



Agenda

Meeting of the Concurrent Education Students' Association Council

Sunday, February 12th, 2017

6:00 PM, Dunning 12

1. **Motion #1** - Adoption of the Agenda of the meeting of February 12th, 2017
Moved by: Jena Bowden
Seconded by: Jacob Gardhouse
2. **Motion #2** - Approval of the Minutes of the meeting of January 29th, 2017
Moved by: Jena Bowden
Seconded by: Jacob Gardhouse
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. **Senator's Report**
13. **AMS Representative's Report**
14. **Year Representatives' Reports**
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
15. **QCE Chair's Report**
16. **Head Teach's Report**
17. **Statements by Members**



18. Question Period

19. New Business

- a. **Motion #3** - QCE Hiring What Up
Moved by: Seane Thorman
Seconded by: Sherri Patterson
That CESA Council appoints two (2) members of CESA Council and Extended Council to sit on the QCE Executive Hiring Panel.
- b. **Motion #4** - Clubbin' in Style
Moved by: Sherri Patterson
Seconded by: Yael Gazit
That CESA Council amends the CESA Clubs Policy Manual as outlined in Appendix: Clubbin' in Style.
- c. **Motion #5** – Is IT a lake? Is IT an Oshaen?
Moved by: John Carney
Seconded by: Oshaen-Lynn Swartz
That CESA Council amends Article 4 of the Job Description Policy Manual as outlined in Appendix: Is IT a lake? Is IT an Oshaen?
- d. **Motion #6** – CESA-sustainability (A)
Moved by: Liam Dowling
Seconded by: Joyce Chiang
That CESA Council amends Article 5 of the Constitution as outlined in Appendix: CESA-sustainability (A)
- e. **Motion #7** – CESA-sustainability (B)
Moved by: Liam Dowling
Seconded by: Joyce Chiang
That CESA Council amends Article 4 of the Job Description Policy Manual as outlined in Appendix: CESA-sustainability (B)
- f. **Motion #8** – Goodnight B.Ed Spread (A)
Moved by : Joyce Chiang
Seconded by: Liam Dowling
The CESA council amends Article 5 of the Constitution as outlined in Appendix: Goodnight B.Ed Spread (A)
- g. **Motion #9** – Goodnight B.Ed Spread (B)
Moved by : Joyce Chiang
Seconded by: Liam Dowling

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The CESA council amends the Job Description Policy as outlined in Appendix: Goodnight B.Ed Spread (B)

- h. **Motion #10** – Goodnight B.Ed Spread (C)

Moved by : Joyce Chiang

Seconded by: Liam Dowling

The CESA council amends the Communications Policy as outlined in Appendix: Goodnight B.Ed Spread (C)

20. Discussion Period

21. Speaker's Last Word

22. Adjournment



President's Report

Jacob Gardhouse

Hey Council!

We're heading into Week 6 very quickly, so everyone keep up the great work through reading week and towards the end of the year! March is a very busy time so please take care of yourselves and let us know if you need anything; we're here to support you 😊

Majors Night

On March 1st, 4:00pm-7:00pm (set-up beginning at 3:30pm), Majors Night will be taking place in Grant Hall and CESA will be participating again this year. If you're interested in volunteering to help with our booth! Please let me know as soon as possible, we'd love to have several students attend!

Information Services and Technology Student Advisory Committee

The next ISAT-SAC meeting is **Monday, March 6th**, from **5:30 to 7:00 pm** in **Mackintosh-Corry Hall, B176 Complex - Seminar Room, B130**, and we need a rep to attend, as John can't make it. At this meeting, Mark Swartz – Copyright Specialist, Copyright Advisory Office, Jason Lockerbie – Technical Support Specialist, ITS Support Services, and someone from the ITS communications team will be attending. Please let me know if you'd be interested in representing CESA at this meeting! There's free pizza!!!!!!

AGM Prep

Sherri, Carma and I have been brainstorming and developing policy changes for the rest of the year and AGM. The AGM is on March 26th and is mandatory for all incoming and outgoing members of CESA Council and Extended Council!!!! Mark your calendars now.

Congratulations and Transitioning

Sincere congratulations are in order for Liam Dowling, Joyce Chiang, Aryn Lang, and Anjini Datt as they have been elected as the incoming CESA Executive Team for next year. Congratulations to all candidates running in CESA Elections this year. We look forward to working with you and seeing what's in store for 2017-2018. Liam and I have met for some early transitioning, mostly to do with hiring for right now, but we will get into more regarding governance and representation after Reading Week!

Meeting Attendance and Engagement

I realize that a lot was going on at the time of our last meeting, but I'd just like to remind everyone sitting on Council that attendance at meetings is mandatory and is a key aspect of each of your job descriptions. Please try your best to schedule commitments around meeting times and get engaged in council discussions (as you have all year). I'm very proud of you all, and I'd like to see you at meetings as much as possible.

Thanks for reading my report, I'm happy to take questions.



Vice President (Internal)'s Report

Carma Steenkamp

Dear Assembly,

What is happening in CESA:

January Events

January was a busy month. We had a very successful Con-Ed Week the first week back, followed by a very successful weekend at Queen's Conference on Education. Con-Ed students participated and did really well at BEWIC. There have also been several other events that have taken place.

Elections

Similar to ASUS and AMS, the CESA elections took place on the 30th and 31st of January. We are pleased to announce the results:

The Executive: *Team JAL*

President: *Liam Dowling*

Vice President (Internal): *Joyce Chiang*

Vice President (External): *Aryn Lang*

Executive Administrator: *Anjini Datt*

Senator: *Afsheen Chowdhury*

Representative to the AMS: *Carla Namkung*

Second Year Representatives: *Jathorsan Lingarajan and Makenzi Mellon*

Third Year Representatives: *Connie Trinh and Emily Walker*

Fourth Year Representatives: *Erica Frosst and Megan Kingvisser*

Hiring

Hiring for the Teaches for Orientation Week took place in January. We look forward to what Orientation Week 2017 has to come. Hiring for the new Conference Chairs will be coming up soon. The newly elected Executive members will be looking into hiring other Council and Extended Council positions for Winter Hiring in the coming months.

