Lady Eaton College Cabinet

Policy Handbook

2025-2026

Main Copy

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Note - For definitions of specific terms, please refer to the Lady Eaton College Cabinet Constitution.

Policy 1 - Financial Policies and Procedures

1. General

a) The Senior Minister of Finance will administer all matters of finance with the approval of Cabinet.
   1) The Senior Minister of Finance will act as the lead signing officer on all financial matters. The Prime Minister will act as the Senior Minister of Finance co-signing officer. The Deputy Prime Minister, or Junior Minister of Finance, will act as an additional signing officer. Other signing officers may be appointed by Cabinet if there are vacancies.

b) All financial transactions within an operating budget line, except the Contingency Line, do not need Cabinet approval. Financial transactions in a capital budget line up to $500 do not need Cabinet approval. All other financial transactions require a simple majority vote of Cabinet.

c) In the case that an urgent financial decision must be made, and the Senior or Junior Ministers of Finance cannot attend the Cabinet meeting, the Prime Minister will consult with the two Ministers of Finance before the meeting and relay their opinions.
   2) If a financial decision must be made before a Cabinet meeting can be convened, an electronic vote that meets the quorum will be accepted.

d) The Senior Minister of Finance and the Prime Minister will be the only Cabinet members with access to the safe and deposit box. If necessary, the Deputy Prime Minister and Junior Minister of Finance may have access to the safe and deposit box.

e) All payments from Cabinet will be provided by cheque directly, Cabinet Credit Card, or indirectly through the reimbursement of a cabinet member.
   3) Signing authority on all Cabinet bank accounts will be changed over to the incoming Senior Minister of Finance, Deputy Prime Minister, and the Prime Minister by the end of the outgoing Senior Minister of Finance, Deputy Prime Minister and Prime Minister's term. This is to be completed within four weeks of the Spring General Election.

f) Blank cheques shall not be signed by any signing officer.

2. Budgeting

   4) The Senior Minister of Finance will submit a budget to Finance Committee and then to the first fall Cabinet meeting to be approved by Cabinet. This budget will run until the first fall Cabinet meeting of the following academic year.

a) The year's budget shall include the term's fall and projected winter levy cheques. The previous year's levy cheques and budgetary information should be used to provide the incoming Senior Minister of Finance with guidance for the next upcoming budget.

b) The budget requires approval by a simple majority vote of Cabinet.

c) Once approved, the budget is binding for the First and Second Semesters, respectively, and should be followed stringently. Amendments to the budget must first be presented to Finance Committee and approved by Cabinet.

d) A proposed budget will be distributed to Cabinet by the Senior Minister of Finance before the first meeting.
   5) The budget must contain a Contingency Line with a minimum of $1000 budgeted.

e) The budget must separate between operating (regular year over year expenses) and capital (one-time major purchases) budget lines.

3. Expenditures

a) Reimbursements
   6) Cabinet Members can self-fund purchases in advance and receive reimbursement from Cabinet.

7) Only purchases directly related to Cabinet business will be approved and reimbursed.
    1. Cabinet members must provide a receipt to be reimbursed.
8) Cabinet members must fill out and submit a reimbursement form by the end of their current Cabinet term of the purchase with a receipt of the items, their name, event and the affiliated budget line to the Senior Minister of Finance, to be reimbursed. Through a request sent to the Senior Minister of Finance and/or the Prime Minister, reimbursements can occur when they request such as after an event or as soon as possible.
9) If no receipt or sufficient evidence can be submitted to the Senior Minister of Finance, the Senior Minister of Finance has the right to reject reimbursement.
    2. Reimbursements after the end of an individual's Cabinet term must go through Cabinet Executive Committee for consultation and approval.

b) Advance Payments
    1. For large purchases, Cabinet members may request a cheque in advance to pay for an expense.
    2. A receipt for the purchase must be provided to the Senior Minister of Finance within seven (7) days of receiving the advance payment, when possible.
    3. If the actual cost was less than the value of the advance, then the difference must be paid back within fourteen (14) days of the receipt of the advance.

10) If the actual cost was more than the advance, the Cabinet member may submit a receipt requesting reimbursement for the difference.

c) Other Payments
    1. The Senior Minister of Finance will pay any invoices or bills, typically within fourteen (14) days of receipt.
    2. Any donations approved by Cabinet will be paid directly by cheque.
    3. Club Funding will be paid by cheque to the name requested by the club (per the Clubs Funding Policy) and a signature will be required by the receiver.

4. Sales

a) When Cabinet approves the sale of items, the Senior Minister of Finance must be informed at least three (3) business days before the first day of sales.

11) A float of approximately fifty (50) dollars will be maintained in the Cabinet Office to make change for cash payments.

Sales must be recorded on a sheet including the date, as well as the name and initials of both the student purchasing the item and the Cabinet Member selling the item.

5. Accounting

12) The Senior Minister of Finance will be responsible for the recording of all income and expenses of Cabinet. The records will meet the standards set out by the Trent University Minimum Standards for Submission and Release of Annual Levy Cheques.

a) The Senior Minister of Finance's financial records will be provided to Trent University Financial Services for review in January and again before April 30th of the current Cabinet term.
b) All financial records must be kept on file by Cabinet for seven (7) years.
c) The Senior Minister of Finance will pass on all financial records (both hard copy and electronic) to the incoming Senior Minister of Finance by the end of the Senior Minister of Finance's term.

6. Reporting

a) The Senior or Junior Minister of Finance will present monthly statements to Finance Committee and Cabinet detailing Cabinet's finances and the exact amount of money that has been spent to date for each budget line.
b) At the end of their term, the Senior Minister of Finance will present a final income statement to Finance Committee and Cabinet.

7. Bank Cards

13) Bank cards are to be used solely by those who are a signing officer.
a) When not in use, the credit card shall remain in the safe within the Cabinet office.
14) The credit card shall receive a new pin chosen by the incoming Senior Minister of Finance each year by the end of the Cabinet term.

8. Transportation Reimbursement

15) All persons undertaking work on behalf of Lady Eaton College Cabinet shall be entitled to claim a reimbursement for distance travelled when using a personal vehicle to accomplish the work of Lady Eaton College Cabinet.
16) The distance travelled cannot be accessible via the Peterborough Transit unless it is required to transport a large object for Cabinet that cannot be taken on the bus.
a) The following procedures will be set for the claiming and reimbursement of gas money:
    1. Travel for Cabinet includes attending mandatory conferences, picking up supplies, and visiting businesses and venues.
    2. The person(s) must present to Finance Committee the exact mileage they have travelled, the locations they have travelled to and from, and their purpose in doing so, post-travel, therefore careful documentation of mileage must be taken while driving.
17) The proposal will be analyzed based on the previous guidelines, and if approved by Finance Committee and subsequently Cabinet, a reimbursement per kilometre approved by Cabinet based on research will be given to said person from the Contingency account.
d) If no Cabinet Member can provide transportation to a location outside the Peterborough Transit system or if the Cabinet Member is logistically unable to transport the purchase(s) via Peterborough Transit, a taxi or rideshare can be refunded by Cabinet with receipt.

Policy 2 - Election Rules and Regulations

1) The Lead Election Officer must publish the Elections Rules and Regulation using the template found in Appendix 1, only adding the approved dates and making no other changes.

Policy 3 - External Committee Appointments

a) The Deputy Prime Minister must approve and appoint the CASSC Sub-Committee representatives.
18) Where a Cabinet member is needed to sit on an additional body, a call for volunteers occurs in a Cabinet meeting, upon which Cabinet will appoint a representative.

Policy 4 - Responsibilities of Executive Members

19) Executive members shall meet on an as-needed basis to ensure the general functioning of Cabinet and make emergency decisions as necessary.
a) If a Cabinet member intends to resign or not continue to the Senior Minister position, an Executive Member should try to arrange contact with the resigning member.
20) Assist with supervision of Cabinet Events as required.

Policy 5 - Responsibilities of Voting Cabinet Members

1. Prime Minister

a) Be the primary contact between Cabinet and the university administration.

21) Act as the overall overseer of all Cabinet affairs and is responsible for ensuring all objectives of Cabinet are met.

b) Ensure all Cabinet administrative tasks are completed.

c) Acts as official spokesperson and representative for Cabinet viewpoints and decisions.

