

**LADY EATON COLLEGE CABINET
POLICY HANDBOOK
2019-2020**



TABLE OF CONTENTS

POLICY I: FINANCIAL POLICIES AND PROCEDURES	2
POLICY II: ELECTION RULES AND REGULATIONS	5
POLICY III: EXTERNAL COMMITTEE APPOINTMENTS	9
POLICY IV: RESPONSIBILITIES OF EXECUTIVE MEMBERS.....	10
POLICY V: RESPONSIBILITIES OF VOTING CABINET MEMBERS	10
POLICY VI: RESPONSIBILITIES OF NON-VOTING CABINET MEMBERS	17
POLICY VII: ORIENTATION WEEK	18
POLICY VIII: PROCEDURES AND RESPONSIBILITIES OF OFFICIAL GUESTS	20
POLICY IX: CABINET AWARDS	20

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

POLICY I: FINANCIAL POLICIES AND PROCEDURES

I. General

- a) The Senior Minister of Finance will administer all matters of finance with the approval of Cabinet.
- b) The Senior Minister of Finance will act as the chief signing officer on all financial matters. The Prime Minister will act as the Senior Minister of Finance co-signing officer.
- c) All financial transactions within a budget line do not need cabinet approval, with all others being approved by a simple majority vote of Cabinet.
- d) 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 prior to the meeting and relay their opinions.
- e) In the event that a financial decision must be made before a Cabinet meeting can be convened, the motion can be issued and seconded by email, and an email vote that meets quorum will be accepted.
- f) The Senior Minister of Finance and the Prime Minister will be the only Cabinet members with access to the safe and deposit box.
- g) All payments from Cabinet will be provided by cheque or debit card.
- h) Signing authority on all Cabinet bank accounts will be changed over to the incoming Senior Minister of Finance and the Prime Minister by the end of the outgoing Senior Minister of Finance and Prime Minister's term. To be completed within two weeks of the Spring General Election.

II. Budgeting

- a) The Senior Minister of Finance will submit a budget at 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.
- b) 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.
- c) The budget requires approval by a simple majority vote of Cabinet.
- d) Once approved, the budget is binding for first and second semester, respectively, and should be followed stringently.
 - i) In the case where the Cabinet levy fee is no longer protected, this budget can be

adjusted by a 2/3 majority vote at the next Cabinet meeting from when the amendments are proposed.

e) A proposed budget will be distributed to Cabinet by the Senior Minister of Finance prior to the first meeting.

III. Expenditures

a) Reimbursements

- i. Cabinet members will self-fund most purchases in advance.
- ii. Only purchases directly related to Cabinet business will be approved and reimbursed.
- iii. Cabinet members must provide a receipt to be reimbursed.
- iv. 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, in order to be reimbursed.
- v. 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.

b) Advance Payments

- i. For large purchases, Cabinet members may request a cheque in advance to pay for an expense.
- ii. 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.
- iii. 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.
- iv. If the actual cost was more than the advance, the Cabinet member may submit a receipt requesting reimbursement for the difference.

c) Other Payments

- i. The Senior Minister of Finance will pay any invoices or bills within fourteen (14) days of receipt.
- ii. Any donations approved by Cabinet will be paid directly by cheque.
- iii. Club Funding will be paid by cheque to the name requested by the club (in accordance with the Clubs and Groups Policy) and a signature will be required by the receiver.

IV. Sales

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

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

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

V. Accounting

a) The Senior Minister of Finance will be responsible for 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.

b) The Senior Minister of Finance financial records will be provided to Trent University Financial Services for review in January and again before April 30th of the current Cabinet term.

c) All financial records must be kept on file by Cabinet for seven (7) years.

d) 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.

VI. Reporting

a) The Senior or Junior Minister of Finance will present monthly statements to 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 Cabinet.

VII. Debit Card

a) The debit card is to be used solely by those who are signing authority of account 0410-5222107. No others, including other Cabinet members will be given access to either the physical card or the pin number.

b) When not in use, the debit card shall remain in the safe within the Cabinet office.

c) The debit card shall receive a new pin each year by the end of the Cabinet term. The pin number of the debit card shall be chosen by the incoming Senior Minister of Finance, and be shared only with those that will be signing authority of the account for the upcoming term.

d) The debit card is to be provided to the Orientation Week Facilitator who is signing authority of account 0410-5222107 by April 30th in preparation of the next term's Orientation Week. The Orientation Week Facilitator is given use of the card from April 30th until the end of Orientation Week.

