

Education Students' Council

# Constitution, Bylaws & Policies



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## Abstract

The following are documents which pertain to the governing of the Education Students' Council at the Faculty of Education within Western University. These documents were updated March 2019.

## ***What is a Constitution?***

A constitution is a set of fundamental principles or established precedents according to which a council is governed. Together, these rules make up what the entity is.

## ***What are Bylaws?***

Bylaws define the governing and operation rules of the Education Students' Council under which its members must operate on behalf of Teacher Candidates. They specify when the members meet, when the Annual General Meeting takes place, and the term of office for elected members.

## ***What are Policies?***

Policies are set by the executive committee to define the operations of the company, such as election of members, attendance procedures, student relations, communications, financial policies, executive and council conduct, and other operational matters

## ***Why do we have bylaws and policies?***

Bylaws and policies are an important part to the governing process. They ensure that the Education Students' Council continues to operate in a transparent and accountable way.

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# Mission Statements

## **The University Students' Council**

To enhance the education experience and quality of life for all undergraduates at Western University.

## **The Faculty of Education**

To provide high-quality academic and practical studies in education and to emphasize developing the knowledge, skills, qualities, and habits of mind that define professional teachers and leaders in education.

## **The Education Students' Council**

The ESC aims to improve academic, social, and professional development of all Teacher Candidates at the Faculty of Education. To enhance and support the student experience and well-being throughout the two year Bachelor of Education program at Western University.

# Constitution of the Education Student's Council

## Article 1. Constitution Act

### Section 1. Definitions

- 1) The following are definitions most commonly found within this governing document;
  - a) Ad-Hoc means formed or arranged for a particular purpose only, not a permanent fixture to the ESC;
  - b) The Academic year means the period of time from the first day of classes to the final day of practicum or professional development in any given year (usually within September 1 to May 30);
  - c) The Association means all full-time pre-service students (Teacher Candidates) enrolled at the Faculty;
  - d) Donation Fee means the monetary student donation fee collected by the Faculty Registrar's Office when students pay tuition;
  - e) Education Students' Council (ESC) refers to the full council, which includes all elected and appointed members of the Western University Faculty of Education Students' Council (Executive Committee and Chairpersons);
  - f) Executive Committee (EC) refers to the President, Vice President Academic Affairs, Vice President Student Affairs, Vice President Communications, Vice President Finance, Vice President Student Events and Vice President Charitable Initiatives. Each member of the Executive Committee oversees a portfolio of coordinators, commissioners, and/or directors. Each Executive Committee member holds (1) vote.
  - g) Ex-officio means a member of a committee with attendance and speaking rights that can be delegated to another committee member;
    - i) An ex-officio member may or may not have voting rights as outlined in their position, but shall not have voting rights if they do not attend, or if they choose to delegate their attendance and speaking rights;
  - h) Faculty means the Faculty of Education at Western University;
  - i) Faculty Advisor means voting member of the Faculty Council who is an ex-officio member of the ESC;
  - j) Mandate or "term of office" means the time an elected representative is in office;
  - k) Non-partisan means unbiased towards any political group;
  - l) OCT means Ontario College of Teachers;
  - m) OTF means Ontario Teachers Federation;
  - n) Portfolio refers to the responsibilities of each Executive Committee member as well as the responsibilities of their respective committees;

- o) Union association refers to the union which governs the school in which a member of the Association performs their first practicum, Elementary Teachers' Federation of Ontario (ETFO), Ontario English Catholic Teachers' Association (OECTA), or Ontario Secondary School Teachers' Federation (OSSTF);
- p) University means Western University;
- q) University Students' Council (USC) means Western University's University Students' Council, the main undergraduate student governing body;
- r) Written/in writing means in writing or by email;
- s) Outgoing Executive Council refers to the Executive Members whose term of office ends on June 1st of the current Calendar Year;
- t) Incoming Executive Council refers to the Executive members whose term of office begins on May 1st of the current Calendar Year.

## Section 2. Preliminary

- 1) The Education Student's Council shall be divided among twenty-four (24) chairpersons, commissioners, coordinators, directors, and representatives, through the authority of seven (7) executive members.

## Section 3. Union

- 1) The nine (9) Executive Members of the ESC are:
  - i) President
  - ii) Vice President Academic Affairs
  - iii) Vice President Student Affairs
  - iv) Vice President Communications
  - v) Vice President Finance
  - vi) Vice President Student Events
  - vii) Vice President External Affairs
  - viii) Year 1 Representative
  - ix) Year 2 Representative
- 2) The eighteen (18) chairperson and representative positions available, made up of nineteen (19) individuals, of the ESC represent:
  - i) Administrative Director
  - ii) Athletic Directors (2 members; one from Year 1, one from Year 2)
  - iii) French Program Representative
  - iv) Global Community Commissioner
  - v) Graduation Formal Commissioner
  - vi) ESCargot Editor
  - vii) Marketing Assistant
  - viii) Professional Development Coordinator (2 members)



- ix) Speaker of Council (Governance)
  - x) Social Events Coordinators
  - xi) Teacher Education Liaison Committee Members (6 members)
    - a. OECTA Commissioners (1 from Year 1, 1 from Year 2)
    - b. OSSTF Commissioners (1 from Year 1, 1 from Year 2)
    - c. ETFO Commissioners (1 from Year 1, 1 from Year 2)
  - xii) Diversity and Inclusivity Commissioner
  - xiii) Wellness Commissioner
- 3) While all voices are important and needed on council, only those members voted in by the Association hold voting rights within ESC council meetings;
- a) In the case that constitutional changes are being proposed, all members, both voting and non-voting, hold a vote in the decision.

#### **Section 4. Executive Authority**

- 1) The authority of and over the ESC is assigned to the President and the members of the EC.

#### **Section 5. Council Authority**

- 1) There shall be a council to aid and advise in the governance of the ESC.
- 2) There shall be one ESC, consisting of the President, the EC, and the appropriate committee Representatives, Coordinators, Commissioners, and Chairpersons.
- 3) The ESC shall be called no later than one month following the election of the EC.

#### **Section 6. Provisions**

- 1) All members of the ESC are subject to the regulations, bylaws, and policies of this document.

## Article 2. Governance

### Section 1. Bylaw Revisions and Amendments

- 1) The bylaws of the ESC must be reviewed by the Policy and Constitutional Review Committee once every four years, with the first review occurring in 2016.
  - a) Reviews may take place more frequently, especially in cases of significant changes within the Bachelor of Education program and/or Faculty itself.
  - b) Amendments to bylaws and policies can only be passed by a  $\frac{2}{3}$  vote of all members of the ESC including those who do not normally hold a voting position.

### Section 2. Access to Documents

- 1) All members of the Association shall have access to contemporary copies of the ESC's Constitution, Bylaws, and Policies (all accessible within this document);
- 2) All members of the Association shall have digital access to ESC's Constitution, Bylaws, and Policies;
- 3) All members of the Association shall have access to EC and ESC meeting minutes and budgets, upon request.

# Article 3. Executive and ESC Business

## Section 1. Finances

### 1) Resources

- a) The ESC shall receive its financial resources from:
  - i) A grant from the USC;
  - ii) All monies raised through ESC activities;
  - iii) The Faculty's Student Donation fee.

### 2) Approval of Budget

- a) The budget must be prepared and approved by the EC by the third executive meeting in a mandate;
  - i) Unless circumstances dictate this must be done at a later time.
  - ii) The EC will attempt to approve of the budget before November 1st of the academic year.
- b) The Vice President of Financial Affairs is responsible for submitting the approved budget to the USC if and when requested;
- c) The Vice President Finance is responsible for updating and distributing the ESC budget regularly;
- d) The budget must be made available to all students in order for the ESC to maintain a transparent relationship with the student body.

### 3) Donation Fee

- a) The ESC must use the Donation Funds to further the aims and objectives of the ESC as described in the mission statement;
- b) The ESC must inform the Association of its opportunity to opt-out of the Donation fee payment.

### 4) Cheque Requisitions

- a) All event reimbursements must be signed by the President, Executive portfolio holder, and the Vice President Finance.

## Section 2. Events

### 1) Event Approval

- a) All Events must be recognized and approved by the EC;
- b) All events must be proposed to, or by, an Executive for recognition and approval prior to submission to the USC LINK (<http://westernusc.ca>);

- c) All events that are not using USC funding, must be submitted using the Event Google form at least 3 weeks in advance;
  - i) These events will have been discussed previously in a council meeting;
- d) The Vice President Events will act as an event resource when planning and implementing all events run by the ESC.

## 2) Calendaring

- a) All events must be added to the ESC Master Calendar on ESC's shared Google accounts to avoid scheduling conflicts.

