Lady Eaton College Cabinet Constitution

2025-2026

Main Copy

To Be Approved at 2024-03-08 Annual General Meeting

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Part 1 - Preamble

We, the students of Lady Eaton College, are dedicated to organizing a government to address student interests and arrange activities shared within College space and Trent University as a whole. This government will be a forum to voice concerns and initiate action in academic , athletic, social, cultural, residential, non-residential, as well as any other relevant Lady Eaton College matters.

Each member of the Lady Eaton College Cabinet will strive to provide an environment that is supportive of all members of its community. Every member will seek to ensure that all individuals at Lady Eaton College will be treated in an accepting and respectful manner without fear of harassment or discrimination including but not limited to discrimination based on disability, race, place of origin, citizenship, creed, religion, age, family status, marital status, gender identity, gender expression, sex, or sexual orientation. This Constitution renders all previous Constitutions of the Lady College Cabinet and any other Student-operated governing body of the College null and void. All matters of Cabinet conduct and responsibility not provided for in this Constitution shall be subject to the relevant portions of Robert's Rules of Order.

Regardless of status as a levy fee or not, we will always represent Lady Eaton College, its students, and their best interests.

Part 2 - Definitions

In this Constitution:

1. "Bylaws" are found in the body of the Constitution and are binding policies which may be amended.
2. "Cabinet Meeting" refers to a formal meeting of the student government of the College at which a quorum is met.
3. "Cabinet" refers to the student government of Lady Eaton College elected and appointed from and by the student members of Lady Eaton College.
4. "CASSC" refers to the Colleges and Student Services Committee.
5. "Clerk" refers to the Cabinet Clerk.
6. "College" or "LEC" refers to Lady Eaton College of Trent University.
7. "Member of the College" refers to a registered undergraduate student at Lady Eaton College.
8. "Quorum" is the minimum number of voting members who must be present at a properly called meeting to conduct business in the name of the group. A quorum requires more than 50% of voting members present.
9. "Speaker" refers to the Speaker of the House.

Part 3 - Mandate and Authority

1. Lady Eaton College Cabinet shall serve as the official student government of the College and the sole representative of the Lady Eaton College student body within the governing, administrative and academic structure of Trent University. Any other student-operated governing body of Lady Eaton College, of other colleges and any other organizations within Trent University, whether in a previous, current or future existence, shall have no authority over the affairs of the College.
2. Cabinet must provide a democratic forum of representatives elected by the Lady Eaton College student body, within which students can voice their views and seek amends to issues related to the University, the College and the community that they find important. Cabinet is also responsible for

bringing forth these issues to the appropriate University bodies.

3. Cabinet must honour, protect and promote the values of the College system and of Lady Eaton College through any appropriate and constructive means allowed for in this Constitution. Such means include but are not limited to: the organization and operation of events where students, fellows, staff, and alumni gather and celebrate the community of Lady Eaton College.
4. Cabinet must seek to strengthen the well-being of the Student Body through any appropriate and constructive means allowed for in this Constitution. Such means include but are not limited to; the organization and operation of academic, cultural, social, athletic, and political events.
5. In fulfilling the above-expressed mandates, it is prerogative for Cabinet to work in collaboration with different bodies within Lady Eaton College and Trent University, which include but are not limited to; Trent University Senate, Trent University Board of Governors, Academic departments and programs, Office of Student Affairs, Student Housing, Residence Council, Trent International, Lady Eaton College Office, other College Offices and College Cabinets, and Trent Central Student Association.

Part 4 - Annual General Meeting and Amendments to The Legislation

1. The Prime Minister shall call an Annual General Meeting at least once a year during the winter semester to discuss important issues facing the College and/or University, where all Members of the College may have voting privileges.
2. Notification of the Annual General Meeting must be given no less than one week in advance to the College community.
3. Amendments to the Constitution require the recommendation of the Governance Committee, a majority approval by Cabinet, and 2/3rds majority approval at the Annual General Meeting.
    3.1. Amendments to the Constitution to change or remove sections of this legislation made obsolete by changes external to Cabinet or beyond the control of Cabinet can be made without the approval at the Annual General Meeting.
4. Amendments to the Policy Handbook require the recommendation of the Governance Committee and a 2/3rds majority approval by Cabinet.
5. Legislation amendments shall be proposed in early spring to the Governance Committee.
6. The final draft of recommendations approved by Cabinet must be made public at least one week before the Annual General Meeting.
7. A quorum for the Annual General Meeting must be ten (10) Members of the College.
8. Until the Annual General Meeting occurs, Spring Elections may not occur.
9. Cabinet may make minor grammatical or other technical changes, so long as those changes do not alter the explicit or implicit intention of any part of this legislation.
10. Motions concerning legislation amendments must be sent to Cabinet Members one week in advance of the Cabinet Meeting.

