

Education Students' Society Constitution

(Amended September 2009)

Definitions

1. In this Constitution:
 - (a) "E.S.S." refers to the Education Students' Society;
 - (b) "members of E.S.S." refers to the registered teacher candidates of the Bachelor of Education and Diploma of Education programs at the Faculty of Education paying fees to Queen's University;
 - (c) "E.S.S. Council" refers to the elected and appointed students of the E.S.S. representing the members of E.S.S.;
 - (d) "O.E.E." refers to Outdoor and Experiential Education;
 - (e) "A.C.E." refers to Artist in the Community;
 - (f) "A.T.E.P." refers to the Aboriginal Teacher Education Program;
 - (g) "Q-C.E.S.A." refers to the Queen's Concurrent Education Student Association;
 - (h) "T-C.E.S.A." refers to the Trent Concurrent Education Student Association;
 - (i) "SGPS" Society of Graduate and Professional Students

Article 1: Objectives of the E.S.S. Council

1. The E.S.S. Council shall be governed with the following goals in mind.
The E.S.S. Council shall:
 - (a) Act as a liaison between the members of E.S.S. and the administration of the Faculty of Education;
 - (b) Initiate, organize, and administer the professional, cultural, and social affairs of the members of E.S.S. of the Queen's University Faculty of Education under the following terms:
 - (i) Attempt to create a sense of community through social events;
 - (ii) Arrange and facilitate professional development opportunities for the members of E.S.S.;
 - (iii) Raise awareness among the members of E.S.S. of contemporary issues in education;
 - (iv) Be committed to the ideals of inclusion and initiative, and to the development of leadership and responsibility through positive actions;
 - (c) Represent the members of E.S.S. to the larger Queen's University and Kingston communities;
 - (d) Represent the members of E.S.S. to the larger educational community.

Article 2: Rights of Members of E.S.S.

1. Every member of E.S.S. has the following rights:
 - (a) To vote in all E.S.S. elections, referenda and General Meetings;
 - (b) To have access to E.S.S. meetings;
 - (c) To be fairly represented to the Administration and members of Queen's University, Faculty of Education and the S.G.P.S.;
 - (d) To be kept up-to-date on actions of groups relevant to the program, such as Federations, Queen's University Faculty of Education Administration, etc;
 - (e) To run for a position on the E.S.S. Council;
 - (f) To have access to all professional, cultural and social events organized by E.S.S. Council;

- (g) To propose amendments to the E.S.S. Constitution;
- (h) To contact the president in case of a major academically related problem;
- (i) To be protected by the current rights of the Queen's Harassment and Discrimination Policy and Procedure. This gives the Human Rights Office a mandate to promote human rights and to take action where acts of discrimination or harassment occur. The following grounds are among those included: race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status and disability;
- (j) To be free from conduct or comment of a sexual nature that is known or ought reasonably to be known to be unwelcome. This includes, but is not limited to: sexual solicitation, advances, remarks, suggestive comments or gestures, the display of sexually suggestive pictures, posters, objects or graffiti, physical contact of a sexual nature (including sexual assault as defined under the Criminal Code of Canada) and sexual conduct that interferes with a person's dignity or privacy such as voyeurism or exhibitionism;
- (k) To have access to training to create a "positive" space in the E.S.S. office.

Article 3: Constitution

1. This Constitution may be cited as the Constitution of the Education Students' Society, Queen's University, revised April 2009.
2. This Constitution nullifies all past Constitutions of the Education Students' Society.

Article 4: Composition of the E.S.S. Council

1. The E.S.S. Council shall be composed of the following members:
 - (a) President
 - (b) Vice President External
 - (c) Vice President Internal
 - (d) Treasurer
 - (e) Secretary
 - (f) Professional Development Coordinators (2)
 - (g) Social Convenors (2)
 - (h) Faculty Board Representatives (2)
 - (i) Bachelor of Education Liaison to the S.G.P.S.
 - (j) Athletic Representatives (2)
 - (k) Communications Representative
 - (l) A.C.E. Representative
 - (m) O.E.E. Representative
 - (n) A.T.E.P. Representative
 - (o) Technological Education Representative
 - (p) Waterloo-Queen's Representative
 - (q) Q-C.E.S.A. Representative
 - (r) T-C.E.S.A. Representative
 - (s) Consecutive Student Representative
 - (t) Mature Student Representative
 - (u) Human Rights Representative
 - (v) Transition Officer
 - (w) Chairperson
 - (x) S.G.P.S Representatives