## Section 3. Awards

### 1) The Undergraduate Faculty Award

- a) Nomination forms shall be available in February;
  - i) A receptacle for completed hard-copy nominations shall be placed outside of the ESC office if necessary;
- b) Each nomination form must be accompanied by a letter of intent which explains their nomination;
- c) The final deadline for all nominations is the final day of courses that academic year;
- d) The President shall appoint 3-10 members of the Association to serve on an ad-hoc committee to select the winners;
- e) Up to three winners may be selected. Winners may be chosen from any division and repeat winners are allowed;
- f) No ESC member (executive or chairperson) can nominate a Faculty Advisor;
- g) The ad-hoc committee shall inform the winners and the Dean's Office in writing by the end of May;
- h) Awards shall be presented at the Faculty of Education Awards Ceremony by a representative of the ESC.

### 2) Education Community Award

- a) Presented at the end of the school year to three members of the Association, representing one of each of the three divisions (P/J, J/I, I/S) who have demonstrated outstanding involvement in the Faculty of Education community;
- b) Nominations may be submitted by any member of the Association;
- c) Shall be voted on by all voting members of council.

### 3) Faculty/ESC Award for Student Leadership Education

- a) A single monetary award of \$1,500.00 awarded annually (in the academic years of 2015-16 to 2020-21 inclusive) to a full-time undergraduate student in the second (graduating) year of any Bachelor of Education Program (with a minimum average of 70%);
  - b) Students must demonstrate leadership and participation in extra-curricular activities within the Faculty of Education, Western University, or the London Community;
  - c) To apply, students must submit a one-page statement outlining their extra-curricular involvement to the Dean's Office of the Faculty of Education by March 31st (of their graduating year);
  - d) The Scholarship and Awards Committee, Faculty of Education will select the recipient.
- 4) Faculty/ESC Global Opportunities Award
- a) Fifteen (15) monetary awards of \$1,000.00 each award to fifteen (15) full-time undergraduate students in the Faculty of Education who are participating in a Western University international experience or study abroad program for which academic credit or approval from their faculty has been obtained;
  - b) Undergraduates in the Faculty of Education must have successfully completed their first year of the Bachelor of Education program and be registered in a full-time course load (minimum 3.5 credits);
  - c) Students may apply for this award in advance of being accepted into an eligible international learning program with the receipt of the award contingent upon acceptance into the program;
  - d) Students may only receive this award once during their academic career at Western University;
  - e) Online applications are available on the Global Opportunities website, Western International;
  - f) Applications are due in November (for decisions in January);
  - g) Students will be selected based on a combination of academic achievement, as well as a statement outline how this experience will contribute to their development as a global citizen, Ambassador for Western.

#### **Section 4. Withdrawal of Membership**

- 1) Any member of the ESC can withdraw their membership at any time with written confirmation;
  - a) A chairperson withdrawing their membership shall notify the Speaker, the President, and their portfolio executive;
  - b) An executive member withdrawing their membership shall notify the President and Faculty Advisor(s);

- c) Any member withdrawing their membership to the ESC will be asked to participate in an exit interview.
- 2) Should the President withdraw their membership:
- a) They shall notify the EC and Faculty Advisor(s) in writing;
  - b) The Vice President of Academic Affairs shall fulfil all presidential duties and roles.

## **Section 5. Final Reports and Transition Periods**

### 1) Contributors

- a) Each member of the EC and each Chairperson shall submit a report at the end of their mandate;
- b) A report template will be provided for each member.
  - i) This report can be found in the collective OWL Saki group. General Members and Executive members have different templates available to them.
- c) Year-end progress reports must be submitted to the President in mid-December of academic and membership year;

### 2) Content

- a) Each report shall include:
  - i) A list of all events or projects coordinated by said officer;
  - ii) A list of all expenditures;
  - iii) Position specific budget recommendations for the following year;
  - iv) A "what worked/what didn't" section, to be formatted at officer's discretion;
  - v) Contact list relevant to their position;
  - vi) Any ideas for future councils;
  - vii) Any other information deemed important to future officers;
  - viii) Contact list of all important contacts that were used during the year.

### 3) Availability of Reports

- a) All reports will be made available to the incoming EC by the outgoing executive during the transition period (May 1 - 31, or following the by-election, accordingly);
- b) Reports will be due by June 1st of that year unless permission granted by the President, both outgoing and incoming.

### 4) Transition Periods

- a) All incoming members will be provided with an appropriate transition period beginning at least one week following the spring election;

- i) For those newly chosen or elected Executive members, representatives and chairpersons, transition may take place through the reading of year-end reports and assistance from previously elected Executive members.
- b) Transition periods should include, but are not limited to;
  - i) Introduction between current and newly elected member;
  - ii) Introduction to appropriate administration, faculty, and staff members both at the Faculty of Education and the USC;
  - iii) An opportunity to ask questions, attend meetings, and learn about the position through transition activities.

## **Section 6. Property**

- 1) Anything purchased with the ESC's resources shall remain property of the ESC unless designated as a gift or award;
- 2) All portable property must be stored in the ESC's office at the end of each term.

# Bylaws of the Education Students' Council

## Article 1. Structural and Membership Bylaw

*(1) Purpose: Governs the affairs and structure of the ESC. This document outlines the composition of the various committees that make up the ESC and specifies their powers.*

### Section 1. Executive Committee

#### 1) Elected Positions

- a) Each member of the EC will hold one (1) vote within both EC meetings and General Council meetings;
- b) Each executive member shall assume the responsibilities of their respective portfolio if a chairperson position is vacant or a chairperson is unable to fulfill their responsibilities.

#### 2) President

- a) Shall be the Chief Executive Officer of the ESC;
- b) Shall call the first meeting of the ESC and the first meeting of the EC;
- c) Shall countersign all cheques issued by the Vice-President (Finance);
- d) Shall be a member of Faculty Council and appoint and oversee three (3) additional student representatives from the Association;
  - i) Among the three total representatives, one (1) representative from each division of P/J, J/I, and I/S;
- e) Shall act as a liaison between the ESC and the Faculty Council;
- f) Shall work in conjunction with the appointed representatives in putting forth motions to Faculty council on behalf of the Association when necessary;
  - i) Shall retain minutes of meetings from parts d);
- g) Shall be an ex-officio member of all ESC committees through being carbon copied on all ESC-related emails;
- h) Shall be responsible for all communications between the ESC and the administration of the University and of the Faculty;
- i) Shall be responsible for reviewing and approving the content of all official statements, advertising, and social media campaigns of the ESC;
- j) Shall appoint and/or oversee the following positions:
  - i) Administrative Director



- ii) Undergraduate Faculty Awards Committee (maximum 10)
  - k) Shall act as the Speaker at meetings of the ESC in the absence of the Speaker;
  - l) Shall act as informal Speaker of the EC and inform all members of future meeting dates;
  - m) Shall attend all mandatory clubs training offered by the USC;
  - n) Shall have access to the USC LINK in order to upload details and propose events to the USC;
  - o) Shall chair a Constitutional Review Committee (comprised of all the members of the EC) to ensure this constitution document is current.
  - p) Shall arrange the Lifetouch sitting for graduation photos for all Year Two Teacher Candidates on behalf of the Association and sign the Lifetouch contract;
  - q) Shall review the Teachers' Wellness Initiative on an annual basis in collaboration with the Vice President Financial Affairs, Financial Officer, and Teacher Education Wellness Committee for its feasibility, use, cost, effectiveness, and significant contribution to Teacher Candidate well-being; a survey will be made annually in collaboration with the members listed above for distribution by the Vice President Student Affairs for all members of the Association to partake in;
  - r) Shall sit as the secondary representative for Western University's Faculty of Education on the Ontario Teacher Candidates' Council should this position be vacant;
  - s) Shall serve as an Education Students' Council non-voting member on the University Students' Council.
- 3) Vice President Academic Affairs
- a) Shall assume the duties of the President in their absence;
  - b) Shall become the President of the ESC should the President resign or be removed from their position (they may choose to retail the Vice-President Academic Affairs duties or the Vice-President Academic Affairs position shall be declared vacant and subsequently filled);
  - c) Shall appoint at the recommendation of the executive council and oversee the following representatives and their committees:
    - i) Global Community Committee Chairperson (2)
    - ii) Professional Development Committee Chairperson (2)
  - d) Shall be responsible for working with the Vice President Student Affairs to organize and facilitate the release of ESC surveys.
  - e) Shall be responsible for organizing and planning the annual Conference Week during the second semester for Year 1 Teacher Candidates.
- 4) Vice President Student Affairs
- a) Shall be responsible for recognizing and receiving concerns of the student body, and actively advocating for academic and social change for students on campus;

