to which they are a representative to the Communications Representative by the next meeting.
- vii. To be responsible for duties outside their position descriptions as volunteered for or as delegated by the President and Vice President;
- viii. To present themselves to the CESA membership within the first two weeks of the academic term, including description of the duties of their position;
- ix. To work and supervise a CESA Office time slot once per week as deemed necessary by the Office Manager;
- x. To organize and advertise event information, workshops, lectures, etc. relevant to their position;
- xi. To attend a mandatory CESA Executive Retreat immediately following Fall Elections;
- xii. To attend all meetings, social events, etc. hosted by the CESA Executive; and
- xiii. To send regrets at least 24 (twenty-four) hours prior to a meeting, social event, etc. to the Secretary if they are unable to attend.
- xiv. Ensure that at least one member of the CESA executive is in attendance at Clubs and Groups day (if held) during Introductory Seminar Week (ISW)
- xv. To submit Red Apple articles in a timely manner.

II President

- i. To assume the position of chair at all meetings of the CESA executive;
- ii. To have a working knowledge of 'Robert's Rules of Order' by the beginning of the academic year;
- iii. To act as a spokesperson for the CESA Executive in accordance with the objectives determined by the CESA Executive;
- iv. To represent the CESA Executive at Program meetings;
- v. To be a voting member of Queen's University Faculty of Education Board;
- vi. To sit as ex-officio on all CESA committees;
- vii. To maintain a high profile and professional image and to encourage a professional image among all of the CESA Executive members;
- viii. Must have one year of CESA executive experience;
- ix. To assume responsibility for internal communications and grievances within the CESA Executive;
- x. To have co-signing responsibility for all CESA accounts;

III. Vice President

- i) To assume the position of Chair at a meeting when in the absence of the President;
- ii) To have a working knowledge of Robert's Rules by the beginning of the academic year;
- iii) To represent the President when the President is unable to attend functions concerning CESA;
- iv) To be the Chief Electoral Officer for the fall elections;
- v) To assume the responsibility for the internal communications and grievances within the CESA Executive;
- vi) To represent the CESA membership and the CESA Executive at Department meetings;
- vii) To be a voting member of Queen's University Faculty of Education Faculty Board;
- viii) To be the liaison officer for communication between the CESA Executive and Queen's CESA; and
- ix) To appoint a CESA Executive member who is not running in the subsequent election to serve as Chief Electoral Officer for the Spring Elections.
- x) Must have one year of CESA Executive experience

III. Treasurer

- i. To be responsible for all aspects of CESA accounts and to ensure that all monies controlled or allocated by the CESA Executive are used for the purpose for which they were designated;
- ii. To be Chief Signing Officer for all CESA accounts;
- iii. To keep financial records;
- iv. To present the financial report to the CESA executive at each CESA Executive meeting;
- v. To publish a financial statement for CESA by the end of their term in office;
- vi. To maintain communication with the Red Apple Senior Editor and the Senior Federation Representative concerning monies allocated to the Red Apple;
- vii. To create and maintain a working budget for the CESA Executive; and

IV. Secretary

- i. To record minutes of all the CESA Executive meetings and to ensure that all copies of these minutes are sent to the CESA Executive, and are posted on the CESA Executive's bulletin board within ten (10) days of each meeting;
- ii. To maintain a record of all CESA Executive correspondence and to send a copy of such to the Co-Presidents;
- iii. To assemble a record of all minutes, motion sheets, and reports, to be stored, by term in the CESA archives;
- iv. To be responsible for the maintenance of the CESA Event Binder;
- v. To send cards of sympathy or congratulation as necessary, internally and externally; and

V. Community and Human Issues Representative

- i. To promote awareness of current issues and issues continuing concern in the Peterborough community;
 - ii. To promote an understanding of human issues, including human sexuality, gender issues, special needs, and multi cultural issues within an educational context;
 - iii. To provide a forum for the CESA membership which identifies volunteer opportunities in the Peterborough community;
 - iv. To coordinate at least one workshop and,
5. To contribute timely articles to the Red Apple in consultation with the Red Apples Senior Editor
- vi. To co-ordinate fundraising events with year representatives

