

**Education Students' Society  
Constitution**

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## **E.S.S. Constitution 2011-2012**

### **Article #1: Membership**

Membership within the E.S.S. shall be granted based on:

- I) Members must be in good academic standing with the College of Education and the University of Saskatchewan as written in the University calendar.
- II) Membership shall be granted provided the person applying is in good membership standing with dues of fifteen dollars (\$15.00) for a full academic year and seven dollars and fifty cents (\$7.50) for a half semester paid to the E.S.S. Members of the Executive and General Council shall be offered membership for free, for the reason of reciprocity and appreciation of volunteer work and time.
- III) Students from other Colleges may purchase memberships in the E.S.S. providing that they are students in good academic standing in the respective Colleges and the University of Saskatchewan as written in the University calendar.
- IV) Members of the general public may purchase memberships in the E.S.S. and enjoy full membership privileges by submitting a request to the current President.
- V) Members under sections III) and IV) may participate and vote in the Annual General Meeting of the E.S.S. to be held before January 31<sup>st</sup>. Voting, however, for choosing the members of Council shall be restricted to students currently enrolled in the College of Education.

### **Article #2: Organization**

The business of the E.S.S. shall be conducted by:

#### ***I) Executive***

The Executive shall consist of the following elected positions:

- i) President
- ii) Vice-President Internal
- iii) Vice-President Administration
- iv) Vice-President Academic
- v) Two Members of Student Council
- vi) Vice-President Social
- vii) Senior S.T.F. Representative
- viii) Two President's Liaisons
- ix) Three Post-Internship Representatives
- x) Fundraising Coordinator

## ***II) The General Council***

The General Council shall consist of the following elected positions:

- i) The Executive
- ii) Two Public Relations Officers
- iii) Two Campus Recreation Sports Representatives
  - a) Male Representative
  - b) Female Representative
- iv) Secondary Representatives: The number of representatives will equal the number of cohorts in the Secondary Sequential Program
- v) Elementary / Middle Years Representatives (4)
  - a) Alpha
  - b) Beta
  - c) Chi
  - d) Delta
- vi) Secretary
- vii) Two Professional Development Officers
- vii) Fundraising Representative
- ix) Social Representative
- x) Representatives from other councils and organizations:
  - a) University of Saskatchewan Music Education Society Representative
  - b) ITEP Representative
  - c) NORTEP Representative
  - d) SUNTEP Representative
  - e) Kinesiology Students' Society Representative
  - f) Two Practical and Applied Arts Students' Society Representatives: (1) Home Economics and (1) Industrial Arts

### **Article #3: Election of Council**

I) The election of members of Council shall be governed by the following:

- i) The E.S.S. Election and Appointments Policy shall govern the election. (Appendix B)
- ii) Candidates may appeal the results of any election of the E.S.S. in which they may be running by submitting a request in writing to the Election Appeals Committee of Council within twenty-four (24) hours of the close of the election.

iii) All undergraduate students of the College of Education are eligible to stand for election provided:

a) They are students enrolled in the College of Education in good academic standing (as outlined in membership point (I)) during both the election and their term in office.

iv) No person may:

a) Contest for two E.S.S. positions in one election and thereby hold two positions on E.S.S Council in one term of office.

b) Contest a position on the E.S.S. and the U.S.S.U. in the same election term.

c) Hold either an elected or appointed position on the E.S.S. or the U.S.S.U. at the same time.

v) Should an elected officer leave office for any reason before October 15th of the current year, a bi-election must be held. After October 15th, positions may be appointed by a majority vote of the Executive.

vi) The election of the President's Liaisons shall be governed by the following:

a) Applications shall be accepted from the College of Education sequential program entering students, as well as current students in Music Education, ITEP, SUNTEP, and PAA, who are not entering their final year of their program.

b) The E.S.S. Executive will appoint this position at summer retreat through an informed vote, with information about all applicant's experience and intentions.

#### **Article #4: Duties of Council Members**

##### ***I) Duties of the Executive:***

i) Required to read and understand the E.S.S. Constitution.

ii) To hold Executive meetings at least once per week or more often if deemed necessary by a two-thirds majority of the Executive.

iii) To conduct its meetings according to Robert's Rules of Order. (Appendix A)

iv) Executive meetings are open to all students in the College of Education, but voting rights shall be limited to members of the Executive.

v) Minutes of the Executive meeting shall be posted for viewing within two (2) school days of the meeting.

vi) All Executive members shall attend Council meetings regularly as spelled out in the E.S.S. Policy Handbook. (Appendix C)

vii) As a group and as individuals to initiate, refine, and recommend proposals to General Council.

viii) Not miss more than two (2) meetings per term unless the councilor has a previously arranged

written agreement with the E.S.S. prior to the second regularly scheduled meeting. If no agreements have been made previously, after the third missed meeting the councilor will go up for removal. At this time said councilor can defend their absences and then a vote will take place.

ix) International interns are excused from meetings but must stay in contact with the Executive.

x) Shall decide on bar sponsorship for the year.

xi) Submit final review of his / her position, along with recommendations for the incoming member, to the President by the last day of classes.

xii) All Executive Council members must currently be enrolled in or successfully complete their Education practicum in order to hold office throughout the year. If personal extenuating circumstances arise, action will be determined by the Executive Council.

xiii) It shall be the duty of the Executive Council to organize and hold an Orientation session focusing on office and meeting procedures and General Council duties for incoming members of General Council within a maximum of two (2) weeks of General Council elections.