VIII. Transportation Reimbursement

a) All Cabinet Voting Members and other 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.

b) The distance travelled cannot be accessible via the Trent Express unless it is required to

transport a large object for Cabinet that cannot be taken on the bus.

c) The following procedures will be set for the claiming and reimbursement of gas money:

- i. Travel for the purpose of Cabinet includes: attending mandatory conferences, picking up supplies, visiting businesses and venues.
- ii. The person(s) must present to Cabinet in a meeting the exact mileage they have travelled, the locations they have travelled to and from, and their purpose in doing so, post-travels, therefore careful documentation of mileage must be taken while driving.
- iii. The proposal will be analyzed based on the previous guidelines, and if approved by 50% + 1 of voting Cabinet members, a reimbursement of \$0.40/km will be given to said person from the Contingency account.

d) If no Cabinet Member can provide transportation to a location outside Peterborough Transit system or if the Cabinet Member is logistically unable to transport the purchase(s) via Peterborough Transit, a taxi can be refunded by Cabinet with receipt.

POLICY II: ELECTION RULES AND REGULATIONS

I. Nominations

- a) The nomination period runs from _____ at 9:00 AM to _____ at 12:00pm.
- b) All candidates MUST submit completed nomination form(s) to the Lady Eaton College Cabinet Office within the nomination period. Blank nomination forms will be available outside the Cabinet office starting on _____ at 9:00am.
- c) Each Candidate must have their own nomination form completed.
- d) Only official nomination forms obtained from the Cabinet Office will be accepted by the Chief Electoral Officer. If you are unable to obtain the paperwork from the Cabinet office, please email the Chief Electoral Officer for an electronic copy.
- e) In order to be considered completed, a nomination form MUST have the signature and student number for each of the following; the candidate, a nominator and two supporters (3 in total), all of whom must be current members of Lady Eaton College. Current members of Lady Eaton College Cabinet may NOT sign be nominators or supporters
- f) All nomination forms must be submitted in hard-copy to the Lady Eaton College Cabinet Office or the Chief Electoral Officer by the end of the nomination period. No late submissions will be accepted.
- g) In addition to the nomination form, all nominees are required to submit by email to the Chief Electoral Officer a brief description of their intentions in running for their Cabinet position. A photo is also recommended but is not required. No late submissions will be accepted.
- h) All Candidates must have a minimum grade average of 65% 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.

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

i) The voting positions available for nomination must be public to Lady Eaton College students.

j) The non-voting positions available must be public to Lady Eaton College students.

II. Campaigning

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

b) Campaigning activities must end prior to the beginning of speeches, which should be held in the evening of the last day of nomination period.

c) All campaign advertising materials MUST come down by midnight of the same day (outlined in Policy II.II.b.). Campaigning materials include but are not limited to the following: posters, signs, social media outreach, newspaper spread. Please note that social media groups and events, as well as other social media campaigns are exempted, but subjected to Policy II.II.d.

d) Social media groups, events and fan pages are permitted, provided that the Chief Electoral Officer is made an administrator of the group/event. Social media groups and events are not required to be closed or canceled by the deadline outlined in Policy II.II.c, however candidates are not allowed to have further campaigning activities after the deadline. They may choose, however, to promote the election and voters participation in an impartial, unbiased manners. The Chief Electoral Officer has the authority to close and/or cancel any social media groups and events that are found to violate this provision.

e) Advertisements in student publications such as the Arthur are permitted and encouraged. Smearing of other candidates, however, is strictly prohibited.

f) Candidates may fund-raise and spend up to one-hundred-dollars (\$100) 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 (which are included in the spending limit), must be submitted by the candidate to the Chief Electoral Officer within forty-eight (48) hours for review.

g) Candidates are permitted to display posters anywhere in the College with the exception of the following areas:

i) Candidates may not place posters anywhere in the Commons Block with the exception of the bulletin boards, the stairwell to the Junior Common Room, and within the Dining Hall.

ii) Each candidate is allowed to display one (1) large poster in the Dining Hall, the size of

which is not to exceed more than one quarter of the wall.

iii) Under no circumstances will posters or advertisements of Lady Eaton College Cabinet Elections or of individual/group candidates be placed in the Residences of Lady Eaton College. This includes the hallways, stairwells, bathrooms, and ALL doors and windows, et cetera. Residences will be monitored to ensure that this regulation is followed.

h) Candidates may also poster in other areas of the University, provided that various College and University posting policies are followed. It is the candidate's responsibility to be aware and informed about these policies.

i) ANY Lady Eaton College Cabinet resources or property may NOT be used by any candidate for campaign purposes. *This is especially addressed to current members of the Lady Eaton College Cabinet who are campaigning for a position on Cabinet for the following academic year (as they would have access to the Cabinet office).