- b) Shall assist the President with communication and collaboration with the Teacher Education Office, the Faculty of Education, Western University and other relevant parties within the Faculty;
- c) Shall gather student feedback through a variety of mechanisms, including various surveys;
- d) Shall lobby and/or advocate for student needs as based on the contributions of the student representatives and/or students-at-large;
- e) Shall promote services at the Faculty of Education, Western, and the London community throughout the year;
- f) Shall act as a general resource to students who have questions, concerns, or comments relating to academic, social, or wellness issues;
- g) Shall be responsible for creating and overseeing the Practicum Carpooling OWL group for both Year One and Year Two Teacher Candidates;
- h) Shall organize the obtaining and distribution of OTF "Edvantage" cards to all members of the association;
- i) Shall appoint and oversee the following positions in their portfolio:
  - i) Diversity and Inclusion Coordinator (1)
  - ii) Health and Safety Committee Chairperson (1)
  - iii) Wellness Commissioner (1)

#### 5) Vice President Communications

- a) Shall facilitate the distribution of Westernizers to members of the Association;
- b) Shall appoint and oversee the following representatives and their committees:
  - i) ESCargot Editor (1)
  - ii) Marketing Assistant (1)
- c) Shall maintain the ESC social media outlets until the end of their mandate;
- d) Facilitate communication on behalf of the Council, included but not limited to the success of the website and all social media platforms, and to develop new promotional and branding strategies to further the ESC mission;
- e) Shall act as the primary steward of the ESC's brand, and ensure all promotional materials, graphics, photos, and social media campaigns adhere to this image;
- f) Will manage communications to support political implementation of the EC's platforms and policies, and enable the Executive to manage a shared political will;
- g) Shall design all promotional materials, including but not limited to posters and/or graphic designs;
- h) Be responsible for advising Council and the ESC's EC on media relations;

- i) Controversial issues regarding content should be discussed by the EC prior to release;
- j) Shall be responsible to act as a support to the President in periods of crisis;
- k) Responds to all general inquiries and questions concerning the organization, and manages all mass-messaging capacities.

#### 6) Vice President Finance

- a) Shall receive and promptly deposit all monies in the name of the Association;
  - i) If the Vice President Finance is unable to attend any function where a financial transaction occurs, they shall immediately designate responsibility to collect and account for monies to the President;
- b) Shall, upon the authorization of the EC pay all bills and keep records of the same;
  - i) All cheques shall be signed by the President and Vice President Finance;
- c) Shall keep necessary financial records pertaining to the Association up to date, and have such records available to all members of the Association;
- d) Shall make a full financial report to the Executive for the purpose of budget approval at the third meeting of the EC;
- e) Shall make additional financial reports at the request of the ESC;
- f) Shall make a full financial report to the EC at the last meeting of the mandate;
- g) Shall make all financial records available for audit upon request of the USC Secretary Treasurer;
- h) Shall leave at least one copy of all account statements, including but not limited to Donations Fee and USC accounts, for the school year with a Faculty Advisor at the end of their term for safekeeping;
- i) Shall report to and work in cooperation with, the Financial Officer regarding acquisition and spending of the Donation Fee;
- j) Shall attend all mandatory clubs training offered by the USC;
- k) Shall have access to the USC LINK in order to upload details and propose events to the USC.

#### 7) Vice President Student Events

- a) Shall work to coordinate involvement and facilitate the engagement of students in events and programming to enhance the student experience;
- b) Be responsible for coordinating ticket sales for ESC organized events with the Vice President Finance;
- c) Shall be knowledgeable about event planning and shall be responsible for assisting council members in planning and executing events;
- d) Shall be knowledgeable about the policies and procedures affecting ESC events, including but not limited to the USC Alcohol Policy, Activity Waivers and Risk Management;

- e) Shall be responsible for the final approval, alongside the EC, for all ESC events before final submission to the USC;
  - f) Shall appoint and oversee the following chairpersons and their committees:
    - i) Athletic Directors (2)
    - ii) Graduation Formal Coordinator (1)
    - iii) Social Events Coordinators (2)
  - g) Shall be a voting member of any committees that may be created;
  - h) Shall submit all social activity proposals and prospective budgets to the EC for financial approval;
  - i) Shall attend all mandatory clubs training offered by the USC;
  - j) Shall have access to the USC LINK in order to upload event details and propose events to the USC;
  - k) Shall act as a liaison to the ESC for community organizations and special interest groups;
  - l) Shall assist in the organizing of charity events, fundraisers, and activities;
  - m) Shall work with and communicate with the ESC's chosen charity to bring both awareness and fundraising initiatives to the association.
- 8) Vice President External Affairs
- a) Shall serve as the main point of communication and collaboration resident with Western University, The University Students' Council, The Ontario Teacher Candidates' Council, The Government of Ontario, Municipal Governments, Teacher Unions, School Boards, and other relevant parties within the University or related to the Ontario public education system;
  - b) Shall serve as the Education Students' Council's University Students' Council Councillor with voting rights;
  - c) Shall serve as one of the two members from Western University's Faculty of Education on the Ontario Teacher Candidates' Council;
  - d) Shall contribute to research and lobbying of issues relevant to Teacher Candidates at the provincial, union, and school board level;
  - e) Shall appoint, at the recommendation of the executive council, and oversee the following representatives and their committees:
    - i) Teacher Education Liaison Committee Representatives (6)

## **Section 2. Elected Representatives**

- 1) French Program Representative

- a) Shall be responsible for organizing events and activities for students in the French Program to practice and socialize in French;
  - b) Shall be a resource for students in the French Program and bring any issues to the ESC;
  - c) Shall advocate for the French students at the Faculty;
  - d) Shall attend meetings and sit on the ESC as a voting member;
- 2) University Students' Council Representative
- a) Shall attend all mandatory clubs training offered by the USC;
  - b) Shall act as the main line of communication with USC Student Organization Support Services;
  - c) Shall participate in a USC standing committee;
  - d) Shall attend USC special meetings;
  - e) Shall report to Executive and ESC about USC ongoings;
  - f) Shall collaborate with USC committees requesting to present at ESC meetings;
  - g) Shall be the primary contact for the LINK (or new proposal system) including providing expertise on using proposal system;
  - h) The President, Vice President Social Affairs, Vice President Finance are also able to access LINK;
  - i) Is not required to attend or organize events or other ESC initiatives;
  - j) Shall work in conjunction with USC for election periods as of January 2016;
  - k) Shall inform student body of opt out procedure for health insurance.
- 3) Year One Representative
- a) Must be a member of the Year One Class of the two year Bachelor of Education Program at the Faculty of Education, Western University;
  - b) Shall serve as a member within the Executive Council of the ESC;
  - c) Shall represent the interests of Year One Teacher Candidates;
  - d) Shall collaborate with the Vice President Student Events to plan mid-practicum events for Year One Teacher Candidates;
  - e) May collaborate with the Year Two Representatives to plan events that promote a sense of community between the two groups;
  - f) Be present at Year One Focus Groups.
- 4) Year Two Representative
- a) Must be a member of the Year Two class of the two (2) year Bachelor of Education Program at the Faculty of Education, Western University;
  - b) Shall serve as a member within the Executive Council of the ESC;

- c) Shall represent the interests of Year Two Teacher Candidates;
- d) Shall collaborate with the Vice President Student Events to plan mid-practicum events for Year Two Teacher Candidates;
- e) May collaborate with the Year One Representative to plan events that promote a sense of community between the two groups;
- f) Be present at Year Two Focus Groups.

### **Section 3. Non-Voting General Members**

- a) The following positions are those positions who are not elected by the Association but are instead chosen by the EC;
- b) While these members have an important voice during council meetings, they hold zero (0) votes;
  - i) This rule is exempt when the ESC gathers to vote on Constitutional amendments. At that time all present members have a vote.
- c) The Appointing of Non-Voting General Members shall take place on separate occasions: During the winter semester and during the fall semester;
  - i) Positions to be filled during the winter semester shall take place following the USC and ESC General Elections;
  - ii) Shall be appointed by the outgoing executive council, at the recommendation of the incoming executive council.
  - iii) Spring Appointed Positions Include:
    - 1) Graduation Formal Commissioner
    - 2) Athletic Director (Year 2 member)
    - 3) OSSTF Representative (Year 2 member)
    - 4) OECTA Representative (Year 2 member)
    - 5) ETFO Representative (Year 2 member)
    - 6) ESCargot Editor
    - 7) Marketing Assistant
  - iv) Positions to be filled during the fall semester shall take place following the ESC fall by election and shall be appointed by the Executive Council.
  - v) Fall Appointed Positions include:
    - 1) Athletic Director (Year 1 member)
    - 2) OSSTF Representative (Year 1 member)

- 3) OECTA Representative (Year 1 member)
- 4) ETFO Representative (Year 1 member)
- 5) The Speaker of Council
- 6) Wellness and Safety Commissioner
- 7) Professional Development Coordinator
- 8) Social Events Commissioner
- 9) Administrative Director
- 10) Diversity and Inclusion Commissioner
- 11) Any position that remains vacant following the conclusion of the Fall By-Election.