## ***II) Duties of General Council:***

i) Required to read and understand the E.S.S. Constitution.

ii) To represent the best interests of the students in the College of Education in all its endeavors.

iii) All Council members shall attend meetings of Council faithfully as spelled out in the E.S.S. Policy Handbook. (Appendix C)

iv) To conduct its meetings according to Robert's Rules of Order. (Appendix A)

v) All Councilors shall faithfully maintain the records of their predecessors and shall compile and compose all possible useful information for those who shall succeed them. If no successor has been named then those files must be turned over to the President by the last day of classes of the current term.

vi) Council meetings are to be open to any students in the College of Education, but voting rights shall be extended only to Council members.

vii) Minutes of Council meetings shall be presented at the next E.S.S. Council meeting and must be posted for viewing within five (5) school days of the meeting.

viii) Each Executive and Council member shall faithfully attend two (2) office shifts per week. Only two (2) Council or Executive members will be assigned to an office shift until the times allotted are filled; then a maximum of three people shall be assigned to a shift.

ix) Will not miss more than two (2) meetings per term unless the councilor has a previously arranged written agreement with the E.S.S. prior to the second regularly scheduled meeting. If no

agreements have been made previously, after the third missed meeting the councilor will go up for removal. At this time said councilor can defend their absences and then a vote will take place.

x) General Council positions will not be open to interns in term I unless the position is not filled, at which point any intern within Saskatoon and area school districts may be eligible to run for that General Council position.

xi) All members of the General Council shall be responsible for communicating and being accountable to all classmates by informing them about any E.S.S. events through means of weekly announcements and posting messages on classroom boards.

xii) All members of General Council shall be responsible for fostering a sense of spirit and collegiality within the College of Education as well as all other College Societies located on the University of Saskatchewan campus.

## **Article #5: Specific Duties of Council**

### ***A. Executive***

#### **I) The President shall:**

i) Act in the best interests of all the students of the College of Education.

ii) Faithfully act according to this constitution and all subsequent policies of the E.S.S. and ensure that all the other members of Council conduct themselves in the same manner. Shall also ensure that each Council member is fully aware of and fulfills the duties and obligations of either their elected or appointed positions.

iii) Be the spokesperson for the E.S.S. to all internal persons and organizations within the College of Education except when the President delegates such a responsibility to another member of Council.

iv) Be an Ex-Officio on all standing and working committees.

v) Serve as chair of Executive meetings or be responsible for appointing an impartial chair should the M.S.C.s be unable to chair General Council meetings.

vi) Be responsible for the calling of both Executive and Council meetings. The agenda for either Executive or Council meeting must be posted or distributed twenty-four (24) hours before the meeting for the perusal of Council.

vii) Be responsible for signing all contracts for the E.S.S. except when the President delegates such a responsibility to another member of Council. Such designation will be done in a logical manner; For example, having the Social VP sign all contracts to do with pubs and social functions.

- viii) Have co-signing authority for the E.S.S. general account.
- ix) Assign new duties to Council as they arise. Council will make such assignments in consultation with three (3) other Executive members and subject to approval.
- x) Have residual powers for all duties not mentioned in the constitution.
- xi) Assist in coordinating E.S.S. awareness week in coordination with the Vice-President Social. Awareness week is to be done within the first month of the beginning of each term or at a time set by Council.
- xii) Maintain communication and relationships with the University of Regina Faculty of Education and all other Colleges in Western Canada.
- xiii) Coordinate any bookings of the Education Students' Lounge with the Dean's office.

**II) The Vice-President Internal shall:**

- i) Assume the duties of the President upon the removal, resignation, or demise of the current President should such an event occur and no President-elect is present.
- ii) Serve as vice-chair of the Executive and Council meetings.
- iii) Act as liaison between the faculty and the E.S.S. for the students of the College of Education.
- iv) Serve as chairperson of the College of Education graduation committee and be responsible for electing a treasurer from within the graduation committee.
- v) Shall oversee the presentation of the Student Service Award and the Community Service Award in cooperation with the Graduation Committee.

**III) The Vice-President Administration shall:**

- i) Be responsible for the finances of the E.S.S.
- ii) Submit a written monthly report to the E.S.S. Council of all financial transactions and prepare a year-end evaluation of the financial position of the E.S. S.
- iii) Be in charge of the daily preparation of floats for the office. Events where a float is required, VP Administration must be notified forty-eight (48) hours prior to the event.
- iv) Have co-signing authority for the E.S.S. general account and other accounts outlined in (viii).
- v) Ensure that any activity endorsed by the E.S.S. be conducted in a reasonable and prudent manner to safeguard the best financial interests of the E.S.S.
- vi) Prepare a budget report for the following academic year.

vii) Maintain a daily ledger of all debits and credits. This ledger is to be available to all students of the College of Education within seven (7) days of notice being received.

viii) Maintain separate accounts for funds with the Graduation Committee and the Fundraising Committee.

**IV) The Vice-President Academic shall:**

i) Be responsible for the academic well being of the students of the College of Education including, but not limited to, academic grievances and program changes.

ii) Be the liaison between the Education program, the student body, the College of Education department heads, and the Dean of the College.

iii) Be knowledgeable of all aspects of all Education programs.

iv) Responsible for executing Supervisor and Instructor of the Year awards.

v) Be responsible for organizing and preparing for the annual Education Career Fair in cooperation with the Student Employment & Career Centre.

vi) Be responsible for organizing and coordinating the C.O.R.E. program within the College of Education in conjunction with the C.O.R.E. committee.