2. Composition of the E.S.S. Council Executive
 - (a) President
 - (b) Vice President External
 - (c) Vice President Internal
 - (d) Treasurer
 - (e) Secretary

Article 5: Term of Office:

1. The length of term for E.S.S. Council members, except for the Transition Officer, shall be from the day after their election or appointment until the last day of classes of the current school year. The Transition Officer shall be selected in accordance with the Constitution of Q-C.E.S.A. Their term of office shall be from their election in April of the previous school year until the end of E.S.S. elections. At the end of their term as Transition Officer, they shall assume the position of Q-C.E.S.A. Representative.

Article 6: Duties of the Members of the E.S.S. Council

1. All Council Members:
 - (a) Shall read and be familiar with the constitution in its entirety;
 - (b) Shall attend all E.S.S. meetings and if they must miss a meeting due to extreme circumstances and/or other major crisis they must email the president and secretary twenty-four hours before the meeting occurs;
 - (c) Shall establish a realistic set of goals for themselves to accomplish throughout the term, and report to their umbrella group leader outlining progress on any projects underway;
 - (d) Shall provide to the treasurer by the end of the first on-campus session an estimate of the total budget for their position and/or events;
 - (e) Shall create and maintain a detailed transition report to be passed on to the following year's position holder with details of all goals, events, activities and suggestions for following years' E.S.S. Council;
 - (f) Shall submit an event proposal to be approved by the E.S.S. council before any event takes place;
 - (g) Shall provide all financial statements to the treasurer immediately following the expense;
 - (h) Shall submit a written report to the VP Internal of all external group meetings/activities/events at least 48 hours before each E.S.S. meeting in order to have speaking rights during the "Members Reports" portion of the meeting.
 - (i) Shall be responsible for duties outside their position descriptions as volunteered for or as delegated by the E.S.S. Council Executive;
 - (j) Shall be aware of all E.S.S. Council and Faculty of Education events;
 - (k) Shall select two office hours each week per term and be available in the E.S.S. office for those hours each week during the term of office.
2. The E.S.S. Council Executive shall have the following responsibilities:
 - (a) To meet at least once per on campus session;
 - (b) To prepare, at the first meeting, a draft annual budget to be presented to the E.S.S. Council, and a mission statement and/or goals for the E.S.S. Council's term;
 - (c) To organize, post in the office and distribute a contact list of all E.S.S. Council members by the end of the first meeting;

- (d) To distribute copies of the office key to all E.S.S. Council Executive members by the second meeting;
- (e) To devise, in the final meeting, strategies designed to improve the E.S.S. Council's efficiency and accountability, and to reflect on the outcomes of the past year;
- (f) To decide on a course of action in an emergency situation wherein the E.S.S. Council cannot meet as a whole.

Article 7: Specific Duties of the Members of the E.S.S. Council

1. President (1):
 - (a) Shall act as a liaison with the Dean and Associate Dean of the Faculty of Education and give oral reports to E.S.S. Council as necessary;
 - (b) Shall sit as a member of the S.G.P.S. Assembly and give oral reports to E.S.S. Council as necessary;
 - (c) Shall sit as a voting member at all Faculty Board meetings;
 - (d) Shall receive oral reports from the Vice President External and Vice President Internal with respect to all positions on the E.S.S. Council;
 - (e) Shall nominate a member of E.S.S. Council to act as Chairperson in the absence of the Chairperson;
 - (f) Shall oversee and demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