1) Administrative Director (1)

- a) Shall be responsible for the administrative matters relating to the ESC;
- b) Shall be responsible for the maintenance of the ESC office;
- c) Shall be responsible for the taking of minutes from all ESC General Meetings;
- d) Shall be responsible for overseeing the attendance of all members;
- e) Shall attend meetings and sit on the ESC as a non-voting member;
- f) Shall be a member of the President's portfolio;
- g) Shall be given key access to the ESC Office;
- h) Shall assist all members of the Executive Council with administrative tasks.

2) Athletic Directors (2)

- a) Shall consist of one Teacher Candidate from Year 1 of the preservice program, and one Teacher Candidate from Year 2 of the preservice program;
- b) Shall be responsible for organizing athletic events such as intramurals and special trips;
- c) Shall book gymnasium time immediately for the following year;
- d) Is responsible for getting electronic waivers signed 48 hours before an off-campus event with any perceived activities that could cause potential harm or injury (according to USC policies and liability insurance requirements); failure to submit a signed waiver by any member of the Association will result in the removal from that specific event, but will not result in removal from current and future events;
- e) Shall attend meetings and sit on the ESC as a non-voting member;
- f) Shall be members of the Vice President Student Events portfolio.

3) Diversity and Inclusion Commissioner (1)

- a) Shall promote the equality and inclusion of all students at The Faculty of Education regardless of race, religion, gender, socioeconomic status, sexual orientation, gender identity, ability or any other aspect;
- b) Shall coordinate at least two (2) initiatives that both promote and bring awareness to diversity, inclusivity, equity and social justice to the Association;
- c) Shall work with the various support services at Western University including but not limited to;
  - i) AllyWestern;
  - ii) Indigenous Services;
  - iii) Pride Western;
  - iv) Ethnocultural Support Services;
  - v) Services for Students with Disabilities;
- d) Shall attend meetings and sit on the ESC as a non-voting member;
- e) Shall be a member of the Vice President Student Affairs portfolio;
- f) Shall be responsible for creating opportunities for the Teacher Candidates and the students of the English Language Centre.

#### 4) ESCargot Editor (1)

- a) Shall oversee the publication of the ESCargot newsletter in consultation with the Vice President Communications and the President;
- b) Shall attend and sit on the ESC as a non-voting member;
- c) Shall be a member of the Vice President Communications portfolio;
- d) Shall submit a monthly draft no later than two weeks prior to publication to the Vice President Communications and the President for review and approval;

#### 5) Marketing Assistant (1)

- a) Shall work in collaboration with the Vice President Communications to create all promotional materials including, but not limited to, posters and/or graphic designs;
- b) Shall attend meetings and sit on the ESC as a non-voting member;
- c) Shall be a member of the Vice President Communication portfolio;
- d) Shall be responsible for coordinating with event organizers to ensure that photos will be taken during events and submitted to the Marketing Assistant and VP Communications for the use of official ESC promotional materials and updates;

#### 6) Graduation Formal Commissioner (1)

- a) Shall be responsible for organizing the Faculty's graduation formal;



- b) Shall be responsible for working with the Vice President Student Events and Vice President Financial Affairs to create a budget for graduation formal;
- c) Shall collaborate with the Vice President Communication to release event communications to all Year Two Teacher Candidates;
- d) Shall attend and sit on the ESC as a non-voting member;
- e) Shall be a member of the Vice President Student Events portfolio.

7) Professional Development Commissioner (2)

- a) Shall cooperate with the Pre-Service office to organize student volunteers necessary for the Career Expo in mid-January;
- b) Shall work in conjunction with Pre-Service office for Professional Development Tuesdays;
- c) Shall be the facilitator of student facilitated workshop professional development;
- d) Shall attend meetings and sit on the ESC as a non-voting member;
- e) Shall be a member of the Vice President Academic Affairs Portfolio.

8) Social Events Coordinator (1)

- a) Shall, at the beginning of the term, discuss with the Vice President Student Events regarding possible activities for the Association;
- b) Shall host a minimum of one (1) social per semester;
- c) Shall collaborate with the Year One and Year Two Representatives to plan social events for these groups;
- d) Shall organize performance opportunities for members of the Association including, but not limited to, coffee houses, movie nights at Western Film, and talent shows;
- e) Shall attend and sit on the ESC as non-voting members;
- f) Shall be members of the Vice President Student Events portfolio.

9) Speaker

- a) Shall be the chair person of all meetings of the ESC;
- b) Shall give attendance records of ESC meetings to the Administrative Director at the end of each ESC meeting;
- c) Shall be responsible for the compilation and distribution of ESC meeting agendas to all members of the ESC one week prior to scheduled ESC meetings;
- d) Shall attend and sit on the ESC as a non-voting member;
  - i) In the result of a tie vote, the Speaker may exercise their power and cast a vote to break said tie;
- e) Shall be a member of the President portfolio.

10) Teacher Education Liaison Committee (6)

- a) Shall attend all monthly TELC meetings and liaise all information from these meetings to the ESC and the Association;
- b) Shall attend the spring conferences held by their respective unions;
- c) Shall facilitate professional development by assisting in the organizing and planning of the annual Conference Week for Year 1 Teacher Candidates in conjunction with the Vice President of Academic Affairs;
- d) The Vice President of External Affairs may sit on this committee as one of three representatives;
- e) One representative should be from each year of the two year program for the following unions: OSSTF, OECTA, and ETFO;
- f) Shall attend meetings and sit on the ESC as a non-voting member;
- g) Shall be a member of the Vice President External Affairs' portfolio.

#### 11) Wellness and Safety Commissioner

- a) Research, plan, and deliver wellness programming and awareness initiatives that coincide with the needs of students;
- b) Shall work with the Wellness Education Centre located at the UCC in order to bring mental and physical wellness initiatives to the students of the Faculty of Education;
- c) Shall work with appropriate departments and organizations including but not limited to those found at: [https://www.uwo.ca/health/mental\\_wellbeing/self/student.html](https://www.uwo.ca/health/mental_wellbeing/self/student.html);
- d) Shall promote mental health services both on and off campus;
- e) Shall work with the Vice President Student Affairs to ensure that the mental and physical wellness of Teacher Candidates is being discussed not only at the ESC but at the Faculty as a whole;
- f) Shall attend meetings and sit on the ESC as a non-voting member;
- g) Shall be a member of the Vice President Student Affairs portfolio;
- h) Shall be an honorary member of the Teacher Education Wellness Committee (TEWC) and attend all meetings and liaise all information from these meetings to the President, ESC, and the Association;
- i) Shall work in collaboration with the President, and Vice President Finance to allocate the effective use of \$2500 from the Teachers' Wellness Initiative annually for the next five (5) years;
- j) Shall organize health and safety activities deemed necessary including first aid courses, SafeTalk, ASIST Training, and blood donor clinics;
- k) Shall organize and book the Student Emergency Response Team (SERT) for any and all events that have a perceived risk of safety to the attending students;

- l) Shall organize and book other means of emergency response teams in the event that SERT is not available (i.e. St John's Ambulance, Life Saving Society);
- m) Shall attend meetings and sit on the ESC as a non-voting member;
- n) Shall bring any and all health and safety issues or concerns to the Executive Committee in order for communication to begin with the appropriate individuals;
- o) Shall be a member of the Vice President Student Affairs Portfolio.

#### **Section 4. Chaired Committee Members**

- 1) See EC and Appointed Chairpersons for a description of committees and appointment of chairpersons in bold.
- 2) Committee members consist of any member of the Association recognized by a committee chairperson;
  - a) Committee membership size shall be determined by the chairperson of the respective committees;
  - b) Duties listed under the Committee Chairperson positions shall be completed by the committee as a whole, managed by the appointed Chairperson;

#### **Section 5. Faculty Advisor(s)**

- 1) Roles
  - 1) Shall serve as ex-officio members on the EC and council;
  - 2) Shall attend Executive and ESC meetings at their discretion;
  - 3) Shall provide counsel to the EC in regard to Faculty policies and best practices;
- 2) Veto Rights
  - a) Shall express concerns regarding Faculty policies and best practices during Executive and ESC meetings;
  - b) Shall maintain the right to veto any proposed event or promotional tool before their submission to the USC proposal system should the event contradict Faculty policies, procedures, or professional practices as defined by the OCT's "Professional Standards";
  - c) Shall report to the USC-determined Faculty Reviewer, who may veto any event proposed to the USC by the ESC;
    - i) The position of Faculty Reviewer is automatically assigned to the Dean of the Faculty by the USC proposal system; the Dean may, at his or her discretion, appoint another faculty member to fulfill this role;

- ii) This position is usually filled by the Pre-service Teacher Education Program Manager.

