

**LADY EATON COLLEGE CABINET
CONSTITUTION
2019-2020**



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I. 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: disabilities, race, place of origin, citizenship, creed, religion, 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.

II. DEFINITIONS

In this Constitution:

- a) "College" or "LEC" refers to Lady Eaton College of Trent University
- b) "Member of the College" refers to a registered student of Lady Eaton College
- c) "Cabinet" refers to the student government of Lady Eaton College elected and appointed from and by the student members of Lady Eaton College
- d) "Cabinet Meeting" refers to a formal meeting of the student government of the College at which quorum is met
- e) "Bylaws" are found in the body of the Constitution, are binding policies which may be amended.
- f) "CASSC" refers to the Colleges and Student Services Committee.

III. MANDATE AND AUTHORITY

- a) Lady Eaton College Cabinet shall serve as the official student government of the College and the sole representative of 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 of any other organizations within Trent University, whether in previous, current or future existence, shall have no authority over the affairs of the College.
- b) Cabinet must provide a democratic forum of representatives elected by the Lady Eaton College student body, within which students can voice their views of, 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.

c) 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, staffs, and alumni gather and celebrate the community of Lady Eaton College.

d) Cabinet must seek to strengthen the wellbeing 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.

e) 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, Housing, Trent International Program, Lady Eaton College Office, other College Offices and College Cabinets and Trent Central Students Association.

IV. ANNUAL GENERAL MEETING AND AMENDMENTS TO THE CONSTITUTION

a) The Prime Minister shall call an Annual General Meeting to discuss important issues facing the College and/or University, where all members of the college may have voting privileges.

b) Notification of the Annual General Meeting must be given no less than two (2) weeks in advance to the College community.

c) A copy of the current Constitution will be made available to all members of the college.

d) Constitutional amendments shall be proposed in early spring by members of the College at large and be voted on and discussed at an Annual General Meeting before spring elections.

e) A Constitutional Review Committee, chaired by the Deputy Prime Minister and consisting of any member of the College, must be struck by Cabinet at least four (4) weeks in advance of the Annual General Meeting to formulate and recommend amendments to the Constitution.

f) The first draft recommendations of this committee must be sent to College Members at least three weeks prior to the Annual General Meeting. The final draft of recommendations must be sent out to the College Members at least one week prior to the Annual General Meeting.

g) Recommendations to amend the Constitution must be put forth to the Constitutional Review Committee.

h) Quorum for the Annual General Meeting must be fifteen Members of the College. Until the annual general meeting occurs, Spring Elections may not occur.

i) All amendments need a 2/3 majority to pass.

j) Cabinet may, by a 2/3 majority vote, and without consulting the membership of the College, make amendments to this Constitution to change or remove sections of this Constitution made

obsolete by changes external to Cabinet, beyond the control of Cabinet.

k) 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 Constitution.

l) Motions concerning Constitutional amendments must be presented in writing at previous Cabinet Meeting. Any revisions, which Cabinet feels should be put forth to a College referendum, can only be passed with a 2/3 majority vote.

V. AMENDMENTS TO POLICY HANDBOOK

a) Cabinet may, by a 2/3 majority vote, and without consulting the membership of the College, make amendments to the Cabinet Policy Handbook, providing a minimum of one (1) week, written notice to Cabinet.

VI. CABINET MEMBERS

a) Voting Cabinet Members:

- i) Prime Minister
- ii) Deputy Prime Minister
- iii) Senior Minister of Finance
- iv) Junior Minister of Finance
- v) Senior Senator
- vi) Junior Senator
- vii) Minister of Off-Campus Affairs
- viii) Minister of In-Residence Affairs
- ix) Minister of Athletics (2)
- x) Minister of Social Affairs (2)
- xi) Trent Central Student Association (TCSA) Commissioner
- xii) Minister of Health Issues
- xiii) Minister of Community and Sustainability
- xiv) Minister of Communications and Publicity
- xv) Minister of Education
- xvi) Minister of Human Rights and Inclusivity
- xvii) Minister of Annex Affairs (2)

b) Non-Voting Cabinet Members:

- i) Speaker of the House
- ii) Don on Cabinet
- iii) Secretary
- c) Official Guests
 - i) College Weekend Chair/Co-Chairs.
 - ii) Residence Community Representatives (up to 12)
 - iii) Orientation Week Facilitators
 - iv) LLC Advisors
 - v) College Principal
 - vi) CRLC