2. Vice President External (1):
 - (a) Shall contact, liaise with, and present oral reports to E.S.S. Council as necessary on the following contacts: Association des Enseignantes et de l'Ontario, Elementary Teachers Federation of Ontario, Ontario English Catholic Teachers Association and Ontario Secondary School Teachers Federation;
 - (b) Shall communicate with the student Teacher Education Liaison Committee Representative and present oral reports of these meetings to E.S.S. Council as necessary;
 - (c) Shall act as an umbrella group leader for and receive reports from: Transition Officer/Q-C.E.S.A. Representative, Waterloo-Queen's Representative, T-C.E.S.A. Representative, Yearbook Editor, Professional Development Coordinators, Faculty Board Representatives and Consecutive Representative, S.G.P.S. Representatives, Bachelor of Education Liaison to the S.G.P.S.;
 - (d) Shall address issues of safety and wellness at the Faculty of Education;
 - (e) Shall facilitate the ordering and distribution of Edvantage cards.
 - (f) Shall provide a written report to the President at least once during each on campus session.
 - (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council;
 - (h) See Article 13.

4. Vice President Internal (1):
 - (a) Shall assume the responsibility for internal communications and grievances within E.S.S. Council;
 - (b) Shall work with the Human Rights Representative to bring forward any issues or concerns to the E.S.S. Council Executive that may arise throughout the academic year; an instance could be, but is not limited to, sexual harassment;
 - (c) Shall chair and organize meetings for the E.S.S. Council Executive as needed;

- (d) Shall chair a Constitution Review Committee, which shall be organized and have had its first meeting before leaving campus for the third practicum placement;
 - (e) Shall be responsible for organizing the annual ThankQ Campaign, in conjunction with the Advancement Office of Queen's University;
 - (f) Shall be responsible for nominations and the chairing of a Selection Committee for the winner of the Golden Apple Award;
 - (g) Shall act as a liaison to the Education Career Services Office with respect to the Options recruitment fair;
 - (h) Shall act as an umbrella group leader for and receive reports from: Social Convenors, Athletic Representatives, A.C.E. Representative, O.E.E. Representative, A.T.E.P. Representative, Technological Education Representative, Communications Representative, Mature Student Representative and Human Rights Representative;
 - (i) Shall be in charge of all referenda within the E.S.S.;
 - (j) Shall provide a written report to the President at least once during each on campus session.
 - (k) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
5. Treasurer (1):
- (a) Shall be responsible for organizing and maintaining the E.S.S. account books and an E.S.S. cash flow and receipt booklet in accurate detail;
 - (b) Shall obtain the student levy cheque once a semester from the S.G.P.S. office;
 - (c) Shall propose a detailed budget, in conjunction with the E.S.S. Council Executive, for the approval of E.S.S. Council no later than the first meeting during the second on-campus session;
 - (d) Shall provide a bi-semesterly written report of the finances of the E.S.S. to all members of the E.S.S. Council;
 - (e) Shall provide the Welcome Week Co-Chairs with one-thousand dollars to be used for the purpose of Welcome Week in the following school year;
 - (f) Shall clear any debts and/or outstanding fees before leaving campus for the first practicum placement;
 - (g) Shall provide an oral report on incoming, outgoing and pending monies to E.S.S. Council at every meeting;
 - (h) Shall have all E.S.S. Council members fill out an event proposal form which states dates, events, purpose of monies needed, which will be filed in the E.S.S. office;
 - (i) Shall provide a written report to the President at least once during each on campus session.
 - (j) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council;
 - (k) See Article 12.
6. Secretary (1):
- (a) Shall take detailed minutes of each E.S.S. and E.S.S. Council Executive meeting; a copy shall be placed in an appropriate binder in the E.S.S. office and an electronic copy sent to the Dean's office no later than forty-eight hours after the meeting;
 - (b) Shall be responsible for all correspondence and the filing of correspondence;
 - (c) Shall be responsible for overseeing that all transition reports are complete for each position held on the E.S.S. Council and place them in the filing cabinet by the end of the current school year;
 - (d) Shall be responsible for the up-keep of all E.S.S. bulletin boards;
 - (e) Shall be responsible for the contact list and email account of the E.S.S. Council;