## Section 6: Committees

### 1) The Ad Hoc Committees

- a) The ESC may appoint committees as it sees fit and shall retain full control over them;
- b) Reports from committees shall be submitted to the ESC at least once a month if requested;
- c) Such previous Ad Hoc Committees include those chosen to oversee and facilitate Spring and Fall Election periods;
- d) Committees may also be appointed to coordinators, directors, editors, and commissioners in order to assist them in fulfilling the mandate of their positions.

### 2) Constitutional Review Committee

- a) Shall be formed for the purpose of reviewing the ESC Constitution and providing recommendations to the ESC;
- b) Membership is limited to ESC members, but input from other sources is encouraged;
- c) Review of and amendments to the constitution, bylaws and policies shall occur at least every 4 years;
  - i) These reviews may occur annually if necessary.
- d) Upon the decision that amendments will occur, the Association should be notified of potential changes and given seven (7) days to contact the ESC with any comments, questions, or concerns;
- e) Amendments to bylaws and policies require a 2/3<sup>rd</sup> vote of all members of council;
- f) Upon the passing of constitutional amendments, the Association must be notified within two weeks.

### 3) Undergraduate Faculty Awards Committee (maximum 10)

- a) Shall include four members of the Association, at least one from each division;
- b) May also include six members of the Association, at least one from each specialization/cohort;
- c) Will field nominations from the Association and select three (3) professors or instructors to be recipients of the award.

## Article 2. Elections and Terms of Office Bylaw

Purpose: A By-Law governing the proper administration of ESC Elections, containing all of the rules and regulations by which both the candidates and Elections Committee must abide.

### Section 1. Eligibility and Term of Office

#### 1) Eligibility

- a) Anyone from the Association may campaign for one (1) position per mandate;
- b) Any member of the Association may be nominated and appointed for one (1) chairperson position per mandate;

#### 2) Term of Office

##### a) Spring Elections

- i) Members elected during the annual USC general elections will serve in office from May 1st of the same year, to June 1st of the following year (13 months);
- ii) The positions filled during the general election are open to those members of the association who are currently in their first year of study and will be in their second year of study for the majority of their mandate;
- iii) Positions to be filled in a Spring election period:
  - (1) President;
  - (2) Vice President Academic Affairs;
  - (3) Vice President Finance;
  - (4) Vice President Communications;
  - (5) Vice President External Affairs
  - (6) Year Two Representative
  - (7) Graduation Formal Commissioner

##### b) Fall Election Period

- i) Members elected during the fall election period will serve in office from the first day following the election results being posted until June 1st;
- ii) The positions filled during the by-election are open to first- and second-year members of the Association outside of the Year One Representative which is open only to Year 1 Teacher Candidates;
- iii) Positions both Executive and non-Executive to be filled in a general election:

- (1) Vice President Student Events

- (2) Vice President Student Affairs
- (3) Year One Representative
- (4) French Program Representative

### **Section 3. Elections Officers**

- 1) Appointment of Elections Officers for the Ad-Hoc Elections Committee;
  - a) The EC of the previous mandate will appoint elections officers through an application process;
    - i. Once the election is held, all elections committees are dissolved;
- 2) Duties and Responsibilities of Elections Officers;
  - a) Shall be appointed through an application and selection process;
  - b) Shall read and understand the Constitution, Bylaws, and Policies of the USC;
  - c) Shall create and distribute nomination forms;
  - d) Shall be responsible for organizing and running the ESC elections;
  - e) Shall ensure that all procedures under this bylaw are followed and to hand out demerit points to those who do not follow this Bylaw (see Policy on Council Conduct);
  - f) Shall be a non-partisan committee;
    - i) Shall not be composed of current council members, nor of candidates in the election;
      - (i) If in the case that no members of the Association take on the rolls of Elections Ad Hoc Committee in the Spring Election period, members of the ESC who are graduating may take on this role;
  - g) Shall be composed of a number and composition determined by the previous executive and Faculty Advisors;
    - i) Shall not be composed of executive members.

### **Section 4. Nominations and Appointments**

- 1) Responsibility
  - a) All matters pertaining to the election procedures shall be the responsibility of the Elections Officers and of the Faculty Advisors.
- 2) NominationProcess
  - a) There will be two official nomination periods;

- i) Spring: nomination forms must be available within two (2) weeks of the return to classes after the winter break;
  - ii) Fall: nomination forms must be available no later than one (1) month of the start of classes;
- b) The nomination period will last five (5) days from Monday at 8:00am until Friday at 4:00pm;
- c) Nomination forms can be given either in person or through email to the Ad-Hoc Committee;
- d) A candidate may nominate himself/herself. Nominations must be seconded by a member of The Association. A candidate may seek only one position per mandate;
  - i) When only one person has been nominated for a position, that person shall be acclaimed to the position conditional upon a successful vote of confidence during the general election;

### 3) Appointments (Executive Committee)

- a) If there are no nominees for any positions, the Ad Hoc Election Committee may appoint an appropriate member of the Association to fill the position;
  - i) A member of the Ad Hoc Election Committee may be appointed to fill such a position;
  - ii) A vote of confidence must be successfully endured during the election, as is procedure for uncontested positions;
    - (i) In the case that there are no nominees for any positions and the Ad Hoc Committee chooses not to fill the positions an additional nomination period can be opened for a period of 3 days until the next Monday at 8:00am.

### 4) All-Candidates Meeting

- a) Due to the unique and differentiating schedules between Year One and Year Two Teacher Candidates, the calling of an All-Candidates Meeting is not necessary;
- b) Upon the close of nominations, prospective candidates will be emailed a copy of the Elections Policy as well as a copy of the Constitutional duties of their positions and all dates and times for campaigning and voting;
  - i) This email will be sent by the Ad-Hoc Committee by 8:00pm on the close of nominations;
  - ii) Prospective candidates will be responsible to reading the policies, constitution and schedule of events;

iii) Upon receiving and reading these documents the candidate must reply to the initial email stating their understanding of the documents and of the rules and procedures of the elections.

(i) This email must be received by 11:59pm of the day of nomination closing.

## Section 5. Contended Positions

1) The following members of the ESC shall be elected by the members of the Association:

1. President;
2. Vice President Academic Affairs;
3. Vice President Student Affairs;
4. Vice President Communications;
5. Vice President Finance;
6. Vice President Student Events;
7. Vice President External Affairs;
8. Year One Representative;
9. Year Two Representative;
10. French Program Representative;

1. For the positions above, the candidate receiving the highest number of votes shall be declared the winner;
  1. Should the winner of the position have an accumulation of 30 demerit points as calculated by the elections officers the following the election, the winner shall be disqualified;
  2. The candidate with the next highest number of votes shall be declared the winner;
2. The successful candidates shall be announced on election day;
3. Final vote tallies may be made available to any member of the Association who requests this information;

2) Polls

- 1) The polling for Elections will be done via [www.voteusc.ca](http://www.voteusc.ca);
- 2) Members of the Association must sign on to the site using their UWO username and password on election day;
- 3) The election shall be by secret ballot;



### 3) Appointments (Chairpersons)

- 1) Nomination forms for both remaining EC positions and remaining Chairperson positions shall be made available online beginning at the Orientation Event in the new Academic year;
  - 1) The nomination period will last five (5) days from Monday at 8:00am until Friday at 4:00pm;
- 2) Nomination forms can be given either in person or through email to the Ad-Hoc Committee;
- 3) Each nomination form must include the signature of a member of the association who seconds the nomination;
- 4) Appointments for chairperson positions shall be determined by the elected executive member whose portfolio under which the position falls, along with a second member of the executive's approval;
- 5) No member of the Association shall be appointed to more than one chairperson position.

## Section 6. All-Candidates Meeting

### 1) Information

- a) Due to the unique and differentiating schedules between Year One and Year Two Teacher Candidates, the calling of an All-Candidates Meeting is not necessary;
- b) Upon the close of nominations, prospective candidates will be emailed a copy of the Elections Policy as well as a copy of the Constitutional duties of their positions and all dates and times for campaigning and voting;
  - i) This email will be sent by the Ad-Hoc Committee by 8:00pm on the close of nominations;
  - ii) Prospective candidates will be responsible to reading the policies, constitution and schedule of events;
  - iii) Upon receiving and reading these documents the candidate must reply to the initial email stating their understanding of the documents and of the rules and procedures of the elections;
    - (i) This email must be received by 11:59pm of the day of nomination closing.