III. Speeches

a) Campaign speeches will take place on _____ at 7 PM in the Lady Eaton College Dining Hall. All candidates (except Secretary and Speaker of the House) are required to give a speech for no longer than five (5) minutes. For candidates who are running as a team, the time for both candidates' speeches must total to and not exceed five minutes as well.

b) Speeches will proceed in the order in which positions are listed under Section V of this document, unless otherwise noted by the Chief Electoral Officer.

c) The speeches will be timed by the Chief Electoral Officer. A one-minute-warning to indicate time remaining will be given to Candidates discreetly by the raising of the hand. Should the candidate(s) exceed five minutes; the Chief Electoral Officer will end their speech and proceed with the agenda.

d) Candidates are required to stay for the duration of all speeches and until the Chief Electoral Officer dismisses the candidate(s) unless they must leave on account of a time - conflict with classes, et cetera. Early dismissals must be arranged with the Chief Elections Officer beforehand.

e) In the event that a candidate must leave before the conclusion of all speeches due to an urgent matter, they must inform the Chief Electoral Officer as soon as possible, and obtain acknowledgement from the Chief Electoral officer prior to leaving.

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

IV. Elections

g) The voting period will occur on _____ and go till _____.

h) The links to online election poll will be set to be sent out at midnight of the speech night. The online polls will be open and active for a minimum of two full (i.e. 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

i) An empty response is one in which 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 in the election result counting.

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

k) In the event that a position is uncontested, a yes/no/abstain question asking for approval of a candidate will appear on the ballot.

l) The link to 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 Chief Electoral Officer to publicize any extension of the voting period to all college members.

m) 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, she/he has 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 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 recommendation to forbid such member(s) from running for Cabinet positions for up to a maximum of two (2) years.

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

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

p) The names of successful candidates will be made public through all Cabinet social media pages and groups.

q) 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.

r) Candidates may request and receive the vote count of the election. This must be arranged in-person with the Chief Electoral Officer.

V. Non-Voting Candidate Election Procedures and Policies

a) Non-Voting Members on the Lady Eaton College Cabinet that can be appointed constitute Secretary and Speaker of the House.

b) Whereas Non-Voting Members are required to submit an official nomination form to the Cabinet Office by the deadline, they are not required to run a campaign, or give a speech to members of the College during the Speeches.

c) Candidates running for Non-Voting position on Cabinet will be required to give a speech to Cabinet members during the meeting at which election results are ratified for voting members, or at a time specified through correspondence with Cabinet, which outlines why they would be an ideal candidate to hold one of the aforesaid mentioned positions.

d) Cabinet will deliberate in Closed Session to select the best candidate(s) for the Non-Voting position(s) available.

e) Candidates will receive the results of Cabinet's decision after deliberation from the Prime Minister or the Deputy Prime Minister.

f) Candidates for Non-Voting positions should be aware of the requirements for the positions in which they intend to run, as outlined in the Lady Eaton College Cabinet Policy Handbook. As such, speeches should be tailored to detailing relevant experience, qualities, et cetera.

VI. 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 Cabinet position for up to maximum of two (2) years.

b) 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 Chief Electoral Officer will be responsible for determining what constitutes "appropriate" and "inappropriate" (along with variations of these terms) in the event that issues arise, on a case by case basis.

c) In the event that an issue arises that is not covered in either this document or the Lady Eaton College Cabinet Constitution, the Chief Electoral Officer reserves the right to make a decision on the matter. In these special cases, it is recommended that the Chief Electoral Officer consult with Cabinet members whose names do not appear on the ballot, but the Chief Electoral Officer bears the authority and responsibility for making a final decision.

POLICY III: EXTERNAL COMMITTEE APPOINTMENTS

- a) The Deputy Prime Minister must approve and appoint the CASSC Sub-Committee representatives.
- b) 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 IV: RESPONSIBILITIES OF EXECUTIVE MEMBERS

- a) Executive members shall meet on a regular basis to ensure the general functioning of C, and make emergency decisions as necessary.
- b) In the event that a Cabinet member intends to resign, an executive member should try to arrange contact by whatever means possible (email, phone call etc.) with the resigning member before the resignation is approved by Cabinet.