- (f) Shall be responsible for organizing office hours of the E.S.S. Council;
 - (g) Shall provide a written report to the President at least once during each on campus session.
 - (h) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
7. Professional Development Coordinators (2):
- (a) Shall be responsible for overseeing at least four Professional Development opportunities sponsored by E.S.S. Council for the members of E.S.S.;
 - (b) Shall be responsible for organizing and advertising Professional Development opportunities for the members of E.S.S.;
 - (c) Shall serve as a liaison to the presenters of Professional Development activities, E.S.S. Council, and the staff and faculty of the Faculty of Education;
 - (d) Shall work in conjunction with the Human Rights Representative in the planning of human rights workshops.
 - (e) Shall provide a written report to the V.P. External at least once during each on campus session.
 - (f) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
8. Social Convenors (2):
- (a) Shall be responsible for running a variety of social functions for members of E.S.S., including a minimum of one social event during the first on-campus session, one social event during the second on-campus session, one social event during the third on-campus session and a Formal during the last on-campus session;
 - (b) Shall have the option of selecting and co-chairing a Social Planning Committee to assist in organizing, preparing, advertising, executing and cleaning up after each social function within the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session.
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
9. Faculty Board Representatives (2):
- (a) Shall sit as voting members at all Faculty Board meetings, or send a party as proxy in their stead, and give oral reports to E.S.S. Council as necessary;
 - (b) Shall represent members of E.S.S. and the views of E.S.S. Council at Faculty Board meetings;
 - (c) Shall give oral and written reports to the Faculty Board as necessary;
 - (g) Shall sit on the Professional Studies Committee and give oral reports to E.S.S. Council as necessary;
 - (h) Shall conduct a survey of all E.S.S. members during the last on campus session.
 - (i) Shall provide a written report to the V.P. External at least once during each on campus session.
 - (j) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
10. Athletic Representative (2):
- (a) Shall be responsible for setting up a team to represent the Faculty of Education during the BEWIC Sports Days weekend taking place in January;

- (b) Shall be responsible for initiating lunch time intramurals during one-hour lunch breaks, should they occur;
- (c) Shall be responsible for the up-keep of the intramural bulletin board near the gym;
- (d) Shall provide oral reports to E.S.S. Council about related physical education information and/or workshops;
- (e) Shall work in conjunction with the Professional Development Coordinators to initiate a workshop for coaching certification and/or related certification;
- (f) Shall act as liaisons with the main campus organizers of intramural sports and notify members of E.S.S. as to how they can participate in main campus intramural sports;
- (g) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (h) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

11 Bachelor of Education Liaison to the S.G.P.S.

- (a) Shall act as a liaison between the E.S.S. and the S.G.P.S. in accordance to the S.G.P.S.
- (b) Shall provide a written report to the VP External at least once during each on campus session.
- (c) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

13. Communications Representative (1):

- (a) Shall update the E.S.S. website no later than before leaving for the first practicum placement and maintain current and important information on the website throughout the school year about all E.S.S. Council events and workshops;
- (b) Shall ensure that the E.S.S. website is linked with the Faculty of Education website;
- (c) Shall be responsible for sending out E.S.S. Council information and announcements through the Faculty of Education listserv (TC-L);
- (d) Shall be responsible for the publication of a bi-weekly E.S.S. newsletter;
- (e) Shall adhere to the recommendations of a Clear Language Guide in the writing of the biweekly E.S.S. newsletter and the E.S.S. website;
- (f) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

14. A.C.E. Representative (1):

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Artist in the Community students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining A.C.E. students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

15. O.E.E. Representative (1):

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Outdoor and Experiential Education students to E.S.S. Council;
 - (b) Shall initiate one social and/or one charity event combining O.E.E. students and the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
16. A.T.E.P. Representative (1):
- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Aboriginal Teacher Education Program students to E.S.S. Council;
 - (b) Shall initiate one social and/or one charity event combining A.T.E.P. students and the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
17. Technological Education Representative (1):
- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Technical Education students to E.S.S. Council;
 - (b) Shall initiate one social and/or one charity event combining Technological Education students and the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
18. Waterloo-Queen's Representative (1):
- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Waterloo-Queen's students to E.S.S. Council;
 - (b) Shall initiate one social and/or one charity event combining Waterloo-Queen's students and the Faculty of Education;
 - (c) Shall be in communication with the Practicum Office to assist with transition of Waterloo-Queen's Concurrent Students;
 - (d) Shall provide a written report to the V.P. External at least once during each on campus session;
 - (e) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
19. Q-C.E.S.A. Representative (1):
- (a) Shall act as the liaison and present oral reports of opinions, concerns, events and presentations of final year Queen's Concurrent Education students to E.S.S. Council;
 - (b) Shall hold a student-run Faculty of Education information session for students in the Queen's Concurrent Education Program.
 - (c) Shall be in communication with the Practicum Office to assist with final year transition of Queen's Concurrent Education students.
 - (d) Shall attend four C.E.S.A. meetings throughout the academic school year, and report the progress of the E.S.S. Council;

