



Agenda

Meeting of the Concurrent Education Students' Association Council

Sunday, March 6th, 2016

6:00 PM, Dunning 12

1. **Motion #1** - Adoption of the Agenda of the meeting of March 6th, 2016
Moved by: Levi Burns
Seconded by: David Wiercigroch
2. **Motion #2** - Approval of the Minutes of the meeting of February 21st, 2016
Moved by: Levi Burns
Seconded by: David Wiercigroch
3. Speaker's Business
4. President's Report
5. Vice Presidents' Reports
 - a. Vice President (Internal)
 - b. Vice President (External)
6. Executive Administrator's Report
7. Events Director's Report
8. Marketing and Design Director's Report
9. Treasurer's Report
10. Academic Affairs Commissioner's Report
11. Equity Affairs Commissioner's Report
12. Equity Outreach Director's Report
13. Senator's Report
14. AMS Representative's Report
15. Year Representatives' Reports
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
16. CESA Clubs Director's Report
17. QCE Chair's Report



18. Head Teach's Report

19. Statements by Members

20. Question Period

21. Old Business

a. **Motion #3 - Fair Elections Act**

Moved by: David Wiercigroch

Seconded by: Hannah Ramsay

That CESA Council amend article 4.08 of the CESA Constitution as outlined in Appendix: Fair Elections Act.

b. **Motion #4 - Back to Back**

Moved by: Matt Rowland

Seconded by: Joyce Chiang

That CESA Council amend article 5.02 of the CESA Constitution as outlined in Appendix: Back to Back.

c. **Motion #5 - Take Care**

Moved by: Matt Rowland

Seconded by: Joyce Chiang

That CESA Council amend article 4.09 of the Job Description Policy Manual as outlined in Appendix: Take Care.

d. **Motion #6 - Energy**

Moved by: Matt Rowland

Seconded by: Joyce Chiang

That CESA Council amend article 2.06 of the Hiring Policy Manual as outlined in Appendix: Energy.

e. **Motion #7 - 0 to 100/The Catch Up**

Moved by: Matt Rowland

Seconded by: Joyce Chiang

That CESA Council amend article 4.09 of the Job Description Policy Manual as outlined in Appendix: 0 to 100/The Catch Up.

22. New Business

a. **Motion #8 - That's Some Good Clerkin'**

Moved by: Aubrey Cottreau

Seconded by: Charlotte Corelli

That CESA Council amend articles 1 and 2 of the Hiring Policy Manual as outlined in Appendix: That's Some Good Clerkin'.



b. **Motion #9** – Meatballs

Moved by: Hannah Sheepspeak

Seconded by: Joyce Chiang

That CESA Council amend article 4 of the Job Description Policy Manual as outlined in Appendix: Meatballs

c. **Motion #10** – Really into real-ay

Moved by: Hannah Sheepspeak

Seconded by: Joyce Chiang

That CESA Council amend article 4 of the Job Description Policy Manual as outlined in Appendix: Meatballs

23. Discussion Period

- a. Event/marketing request system – Levi
- b. Internal records – Hannah R

24. Speaker's Last Word

25. Adjournment

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President's Report

David Wiercigroch

Hey everyone,

I cannot believe this is our second last CESA Council meeting of the year. I am amazed at how fast time has flown by this year. I am very excited for the AGM coming up in a few weeks. We have confirmed with Peter and there will be pizza!

Here are some updates from me:

| Fall Reading Week |

In response to a notice of motion on the SCAP Fall Reading Week proposal coming to the April Senate meeting, AMS Assembly asked the Speaker to send a letter to Dr. Morelli, Chair of this committee expressing concern with the lack of consultation in the creation of this proposal. As discussed at CESA council in previous meetings, there are many issues with this proposal and the way in which it was created. The AMS is asking the Senate to task the Provost to create an Advisory committee on the topic issuing recommendations by the end of next academic year. This will allow proper study of options and better consultation with students, staff, faculty and mental health experts.

| Academic Feedback Survey |

Kate and I have completed the draft of the academic survey and hope to work with the AMS to send it out soon. We are unsure of the specific timeline but hope to reach students before the end of the semester. We are very excited to formalize student feedback on the state of our PROF classes and placements in order to guide our advocacy work.