Part 5 - Cabinet Members

1. Voting Cabinet Members:
    1.1. Prime Minister
    1.2. Deputy Prime Minister
    1.3. Senior Senator
    1.4. Junior Senator
    1.5. Senior Minister of Finance
    1.6. Junior Minister of Finance
    1.7. Trent Central Student Association (TCSA) Commissioner
    1.8. Minister of Accessibility and Inclusivity
    1.9. Minister of the Arts
    1.10. Minister of Athletics
    1.11. Senior Minister of Communication
    1.12. Junior Minister of Communication
    1.13. Minister of Culture
    1.14. Minister of Education
    1.15. Minister of Off-Campus Affairs
    1.16. Senior Minister of Social Affairs
    1.17. Junior Minister of Social Affairs
    1.18. Minister of Sustainability
    1.19. Minister of Wellness
    1.20. Ministers of Residence Affairs (2)
    1.21. Minister of Annex Affairs
2. Non-Voting Cabinet Members:
    2.1. Speaker of the House
    2.2. Cabinet Clerk
    2.3. Senior Don (ex-officio)
3. Official Guests:
    3.1. Residence Community Representatives (up to 12)
    3.2. Lady Eaton College Residence Council Members
    3.3. Orientation Week Facilitators
    3.4. College Principal
    3.5. College Office Staff (Assistant, Student Ambassadors, etc.)

3.6. Residence Life Coordinator

Part 6 - Elections

1. The Cabinet decides by a majority vote to call an election after a presentation of the details of the elections is given by the Lead Electoral Officer.
2. A general election must be held before the last day of winter semester classes to elect Members to the new Cabinet, except Residence positions (Minister of Residence and Annex Affairs).
3. A by-election must be held during September or October to elect the Residence Representatives as well as to fill any vacant positions.
4. Special elections may be held to fill any vacancies following the general and by-election. Special elections shall not take place after the winter semester reading week.
5. The Lead Electoral Officer shall be as follows unless otherwise appointed by Cabinet:
    5.1. *Fall By-Election and Special Elections:* Deputy Prime Minister
    5.2. *Spring General Elections:* Junior Senator
6. The Deputy Electoral Officer shall be as follows unless otherwise appointed by Cabinet:
    6.1. *Fall By-Election and Special Elections:* Junior Senator
    6.2. Spring General Elections*:* Junior Minister of Finance
7. The Electoral Officer shall be as follows unless otherwise appointed by Cabinet:
    7.1. *Fall By-Election and Special Elections:* Junior Minister of Finance
    7.2. *Spring General Elections:* Junior Minister of Social Affairs
8. The Lead Electoral Officer may delegate any of their responsibilities to the Deputy Electoral Officer and/or Electoral Officer.
9. The Lead Electoral Officer and all other Electoral Officers must not seek election to any position, must not nominate or support any candidate, and must remain neutral.
10. The dates for the opening and closing of nominations, campaigning, pre-election speeches, the voting period, and positions available and their description will be announced and publicized by the Lead Electoral Officer in agreement with Cabinet before nominations open.
11. The Lead Electoral Officer must publish the Election Rules and Regulations document as set out in the Policy Handbook before the opening of the nominations.
12. The Lead Electoral Officer must contact the College Office for distribution of the ballot.
13. A nomination requires the name and student number of the candidate, three supporters, all of whom are Members of the College. Current Members of Cabinet may not sign as supporters of a Candidate running for a position. The nominee must declare full knowledge of Cabinet Legislation and the Election Rules and Regulations document produced by the Lead Electoral Officer.
14. Any Member of the College may run for any position except:
    14.1. The Ministers of Residence Affairs must live in the Lady Eaton College Symons (North or South) residence.

14.2. The Minister of Annex Affairs must live in the Lady Eaton College Annex.

14.3. The Minister of Off-Campus Affairs must live off-residence during their term on Cabinet.

14.4. The Senior Minister positions are filled by the respective previous term's Junior Minister, unless there is a vacancy.