- (e) Shall liaise with the current C.E.S.A. President;
 - (f) Shall provide a written report to the V.P. External at least once during each on campus session;
 - (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
20. T-C.E.S.A. Representative (1):
- (a) Shall act as the liaison and present oral reports of opinions, concerns, events and presentations of Trent-Queen's students to E.S.S. Council;
 - (b) Shall hold a student-run Faculty of Education information session for students in the Queen's-Trent Concurrent Education Program;
 - (c) Shall be in communication with the Practicum Office to assist with final year transition of Trent Concurrent Education students;
 - (d) Shall be in communication with the Queen's-Trent Concurrent Education Program Co-ordinators and assist as needed;
 - (e) Shall provide a written report to the V.P. External at least once during each on campus session;
 - (f) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
21. Consecutive Student Representative (1):
- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Consecutive Education students to E.S.S. Council;
 - (b) In the event that the A.C.E., A.T.E.P, O.E.E., Tech, or Waterloo-Queen's Representative positions are not filled, the Consecutive Student Representative shall be responsible for inviting a member of each program track to at least one E.S.S. meeting during each on campus session.
 - (c) Shall provide a written report to the V.P. External at least once during each on campus session;
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
22. Mature Student Representative (1):
- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of mature students to E.S.S. Council;
 - (b) Shall initiate one social and/or one charity event combining mature students and the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
23. Human Rights Representative (1):
- a) Shall ensure that all professional, cultural and social events organized by E.S.S. Council are accessible to all members of E.S.S.;
 - b) Shall work in conjunction with the Professional Development Coordinators to initiate a minimum of two workshops
 - c) Shall work with the V.P Internal to bring forward any issues or concerns to the E.S.S. Council Executive that may arise throughout the academic year; an instance could be, but is not limited to, sexual harassment;
 - d) Shall arrange Human Rights training for the E.S.S. Council during the fall semester;

- e) Shall report opinions and concerns of students with disabilities to E.S.S. Council;
 - f) Shall initiate discussion groups for students with disabilities as needed;
 - g) Shall work in conjunction with the Human Rights Office to run Positive Space training with E.S.S. council before the end of the second on-campus block.
 - h) Shall provide a written report to the V.P. Internal at least once during each on campus session;
 - i) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
24. Transition Officer (1):
- (a) Shall sit in on an E.S.S. meeting as a non-voting member during the final on-campus session of the preceding school year;
 - (b) Shall meet with the E.S.S. Council of the preceding school year to discuss the functioning of E.S.S. Council;
 - (c) Shall be responsible for composing a letter on the subject of elections to be included in the Welcome Week mail-out (See Article 16);
 - (d) Shall assume the position of Q-C.E.S.A. Representative on E.S.S. Council following elections;
 - (e) Shall sit on Q-C.E.S.A. in accordance with the Q-C.E.S.A. Constitution;
 - (f) Shall act as Chief Electoral Officer during elections (see Article 10);
 - (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
25. Chairperson (1):
- (a) Shall have a thorough understanding of parliamentary procedure and Robert's Rules of Order;
 - (b) Shall be responsible for arranging a time and location for all meetings;
 - (c) Shall prepare and distribute to E.S.S. Council a detailed agenda, time and location for all E.S.S. meetings no less than twenty-four hours before meeting times;
 - (d) Shall be responsible for controlling the discussion of any E.S.S. meetings;
 - (e) Shall facilitate E.S.S. meetings, and keep a speakers list;
 - (f) Shall cast the deciding vote in the event of a tied vote;
 - (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.
26. S.G.P.S. Representatives (2)
- (a) Shall sit as members-at-large representing E.S.S. students to the S.G.P.S. Council
 - (b) Shall provide a written report to the VP External at least once during each on campus session.
 - (c) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