If anyone has any questions about CESA Council, Con-Ed, or discuss any ideas or concerns please come talk to me after the meeting or contact me at my email below.

Carma Steenkamp

CESA Vice President Internal

vpinternal@cesa.queensu.ca



Vice President (External)'s Report

Sherri Patterson

Hello CESA Council, Extended Council, and friends (yay)!

The past 2 weeks have been lots of fun and I'm so happy that I saw so many of you at events! You all rock!

****TELC & TEAC****

There was more discussion about Federation Day at the TELC meeting this month. During the TEAC meeting, we talked about the B.Ed program and Don mentioned that there were going to be a few changes to the program. The partnership with South China Normal University has been approved for the M.Ed program and is just waiting senate approval now. Also, to all you French students, you are apparently "hot commodities" so keep doing what you're doing!

****COUNCIL SOCIAL****

Madison and Olivia did such a wonderful job planning the Council Social! I've never gotten up close and personal with so many of you (haha). For those of you that weren't there, we had lots of snacks and played some minute to win it type games and it was an absolute blast! Thank you to everyone who came!

****CESA DAYS****

Keep March 5th open. You won't regret it.

****EXTERNAL UMBRELLA****

We just had an event, WOW! Unfortunately I couldn't go, but I hope you all had the best time playing Mario Kart! There are lot's of exciting events coming up soon in the Events Umbrella so keep watching out for them. Clubs is under some review and I'm happy to receive any feedback people have - just shoot me a message/email and we can chat about it. QCE is hiring soon (wow what) so if you're interested in talking about it, come to the info session or contact myself or the current QCE Exec for more info!

****INTERN EVENT****

Our interns are planning a super fun game for all of Con-Ed in the next few weeks. In the next couple days, they'll be posting in the CESA Council and Extended Council group looking for some help with a promo video. If you're interested, keep up with the notifications in the group :)

****TRANSITIONING****

It's so weird to write about transitioning, but Aryn and I have already met up to talk all things ~VP External~. It was probably information overload but I'm excited to see all the wonderful things she does, starting with hiring.

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I can't believe it's almost Reading Week. If you're sick like me or healthy as could be, Reading Week is going to be the best break ever. You all deserve it because you've been doing such an incredible job in your roles this semester and I'm so proud.

As always, call me/beep me if you wanna reach me. I'm always down to chat/do fun self-care things.

XO Sher



Executive Administrator's Report

Jena Bowden

Hey everyone!

Not a whole lot has been happening in my role over the past 2 weeks!

I have ironed out the Office Hour schedule and it is now posted outside the office. So unfortunately you are all done with my frequent interruptions about Office Hour Scheduling!

Anj and I will be meeting up soon to start her transitioning! Gah! It's crazy! I have worked together so far to put together a package of materials she is going to need for the rest of the semester. I'm very excited to be passing on the position to her.

I just want to remind everyone that procedures for the office are on the Pages app in the iPad, not the notes section. It is linked to the little bar at the bottom of the iPad so you should be able to find it very easily.

Remember that we will be having a meeting in two weeks on the Sunday right before we come back to school, February 26. Please make sure that you make the appropriate arrangements to be back here for that meeting.

****Cough Cough** Transition Manuals ** Cough Cough****

Subtle, I know.

Jena



Events Director's Report

Emilie Watson

Hey everyone!

Happy almost reading week (we're so close, guys!)? Here's what's new in the events world...

The link has been sent out to register for Relay for Life! YAY! Register yourselves, tell your friends, the whole nine yards! It's going to be a great event and we'd love to see lots of people come out for it. There's tons of information in the email that was sent out on Tuesday, or if you have questions you can message me on Facebook or shoot me an email at eventsdirector@cesa.queensu.ca.

Social Affairs Coordinators

Liv and Maddy just ran a super successful event on Thursday, Mario Kart and Munchies! Thanks to everyone who came out, it was so fun to see everyone and the night was a huge hit! Huge shoutout to Maddy and Liv who rolled with the punches and made sure the night was a success. Great job!

In other social news, Formal Committee will be meeting this Wednesday at 6:30. For more info, check out the Facebook group at <https://www.facebook.com/groups/144970129337199/>.

Community Affairs Coordinators

Community Affairs is currently in the process of organizing a couple initiatives. In the next little bit, they'll be organizing a training session with Martha's Table in order to volunteer there weekly for the remainder of the semester, so if anyone has any interest in this great volunteer opportunity, you can reach Lindsey and Jessica at communityaffairs@cesa.queensu.ca. They'll also be helping to fundraise for Relay for Life, so keep an eye out for more information about that coming your way soon!

Workshop Coordinators

Anjini and Jessee are in the process of contacting speakers for ESS, some of whom have already confirmed, which is super exciting! ESS is coming up in March and it's an exciting weekend, so stay tuned for lots more information about that!

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Have a wonderful last week of classes and an INCREDIBLE READING WEEK, whether you're staying home (like me) or going somewhere special!

Em



Marketing and Design Director's Report

Oshaen-Lynn Swartz

Hey everyone,

STAY STRONG. We have just one more week before our mid-term break! Since the last meeting, I, along with some of my umbrella head, met with Joyce, incoming VP External, to give insight on how Marketing and Design has operated this year. There was some discussion about altering positions and job descriptions. Otherwise, I am currently working on a Council flow chart graphic for social media: a visual of all the council and extended council positions we have.

IT Admin

John will be putting a motion forth this meeting regarding the IT Admin and Marketing and Design Director job policies. He is currently working on activating the new exec's email addresses. As per usual, if you have any IT problems, please contact him ASAP!

B.Ed Spread

Remember to check the council B.Ed Spread schedule, and write your column for February if it's your month! Connie sent out reminder emails to everyone who has

Merchandise

We extended jacket bar sales to the end of this week. Cameron will be placing the order for jacket bars very shortly, and those who placed an order will receive an email when the bars arrive.

Photography

All Con-Ed Event photos have been uploaded onto the Facebook page, excluding the photos from the Mario Kart & Munchies even. Don't forget to tag yourself and your friends in photos!