**V) The Members of Student Council shall:**

i) Act as a liaison between the E.S.S., the students of the College, the U.S.S.U., and the U.S.C.

ii) Reflect the attitudes and position of the E.S.S. and the students of the College of Education and vote in the best interests of the students of the College of Education at U.S.C. meetings.

iii) Attempt to sit on committees of the U.S.S.U. as per their constitution.

iv) Be responsible for informing U.S.C. of any upcoming Education events.

v) Co-ordinate U.S.S.U. events run through the College of Education.

vi) Bring any relevant or pertinent information back to Council for discussion.

vii) Members of Student Council shall act as Chief Returning Officer (C.R.O.) and Assistant Chief Returning Officer (A.C.R.O.) for the E.S.S. Executive election in February and the E.S.S. General elections in September and any supplementary elections. The C.R.O. shall follow the guidelines outlined in the Education Students' Society Election and Appointments Policy. (Appendix B)

viii) Act as chairs for General Council meetings, and be responsible for teaching Robert's rules to General Council after General Council elections.

**VI) The Vice-President Social shall:**

- i) Be of legal drinking age.
- ii) Be responsible for the organization and execution of the year's social events.
- iii) Be responsible for signing all permits for alcoholic events. In the absence of the VP Social this responsibly shall fall to the President. These permits should be arranged two (2) weeks before the date of the function whenever possible.
- iv) Prepare and submit a tentative year plan to be ready for the first Council meeting of the year.
- v) Delegate some responsibility of specific duties to the Social Representative and Social Committee.
- vi) Be responsible for the preparation of a proposed budget before a social event, and an individual cash report after the event in cooperation with the Vice-President Administration.
- vii) Maintain communication with the sponsor bar of the College of Education. Maintain a good working relationship with the current manager as well as informing them of any upcoming social events.
- viii) Arrange for Student Crew for all on campus functions done by the E.S.S. involving alcohol.
- ix) Be responsible for finding social sponsors and have all contracts approved by the President and Executive before signing.
- x) Maintain communication with other Social Vice Presidents or directors on campus.
- xi) Arrange Server Intervention courses for members of Council.
- xii) Organize non-alcoholic social events.

**VII) The Senior Saskatchewan Teachers Federation Representative shall:**

- i) Represent the E.S.S. at the S.T.F. by regularly attending their meetings.
- ii) Be responsible for informing the E.S.S. Executive, General Council, and the Education Student Body about information shared or discussed at S.T.F. meetings.
- iii) Update the S.T.F. information binder.

**VIII) The President's Liaison(s) shall:**

- i) Represent the President's views, and act on their behalf in their absence except for, but not limited to, having signing authority.
- ii) Be the voice of all pre-intern Education students at Executive meetings.
- iii) Take on such tasks as deemed necessary by themselves and / or the President on an ongoing basis.
- iv) In coordination with the VP Administrative, be responsible for the management of E.S.S. office procedures and organization of E.S.S. office space.

**IX) The Post Internship Representatives shall:**

- i) Act as liaisons between interns, post-interns, and the E.S.S.
- ii) Promote all E.S.S. social and professional development activities to their constituency.
- iii) Attend General and Executive Council meetings in Term II of the school year.
- iv) Participate in social and professional development opportunities.
- v) Provide help on other committees and events as needed.
- vi) Be responsible for organizing the Intern email contact list and sending information by email.

**X) The Fundraising Coordinator shall:**

- i) Work in conjunction with the VP Internal to help organize, plan, and implement the College of Education's major fundraiser(s).
- ii) Create and implement committees as deemed necessary for the successful execution of fundraiser(s).
- iii) Be responsible for the distribution of money, thank-you letters, etc., regarding major fundraiser(s).
- iv) Write a proposal detailing duties and any necessary information for the Fundraising Coordinator for the next school year.
- v) Assist the VP Internal with anything relating to grad in term II.

## ***B. General Council***

### **I) The Professional Development Officers shall:**

- i) Act as a liaison between the E.S.S. and the Student Employment and Career Centre.
- ii) Distribute and make available to the student body any Professional Development Opportunities of interest to the students of the College of Education.
- iii) Organize Professional Development seminars throughout the year.
- iv) Prepare and submit a tentative year plan to be ready for the first Council meeting of the year.
- v) Coordinate with other members of Council to ensure that the professional well being of the students is being met.
- vi) Hold events like CPR / SFA as needed over the term.
- vii) Communicate Professional Development Opportunities to other Colleges by whatever means deemed appropriate.

### **II) The Public Relations Officer(s) shall:**

- i) Inform students of the activities of the E.S.S. by whatever means deemed appropriate.
- ii) Ensure that bulletin boards in the College of Education are being used in an efficient and responsible manner.
- iii) Ensure that the E.S.S. has both an e-mail account and web page address and ensure that both are publicized to the College and the University.
- iv) Update the web page as needed or appoint someone to maintain it at least twice a month.
- v) Check the e-mail address at least twice per week and be responsible for ensuring appropriate responses.
- vi) Must ensure that all pertinent E.S.S. news and announcements are posted on the Plasma screen, PAWS, and the E.S.S. Blog.
- vii) Is responsible for coordinating the apparel sales for both semesters.
- viii) Shall initiate endeavors to ensure that all members of the Student Council are communicating E.S.S. and U.S.S.U. events that are pertinent to the Education Student body.

### **III) The ITEP, NORTEP, and SUNTEP Representatives shall:**

- i) Act as a liaison between the E.S.S. and the students in their respective programs.
- ii) Be accountable for forwarding weekly e-mails to students in their programs.

