



Faculty of Education Student Association

CONSTITUTION OF THE

FACULTY OF EDUCATION STUDENT ASSOCIATION
(FESA)

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Part 1: Definitions

- **“Annual General Meeting”** – A meeting of the general membership of an organization in which quorum is met.
- **“Clear Academic Standing”** – Students are required to maintain a minimum cumulative grade point average of 2.00 to remain in clear standing.
- **“Constitution”** – the Constitution of the Society which governs the affairs of said society.
- **“Emergency meeting”** – is a meeting which will be conducted in the event of a pressing situation which must immediately be addressed. Requirements for quorum can be waived in the event that the missing executive members provide consent and assign their votes as proxy to a present Executive. The Executive shall only conduct business regarding one pressing issue within such a meeting.
- **“Executive”** – the Executive of the Society as described in Article 4.
- **“Faculty”** – refers to a group of academic programs under a specific discipline at Ontario Tech University.
- **“Ontario Tech Student Union”** – non-profit organization led by students elected by the Ontario Tech student body. The Ontario Tech Student Union members include, but are not limited to, the President, the Vice President Downtown, the Vice President Student Affairs, the Vice President of Student Life, the Board of Directors, and the professional staff.
- **“Position Holder”** – holder of any position within the Faculty of Education Student Association
- **“Quorum”** – the minimum amount of the Association constituency required or to attend the General Meeting to make the proceedings valid; in the case of the Faculty of Education Student Association, this is 2% of Full-Time Students.
- **“Ratification”** – According to the Societies Policy, every Society, Sub-Society and Club is required to submit a ratification package before September 30 of each calendar year to maintain their status as an organization within the Ontario Tech Student Union.
- **“Referenda”** – a general vote by the Society’s student body on a question(s) that has been referred to them for a direct decision.

- **“Society”** – the Faculty of Education Student Association, the acronym of which is “FESA,” that is, the association whose membership consists of Society members which include the related clubs.
- **“Society Executives”** – refers to individuals who voluntarily help manage a Society. There can be several executive officer positions within a Society, each dealing with a specific facet of society management. To be eligible to hold a Society Executive position, individuals must be enrolled full-time in the Faculty their society represents and must be elected into their position via Society Elections.
- **“Society General Member”** – refers to individuals who voluntarily join and participate in Society affairs. Individuals must have participated in at least 20 hours of Society activities over the academic year to receive official recognition as a general member from Ontario Tech. To be eligible to participate as a general member, individuals must be enrolled full-time in the Faculty their society represents.
- **“Student Union Societies”** – refers to faculty based groups that are operated and managed by students. Each year, these students are elected into their executive positions by their peers. Societies exist to provide their membership with rewarding social, professional and educational opportunities. Each Society represents one Faculty and can consist of Sub-Societies. Societies represent all students in their membership equally.
- **“Term of Office”** – Association officials shall begin on the first day of May following the election of the new Executive and shall end on the last day of April the following calendar year;
- **“University”** – Ontario Tech University in Oshawa, Ontario

Part 2: Name, Head Office, and Status & Responsibilities

The official name of this organization is the Faculty of Education Student Association, hereinafter referred to as "FESA."

Part 3: Statement of Purposes

Section 3.01: Purpose

3.01.01 - The Association exists to promote the interests, well-being, and academic success of undergraduate students within The Faculty of Education at OntarioTech University.

Section 3.02: Function

3.02.01 - FESA is committed to a multifaceted approach that serves our students in various impactful ways. These key functions include:

- **Fostering Academic Excellence** - The Association is dedicated to enhancing the academic achievements and scholarly pursuits of undergraduate students within the faculty of education.
- **Enhancing Student Well-being** - The Association actively works to promote the mental, emotional, and physical well-being of students by organizing support programs and wellness initiatives.
- **Promoting Inclusivity and Diversity** - The Association is committed to creating an inclusive and diverse environment where all students feel respected, valued, and represented.
- **Cultivating Professional Development** - The Association facilitates opportunities for students to develop practical skills, gain insights into their chosen field, and prepare for their future careers.
- **Community Engagement** - The Association actively engages with the local community, fostering collaborations, partnerships, and initiatives that contribute positively to both students and society.
- **Advocating for Equity** - The Association champions fairness, equity, and justice for all students, striving to eliminate systemic barriers that hinder academic and personal growth.
- **Collaboration with Faculty** - The Association serves as a bridge between students and faculty members, fostering open communication and constructive collaboration.