VII. ELECTIONS

- a) The Cabinet decides by a majority vote to call an election.
- b) A general election must be held during the month of March to elect members to the new Cabinet.
- c) A bi-election must be held during the month of September or October to elect the First Year Representatives as well as to fill any vacant positions.
- d) A bi-election must be held if deemed necessary by Cabinet Executives within three weeks of the resignation or removal of any member of Cabinet, or the resignation can be filled by a non-voting member who is appointed by Cabinet. Otherwise the duties of the vacant position(s) fall to the Prime Minister or Deputy Prime Minister.
- e) The Deputy Prime Minister will act as Chief Electoral Officer in the Fall bi-election, as well as any other elections by Cabinet. The current Junior Senator shall act as the Chief Electoral Officer in the Spring Elections; unless the position is vacant then the Junior Minister of Finance will fulfill the duties.
- f) The dates for the opening and the closing of nominations, campaigning, pre-election speeches, and the voting period will be announced and publicized by the Chief Electoral Officer in agreement with Cabinet at least one (1) week before nominations open.
- g) The Chief Electoral Officer must publish a Cabinet-approved document before the opening of the nominations period that outlines an electoral timeline as well as rules and regulations regarding advertising, spending limits and electoral procedures. The Chief Electoral Officer must contact Office of Student Affairs (OSA) and obtain an email distribution list of all members of the College for election purposes, and responsible for any confidentiality contract with OSA regarding the distribution list.
- h) A nomination requires the signatures of the candidate, the nominator and two supporters, all

of whom are Members of the College. Current Members of Cabinet may not nominate, or sign as supporters of a Candidate running for a position. The nominee must declare full knowledge of the Cabinet Constitution and the Rules and Regulations document produced by the Chief Electoral Officer.

i) Any Member of the College may run for any position with the exception of:

i. The In-Residence Minister who must live in residence during their term on Cabinet.

ii. The Off-Campus Minister who must live off residence during their term on Cabinet.

iii. The Senior Minister of Finance and Senior Senator, whose positions are filled by the previous term's Junior Minister of Finance and Junior Senator Positions, unless there is a vacancy.

iv. The positions of Prime Minister, Deputy Prime Minister, and Speaker of the House all require at least one (1) previous year on Lady Eaton College Cabinet.

j) All Candidates must have a minimum grade average of 65% in their most recent academic year to run in the election. Proof of average must be submitted along with the nomination package. This information will remain in confidence with the Chief Electoral Officer and will be immediately destroyed upon confirmation.

k) All Candidates must be undergraduate students of Lady Eaton College. They may be part-time or full-time students but they do have to be enrolled in at least 1.0 credit through the academic year.

l) Members of the College may vote for all open positions. Each member, through their Trent email account, will receive an email from the Chief 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.

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

n) The names of the winners of the election will be posted electronically on the Cabinet website and through Trent mail by the Chief Electoral Officer after the candidates have been informed. Only the candidates and Cabinet at a closed meeting may receive the vote count of the election.

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

p) The electronic record of election result will be kept for one month by the Chief Electoral Officer, after which the election poll and result will be destroyed by the Chief Electoral Officer. It is the responsibility of the Chief Electoral Officer to inform the candidates that they may request to view the poll and its result. This must be done within that one-month period.

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

r) A partially complete response is one in which the voter did not answered one or more poll

question(s). Any answered questions will be included while unanswered questions will be excluded in the election result counting.

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

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

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

ii. The Junior Senator will take the position of the Senior Senator on the new Cabinet.

iii. The Junior Minister of Finance will take the position of the Senior Minister of Finance on the new Cabinet.

iv. The Colleges and Student Services Committee Representatives will remain on Cabinet as non-voting members until the last Cabinet Meeting of the spring term.

v. The Former Senior Senator will remain as an active voting member until the current Senate term ends according to the Senate by-laws.

vi. No member may run for more than one voting position at one time and no more than two positions at one time.

vii. The positions of Speaker of the House, Don on Cabinet and Secretary will be appointed by the Cabinet after the Spring General elections.

u) All executive members, the Prime Minister, Deputy Prime Minister, Senior Minister of Finance, and Senior Senator must not be a Don.

v) Positions of Senior Senator and TCSA Commissioner must be 18 years old at the time of their ratification. This is in accordance with the TCSA's Employment Standard.