22) Maintain extensive knowledge of Cabinet legislation and Roberts Rules of Order, Newly Revised.

23) Maintain good relationships between other Cabinets, Student Unions on campus, students, faculty and administration.

d) Meet regularly with the College Principal to provide Cabinet updates and bring forward student issues.

e) Remain informed about campus and community updates that involve Cabinet or Members of the College and share these updates with Cabinet.

f) Remain informed about the activities of the Trent University Board of Governors and report to Cabinet on any topics concerning Cabinet.

24) Connect with Trent Alumni House and Alumni as required.

g) Sit on the following committees:

1. Executive Committee (Chair)
2. Colleges Sub-Committee of CASSC, unless otherwise decided by Cabinet.
3. Governance Committee
4. Finance Committee
5. College Spaces Committee

h) Act as a co-signer for financial affairs.

25) Inform appropriate authorities of Cabinet appointments to university committees and the election of Cabinet Members.

i) Act as Deputy Speaker of the House unless otherwise decided by Cabinet.

j) Attend Student Leader meetings as the Lady Eaton College representative.

k) Call the dates of all Cabinet Meetings and Annual General Meetings (AGM).

26) Ensure that Cabinet training occurs when requested or deemed necessary with the Deputy Prime Minister.

l) Administer Spring Cabinet Awards with the Speaker of the House.

m) Oversee the efforts of all members of Executive Committee, the Cabinet Clerk, Junior Senator, Junior Minister of Finance, TCSA Commissioner, and Senior Don. Conduct a mid-year review with all the same members. Report any concerns to the Executive Committee.

n) Sit as a voting member of the Trent Central Student Association Board of Directors. Must fulfil all requirements of their position according to the TCSA By-laws and Operating Policies

o) Conduct a transition meeting after the election of a new Prime Minister and provides any relevant materials to them.

p) Assist the Deputy Prime Minister when requested and time allows.

q) Report to the Executive Committee and Cabinet when necessary.

2. Deputy Prime Minister

27) Assume the Prime Minister's duties and responsibilities when required.

a) Coordinate and support the planning of Cabinet Events and ensure they follow applicable policies.

b) Maintain knowledge of Cabinet legislation and Roberts Rules of Order, Newly Revised.

28) Maintain correspondence with members of the College who sit on University and College Committees, and is aware of University, College and Cabinet Committee developments.

c) Sit on the following committees:
    1. Executive Committee (Vice-Chair)
    2. Events Committee (Chair)
    3. Formal Sub-Committee
    4. Governance Committee
    5. Finance Committee
    6. College Spaces Committee (Chair)

29) If a position stands vacant, and that position normally represents Cabinet to or on another body, or, by that position sits on another body, the Deputy Prime Minister or their delegate will be appointed to sit on that body in the interim.

d) Attend the Colleges and Student Services Committee Meetings (CASSC), unless otherwise decided by Cabinet.
    1. Update Cabinet on CASSC happenings and seeking input where necessary.
    2. Present the proposed ancillary budgets to Cabinet and taking back recommendations and decisions to CASSC.
    3. Approve and appoint the CASSC Sub-Committee representatives and ensure that representatives attend the meetings or arrange for alternatives.

30) Attend Student Leaders meetings if two members are requested.

e) Oversee the efforts of all other Cabinet Members not assigned to the Prime Minister. Conduct a mid-year review with each member of Cabinet not assigned to the Prime Minister. Report any concerns to the Prime Minister and Executive Committee.

31) Assist the Prime Minister with Cabinet Training as required.

f) Oversee Cabinet Office Hours.
g) Coordinate any Cabinet volunteers.
h) Act as the Lead Electoral Officer for Fall By-Election and Special Elections.
i) Act as Deputy Cabinet Clerk, unless otherwise decided by Cabinet.
j) Act as co-signer for financial affairs.
k) Conduct a transition meeting after the Spring General Elections with the Incoming Deputy Prime Minister
l) Assist the Prime Minister when requested and time allows.
m) Report to the Prime Minister when necessary.

3. Senior Senator

a) Inform Cabinet and the College of Trent University Senate affairs through Senate reports to Cabinet.
b) Attend all Senate meetings and represent student concerns at Senate.
c) Maintain open communication with other Senators.
d) Sit on the TCSA Student Senate Caucus.
e) Coordinate the annual review of Cabinet Legislation and ensure suggested amendments are tracked.
f) Sit on the following committees:
    1. Executive Committee.
    2. Governance Committee (Chair)
g) Report to the Prime Minister when necessary.

4. Junior Senator

a) Assist the Senior Senator with informing Cabinet and the College of Trent University Senate affairs.
b) Attend all Senate meetings as an observer.

c) Act as Lead Electoral Officer for the Spring Elections and Deputy Electoral Officer for all other elections, unless otherwise decided by Cabinet.
d) Assume Senior Senator duties if/when the position becomes vacant.
e) Sit on the TCSA Student Senate Caucus.
f) Assist the Senior Senator with coordinating the annual review of Cabinet Legislation. Sit on the following committees:
    a. Governance Committee (Vice-Chair)
g) Move into the Senior Senator position the following year as this is a two (2) year position.
h) Report to the Prime Minister when necessary.

5. Senior Minister of Finance

a) Coordinate the financial affairs of Cabinet with the Junior Minister of Finance.
b) Present an annual budget to run from the first fall Cabinet meeting to the first fall Cabinet meeting of the following year for Cabinet approval.
c) Maintain financial records and present written financial updates to Finance Committee, once per month.
d) Act as a co-signer for financial affairs.
e) Ensure that financial books and documents are accessible to every College Member at any given time.
f) Ensure compliance with Cabinet Financial Policies.
g) Sit on the following committees:
    1. Executive Committee
    2. Finance Committee (Chair)
h) Write and sign cheques within fourteen (14) days of request.
i) Act as the Cabinet representative for Levy Council, unless otherwise decided by Cabinet.
j) Coordinate club funding applications and present recommendations to Finance Committee.
k) Report to the Prime Minister when necessary.

6. Junior Minister of Finance

a) Coordinate the financial affairs of Cabinet with the Senior Minister of Finance.
b) Ensure that financial books and documents are accessible to every College Member at any given time.
c) Ensure compliance with Cabinet Financial Policies.
d) Assume Senior Minister of Finance duties if/when the position becomes vacant.
e) Assist the Events Committee and Formal Sub-Committee with financial and budget matters as financial advisor.
f) Sit on the following committees:
    1. Finance Committee (Vice Chair).
    2. Events Committee (Financial Advisor)
    3. Formal Sub-Committee (Financial Advisor)
g) Move into the Senior Minister of Finance position the following year as this is a two (2) year position.
32) Act as a consultant for the Senior Minister of Finance regarding financial choices and procedures.
h) Act as Deputy Electoral Officer for Spring General Elections and Electoral Officer for all other elections, unless otherwise decided by Cabinet.
i) Assist the Senior Minister of Finance with coordinating clubs funding.
j) Report to the Prime Minister when necessary.

7. Trent Central Student Association (TCSA) Commissioner

33) Liaise between the TCSA and Cabinet and disseminate information to students at the College.

34) Maintain knowledge regarding all business about the College concerning the TCSA, should such information be required by the TCSA Board of Directors or any Member of the College.
35) Attend all TCSA Board of Directors meetings, Meetings of the Membership, and General Meetings and report to Cabinet.

a) Fulfil all requirements of their position according to the TCSA By-laws and Policies.
b) Represent the views of Cabinet to the TCSA.
c) Promote awareness of TCSA services, events, and advocacy.
d) Sit on the Governance Committee.
e) Report to the Prime Minister when necessary.

8. Minister of Accessibility and Inclusivity

a) Informed about issues from marginalized student groups.
b) Promote accessibility, cultural sensitivity, integration, and anti-discrimination.
c) Ensure accessibility for events as required by policy.
d) Liaise with groups and departments such as TI, TUNA, First-Year Off-Campus Students, Office of Human Rights, TCSA, Trent Feminist Society, Trent Queer Collective, TISA etc.
e) Host LEC cultural events along with the Minister of Culture.
f) Sit on the Events Committee.
36) Lead at least one (1) event per semester within the Events Committee.
37) Assist in the planning of 1 event per Cabinet term.
g) Sit on an external committee.
h) Report to the Deputy Prime Minister when necessary.