## Section 7. Campaigns

### 1) Events

- a) Campaigning will be done through the use of social media and physical print material;

- b) Due to the unique scheduling of Year One and Year Two Teacher Candidates it is not in the best interest of the association to host campaigning events;
- c) Media debates will be permitted through the use of Facebook Live, Q & A periods, forum postings and the release of candidate platforms;
  - i) All debates and Q & A periods must be done through the official Election Facebook page created by the Ad-Hoc Committee;

## 2) Expenses

- a) The spending limit for each candidate shall be \$30.00;
  - i) Candidates shall cover all expenses of their campaign;
- b) The calculation of a candidate's spending shall be made according to the fair market value of all purchases, services, donations, and items, which are deemed by the education officers to be used for the purposes of the campaign;
  - i) Fair Market Value ("FMV") of a product or service shall be the lowest price, without special concessions or discounts that is available in London for that product or service, to all persons who approach a person or company that sells, or deals in, that product or service;
  - ii) To calculate FMV, the elections officers shall contact three (3) major suppliers in the London area and shall adopt the lowest price as the FMV. Such FMV may be rebutted by the candidate if the Candidate is able to produce/submit receipts from London area merchants which evidence a lower FMV than that obtained by the elections officers;
  - iii) Where an item is not available at multiple retail outlets in London, the elections officers shall attempt to approximate FMV through comparison with similar items which are available at retail;
  - iv) Where an item is used during the campaign period, but not entirely consumed during the campaign period, the cost may be prorated. The elections officers shall have discretion to determine whether and to what extent it is appropriate to prorate the expense;
  - v) There shall be no FMV assigned for the use of computers, phones, and other similar items that are widely owned, and confer no special advantage to the candidate;
  - vi) FMV for the production of campaign videos shall be set as follows, at the discretion of the elections officers:
    - vii) All videos must be created by the candidate and their team, at no expense;
    - viii) All prop, costume, and location expenses must be included on the expense claim form;

- ix) All candidates shall submit to the elections committee all receipts of campaign expenditures, a statement indicating the FMV of an expenditure for which no receipt is available;

### 3) General

- a) The colour purple cannot be used as a campaign colour by any candidate and/or their team;
- b) Candidates are prohibited from distributing any food or drink at a public campaign event;

### 4) Pre-Campaigning

- a) Candidates and prospective candidates are not permitted to influence voters prior to the campaign period, including, for example, through the posting of material designed and/or likely to influence voters;
  - i) It is permissible for prospective candidates to consult with students prior to the campaign period as is necessary for the purposes of assembling a campaign team;

### 5) Campaign Period

- a) Campaigning shall begin at 8:00am on the first day of the campaign period, as determined by the elections officers/Ad-Hoc Committee;
- b) Due to the nature of the Bachelor of Education Program, debates will be done digitally through the sharing of a series of questions to candidates;
  - i) These questions will be gathered from the assembly as well as administration. A series of position specific questions will also be distributed to candidates from the Ad-Hoc Committee;
  - ii) Facebook live chats in which students can ask questions will also be permitted, granted that they are overseen by the a member of the Ad-Hoc Committee
  - iii) All campaigning, including removal of posters and campaign materials, must cease by 8:00 am on election day;

### 6) Slated Campaigning

- a) Campaigning as a slate is prohibited. Each candidate must maintain separate finances, produce unique campaign materials and present campaign platforms distinct from other candidates;

### 7) Consent to Campaign

- a) Physical campaign materials may not be distributed to individuals without their consent. For example, campaign materials may not be left on tables where students are sitting;

### 8) Physical Print Campaigning

- a) Excluding any materials shown during classroom presentations, no campaign materials may be posted or distributed in classrooms or seminar rooms;

- b) No candidate may tamper with another candidate's campaign materials, including but not limited to posting over or removing other posters;
  - i) It is the responsibility of the elections officers to remove any campaign materials that do not abide by this bylaw;
- c) No materials may be posted in any outdoor locations on campus, including windows, interior doors and exterior doors;
- d) All posters must be fastened with masking tape;
  - i) Materials posted using other adhesives will be removed by the elections officers;
- e) No materials may be stored or hung up in the ESC office as this space is a neutral space;
- f) The use of bag tags are permitted as long as candidates inform wearers that they must be removed by the end of voting;

#### 9) Candidate Platforms

- a) All candidates must prepare a platform in which they detail their initiatives and goals if elected into the position they are campaigning for;
- b) All platforms will be released on the official Election social media as well as the ESC social media and [theteacherblog.com](http://theteacherblog.com);
- c) All platforms must be received by the Ad-Hoc Committee no later than 11:59pm on the Sunday before campaign start.

#### 10) Digital Campaigning

- a) All bylaws pertaining to physical campaigning shall also apply to use of social media, with necessary modifications;
- b) The Elections Committee reserves the right to request the removal of any social media post deemed to be in violation of this bylaw;
- c) Candidates may not campaign by email and electronic or instant messaging, including social media messaging and text messaging;
- d) Candidates may use technology that can be consumed by voters but not to reach out to voters individually (i.e. Facebook page, but not a Facebook Inbox message);
- e) Candidates and campaign teams are not permitted to post in any Education groups, including those created for each class, run by the ESC, personal project groups, etc.;
- f) Candidates may not campaign verbally by telephone;

#### 11) Social Campaigning

- a) For classroom presentations, a candidate must obtain consent from the professor/lecturer before the start of class. Consent does not need to be documented in writing;
  - i) Candidates may make one classroom presentation per course, at the discretion of the professor/lecturer;

- b) No campaigning of any type may take place on any floor of the education library;

## 12) Endorsements

- a) No member of staff or faculty may endorse or aid any candidate or prospective candidate with regards to their campaign or their general suitability as a candidate
- b) No member of the ESC serving during an election may endorse or aid any candidate or prospective candidate with regards to their campaign or general suitability as a candidate;
  - i) ESC member may offer prospective candidates information regarding the position and what the council member has done thus far in their term.

## 13) End of Campaign

- a) Candidate websites and online campaigning may remain online after 8:00am on election day;
- b) Candidates may not, through any means, electronic or otherwise, influence, appear to influence or attempt to influence a voter while she is in the process of voting;
- c) All posters and other physical promotional materials must be removed by 8:00 am on election day by the candidate or a member of the candidate's team;

## 14) Assumed Responsibility of Campaign Team Members

- a) Candidates shall be responsible for the actions, and violations stemming from such actions, of any team member unless the Candidate satisfies the elections committee that he or she did not direct the action, and could not have reasonably foreseen that the action would occur;
- b) A list of campaign team members must be submitted to the elections committee at the all-candidates meeting, or as they are added to the team following the meeting;
- c) Candidates may dissociate themselves from any person or organization who would otherwise be considered a member of the campaign team, provided that they give immediate notice to the elections committee, in writing, and provided that the Committee is satisfied that the dissociation is genuine;
- d) A candidate shall not be held responsible for the actions of any person or organization if the candidate has previously and adequately dissociated themselves with that person or organization;

## 15) Election Day

- a) Candidates and campaign team members may remind members of the Association to vote (i.e. Get Out the Vote), however they may not accompany a voter to the polling station or be in immediate proximity to an online voter;
- b) Campaign team members may remind members of the Association to vote, provided that they do not identify themselves as being associated with a particular candidate (either

explicitly or implicitly), and provided that they do not otherwise influence voters in favour of a particular candidate;

- c) Candidates and campaign team members may not assist in the administration of polling stations or online election platforms;

## **Section 8: Campaign Authority**

### 1) University Students' Council

- a) The Elections Officers and their Faculty Advisors have full authority over the legitimacy and continuity of the campaigns of nominees;
- b) The Elections Officers serve as an elections appeal board; all questions and grievances with regards to campaigning shall be addressed to and resolved by the Elections Officers at their discretion;
- c) The Elections Officers and Faculty Advisors shall review grievances and evidence and impose appropriate sanctions on nominees at their discretion and according to the Candidate Code of Conduct.