**IV) The Secretary shall:**

- i) Record and post the minutes of both Executive and General Council meetings within two (2) days of the meeting dates.
- ii) Collect and distribute mail to Council members daily.
- iii) Maintain a list of all Council members to be made available to other College societies and course unions upon request.
- iv) Be responsible for all outgoing mail.
- v) Order and maintain all office supplies for the office.
- vi) Maintain and submit a revised constitution, bi-laws, and policies, which reflect changes made at the Annual General Meeting within three (3) weeks of the date of the meeting.
- vii) Be responsible for all external communications not already done by the M.S.C.'s or the P.R.O.

**V) The Elementary Representatives shall:**

- i) Be responsible for representing the interests of all third year students in their corresponding class in the College of Education.
- ii) Be responsible for informing their corresponding class about E.S.S. events and business.

**VI) The Secondary Representatives shall:**

- i) Be responsible for representing the interests of all students in the secondary section in the College of Education.
- ii) Be responsible for informing all secondary students about E.S.S. events and business.

**VII) The Kinesiology Representative shall:**

- i) Act as a liaison between the E.S.S. and the Kinesiology Students' Society.
- ii) Be responsible for promoting Education events to Kinesiology students and Kinesiology events to Education students by whatever means necessary.
- iii) Be responsible for encouraging cooperation between the E.S.S. and Kinesiology Students' Society.
- iv) Be liaison between Ki.S.S. and E.S.S. by attending both Councils' meetings.

**VIII) The Music Students' Education Representative shall:**

- i) Act as a liaison between the E.S.S. and the University of Saskatchewan Music Educators Society (U.S.M.E.S.)
- ii) Represent the interests and aims of E.S.S. to U.S.M.E.S. and the interests and aims of U.S.M.E.S. to the E.S.S.
- iii) Increase Music students' awareness of College academic and social events and encourage Music students' to participate.

**IX) The Practical And Applied Arts Representatives shall:**

- i) Be responsible for promoting Education events to Practical Arts students and Practical Arts events to Education students by whatever means necessary.

**X) The Campus Recreation Representatives shall:**

- i) Ensure that all students in the College of Education have the opportunity for enjoyable recreational involvement during their time in the College of Education by publicizing activities offered by Campus Recreation and by coordinating the participation of teams and individuals in Campus Recreation activities.
- ii) Represent the interests of the E.S.S. to the Campus Recreation Board.
- iii) Follow the Recreation Board Constitution.

**XI) The Social Representative shall:**

- i) Organize, plan, and implement Education potlucks with the help and guidance of the VP Social.
- ii) Work in conjunction with the VP Social in order to organize, plan, and implement both alcoholic and non-alcoholic social events.

**XII) The Fundraising Representative shall:**

- i) Work in conjunction with the Fundraising Coordinator to help organize, plan, and implement the College of Education's major fundraiser(s).
- ii) Serve as a liaison between the College of Education and the Fundraising Coordinator while the Fundraising Coordinator is on his / her internship.
- iii) Assist the VP Internal with anything relating to grad in term II.

#### **Article #6: Standing Committees**

- i) A committee may be convened or disbursed by a two-thirds majority decision of the Executive.
- ii) Committees may also be convened or disbursed by majority vote of Council as a whole.

#### **Article #7: General Meeting**

The procedure for General Meetings shall be:

- i) There shall be one Annual General Meeting of the E.S.S. held each year before January 31<sup>st</sup> or the election of the following year's Executive, whichever comes first.
- ii) A Special General Meeting may be called at the discretion of the E.S.S. Council if ten percent of E.S.S. members sign a petition demanding the same.
- iii) Notice of said meetings shall be publicly posted throughout the College at least two (2) weeks prior to the date of the meeting.
- iv) For the purposes of this meeting twenty (20) members shall constitute quorum.
- v) Roberts Rules of Order shall conduct General meetings of the E.S.S. (Appendix A)
- vi) The current M.S.C.'s shall serve as chair of the General meeting or be responsible for appointing an impartial chair.
- vii) Any member of the E.S.S. may speak, propose or second motions upon being recognized by the chairperson.
- viii) The Executive of the E.S.S. shall examine the E.S.S. constitution in regards to its operation in preparation for the Annual General Meeting.

#### **Article #8: Constitutional Amendments**

- i) Any proposed changes must be submitted to an M.S.C. in a written form two days (2) prior to the date of the Annual General Meeting. Council members receiving amendments will ensure that they are posted for viewing in the office upon their immediate receipt.
- ii) Amendments can only be proposed by E.S.S. members.
- iii) Passed amendments come into immediate effect at the closure of the General Meeting, unless a date of introduction or termination is included in the amendment.

#### **Article #9: Proxy Voting**

There will be no proxy voting of any kind allowed in any meetings of the E.S.S.

**Article #10: Terms of Office**

The Council-Elect members shall officially begin their terms of office on the last day of classes and have it end on the last day of classes the following year. The Council-Elect and Council will work together for three (3) weeks prior to the end of the term with the final day being the last day of classes.

**Article #11: Removal of Council Member**

In the event that a Council member is not performing his / her duties, the President will give that Council member two (2) warnings. If a third warning is needed, the Council member will be removed from Council. The Executive may make a recommendation to the General Council for the removal of a Council member in any case that is felt to be exceptional or of an urgent matter, whereupon Council ratifies the recommendation.

**Article #12: Dissolution**

In the event of dissolution of the E.S.S., its property and assets shall, after payment of all liabilities, be held in trust with the office of the Dean of the College of Education. Articles held in trust by the Dean's office are only to be released if and when another student group is formed whose purpose is to represent the academic and social interests of the entire student body of the College of Education within the University community. Consultation between the Dean or designate and the President of the new student group is required before articles held in trust are released.