VIII. ELECTION PROCEDURES

a) Nominations and campaigning will be open for two (2) weeks, as determined by Cabinet.

b) The nomination period will closed at noon (12:00pm) of the day of candidate speeches. Any nominations submitted after this time will be considered invalid. Campaigning can begin as soon as the candidate receives an email acknowledgement from the Chief Electoral Officer, which must be sent out no later than 1 working day(s) after the nomination was submitted.

c) Following the close of nominations, the Chief Electoral Officer will proceed as listed below:

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

ii. All campaigning activities must be stopped prior to the beginning of the speeches and all campaigning materials and posters must be removed by midnight of the speech night.

Candidates who continue to campaign after this deadline and/or fail to remove campaigning materials might have their candidacy invalidated by the Chief Electoral Officer. Refer to Section II in the Policy Handbook for specifics.

iii. The link to online election poll will be set to be sent out at midnight of the speech night.

iv. 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). 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.

v. The Chief Electoral Officer is responsible to sending out daily reminder emails to all members of the College who have not yet participated in the election.

vi. The Chief 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 Chief Electoral Officer to ensure impartiality of promoters.

vii. The link to online election poll should not be deactivated at any time during the voting period, and only the Chief Electoral Officer should have access to live result of the poll. Any leakage of access shall render the election void, therefore causing for a re-election.

viii. 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 Chief Electoral Officer to publicize any extension of the voting period to all college members.

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

i. Should the Chief Electoral Officer deem an attempt to tamper with the electronic voting system as serious and compromising the integrity of election result, they have the authority to take necessary actions, including but not limited to; temporarily suspends and/or annul the election, and report to Cabinet for further deliberation.

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

iii. If such attempt was committed by member(s) of the public, the Chief 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.

- c) The nomination form as set out by the Chief Electoral Officer must include:
 - i. Cabinet members are required to attend weekly or biweekly formal meetings, and are responsible to maintain professional conduct and attire during the length of the meeting.
 - ii. All members are required to hold a minimum of two (2) Cabinet Office Hours weekly.
 - iii. Cabinet members must attend at least one (1) Cabinet event per month.

IX. CABINET MEETINGS

- a) Cabinet meetings will be held approximately twice (2) a month during the academic year.
- b) At least twenty-four (24) hours prior to each Cabinet meeting, an agenda will be circulated to all Cabinet Members.
- c) *Quorum*: Quorum for a Cabinet Meeting is 2/3 of the voting members, rounded down to the nearest whole number. Given the current structure of Cabinet members in this Constitution, this means quorum shall be 12 voting members.
- d) *Regrets*: All members of Cabinet must attend Cabinet meeting except in case of emergency or extenuating circumstances. When unable to attend a meeting, members must send regrets in forms of an email at least twenty-four (24) hours in advance to the Prime Minister, Deputy Prime Minister, Secretary and the Speaker of the House outlining the reason for absence.
- e) *Attendance by Proxy*: Each voting member of Cabinet is allowed to delegate their attendance and voting power to another voting member no more than twice (2) per semester. A letter must be sent to the Speaker of the House and the Prime Minister (or designates) at least twenty-four (24) hours prior to Cabinet meeting stating the member who gives proxy and the member who receives proxy. The letter must be signed by both members.
- f) No voting member can be proxy for more than one (1) voting member in any Cabinet meeting.
- g) If the number of absentee and proxies is such that less than half of the voting members, rounded down to the nearest whole number, is present in the meeting, then the Speaker of the House must declare the meeting unconstitutional and adjourn immediately. Given the current structure of Cabinet members in this constitution, this means nine (9) voting members.
- h) Proxies are limited to speaking power and voting power. A voting member who gives proxy is responsible for the position that their proxy holds during a vote.
- i) A motion is passed when more affirmative than negative votes are cast (abstentions being neither affirmative nor negative) with the following exceptions:
 - i) Motions concerning procedural matters are passed only with a 2/3 affirmative vote.
 - ii) 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. In the event that 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 Speaker of the House shall cast a vote between the tied options and eliminate the one with the least votes.

iii) The “Order of Business” on the agenda cannot be altered without 2/3 consent of Cabinet Members present.

j) All Cabinet meetings and meetings of Cabinet Committees and Sub-Committees shall be opened to the public unless requested for specific purpose and passed by a simple majority vote of voting members present.

k) The Prime Minister normally calls Cabinet meetings. However, three (3) Cabinet Members may call an emergency meeting when a written letter is signed and given to the Prime Minister by said members. In both cases, at least twenty-four (24) hours notice of Emergency Meeting must be given.

l) Any Cabinet meeting that exceeds three (3) hours must be extended by a simple majority vote of voting members present. Recesses should be called by Cabinet as necessary.

m) For online voting procedures and structure, refer to Policy Handbook.

n) It is recommended, at least seventy-two (72) hours in advance, that Cabinet members send out reports prior to the meeting on anything they wish to present during the meeting. It is expected that Cabinet members read any reports that are sent out prior to the meeting.