## **Section 9. Candidate Code of Conduct**

### 1) Professionalism

- a) Candidates shall campaign in accordance with the campaign procedures outlined in this bylaw;
  - i) These Standards must conform to the OCT "Professional Standards."
- b) Violation of this bylaw includes, but is not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, and misrepresentation of fact;
- c) All candidates must conduct themselves as professionals as defined by the OCT and the OTF
  - i) Violations of this stipulation will be reported immediately to the Faculty Advisor(s) of the ESC;
    - (1) At the first warning, the candidate shall receive 15 demerit points;
    - (2) At the second infraction, the candidate shall be disqualified;

### 2) Penalties

- a) All candidates shall receive demerit points for violations to the regulations stipulated in this bylaw;

- b) Demerit points must be given out the day they are brought to the attention of the elections committee in both written and verbal form to the candidate;
- c) Candidates must be made aware of the infraction and the amount of demerit points granted;
- d) Demerit points shall be granted for the following violations by a candidate or their team members:
  - i) **Failure to:**
    - (1) (30 points) to send confirmation of understanding;
    - (2) (30 points) campaign in an uncontested position;
    - (3) (10 points) submit a platform for the student association;
    - (4) (15 points) submit expense claims form;
    - (5) (15 points) campaign within expense limits;
    - (6) (3 points per physical material) remove campaign materials by 8:00 am on election day;
  - ii) **Campaigning:**
    - (1) (10 points) before 8:00 am on first day of campaign period;
    - (2) (15 points) as a slate or team with other candidates;
    - (3) (3 points) without consent of voters;
    - (4) (5 points) without consent of professor/lecturer;
    - (5) (10 points) by email, electronic, or instant messaging;
    - (6) (10 points) by text messaging or telephone;
    - (7) (15 points) on any floor of the Education library;
  - iii) Accompanying a voter to the polls or being in proximity to a voter using an online poll;
    - (1) (20 points per infraction)
  - iv) Posting campaign materials in prohibited locations;
    - (1) (10 points total)
  - v) Distributing food or beverages to eligible voters;
    - (1) (10 points)
  - vi) Distributing campaign materials in class;
    - (1) (10 points)
- e) Candidates who continue to make violations following reception of demerit points shall receive the same amount of demerit points again, according to the infraction;
- f) All Candidates will abide by penalties according to demerit points accumulated;

- g) An accumulation of 15 demerit points will result in the candidate receiving a warning;
- h) An accumulation of 30 demerit points by a single candidate will result in the candidate being disqualified and removed from the election campaign;
- i) Candidates in violation of University, Faculty, OTF, and/or OCT standards of professionalism and codes of conduct will be disqualified from the election campaign and candidacy.



## Article 3. Meeting Bylaw

Purpose: A By-law governing the rules of procedure enacted by Council regarding the agenda, meeting times, time limits, voting privileges, powers of the Speaker, and other conduct during Council meetings.

### Section 1. Agenda

#### 1) Scheduling Meetings

##### a) Official Scheduling:

i) Shall occur during the first meetings of the executive and the ESC, respectively;

##### b) Time and Day of the Week:

i) Shall be determined by the EC for executive meetings; ii) shall be determined by a vote of majority of the ESC for ESC meetings, ensuring those unable to participate in said vote are able to vote electronically or by proxy those absent during a vote have previously submitted availability to the Speaker;

(i) Note: in the past, availability has been confirmed electronically using Doodle Polls rather than during a meeting;

ii) After the election of the EC, the first meeting of the ESC shall take place at the call of the President during the week following the appointment of the remaining ESC members;

#### 2) The ESC

a) Must meet once each month during the school year (including during practicum);

#### 3) The EC

a) Must meet at least once every two weeks, except during practicum (meetings during practicum shall occur at the discretion of the EC);

#### 4) Special Meetings

a) May consist of the executive, a specific committee, or the full ESC;

b) Shall be called upon the written requests of at least two members of the ESC. Such a meeting must be convened by the President within three calendar days of receipt of such a request;

c) Shall be subject to the conditions of this policy;

#### 5) Agenda Circulation

a) All EC agendas must be circulated by the President to the EC and to the Faculty Advisor(s) three days prior to the scheduled meeting;

- b) All ESC agendas must be circulated by the Speaker to all executive members, chairpersons, and Faculty Advisor(s) one week prior to the scheduled meeting;
- 6) Agenda Item Submission
- a) All items to be included in an EC agenda must be submitted in writing to the President for approval by midnight four calendar days prior to the meeting (with flexibility at the discretion of the President);
  - b) All items to be included in an ESC agenda must be submitted in writing to the Speaker for approval by midnight 8 calendar days prior to the scheduled meeting (with flexibility at the discretion of the President and/or Speaker);
- 7) New Business
- a) Items must garner a **2/3** majority vote in order to be included in the agenda under New Business;
    - i) New Business items are topics that have arisen since the completion of the agenda, of an urgent nature, which must be resolved prior to the following meeting.

## Section 2. Voting Privileges

### 1) Right to Vote

- a) The executive members as well as those representatives voted in by the association have the right to vote on all motions that come forth during a council meeting;
- b) Executive members have the right to vote on all business brought forth in an Executive meeting;
- c) Only those members voted in through the student body during either the spring or fall election periods have voting rights during general council meetings;
- d) Chairpersons are selected but not elected so not hold a vote during general council meetings';
- e) All executive members, representatives and chair persons have the right to vote on future constitutional changes;
- f) Committee members have the right to vote only on committee business;

### 2) Motion Failed (A Tie Vote)

- a) During executive meetings:
  - i) In the event of a tie, the President's vote should either defeat or grant success to the motion at hand;
- b) During ESC meetings:

- i) Only in the event of a tie, the Speaker may exercise the right to vote to either defeat or grant success to the motion at hand.

### **Section 3. Parliamentary Authority**

- 1) The ESC has final authority on any motion that passes with a majority vote (or **2/3** where applicable), that is, all decisions made by the ESC or the Executive (where applicable) in a vote are final;
- 2) The number of affirmative votes necessary to pass a motion on an added agenda item (ie. new business) shall be **2/3** +1 of voting members present.

### **Section 4. Parliamentary Procedure**

- 1) The ESC and the AGM shall follow the procedures of [Robert's Rules of Order](#), according to the structure of meetings of the USC.

# Policies of the Education Students' Council

## Article 1. Council Professional Conduct Policy

### Section 1. Local Laws

- 1) London, Ontario, Canada
  - 1) The ESC and its members shall agree to abide by the laws that govern this city, province and country;
- 2) University Students' Council, Western University
  - 1) The ESC and its members shall agree to abide by the constitution, bylaws, policies, and best practices of the USC;
- 3) OCT, OTF, and the Ontario Education Act
  - 1) All members of the ESC must conduct themselves as professionals as defined by the Ontario Education Act, the OCT, the OTF, and all subsidiary teacher federations or unions;
  - 2) Violation of any Ontario professional standards, laws, or regulations for teachers will result in immediate probation of the ESC member in violation.

### Section 2. Penalties

- 1) Demerit Points
  - a) Demerit points shall be issued by a  $\frac{2}{3}$  vote of the Executive;
  - b) Types of Offences
    - i) **Major Offence:** an offence that impacts the integrity of the ESC as an organization;
      - (i) Any member receiving automatic probation as outlined above shall automatically receive 30 demerit points;
    - ii) **Moderate Offence:** an offence that has short term negative impact on the operations of the ESC, but which can be remedied by correction of the behaviour;
    - iii) **Minor Offence:** an offence that could have arisen by an honest oversight or misunderstanding of the rules and regulations outlined in this document;
  - c) Any member of the ESC will receive demerit points for all violations of the:
    - i) Constitution
      - (1) Minor Offences: 3 demerit points

(2) Moderate Offences: 5 demerit points

(3) Major Offences: 10 demerit points

ii) Bylaws

(1) Minor Offences: 5 demerit points

(2) Moderate Offences: 10 demerit points

(3) Major Offences: 15 demerit points

iii) Policies

(1) Minor Offences: 5 demerit points

(2) Moderate Offences: 10 demerit points

(3) Major Offences: 15 demerit points

d) The guidelines above govern the issuing of demerit point unless otherwise stipulated in the regulation in question (eg. elections specific demerit points);

2) Probation

a) Any member of the ESC shall be put on probation after accumulating 30 demerit points, and by a 2/3 vote of the EC;

b) Conditions of probation shall include:

i) Removal of voting privileges in council and in the EC;

ii) Upholding the expectations established by the EC at the time said probation was sanctioned;

iii) Upholding responsibilities as mandated by the Structural and Membership Bylaw;

iv) Upholding other responsibilities as mandated by this document;

(1) Length of probation shall be established by the EC at the time the probation is sanctioned;

(2) Minimum length of 2 weeks, maximum length of 2 months;

(a) A review shall take place with the EC and the probated member at the end of the probationary term to determine whether or not the agreed-upon expectations have been met;

3) Suspension

a) Any member of the ESC may be suspended with two-thirds vote of the EC;

b) A member shall only be suspended following a period of probation and failure to meet agreed-upon expectations (see probation);

- c) Suspended members are immediately removed from any positions and responsibilities they may hold on the ESC;