9. Minister of the Arts

38) Promote the arts at the College.

a) Collaborate with on and off-campus arts groups.
b) Sit on the Events committee.
39) Lead at least one (1) event per semester within the Events Committee.
40) Assist in the planning of 1 event per Cabinet term.
c) Sits on an external committee.
d) Report to the Deputy Prime Minister when necessary.

10. Minister of Athletics

a) Promote student intramural athletics, inter-college athletics and varsity sports.
b) Coordinates Cabinet Athletic equipment (including pool equipment). This includes the maintenance of equipment and reporting any damages to the Cabinet Executive and/or to the College Office.
41) Encourage Members of the College to participate in athletic activities and attend varsity games.
c) Sit on the Athletics CASSC sub-committee, unless otherwise decided by Cabinet.
d) Sit on the Events committees.
42) Lead at least one (1) event per semester within the Events Committee.
43) Assist in the planning of 1 event per Cabinet term.
44) Assist in planning the East versus West Hockey Game in collaboration with other College Cabinets and the co-chairs. Sit on the East vs West Hockey Game Committee as the LEC representative and report to Cabinet regarding updates from this committee.
e) Report to the Deputy Prime Minister when necessary.

11. Senior Minister of Communication

a) Maintain the Cabinet social media accounts and coordinating maintenance of the website with the College Office
b) Produce Cabinet-related information for "The Drumline" and sending it to the College Office
c) Produce press releases, and other such external communications duties with the Prime Minister.
d) Support Cabinet Members in the promotion and advertising of their events.
e) Take photos at all Cabinet events or ensure that photos are taken.
f) Maintain the Cabinet bulletin board.
g) Ensure that Cabinet Legislation, agenda, and recent minutes are available electronically.
h) Sit on the Events Committee.
i) Report to the Deputy Prime Minister when necessary.

12. Junior Minister of Communication

a) Assist the Senior Minister of Communications with the following:
    a. Maintenance of Cabinet social media accounts and coordinating maintenance of the website with the College Office.
    b. Producing Cabinet-related information for "The Drumline" and sending it to the College Office.
    c. Producing press releases and other such external communications duties with the Prime Minister.
    d. Support Cabinet Members in the promotion and advertising of their events.
    e. Take photos at all Cabinet events or ensure that photos are taken.
    f. Maintain Cabinet bulletin board.
    g. Ensure that Cabinet Legislation, agenda, and recent minutes are available electronically.
b) Sit on the Events Committee and Formal Sub-Committee.
c) Report to the Deputy Prime Minister when necessary.
d) Move into the Senior Minister of Communication position the following year as this is intended to be a two (2) year position.

13. Minister of Culture

45) Promote different cultures at the College.

a) Host LEC cultural events along with the Minister of Accessibility and Inclusivity.
b) Liaise with cultural groups on- and off-campus.
c) Sit on the Events Committee

46) Lead at least one (1) event per semester within the Events Committee.
47) Assist in the planning of 1 event per Cabinet term.

d) Sit on an external committee.
e) Report to the Deputy Prime Minister when necessary.

14. Minister of Education

48) Promote career and skill-building information to Cabinet, students, and members of the College.
49) Liaise with the Academic Advisor, Careerspace, Academic Skills, Student Accessibility Services, and Wellness.

a) Liaises with Lady Eaton College affiliated academic departments and associated clubs.
b) Sit on the Events Committee.

50) Lead at least one (1) event per semester within the Events Committee and assist in the planning of 1 event per Cabinet term.
51) Assist in the planning of 1 event per Cabinet term.
52) Sit on an external committee.

c) Report to the Deputy Prime Minister when necessary.

15. Minister of Off-Campus Affairs

a) Liaison between off-residence students and Cabinet.

53) Lead at least one (1) event per semester with the Events Committee that focuses on off-residence students and the fostering a sense of community in the Peterborough area. One of these events should bring on- and off-campus students together.

54) Assist in the planning of 1 event per Cabinet term

b) Sit on the following committees:

1. Events Committee.
2. Formal Sub-Committee
3. College Spaces Committee.

55) Co-chair West Bank Love in collaboration with the Champlain College Cabinet and Traill College Cabinet unless delegated otherwise by Events Committee.

c) Sit on an external committee.

d) Report to the Deputy Prime Minister when necessary.

16. Senior Minister of Social Affairs

a) Lead organizer of the College Formal, held in the Winter Semester.

b) Sit on the following committees:

1. Events Committee

56) Formal Sub-Committee (Chair)

57) Assist in the planning of 1 event per Cabinet term.

c) Report to the Deputy Prime Minister when necessary.

17. Junior Minister of Social Affairs

a) Assist the Senior Minister of Social Affairs with organizing the College Formal, held in the Winter Semester.

b) Sit on the following committees:

1. Events Committee.

58) Formal Sub-Committee (Vice Chair)

59) Assist in the planning of 1 event per Cabinet term.

c) Report to the Deputy Prime Minister when necessary.

d) Move into the Senior Minister of Social Affairs position the following year as this is a two (2) year position.

18. Minister of Sustainability

60) Inform the Lady Eaton Community about various environmental initiatives, events and groups on campus and within the Peterborough community.

a) Liaise between Lady Eaton College and environmental groups on campus and in the Peterborough community.

b) Sit on the Events Committee.

61) Lead at least one (1) event per semester within the Events Committee.

62) Assist in the planning of 1 event per Cabinet term.

c) Sit on the Sustainability and Fair Trade CASSC Sub-Committee, unless otherwise decided by Cabinet.

d) Report to the Deputy Prime Minister when necessary.

19. Minister of Wellness

63) Encourage awareness of health and wellness issues and provide appropriate information about student health and wellness issues and the services available at Trent.

a) Sit on the Events Committee.
   64) Lead at least one (1) event per semester within the Events Committee.
   65) Assist in the planning of 1 event per Cabinet term.
b) Sit on the Student Wellness CASSC Sub-Committee, unless otherwise decided by Cabinet.
c) Report to the Deputy Prime Minister when necessary.

20. Minister(s) of Residence Affairs (2)

a) Liaise between residence students and Cabinet.
b) Attend College Residence Council meetings.
c) Organize events for residence students.
d) Maintain communication between section representatives, students, and Cabinet.
   66) Promote the use of college common space by students and faculty.
e) Sit on the following committees:
   1. Events Committee.
   2. Formal Sub-Committee
   3. College Spaces Committee
   67) Must lead at least one (1) event per semester within the Events Committee.
   68) Assist in the planning of 1 event per Cabinet term.
f) Sit on an external committee.
g) Report to the Deputy Prime Minister when necessary.

21. Minister of Annex Affairs

a) Liaise between Annex students and Cabinet.
b) Attend College Residence Council meetings.
c) Organize events for Annex students.
d) Maintain communication between floor representatives, students, and Cabinet.
   69) Promote the use of college common space by students and faculty.
e) Sit on the following committees:
   70) Events Committees.
   1. Formal Sub-Committee
   2. College Spaces Committee
   71) Lead at least one (1) event per semester within the Events Committee.
   72) Assist in the planning of 1 event per Cabinet term.
f) Report to the Deputy Prime Minister when necessary.

Policy 6 - Responsibilities of Non-Voting Cabinet Members

1. Speaker of the House

a) Chair Cabinet Meetings and Annual General Meetings.
b) Maintain extensive knowledge of Cabinet legislation and Roberts Rules of Order, Newly Revised.
c) Ensure a copy of the current Constitution, Policy Handbook and Robert's Rules of Order Newly Revised are available for reference at every meeting.
d) Lead at least one (1) Cabinet retreat.
e) Administer Spring Cabinet Awards with the Prime Minister.
f) Report to the Prime Minister when necessary.

2. Secretary

73) Record minutes at Cabinet Meetings and Annual General Meetings and circulate them to Cabinet Members within seventy-two (72) hours of the meeting.
74) Create an agenda for Cabinet Meetings and circulate them to Cabinet Members at least seventy-two (72) hours in advance.
75) Maintain Cabinet records, including attendance and archives.
76) Maintain inventory, maintenance, and purchase of Cabinet office supplies.
77) Maintain a Cabinet Member contact list and other relevant information.

a) Maintain a record of service of Cabinet Members and Cabinet award recipients.
b) Coordinate the scheduling of Cabinet office hours with the Deputy Prime Minister.
c) Report to the Prime Minister when necessary.