X. RESIGNATION OR REMOVAL FROM OFFICE

a) Any Cabinet Member who misses three (3) or more Cabinet meetings throughout the academic year, without just cause or notification in the form of regrets, as approved by Cabinet, is grounds for potential removal from Office.

b) 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

b) 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.

c) Should a Cabinet member conduct in a way that is particularly serious, such as harassment or sexual violence, the issue should be referred to Student Affairs.

c) Notice of the intention of impeachment must be served personally upon the member by the Prime Minister or Deputy Prime Minister at least seventy-two (72) hours prior to 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. In the case that this is not possible (i.e. Personal contact is

impossible), the notice of intention of impeachment MAY be served to the member by phone or email.

d) Any five (5) members of Lady Eaton College are able to present a notice of intention of impeachment to the Cabinet Executive.

e) A motion of impeachment can be brought forward based upon the suggestions by Student Affairs, or conflicts that violate the Student Charter.

e) In the event of a resignation or removal from Office during the academic year, Cabinet will call a bi-election to fill the vacant position if deemed necessary by Cabinet Executive; however, due Cabinet may appoint a non-voting member to fill the vacant position, or the Prime Minister or Deputy Prime Minister will accept the duties.

f) In the event that a member is impeached from Cabinet or resigns during the impeachment process, that person will not be eligible for nomination for the following Cabinet term (i.e. is not permitted to run in the ensuing election or Fall bi-election).

g) In the event that the Prime Minister resigns from, or is removed from Cabinet during the academic year the following procedure is to be followed:

i) The Deputy Prime-Minister will immediately assume all duties of the Prime Minister for the remainder of the year. The position of Deputy Prime Minister will be filled in one of the following ways:

1) If there is a majority of the academic year left, a bi-election will be held.

2) If there is less than a majority of the year left, application for the position of interim Deputy Prime Minister will be accepted. The selection will take place in a closed Cabinet meeting, at which time the applicants will be asked to make a brief presentation. Selection must be approved by a 2/3 majority vote of Cabinet. The interim Deputy Prime Minister will assume the duties for the remainder of the year, but will NOT have a vote.

ii) In the case that there is no Prime Minister or Deputy Prime Minister in office, and two (2) bi-elections have been conducted with both positions still open, the Senior Senator will assume the vacant position of Prime Minister (assuming duties in Cabinet and on the Trent Central Student Association's Board of Directors), while the Junior Senator will assume the Senior Senator's position on the Trent Central Student Association's Board of Directors. Neither position will be affected on Senate, as the Junior and Senior Senator will remain as their respective positions within Senate meetings.

h) In the event that the Senior Senator or Senior Minister of Finance resigns or is removed from office during the academic year, the existing Junior Senator or Junior Minister of Finance will assume the position of Senior Senator or Senior Minister of Finance, respectively for the remainder of the academic year and the year following.

i) In the event of a mass-resignation by Cabinet voting members, leaving less than 2/3 required

for quorum, the remaining Cabinet Members will appoint a Chief Electoral Officer and proceed with a full election of all vacant Cabinet positions.

j) *Negligence of Duty*: in the event that a cabinet member is not showing up to any Cabinet commitments, they shall be considered in negligence of duty. This shall be considered in the event that the impeachment process is initiated for a cabinet member.

XI. REFERENDA

a) A Cabinet-organized College referendum must be called:

- i) If a petition with signatures of a minimum of 10% of the Members of the College is presented to the Cabinet.
- ii) If a vote is taken in Cabinet and 2/3 of the voting members are in favour of such an action.

b) A referendum is passed when 20% 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.

XII. RESPONSIBILITIES OF CABINET MEMBERS

The following enumerate the general responsibilities of all Cabinet members. Inability to fulfilling these responsibly, as well as each positions' specific duties and other responsibility assigned by Cabinet will be considered as negligence of duty and as possible grounds for impeachment.