Patently awaiting Reading Week,

Oshaen



Treasurer's Report

Joyce Chiang

Hi Council,

Not too much going on, just a reminder to make sure that if you need a float for anything to let me know. I need to be able to plan in advance and be able to get the change that you need! In addition, **please don't forget to count the money at the beginning at end of every office hour**. This is really important to help account for the flow of money – if money seems like it's missing because we weren't careful when counting that is **very bad**.

Thanks,

Joyce



Academic Affairs Commissioner's Report

Katey Day

Hi CESA Council!

I apologize for my absence at tonight's meeting. I have been in Oshawa since Thursday as the girls I coach have their first competition of the season this weekend. By the time of the meeting I will likely be very sleep deprived, covered in chalk and hair gel but will have hopefully had many proud coach moments like these ones → → → → →

ACADEMICS CAUCUS

Academics Caucus was cancelled two weeks ago due to low attendance and rescheduled to a time this week where I unfortunately had prior commitments. The group discussed changes to the PHE/KIN program in addition to usual business. If you would like more information, I can most definitely find out details and pass them along.

PROFESSIONAL STUDIES COMMITTEE & FACULTY BOARD

The last Professional Studies Committee meeting looked at approving sessional dates for the 2018/2019 school year at the Faculty of Education as well as other course changes within the Faculty of Education. I can provide more updates after the next Faculty Board meeting in a couple of weeks.

WEBSITE RESOURCES

One thing I would like to do before the end of the year is look at updating the Academics section of the CESA website so the documents are current and accurate. I will be talking to John about this very soon!

That's all from me! Have a great Week 6! ☺

Katey Day
Academic Affairs Commissioner





Equity Affairs Commissioner's Report

Kerri Lee

Equity Affairs Commissioner's Report:

And just like that, we are about to start week 6! Very proud of all of you. Keep being awesome.

Bursaries

QCE bursary distribution has officially ended, and BEWIC bursary cheques are now being picked up.

Equity Caucus

Our meeting this week was cancelled, but the past few meetings have been very productive and we have welcomed a few new members. The Queen's Equity Conference happened two weekends ago and it went very well!

Upcoming Events:

Afsheen and I are doing some planning for the last few events of the school year... stay tuned for more details!

Useful and Important Websites to check out:

- The Equity Office at Queen's University: <http://www.queensu.ca/equity/home>
 - <https://www.facebook.com/The-Queens-University-Equity-and-Human-Rights-Offices-146184738830244/>
- The Equity Commission of ASUS
 - <http://www.queensasus.com/equity/>
- EQuIP
 - <https://www.facebook.com/equipqueens/>
- Positive Space Program
 - <http://www.queensu.ca/positivespace/home>
- Accessibility Hub
 - <http://www.queensu.ca/accessibility/home>
- Mental Health Initiatives, Programs, and Services

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- <http://queensu.ca/studentaffairs/health-and-wellness/mental-health-working-group/mental-health-initiatives-programs-and-services>
- Human Rights Office
 - <http://www.queensu.ca/humanrights/>
- Diversity and Equity Task Force
 - <http://www.queensu.ca/provost/about/committees-and-groups/completed-committees/diversity-and-equity-task-force-det>

“Just keep swimming, just keep swimming, just keep swimming, swimming, swimming... what do we do we swim, swim, swim.... AHH AHH AH AHHH I love to swiiiiimm” ~Dory, Finding Nemo

Kerri Lee

Equity Affairs Commissioner

Concurrent Education Students' Association

John Deutsch University Centre

Kingston, Ontario K7L 3N6

Tel: (613) 329-1893



Senator's Report

Scott Kell

Hi Everyone!

Not a lot to report at the moment. The FTBTF is sending its recommendation to the Principal next week. The committee is recommending for Option 2 of the plebiscite, move-in day be on Saturday and classes start on the Thursday. The committee recommends that the 2-day break be at the end of week 7.

Thanks



AMS Representative's Report

Tiffany Wong & Carla Namkung

Hi Everyone!

Here are the updates from the AMS Assembly meeting on February 2nd (a.k.a. Groundhog Day):

Changes to the AMS Constitution

The final reading of the changes in the constitution regarding the dissolution of the Commissioner of Environmental Affairs was approved during assembly after many appreciated questions and voiced concerns from members-at-large as well as assembly members.

The Commission of Environmental Affairs was officially dissolved and the commission's duties were redistributed to other commissions.

The AMS Peer Support Award

With a majority of the Assembly's votes, the AMS Peer Support Award will begin to annually award students who make an outstanding impact in supporting the mental well-being of another student at Queen's University and contribute to the support Queen's community.

Fall Term Break Plebiscite Vote Results

The results of the Fall Term Break plebiscite question listed on the winter referendum indicated 52.8 per cent of students voted for option one, and 47.2 per cent of students voted for option two.

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President Lively then moved to add a motion to the agenda stating that the AMS Assembly should endorse option one when negotiating with administration, and it was passed.

Option one would push move-in day back by one full week, placing it on the Sunday, eight days before Labour Day. Orientation Week would begin on move-in day and last for seven days, ending on the following Sunday. Classes would begin the Tuesday after Labour Day, and a four-day long Fall Term Break would occur from the Tuesday to the Friday after Thanksgiving.

Best,

Tiffany Wong and Carla Namkung



First Year Representatives' Report

Jathorsan Lingarajan & Makenzi Mellon

Hi everyone,

We are finally back from leave of absence!!!! 😊😊

ALOE and MAKTHORRY have teamed up to run our valentines day fundrasier event Send a Crush to your Crush! It's 3\$ for one and 5\$ for 2 for you can purchase them at the Con-Ed office and any year can buy them!

Other than, not too much going on!

We hope everyone has an amazing week!

Love MAKTHORRY,

(Makenzi and Jathorson) 😊



Second Year Representatives' Report

Chloë Demizio & Alexandra da Silva

Hello!

We hope that everyone has had a fantastic week! Here's what we've been up to lately:

2nd Year Skate Date

On Saturday, February 4th, we held a 2nd year skate date event! We had a great turnout between skaters and hot chocolate drinkers! We also got to enjoy the Feb Fest happening downtown, admire some ice sculptures and cheer on some Queen's PheKin students during their hockey game against RMC.