VI. Red Apple Senior Editor

- i. To be filled by Junior Red Apple Editor, if this is not possible then candidate must have one year of CESA experience;
- ii. To produce a written publication, the Red Apple, for all CESA members. One issue should be distributed in the Program's summer mailing. Three issues shall be produced during the term, with distribution months of October, December, and February, and one further issue shall be produced in conjunction with the subsequent Red Apple Senior Editor to be distributed in March;
- iii. To ensure the Red Apple's professional integrity;
- iv. To submit, at least five days prior to the projected printing date, final galley proofs of each issue to the Coordinator of the Queen's-Trent Concurrent Education Program;
- v. To actively solicit submissions from the CESA membership;
- vi. To coordinate, through the program, the mailing of the Red Apple to all Federation Representatives and appropriate Queen's Faculty;
- vii. To be responsible and accountable for all expenses related to the Red Apple.

VII. Red Apple Junior Editor

- i. Will assume the position of Sr. Editor after one year;
- ii. To aid in the production of the Red Apple;
- iii. To ensure the Red Apple's professional integrity; and
- iv. To assist in the distribution of the Red Apple to members of CESA.

VIII. Class Representatives

- i. To act as a liaison between the CESA Executive and the CESA membership by selling and/or distributing all CESA material and making announcements regularly to their classmates;
- ii. To find (a) person(s) in other sections of the same year to help with the above duties;

iii. To coordinate selection of charity which will be supported by the class during Inter-Year Challenge events;

iv. To promote and encourage an active link between the CESA Membership and the Peterborough Community

IX. Queen's Representative

i. To represent, to the CESA Executive, CESA members currently in their final year of the program;

ii. To sit as the Trent Representative on the Queen's University Education Students' Society (ESS);

iii. To aid the Program in organizing the annual Queen's Trip; and

iv. To attend Queen's University Education Faculty Board when required.

X. Office Manager

i. To organize and maintain a CESA Office Hour schedule for the CESA Executive;

ii. To design and make available Workshop signups and certificates;

iii. To maintain the CESA Executive bulletin board;

iv. To organize and maintain the CESA Office (ie., Office Hour procedures, supplies, etc.)

XI. Senior Social Affairs Representative

i. To be responsible for planning at least one social event per academic semester for members of CESA;

ii. To submit timely announcements of social events to the Red Apple; and

iii. To plan a first year even before the October Reading Break.

iv. To be filled by junior Social representative, if this is not possible then candidate must have one year of CESA executive experience

XII. Junior Social Affairs Representative

1. To assist the Senior Social Affairs Representative in planning events.

2. To fill the position of the Senior Social Affairs Representative the following year.

XIII. Senior Webmaster

i. To maintain a web page for the CESA Executive;

ii. To update web page on a regular basis; and

3. To keep communication with the Faculty Advisor.

XIV. Junior Webmaster

i. Will assume the position of the Senior Webmaster after one year;

- ii. To aid in the updating of the web page; and
- iii. To assist in the promotion of the web page to the CESA Membership.

XIV. Faculty Advisor

- i. To attend CESA executive meetings when possible;
- ii. To attempt to the best of their ability to contribute to and provide resources for the CESA Executive's planning;
- iii. To review and approve the Red Apple at least three days before printing;
- iv. To inform the Co-Presidents about Queen's University Education Faculty Board meetings, Program meetings, and the dates of activities planned by the program;
- v. To approach the Co-Presidents about appropriate places for student representation on external committees; and
- vi. To be a non-voting member.