## **Appendix A – Robert’s Rules of Order**

The most recent edition of Robert’s Rules of Order guides the business of the E.S.S. The following is a brief overview of the points most relevant to you at an E.S.S. meeting.

### *Call to Order*

This occurs at the time set for the start of E.S.S. meetings. One-half plus one of all the voting members must be present in order to constitute quorum in order for any business to take place. If quorum is not present, the meeting may continue but it will be information only meeting no motions or other business may take place.

### *Motions*

A motion may be made by a voting member and seconded by another. Discussion will then take place on the motion. At this time both the mover and seconder may speak to the motion if they wish. When there is discussion on a motion persons wishing to speak to a motion must raise their hand and be recognized by the chairperson who will keep a speaker’s list of individuals wishing to speak in the order in which they raised their hand. The chair will then call on individuals at the top of the speaker’s list.

### *Amendments*

Moving to make a specific change in the motion may amend a motion. In order for debate to occur the amendment must be seconded. There may be an amendment to the original amendment but no further changes or amendments may be made. Members may move an amendment that changes the intent of the motion. Changes of wording of an amendment may be made if they are friendly to both the mover and the seconder of the motion. However if there is opposition from any of the voting members, even if the changes are friendly to both the mover and the seconder, then the changes must be made in the form of a formal amendment.

### *Motions Which Take Precedence*

1. While a motion is on the floor, certain other motions may be made. The following is a list of some common motions. 1. Amendment – Explained above.

2. To **Split** – This is similar to a motion to amend and requires both a mover and seconder, and uses the same rules. If a motion is split, each separate item must be presented as an individual motion to be decided on by the E.S.S. Example – If the E.S.S. Executive made a motion in their meeting: “Move to expend \$1000 on a Council social trip” and there are Council members who object to this then they can make a motion to split this item away from the Executive minutes and deal with it separately. The example motion would then be moved to the section of the agenda New Business.

3. To **Table** – This motion must be moved and seconded and is debatable. Normally a motion to table is made if more information is required or if another decision must be made before the decision that is on the floor is made.

4. To **Refer** – This motion is made when it is more appropriate for another body such as a standing committee to deal with the motion before it is dealt with by the E.S.S. as a whole.

5. To **Call the Question** – This motion is made when a voting member feels that enough debate has occurred on a motion and feel the E.S.S. Council should move to a vote. If there is no opposition to calling the question then move directly to a vote on the motion on the floor. If there is opposition then the motion to call the question requires a mover and a seconder and requires a two-thirds majority to pass. If the motion to call the question is defeated then debate continues.

6. To **Reconsider** – This motion is made when a voting member wishes to have another vote on a motion that has already been voted on. The mover of the reconsideration must have voted on the prevailing side of the motion originally. Motion may only be reconsidered in the meeting they were originally voted upon and may only be reconsidered twice. Motions to reconsider require a two-thirds majority.

7. **Recess** – This motion may be made to give members a brief break during lengthy meetings.

8. To **Adjourn** – This motion ends the meeting. It is made when there is no other business to be dealt with.

## *Points*

Points take precedence over whatever is on the floor, meaning a voting member may be interrupted in order to have the point heard.

1. **Point of Order** – A voting member may raise a point of order if they feel business is proceeding incorrectly. The chair must either agree or disagree with the point raised. A voting member may also rise on a point of order if they do not understand the proceedings and wish to have clarification on certain rulings.
2. **Point of Information** – A member may rise on a point of information to ask a question or request clarification of the member who is currently speaking. The member may decide not to answer the question by refusing to yield the floor. It is not appropriate to rise on a point of information to provide information during a debate.
3. **Challenges to the Chair** – If a member disagrees with the ruling made by the chair, they may challenge the ruling. The member must give reasons why they wish to have the ruling overturned. The chair then has the right to give the reasons for the ruling. A vote is taken and a simple majority is required to overrule the chair.

## **Appendix B – E.S.S. Elections and Appointments Policy**

Education Students' Society

Election and Appointment Policy

Revised 2012

### *Section I– Officers of Elections*

#### **I) Chief Returning Officer**

- i) Members of Student Council shall act as Chief Returning Officer (C.R.O.) and Assistant Chief Returning Officer (A.C.R.O.) for the E.S.S. Executive election.
- ii) Duties of the Chief Returning Officer:
  - a) To be the sole facilitator of this policy.
  - b) The C.R.O. has the right to rule on any circumstances not specifically outlined in this document.
  - c) All elections for positions on the E.S.S. shall be governed by this policy.
  - d) The C.R.O. must close nominations and campaigning for all Executive positions before the last day of February.
  - e) The C.R.O. must call a General election for remaining positions on Council no later than the second (2) week of March.
  - f) The C.R.O. shall be responsible for finding poll clerks and advertising all election events, creating ballots, securing a voters list from the registrar's office, and counting ballot results.
  - g) The C.R.O. must release the results of the election to the candidates, and then forty-eight (48) hours after releasing the information to the candidates it must be released to the entire student body in the College of Education.
  - h) The C.R.O. is not eligible to vote in the election.

#### **II) Assistant Chief Returning Officer**

- i) The Assistant Chief Returning Officer can be selected in two ways:
  - a) By the same policy stated above for selection of Chief Returning Officer.
  - b) By the Chief Returning Officer if given consent to do so by the Member's of Student Council.

ii) Duties of the Assistant Chief Returning Officer

- a) To assist the C.R.O. in the execution of the E.S.S. Elections and Appointment Policy in any way necessary as deemed fit by the C.R.O.
- b) To assume the role of C.R.O. in the event of removal, resignation, or demise of the current C.R.O.