B.Edder 4 U Fundraiser

Our B.Edder 4 U fundraiser with the 1st year representatives is in full swing! We are selling "Crushgrams" with Valentine's card memes in the Con-Ed office. Crushgrams will be on sale until this Monday (February 13th). Recipients will be contacted via email, and the crushgrams will be available for pickup in the Con-Ed office from Tuesday, February 14th – Friday, February 17th. SO.... Don't miss the chance to tell ur CRUSH how much they MEME to you!!

That's all for now! We hope you all have a relaxing and enjoyable reading week!



Thanks,

Al-oë



Third Year Representatives' Report

Sebastian Faudemer & Matt Rowland

Salutations Dear Fellow Members of the Concurrent Education Student's Associations,

Not much to report this time around the old council meeting. Our current plan is to submit an event report for an event for the Thursday/ Friday after reading week. The idea is to have a skating event potentially whereupon we will head to the Grizzly Grill after for pool. Other than that, we have started collaborating with the Second-Year Reps for our upcoming house crawl which we expect to be #lit. As well, as we were writing this, it was an hour to Sebastian's birthday. So that's a fact.

That's all for now,
From Sebastian and Matt



Fourth Year Representatives' Report

Gillian McMurry & Erica Pasternak

Happy Sunday ☺

The biggest news is that the B.Edder4U gift is ordered and on its way (well almost)!!

In addition, the Winter Games Year event was a lot of fun and we are considering it a huge success because a couple of people who had felt too nervous to come out to events in the past, joined in the fun this time around!

Lots of Con-Ed love,

Erica and Gillian



QCE Chair's Report

Seane Thorman

Hi everybody!

QCE has not been too busy, but here are some updates.

Budget- Our budget is looking good! We are in the final steps of paying off our last couple of bills and we should have it finalized before the end of the month!

Tri Annual Review- We are happy to say our AMS Opt-Out Fee has been renewed. Thank you to all of you who voted yes in this years referendum. This Opt-Out Fee keeps conference financially sustainable for at least three years ahead! So thanks again!

QCE Hiring Info Night- We are having our hiring info night this Valentine's Day (because what else is there to love besides QCE). Please come out if you can and encourage your friends to come. It will also be paired with First Round CESA Hiring Info night (hopefully) so if you have any interest in being a part of CESA, I would highly recommend coming. If you want to get involved in planning QCE, or know anyone who does, please visit **Dunning 11 at 9:00 pm this Tuesday!** For those who cannot attend, the information slides and minutes will be released in the Facebook event following the meeting.

Hiring- We will be electing two members of the hiring panel tonight (YAY!) and then hiring will occur within the next couple of weeks. We are in the process of refining written applications, individual interview questions, and group interview questions. We hope to be done hiring by the end of Week 7, but I will give you a more detailed update on this front at the next meeting!

And that is all for now, as always, if you have any questions let me know!

Until next TIME,
QCE 2017 Executive Team



Head Teach's Report

Chloë Demizio

Hi Everyone!

I hope you've all had a good week! These past few weeks have been especially busy for Teach Exec!!

Teach Hiring

I am so happy to announce that we have officially hired 56 wonderful Teaches for the 2017 Con-Ed Orientation Week!! We are so excited to see all of the fantastic things that they will accomplish in the next few months! Likewise, on behalf of Teach Exec 2017, I would like to thank everyone who applied for a Teach position. We had a large pool of applicants, and would like to thank all who applied for putting their time and effort into the application and interview process! I currently meeting with applicants to go over the interviews and provide some feedback. I've had a handful of meetings this past week, and have a few more coming up before Reading Week.

The Teaches

We have also officially begun our Teach meetings and Teach training! We look forward to the many sessions to come in the near future!

We hope you all have a fantastic week and Reading week! 😊

Thanks,

Chloë Demizio & Teach Exec 2017



New Business

Appendix: Clubbin' in Style

From the CESA Clubs Policy Manual

ARTICLE 2. RATIFICATIONS

2.01 Ratifications

2.01.01 To establish a club within CESA,

- (a) All prospective groups shall fill out a CESA Clubs application by the prescribed deadline. The CESA Clubs application shall include the Clubs Charter as outlined in 2.01.03.
- (b) Applications will be reviewed by the CESA Clubs Director and successful clubs, those that best demonstrate the ability to fulfill criteria outlined in 3.01.01, will be put forward and subject to ratification by CESA Council
- (c) The ratification of a CESA club will last the duration of the academic year in which the club is ratified.

2.01.02 To apply for re-ratification,

- (a) All existing clubs that wish to remain clubs must apply for re-ratification at the end of each academic year.
- (b) The CESA Clubs Director will review re-ratification applications and put forward clubs that have successfully met the club expectations as outlined in Article 3.
- (c) Clubs are not guaranteed re-ratification.

2.01.03 The Club's Charter shall include:

- (a) a mission statement,
- (b) any conditions of membership,
- (c) the rights, privileges, and obligations associated with membership,
- (d) the composition of the Club Executive, their mode of selection and their duties
- (e) any separate membership fees,
- (f) a completed CESA Clubs budget form,
- (g) a fifty (50) word summary of the CESA Club to be used for promotional purposes by the Association.

2.01.04 The number of clubs ratified in a given year: ~~year will be dependent on:~~

- ~~a) the financial state of the Association~~
- ~~b) the quality of the club applications submitted~~

(a) No more than three clubs shall be selected for ratification in the winter semester and no more than one club may be ratified in the fall

- (i) the fall ratification is at the discretion of the CESA Clubs Director and Vice President External.

ARTICLE 3. EXPECTATIONS

3.01 Expectations of the CESA Club

3.01.01 CESA clubs must be established and shall be held accountable in the spirit of:

- (a) Fostering involvement and engagement of CESA members,
- (b) Creating a welcoming and inclusive environment,



- (c) Providing professional development opportunities and/or providing interest-based opportunities,
- (d) Offering novel experiences for CESA members,
- (e) Maintaining a financially sustainable model of operation.