14.5. The positions of Prime Minister and Deputy Prime Minister all require at least one (1) previous term on Lady Eaton College Cabinet.

15. All Candidates must be in Good Academic Standing or receive approval from the College Principal. Academic Standing will be verified following the close of nominations by the College Principal.

16. All Candidates must be a Member of the College before the start of the election period. College Affiliation will be verified following the close of nominations by the College Principal.

17. Members of the College may vote for all open positions. Each member, through their Trent email account, will receive an email from the Lead Electoral Officer that contains a confidential link to the online polling site. Each member is allowed to vote once, and their vote will be anonymously recorded with no identifying information.

18. The candidate who receives the largest number of votes for a position shall be declared the winner for that position.

19. The winners of the election will be contacted through their Trent e-mail by the Lead Electoral Officer. The vote count will be presented at the Cabinet Meeting immediately after the elections for ratification and results will be recorded in the minutes.

20. In case of a tie between two candidates, re-election amongst the tied candidates will occur.

21. The electronic record of election results will be kept for one month by the Lead Electoral Officer, after which the election poll and result will be destroyed by the Lead Electoral Officer.

22. An empty response is one in which a member starts the poll but did not respond to any poll question. An empty response will be excluded from election result counting.

23. A partially complete response is one in which the voter did not answer one or more poll question(s). Any answered questions will be included while unanswered questions will be excluded from the election result counting.

24. The decision of the Lead Electoral Officer regarding empty or partially complete responses is final.

25. The terms of office for all Members of the previous Cabinet end after the Turnover Cabinet Meeting after the elections in March with the following exceptions:

25.1. The Minister of Residence and Annex Affairs will act as a voting member of the new Cabinet until the last Cabinet meeting of the spring term.

25.2. The Junior Ministers will take the respective Senior Minister position on the new Cabinet.

25.3. The Former Senior Senator will remain as an active voting member until the current Senate term ends according to the Senate By-Laws.

26. No Member may run for more than one voting position at one time and no more than two positions at one time, presuming one of the two positions is a non-voting position. A position may not be held by more than one person at any given time.

27. The positions of Speaker of the House and Cabinet Clerk will be appointed by the Cabinet

after the Spring General Elections.

28. The position of Senior Don is an ex-officio position filled by the Lady Eaton College Senior Residence Life Don.

29. The Prime Minister and the Deputy Prime Minister must not be a Lady Eaton College Residence Life Don.

30. Positions of Prime Minister and TCSA Commissioner must be 18 years old at the time of their ratification as required by the TCSA.

31. A position may be filled by appointment if the position is vacant following the Spring General Election and Fall By-Election or if the Executive Committee decides to fill a vacancy by appointment. A Member of Cabinet appointed to their position shall be a non-voting member of Cabinet.

    31.1. Applications for appointment shall be open for at least one week and advertised to Members of the College. Applications require the same information as an election nomination form.

    31.2. Applicants must make a maximum five-minute speech to Cabinet, following the same procedures as election speeches. Cabinet will then deliberate and vote by secret ballot in closed session.

32. The election or appointment of a Cabinet Member is conditional on them signing the Code of Conduct and Cabinet Contract before ratification.

Part 7 - Election Procedures

1. Nominations and campaigning for Spring General Election and Fall By-Election will be open for at least two weeks and at least one week for Special Elections, as determined by Cabinet.

2. The nomination period will close at 9:00 a.m. on the day before the candidate's speeches. Any nominations submitted after this time will be considered invalid.

3. The Lead Electoral Officer shall maintain an updated, public list of nominations received throughout the nomination period.

4. Campaigning can begin as soon as the candidate receives an email acknowledgement from the Lead Electoral Officer, which must be sent out no later than 1 business day after the nomination was submitted. Campaigning must conclude at the close of voting and all campaign material must be removed within 48 hours of the close of voting.

5. Following the close of nominations, the Lead Electoral Officer will proceed as listed below:

    5.1. Contact the College Principal to verify academic standing and College Affiliation for all candidates.

    5.2. Will chair the candidates' election speeches, which can be held the day before the voting period begins.

    5.3. The link to the online election poll will be set to be sent out at noon the day following speech night.

    5.4. The voting links must be opened and active for a minimum of two (2) days immediately following the campaign period (i.e., for a minimum of 48 hours).