POLICY V: RESPONSIBILITIES OF VOTING CABINET MEMBERS

I. Prime Minister:

- a) Acts as official spokesperson and representative for Cabinet viewpoints and decisions.
- b) Has a good knowledge of Robert's Rules of Order.
- c) Works to maintain good relationships between other Cabinets and Associations, students, faculty and administration.
- d) Sits on the following committees:
 - i. Cabinet Executive Committee
 - ii. Colleges Sub-Committee of CASSC
 - iii. Events Planning Committee
- e) Along with the Senior Minister of Finance, acts as co-signer for financial affairs.
- f) May sign university documents under the title of 'President'.
- g) Informs appropriate authorities of Cabinet appointments to University committees and the election of Cabinet Members.
- h) Should the Speaker of the House be absent, the Prime Minister will assume the duties, unless otherwise decided by Cabinet.
- i) Responsible to ensure that the Prime Minister's keys are submitted and redistributed after the Turnover meeting
- j) Attend the Presidents/Prime Minister meetings as the Lady Eaton College representative
- k) Responsible for calling the dates of all College weekends, Cabinet Meetings and Annual

General Meeting (AGM)

- l) Ensure that Cabinet training occurs at the start of the Fall Semester, when applicable
- m) Must have sat on Cabinet for one (1) year either as a voting or non-voting member.

II. Deputy Prime Minister:

- a) Assumes Prime Minister's duties and responsibilities when required.
- b) Has a good knowledge of Robert's Rules of Order.
- c) Has a thorough knowledge of the Lady Eaton Cabinet Constitution.
- d) Maintains links with members of the College who sit on University and College Committees, and is aware of University, College and Cabinet Committee developments.
- e) Sits on the following committees:
 - i) Cabinet Executive Committee
 - ii) Events Planning Committee (chair)
- f) Acts as the Chief Electoral Officer for September bi-elections and other elections, which includes other bi-elections and referendums.
- g) In the event that a position stands vacant, and that position normally represents Cabinet to or on another body, or, by virtue of that position sits on another body, the Deputy Prime Minister or their delegate will be appointed to sit on that body in the interim.
- h) Responsible for attending the Colleges and Student Services Committee Meetings (CASSC).
 - i. Responsible for updating Cabinet of CASSC happenings and seeking input where necessary.
 - ii. Responsible for presenting the proposed ancillary budgets to Cabinet and taking back recommendations and decisions to CASSC.
 - iii. Responsible for approving and appointing the CASSC Sub-Committee representatives. (This will include ensuring that representatives attend the meetings or arrange for alternatives).
- i) Responsible for chairing the Constitutional Review Committee and finding members for said committee as well as tracking any changes made (will begin this process in the first semester).
- j) Responsible for conducting a mid-year review with each member of Cabinet.
- k) Must have sat on Cabinet for one (1) year either as a voting or non-voting member.

III. Senior Minister of Finance:

- a) Responsible for coordinating the financial affairs of Cabinet with the Junior Minister of Finance.
- b) Presents an annual budget to run from the first fall Cabinet meeting to the first fall Cabinet meeting of the following year for Cabinet approval at its second Cabinet meeting.

- c) Maintains financial records and presents written financial updates to Cabinet, once per month.
- d) Is a co-signer for financial affairs with the Prime Minister or Deputy Prime Minister.
- e) Ensures that financial books and documents be accessible to every College Member at any given time.
- f) Is bound by the LEC Cabinet Financial Procedures and is to ensure that all financial matters are carried out in accordance with the same Policy.
- g) Sits on the Cabinet Executive Committee.
- h) Responsible for organizing and chairing the Clubs and Groups Funding Committee.
- i) Cheques will be written within fourteen (14) days of submission.
- k) Reports to Events Planning committee when necessary.
- m) Responsible for liaising with academic departments and faculty.

IV. Junior Minister of Finance:

- a) Responsible for coordinating the financial affairs of Cabinet with the Senior Minister of Finance.
- b) Ensures that financial books and documents be accessible to every College Member at any given time.
- c) Is bound by the LEC Cabinet Financial Procedures and is to ensure that all financial matters are carried out in accordance with the same Policy.
- d) Assumes Senior Minister of Finance duties if/when the position becomes vacant.
- e) Sits on the Clubs and Groups Funding Committee.
- j) The Junior Minister of Finance must move into the Senior Minister of Finance position the following year as this is a two (2) year position.
- k) Acts as a consultant for the Senior Minister of Finance regarding financial choices and procedures.
- l) It is recommended that the Junior Minister of Finance has previous experience/knowledge with financial affairs or has taken classes associated with accounting/finances.