3.02 Expectations of CESA Club Executive

- (a) Maintaining bi-weekly communication with the CESA Clubs Director,
 - (i) Club executives must submit a short report on Club activity to the CESA Clubs Director to include in their report to CESA Council.
- (b) Fulfilling the duties as outlined in the Club's Charter,
- (c) Running their Club for the entirety of the Academic Year in which they are ratified.

3.03 Expectations of CESA Club Members

- (a) Adhering to the club policy as specified in the Club's Charter,
- (b) Respecting rules and instructions outlined by the Club Executive.

3.04 Expectations of CESA Club Participants

- (a) Respecting rules and instructions outlined by the Club Executive.



Appendix: Is IT a lake? Is IT an Oshaen?

From the Job Description Policy Manual

4.10 Duties of the IT Administrator

4.10.01 The IT Administrator shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) be responsible for the Association website found at www.queenscesa.com, ~~for an Association Twitter account, and for maintenance and updating of the Association Facebook page,~~
- (c) be responsible for an Association Twitter account, maintenance and updating of the Association Facebook page, and updating the CESA website homepage and events calendar in conjunction with the Marketing and Design Director
- (d) ~~(e)~~ update the website on a weekly basis or as requested by other members of the Council,
- (e) ~~(d)~~ be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns,
- (f) ~~(e)~~ be required to attend monthly Information Services and Technology Student Advisory Committee meetings to represent the voice of CESA and raise any concerns, questions and suggestions on CESA's behalf,
- (g) ~~(f)~~ communicate with the AMS IT Office to maintain the CESA email accounts,
- (h) ~~(g)~~ update and maintain the Conference website in conjunction with the QCE Director of Marketing,
- (i) ~~(h)~~ update and maintain the Orientation website in conjunction with the Logistics Teach,
- (j) ~~(i)~~ be responsible for updating the association documents on the association website in conjunction with the Council Clerks and Executive Administrator, within 48 hours of a Council meeting.

4.03 Duties of the Marketing and Design Director

4.03.01 The Marketing and Design Director shall:

- (a) be a non-voting member of Council and is required to attend all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (Internal),
- (d) manage the Association's online presence and content output:
 - (i) run the Association's Facebook, Twitter, and other social media accounts, including the CESA website homepage and events calendar
 - (ii) liaise with all Council and Extended Council members to coordinate marketing strategies,

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- (iii) develop and implement strategies for gauging the exposure and effectiveness of the Association's marketing.
- (e) hire the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors, and Photography Coordinators, with the Executive,
- (f) oversee the activities of the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors and Photography Coordinators,
- (g) represent the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors, and Photography Coordinators on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (h) maintain bi-weekly contact with the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors, and Photography Coordinators,
- (i) act as a resource for the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors, and Photography Coordinators to ensure the successful execution of their tasks,
- (j) report to the Merchandise Coordinator, IT Administrator, B.Ed Spread Editors, and Photography 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 IT Administrator, B.Ed Spread Editors, and Photography Coordinators,
- (l) upon receiving the B.Ed Spread 24 hrs before its scheduled release, review the newsletter and seek assistance from the Equity Affairs Commissioner as necessary.



Appendix: CESA-sustainability (A)

From the CESA Constitution

5.02 Membership to the Council

5.02.01 The elected members of the Council shall be:

- (a) President,
- (b) Vice President (Internal),
- (c) Vice President (External),
- (d) Executive Administrator,
- (e) Senator,
- (f) Representative(s) to the AMS,
 - i) The number of representatives shall be determined in accordance with the AMS Constitution.
 - ii) Should the Association be entitled to two (2) or more representatives, one (1) shall be filled by a first year Association member.
- (g) First Year Representatives,
- (h) Second Year Representatives,
- (i) Third Year Representatives,
- (j) Fourth Year Representatives,
- (k) Alumni Representative(s).

5.02.02 The hired members of the Council shall be:

- (a) Head Teach,
- (b) Conference Chair,
- (c) Clerk(s) of the Council,
- (d) Treasurer,
- (e) Marketing and Design Director,
- (f) Events Director,
- (g) CESA Clubs Director,
- (h) Alumni Homecoming Coordinator,

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(i) Academic Affairs Commissioner,

(j) Equity Affairs Commissioner,

(k) Sustainability Commissioner.



Appendix: CESA-sustainability (B)

From the Job Description Policy Manual

4.19 Duties of the Sustainability Commissioner

4.19.01 The Sustainability Commissioner shall:

- a) Be a non-voting member of Council and is required to attend all Council meetings,
- b) Be a position held by one (1) member of the Association,
- c) Report to the President,
- d) Act as a resource to all Members of the Association with regards to matters of sustainability and environmentalism,
- e) Be responsible for Sustainability training of Con-Ed's leadership positions holders at the beginning of Fall term,
- f) In conjunction with the President and Executive Administer, maintain the sustainability of the Con-Ed Office,
- g) Hold a minimum of one (1) sustainability event each term,
Promote and provide resources to sustainability initiatives in the AMS, ASUS, Queen's University, and Kingston Community,
- h) Provide feedback and suggestions to the Events Director, QCE Executive, and Orientation Week Executive to ensure that events are as sustainable as possible,
- i) Act as a liaison between Queen's Sustainability Office, SLC Operations and Sustainability Manager, and AMS Deputy of Sustainability in order to receive resources and expertise for the Association.



Appendix: Good Night B.Ed Spread (A)

From the CESA 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 Coordinators,
- (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) QCE Director of Sponsorship,
- (p) Merchandise Coordinator,
- (q) Photography Coordinators,
- (r) First Year Interns,
- (s) Equity Outreach Coordinator,
- (t) Branding Coordinator.**

5.03 Duties of Council Members

5.03.01 Notwithstanding Subsection 5.02.03, all members of the Council shall:

- (a) attend all meetings of the Council,



i) Should a member be unable to attend a meeting, the member shall notify the Executive Administrator of the absence in writing twenty-four (24) hours prior to the start of the meeting, notwithstanding any cases of exceptional circumstance within twenty-four (24) hours of the meeting, as determined by the Executive Administrator.

ii) If unable to attend a meeting, a written report must be provided to the Executive Administrator prior to the meeting, with the exception of extenuating circumstances in which case the written report must be submitted as soon as possible.