*Section 2 – Election Procedure*

**I) Nominations**

- i) Shall be open for all eligible students as per Article 3 section three subsection (a) of the Education Students’ Society Constitution which reads: “They are students enrolled in the College of Education in good academic standing (as outlined in membership point one) during both the election and their term in office.”
- ii) Nominations shall be open for a minimum of seven (7) days and a maximum of fourteen (14) days.
- iii) Nomination period for Executive elections must be closed no later than the first week of February.
- iv) Nominations for the remainder of Council must open no later than two (2) weeks from the first day of school according to the University Calendar.
- v) Nominations must close one-week (1) before the election date.

**II) Responsibility of Candidates**

- i) Each candidate is responsible for ensuring that the nomination form is filled out completely with the required number of signatures. For the position of President, candidates must secure a total of five (5) signatures of current Education students including two (2) signatures of current Executive members. For other Executive positions candidates must secure a total of five (5) signatures of current Education students.
- ii) Each candidate must read and understand the current Elections and Appointments Policy and meet with the C.R.O. and sign a form indicating that they have done this no later than two (2) days after the close of nominations.
- iii) Each candidate must submit a brief hundred-word platform typed to the C.R.O. no later than two (2) days after the close of nominations.

### **III) Campaigning**

- i) Campaign period shall be for a period not to exceed one-week (1) or seven (7) days.
- ii) Candidates shall be limited to ten (10) posters each and must follow the poster policy of the E.S.S. with exception to the poster limit. The poster policy states that all posters must be stamped in the E.S.S. office and must only be placed on common bulletin boards or in the lounge. They must not go on glass, painted surfaces, or wood. Any violations of this policy are subject to sanction as determined by the C.R.O.
- iii) No candidate shall do any campaigning outside of the designated campaign period. Any violations of this policy are subject to sanction as determined by the C.R.O.
- iv) Absolutely no campaigning shall be done in classrooms, laboratories, or tutorial settings.
- v) Candidates are responsible for the actions of any individuals campaigning on their behalf.

### **IV) Elections**

- i) Polling shall be open for two (2) days a minimum of four (4) hours each day.
- ii) The polling station is to be staffed at all times by a poll clerk who is a member of the current Council.
- iii) Poll clerks are responsible for checking the names of students voting off the voter's list and initialing ballots.
- iv) Ballots without the initials of a poll clerk shall be considered spoiled.
- v) The polling station should only contain the following: ballots, ballot box, pens and / or pencils, voter's list, platform, and photograph of each candidate.

### **V) Ratification**

- i) Ratification of Council elect shall occur at the last E.S.S. Council before the last day of classes.
- ii) Ratification of both elected and appointed Council members shall consist of a majority vote of one half plus one of current Council members.
- iii) Ratification of members elected or appointed during a by-election shall occur at the soonest possible date.

## **VI) Bi-Elections**

- i) If any position on Council is still vacant within the first four (4) weeks of September or the first three (3) weeks of January a by-election must be held.
- ii) By-elections shall be governed by the same policies of a General election.
- iii) If a position becomes vacant anytime after the period outlined in the E.S.S. Elections and Appointments Policy, Section 2, sub-section (VI), point (i) an interim member may be appointed by the Executive. Interim members, once ratified, can only take office for the remainder of the school term, and the position will be re-opened in the next by-election.
- iv) Interim members may also be appointed for open positions over the summer if deemed necessary by Council. However, the position is to become vacant for a by-election in September.

## **VII) Appointments**

- i) Nominations for appointed positions shall follow the E.S.S. Elections and Appointments Policy, Section 2, sub-section (I), points (i, ii).
- ii) All nominations for appointed positions must be submitted to the Member's of Student Council.
- iii) The vote to ratify appointments must be a two-thirds majority vote of Council.
- iv) The Executive will bring forward only one nomination for each position to be appointed.

## **Appendix C – Education Students’ Society Policy Handbook**

Education Students’ Society

Policy Handbook

Revised 2012

### ***Article 1: Name***

i) The name of the organization shall be, “The Education Students’ Society, University of Saskatchewan, Saskatoon, Saskatchewan,” hereafter known as the E.S.S.

### ***Article 2: Objectives***

i) To constitute a recognized medium of communication between the students of the College of Education and the Faculty of Education, the Saskatchewan Teacher’s Federation (S.T.F.), the University Students’ Council (U.S.C.), and other organizations.

ii) To consider matters that pertains to the good name and scholarship of the students, to ensure that high standards of honor on the campus and elsewhere be maintained.

iii) To provide programs and activities to the end of exposing students enrolled in the College of Education for fuller University life, making full advantage of opportunity for relationships with other students and of resources available on the University campus and in the province of Saskatchewan.

### ***Article 3: Purposes***

i) To act as a unifying force in the College life and activities of students enrolled in the College of Education.

ii) To program and promote College functions and activities.

iii) To program and promote sporting and social activities among the students.

iv) To provide professional development opportunities for the students.

### ***Article 4: Membership***

i) All students registered in the College of Education who have paid their student fees in full, shall be allowed to be members of the E.S.S. and shall thereby enjoy the benefits of this organization.

ii) Only Undergraduate and Post-Academic Education students holding E.S.S. memberships shall have the right to hold any office within the E.S.S.

- iii) The Executive shall reserve the right to prohibit non-members from participating in E.S.S. activities.
- iv) Non-members may attend meetings upon invitation by any member of the E.S.S., but shall have no voting privileges.
- v) All present faculties shall automatically enjoy the privilege of non-voting membership.
- vi) Any person who, in the eyes of the Executive, does willful damage at E.S.S. functions shall be held financially responsible for his / her actions.