The voting link would be opened for a minimum of two days immediately following the campaign period, to a minimum of two days with a recommendation of four to five days. Only responses (including empty and partially completed responses) recorded during the voting period will be deemed valid. Submission of responses after the voting period has ended will be deemed invalid.

5.5. The Lead Electoral Officer may recruit election promoters as necessary to promote participation rate during the voting period. Election promoters must not be candidates who are running in the elections, and it is the responsibility of the Lead Electoral Officer to ensure the impartiality of promoters.

5.6. The link to the online election poll should not be deactivated at any time during the voting period, and only the Lead Electoral Officer and permitted College Office staff should have access to the live results of the poll. Any leakage of access shall render the election void, therefore causing re-election.

5.7. In the event of technical difficulties causing the online election poll to be closed down for any length of time, the time lost must be accounted for by extending the voting period. It is the responsibility of the Lead Electoral Officer to publicize any extension of the voting period to all College Members.

6. Any attempt to tamper with the electronic voting system is prohibited and if committed, would be deemed a serious offence:

6.1. Should the Elections Committee deem an attempt to tamper with the electronic voting system as serious and compromising the integrity of election results, they have the authority to take necessary actions, including but not limited to; temporarily suspending and/or annulling the election, and report to Cabinet for further deliberation.

6.2. The Elections Committee has the authority to invalidate the candidacy of any candidate(s) who are found guilty of such an attempt, and to make a recommendation to Cabinet to forbid such candidate(s) from running for Cabinet positions for up to a maximum of two (2) years.

6.3. If such an attempt was committed by a member(s) of the public, the Lead Electoral Officer has the responsibility to report to Cabinet and make recommendations to forbid such member(s) from running for Cabinet positions for up to a maximum of two (2) years.

7. The nomination form as set out by the Lead Electoral Officer must include:

7.1. All Cabinet Members must agree to the Code of Conduct and sign the Cabinet Contract prior to taking office.

Part 8 - Cabinet Meetings

1. Cabinet meetings will be held approximately twice (2) a month from September to April.
2. Regular Meetings of Cabinet are called by the Prime Minister. The Prime Minister shall present a meeting schedule to Cabinet before/at the start of each academic semester. No regular meetings shall be scheduled during reading break, examination periods, or on holidays.
3. At least seventy-two (72) hours before each regular Cabinet meeting, an agenda will be circulated to all Cabinet Members.

4. The Speaker of the House presides over Cabinet Meetings. In the absence of the Speaker, the Prime Minister (Deputy Speaker) acts as the Speaker, unless otherwise decided by Cabinet. In the absence of the Speaker and Prime Minister, an Acting Speaker is appointed by Cabinet. The Speaker is permitted to appoint up to two Emergency Speakers per meeting in their Speaker Remarks to cover any short absences of the Speaker and Deputy Speaker.
5. The Cabinet Clerk records minutes for Cabinet Meetings. In the absence of the Clerk, the Deputy Prime Minister (Deputy Clerk) acts as Clerk, unless otherwise decided by Cabinet. In the absence of the Clerk and the Deputy Clerk, an Acting Clerk is appointed by Cabinet. Assistant Clerks may also be appointed upon the recommendation of the Clerk.
6. *Quorum:* The quorum for a Cabinet Meeting is a majority (50% plus one) of the elected voting members. If a quorum is not met, Cabinet may still meet for discussion purposes only (straw polls may also be taken but are not binding votes), only motions concerning the function of the meeting (adoption of agenda, adjournment, etc.) are permitted.
7. *Regrets:* All members of Cabinet must attend Cabinet and committee meetings except in case of emergency or extenuating circumstances. When unable to attend a meeting, members must send regrets at least twenty-four (24) hours in advance to the Prime Minister, Deputy Prime Minister, Cabinet Clerk, and the Speaker of the House or the committee chair outlining the reason for absence. Under extenuating circumstances deemed worthy by any one of the four members listed, regrets can be accepted less than 24 hours before the Cabinet meeting. Habitual regrets for meetings shall be reviewed by the Executive Committee.
8. *Proxy Voting:* Each voting member of Cabinet is allowed to delegate their vote to another voting member no more than twice (2) per semester. A letter must be sent to the Speaker of the House and the Cabinet Clerk (or designates) at least twenty-four (24) hours before Cabinet meeting stating the member who gives proxy and the member who receives proxy. The letter must be signed by both members. Attendance by proxy cannot be used on a committee meeting or during an impeachment hearing.
    8.1. No voting member can be a proxy for more than one (1) voting member in any Cabinet meeting.
    8.2. The Clerk must note the name of the proxyholder and Member of Cabinet who appointed the proxy in the minutes.
    8.3. A Member of Cabinet who has a conflict of interest cannot appoint a proxy to vote on the matter they have an interest on or be a proxyholder.
9. A motion is passed when more affirmative than negative votes are cast (abstentions being neither affirmative nor negative) with the following exceptions:
    9.1. Motions concerning procedural matters are passed only with a 2/3 affirmative vote.
    9.2. In the event of more than two options to choose from, a motion will only be passed when 50%+1 of all votes are in favour of some of the options. If this is not achieved on the first vote, then the Cabinet shall vote on the amended motion. If there is a tie as to which option to eliminate, then the Prime Minister shall cast an additional vote between the tied options and eliminate the one with the least votes.
    9.3. The "Order of Business" on the agenda cannot be altered without 2/3 consent of Cabinet Members present.
10. All Cabinet Meetings and meetings of Cabinet Committees and Sub-Committees shall be open to