Section 3.03: Mission Statement

3.03.01 - The Faculty of Education Students' Association represents the collective voice of the students. We strive to advocate for the needs of **all** students in an inclusive learning environment within our faculty, whether in-person or online, as a liaison between them and faculty members.

We recognize and acknowledge that all students bring unique and valuable perspectives, abilities, and lived experiences. All students deserve equitable treatment from one another and the faculty. We are mindful of the importance of building strong relationships with our community as it aligns with Ontario Tech's vision to nurture socially responsible educational leaders.

We acknowledge all diversity **and firmly stand against any bias, discrimination, and injustice** based on gender, disability, age, sexual orientation, gender expression, ethnicity, socioeconomic status, religion, race and culture.

Part 4: General Members

Section 4.01: Eligibility

4.01.01 - Membership in the Association is open to all currently enrolled full-time undergraduate students in good standing within the Faculty of Education at OntarioTech University.

Section 4.02: Rights and Responsibilities

4.02.01 - General members of the Society shall enjoy the following rights and privileges:

- The right to engage in Association activities, initiatives, and meetings.
- The responsibility to uphold the Association's values and objectives.
- Encouragement to contribute positively to the Association's endeavors and collaborate with fellow members.

- The right to partake in voting processes during the Joint Annual General Meeting (JAGM), thereby influencing decisions that guide the Association's trajectory.

Part 5: Executive Committee

5.01.01 - President

- The President shall be the spokesperson for the Society and serve as the official and primary liaison with all members and administration within the Faculty of Education;
- The President shall make plans to actualize the Association's goals and aspirations;
- The President shall supervise and direct the other Association Executive Members;
- The President shall be the Association's primary liaison with the Member Engagement Coordinator;
- The President shall be the chair of the Executive Committee and of all meetings of members;
- The President shall be responsible for organizing and coordinating elections and referenda within the Association;
- The President shall maintain contact with the OTSU's Education Board Director;
- The President shall attend all OTSU Society Presidents' Council meetings as hosted by the OTSU VP Student Life;
- The President shall collaborate with other student organizations and university bodies to foster positive relationships and promote the Association's interests;
- The President shall oversee the budget and financial matters of the Association in coordination with the Treasurer;
- The President shall address any issues, concerns, or grievances raised by Association members and work towards resolving them;
- The President shall support and encourage the professional and personal development of Association members;
- The President shall lead efforts to enhance membership engagement and participation in Association activities;
- The President shall advocate for the needs and interests of students within the Faculty of Education at institutional levels;

- The President shall uphold the constitution and bylaws of the Association and ensure that all operations adhere to its guiding principles;
- The President shall actively seek and consider feedback from members to improve the Association's functioning and effectiveness;
- The President shall foster a positive and inclusive organizational culture within the Association;
- The President shall adhere to ethical principles and demonstrate integrity in all aspects of their role;
- The President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.02 - Vice-President of Bachelor of Arts

- The Vice-President shall be the chair of the **Educational Studies Student Union (EdSSU)** and of all meetings of the Sub-Society members;
- The Vice-President shall actively collaborate with the President in strategizing and executing the Association's short-term and long-term goals;
- The Vice-President of the program opposite to that of the current President's program shall assume the role of President in case of the President's absence or unavailability. This transition ensures the continuity and seamless operation of the Association;
- In the event that the designated Vice-President is unable to fulfill this role, the responsibility shall pass to the next Vice-President in succession, ensuring a systematic approach to maintaining the Association's effectiveness during periods of leadership transition;
- The Vice-President shall work closely with the Executive Committee to contribute valuable insights and ideas for enhancing the overall functioning and effectiveness of the Association;
- The Vice-President shall actively engage with Active General Members, seeking their feedback, and addressing their concerns to foster a vibrant and inclusive membership community while maintaining the General BA Member roster;
- The Vice-President shall stay informed about the ongoing activities and initiatives within the Association and provide regular updates to the President and other executives;

- The Vice-President shall actively participate in Executive Committee meetings, offering constructive contributions to discussions, and supporting collective decision-making;
- The Vice-President shall adhere to all relevant policies, regulations, and guidelines established by the Ontario Tech Student Union, ensuring the Association's compliance with governing authorities;
- The Vice-President shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Vice-President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.03 - Vice-President of Bachelor of Education