(b) hold a minimum of one office hour in the Con-Ed Office on a weekly basis during regular semester classes, with the exception of First Year Intern(s) whose office hour(s) shall be held with a member of the Executive,

~~(c) contribute to at least one edition of the B.Ed Spread,~~

(d) attend Con-Ed's Sidewalk Sale table during Orientation Week for a minimum of one (1) hour, barring extenuating circumstances (i.e. involvement in Orientation Week, still under contract with summer job, etc...),

5.03.02 All members of Extended Council shall:

(a) be required to attend the Annual General Meeting and any Special General Meeting(s),

(b) be held accountable under the requirements described by the Association's Code of Conduct,

(c) hold a minimum of one office hour in the Con-Ed Office on a weekly basis during regular semester classes,

~~(d) contribute to at least one edition of the B.Ed Spread,~~

(e) attend Con-Ed's Sidewalk Sale table during Orientation Week for a minimum of one (1) hour, barring extenuating circumstances (i.e. involvement in Orientation Week, still under contract with summer job, etc...),

(f) complete a transition manual,

(i) Shall be submitted to the Executive Administrator by one (1) meeting of the Council prior to the Annual General Meeting.

(ii) Shall be submitted to the incoming position holder at the Annual General Meeting.

5.10 Committees of Council



5.10.01 The standing committees of the Council shall be:

(a) Conference Committee,

i) The chair of the committee shall be the Conference Chair.

(b) Orientation Committee,

i) The chair of the committee shall be the Head Teach.

(c) Robert J. Hill Committee,

i) The chair of the committee shall be the Robert J. Hill Committee Chair.

(d) Social Affairs Committee

i) The chairs of the committee shall be the Social Affairs Coordinators.

(f) Bursary Committee,

i) The chair of the committee shall be the Equity Affairs Commissioner.

(g) Community Affairs Committee,

i) The chairs of the committee shall be the Community Affairs Coordinators.

~~(h) B.Ed Spread Committee,~~

~~i) The chairs of the committee shall be the B.Ed Spread Editors.~~

(i) Athletics Committee,

i) The chairs of the committee shall be the Athletics Coordinators.

(j) Senate Advisory Committee,

i) The President, Senator and Q-CESA representative shall make up this committee. This committee will get in contact before every Senate meeting and the committee as a whole will decide the Senator's vote on upcoming motions at Senate.

(k) Education Outreach Award Committee,

i) The chair of the committee shall be the Education Outreach Award Chair.



Appendix: Good Night B.Ed Spread (B)

From the Job Description Policy Manual

1.02 Duties of the Vice President (Internal)

1.02.01 The Vice President (Internal) shall:

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as meeting chair in the absence of the Executive Administrator,
- (c) act as a resource for the First Year Representatives, Second Year Representatives, Third Year Representatives, Fourth Year Representatives, Alumni Representative(s), Marketing and Design Director, Merchandise Coordinator, IT Administrator, **B.Ed Spread Editors Branding Coordinator**, Photography Coordinators, and Athletics Coordinators,

3.02 Duties of the Representative(s) to the AMS

3.02.01 The Representative(s) to the AMS shall:

- (a) be a voting member(s) of Council and is (are) required to attend all Council meetings,
- (b) be a position held by a number of members of the Association determined by AMS policy and in consultation with the AMS Secretariat,
 - i) A maximum of two (2) representatives shall be elected in the regular Association elections in the winter term, including the President.
 - ii) The remaining representative(s) shall be elected in September once enrolment numbers are confirmed by the Office of the Registrar.
 - iii) One representative elected in September shall be a first year member of the Association.
- (c) represent the Association on AMS Assembly as voting member(s),
- (d) be encouraged to sit on an AMS sub-committee,
- (e) report to Council about all important information discussed at AMS Assembly,
- (f) **Be responsible for ensuring that main highlights from AMS Assembly are included in monthly B.Ed Spread articles,**
- (g) be responsible for finding innovative means to gather student input to represent at AMS assembly through surveys (sent through Year Reps' weekly updates, or through the Listserv by the Executive Administrator), discussion periods at CESA meetings, holding forums, etc.

4.03 Duties of the Marketing and Design Director

4.03.01 The Marketing and Design Director shall:

- (a) be a non-voting member of Council and is required to attend all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (Internal),
- (d) manage the Association's online presence and content output:



(i) run the Association's Facebook, Twitter, and other social media accounts,

(i) liaise with all Council and Extended Council members to coordinate marketing strategies,

(ii) develop and implement strategies for gauging the exposure and effectiveness of the Association's marketing.

(e) hire the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators, with the Executive,

(f) oversee the activities of the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators,

(g) represent the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators on Council, and should it be deemed necessary, advise them to attend a Council meeting,

(h) maintain bi-weekly contact with the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators,

(i) act as a resource for the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators to ensure the successful execution of their tasks,

(j) report to the Merchandise Coordinator, IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator and Photography 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 IT Administrator, ~~B.Ed Spread Editors~~ Brand Coordinator, and Photography Coordinators,

(l) upon receiving the B.Ed Spread 24 hrs before its scheduled release, review the newsletter and seek assistance from the Equity Affairs Commissioner as necessary.