| Undergraduate Research Opportunities |

Over the Summer, I was involved in discussions regarding undergraduate research opportunities for students and the creation for an online research hub for Queen's students. While these positions remain limited in the area of education for Con-Ed students with the exception of a few SWEP opportunities, there may be an opportunity to extend more opportunities to Con-Ed students as research becomes an area of focus. I have reached out to the student government representing Faculty of Education graduate students to discuss possible collaborations further.

| Changes to AMS Clubs |

We discussed a number of changes coming to Assembly pertaining to the Clubs Office. The SGPS clubs have merged into the AMS Clubs system to create the "Queen's Clubs Office" and the SGPS will contract out its clubs to be administered through the AMS. In addition, all clubs will be open to both undergraduate and graduate students fostering increased collaboration between the two student bodies. Finally, the Clubs Caucus will be formed allowing for Clubs to share best practices and discuss AMS policies that affect them. Each AMS club will have one vote at Clubs Caucus.

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I hope to see you all at Council brunch coming up very soon! In addition, I'm looking forward to seeing who wins the first ever Con-Ed Assassin. It won't be me.

See you at the AGM!

DW

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Vice President (Internal)'s Report

Sarah Chin

Hi everyone!

I cannot believe we are only one meeting away from the AGM. Let's end off this semester with a bang!

~ ASUS ~

Assembly

At Assembly on February 25th, we passed a policy regarding candidate endorsements in elections. It is now in policy that members of Assembly who wish to work on any campaign within the university are required to take a leave of absence. Members of the elections team are not allowed to participate in a campaign or endorse a candidate due to conflicts of interest. We also struck committees to review bursaries for ASUS Formal and the ASUS Grants. I was nominated for the Student Grants Committee and look forward to reviewing the Student Research and Student Initiative Grants this week. Finally, I'd like to invite you all to the ASUS AGM on March 14th at 7pm. You all have a vote at this meeting and it would be great to see some Con-Ed representation.

~ Year Reps ~

We've got lots of year events to wrap up the semester, so keep an eye out for those. Encourage people in your year to attend the event and of course, attend them yourself! It's a great way to get to know your classmates whether you or they are involved in the faculty or not. Let's aim for record attendance at these last events!

~ Marketing ~

Thanks everyone for helping Will and I with Jacket Bar Orders! The order will be put in next week and should arrive by exams. I had a productive meeting with Will and Cody this week. Check the website some for some cool new features! In the coming weeks, Will and I will be discussing how we can help maintain the consistency of CESA's visual identity for years to come.

As always, let me know if you have any questions about my report or if you just want to chat!

Cheers,

Sarah

P.S. I'm very excited to brunch with all of you ☺



Vice President (External)'s Report

Hannah Ramsay

4 weeks of class to go!!

Faculty Board

Rebecca Luce-Kapler reported on the ongoing struggle with funding the Tech-Ed program with diminished enrolment, but the faculty is hoping for financial support from the government. IS teaching subjects were also discussed, and how faculties across the province are struggling to meet cutoffs for enrolment as well. The School of English is planning to expand their programming from just language upgrading to also providing resources to help English learners teach English once they are proficient. Peter Chin reported on how workplace safety is going to be standardized through the CODE program, and how the same conversations of standardization have been going on surrounding Police Record Checks. Don Klinger, the Dean of Graduate studies, reported that there were a large number of applicants for graduate studies in education this year, with 91 Master's candidates and many international students interested.

Assassin

I was the second person out!

Umbrella Updates

This semester has been a busy month for the External Umbrella, and I am so proud of all of the hard work that everyone in the umbrella has been doing to make their initiatives successful. A lot of this will probably be highlighted in other reports, but you can never be too informed!

- Carley and Marysia did an excellent job planning and facilitating ESS, and this is the first year that a catered lunch was provided. Please check your email to submit feedback if you attended!
- Katey and Marisa have been working hard with CommComm to fundraise for Relay for Life. Make sure to check out the Facebook event to see upcoming fundraising initiatives or join the team and any support you provide is so appreciated!
- Shannon and Emma are working hard to plan the most fabulous formal ever, and there is also a spelling bee in the works. Ticket sales begin next week- get yours early to save!