- The Vice-President shall be the chair of the **Teacher Candidate Student Union (TCSU)** and of all meetings of the Sub-Society members;
- The Vice-President shall actively collaborate with the President in strategizing and executing the Association's short-term and long-term goals;
- The Vice-President of the program opposite to that of the current President's program shall assume the role of President in case of the President's absence or unavailability. This transition ensures the continuity and seamless operation of the Association;
- In the event that the designated Vice-President is unable to fulfill this role, the responsibility shall pass to the next Vice-President in succession, ensuring a systematic approach to maintaining the Association's effectiveness during periods of leadership transition;
- The Vice-President shall work closely with the Executive Committee to contribute valuable insights and ideas for enhancing the overall functioning and effectiveness of the Association;
- The Vice-President shall actively engage with Active General Members, seeking their feedback, and addressing their concerns to foster a vibrant and inclusive membership community while maintaining the General BEd Member roster;
- The Vice-President shall stay informed about the ongoing activities and initiatives within the Association and provide regular updates to the President and other executives;

- The Vice-President shall actively participate in Executive Committee meetings, offering constructive contributions to discussions, and supporting collective decision-making;
- The Vice-President shall adhere to all relevant policies, regulations, and guidelines established by the Ontario Tech Student Union, ensuring the Association's compliance with governing authorities;
- The Vice-President shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Vice-President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.04 - Treasurer

- The Treasurer shall assist the President and Vice President to ensure the financial success of the Society while remaining fiscally responsible;
- The Treasurer shall ensure all financial documentation and forms are submitted to the Ontario Tech Student Union in a timely fashion with approval from the President or their assigned designate; this includes but not limited to the Reimbursement of Funds form;
- The Treasurer shall ensure compliance with all financial policies, regulations, and guidelines set forth by the Ontario Tech Student Union or other governing bodies;
- The Treasurer shall work closely with the President and Vice President in the preparation and presentation of the Society's yearly budget as well as any other relevant financial reports;
- The Treasurer shall propose fundraising or sponsorship plans, as needed;
- The Treasurer shall maintain accounts of all expenditures, revenue, and other transactions incurred within the Society;
- The Treasurer shall be responsible for preparing and operating the budget for each event;

- The Treasurer shall work diligently to maintain accurate and up-to-date financial records, providing transparency and accountability to the Ontario Tech Student Union, Association's members and key stakeholders;
- The Treasurer shall serve as a point of contact for any financial queries or concerns raised by the Association's members, providing clear and accurate information;
- The Treasurer shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Treasurer shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.05 - Secretary

- The Secretary shall be responsible for managing and maintaining documentation of the meeting minutes;
- The Secretary shall schedule and provide notice for Meetings of Executives;
- The Secretary shall be responsible for filing event forms;
- The Secretary shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee;
- The Secretary shall diligently record accurate and comprehensive meeting minutes, ensuring that all important discussions, decisions, and action items are documented;
- The Secretary shall collaborate with the Executive Committee to establish a meeting schedule that accommodates the availability of all members and ensures efficient communication and decision-making;
- The Secretary shall provide timely and effective notice of upcoming Meetings of Executives, including the distribution of agendas and relevant materials;
- The Secretary shall maintain an organized and accessible archive of past meeting minutes and related documents for reference and future use;

- The Secretary shall support the Executive Committee in coordinating logistics and administrative tasks related to events and meetings;
- The Secretary shall facilitate effective communication among Executive Committee members, relaying important information and updates as needed;
- The Secretary shall assist in the preparation and distribution of official communications and announcements to the Association's members;
- The Secretary shall handle incoming and outgoing correspondence on behalf of the Executive Committee, maintaining professionalism and confidentiality in all communications;
- The Secretary shall actively contribute to the development and improvement of administrative processes and procedures within the Association;
- The Secretary shall stay informed about the Association's constitution, bylaws, and policies, ensuring adherence to governing rules and regulations;
- The Secretary shall demonstrate strong attention to detail and organizational skills to efficiently manage administrative tasks and maintain accurate records;
- The Secretary shall collaborate with the Treasurer to track and manage the Association's budget, ensuring financial transparency and responsibility;
- The Secretary shall serve as a reliable point of contact for members seeking information, guidance, or assistance related to the Association's activities;
- The Secretary shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Secretary shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.06 - Equity & Policy Advisor

- The Equity Advisor shall lead efforts to advocate for equity, diversity, and inclusivity within the Association and the faculty of education;
- The Equity Advisor shall provide input and recommendations to ensure that the Association's policies, initiatives, and decisions promote a diverse and inclusive environment;