3. Senior Don (ex-officio)

a) Liaise between Lady Eaton College Cabinet, Lady Eaton College Residence Council, and the Don Team.
b) Promote Cabinet events in Residence.
c) Update Cabinet on Residence Council or residence events.
d) Report to the Prime Minister when necessary.

Policy 7 - Orientation Week

1. Financial Contribution

a) Cabinet may contribute to Lady Eaton College's Orientation Week as per the budget allocation.
b) Cabinet financial contribution is conditional on the money only being used for Lady Eaton College Orientation Week events or leaders and Orientation providing a summary of how Cabinet's money was spent to Cabinet by the end of the year.

2. Orientation Leaders

78) Cabinet Members are encouraged to be Orientation Leaders to promote Cabinet and get to know incoming students. Cabinet Members are required to follow all requirements and the application process of Trent Orientation.
79) Orientation Facilitator(s) are encouraged to ensure there is a presence of Cabinet Members on the Orientation Leader team

3. Orientation Events

a) Cabinet must host a least one event during Orientation Week to promote Cabinet to incoming students.
b) Cabinet shall endeavour to promote Cabinet throughout Orientation Week through a welcome speech, tabling, event, etc.

Policy 8 - Procedures and Responsibilities of Official Guests

80) Official Guests may provide Cabinet with information and updates related to the College, University, their position, student issues, collaborations or other relevant information on an as-needed basis.

Policy 9 - Cabinet Awards

The outgoing Cabinet will vote on the recipients of the awards listed below. For awards with public nominations, the Prime Minister or Speaker of the House will advertise a call for nominations during February or March for at least two weeks for students in LEC to submit their ideal candidates. For awards with only Cabinet nominations, the Prime Minister will accept nominations for at least two weeks. Cabinet members will vote on each award in a secret ballot. These awards and others are to be presented to the Members of the College. To recognize as many

people as possible, no person may receive more than one award per year and no person may receive the same award more than once.

1. Off-Residence Award

Awarded to the Off-Residence student each year who significantly contributes to the College in a variety of ways (leadership, volunteerism, College life, athletics, etc.).

2. "Behind-the-Scenes" Award

Awarded to the student who contributes significantly to college life, but in a subtle manner (i.e., that would not normally receive widespread recognition for their efforts).

3. John Stanford Award

Awarded to a Cabinet Member who has shown initiative, leadership, commitment, and performance above their duties, good attendance, and dedication. Only Cabinet Members can nominate candidates.

4. Jean Middleton Award

Awarded to the affiliated LEC Fellow, don, or staff member who has significantly contributed to LEC over the past years.

5. Cabinet Appreciation Award

Awarded to honour a Member of Cabinet who, over the past year, has made significant contributions to the Lady Eaton College Cabinet. Only Cabinet Members can nominate candidates.

6. The Dave French Award

Awarded to an LEC student who demonstrates strong leadership and determination throughout the year within LEC. This student positively represents LEC within the whole Trent community responsibly and respectfully. Only Cabinet Members can nominate candidates.

7. Cabinet Volunteer Appreciation Award

Awarded to a non-Cabinet Member who made an outstanding contribution towards Cabinet over the year. Only Cabinet Members can nominate candidates.

8. Golden Toad Award

Awarded to a first-year student who has shown great enthusiasm for the college. This person shows excitement at Lady Eaton through their participation in college events, supportive nature, and all-around good college spirit.

9. Michael Eamon Award

Awarded to a student, faculty, or staff in LEC who has promoted the arts throughout the College and Trent University.

10. Athletic Supporter Award

Awarded to two students who have contributed most to athletics through participation, leadership, enthusiasm, and undying support for the most athletic endeavours of the College. These students are not necessarily the best athletes, but they have combined all the above characteristics during their time at Trent.

11. Cabinet Recognition Certificate

Awarded to up to five Lady Eaton College students who contribute to the College/Cabinet, demonstrate strong leadership, show great enthusiasm for the College, and/or other qualities that Cabinet wishes to recognize. Only one Cabinet Member may receive this award per year.

Policy 10 – Standing Committees

1. Executive Committee

a) Mandate
    a. Oversee the efforts of all Cabinet Members.

81) Ensure compliance with Cabinet legislation. Determine or recommend outcomes as necessary for non-compliance.
82) Oversees procedures of removal from office.
83) Mediates internal Cabinet disputes.
    b. Decides on matters of an immediate nature provided quorum for an emergency Cabinet meeting cannot be met.

b) Meetings
    a. Minimum twice per semester (fall/winter) at the call of the chair.
    b. All meetings are in closed session.

c) Membership
    a. Prime Minister (Chair)
    b. Deputy Prime Minister (Vice-Chair)
    c. Senior Senator
    d. Senior Minister of Finance

84) An additional member appointed by the Executive Committee on the recommendation of the chair.

2. Events Committee

a) Mandate

85) Organize and update a calendar of events for the academic year.
86) Discuss ongoing and upcoming events.
87) Collectively plan, budget, coordinate, execute, and reflect on all Cabinet events.
88) Ensure the meaningfulness of each event and coordinate the time and resources for each event (human and financial).
89) Support members to brainstorm and organize events related to their portfolio and outside the scope of the minimal list.
    a. Coordinate all logistical and promotional efforts relating to organizing events.
90) Permitted to strike sub-committees for specific events.

b) Meetings

91) Approximately twice a month (September-March).
    a. Chair must provide a meeting schedule at the start of each semester.

c) Minimum Membership
    a. Deputy Prime Minister (Chair)

92) All Ministers required to plan events
    b. Junior Minister of Finance
    c. Senior Minister of Communication
    d. Junior Minister of Communication

3. Formal Sub-Committee

a) Mandate
    a. Reports to the Events Committee.

93) Assist the Ministers of Social Affairs with the planning of formal.

94) It can be struck up at the discretion of the Ministers of Social Affairs before the end of the fall semester.

b) Meetings
    a. At least once in the Fall Semester and twice in the Winter Semester.
c) Minimum Membership
    a. Senior Minister of Social Affairs (Chair)
    b. Junior Minister of Social Affairs (Vice-Chair)
    c. Deputy Prime Minister
    d. One Minister of Residence Affairs or Annex Affairs
    e. Minister of Off-Campus Affairs
    f. Junior Minister of Communication
    g. Junior Minister of Finance

4. Finance Committee

a) Mandate
    a. Review Cabinet finances.
    b. Recommend a budget for Cabinet.
    c. Recommend decisions on financial matters.
    d. Recommend Clubs Funding distribution.
b) Meetings

95) Once a month (September-April). Summer (May-August) as required.
    a. Chair will provide a meeting schedule at the start of each semester.
c) Minimum Membership
    a. Senior Minister of Finance (Chair)
    b. Junior Minister of Finance (Vice-Chair)
    c. Prime Minister
    d. Deputy Prime Minister

5. Governance Committee

a) Mandate
    a. Conduct an annual review of the legislation and recommend amendments.
    b. Review proposed amendments to the legislation.
b) Meetings
    a. Minimum once a semester (September-March).
c) Minimum Membership
    a. Senior Senator (Chair)
    b. Junior Senator (Vice-Chair)
    c. Prime Minister
    d. Deputy Prime Minister
    e. Trent Central Student Association Commissioner

6. Common Spaces Committee

a) Mandate

96) Recommend purchases and changes to common spaces at the College.
    a. Collect feedback from Members of the College about Common Spaces.
b) Meetings
    a. Minimum once a semester (September-March)

c) Minimum Membership
    a. Deputy Prime Minister (Chair)
    b. Prime Minister
    c. Ministers of Residence Affairs (2)
    d. Minister of Annex Affairs
    e. Minister of Off-Campus Affairs

7. Summer Committee

a) Mandate
    a. Ensure the operations of Cabinet continue throughout the summer with delegated authority between May 1 and August 31 except for legislation changes and impeachment.
    b. Plan Cabinet Orientation Week events.
    c. Prepare for the fall semester.
b) Meetings
    a. As required during the summer (May-August) but no more than once per month.
c) Minimum Membership
    a. Prime Minister or Deputy Prime Minister (Chair)
    b. Two Cabinet Members