V. Senior Senator:

- a) Responsible for keeping Cabinet and the College informed of Trent University Senate affairs through Senate reports to Cabinet.
- b) Responsible for representing College concerns at Senate and disseminate information from Senate to students in the college.
- c) Responsible for attending Student Senate Caucus and maintaining open communication with other Senators.
- d) Shall attend all regular meetings of the TCSA and as such must fulfill all requirements of their

position according to the TCSA By-laws and Operating Policies.

e) Sits on the Cabinet Executive Committee.

f) May be required to sit on various other Committees and Sub-Committees of Senate, Senate Executive, or the TCSA, etc. and must abide by their rules and regulations.

g) Works with the Junior Senator and the TCSA Commissioner to represent LEC in Campus wide affairs.

h) Must be 18 years old at the time of their ratification as according to TCSA's Standard of Employment.

VI. Junior Senator:

a) Responsible for keeping Cabinet and the College informed of Trent University Senate affairs through Senate reports to Cabinet.

b) Responsible for representing College concerns at Senate and disseminate information from Senate to students in the college.

c) Responsible for attending Student Senate Caucus and maintain open communication with other Senators.

d) Responsible for supplying requested academic information to Cabinet and members of the College.

e) Represents LEC on the Committee of Undergraduate Petitions (CUP) when required.

f) Acts as Chief Electoral Officer during the Spring Elections.

g) Assumes Senior Senator duties if the position becomes vacant.

h) Required to attend at least one (1) TCSA meeting in the Spring Term prior to assuming role as Senior Senator.

i) Works with the Senior Senator and the TCSA Commissioner to represent LEC in campus wide affairs.

j) The Junior Senator must move into the Senior Senator position the following year as this is a two (2) year position.

VII. Minister of In-Residence Affairs:

a) Responsible for liaison between residence students and Cabinet.

b) Attends College Residence Council meetings.

c) Responsible for organizing events for residence students.

d) Responsible for maintaining communication between section representatives, students, and Cabinet.

e) Acts as a liaison between Cabinet and the student spaces in the College.

ii) Promotes the use of College common space by students and faculty.

iii) Works with the College Office to promote and add to College common areas (JCR, Pit, dining hall, corridors).

f) Sits on the Events Planning committees.

g) Responsible for co-chairing the Festive College Weekend with the Minister of Off-Campus Affairs in the event that no co-chairs come forward.

h) Must spearhead at least one (1) event per semester within the Events Planning Committee.

VIII. Minister of Off-Campus Affairs:

a) Responsible for liaison between off-residence students and Cabinet.

b) Responsible for organizing at least one (1) event per semester with a focus towards off-residence students.

d) Responsible for hosting an event that brings on and off residence students together.

e) Responsible for running at least one (1) event to promote the downtown community (Traill College, Black Honey, etc).

f) Sits on the Events Planning Committee.

g) Responsible for co-chairing the Festive College Weekend with the Minister of In-Residence Affairs in the event that no co-chairs come forward.

h) Must spearhead at least one (1) event per semester within the Events Planning Committee.

i) The Off-Campus Minister must live off residence during their term on Cabinet.

IX. Minister(s) of Athletics:

a) Responsible for promotion of student intramural athletics, inter-college athletics and varsity sports through the cafeteria bulletin board and other mediums.

b) Responsible for the upkeep, loan, and inventory of College Athletic equipment. This includes being responsible for the creation and taking down of the broomball rink for Winter College Weekend (finding volunteers to help, putting up the poles and boards, flooding, returning all borrowed equipment, etc.), as well as the coordination of the Broomball Tournament.

c) Responsible for coordinating College Weekend athletic activities in conjunction with chair/co-chairs.

d) Responsible for encouraging Members of the College to participate in athletic activities and attend varsity games.

e) Minister(s) will sit on the CASSC Athletics sub-committee.

f) Sits on the Events Planning committee.

g) Responsible for chairing Winter College Weekend with the Minister of Communications and Publicity in the event that no co-chairs come forward

h) Must spearhead at least one (1) event per semester within the Events Planning Committee.

X. Ministers of Social Affairs:

- a) Responsible for organizing the College Formal, held in the Winter Semester. The formal theme is decided by the Ministers of Social Affairs and brought to a Cabinet meeting for the approval of Cabinet members.
- b) Sits on the Events Planning Committee.
- c) Responsible for chairing Fall College Weekend in the event that no co-chairs come forward.
- d) Promote social events throughout the Trent Community
- e) Must spearhead at least one (1) event per semester within the Events Planning Committee.