## ***Article 5: Finance***

### Section 1: Fees

- i) The E.S.S. membership will be offered for term I, term II, or both terms. The cost will be seven dollars and fifty cents (\$7.50) for one term and fifteen (\$15.00) for the year. As per Article 1 section ii of the E.S.S. Constitution.

### Section 2: Moneys and Accounts

- i) The Administrative Vice-President shall receive and account all moneys belonging to the E.S.S.
- ii) All bills must be submitted to the Administrative VP twenty-four (24) hours prior to Executive or Council meetings.
- iii) All money shall be kept in a chartered bank or Credit Union.
- iv) All payments shall be made by cheque.
- v) Cheques shall be authorized and signed by the President and the VP Administrative.
- vi) Any persons requiring reimbursement from the E.S.S. must go through one of the following procedures:
  - a) If the cost will exceed fifteen dollars (\$15.00) a proposal must be submitted to Council and passed prior to the purchase.
  - b) If the cost will not exceed fifteen dollars (\$15.00) it must be approved by the VP Admin. prior to purchase.

### Section 3: Budgets

- i) All Council members shall be responsible for preparing an updated budget to be displayed during the first week of months of November and March.
- ii) It is required that a budget proposal be written up and submitted to the VP Admin. two (2) weeks before any event. The VP Admin. will then decide if the funds are available for the event.
- iii) No officer of any committee shall make expenditures in excess of the amount delineated within the budget without receiving the prior approval of Council by a two-thirds majority.

### Section 4: Office Safe

- i) The combination of the safe shall be changed annually and only the President and VP Administrative shall have the combination. The other Executive members may receive the combination only if the President finds it necessary. A third copy of the combination shall be placed in the Dean's office safe.

### Section 5: Refund Policy

- i) Any purchase over ten dollars (\$10.00) can receive a receipt upon request.
- ii) There are no refunds on Social Events, unless it was a cancellation made by the E.S.S.
- iii) Reimbursement on Professional Development events will be granted if it has been requested forty-eight (48) hours in advance, or the Professional Development event has been cancelled.
- iv) Executive Council has the ability to grant refunds for Professional Development events at their discretion.

### Section 6: Non Sufficient Fund Policy

- i) All NSF cheques are subject to a twenty-dollar (\$20.00) fee.
- ii) Anyone who writes a NSF cheque cannot write a cheque to the E.S.S. or its subcommittees for one full school year unless it is proven to be the bank's mistake.

### Section 7: WestCAST Bursary

- i) The existing agreement between the E.S.S. and the Centre for School Based Experiences (C.S.B.E.) stipulates that the monies in the WestCAST account are to be distributed as follows:
  - a) Only the interest accrued in one calendar year starting February 1st can be used for this bursary.
  - b) If the bursary is not awarded, those monies will be carried over into the next year(s).

c) Those Education students interested in attending WestCAST must apply to the E.S.S. in writing by the “Early Bird Deadline” as advertised by the WestCAST organizers.

d) At the Executive meeting that follows that “Early Bird Deadline” the bursary will be allotted as follows: Those who apply and are presenting on behalf of the E.S.S. will receive 1.5 times the percentage of the total amount split equally amongst the presenters. All other applicants will be awarded an equal percentage of the remaining total. If no presentation is proposed on behalf of the E.S.S., all other presentations will be assessed by the aforementioned formula. If no presentations are proposed by anyone, applicants will be awarded an equal percentage of the total amount.

***Article 6: Elections***

i) The election of officers to the E.S.S. shall be governed by the E.S.S. elections rules.

***Article 7: Terms of Office***

i) The Council-elect and its officers shall officially begin their term on the last day of classes and shall have it end on the last day of classes of the following year. Outgoing and incoming Executives shall work together for three (3) weeks to ensure a smooth transition.

ii) All Executive positions and Chairperson are two-term offices, and may not be split into two one-term offices.

***Article 8: Meetings***

**Section 1: General Meetings**

i) There shall be one Annual General Meeting of the E.S.S. held each year before January 31<sup>st</sup> or the election of the following year’s Executive, whichever comes first.

ii) Special General Meetings may be called by the E.S.S. in accordance with Article #7, section (ii) of the E.S.S. Constitution.

ii) The meetings will be chaired by the E.S.S. Chairperson.

iii) The General Meetings may be attended by anyone in the College of Education, but only those holding valid E.S.S. memberships shall be permitted to vote.

## Section 2: E.S.S. General Council Meetings

- i) Meetings of the members of the E.S.S. Council shall occur every week classes are held.
- ii) Any member that misses two (2) consecutive E.S.S. Council meetings must submit their resignation to the President for consideration. Any member that misses three (3) E.S.S. Council meetings must meet with the President to discuss their attendance.
- iii) The President may call a Council meeting given at least twenty-four (24) hours notice. Council shall reserve the right to adjourn immediately if they feel the meeting was called without due cause.
- iv) A Council meeting may be called by the President or VP Internal at the petition of ten (10) members of the E.S.S. within twenty-four (24) hours of receiving the petition.

## Section 3: E.S.S. Executive Meetings

- i) The Executive shall meet no less than once a week.
- ii) Any two (2) Executive members can have an Executive meeting called by notifying the President with at least twenty-four (24) hours notice.
- iii) Any member of the E.S.S. Council can have an Executive meeting called by presenting the President with a petition of ten (10) names of E.S.S. Council members with a minimum of twenty-four (24) hours notice.