5. CESA Executive Meetings

I. CESA Executive meetings shall be conducted in the spirit of 'Robert's Rules';

II The chair shall prepare and distribute, in consultation with the President/Vice President, and Secretary, no less than four days prior to the meeting, an agenda for the meeting;

III. Quorum shall be necessary to exercise the CESA Executive's powers. Quorum is one-half of the total number of voting members, rounded down to the nearest whole number;

IV. In the event that a voting position is shared by two people, each person present at the meeting shall have one (1) vote. In the event that the presidency is shared by two people, One shall Chair the meeting, and the other shall cast a vote should it be necessary to break a tie.

V. The CESA Executive shall meet at least once per month during the academic term in office;

VI. All voting members of the CESA Executive, with the exception of the Queen's Representative, are expected to attend all meetings, and are permitted to be absent from no more than two (2) meetings;

VII. If a member of the CESA Executive is unable to attend a meeting, they must forward their regrets prior to the meeting to the Secretary and Chair;

VIII. Any member of CESA has the right to speak to any issues at CESA Executive meetings;

IX. The meetings of the CESA Executive shall be open to the public. There shall, however, be a provision for closed sessions if so decided by a majority of members present. If such a motion is passed, neither CESA Executives nor CESA members shall leave the room as long as the session remains closed. No motions shall be made during a closed session. No minutes shall be taken during a closed session.

X. If it is felt that a member of the CESA Executive has not performed their duties satisfactorily, that member may be dismissed with a two-thirds (2/3) majority of the CESA Executive;

XI. A set meeting day is to be set in the first meeting of the new council.

6. Election Procedures

I. General Information

- i. The CESA Executive shall govern for one term;
- ii. Only voting members of CESA are eligible to run for a position on the CESA Executive;
- iii. A voting position maybe shared by no more than two (2) people;
- iv. The candidate receiving the greatest number of votes shall take office;
- v. If there is only one person running for a position, and this person has been duly nominate, a ratification vote shall take place in order to determine whether the person shall take office; and
- vi. Quorum for all CESA general elections shall be fifty-one (51) votes.

II. Spring Elections

- i. Election of the CESA Executive, excluding the First Year Representative, Jr. Red Apple, Jr. Social Affairs Representative, and Jr. Webmaster positions shall take place no later than March 15 at an all years meeting;
- ii. Any member of CESA who wishes to run for a position must represent a nomination to the Chief Electoral Officer for the position, including a signed statement that the interested person has read and agrees to the responsibilities for that position as outlined in this constitution must be attached to the bottom of the nomination form;
- iii. Speeches may be verbal, or written and distributed by electronic mail, at the discretion of the Chief Electoral Officer; and
- iv. The CESA Executive shall take office at the first meeting after elections, at which the previous CESA executive shall be present. This meeting shall take place no more than one week following the announcement of election results.

III. Fall Elections

- i. Election of the First Year Representative, Jr. Red Apple, Jr. Social Affairs Representative, and Jr. Webmaster positions shall take place before September thirtieth (30th); and
- ii. Details of the procedure should be worked out by the Chief Electoral Officer.

IV. In the event of a vacant position, the CESA Executive shall do one of the following:

- i. Leave the position vacant;
- ii. Divide the related responsibilities among the CESA Executive;
appoint a CESA member in a non-voting capacity; or
- iv. Conduct a by-election before September Thirtieth (30th).

7. Constitutional Amendments

I. Proposed revisions to this constitution must be presented by a Constitutional committee consisting of members of CESA. The Constitutional Committee may only be struck by consensus of a majority of the CESA Executive;

II. Amendments to this constitution must be passed by:

i. A two-thirds (2/3) majority of the CESA Executive; or

ii. A majority vote of the CESA membership. Quorum must be reached in order for the amendment to be passed or denied.

III. The CESA Executive shall be empowered to determine by a two-thirds (2/3) majority whether proposed amendments necessitate a referendum; and

IV. The CESA Executive may accept an amended constitution only once per term in office.

The CESA Constitution, March 1999; January 2003; February 2004; February 2006; February 2007