XI. Trent Central Student Association (TCSA) Commissioner:

- a) Liaison between the TCSA and Cabinet and disseminate information to students of the College
- b) Must be fully informed of all business pertaining to the College in relation to the TCSA, should such information be required by the TCSA Board of Directors or any member of the College.
- c) Responsible for the distribution of TCSA material to the College.
- d) Shall attend all regular meetings of the TCSA and as such must fulfil all requirements of their position according to the TCSA By-laws and Operating Policies.
- e) Works with the Senior Senator and the Junior Senator to represent LEC in campus wide affairs.
- f) Must be 18 years old at the time of their ratification as according to TCSA's Standard of Employment.

XII. Minister of Health Issues

- a) Encourage awareness of health related issues and provide appropriate literature and information about student health issues and the services available at Trent.
- b) Sits on the Events Planning Committee.
- c) Must spearhead at least one (1) event per semester within the Events Planning Committee.
- d) Sits on the CASSC Health and Wellness Sub-Committee.

XIII. Minister of Community and Sustainability

- a) Responsible for informing the Lady Eaton Community about various community services available and volunteer needs of agencies in Peterborough.
- b) Responsible for informing the Lady Eaton Community about various environmental initiatives, events and groups on campus and within the Peterborough community. This includes publicizing environmental concerns and promoting environmental preservation. Act as a liaison between Lady Eaton College and environmental groups on campus and in the Peterborough

community.

c) Sits on the Event Planning Committee.

d) Must spearhead at least one (1) event per semester within the Events Planning Committee.

e) Sits on the CASSC Sustainability Sub-Committee.

XIV. Minister of Communications and Publicity

a) Responsible for the maintenance of the Cabinet social media accounts, which must provide access to, but is not limited to, the Constitution and Policy Handbook and meeting minutes. Electronic copies of “The Drumline” will be shared from year to year on a storage device.

b) Responsible for producing and sending the weekly College-wide Cabinet email, which shall be known as “The Drumline” notifying College members of important Cabinet, College and University events.

c) Responsible for producing press releases, and other such external communications duties.

d) Responsible for supporting Cabinet members in the promotion and advertising of their events.

e) Responsible for co-chairing the Winter College Weekend with the Minister(s) of Athletics in the event that no co-chairs come forward

f) Responsible for updating the Trent Student TCSA Mobile App with LEC event information on a weekly basis.

g) Sits on the Events Planning Committee.

XV. Minister of Education

a) Responsible for supplying career and skill building information to Cabinet, students and members of the College (ie – career center events, networking opportunities, student accessibility services, tutoring, workshops) through “The Drumline,” etc.

b) Responsible for liaising with Lady Eaton College Alumni and coordinating with the Alumni House.

c) Represents LEC on the Committee of Undergraduate Petitions (CUP) when required.

d) Maintains connection and liaisons with the Academic Advisor, Career Centre, Academic Skills, and Wellness.

e) Sits on the Event Planning Committee.

f) Must spearhead at least one (1) event per semester within the Events Planning Committee.

XVI. Minister of Human Rights and Inclusivity

a) Must be familiar with issues from marginalized student groups.

b) Promote culture sensitivity, integration and antidiscrimination.

c) Must ensure accessibility for events.

- d) Maintains connection and liaisons 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) Responsible for hosting LEC Celebrates Culture and the Holidays.
- f) Sits on the Event Planning Committee.
- g) Must spearhead at least one (1) event per semester within the Events Planning Committee.

XVII Minister of Annex Affairs

- a) Responsible for liaison between Annex students and Cabinet.
- b) Attends College Residence Council meetings.
- c) Responsible for organizing events for Annex students.
- d) Responsible for maintaining communication between section representatives, students, and Cabinet.
- e) Acts as a liaison between Cabinet and the student spaces in the College:
 - ii) Promotes the use of College common space by students and faculty.
 - iii) Works with the College Office to promote and add to College common areas (JCR, Pit, dining hall, corridors).
- f) Sits on the Events Planning committees.
- g) Must spearhead at least one (1) event per semester within the Events Planning Committee.

POLICY VI: RESPONSIBILITIES OF NON-VOTING CABINET MEMBERS

I. Secretary:

- a) Responsible for taking accurate minutes at all Cabinet Meetings and for circulating them to all Cabinet Members within seventy-two (72) hours of the Cabinet Meeting.
- b) Responsible for Cabinet written correspondence, and maintains Cabinet records, including attendance.
- c) Responsible for inventory, maintenance and purchases of the Cabinet office supplies.
- d) Creates agenda for Cabinet meetings at least twenty-four (24) hours in advance.

II. Speaker of the House:

- a) Chairs all Cabinet meetings.
- b) Responsible for having a good knowledge of Cabinet policies and procedures, as well as Robert's Rules of Order.
- c) Responsible for having a copy of the current Constitution, Policy Handbook and Robert's

Rules of Order on hand at every meeting.