Article 8: Meetings

1. The E.S.S. shall meet weekly during all on-campus sessions. All meeting times shall be posted on the E.S.S. office door and shall be open to all members of E.S.S. and guests in the Faculty of Education unless otherwise specified. Agenda items must be submitted to the chair at least forty-eight hours prior to meeting time and agendas must be distributed twenty-four hours prior to meeting time to all E.S.S. Council members. Written reports must be submitted to the VP Internal at least 48 hours prior to the meeting time in order to receive speaking rights during the "Members Reports" portion of the meeting.

2. The E.S.S. Council Executive can call an emergency meeting of E.S.S. Council by providing at least twenty-four hours notice by phone or email.
3. Voting – All E.S.S. Council members, except for the Chairperson, shall have one vote each. In the event that two people share a position, each person present at the meeting shall have one vote.
4. Quorum – Quorum shall be two-thirds of the voting members of E.S.S. Council. If quorum is lost during a meeting, the meeting cannot continue.

Article 9: Removal from Office

1. If it is felt that a member of E.S.S. Council has not performed their duties satisfactorily, even after written/electronic warnings have been given by their umbrella group leader, that member may be dismissed by means of a successful motion at an E.S.S. meeting (two-thirds majority of E.S.S. Council).
2. Any E.S.S. member who misses three meetings or four office hours, without sending regrets, or other events organized by E.S.S. Council, unless under extenuating circumstances as approved by the E.S.S. Council Executive, may be considered as being in dereliction of duty. That member may be dismissed by means of a successful motion at an E.S.S. meeting (two-thirds majority of E.S.S. Council).
3. In the event that a council member is removed from office or chooses to leave their position, E.S.S. council may at their discretion appoint a replacement if it is deemed necessary.

Article 10: Elections of E.S.S. Council Members

1. The Transition Officer shall be the Chief Electoral Officer (C.E.O.) in charge of nominations and elections of E.S.S. Council members.
2. The C.E.O. shall announce to the members of E.S.S. the nomination, campaigning and election procedures at the opening assembly with the Dean on the first day of Welcome Week. The C.E.O. must ensure that posters and signs are placed throughout McArthur Hall, in accordance with building regulations, to advertise available positions for E.S.S. Council.
3. Nominations shall be open for four consecutive school days during Welcome Week, ending at 4:00 PM on Friday. All nominations must be in writing and signed by five members of E.S.S., and must be submitted to the C.E.O. before the nomination period terminates. At the conclusion of the nomination period, any candidate who is the only one nominated for a particular position will be acclaimed to that position.
4. Campaigning for positions which have more than one nominee shall begin at 9:00 AM on the first day of the week following Welcome Week and close at 6:00 PM on the Wednesday of that same week. Candidates must not spend more than forty dollars or put up more than one hundred posters. Candidates may be asked to provide receipts for such expenses, understanding they will not be reimbursed. Posters must be removed by the end of the campaigning period. Failure to abide by these rules will result in the disqualification of the candidate, as determined by the C.E.O.

5. During the campaign period, the C.E.O. shall organize at least one open forum for the candidates. An email announcing all acclaimed positions and nominees shall be sent to the members of E.S.S. through the Faculty of Education listserv (TC-L).
- 6.. The election shall be held by secret ballot on Thursday and/or Friday of the week following Welcome Week. The polling station shall be open for no less than four consecutive hours on a single school day.
- 7.. Should any position not be vied for, the C.E.O. reserves the right to extend the nomination period for up to one week for that position. The C.E.O. may then move the campaign and election dates accordingly.
- 8.. The ballots shall be counted by the C.E.O. in the presence of a member of the Education Career Services Office. The C.E.O. will contact all candidates to inform them of the results. Any candidate may request one recount of the ballots.
- 9.. The election results shall be announced to the members of E.S.S. through the Faculty of Education listserv (TC-L) on the first school day after voting ends.
10. Any unfilled positions on E.S.S. Council shall be announced to the members of E.S.S. and applications for these positions will be accepted and reviewed by the E.S.S. Council Executive.
11. In the event that a position remains vacant at the end of the first on campus session, the C.E.O. shall be responsible for the redistribution of the responsibilities assigned to that position to the rest of council.
12. The E.S.S. shall take office at the first Sunday after elections. The first meeting shall take place no more than one week following the announcement of the election results.