- Matt, Alexa and Jenna are going to be hosting an athletics appreciation banquet, and I'm looking forward to honouring everyone that has been involved in Con-Ed sports this year.
- Vivi and the Equity Outreach Outreach committee had a movie night to promote discussions of issues of race, and there is an equity themed open mic and slam poetry mic at Cogro this Tuesday from 7-9pm that you should definitely check out!
- Kyle and Cody were able to fix the bursary application for formal in the nick of time, and if you applied for a bursary before Thursday make sure to resubmit your information and tell others!
- QCE hired their new team and I'm so excited to see what they will do! Thank you so much again to the outgoing team for running such an excellent conference.

My final update is that Peter Chin has graciously agreed to provide pizza for our AGM. Get excited for our last meeting of the year!!

:) :) :)

Hannah R



Executive Administrator's Report

Levi Burns

Hi!

Transition manuals

I know I'm sounding like a broken record by this point, but I really do need transition manuals from all of you! I have set the date of

MARCH 13TH!!!!!!

But I am very happy to grant extensions – e.g. if you have a giant project due on the 14th, just let me know (IN ADVANCE, NOT THE DAY OF). The extension that I have been giving to many people is the 19th, but you need to ask for it.

Recruitment

Danyi and Team GPS have been doing an excellent job with this! Please reach out to friends who you think may be interested in Second Round hired positions. Contact Danyi with any questions.

AGM

Our final meeting is in the School of Medicine Building, room 132A. All Extended Council members are required to be there, as well as all incoming Council and Extended Council members. ALL Con-Ed students get to vote, so that's exciting – tell your friends to come! A Facebook event will be up at some point in the coming week.

I'm here!!!

Always happy to talk! ☺

Levi



Events Director's Report

Joyce Chiang

Hello council!

It's already week 8 and it really doesn't feel like it. These next few weeks are JAM PACKED with cool events and I can't wait to see all of your faces there! We have so many exciting updates for you.

[Socials]

Shannon and Emma are very excited for our upcoming formal event! Shannon, Emma, and I will be heading to the Delta this Friday to drop off the security deposit and begin to plan for decorations and such for formal. We are also looking into bussing services and hosting a photo session on campus before the event at the Delta. Photographers for the event have also been booked. We are looking for people to join the Formal Committee to help with making decorations and setup and would love help from council and/or any of your friends!

Tickets go on sale the week of March 14th and the bursary form is now working (there were some technical issues) so please spread the word, we want everyone to be able to come to Formal!

We are also excited to be announcing our second last social of the year a Con-Ed spelling bee! More details soon, but please keep this lovely Bee image in mind.



[Athletic Sticks]

Matt, Alexa, and Jenna have been working hard with our upcoming Athletics Banquet where in which everyone who has participated in sports with Con-Ed can come out to enjoy our appreciation night. We

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will be handing out awards through a survey from people in intramurals and for BEWICS. It will be held March 22nd from 6:30 – 7:30 so please make sure to save the date and spread the word.

The fall bonds have also been redistributed to the players.

[Workshops]

ESS was an amazing success! Carley and Marysia knocked the event out of the park. And a big thank you to members of council who came out to the event not only to support these marvelous ladies but to also get to listen to our cool speakers. I also want to thank Vivi for coming out and being one of our speakers at ESS – her workshop really engaged a lot of Con-Eddies about anti-oppression in the classroom. All of the workshops throughout the day featured 20-30 people each. As the Workshops portfolio is coming to a close, we will be working to improve our workshops and ESS! If you attended ESS please make sure to fill out the survey that was sent out to help us make ESS even better!

[Community]

Relay for Life is shaping up well! We recently had two bake sales and I want to give a big thanks to all of council who supported through helping make baked goods, who helped booth, and who came by to donate and support our team!

Our most recent bake sale made over \$90, and we are incredibly excited for our next fundraiser Pie in the Face. Sign up sheets are still up so if anyone is interested in getting pied for charity please sign up! Katey and Marisa are very excited to be running the event on Monday!

You can also still sign up for our Relay for Life team. It would be really great if you could all share our team with your friends and family if they would like to donate. All of the money goes to Relay for Life and really helps a great cause.