- d) Responsible for following the agenda prepared by the Cabinet Secretary.
- e) In the absence of the Speaker of the House, the Prime Minister or designate will act as Speaker.
- f) Will be appointed by Cabinet shortly after the March general election during closed session.
- g) Responsible for planning and organizing at least one (1) Cabinet retreat.

III. Lady Eaton College Don on Cabinet:

- a) Responsible for liaison between Lady Eaton College Cabinet and the Don Team.
- b) Responsible for promoting Cabinet events in Residence.
- c) Responsible for providing Cabinet with a detailed list of residence related events.
- d) Will fall to the Senior Don or a designate chosen by the Senior Don.
- e) Responsible for collaborating with members of Cabinet on their mandated events.
- f) Sits on the Event Planning Committee.

POLICY VII: ORIENTATION WEEK

I. Orientation Week Facilitators Requirement and Responsibility

- a) Applicants may apply individually or as a team/group (no more than two).
- b) Applicants should achieve a minimum overall academic average of 70%.
- c) Applicants should have minimum of one year experience as a Lady Eaton College Orientation Leader or LEC Donning experience (applicants with only Donning experience are encouraged to run with a partner(s) who has previous Orientation Leader experience).
- d) Either the Prime Minister or the Deputy Prime Minister will sit on the Selection Committee for the Orientation Facilitators.
- e) If there is a conflict of interest with the Prime Minister or Deputy Prime Minister sitting on the Facilitator hiring committee as a Cabinet representative, Cabinet will appoint another representative to take their place.
- f) Orientation Facilitators are responsible for meeting and fulfilling the duties and responsibilities set out by the Office of Student Affairs, the College Office and Cabinet, which includes but is not limited to the following:
 - i) Planning and implementing Orientation Week.
 - ii) Training and supervising staff.
 - iii) Fulfilling administrative and programming duties.
 - iv) Liaising with appropriate departments.

- g) Orientation Facilitators must keep in regular communication with Cabinet.
- h) During the summer, Facilitators are expected to provide updates to Cabinet's Executive Committee and Summer Committee

II. Financial Responsibilities of Orientation Week Facilitators

- a) Are responsible for meeting and fulfilling the duties and responsibilities set out by the OSA and the College Cabinet. Refer to Policy VII.I.f.
- b) Must develop and follow a budget, maintain expense logs, and provide written financial statements to Cabinet after the completion of Orientation (*recommended: work in conjunction with Cabinet Ministers of Finance to develop budgets).
 - i) The Facilitator(s) must coordinate with the Senior Minister of Finance to be given signing authority on the Orientation Week bank account prior to the start of the summer until the completion of Orientation Week, and assume responsibility for all financial matters relating to Orientation Week.
 - ii) The Facilitator(s) are responsible for handling all expenses during Orientation week, including but not limited to recording all expenditures and reimbursement.
 - iii) The Facilitator(s) are required to return all finance related materials (cheques, debit-cards, etc.) no later than 30 days after the final presentation of the Budget of Orientation Week to Cabinet
 - iv) The Facilitator(s) must adhere to the LEC Cabinet Financial Procedures; however they are not required to have financial decisions pertaining to Orientation Week approved by Cabinet.
 - v) The Facilitator(s) must present a preliminary record of expenses in October. A final report and budget will be given to Cabinet after all financial matters have been settled in second semester.
- c) It is up to the discretion of the Orientation Facilitators to use the funding as long as they don't contravene the interests and mandates of Cabinet. Cabinet has the right to withdraw Cabinet's funding from Orientation Week in the event there is a conflict with our interests and mandate.

III. Orientation Leaders:

- a) Orientation Facilitators and one Cabinet executive member are responsible for sitting and voting on the Orientation Leader selection committee. The Facilitator(s) are responsible for opening up the Orientation Leader applications in the winter semester.
- b) The Facilitator(s) have the right to rescind an offer/remove a student from Orientation Leaders Team if they do not meet the requirements set out by the Facilitator(s) and/or if they believe they are not fulfilling their obligations and duties.
- c) The total number of positions reserved for Cabinet members is to be decided upon by the Facilitator(s), however it is recommended that there is a presence of Cabinet members who will

be sitting on Cabinet for the following academic year are selected. All Cabinet members who apply to be Orientation Leaders are required to follow all application procedures and meet all requirements.

d) The Facilitator(s) will determine the overall number of Orientation leaders to select, including: Cabinet member positions and returning leaders positions. During the interview it will be asked whether the applicant has interest in running in the Cabinet Spring election in order to give the Facilitators a better ability to meet the recommended number of Cabinet members as Orientation leaders.