## Section 4: Gripe Meetings

- i) The implementation of meetings where the sole purpose is for members of the E.S.S. to ask questions of the Council and to give Council input as to their performance during the year.

## Section 5: Quorum

- i) Quorum of voting members for Council or Executive meetings shall consist of one half plus one.

## Section 6: Rules of Order

- i) Unless otherwise specified, the operations of the E.S.S. shall follow Robert's Rules of Order.

## ***Article 9: Amendments to the Constitution***

- i) Amendments to the E.S.S. Constitution shall only be considered through the General Meeting Amendments Procedure:
  - a) Amendments must be submitted to an M.S.C. two (2) days prior to the General Meeting.

- b) Amendments must be passed by two-thirds of the assembled members.
- c) All amendments to the Constitution shall take immediate effect at the closure of the General Meeting in which they passed, unless otherwise specified in the motion.

***Article 10: Removal of Officers***

- i) Any member that misses two (2) consecutive meetings or three (3) office shifts without a legitimate reason submitted to the President will be removed from their position.

***Article 11: Poster Policy***

- i) All posters in the College of Education must be stamped by an E.S.S. stamp prior to being posted.
- ii) All posters must be date stamped and may remain posted for a duration of two (2) weeks.
- iii) The E.S.S has the right to refuse to stamp any posters that are unsuitable in terms of language, racism, sexism, harassment, and any other hurtful means.
- iv) The E.S.S. has the right to refuse posters from other Colleges on campus that conflict with an E.S.S. sponsored event.
- v) Each poster, except for E.S.S. announcements, shall have a maximum size of 11" x 17".
- vi) A maximum of five (5) posters of the same advertisement will be allowed.
- vii) Posters in the Education Student Lounge (Rm. 1005) shall be no larger than 6' x 4' and must pertain to University activities. They may not cover other announcements.
- viii) Election posters are exempt from this policy and fall under the Election Poster Policy.

***Article 12: Internal Committees***

**I. Graduation Committee**

- i) Shall be chaired by the VP Internal or designate.
- ii) Shall be responsible for the annual Graduation dinner and dance. In addition, they shall be responsible for such items as graduation rings, photos, hall rental, and other relevant responsibilities.

## **II. Social Committee**

- i) The VP Social and Social Representative shall sit on this committee.
- ii) Anyone from the Education student body may comprise the committee.
- iii) Shall be responsible for coordinating all social events of the E.S.S. under the guidance of the VP Social.
- iv) Decisions of the Social Committee must be submitted to the E.S.S. Council for ratification before their implementation.
- v) Shall inform the College of the social activities of the E.S.S.

## **III. WESTCAST Committee**

- i) Chaired by an Executive Council member.
- ii) Shall be established no later than September 30<sup>th</sup>.
- iii) Shall consist of an Executive Council member and at least two (2) other members of General Council
- iv) Shall be responsible for the planning and organization of the entry for the College of Education to be presented at the annual WESTCAST convention.
- v) Shall be responsible for any and all fundraising required by WESTCAST participants.

## **IV. Fundraising Committee**

- i) Chaired by a member of General Council.
- ii) Shall be established no later than the first General Council meeting.
- iii) Shall consist of five (5) E.S.S members and any other interested members of the College of Education.

## **V. Saskatchewan Teacher's Federation Committee**

- i) Chaired by the Sr. S.T.F. Representative.
- ii) Shall be established no later than the first General Council Meeting.
- iii) Shall be comprised of the Sr. S.T.F. Representative, and three (3) General Council members who will serve as Jr. S.T.F. representatives.

## **VI. Review Committee**

- i) Shall consist of five (5) General Council members.
- ii) Shall engage in a review process of the E.S.S. Executive.
- iii) Shall submit written reports to the E.S.S. Executive at the completion of the review.
- iv) The report shall be completed during term I and shall be presented to the E.S.S. Executive at the last meeting of November.

v) Written reports shall be viewed only by the Review Committee, the President, and the reviewed Executive member, except in the case of the President. The report for the President shall be viewed only by the Review Committee, the President, and the VP Internal.

#### **VII. Finance Committee**

- i) Shall consist of the VP Administrative, and three (3) General Council members.
- ii) Shall produce a budget for the E.S.S. to be presented to the General Council no later than the end of October.
- iii) Shall review this budget and make any necessary changes to be presented to General Council no later than the end of January.
- iv) All funding proposals shall be submitted to the finance committee for approval.

#### **VIII. CORE Committee**

- i) Chaired by the VP Academic.
- ii) Shall be established no later than the first General Council meeting.
- iii) Shall be comprised of the VP Academic and three (3) General Council members and any interested membership holding Education students.

#### **IX. The E.S.S. Shall Appoint the Following People to The Following Committees:**

- i) Undergraduate Programming Committee:
  - a) Two (2) members of the General Council, The VP Academic shall be one (1) of the two (2) General Council members appointed to the Undergraduate Programming Committee and be responsible for appointing another member of General Council to attend the said committee during Term I and in the case that attendance in Term II is not possible.
- ii) College of Education Faculty Council:
  - a) One (1) appointed representative.
- iii) Practicum Advisory Committee:
  - a) One (1) member of General Council.

iv) Student Affairs and Academic Standards Committee:

a) Two (2) members of General Council: The VP Academic shall be one (1) of the two (2) General Council members appointed to the Student Affairs and Academic Standards Committee and be responsible for appointing another member of General Council to attend the said committee during Term I and in the case that attendance in Term II is not possible.

v) Field Experience Sub-Committee:

a) One (1) appointed representative.

vi) Faculty Policy and Planning Committee:

a) President.