#### 4) Dismissals

- a) Any member of the ESC can be dismissed from council due to the following situations;
  - i) Failure to follow policies, bylaws, and constitutional guidelines of the ESC;
  - ii) Failure to fulfill constitutional duties;
  - iii) Breaking USC, ESC, UWO, Municipal, Provincial or Federal policies, bylaws and laws.
- b) Any member of the ESC may be dismissed with two-thirds vote of the EC;
- c) A member shall only be dismissed following a period of probation, and suspension;
- d) Upon dismissal, the dismissed member will be immediately removed from any position and responsibility they may hold on the ESC;
  - i) Email passwords will be immediately changed by the President or Vice President Academics
  - ii) Notice will be given to Faculty Advisors, portfolio members (in the case of Executive dismissal), and all members of the association through the publishing of a notice of dismissal.
- e) In the case that ESC Faculty Advisors suggest that a member should be removed from council, a meeting will take place with the President, Executives and Faculty Advisors to discuss the situation at hand
  - i) If the member suggested for dismissal is an Executive member, that member will not be party to the meeting;
  - ii) This meeting will include reasons for dismissal, options going forward, if the member is in need of assistance, and a vote amongst the Executive and Faculty Advisors.
    - (i) The vote must be unanimous;
    - (ii) Minutes from this meeting will be taken by the President or other Executive member and kept for a record of proceedings;

#### 5) Replacement of Suspended or Dismissed Officers

- a) With the exception of the EC, if a member of the ESC is removed from their position, then the EC shall appoint a member of The Association to fill the vacant position on the Council;
- b) With the exception of the President, if a member of the EC is removed from their position, then the council shall elect a member from the Council to fill the vacant position on the EC;

- c) If the President is removed from their position, then he/she shall be replaced by the Vice President of Academic Affairs.

## Article 2. Member Attendance Policy

### Section 1. Quorum

#### 1) Definition

- a) Quorum:
  - i) For regular meetings is 51%;
  - ii) For special meetings or meetings regarding amendments to the constitution, bylaws, and policies is 2/3;
- b) Councillors are the members of the ESC with voting privileges.

### Section 2. Executive Committee Attendance

#### 1) Policy

- a) Attendance at all Executive meetings is mandatory and expected for all elected executive members;
- b) Executive members must send their regrets to the President at least 24 hours before a meeting if they will not be in attendance i) Penalties: (1) For absences which are unforeseen, the executive member must provide the President with reason explaining the absence;
  - i) The first unexcused absence shall result in the issuing of a penalty of 5 demerit points (when regrets do not meet the attendance policies governing mandatory courses at the Faculty of Education);
  - ii) Each subsequent unexcused absence shall garner an increased penalty of  $(x + 5)$  demerit points, where  $x$  = the number of total absences;
  - iii) Failure to advise the President of an upcoming absence results in 5 demerit points being granted (see Council Professional Conduct Policy for proceeding penalties);
- c) EC members also have the option to Skype, Google Hangout or conference call into the meeting as long as notice is given to the speaker at least three (3) days prior to the meeting;
  - i) These alternative option may be utilized once per practicum session.

### Section 3. ESC Attendance



## 1) Policy

- a) Attendance at all Full Council meetings is mandatory for all councillors;
- b) Councillors must provide their regrets to the Speaker at least 24 hours before a meeting if they will not be in attendance;
  - i) Penalties
    - (1) After 4 ESC meetings missed by a Chairperson, they will be granted 15 demerit points;
    - (2) After 2 ESC meetings missed by an executive member, they will be granted 15 demerit points;
    - (3) Any subsequent absences by either party are subject to a probationary period;

## 2) Attendance by Proxy;

- a) Chairpersons may send a proxy who is a member of their corresponding committee;
- b) In the event that a committee member is unable to attend as a proxy, the chairperson may appoint as proxy a teacher candidate from the Faculty of Education undergraduate student body.

## Section 4. Attendance during Practicum

- 1) A first-year councillor shall be granted a pass on attendance for one ESC meeting (in a given academic year) scheduled during a practicum session, so that he/she may be absent without gaining demerit points;
  - a) This option is only possible during practicum sessions and cannot be used for any course session meetings;
- 2) A second-year councillor shall be granted a pass on attendance for a total of two ESC meetings (in a given academic year) scheduled during practicum or alternative placement sessions, so that he/she may be absent without gaining demerit points;
  - a) This option is only possible during practicum and alternative placement sessions and cannot be used for any course session meetings;
  - b) Second-year councillors also have the option to Skype, Google Hangout to conference call into the meeting as long as notice is given to the speaker at least three (3) days prior to the meeting.
    - i) This alternative option may be utilized once per practicum session.
- 3) In either situation, the councillor wishing to be granted a pass for practicum meeting attendance shall notify the Speaker and the President no less than 24 hours prior to the start of the meeting, or shall be issued demerit points according to the Article above.

## **Section 5. Extenuating Circumstances**

- 1) Councillors are expected to be present at ESC meetings in accordance with the attendance policies which governs mandatory courses at the Faculty of Education.

# Article 3. Professional Communications Policy

## Section 1. Media Usage

### 1) Gmail Accounts

- a) Each member of the EC will:
  - i) Manage an [.esc@gmail.com](mailto:.esc@gmail.com) email account;
  - ii) Read and respond to emails in their assigned account;
  - iii) Use their assigned account for all ESC-related business;
  - iv) Refer to and use the shared ESC calendars;
  - v) Maintain a database of position-relevant documents in the Google Drive;
    - (i) Each member using an assigned Gmail account agrees to:
      - (1) Abide by all regulations set in this policy;
      - (2) Abide by all regulations of professional conduct as expected by:
        - (a) The Faculty of Education;
        - (b) The University of Western Ontario (Western University);
        - (c) The Ontario College of Teachers;
        - (d) The Ontario Teachers Federation;
      - (3) Cooperate with ESC-mandated penalties for violations as outlined in the Council Professional Conduct Policy;

### 2) The LINK (USC)

- a) The executive members responsible for maintaining and updating event proposal details on the LINK shall agree to abide by all policies and best practices of the USC;
- b) The executive members not responsible for the LINK shall agree to provide adequate and detailed information to the above mentioned members in order that they may accurately complete their duties through the LINK;

### 3) Teacher Candidate Blog

- a) All advertising posted on the Teacher Candidate Blog must be approved by the Faculty of Education Preservice Program Manager;
- b) Only executive members may submit advertising to the Teacher Candidate Blog;
  - i) Advertising is sent by email to the Faculty of Education Preservice Program Manager;
  - ii) Images shall be attached as a JPEG;
  - iii) Lengthy word-processed attachments may be in PDF format

- iv) All posts submitted to the Teacher Candidate Blog are subject to the regulations in this policy and in all policies governing the Faculty of Education communications;
- 4) Facebook, Twitter, Instagram, and Other Social Media Platforms
- a) The ESC:
    - i) Shall update students via an ESC-managed Facebook "Page;"
      - (i) For Teacher privacy, the page will accept private messages, but not public wall posts
      - (ii) Only the President, VP Academics and VP Communications shall have access and manage any format of a Facebook "Group," including but not limited to closed groups, open groups, or @uwo.ca-access groups;
    - ii) Shall update and maintain the ESC-managed Facebook, Twitter, and Instagram account;
      - (i) These stipulations apply to other social media websites with similar structures;
- 5) Newsletter Blog
- a) The ESCargot Editor in consultation with the President and the Vice President of Communications, shall abide by the policies and best practices of this document and of the USC.

## **Section 2. USC Communications and Advertising Policies**

### **1) USC Advertising Materials Policy**

- a) "The USC considers freedom of expression to be an essential component of the University environment, but also recognizes that it is necessary to place certain limits on such freedoms in order to maintain a University environment that is safe, inclusive, and free from discrimination and harassment, as well as to ensure compliance with University policies and government regulations. This Policy will define what constitutes Advertising Materials and what is and is not acceptable content;"
- b) The ESC adopts and adheres to this USC Policy on Advertising Materials;

### **2) USCSocialMediaGuide**

- a) Although the ESC has individual policies, it is important to recognize that the ESC represents the USC and what it stands for through its actions;
- b) The ESC adopts and adheres to this USC Social Media Guide.

## **Section 3. Professionalism**

1) OCT Advisory: Use of Electronic Communication and Social Media

- a) Members of the ESC are required by professional expectations of the Faculty of Education to abide by the media advisories presented by the OCT.

2) Schools and School Board Policies

- a) Members of the ESC are required by professional expectations of the Faculty of Education to abide by the policies and procedures of each school board and school within which a member completes a practicum placement;
- b) Members of the ESC shall not post promotional material about ESC-related events, campaigns, committees, or fundraising in buildings which are property of a school or school board, by the authority of the Ontario Provincial Government.