Policy 11 – Cabinet Events

a) Approval
    a. All events must be approved by the Deputy Prime Minister or the Events Committee.
b) Finances

97) An event budget must be approved by the Deputy Prime Minister or Events Committee prior to purchasing any event supplies. This budget must be consistently updated throughout the planning process.
    a. A final budget with expenses must be provided to the Senior Minister of Finance by the end of the academic year and before any reimbursement is provided.
    b. If Cabinet Members are attending a paid event hosted or collaborated by Cabinet, Cabinet members are entitled to attend for free if they plan to volunteer or help with the event. Otherwise, Cabinet Members are entitled to a discounted price of 50% off (unless approved on an individual basis by the Deputy Prime Minister or Executive Committee for a Cabinet Member who otherwise would not be able to attend the event due to cost).
c) Portfolios
    a. Event planners must plan at least one (1) event per year that relates to their position.
d) Required Events
    a. Cabinet must run at least one (1) charitable fundraiser or awareness event in the academic year.
    b. Fall College Weekend, in collaboration with the College Office.
    c. Winter College Weekend.
    d. College Formal.
    e. The number of events per position can be reduced from one event per semester to one event per academic year if Cabinet cannot financially support as many events.
e) Accessibility
    a. Events must be accessible to disabled people/persons with disabilities unless doing so would cause undue hardship to Cabinet.
f) Media

a. All communications and details for Cabinet events must be sent to the Deputy Prime Minister and Senior Minister of Communication no more than two (2) weeks prior to the event (unless the scale of the event requires more time).

g) Attendance
   a. If a Cabinet Member is unable to attend an event, they should inform the Event Organiser and Deputy Prime Minister at least 24 hours prior to the event except in extraordinary circumstances.

h) Reflection

98) Following the event, the event organizer is required to submit an Event Reflection.
   a. The Events Committee will also reflect on the event at its next meeting.

Policy 12 – Meetings

a) Electronic Participation and Electronic Meetings

99) Electronic participation in meetings is permitted at the discretion of the chair or the meeting schedule.

100) Cabinet Members participating electronically are strongly encouraged to have their video camera turned on. Voting procedure for Members participating electronically will be determined by the meeting chair as required.

b) Meeting Conduct

101) The chair of the meeting is responsible for maintaining decorum.

c) Agenda

The agenda for Cabinet Meetings shall be as follows:

Call to Order
Land Acknowledgement
Speaker's Remarks
Approval of Agenda
Approval of Minutes
Presentations
Cabinet Committee Reports
Position Reports
Correspondence
Any Other Business
Closed Session
Adjournment

d) Committee Meetings
   a. Committee meetings can work on a consensus basis or Robert's Rules of Order Newly Revised at the discretion of the committee chair.
   b. Motions only require a mover.
   c. The committee chair may appoint a vice-chair if one is not provided in policy, or if the vice-chair position is vacant.
   d. The committee chair may appoint a notetaker to record notes.
   e. If the committee chair is not present, the vice chair will chair the meeting. If both the chair and vice chair are absent, a chair will be appointed by the committee.
   f. Quorum for committee meetings is a majority plus one of members. If quorum is not present, the committee may still meet for discussion.

e) Committee Agenda

The agenda for committee meetings shall be as follows:

Call to Order

Chair's Remarks
Approval of Agenda
Approval of Minutes
Committee Business
Any Other Business
Adjournment

f) Regrets
    a. Habitual regrets for meetings (3 or more regrets) shall be reviewed by the Executive Committee.

Policy 13 – Social Media/Website

102) The Senior Minister of Communication is responsible for the maintenance of the Cabinet social media accounts and coordinating the maintenance of the website with the College Office. They are assisted by the Junior Minister of Communication.

a) The passwords to all social media accounts must be kept between the Prime Minister, Deputy Prime Minister, and the Senior/Junior Ministers of Communication.

b) The passwords to all social media accounts must be changed after the Spring General Election ratification.

103) Before Cabinet Meetings and committee meetings, the agenda, minutes and meeting links must be accessible on social media.

c) Once the Cabinet minutes have been approved, the minutes must be accessible on the Cabinet Website.

d) Once the Constitution has been approved at the Annual General Meeting, the Constitution must be accessible on social media.

e) Once the Policy Handbook has been approved at either the Annual General Meeting or by Cabinet, the Policy Handbook must be accessible on social media.

f) All notices for media must be sent to the Minister of Communications one week before publication.

104) The Senior Minister of Communication may set additional deadlines for the development of social media with the approval of the Deputy Prime Minister.

g) All media must be approved by the Prime Minister, Deputy Prime Minister, and any necessary event planners.

105) Social media presence is highly encouraged at all Cabinet events, where one of the Prime Minister, Deputy Prime Minister, or Senior/Junior Ministers of Communication will access the Cabinet social media to promote the event.

106) It is highly encouraged that social media posts about events and initiatives hosted by other Trent clubs/groups/organizations are re-shared on social media on a regular basis, and that our event advertisements are sent to these clubs/groups/organizations for the same purpose.

Policy 14 – Online Voting

a) This policy is for when Cabinet is unable to meet.

107) The Prime Minister must ensure that all Cabinet Members can participate in any electronic vote and discussion.

b) The Prime Minister must find a seconder of the motion.

108) The Prime Minister must include the full text of the motion and any additional details in an email to all Members of Cabinet (including non-voting) and the details of where a discussion will take place, how the vote will be conducted, and the timelines.

c) Discussion must take place on an MS Teams group chat or channel.

d) Voting must take place on MS Teams using the Approvals or Polls feature.

e) The voting period must be a minimum of forty-eight (48) hours (weekends excluded) or seven (7) days during the summer (May 1-August 31) (including weekends).
f) The Cabinet Clerk must include a summary of the discussion (if any) and the result of the vote in the next Cabinet Meeting Minutes or during the summer in the Summer Committee Minutes.

Policy 15 – Cabinet Contract and Code of Conduct

All Members of Cabinet must agree to and sign the Cabinet Contract and Code of Conduct before taking office which is found in Appendix 2 and 3 of the Policy Handbook.

Policy 16 – Cabinet Office, Office Hours, and Tabling

1) Cabinet Office

109) All Cabinet Members are responsible for the cleanliness and upkeep of the Cabinet Office.
   a. Cabinet property shall not be for activities not related to the business of Cabinet unless approved by Cabinet or the Prime Minister.
   b. Cabinet Members may use the office as a workspace with the consent of the Member completing their assigned office hours. A Member completing office hours has priority over the Cabinet Office.
   c. The Cabinet Office may be used outside of office hours by Cabinet Members on a first-come basis unless the Member is completing Cabinet business who shall have priority.

110) Cabinet Members shall be responsible for the actions of any guests they allow entry to the office and ensure their supervision. Guests may be prohibited from the office by the Executive Committee if problems arise.
   d. All University policies apply to the Cabinet Office unless otherwise approved by Cabinet or the Prime Minister.
   e. The code to the office door must be kept confidential.

2) Office Hours

111) The Cabinet Clerk coordinates office hours by creating and distributing a schedule before the fall and winter semesters respectively.

112) Cabinet Members must be offered a means of indicating their preferences for office hours.

113) Office hours shall take place during the fall and winter semesters, except during any scheduled reading breaks, exam periods, holidays or when the campus is closed. The Deputy Prime Minister is authorized to cancel office hours in the event of poor weather, conflict with Cabinet Event, or other appropriate circumstances.
   a. A Cabinet Member unable to attend their office hours should notify the Deputy Prime Minister and search for a replacement at least 24 hours in advance, except in extraordinary circumstances.

3) Tabling
   a. Cabinet Members may be requested by the Deputy Prime Minister to complete office hours at the Cabinet Table. Notice should be provided to Cabinet Members at least 72 hours in advance. Notice must also be provided to the public.
   b. Cabinet Members may be requested to volunteer to table outside of office hours.

Policy 17 – Volunteers

1) The Deputy Prime Minister coordinates and oversees any volunteers.
2) The Deputy Prime Minister appoints volunteers.