- The Equity Advisor shall regularly evaluating the Association's practices to identify areas for equity improvement;
- The Equity Advisor shall be a member of the Faculty of Education IDEA (Inclusion, Diversity, Equity & Accessibility) Committee;
- The Equity Advisor shall take the initiative in organizing workshops and events related to equity, diversity, and inclusivity. These events aim to educate, engage, and raise awareness within the Faculty of Education;
- The Equity Advisor shall actively serve as the liaison between the Association and the faculty's administration on matters related to equity, diversity, and inclusivity. This role involves facilitating communication, addressing concerns, and advocating for equitable practices within the faculty;
- The Equity Advisor shall work collaboratively with the Executive Committee, members, and faculty to promote equity, diversity, and inclusivity. This role involves actively engaging in efforts that align with these values, fostering partnerships that amplify the impact of these initiatives;
- The Equity Advisor shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Equity Advisor shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.07 - Event Coordinator

- The Event Coordinator shall lead the planning, coordination, and successful execution of events organized by the Association. This includes but is not limited to workshops, seminars, social gatherings, and other relevant activities;
- The Event Coordinator shall work in coordination with volunteers from both the FESA Executives and General Membership, ensuring their active involvement in assisting with the events;
- The Event Coordinator shall work to engage Association members by creating diverse and appealing event offerings that cater to their interests and needs;

- The Event Coordinator shall manage logistical aspects of events, such as venue booking, scheduling, equipment procurement, and attendee registration;
- The Event Coordinator shall be responsible for filing event forms for events;
- The Event Coordinator shall work in conjunction with the Philanthropy Representative to ensure that events seamlessly integrate philanthropic aspects, contributing to community outreach and fundraising initiatives;
- The Event Coordinator shall adhere to timelines for event planning, promotion, and execution, ensuring events are well-prepared and delivered punctually;
- The Event Coordinator shall collaborate with the Social Media Representative to develop captivating social media content and effectively promote events through various digital platforms;
- The Event Coordinator shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Event Coordinator shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.08 - Philanthropy Representative

- The Philanthropy Representative shall Lead efforts to identify, research, and select charitable causes aligned with the Association's values and mission, with a focus on supporting schools, the community, and related educational initiatives;
- The Philanthropy Representative shall lead community outreach and fundraising activities specifically tailored to benefit schools, the local community, and other educational endeavors;
- The Philanthropy Representative shall Collaborate closely with the Event Coordinator to seamlessly integrate philanthropic aspects into events and initiatives, enhancing community impact while aligning with the educational focus;
- The Philanthropy Representative shall be responsible for filing event forms related to philanthropic activities;
- The Philanthropy Representative shall partner with the Social Media Representative to create compelling social media content that effectively promotes community outreach and fundraising efforts across digital platforms;

- The Philanthropy Representative shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Philanthropy Representative shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

5.01.09 - Social Media Representative

- The Social Media Representative shall create engaging and visually appealing content for the Association's social media platforms, ensuring alignment with the Association's mission and values;
- The Social Media Representative shall manage and maintain the Association's social media accounts, including posting regular updates, responding to comments, and fostering online engagement;
- The Social Media Representative shall collaborate with the Event Coordinator and Philanthropy Representative to effectively promote events, community outreach, and fundraising initiatives across digital platforms;
- The Social Media Representative shall develop a content schedule to ensure consistent and strategic posting of content that reflects the Association's activities and interests;
- The Social Media Representative shall use accessibility features such as closed captioning, alt text for images, and other accommodations to ensure that the Association's social media content is accessible to all;
- The Social Media Representative shall work closely with other Executive Committee members to align social media content with the Association's overarching goals and objectives;
- The Social Media Representative shall collaborate with other representatives to spotlight educational content, workshops, and resources, fostering an informed and engaged community;

- The Social Media Representative shall ensure a consistent visual identity and branding aligned with Ontario Tech University across all social media platforms to enhance recognition and engagement;
- The Social Media Representative shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Social Media Representative shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

Part 6: Sub-Societies

Section 06.01: Recognized Clubs under FESA

06.01.01 - These recognized clubs operate under the umbrella of FESA and contribute to enhancing the academic, social, and professional experiences of students in their respective programs:

1. **Teacher Candidate Student Union (TCSU):** Dedicated to fostering a sense of community and providing opportunities for enrichment among teacher candidates in the Bachelor of Education program within the Association.
2. **Educational Studies Student Union (EdSSU):** Committed to facilitating engagement, knowledge-sharing, and networking among students pursuing the Bachelor of Arts in Educational Studies program within the Association.

Section 06.02: Recognized Club Classification

06.02.01 - Recognized Clubs should represent or provide service to a subset of students within the faculty or its related programs. The Executive Team shall vote to determine if a club can be recognized under FESA. Interested clubs shall submit an application detailing their reasons for seeking Membership.