4.06 Duties of the Equity Affairs Commissioner

4.06.01 The Equity Affairs Commissioner shall:

(a) Be a non-voting member of Council and is required to attend all Council meetings,

(b) be a position held by one (1) member of the Association,

(c) report to the President,

(d) chair the Bursary Committee,

(e) act as a resource to all Members of the Association with regards to matters of equity,

(f) maintain a display in the Con-Ed Office with the Equity Outreach Director in order to keep Association members informed about resources in the community,

(g) maintain and manage Equity Resource Binder while upholding a thorough knowledge of its contents

(h) attend AMS Equity Caucus meetings as representatives of CESA,

(i) be responsible for the Anti Oppression training and Positive Space training of Con-Ed's leadership position holders at the beginning of Fall term, in conjunction with the President,



- i) The use of the Positive Space sticker will only be used if attendees of that year vote unanimously on the placing of the sticker on the Con-Ed Office door,
- (j) ~~act as a resource to the Marketing and Design Director in the editing of the B.Ed Spread before its release,~~
- (k) advise on appropriate steps to resolve a harassment or discrimination issue involving CESA,
- (l) refer members to appropriate sources of support outside of CESA if desired, and offer peer support to those approaching an outside organization,
- (m) advise on the suitability of content, language etc. for publicity materials, internal communication, or any source of related concern,
- (n) serve to foster an environment that nurtures and supports the work and volunteering of all students and promotes awareness on issues related to human rights and social justice.
- (o) Be required to maintain contact with the Equity Outreach Director on a biweekly basis in order to discuss current and potential initiatives and concerns,
- (p) represent the Equity Outreach Coordinator on Council, and should it be deemed necessary, advise them to addend a Council meeting.

4.10 Duties of the IT Administrator

4.10.01 The IT Administrator shall:

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) ~~be responsible for the Association website found at www.queenscesa.com, for an Association Twitter account, and for maintenance and updating of the Association Facebook page,~~
- (c) update the website on a weekly basis or as requested by other members of the Council,
- (d) be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns,
- (e) be required to attend monthly Information Services and Technology Student Advisory Committee meetings to represent the voice of CESA and raise any concerns, questions and suggestions on CESA's behalf,
- (f) communicate with the AMS IT Office to maintain the CESA email accounts,
- (g) update and maintain the Conference website in conjunction with the QCE Director of Marketing,
- (h) update and maintain the Orientation website in conjunction with the Logistics Teach,
- (i) be responsible for updating the association documents on the association website in conjunction with the Council Clerks and Executive Administrator, within 48 hours of a Council meeting.



4.12 Duties of the B.Ed Spread Editor(s)

4.12.01 The B.Ed Spread Editor(s) 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 one (1) or two (2) Association members,
- (c) produce each newsletter, by collecting articles from Council, Extended Council and committee members,
- (d) ensure each newsletter is placed on the Association website with the assistance of the IT Administrator,
- (e) ensure hardcopies of the newsletter remain in the Con-Ed Office for general viewing,
- (f) determine the number of newsletters to be released at the beginning of each semester in consultation with the Marketing and Design Director,
- (g) give the Marketing and Design Director 24 hours in advance to review the newsletter before being released,
- (h) be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

4.19 Duties of the Brand Coordinator

4.19.01 The Brand Coordinator 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) Association members,
- (c) be responsible for updating all Social Media pages including but not limited Facebook and Twitter with the assistance of the IT Administrator.
- (d) Be responsible for ensuring all Association publications maintain professional standard outlined in the Communications Policy.
- (e) update the Communications Policy in conjunction with the Marketing and Design Director as needed.
- (f) be required to maintain contact with the Marketing and Design Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.



Appendix: Good Night B.Ed Spread (C)

From the Communications Policy Manual

ARTICLE 1. INTERPRETATIONS

1.01 Definitions

1.01.01 In this part and any other parts of this policy, unless context requires otherwise,

(a) "Association" means the Concurrent Education Students' Association, that is, the Association whose membership consists of Association members.

(b) "Council" refers to the governing body of the Association which includes the President, Vice President (Internal), Vice President (External), Executive Administrator, Representatives to the AMS, Senator, Treasurer, Academic Affairs Commissioner, Marketing and Design Director, Year Representatives, Events Director, Council Clerk(s), QCE Chair, and Head Teach.

(c) "Extended Council" refers to members of the Association who do not sit on Council, but hold leadership positions under the guidance of the Marketing and Design Director, Events Director, QCE Chair, and Head Teach, including the IT Administrator, Photography Coordinators, First Year Interns, Workshop Coordinators, **B.Ed Spread Editors**, Branding Coordinator, Community Affairs Coordinators, Social Affairs Coordinators, Athletic Sticks, QCE Director of Logistics, QCE Director of Finance, QCE Director of Special Events, QCE Director of Marketing, Academics Teach, Financial Teach, and Social Teach.

(d) "Umbrella" refers to the positions with which a member of Council oversees, in accordance with the job descriptions outlined in the Job Description Policy Manual.

(e) "Umbrella Head" refers to a member of Council who is responsible for overseeing positions on Council and/or Extended Council

i) The President is the Umbrella Head for the following positions: Executive Administrator, Representatives to the AMS, Representatives to the AMS, Senator, Treasurer, Academic Affairs Commissioner, Head Teach, Council Clerk(s), Speaker, and First Year Intern.

ii) The Vice President (Internal) is the Umbrella Head for the following positions: Marketing and Design Director, Year Representatives, and First Year Intern.

iii) The Vice President (External) is the Umbrella Head for the following positions: Events Director, Equity Affairs Commissioners, QCE Chair, and First Year Intern.

iv) The Marketing and Design Director is the Umbrella Head for the following positions: IT Administrator, Photography Coordinators and **B.Ed Spread Editors**, **Branding Coordinator**.

v) The Events Director is the Umbrella Head for the following positions: Workshop Coordinators, Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.



vi) The QCE Chair is the Umbrella Head for the Conference Committee

vii) The Head Teach is the Umbrella Head for the Orientation Committee.

(f) "Event" means an event, initiative, or meeting organized by a member or committee of Council or Extended Council.

(g) "Event Proposal Form" means the form that is required to be filled out by the member(s) of Council and/or Extended Council wishing to host an Association event.

(h) "Acronym" means CESA, the acronym of the Association.

(i) "Logo" means the logo of the Association, as seen in the appendix attached at the end of this document.

(j) "Brand" means the visual identity of the Association and the consistent marketing and promotion of this identity.

(k) "The Website" means the official website of the Association as described in 4.02.01.

(l) "Weekly Email" means the email containing all pertinent Association information to be sent out on LISTSERV on a weekly basis.

(m) "Year Representatives" means the collective positions of 1st Year Representatives, 2nd Year Representatives, 3rd Year Representatives and 4th Year Representatives.