114) A volunteer is any person who is not a Cabinet Member and without compensation, assists Cabinet with its duties and functions as assigned by the Deputy Prime Minister.

3) Volunteers must follow all Cabinet legislation while completing their duties.

4) Volunteers may only be dismissed by a 2/3rds majority vote of the Executive Committee.
5) Volunteer Positions
    a. Event Volunteer – Assists with Cabinet events/activities with duties assigned by the Deputy Prime Minister or event organizer.
    b. Contributor – Regularly attends and contributes to Cabinet or committee meetings.
    c. Event Planner – Plans a Cabinet event for Cabinet, either with a Member of Cabinet or in conjunction with the Deputy Prime Minister and Events Committee.

Policy 18 - Clubs Funding

115) As College Cabinets are Levy Groups themselves, other Levy Groups are therefore not eligible for Clubs Funding.

1) Clubs must be registered under the Trent Central Students' Association (TCSA) to be considered for Clubs Funding.

116) Each Club is required to:

117) Provide proof of a bank account in the club's name so that a cheque may be written. No personal cheques will be written.

118) Complete and return a funding application form before the submission date which includes a projected detailed budget, details of the group, and any other information seen as pertinent by the Finance Committee.

119) Clubs have 30 days after the receipt of the e-mail confirmation regarding funding to pick up their cheques.

2) Funds allotted to the Clubs Funding budget line of the Lady Eaton College Cabinet Budget are decided at the beginning of every Academic Year.

120) Upon the Lady Eaton College Cabinet Clubs budget being approved, no club can request more than $500 (or otherwise decided by the Finance committee). If a club demonstrates significant need for additional finances after the Winter term application, clubs can request to schedule a time to meet with the Finance Committee.

121) Distribution of the Clubs budget line shall be done through the Finance Committee.

3) Any funding provided to registered clubs cannot be used towards the following costs:
    a. Clothing or merchandise specifically for club members or executives
    b. Alcohol or other controlled substances
    c. Honorariums for club members and executives
    d. Personal expenses outside of the club's scope

Appendix 1 – Election Rules and Regulations Template

1. Nominations

a) The nomination period runs from <date> at 9:00 AM to <date>at 9:00 AM.

122) All candidates must submit a completed nomination form(s) to the Lead Electoral Officer within the nomination period either by email or in person. Blank nomination forms will be available from the Cabinet office during office hours and online starting on <date> at 9:00 am.

b) Only official nomination forms obtained from the Cabinet Office or Cabinet Website/social media and through the Lead Electoral Officer will be accepted by the Lead Electoral Officer.

c) To be considered complete, a nomination form for a voting position must include the following:

1. Have the name and student number for each of the following: the candidate and three supporters, all of whom must be current members of Lady Eaton College. Current members of Lady Eaton College Cabinet may not be supporters.
2. Preferred name and pronouns for the candidate.
3. Trent University email.

123) All nomination forms must be submitted in hard copy to the Lady Eaton College Cabinet Office or the Lead Electoral Officer or by email to the Lead Electoral Officer or through the online form by the end of the nomination period. No late submissions will be accepted.

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

125) In addition to the nomination form, all nominees are required to submit by email to the Lead Electoral Officer a brief (maximum 300 words) platform and biography to appear on the ballot. It is recommended to include information such as program and year of study, current club/group involvement and intentions if elected. A photo is also recommended but is not required. This information is due by the close of nominations, no late submissions will be accepted.

d) 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.

126) 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. No College member may run for more than one voting position 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.

2. Campaigning

a) Candidates may begin to campaign once their candidacy is confirmed, via e-mail, by the Lead Electoral Officer, which should be received within 1 business day after submission of the nomination form.

b) Campaigning activities must end at the close of voting.

c) All physical campaign advertising materials must come down within 48 hours following the close of voting

127) Social media accounts must be public.

128) Candidates may spend up to fifty dollars ($50) during the entire campaign. If doubts about the legitimacy of a candidate's spending are raised, a complete summary of funds raised and spent, including all receipts, as well as donations in-kind from others must be submitted by the candidate to the Lead Electoral Officer within forty-eight (48) hours for review.

d) Candidates must follow College and University poster policies. It is the candidate's responsibility to be aware and informed about these policies.

e) The Lead Electoral Officer or applicable staff may remove posters and physical advertising materials if they do not follow these rules:

1. No stickers.

129) All materials must comply with the Trent University Discrimination and Anti-Harassment Policy.

130) No materials can be posted on glass surfaces, windows in doors, tables or chairs.

131) No materials can be posted in the Céilie or Chartwell's spaces.

2. No materials can be posted inside academic spaces (Classrooms, Bata Library, Lecture Halls, etc.) or residential spaces.
3. If a bulletin board belongs to a particular office or department, seek permission first.

132) Only chalking is allowed on Faryon Bridge. No posters.

4. Do not post on dedicated Trent University bulletin boards.
5. Duct tape and clear packing tape are prohibited.
6. Painter tape should be used when putting posters on painted walls.
7. Limit one (1) poster per board. No identical posters in the same space.
8. Posters related to specific dates are to be taken down by the related party after the time which the date has passed.
9. Within the interior or exterior of the Cabinet Office.

133) Chalking. Spray chalk, or any other aerosol sprays used for messaging, are strictly prohibited. Any chalk messages that linger on campus should be identified for removal by their originators. If messages persist, the physical resources department may be engaged to remove messages at a cost to the group or individual who is responsible for them.

f) Any Lady Eaton College Cabinet resources or property may not be used by any candidate for campaign purposes.

3. Speeches

134) Campaign speeches will take place at a time and location specified by the Lead Electoral Officer. Speeches may also be conducted by virtual means. All candidates (except non-voting member candidates) are required to give a speech for no longer than five (5) minutes.

135) Speeches will proceed in the order in which positions are listed under Section V of this document and then alphabetically by first name unless otherwise noted by the Lead Electoral Officer.

136) The speeches will be timed by the Lead Electoral Officer. A one-minute warning to indicate time remaining will be given to Candidates. Should a candidate exceed five minutes; the Lead Electoral Officer will end their speech and proceed with the agenda.

137) Candidates are required to stay for the duration of all speeches and until the Lead Electoral Officer dismisses the candidates unless they must leave. Early dismissals must be arranged with the Lead Elections Officer beforehand.

138) If a candidate must leave before the conclusion of all speeches due to an urgent matter, they must inform the Lead Electoral Officer as soon as possible, and obtain acknowledgement from the Lead Electoral Officer before leaving.

139) Should more than one candidate be required to leave, the order in which their speeches proceed is dependent upon when they inform the Lead Electoral Officer. The candidate to inform the Lead Electoral Officer earliest shall deliver their speech first and so forth.

a) In extenuating circumstances, speeches may take the form of videos/PowerPoints, to be provided to the Lead Electoral Officer before noon on the day of speeches. Extenuating circumstances are decided on by the Lead Electoral Officer.

4. Elections

a) The voting period will occur on <date and time> and go until <date and time>.

140) The links to the online election poll will be sent out at noon the day following speech night. The online polls will be open and active for a minimum of two full (i.e., 48 hours) 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.

b) 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. 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.

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

c) If a position is uncontested, a yes/no question asking for approval of a candidate will appear on the ballot.

142) The link to the online election poll should not be deactivated at any time during the voting period. 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.

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

1. Should the Lead Electoral Officer deem an attempt to tamper with the electronic voting system as serious and compromising the integrity of election results, the Lead Electoral Officer has the authority to take necessary actions, including but not limited to, temporarily suspending and/or annulling, the election, and report to Elections Committee for further deliberation.
2. The Elections Committee has the authority to invalidate the candidacy of any candidate(s) who are found guilty of such an attempt and make a recommendation to Cabinet to forbid such candidate(s) from running for Cabinet positions for up to a maximum of two (2) years.
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.

d) Election results will be automatically tabulated by the electronic voting system. Candidates will be informed of electoral results by the Lead Electoral Officer within twenty-four (24) hours of the end of the voting period.

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

f) The names of successful candidates will be made public through all Cabinet social media.

g) When a candidate is declared the winner for the position for which they campaigned, they are not official voting members of Lady Eaton College Cabinet until the election results are ratified by current Cabinet members and sign the Code of Conduct and Cabinet Contract.