Marketing and Design Director's Report

Will Lowry

Hey gang!

Wow this semester sure has flown by! Be sure to get your end-of-year event forms in

- **Bar Orders:** Thanks to everyone who helped year bar orders run so smoothly! I will be placing the *final* bar order of the year this upcoming week. I will be doing orders for divisions, frosh group bars, teach bars and year bars all as needed based on our current inventory. If someone comes into your office hour asking for a bar and it's not in stock, let them know they'll be in by the end of the semester! For *year bar* orders, anyone who ordered one will be getting an email to confirm their order.
- **B.Ed Spread:** The next issue of the Spread is complete and it's almost ready to be released! If you **have not yet written an article** then you need to write one before the end of the year – that means do it soon! Email Aryn and Liam if you have any other questions!
- **IT Admin:** The website has undergone some great visual changes and Cody will be rolling out some more changes over the coming weeks. A new CLUBS tab will be added with all of the information for CESA clubs. Our EVENTS CALENDAR will be updated with all upcoming Con-Ed events. The DOCUMENTS page will continue to be updated regularly with all of our council documents, and new versions of documents will be added sooner.
- **Photography:** A reminder that if you want a photographer please say so in your event form. In order to ensure you have a CESA photographer at the event then be sure to submit your request as early as possible so that Laura and Ashleigh can ensure it's covered! Sarah and I are going to be meeting with Laura and Ashleigh to discuss how the year has gone in terms of reflecting on the newly added position. If you have any feedback on ideas that you think make sense for the Photography Coordinator role please feel free to send them to myself or Sarah!

Catch you on the flip side,
Will



Treasurer's Report

Jena Bowden

Hi Council!

Hope you all had a great week 8! WE are so close to the end of the semester!

There hasn't been a lot of activity with the bank account over the last 2 weeks. Please remember that if you need a reimbursement you need to put it in soon, as we are getting very close the end of the semester. Also just as a reminder if you do need cheques or the credit card, it would be helpful if you could give me a general understanding of where the money is going. This is just makes my record keeping more efficient.

Thank you!

Jena



Academic Affairs Commissioner's Report

Kate McNally

Hi everyone!

Happy Week Nine! As it is a busy time, I have some wonderful academic updates for all of you you:

PAAC

PAAC is currently in the process of restructuring its committee to ensure that all business is covered efficiently at each meeting – this includes a new Admissions and Awards]Interim Committee, while also creating a separate Programs Committee. PAAC is also hoping to create a sub-committee that addresses the question ‘what counts as a concentration’ for their B.Ed candidates. They have also been in discussion about the E-Portfolio regarding its merits and role within other faculties of education in various other universities.

AMS Academic Caucus

I have another meeting upcoming on Tuesday, and I am looking forward to hearing the updates of the other faculties! At our last meeting, some members also voiced some concerns regarding the action taken – or lack of – by the AMS and students to counter the SCAP proposal for Fall Reading Week. I am also looking forward to hearing more about the Fall Reading Week situation at our upcoming meeting.

Con-Ed Survey

David and I have finally completed the first draft of our academic survey! We are very excited to hear the feedback from the AMS Marketing team, as it takes us closer to being able to send our finalized survey out to all Con-Ed students. David and I will provide more details about the survey at our next meeting!

Majors Night

Majors Night took place two weeks ago, and it was an amazing success! Allison, our representative from the Faculty of Education, was thrilled with the amount of students – both Con-Ed and possible consecutive – that approached us with questions about the two programs! A big thank you to Celine Corazza as well who volunteered with us for the duration of the evening! It was Acscellent having you there, Celine – thank you for all of your help!!!

Miscellaneous

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I am also looking forward to beginning the process of preparing Study Sessions for the exam period very soon! If you are thinking of volunteering, please let me know – it'd be so wonderful to have you there!

That's all for me! Please do not hesitate to reach out to me in this busy academic time – I am always here for you! You can do this ☺

Oodles of Acs love,
Kate



Equity Affairs Commissioner's Report

Kyle Minniti

Hey everybody!

I cannot believe this is our second last meeting. Hard to believe how far we have come! Anyway here are my updates:

Bursaries

There was a small mishap with the bursaries which has since been fixed. Currently, all bursaries are being forwarded to my personal email which is password protected. Hopefully the issue will be permanent fixed soon.