the public, except Executive Committee unless requested for specific purposes and passed by a simple majority vote of voting members present. A mini agenda and contact information shall be included in the drumline

11. *Special Meeting:* The Prime Minister may call special meetings of Cabinet, provided that seventy-two (72) hours notice is given. Members of Cabinet may call a special meeting by submitting a letter signed by five(5) Members to the Cabinet Clerk, or the Prime Minister. In both cases, at least seventy-two (72) hours notice of a special meeting must be given.
12. *Emergency Meeting:* The Prime Minister may call an Emergency Meeting to deal with urgent matters set out in the notice. Members of Cabinet may call an emergency meeting by submitting a letter signed by five(5) Members to the Cabinet Clerk, or the Prime Minister. In both cases, at least twenty-four (24) hours notice of Emergency Meeting must be given and no other matters may be discussed at the meeting other than those provided in the notice.
13. Any Cabinet meeting that exceeds three (3) hours must be extended by a simple majority vote of voting members present. Meetings may not be extended more than two hours and may only be extended by one hour at a time.
14. It is recommended, at least seventy-two (72) hours in advance, that Cabinet Members send out reports before the meeting on anything they wish to present during the meeting. It is expected that Cabinet members summarize any reports that are sent out before the meeting.
15. Electronic participation in meetings and electronic meetings are permitted, subject to limitations within the Policy Handbook.
16. Non-voting members, except the Speaker of the House and Cabinet Clerk, are given voting rights during closed sessions of Cabinet.
17. Members of Lady Eaton College have speaking rights at public meetings. Non-members of the College do not have speaking rights, unless an Official Guest, are invited to speak, or a motion is approved to give the person(s) speaking rights.
18. The Turnover Meeting of Cabinet shall take place before the end of April. The start of the meeting shall be the final meeting of the current term of Cabinet to ratify the election results. Following that meeting shall be the first meeting of the next term.

Part 9 - Resignation or Removal from Office

1. *Resignation:* Members of Cabinet resign their position by the submission of a letter or email to the Chair of the Executive Committee. The resignation may take effect at such time as specified in the letter of resignation, or when the Executive Committee has accepted the letter, whereupon the position shall become vacant. Until such time, the member remains responsible for all duties, obligations and tasks resulting therefrom. Resignations of office are to be reviewed by the Cabinet at duly constituted meetings and noted in the minutes.
2. *Non-Continuance:* A Junior Minister may submit a notice of non-continuance to the Senior Minister position by the submission of a letter or email to the Chair of the Executive Committee at least one week before the opening of nominations for Spring General Election. The Junior Minister will remain in their position until the Turnover Meeting of Cabinet. The Junior Minister may run for another position during the Spring General Election. Cabinet will receive notice of this letter as information, and it shall be noted in the minutes. The position of the Senior Minister shall be deemed vacant for election purposes following a Junior Minister submitting a notice of non-

continuance.