ARTICLE 3. VISUAL IDENTITY STANDARDS

3.01 Marketing and Design Director Responsibilities

3.01.01 The Marketing and Design Director shall,

(a) be responsible for upholding the visual identity standards of the Association and informing CESA Council and Extended-Council members of the visual identity standards in conjunction with the Brand Coordinator

(b) be responsible for the creation and implementation of the CESA brand and logo in consultation with the Executive and the ~~IT Administrator~~ Brand Coordinator

(c) approve any temporary changes to the Logo or Brand

(d) approve any changes to the official Logo or Brand in consultation with the Executive

3.02 Use of the Logo

3.02.01 The CESA Logo is the primary element of the CESA Brand and shall appear on all CESA publications and visuals. This includes but is not limited to:

(i) publications such as the B.Ed Spread

(ii) promotional materials such as posters, flyers and merchandise

(iii) advertising in print and web formats

(iv) all photos released by the Photography Coordinators

3.02.02 CESA does not permit colouring alterations of its Logo, including the use of a gray scale CESA logo. Black and white versions are to be used instead.

3.02.03 Any exceptions to the above policies shall be explicitly approved by the Marketing and Design Director or the Brand Coordinator before creation or implementation occurs.



ARTICLE 5. EVENT ADVERTISING

5.01 General

5.01.01 When a proposed event has been approved, the event organizers shall be responsible for forwarding each individual promotional blurb within the Event Proposal Form to:

- (a) the Marketing and Design Director, who will then coordinate the advertisement of the event with the IT Administrator, Photography Coordinators, and **B.Ed. Spread Editors Branding Coordinator** to maintain consistency and accuracy within all forms of communication including, but not limited to the Association website, newsletter, Facebook, and Twitter.
- (b) the Vice President (Internal), who will then coordinate the advertisement of the event with the Year Representatives.

5.01.02 The primary source of advertisement updates on Facebook shall be the Concurrent Education Students' Association page:

- a) this shall include the creation of any events.

5.01.03 Upon approval of the Event Proposal Form, the organizers of the event may execute their plan, without further approval of the Umbrella Head regarding methods and uses of advertising.

5.01.04 All members of Council and Extended Council are entitled to use the logo, and/or the full name, and/or the acronym of the Association on all advertising, correspondence, and promotional materials in their capacity as members.

5.01.05 At least one copy of all Association print advertisements shall be posted inside the Con-Ed Office.

5.02 Restrictions

5.02.01 All Umbrella Heads reserve the right to cancel an event under their umbrella indefinitely should it be deemed that the planning and advertising of the event is offensive to any particular persons or groups of people.

5.02.02 No media account or group shall be formed without the knowledge and consent of the **Marketing and Design Director and the Brand Coordinator**.

5.02.03 The **Marketing and Design Director and the Brand Coordinator** reserves the right to create any media account or group under the official Concurrent Education Students' Association media accounts notwithstanding 5.02.04. This includes but is not limited to:

- (a) Facebook groups, pages and events
- (b) Twitter accounts
- (c) websites

5.02.04 Year representatives shall be responsible for creating and hosting year specific events via Facebook through their respective Con-Ed Facebook groups.

5.02.05 The logo, full name, acronym, or website address shall not be reproduced and used to



promote an initiative, event, meeting, that has not been approved by the Umbrella Head.

5.02.06 The logo, full name, acronym, or website address shall not be used in any manner which implies Association endorsement or sponsorship of a product, service, publication, website, social networking page, policy stance, or program without the expressed consent of the **Marketing and Design Director** and the **Brand Coordinator**.

5.02.07 The logo, full name, acronym, or website address shall not be used in any manner which disparages the Association, Association committees, Association-sponsored events, or members of the Association.

6.02 Website

6.02.01 The official website of the Association shall be <http://queenscesa.com>.

6.02.02 All information posted to the website shall be approved by, or originate from, the Marketing and Design Director. That is, should members of the Council require information to be posted to the website; they are required to send the information by email to the IT Administrator and cc the Marketing and Design Director.

6.02.04 The IT Administrator shall ensure information given by the Marketing and Design Director is posted to the website in a timely manner.

6.02.05 The Marketing and Design Director, **Brand Coordinator**, and the IT Administrator shall be the only member of the Association with the authority to make changes and post updates to the website.

(a) The Marketing and Design Director, **Brand Coordinator**, or IT Administrator may, at their discretion, allow another member of the Council to access the website editor if the need arises.

6.02.06 The Orientation Committee and Conference Committee are permitted to create and maintain their own websites for the purposes of those committees.

(a) These websites shall provide a link to the Association website.

(b) These websites shall include the logo of the Association on the website.

6.03 Social Networking

6.03.01 The **IT Administrator** **Brand Coordinator** shall be responsible for creating, maintaining, and updating all Association-sponsored social networking pages and groups.

6.03.02 The Marketing and Design Director **and Brand Coordinator** shall be an administrator of all Association-sponsored social networking pages and groups, and shall update the page(s) in a timely manner.

ARTICLE 8. ADVERTISING NON-CESA EVENTS

8.01 Procedures

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8.01.01 Any information brought to the attention of a member of Council or Extended Council with the intent of advertising to the Association must be forwarded to the Marketing and Design Director.

(a) Should the event be deemed beneficial in supporting the Association's mission statement, the Marketing and Design Director will disseminate the information to the IT Administrator, ~~B.Ed. Spread Editors~~ Branding Coordinator, and the Photography Coordinators.

Logo

The CESA graphic logo consists of two distinct graphic elements: the CESA emblem and the accompanying text. The CESA emblem consists of an apple encircled by a left facing crescent and a leaf tilted to the right. The emblem is read with the exception of the leaf, which is green. The colours of the emblem may not be substituted or rearranged. The emblem may also appear in black and white. The emblem may appear simply as an outline.

The accompanying text is composed of one typographical element: "Concurrent Education Students' Association" in bolded "Century Schoolbook" font. This element may not be separated, substituted or appear without the CESA emblem. The accompanying text may appear in black or white. In special cases, the Marketing and Design Director or Brand Coordinator may approve of the CESA emblem appearing without the accompanying text if there is a clear connection between the emblem and the Association.

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