I have completed the new bursary form, but need to continue working on scripting so that it can function to its complete potential. My end goal is to have the bursary form be as convenient as possible for all parties using it.

LGBTQ+ Initiative

Vivi and I have continued to work on our initiative and just this week we have ordered our buttons! We have been doing our business with EngSoc who, get ready for this, has the cheapest printing on campus and has given us permission to use their button maker. Total score am I right?

We have also sent in our event forms and are in the process of booking spaces to put up tables in various locations across campus. Our end goal is to give out the buttons with photos and do a small photo campaign for people who are not afraid to say that they support the LGBTQ+ community on campus as well as members of the LGBTQ+ community who are not afraid to state that they identify with the LGBTQ+ community. Additionally, we are planning on reaching out to various AMS services to see if they are willing to participate as well.

B.Ed Spread Article

Vivi and I have teamed up to write an article for the B.Ed Spread regarding situations of discriminations on campus. If yourself or someone you know has a story they would be willing to share, please feel free to send them our questionnaire, or fill it out yourself: <http://goo.gl/forms/6G0gbhJsak>. Thank you for giving us your time!

I hope all of your semesters end well and I look forward to seeing you all at the AGM!
All the best,
Kyle



Equity Outreach Director's Report

Vivi Shi



Senator's Report

Scott Kell



AMS Representative's Report

Crystal O'Dea & Tiffany Wong

Dear CESA Council,

Here are some updates from the AMS Assembly meeting on March 3, 2016:

AMS Assembly authorizes the Executive to lobby the federal government:

The AMS Assembly voted in favour of authorizing the Executive to lobby the federal government of Canada on international student issues and on undergraduate research dollars and youth employment.

Amalgamation of AMS Clubs and SGPS:

AMS Assembly voted in favour of amalgamating AMS and SGPS clubs for a dually funded, supported, and student represented Clubs Office. This will help eliminate the barrier between undergraduate and graduate clubs and increase student involvement for graduate students. A Clubs Caucus was also voted upon, with the purpose of allowing clubs to network, collaborate, discuss best practices, and get feedback for more efficient policy making.

Fall Reading Week:

The AMS Assembly expressed its concern with the process undertaken by the Senate Committee on Academic Procedures to impose a fall reading week. At this past meeting, Assembly approved the Speaker to write a letter to the Chair of the Senate Committee on Academic Procedures. The letter highlights that the critical importance of this issue demands assurance that the current proposal genuinely reflects and accommodates the diverse needs of the Queen's community, which simply cannot be provided by 7 people in a Senate committee. The Senate has the responsibility to put the brakes on this proposal in favour of a more inclusive process. The letter points out that it is the position of AMS Assembly that the Senate should task the Provost to create an Advisory Committee on the topic that would issue recommendations on a Fall Reading Break by the end of the 2016-17 academic year, and include students, faculty, staff and mental health experts in the discussion.

Best,

Crystal O'Dea and Tiffany Wong



First Year Representatives' Report

Chloë Demizio & Alexandra da Silva

Hello Everyone!

We hope you have all had a great end of February! As we approach our final months of the semester, here's what we have planned:

Second Winter Year Event

We will be having our second year event for the Winter semester, an Escape Room here, on campus! We will be holding the event next weekend and will be designing and setting up the Escape Room ourselves. We will have people sign up individually, and from there, we will randomly place 5 people in a group to promote inclusivity and provide the 19s with a chance to meet new people. We are hoping to charge around \$2 for the event in order to purchase a prize to be awarded to the group who escapes the fastest. More details will be discussed at the meeting.

Buddy Picnic

We are very excited to meet with Carma this week to discuss the Buddy Picnic for next year! We are looking forward to discussing what has worked in the past and what we will change!

Third Winter Year Event

We are planning on holding our third event for the Winter semester right before exams at the end of March. We will either be holding a movie night, or an exam de-stressor. More details will follow at the meeting.

Thank you!

Chloë & Alex

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Second Year Representatives' Report

Celine Corazza & Ellise Truong

Hello CESA!