3. *Deemed Resignation, Absenteeism:* Any Cabinet Member who is absent from three (3) Cabinet meetings, three (3) assigned internal committee meetings per committee, or three (3) assigned office hours without just cause or notification in the form of regrets or notice, is deemed to have resigned from their position effective immediately following the third absence. A resigned Member per this section is ineligible for nomination to Cabinet for the remainder of the Cabinet term.
4. *Deemed Resignation, Member of the College:* Any Cabinet Member, except the Senior Don, who is no longer a Member of the College shall be deemed to have resigned from their position.
    4.1. *Exception Don:* A Cabinet Member hired as a Residence Life Don and assigned a different College is exempt from this requirement, however, if they run for or hold a position on another College Cabinet, they shall be deemed to have resigned from their position.
5. *Deemed Resignation, Residency for Certain Positions:* If a Minister of Residence Affairs, Annex Affairs, or Off-Campus Affairs no longer meets the respective residency requirements they shall be deemed to have resigned from their position.
6. *Grounds for Removal:* Any Cabinet Member who fails to fulfill the role of their position as to the extent required by Cabinet, through the Constitution or Policy Handbook, can be found to have just grounds for potential removal from Office.
7. *Impeachment:* A Member of Cabinet may be removed from Office for the dereliction of duty or incompetence, including that of the Trent Central Student Association Bylaws and Operating Policy, where applicable, only by a 2/3 majority in a closed meeting of Cabinet.
8. *Serious Cases:* Should a Cabinet Member conduct in a particularly serious way, such as harassment or sexual violence, the issue should be referred to Student Affairs.
9. *Notice of Intention of Impeachment:* Notice of the intention of impeachment must be served by Trent University email to the Member by the Prime Minister or Deputy Prime Minister at least seventy-two (72) hours before the meeting at which the impeachment proceeding will take place. The notice of intention must include all letters/notices submitted by the Cabinet Executive stating the specific charges against the member up for impeachment.
10. *Presenting Notice of Intention of Impeachment:* Any five (5) Members of Lady Eaton College can present a notice of intention of impeachment to the Cabinet Executive. The names of those presenting the notice must be verified by two members of Cabinet. These two members cannot be directly involved in presenting the notice. The names of those being presented in the notice will be kept confidential except for the Prime Minister and those verifying the names. Cabinet Executive can also initiate the impeachment process by a 2/3rds majority vote at committee.
11. *Recommendation from Student Affairs:* A motion of impeachment can be brought forward directly to Cabinet based upon the suggestions by Student Affairs, or conflicts that violate the Student Charter.
12. *Filling Vacancy:* In the event of a resignation or removal from Office during the academic year, except the positions of Prime Minister and Deputy Prime Minister, the Executive Committee will recommend to Cabinet one of the following options: a Special Election to fill the vacancy, open applications for appointment, or that the Prime Minister, Deputy Prime Minister and/or willing Member(s) of Cabinet accept/share the duties.

13. *Ineligible for nomination:* If a member is impeached from Cabinet or resigns during the impeachment process, that person will not be eligible for nomination for the current and following Cabinet term.

14. *Filling Vacancy – Prime Minister and Deputy Prime Minister:*

    14.1. If the Prime Minister resigns from or is removed from Cabinet the Deputy Prime Minister will immediately assume all duties of the Prime Minister for the remainder of the term.

    14.2. If the Deputy Prime Minister resigns, is removed from Cabinet, or assumes the duties of the Prime Minister, the position can be filled by Special Election if the vacancy occurred on or before January 31st or by appointment if after January 31st. A Cabinet member can be appointed to the position by the Prime Minister or Deputy Prime Minister.

    14.3. If there is no Prime Minister or Deputy Prime Minister in office, and at least one election has been conducted with both positions still vacant, the Senior Senator will be Acting Prime Minister. If the Senior Senator position is vacant the following succession line will be used, the Senior Minister of Finance, then the voting Cabinet Member with the most Cabinet experience (except TCSA Commissioner), if there is a tie, the tied members will select one by volunteer consensus or by random means. The Acting Prime Minister will assume duties on Cabinet and the Trent Central Student Association's Board of Directors.

15. *Senior Minister Resignation:* If a Senior Minister resigns or is removed from office during the academic year, the respective Junior Minister will assume the respective Senior position, respectively for the remainder of the current Cabinet term and the term following. The Junior position may then be filled following section 12, and if filled will be Junior Minister for the current and following Cabinet term.

16. *Mass Resignation:* In the event of a mass resignation by a majority of Cabinet voting members, the remaining Cabinet Members will appoint a Lead Electoral Officer and proceed with a full special election of all vacant Cabinet positions.