144) Candidates may request and receive the vote count of the election. This must be arranged with the Lead Electoral Officer through email, or an in-person visit to the Cabinet Office.

5. Non-Voting Candidate Election Procedures and Policies

145) Non-voting Members are required to submit an official nomination form by the deadline. They are not required to run a campaign or give a speech to members of the College during the Speeches.

146) Candidates running for non-voting positions on Cabinet will be required to give a speech, a maximum of five minutes, to Cabinet members during the turnover meeting, or at a time specified through correspondence with Cabinet, which outlines why they would be an ideal candidate.

a) Cabinet will deliberate in a Closed Session to select the best candidate(s) for the non-voting position(s) available.
b) Candidates will receive the results of Cabinet's decision after deliberation from the Speaker/Deputy Speaker.

6. Other

a) Under no circumstances is there to be any slandering, bashing, sabotaging or general disrespect to other candidates or their campaigning in any form; but especially in poster advertisements, speeches, social media groups/fan pages, rumours, et cetera. Violation of this may result in immediate invalidation of candidacy and forbiddance from running for a Cabinet position for up to a maximum of two (2) years by the Elections Committee.

147) Candidates are required to run a clean and respectful campaign. No obscenities or inappropriate material may be used during the campaign in any way. The Elections Committee will be responsible for determining what constitutes "appropriate" and "inappropriate" (along with variations of these terms) if issues arise, on a case-by-case basis.

148) If an issue arises that is not covered in either this document or the Lady Eaton College Cabinet Constitution, the Elections Committee reserves the right to decide on the matter.

7. Elections Committee

149) The Elections Committee is a special committee which has delegated authority regarding decisions relating to elections.

a) Membership
    a. Lead Electoral Officer (Chair)
    b. Deputy Electoral Officer (Vice-Chair)
    c. Electoral Officer
b) Meetings
    a. As required at the call of the chair. The committee shall meet in closed session.

Appendix 2 – Code of Conduct

Purpose

Lady Eaton College Cabinet ("Cabinet") is committed to the highest standards of honesty, integrity, ethics and professional conduct. Cabinet believes that operating according to these standards is critical to protect the interests of Cabinet and its membership. Accordingly, Cabinet adopts this Code of Conduct (the "Code") to reflect its commitment to these standards.

Applicability and Scope

The Code is applicable to all Members of Cabinet ("Members"). In addition, all Members must comply with the Cabinet Constitution, Policy Handbook, and other policies. Although this Code provides standards of conduct for many situations, it does not cover all possible situations that may arise. Accordingly, all Members are expected to conduct themselves in a manner consistent with the spirit and letter of this Code and avoid even the appearance of improper behaviour.

Accountability

The Lady Eaton College Cabinet is a democratically elected student government representing undergraduate students at Lady Eaton College, Trent University, Peterborough campus. Cabinet operates as a Trent University Levy Group with its own by-laws and operating policies.
Cabinet legislation set out the mandate of Cabinet, the framework, the authority and the responsibility of Cabinet. In exercising their powers and discharging their duties with respect to the aforementioned, Members are required to:

1) Act honestly and in good faith with a view to Cabinet's best interest.
2) Exercise the care, diligence and skill that reasonably prudent person would exercise in comparable circumstances.
3) Exercise respectful recognition of the diversity of backgrounds, skills, experience and points of view of others.
4) Perform duties with honesty and integrity.
5) Fulfill duties in a diligent, capable, and courteous manner.
6) The responsible discharge of duties means that Members will:
7) Act with honesty, courtesy, fairness, dignity, respect and impartiality in the conduct of professional duties. Under no circumstances shall any person be subject to threatening, humiliating, bullying or degrading treatment, including hate or hate activity.
8) Respect the dignity and human rights of Members, other students, stakeholders, staff, and members of the public in a fair and equitable manner.
9) Maintain a working environment conducive to maintaining the well-being and integrity of fellow colleagues.
10) Perform work professionally, accurately, thoroughly and in a timely manner.
11) Present a professional image in actions and words.
12) Participate in decision-making through positive, innovative and constructive means.
13) Fulfill our responsibility to colleagues and the membership by fostering and maintaining working relationships based on mutual respect, dignity and cooperation.
14) Contribute to and maintain a workplace that is fair, inclusive and free from all forms of discrimination and harassment.
15) Promote the principles and support the practices of achieving a healthy and safe workplace and work environment.

16) Ensure that any business or private ventures are neither in conflict nor appear to be in conflict with the duties and overall responsibilities as Members.

Conflicts of Interest

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 (financial or otherwise) for a state of a conflict of interest to exist.

In exercising their powers and in discharging their duties in accordance with Cabinet Legislation and the common law, every Member of Cabinet shall:

- Ensure that their personal interest, as well as the interests of their employer or any other entity in which they have an interest or loyalty, are not brought into conflict with their duty to Cabinet; and

17) Ensure that they do not obtain or receive, directly or indirectly, a personal profit, gain, or benefit as a result of their relationship with Cabinet.

Should a state of conflict of interest occur, the Member is required to rise on a point of order and declare such before voting occurs at a meeting of the Cabinet. If the Chair determines a Member has a conflict of interest, the Member shall exit the meeting for the duration of the discussion and/or consideration of the matter. The Member will abstain from any vote involving the conflict.

Confidentiality

Members have a fiduciary duty to maintain the confidentiality of all confidential and proprietary information of Cabinet and of those with whom Cabinet does business. Unauthorized disclosure of confidential information can severely damage the reputations of Cabinet and those to whom the confidential information relates. A Member's duty of confidentiality continues even after the Member no longer serves on Cabinet.

Confidential information includes all non-public information regarding the activities and other affairs of Cabinet. If in doubt about whether the information is confidential, a member should assume all information acquired in the course of their activities and duties as a member is confidential unless otherwise stated or the Member has consulted with the Prime Minister.

Without limiting the generality of the foregoing, Members shall:

1) Only be entitled to have access to information in the possession of Cabinet that is relevant to matters before Cabinet or that is relevant to their role as a Member of Cabinet. Otherwise, they have the same access rights to information as any member of the public.

18) To safeguard against unintentionally disclosing confidential information.

2) Immediately notify Cabinet of any unauthorized use or disclosure of confidential information.

No Member shall:

19) Obtain access, or attempt to gain access, to confidential information in the custody or control of Cabinet.

20) Disclose, release or publish by any means, including social media, any confidential information acquired by virtue of their office, in any form, except when required or authorized by Cabinet or otherwise by law to do so.
1) Make improper use, either directly or indirectly, of the confidential information.
2) Perform actions that may be identified as wilful negligence so that other organizations may access or obtain confidential information.
3) Share confidential information about the affairs and activities of Cabinet, with particular attention to discussion during Closed Session.
4) Use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body.
21) Disclose or discuss, through written, electronic or verbal communication, to any individual or third party, any information that has been or will be discussed at a closed session meeting of the Cabinet until such time that the Cabinet has determined or has been advised by legal council that the matter, or any part of the matter, can be made public subject to review or if directed to do so by a court.

After your term ends, whether you resign or are impeached for any reason, you agree to:

22) Immediately return all Cabinet-owned equipment and all documents, papers and other records in your possession (whether in electronic or physical form).
23) Permanently refrain from using, communicating, and disclosing confidential information for any reason except with prior written permission.
1) Deletion and removal of personal access to Cabinet accounts.

Outside Activities, Appointments and Qualifications

Members should disclose to the Prime Minister, any proposed activity or appointment which might interfere with, or appear to interfere with, their ability to exercise independent judgment in matters pertaining to Cabinet. This includes appointments and positions held through other organizations.

Cabinet Solidarity

Cabinet speaks with one voice, and its decisions shall be respected and upheld by all Members even if the Member has abstained or voted against a motion implementing a decision or policy. Members will accept the legitimacy of collective decisions made in accordance with due process at Cabinet and internal committee meetings, irrespective of any personal opposition thereto. Members will not attempt to undermine the successful implementation of such decisions but may continue to express their individual disagreement. Members shall avoid criticism of their fellow Members or Cabinet in the event that they disagree with the majority decision. Should a Member feel strongly about a decision such that they cannot support Cabinet in the decision, they should resign from Cabinet.