Crazy to think that we've already made it to our final normal CESA meeting of the year... There's nothing big going on with us for now, just a couple quick updates!

House Crawl

The date for the House Crawl for 2nd and 3rd years has been confirmed, it will be on Thursday, March 31st! Mark it down in your calendars, it's going to be a ton of fun!

Candygram B.Edder 4 U Fundraiser

Our candy gram fundraiser organized with the Alex and Chloë was a huge success!! Thank you so much to everyone's support in the Con-Ed Office, we really appreciate it. Final numbers on how much money we raised should be coming in shortly :)

Pie in the Face

Both of us are super excited to be participating in the Relay For Life fundraising event, Pie in the Face, organized by Marisa and Katey! Come out to the corner of U & U Monday afternoon and see us battle it out.

We hope that everyone is having a great couple of weeks! We're super excited about all the different Con-Ed events coming up! :)

PS. How wonderful is Snapchat's new face-swap feature?



With lots of Con-Ed Love,
Celine Corazza & Ellise Truong



Third Year Representatives' Report

Jacob Gardhouse & Carma Steenkamp

Our latest year event was a big success, creating cards for patients at KGH. Over 35 cards were made and we are really excited to deliver them to the hospital soon!

Planning for house crawl has gone really well, we are finalizing details and houses. Thursday March 31st will be the date. We and #CELLISE are excited to carry this out.

We're also excited to have a transition meeting with Matt and Seb soon!

That's all, everyone enjoy your March, and please come to us if you need anything!

Jacob and Carma



Fourth Year Representatives' Report

Shannon Gamoff & Jenna Inglese

Hi Assembly,

We have some exciting events coming up! We have already planned and created the event for the Good-Bye Artsci event and are continuing to advertise and promote that. It will be taking place on Thursday March 10th!

Our plans for the B.Edder4u gift are coming along well. We are working with Will to create the design for the B.Edder4u banner, so that will be ordered next week!

Other than that, we are working on planning our Yoga Event with our ASUS grant. More details to come on that soon!

Thank you ☺

Jenna Inglese & Shannon Gamoff
4rd Year Representatives



CESA Clubs Director's Report

Susana Martinez



QCE Chair's Report

Suzanna Floras-Matic

Hey everyone,

I cannot believe this is our last regular meeting. The year has gone by so fast, but it was a pleasure to spend every other Sunday with you all

This past week QCE Exec spent many days interviewing applicants for the 6 QCE Executive positions for 2017. We were incredibly pleased to have such a strong and professional applicant pool. Everyone who applied did a fantastic job, and made our decision even harder, however, we are excited to announce the new QCE Executives:

Seane Thorman- QCE Chair

Caitlin O'Driscoll- Director of Special Events

Ellen Seyers- Director of Logistics

Morgan Vallati- Director of Finance

Marisa Madigan- Director of Sponsorship

Alexandra Bosco- Director of Marketing

We are incredibly proud of these 6 individuals and we cannot wait to see what QCE 2017 has in store for us next year. The new team will be joining us for the AGM in two weeks!

XOX QCE 2016



Head Teach's Report

Emma Soars

Hi everyone!! I hope the past few weeks have been going smoothly as we get back from Reading Week! In regards to Orientation Week, event planning is well underway and going pretty smoothly thus far! We have talked with the incoming CESA Executives about continuing our Leaning Tower of CESA event where the incoming students get to learn all about ways to get involved with our Student's Association! We are continuing to train our Teaches, they are turning out to be an amazing group of leaders! Furthermore this year Orientation Week is going to be extra special as it is Queen's 175th Anniversary, so my executives and myself are finding some fun and seamless ways of incorporating this into our planned events!

That's all from me, Thanks!!



Old Business

Appendix: Fair Elections Act

From the CESA Constitution:

4.08 Ballot Counting and Announcements

4.08.01 Each question on the ballot shall be considered to be a separate ballot, notwithstanding that it may be on the same ballot. That is, should a ballot be spoiled for one question, the other questions shall be considered separately, and shall not be automatically deemed spoiled by virtue of being on the same ballot as the spoiled question.

4.08.02 Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.