Article 11: Outgoing Correspondence

1. E.S.S. members shall be aware of the possibly sensitive nature of outgoing correspondence and, in such cases, seek ratification or approval from the E.S.S. Council Executive and/or a two-thirds majority of E.S.S. Council. E.S.S. Council reserves the right to request a retraction of any or all statements made by an E.S.S. Council member who is deemed to have, in the course of his/her official duties, substantially misrepresented the concerns and/or views of E.S.S. Council.

Article 12: Finances

1. The Treasurer shall deposit the money of the E.S.S. in a chartered bank. Authorization for all events in excess of fifty dollars must be supported by a two-thirds majority of E.S.S. Council. E.S.S. Council shall not hold itself responsible for contracts entered into without previous approval of E.S.S. Council members.
2. All bills shall be paid by cheque, all cheques to be co-signed by two signing authorities. The treasurer shall submit a proposed budget for his/her term of office for the approval of E.S.S. Council.

Article 13: External Representatives

1. The Vice President External shall be responsible for overseeing all external representation, including appointing representatives to all external committees no later

than the end of the first on-campus session. Appointed representatives do not have to be E.S.S. Council members.

2. The E.S.S. is responsible for ensuring representation on the following bodies:
 - (a) Society of Graduate and Professional Students (4 representatives)
 - (b) Any other bodies, committees or groups as requested.

Article 14: Referendum

1. Quorum for a question put to the E.S.S. at large shall be a minimum of 25%. Without quorum the question cannot pass. In order for a question to pass, 50%+1 of voters must vote in favour. These results will be immediately ratified at the next E.S.S. meeting.
2. In the event of a referendum, an E.S.S. referendum committee shall be constituted to be responsible for all matters and decisions related to said referendum.

Article 15: Amendments to the Constitution

1. Amendments shall be adopted by:
 - (a) Two-thirds of E.S.S. Council voting members, or
 - (b) Two-thirds of members of E.S.S. voting at a General Meeting, or
 - (c) Two-thirds of members of E.S.S. voting in a public referendum.

Article 16: Welcome Week

1. Welcome Week shall take place in accordance to the Faculty of Education Orientation Schedule.
2. The Welcome Week Co-Chairs will be selected by the outgoing Welcome Week Co-Chairs and will be responsible for the planning and running of orientation activities, which will operate around the class schedule set during Welcome Week.
3. The Welcome Week Co-Chairs will strike a Welcome Week Committee.
4. The Welcome Week Co-Chairs will work directly with the Education Career Services staff in the organization and execution of events.
5. Duties:
 - (a) The Welcome Week Co-Chairs (and the Welcome Week Committee) shall oversee all social activities during Welcome Week;
 - (b) The Welcome Week Co-Chairs shall organize mail-outs to incoming students throughout the summer to outline the proposed activities;
 - (c) During Welcome Week, the Welcome Week Co-Chairs shall make all information concerning the nature, location, and time of all Welcome Week activities available through the E.S.S. office;
 - (d) The Welcome Week Co-Chairs shall pay all Welcome Week expense debts. Welcome Week shall be financially sustainable. The E.S.S. shall provide the Welcome Week co-chairs with a maximum of \$1000 to be used for the purpose of Welcome Week; all other funds must be raised through event fees and sponsorships.
6. The Welcome Week Co-Chairs must write a report, including a financial breakdown, to be used by the next year's Co-Chairs. This report is to be given to the next year's Co-Chairs following their selection and two copies must be filed in the E.S.S. office.

Article 17: Secession

1. The process of secession will be done in accordance with the policy and procedures of the S.G.P.S.

Article 18: Adoption of this Constitution

3. This Constitution shall come into effect as of May 1, 2009.