- a) Cabinet Members may not miss more than two (2) Cabinet meetings without regrets during their term. Regrets with invalid reasons such as repeated conflict with work schedule should not accepted, but it is ultimately the opinion of the Executive members. It is the authority and responsibility of the Speaker of the House to evaluate the validity of regrets and communicate to Cabinet accordingly. Sudden personal emergencies should not be seen as invalid.
- b) All members are responsible to sit on internal and external committees as assigned by Cabinet, and fulfilling the duties assigned by those committees.
- c) Regrets will be emailed to the Prime Minister, Speaker of the House, Deputy Prime Minister and Secretary including a reason for the absence at least twenty-four (24) hours in advance.
- d) All members are not only responsible for their specific duties related to their position as outlined in the Policy Handbook, but also for aiding in various Cabinet projects, including but not limited to College Weekends.
- e) Each Cabinet member is a representative of the Members of the College and acts as a

liaison between College members and Cabinet.

- f) Each Cabinet member is strongly recommended to maintain a portfolio containing information pertaining to their position.
- g) It is the responsibility of each Cabinet member to promptly remove any publicity they put up as soon as the event is over.
- h) All Cabinet members must attend a minimum of at least one (1) Cabinet event each month, although it is encouraged to go to as many as possible.
- i) Each Cabinet member is responsible for understanding and complying with the provisions set out in the Lady Eaton College Cabinet Financial Policies and Procedures Manual.
- j) All members are responsible for the upkeep and cleanliness of the Cabinet office.
- k) Cabinet must run at least one (1) Charitable Fundraiser per term in the academic year.
- l) All Cabinet Members must ensure that events are accessible.
- m) Cabinet members are responsible for voting for the annual Cabinet Awards as outlined in the Policy Handbook.
- n) Cabinet members are responsible for attending two (2) weekly Cabinet hours with the exception of the Don on Cabinet who is not required to do weekly Cabinet hours.
- o) The Secretary, the Speaker of the House as well as the Don on Cabinet are expected to attend all Cabinet meetings and give reports about their position on a regular basis.
- p) The terms of Non-Voting Members are to run concurrent to the academic year.
- q) Within closed meetings, Non-Voting Members with the exception of the Speaker of the House are given the ability to vote.

XIII. STANDING COMMITTEES

a) With the exception of the Executive and In-Residence Committee, any Member of the College may join a Cabinet Standing Committee.

b) Any decision by a Standing Committee must be brought forward by the Committee chair (or designate) to Cabinet. Cabinet has the authority to overrule any decision made by a standing committee.

1) Executive Mandate:

- i) Oversees procedures of removal from office.
- ii) Mediates internal Cabinet disputes.
- iii) Decisions on matters of an immediate nature, provided quorum for an emergency Cabinet meeting cannot be met.
- iv) Can approve the use of up to one hundred (100) dollars in the event that Cabinet cannot be consulted first.

a) Composition:

- Prime Minister
- Deputy Prime Minister
- Senior Minister of Finance
- Senior Senator
- An additional Member of Cabinet appointed by the Executive Committee (previous Cabinet experience recommended).

b) Meetings:

- Bi-weekly called by the Prime Minister

2) Events Planning Mandate:

- i) Organize and update a calendar of events for the academic year.
- ii) Meeting bi-weekly to discuss ongoing and upcoming events.
- iii) Are responsible for collectively planning, budgeting, coordinating and executing all Cabinet events.
- iv) Ensuring the meaningfulness of each events, and coordinating the time and resources for each event (human and financial).
- v) To support members to brainstorm and organize events related to their portfolio and outside the scope of the minimal list.
- vi) To coordinate all logistical and promotional efforts relating to organizing events.
- vii) In the case of administrative or governmental changes to the way Cabinet can financially operate within an academic year, the number of events per position can be reduced from one (1) event per term to one (1) event per academic year.
- viii) A list of suggested events:
 - One (1) event at the beginning of each semester to promote Cabinet.
 - One (1) charitable event per academic year.
 - Two (2) events with an Off-Campus location per semester.
 - Two (2) de-stress events per semester.
 - Two (2) awareness events per academic year regarding issues such as anti- discrimination, mental wellness, sexual awareness, cultural integration, etc.
 - Annual “Boobie Bakesale.”
 - What's Your Sex I.Q.
 - Two (2) academic events per semester.

- Off-Campus BBQ.
- An alumni event coordinated with the College Office and Alumni House.
- LECTure Series.
- One (1) Sustainability per semester.
- Quidditch.
- LEC Celebrates Culture and the Holidays.
- Broomball.

viii) Mandatory Events with designated organizer:

- Fall College Weekend
- Festive College Weekend
- Winter College Weekend
- Spring College Weekend
- College Formal
- Spring Event

ix) A minimum of twelve (12) events must be planned per academic year including mandatory events.

a) Composition must include:

- Deputy Prime Minister (chair)
- Minister of Off-Campus Affairs
- Minister of In-Residence Affairs
- Minister(s) of Athletics (2)
- Minister(s) of Social Affairs (2)
- Minister of Education
- Minister of Health Issues
- Minister of Community and Sustainability
- Minister of Human Rights and Inclusivity
- Minister of Annex Affairs
- Don on Cabinet
- Official guests: CRLC, LLC Advisor, College Office Staff, College Principal

b) Meetings

- Bi-weekly called by the Deputy Prime Minister.