4.08.03 The CEO shall receive the voting percentages.

(a) ~~If the Executive team is successfully elected by a vote of confidence (i.e. their election was uncontested), then the Executive team may request their vote of confidence percentage from the CEO. The CEO shall not disclose this information to anyone other than the candidate team, but the candidate team may use the information at their discretion.~~

(a) The voting percentages for all Executive team and Executive Administrator candidates shall be made publically available on the website.

4.08.04 In the event of a tie, the CEO shall open the sealed ballot as described in 4.02.01(m) in the presence of the President to determine the victor.



Appendix: Back to Back

From the Constitution

5.02.05 The hired members of Extended Council shall be:

- (a) IT Administrator,
- (b) B.Ed Spread Editors,
- (c) Workshop Coordinators,
- (d) Community Affairs Coordinators,
- (e) Social Affairs Coordinators,
- (f) Athletic Sticks,
- (g) Academics Teach,
- (h) Social Teach,
- (i) Financial Teach,
- (j) Logistics Teach,
- (k) QCE Director of Logistics,
- (l) QCE Director of Special Events,
- (m) QCE Director of Marketing,
- (n) QCE Director of Finance,
- (o) Photography Coordinators,
- (p) First Year Athletic Stick,
- (p) First Year Interns.



Appendix: Take Care

Moved by: Matt Rowland

Seconded by: Joyce Chiang

From the Job Description Policy Manual

4.09.02 The First Year Athletic Stick shall:

- (a) not be a member of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be a position held by one (1) first year Association member hired in September,
- (c) be responsible for organizing and promoting intramural activities among Association members,
- (d) determine the recipient(s) of the Intramural Awards, and Athlete of the Week recognition,
- (e) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.



Appendix: Energy

From the Hiring Policy Manual:

2.06 The Events Director and Marketing and Design Director shall join the Fall hiring panel to hire all remaining positions who fall under their respective umbrellas (i.e. First Year Athletic Stick, and positions that were not filled in Spring hiring).



Appendix: 0 to 100/The Catch Up

From the Job Description Policy Manual

4.09 Duties of the Athletic Sticks

4.09.01 The Athletic Sticks shall:

- (a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be a position held by two (2) members of the Association,
- (c) be responsible for organizing and promoting intramural activities among Association members,
- (d) coordinate Intramural sign-up night at the beginning of fall term,
- (e) collect a small fee from each intramural participant for each intramural sport
 - (i) aforementioned fee shall not exceed \$20 and be determined at the discretion of the Athletic Sticks,
 - (ii) fee shall be reimbursed given that a participant achieves playoff eligibility for the intramural sport,
 - (iii) extenuating circumstances shall be at the discretion of the athletic sticks
- (f) determine the recipient(s) of the Intramural Awards, and Athlete of the Week recognition,
- (g) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.
- (h) be responsible for creating and overseeing the activities of the Athletics Committee



New Business

Appendix: That's Some Good Clerkin'

From the Hiring Policy Manual:

ARTICLE 1. THE HIRING PROCESS

1.01 The hiring process for the Treasurer, Events Director, Marketing and Design Director, Academic Affairs Commissioner, Equity Affairs Commissioner, Equity Outreach **Director** **Coordinator**, Council Clerk(s), Merchandise Coordinator, IT Administrator, B.Ed. Spread Editors, Workshop Coordinator(s), Community Affairs Coordinator(s), Athletic Sticks, Photography Coordinators, First Year Interns, and those positions deemed applicable under Section 4.10.05 of the CESA Constitution, shall consist of:

- (i) a written application,
- (ii) an individual interview.

1.02 The hiring process for the Social Affairs Coordinators shall consist of:

- (i) a written application,
- (ii) a joint interview.

1.03 The hiring process for the Conference Executive shall follow the procedures outlined in the Conference Executive Policy Manual.

1.04 The hiring process for the Orientation Executive shall follow the procedures outlined in the Orientation Policy Manual.

1.05 During hiring for any Association position, not all applicants will be guaranteed an interview and this shall be at the discretion of the hiring panel. Only those applicants who receive an interview will be contacted by the hiring panel.