17. If a Cabinet Member is not following their duties as described in the legislation and code of conduct, they shall be considered negligent of duty. This shall be ground to start the removal process.

Part 10 - Removal of A Member Through Impeachment

1. Order of Business

The motion of impeachment shall be the first order of business following the Call to Order. The motion shall be deemed to have been moved and seconded by the Executive Committee. The meeting shall immediately move into closed session following the Call to Order, no motion required. The Speaker shall inform the public that Cabinet is moving into closed session to conduct an impeachment hearing, without mentioning identifying information of the person(s) facing impeachment. No other impeachments may be tabled until existing impeachments are resolved.

10. Determining the Order of Impeachment When Multiple Cabinet Members are Served Impeachment Notices

The determination of the order of impeachment must be done through purely random means as determined by the Speaker of the House.

2. Reading The Statement of Impeachment

A delegated member of the Executive Committee or the Speaker of the House will read out the statement regarding the declared grounds for impeachment of a Member of Cabinet as found in the Constitution and Policy Handbook. Following this statement, the individual can defend and rebut the grounds for impeachment alleged them. At this point, Members of Cabinet have the authorization to question the individual facing impeachment. Once this period is concluded, the Speaker of the House will move to the voting period. If there are multiple impeachments this process will be repeated.

3. Voting Policy During an Impeachment

There will be no abstentions in the voting for the impeachment of a Cabinet Member unless there is a conflict of interest. Proxy voting is prohibited.

"In the event that 1 third or more of Cabinet abstains due to conflict of interest, the non-abstaining members of the Executive Committee will reach out to Student Affairs or the Lady Eaton College Office to determine next steps.".

The voting of impeachment is based only upon whether an individual has fulfilled the roles and responsibilities of their Cabinet position, as outlined in the Constitution and Policy Handbook.

4. Voting Procedure

To ensure unbiased voting, Cabinet Members will individually go up to write their vote in favour (YES) or opposing (NO) the impeachment of the cabinet member and deposit their ballot in a voting box. The Speaker shall determine the voting procedure for Members participating electronically.

Upon the conclusion of votes being drawn, the Speaker of the House and Cabinet Clerk will verify the vote results and calculate if the motion to impeach carries or fails. If carried, and if no other impeachments are on the agenda, the impeached individual is instructed to leave the room as they are no longer a member of Cabinet. If carried, and if other impeachments are on the agenda, the impeached individual is given the choice to either leave the room or to remain and as such be expected to follow the Constitution and Policy Handbook procedures as if they were still a full Member of Cabinet. If the vote fails, they remain a Member of the Cabinet.

5. Report to Public

If a person was impeached, the Speaker shall report to the public that the person was impeached from their position, stating only their name and position. If a person was not impeached the Speaker shall report to the public that impeachment vote failed, the Speaker shall not state the who the person facing impeachment was.

Part 11 - Referenda

1. A Cabinet-organized College referendum must be called:
    1.1. If a petition with signatures of a minimum of 10% of the Members of the College is presented to the Cabinet.
    1.2. If a vote is taken in Cabinet and 2/3 of the voting members are in favour of such an action.

2. A referendum is passed when 10% or more of the members of the College vote, and when 50% +1 of those who vote, vote in the affirmative. Cabinet must ratify the results of a passed referendum. It is strongly encouraged that Cabinet considers a referendum question even if it is not passed.

Part 12 - Responsibilities of Cabinet Members

The following enumerates the general responsibilities of all Cabinet members. Inability to fulfill these responsibilities, as well as each position's specific duties and other responsibilities assigned by Cabinet, will be considered as negligence of duty and as possible grounds for impeachment.