When officially representing Cabinet on external committees or in other Cabinet capacities, Members will represent official positions of the association to the extent that they have been established. When such duties require consideration of issues for which the Cabinet has not established official positions, Members shall endeavour to take a collective position which, in their opinion, reasonably aligns with the will of Cabinet and membership.

Media Communications

Cabinet is committed to providing, as appropriate, full and prompt disclosure to the media of material developments and events as they relate to its activities. Cabinet's policy is that all communication with the media is "On the Record." However, all media relations and inquiries are to be coordinated through the Prime Minister. Members should not comment on any inquiry from the media relating to the activities of Cabinet (without prior discussion with the Prime Minister) and should refer any inquiries to the Prime Minister.

Even when Members do not attribute their views to Cabinet, the public may feel that a Member's public comments reflect Cabinet's views. For this reason, particular care must be taken by Members when speaking on important campus issues, both within their capacity as a Member and a student leader. Members should not provide comment, or by implication, any contradiction towards Cabinet's publicly stated policies, decisions or regulations unless in the course of their duties as a Member and expressly approved by Cabinet.

Social Media Activities

Members should exercise care when participating in social media to ensure that no personal statements, opinions or beliefs are attributed to Cabinet or conflict with Cabinet legislation. Anything you publish related to Cabinet must be true and not misleading, and all claims must be substantiated and approved.

Professionalism Policy

Members shall be aware that they are public representatives of Cabinet and shall endeavour through their conduct not to damage public faith or trust in Cabinet.

Conduct at Meetings

Each Member must conduct themself properly and in a civil manner at Cabinet meetings and other committees, and in accordance with the provisions of Cabinet Legislation, this Code of Conduct, and other applicable policies

Conduct Respecting Others

Each Member has the duty and responsibility to treat members of the public and Members appropriately and without abuse, bullying or intimidation, and to ensure that Cabinet's work environment is free from discrimination and harassment.
Without limitation, a Member must not:

24) use indecent, abusive or insulting words or expressions toward any other Member or any member of the public;
a) speak in a manner that is discriminatory to any individual, based on that person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; or
b) engage in any Harassment of any other Member, any member of staff or any member of the public.

Members should be aware that inappropriate "off-duty" conduct can have consequences in the

workplace. They may be disciplined for acts committed while "off-duty", including improper use of social media networking and online postings, if the act:

- prejudices Cabinet's ability to continue business
25) negatively impacts the Cabinet's reputation
- renders the Member unable to discharge their obligations and responsibilities
26) leads to the refusal, reluctance or inability of other Members to work with them
- creates a poisoned or otherwise dysfunctional work environment

Violation of Code of Conduct Procedure

Peer Reporting

If a Member hears of or observes another Member who is, or appears to be, contravening this Policy, the Member will consult with the Prime Minister or Deputy Prime Minister and may advise the other Member of this action.

Investigation

The Prime Minster will review or investigate the matter, in consultation with the Executive Committee, if necessary.

Outcomes

The Executive Committee, further to their review or investigation of the matter, may take such action as the Executive Committee considers necessary and appropriate in the circumstances, including, but not limited to:

- taking no further action (e.g. if the allegation is unfounded).
- requiring that the Member undergo training or education.
- repayment or reimbursement of monies received.
- return of property or reimbursement of its value.
- request a public apology to Cabinet/Members of the College, the complainant, or both.
- requesting the Member's resignation.
27) taking such other disciplinary action that the Executive Committee deems fair and appropriate, including without limitation a recommendation that Cabinet be asked to remove the Member from Cabinet in accordance with Cabinet legislation.

In carrying out their review or investigation, the Executive Committee shall adopt such procedures as the committee considers fair and reasonable. Any decision or disciplinary action taken by the Executive Committee under this Policy is final.

Defined infractions

The following is a list of the types of defined infractions that can occur:

- irresponsible discharge of duties
- conduct
- conflict of interest
- protection and sharing of information

- improper use of the Cabinet's information technology and property

This is not an exhaustive list. If a Member has committed an infraction, this can result in corrective or disciplinary action up to and including recommendation for impeachment.

Violation of Code of Conduct

If any of the above are determined to be violated, any Member or Member of the College of may request the Executive Committee commence an immediate investigation. If the Executive Committee determines the Member is in violation of the Code of Conduct, the committee may bring a request to Cabinet to have the Member impeachment by two-thirds (⅔) majority secret ballot in closed session in accordance with Cabinet legislation.

Allegations of Illegal Activity

Allegations of illegal activity involving a Member shall be immediately referred to appropriate authorities for investigation. Any Member against whom such allegations are made shall take a leave of absence from Cabinet pending completion of the investigation.

Illegal activity conducted within the term the Member is holding the position may also correspond to:

- The theft of Cabinet resources.
- Forgery of signatures or otherwise non-authorized usage of Cabinet letterhead.
- Unauthorized purchases not in compliance with Cabinet legislation, that have not been approved by Cabinet.

28) Unauthorized purchases that have been purchased for personal purposes.
29) "Fraud" refers to acts committed within the scope of the Members role that are wilfully deceptive of colleagues or Cabinet at large for the purposes of personal gain. This includes, but is not limited to, gaining unauthorized access or possession of confidential or sensitive files or records.

Compliance with Code and Accountability

All Members must become familiar with, and abide by, this Code, including Cabinet legislation, and any interpretations and procedures issued hereunder.

Members shall report suspected violations of the Code or of any applicable law, rule or regulation by any Member to the Prime Minister, who, after inquiry, shall report to the Executive Committee if they believe a violation may have occurred. Retaliation in any form against an individual who reports a suspected violation in good faith, even if the report is mistaken or who assists in the investigation of a reported violation, is not permitted. Retaliation refers to any negative action or behaviour that is meant to intimidate, threaten, coerce, or harm an individual or a group in response to a real or perceived grievance. Examples of retaliation may include demotion, harassment, bullying, verbal or physical abuse, unjustified reprimands, and false reports, among other things. Any act or threatened act of retaliation should be reported immediately to the Prime Minister.

In the event of a suspected violation of the Code, the Executive Committee shall determine whether to investigate and what appropriate action should be taken in the event that the Executive Committee

determines that a violation of the Code has occurred. Each Member shall consult with Prime Minister or Deputy Prime Minister if there is any doubt as to whether a particular transaction or a course of conduct complies with or is subject to this Code.

By my signature below, I confirm the following:

30) I have read, understand and agree with the foregoing terms, and I sign this Agreement freely and voluntarily and without any pressure, duress or undue influence.
31) I have not relied on any representations, inducements or statements, oral or written, which are not contained in this Agreement.
1) I have had an opportunity, prior to executing this Agreement, to obtain independent legal advice, and I have either obtained such advice, or I have waived my right to do so.

Signature	Date	Witness Signature

Appendix 3 – Cabinet Contract

This is a formal agreement that I,

accept the position of_____

on Lady Eaton College Cabinet for the _____ term.

While you hold this position you will be held accountable to the Executive Committee, Lady Eaton College Cabinet, Members of Lady Eaton College, and Trent University. In addition to the following:

1) Upholding the responsibilities of all Cabinet Members and the above position.
2) Agreement to the Cabinet Constitution and Policy Handbook, including the Code of Conduct.

Resignation

You may resign from your position at any time and for any reason by providing notice to the Prime Minister.

Deemed Resignations

Absenteeism – If you are absent from three (3) Cabinet meetings, three (3) committee meetings (internal or external), or three (3) office hours without just cause or notification in the form of regrets or notice, you will be deemed to have resigned from your position effective immediately following the third absence. If resigned per this section, you are ineligible for nomination to Cabinet for the remainder of the Cabinet term.

Member of the College – If you are no longer a Member of the College, you will be deemed to have resigned from your position. There is an exception for the Senior Don and Dons, see Constitution for details.

Residency for Certain Positions – If you no longer live a required residency, you will be deemed resigned from your position (Ministers of Residence, Annex, or Off-Campus Affairs).

Impeachment

If you are found in violation of the Code of Conduct or any Cabinet Legislation, Cabinet may vote to impeach you. If impeached, you will be ineligible for nomination for the remainder of the Cabinet term and the following Cabinet term. The same applies if you resign during the impeachment process.

_____	_____	_____
Signature	Date	Witness Signature