ARTICLE 2. THE HIRING PANEL

2.01 The initial Spring hiring panel shall consist of the:

- 2.01.01 President-Elect,
- 2.01.02 Vice President (Internal)-Elect,
- 2.01.03 Vice President (External)-Elect,
- 2.01.04 Executive Administrator-Elect,

(i) The Executive Administrator-Elect shall be a non-voting member of the hiring panel.

2.02 This initial Spring hiring panel shall hire the following positions:

- 2.02.01 Treasurer
- 2.02.02 Events Director
- 2.02.03 Marketing and Design Director
- 2.02.04 Equity Outreach **Director** Coordinator



- 2.03 Following the hiring of the positions listed in Article 2.02, the Events Director-Elect and the Marketing and Design Director-Elect shall join the Spring hiring panel.
- 2.04 The succeeding hiring panel, as listed in Article 2.03, shall hire all positions for the Spring hiring period.
- 2.05 The Fall hiring panel shall consist of the:
- 2.05.01 President,
 - 2.05.02 Vice President (Internal),
 - 2.05.03 Vice President (External),
 - 2.05.04 Executive Administrator.
 - (i) The Executive Administrator shall be a non-voting member of the hiring panel.
- 2.06 The Events Director and Marketing and Design Director shall join the Fall hiring panel to hire all remaining positions who fall under their respective umbrellas (i.e. First Year Athletic Stick, and positions that were not filled in Spring hiring).



Appendix: Meatballs

From the Job Description Policy Manual:

4.07 Duties of the Community Affairs Coordinator(s)

4.07.01 The Community Affairs Coordinator(s) shall:

- (a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be a position held by one (1) or two (2) members of the Association,
- (c) be responsible for planning and executing a wide range of initiatives throughout the school year that raise funds and/or awareness to support various charitable organizations and their causes, ~~(with a suggested target of one initiative per month)~~
 - i) with a suggested target of one initiative per month, in months that don't include the planning and execution of pre-determined events
- (d) organize and run the Annual Charity Pancake Breakfast which shall be held on a weekend before the end of September,
- (e) organize and run the Community Dinner which shall be held on a weekend in either the Fall or Winter term
- (f) chair the ~~Volunteer Initiatives Committee~~ Community Affairs Committee (CommComm), that assists in the undertaking of charitable and community building projects throughout the year,
 - i) the type of application for ~~the Volunteer Initiatives Committee~~ CommComm is up to the discretion of the Coordinator(s) with approval from the Executive Administrator prior to distribution to Association members,
- (g) maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns,
- h) email Events Director an update on current and upcoming events and their status by 12:00 pm on the Thursday before a CESA meeting.

Concurrent Education Students' Association

Queen's University, Kingston



Appendix: Really into real-ay

From the Job Description Policy Manual:

4.04 Duties of the Events Director

4.04.01 The Events Director shall:

- (a) be a non-voting member of council and is required to attend of all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (External),
- (d) approve actions of the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Alumni Homecoming Coordinator, but the Vice President (External) has the power to veto the decisions made by the Events Director if deemed necessary,
- (e) hire the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Alumni Homecoming Coordinator with the Executive,
- (f) oversee the activities of the Workshop Coordinators, Community Affair Coordinators, Social Affairs Coordinators, Alumni Homecoming Coordinator and the Athletic Coordinators,
- (g) represent the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Alumni Homecoming Coordinator on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (h) attend sub-committee meetings and maintain bi-weekly contact with the Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Alumni Homecoming Coordinator,
- (i) act as a resource for the Workshop Coordinators, Community Affairs Coordinators, and Social Affairs Coordinators, to ensure the successful execution of their tasks,
- (j) report to Workshop Coordinators, Community Affairs Coordinators, and Social Affairs Coordinators event dates, concerns, and other pertinent information as discussed in Council,
- (k) hold internal reviews at the end of the Fall semester with the Workshop Coordinators, Community Affairs Coordinators, and Social Affairs Coordinators,
- (l) coordinate a mid-year review of the Community Affairs Coordinators and Social Affairs Coordinators by the members of the Volunteer Initiatives Committee and Social Committee respectively,
- (m) be responsible for organizing Con-Ed's booth at the Sidewalk Sale in September,
- (n) be responsible for facilitating participation in the Queen's Relay for Life event in the Winter term by organizing a Con-Ed Relay for Life team and creating fundraising opportunities.