1. Attend all Cabinet Meetings or send regrets as per section 5.
2. Sit on internal committees as assigned by Cabinet, and fulfilling the duties assigned by those committees. Send regrets as per section 5.
3. Sit on external committees as assigned, fulfill the duties assigned by those committees (participate in discussion, vote on items, provide feedback, etc.), record notes, and report back to Cabinet and Deputy Prime Minister regarding committee developments. Notify the Deputy Prime Minister and search for a replacement to attend at least 24 hours in advance if unable to attend, except in extraordinary circumstances.
4. Maintain Cabinet files and information, and update/upload documents and files when needed.
5. Send regrets for meetings if unable to attend to the Prime Minister, Speaker of the House, Deputy Prime Minister and Cabinet Clerk or committee chair including a reason for the absence at least twenty-four (24) hours in advance, except in extraordinary circumstances.
6. Aide in various Cabinet projects as assigned.
7. Represent the College and act as a liaison between College Members and Cabinet.
8. Maintain a portfolio containing information about their position and accomplishments.
9. Attend as many Cabinet events as possible (except Senior Don) and notify the event organizer and Deputy Prime Minister at least 24 hours in advance of the event if unable to attend, except in extraordinary circumstances.
10. Contribute to the upkeep and cleanliness of the Cabinet office.
11. Attending two (2) weekly Cabinet hours as assigned (except Senior Don) and notify the Deputy Prime Minister and search for a replacement at least 24 hours in advance of the assigned office hours if unable to attend, except in extraordinary circumstances.
12. Remain a Member of Lady Eaton College (except Senior Don).
13. Routinely check email and MS Teams and read and respond to emails or messages related to Cabinet in a timely manner.
14. Participate in a mid-year check-in and any other requests for meetings with the Executive Committee.
15. Comply with all Cabinet legislation including the Code of Conduct.
16. Declare Conflicts of Interest as follows:
    16.1. A conflict of interest occurs when a member or someone with whom a member has a close personal relationship, or another organization to which the member belongs, could, possibly or could be perceived to possibly benefit, materially or otherwise, from

the outcome of the decision on the item under discussion. The size or significance of such a conflict is irrelevant. The member may or may not receive benefit(s) (financial or otherwise) for a state of a conflict of interest to exist.

16.2. Should even the potential of a state of conflict of interest occur, as defined in the by-law hereof, the member is required to rise on a point of order and declare such before voting occurs at a meeting of the Cabinet.

16.3. A member who finds that a state of conflict of interest exists shall exit the meeting for the duration of the discussion and/or consideration of the matter.

16.4. Any member who feels another director is in a conflict of interest can disclose this at the meeting Cabinet meeting after being appropriately recognized by the Chairperson. If the member cited as having a conflict of interest disputes the claim, a two-thirds ⅔ majority vote of those members present will decide whether a conflict does exist.

Part 13 – Standing Committees

1. Except for the Executive Committee, any Member of the College may join a Cabinet Standing Committee.
2. Any decision by a Standing Committee must be brought forward by the Committee chair (or designate) to the Cabinet. Cabinet has the authority to overrule any decision made by a Standing Committee, unless the decision is delegated in the legislation.
3. The following are standing committees of Cabinet:
    3.1. Executive
    3.2. Events
        3.2.1. Formal Sub Committee
    3.3. Summer
    3.4. Finance
    3.5. Governance
    3.6. Common Spaces

Part 14 – Finances

11. The Prime Minister (President), Deputy Prime Minister (Vice-President), and Senior Minister of Finance (Treasurer) shall be financial signing officers and are authorized to use the respective bracketed titles for banking purposes. Additional signing officer(s) may be appointed if any of the above positions is vacant.
    1. Financial transactions shall require two signing officers to sign, except for internal account transfers which shall only require one signing officer to sign.

Part 15 – Leaves

12. *Leave of Absence* – A Cabinet Member may submit a one leave of absence per term to the Prime Minister and Deputy Prime Minister for up to two weeks, providing a reason. Further or longer leaves of absence must be approved by the Executive Committee. During a leave of absence, a Cabinet Member is not responsible for any of their duties but still retains their right to be informed

and participate. Position responsibilities will be completed by the Deputy Prime Minister or assigned.

1. *Prime Minister Leave* – If the Prime Minister takes a leave of absence or is unable to perform their duties, the Deputy Prime Minister becomes Acting Prime Minister.

Part 16 - Responsibilities of Official Guests

1. All Official Guests, unless they also hold a Voting or Non-voting Cabinet Member position, are required to leave for the duration of closed sessions during Cabinet Meetings. The Official guests are expected to follow their specific duties and responsibilities which are outlined in the Policy Handbook.
2. All Official Guests are also Official Guests of all Cabinet Standing Committees, except the Executive Committee.

Part 17 - Main Copy of The Constitution

The physical main copy of the Constitution for Lady Eaton College Cabinet must remain in the Cabinet Office for future reference. A digital copy must be passed from Speaker to Speaker each year and must be posted and updated on the Lady Eaton College Cabinet website.

Legislation documents must be available to the public through the Cabinet Office, Cabinet social media, and the Cabinet website.