3) Summer Mandate:

- To prepare for the upcoming academic year by brainstorming plans and goals.
- To plan a strategy for further Cabinet integration with Orientation Week.
- Update Cabinet on any developments or workings of the University throughout the summer.
- Can spend up to 250 dollars at one time without approval, to an overall maximum of 500 dollars.

a) Composition must include:

- Prime Minister or Deputy Prime Minister
- An additional three (3) members of cabinet

*NOTE: It is recommended that these members are in Peterborough or surrounding area to volunteer for this committee.

b) Meetings:

- Minimum of two (2) meetings between May and August

4) Clubs and Groups Funding Mandate:

- Oversees the distribution of the clubs and groups budget line.
- Reviews submitted funding applications and decides on funding on the basis of the financial need of groups..
- Reports to Cabinet each semester with the funding decisions.

a) Composition:

- Senior Minister of Finance (chair)
- Junior Minister of Finance
- At least one (1) or three (3) other Cabinet members.

b) Meetings:

- Will meet once in both October and February.

XIV. ONLINE VOTING POLICY

Summer:

- This policy is for important Cabinet matters when Cabinet cannot meet.
 - The motion will only be sent out by the Prime Minister via email and will ask for a

Secunder. The title of the email should include the term “Motion”.

ii. The Secunder will respond by “Reply All” to the email.

iii. Once the Secunder has responded the Prime Minister will send out a new email that will start the discussion. The title should include the term “Discussion” and the date discussion ends.

iv. When the discussion time period comes to an end another email will be sent out by the Prime Minister to start the voting process. The title should include the term “Voting” with the date that voting ends.

b) There will be two timelines given:

i. For the discussion period

ii. For the voting period the timelines will be for a seven (7) day period each (which is seven (7) days including weekends).

c) During the Discussion and Voting periods everyone is asked to “Reply All” so that everyone can take part and see other Cabinet Members comments and votes.

d) It is imperative that all emails be titled with appropriate subject lines.

Academic Year (September-April):

e) This policy is for important Cabinet matters when Cabinet cannot meet.

i. The motion will only be sent out by the Prime Minister via email and will ask for a Secunder. The title of the email should include the term “Motion”.

ii. The Secunder will respond by “Reply All” to the email.

iii. Once the Secunder has responded the Prime Minister will send out a new email that will start the discussion. The title should include the term “Discussion” and the date discussion ends.

iv. When the discussion time period comes to an end another email will be sent out by the Prime Minister to start the voting process. The title should include the term “Voting” with the date that voting ends.

f) There will be two timelines given:

i. For the discussion period.

ii. For the voting period where the timeline will be four (4) days (including weekends).

g) During the discussion and voting periods everyone is asked to “Reply All” so that everyone can take part and see other Cabinet Members comments and votes.

h) It is imperative that all emails be titled with appropriate subject lines.

XV. CLUBS & GROUPS FUNDING

- a) As College Cabinets are Levy Groups themselves, other Levy Groups are therefore not eligible for Clubs and Groups Funding.
- b) Groups must be registered under the Trent Central Students' Association (TCSA) to be considered for Clubs and Groups Funding.
- c) Each Group is required to:
 - i. Provide proof of a bank account in the group's name so that a cheque may be written. No personal cheques will be written.
 - ii. 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 Clubs and Groups Funding Committee.
 - iii. Groups have 30 days after the receipt of the e-mail confirmation regarding funding to pick up their cheques.
- d) Funds allotted to the Clubs and Groups budget line of the Lady Eaton College Cabinet Budget are decided at the Budget Meeting at the beginning of every Academic Year.
- e) Distribution of the Clubs and Groups budget line shall be done through the Clubs and Groups Funding Committee.

XVI. RESPONSIBILITIES OF OFFICIAL GUESTS

- a) General:
 - i. 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.

XVII. MASTER COPY OF THE CONSTITUTION

- a) The master copy of the Constitution for Lady Eaton College Cabinet must remain in the Cabinet Office for future reference.