POLICY VIII: PROCEDURES AND RESPONSIBILITIES OF OFFICIAL GUESTS

IV. College Weekend Chair/Co-Chairs

a) Cabinet shall be responsible for appointing in closed session Chair/Co-Chairs for Fall College Weekend, Festive Season Weekend, Winter College Weekend and the Spring Celebration Weekend.

b) A call for Chair/Co-Chairs must be made to the College community at least four weeks prior to the event.

c) Chair/Co-Chairs are:

i) To be selected through a presentation to Cabinet, which is to include a proposed budget, schedule of events, and design of paraphernalia and advertising at a Cabinet meeting at least one month prior to each College Weekend.

ii) Responsible for the creation of a finalized College Weekend timetable of events.

iii) Responsible for advertising the Weekend ensuring that Fall College Weekend, Festive College Weekend, Winter College Alumni Weekend and Spring Celebration Weekend be used on any and all advertising, t-shirts, and other memorabilia in their entirety.

iv. Responsible for setting up a committee to help with the organization.

v. Responsible to keep in frequent touch with Cabinet during the weeks preceding the actual event.

vi. Must work with the Events Planning Committee, the College Office, College Dons and other relevant Cabinet Members.

vii. With the exception of the Spring Celebration Dinner, Chair/Co-Chairs must organize and run events over the course of Friday, Saturday, and Sunday.

viii. If College Weekend Co-Chair volunteers are not found, the following Cabinet members will take charge of the College Weekends:

1. Fall College Weekend: Ministers of Social Affairs.

2. Festive College Weekend: Minister of On-Residence Affairs and Minister of Off-Residence Affairs.
3. Winter College Weekend: Minister(s) of Athletics and Minister of Communications and Publicity.
4. Spring Celebration Weekend: Two graduating members of Cabinet.

POLICY IX: CABINET AWARDS

The outgoing Cabinet will vote on the recipients of the awards listed below. The Prime Minister will send out a call for nominations a month before the AGM for students in LEC to submit their ideal candidates. Cabinet member will vote on each award in a secret ballot. These awards and others are to be presented at the Spring Celebration Dinner.

I. Off-Residence Award

This Award, presented in the spring, goes to the Off-Residence student each year that significantly contributes to the College in a variety of ways (i.e. participation in athletics and various committees, volunteering at events such as College dinners, etc.).

II. “Behind-the-Scenes” Award

This award is presented, in the spring, to the student who contributes significantly to College life, but in a manner that is subtle (i.e. that would not normally receive widespread recognition for their efforts).

III. John Stanford Award

Awarded to a Cabinet Member that has shown initiative, leadership, commitment, and performance above their own duties, good attendance, and dedication. Three members will be nominated by the Cabinet (or four if there is a tie). Three names will be called for by each Cabinet member at a meeting close to the spring election date. The three names (or four if there is a tie) appearing most will be the names put forward by Cabinet. Those names will then go appearing on the ballots for the spring elections. The names appearing on the ballots will be accompanied by a description of what they have done so that the award is not based solely on popularity. The College Body at large will decide who gets the award during spring elections. The award will be presented at the Spring Celebration Dinner.

IV. Mil Clark Award

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

V. Cabinet Appreciation Award

This award is given annually (presented in the spring) to honour a member of Cabinet who, over the past year, has made significant contributions to the Lady Eaton College Cabinet. Names will be nominated in a Cabinet meeting by members of Cabinet close to the spring election date, and

decided upon by Cabinet members to show the recipient recognition for contributions they have made throughout the year.

VI. The Dave French Award

This award, presented in the spring, goes 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 in a responsible and respectful manner. Names will be nominated in a Cabinet meeting by members of Cabinet close to the spring election date, and decided upon by Cabinet members to show the recipient recognition for the contribution they have made throughout the year.

VII. Volunteer Appreciation Award

This award is given to a person not on Cabinet who made an outstanding contribution towards Cabinet over the course of the year.

VIII. Golden Toad Award

This award is presented 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.

IX. Michael Eamon Award

This award is presented to a student, faculty, or staff in LEC who has promoted the arts throughout the College and Trent University

X. Athletic Supporter Award

This is an award presented annually to the students (2) who the Athletic representatives of the college feel have contributed most to the College sports program through participation, leadership, enthusiasm, and undying support for the most athletic endeavors of the College. These students are NOT necessarily the best athletes, but they have combined all of the above characteristics during their time at Trent.