Section 06.03: Membership Application Process

- Clubs seeking Membership shall present an application outlining their purpose and relevance to the faculty or its related programs;
- Each club must host at least one free event for general members each semester;
- Funding Disclosure: Clubs must transparently disclose any outside sponsorships or funding obtained from organizations outside the school.

Section 06.04: Funding Allocation and Conditions

- Funding Amount: Clubs will propose the amount of funding they require for the school year. FESA Executive Team will review these proposals, and after the FESA assembly reviews the presentations, a funding decision will be made;
- Conflict of Interest: FESA assembly members who are executives of a FESA Sub-Society seeking funding will not have voting power in funding decisions for their respective Sub-Society;
- Trial Fund for New Clubs: New clubs must present their case for Membership. Upon approval, a determined amount, subject to the discretion of the FESA Assembly, will be granted.

Section 06.05: Conditions for Funding Reception

06.05.01 - To receive funding from FESA, Sub-Societies must:

- Collaborate on joint events with FESA during the school year;
- Attend monthly FESA Executive Meetings;
- Display the FESA logo on all promotions for Sub-Society events funded by FESA and/or utilizing FESA assets;
- Participate in the Joint Annual General Meeting (JAGM) where Sub-Societies present their goals and funding utilization plans.

Section 06.06: Overall Contract

06.06.01 - A contract shall be prepared by the Executive team to ensure adherence to FESA's constitution. The contract shall involve signatures from FESA President or Co-Presidents, Vice-President of Bachelor of Arts, Vice-President of Bachelor of

Education, Treasurer, Secretary, along with the Sub-Society's President and Treasurer. This contract will outline the agreed funding amount and its utilization. A form link will be provided to each club for completion after determining the funding required at the start of the school year and post-Joint Annual General Meeting.

Part 7: Meetings

Section 07.01: Meetings of Executives

- FESA Executive meetings shall be conducted on a monthly basis at minimum;
- Adequate notice for these meetings must be communicated to all Executives at least 24 hours before the scheduled meeting time. This notice can be transmitted through email, telephone, or in-person communication;
- A quorum, signifying the minimum attendance required to make decisions, is achieved when a simple majority (more than half) of Executives are present;
- The role of Chair during Meetings of Executives is generally assumed by the President;
- Decisions at Meetings of Executives can be reached through general consent unless otherwise stated;
- Should any Executive in attendance request it, a topic can be debated using parliamentary procedure and subsequently put to a vote;
- Proposed motions subject to voting must secure approval from a simple majority (more than half) of Executives in attendance and must be documented in written form;
- As required, any of the Executives may take on the responsibility of recording meeting minutes.

Part 8: Elections

Section 08.01: The Elections Process

- Annual General Elections in October shall encompass all Executive positions.
- For Executive positions, the General Elections will take place yearly in October, with the newly elected Executives assuming their roles on December 31 of the same year.

- Overseeing the election process falls under the purview of the FESA Executive Committee, entrusted with maintaining its integrity, fairness, and transparency.
- A comprehensive election timeline shall be established and communicated well in advance, outlining distinct phases like nomination, campaigning, and voting, to all members.
- Aspiring candidates for Executive positions must formally declare their candidacies during the designated nomination period, accompanied by a statement outlining their qualifications and role aspirations.
- Employing electronic means, the voting procedure will occur, allowing eligible members to cast their ballots within the specified timeframe.
- At the culmination of the voting phase, the Executive Committee will promptly tally the votes and unveil the election outcomes, ensuring transparency and timely dissemination of information.

Section 08.02: Transition of Leaving Executives

- Outgoing executives shall compile a comprehensive transition document outlining their roles, responsibilities, ongoing projects, and critical information relevant to their respective positions;
- The transition document shall be submitted to the incoming executives and the FESA Executive Committee prior to the conclusion of the outgoing executives' term;
- The Executive Committee shall facilitate a formal transition meeting between outgoing and incoming executives, providing an opportunity for knowledge transfer and clarification of any inquiries;
- The transition document shall be archived as a valuable resource to ensure the seamless continuity of Association operations and the preservation of institutional knowledge

Part 9: Vacancies

- Provided a quorum of Executives remains, vacancies may be filled by appointment by the Executive Committee if the next election is more than 60 days away;

- All Active General Members shall be notified of the vacancy and have the opportunity to submit their name for consideration;
- If a quorum of Executives is not remaining, a by-election shall be promptly held to fill all vacancies;
- If no executives remain, the Active General Membership shall organize the by-election;
- In the event that the President needs to temporarily step away from their position, the Vice-President from the opposite program than the current President will assume the role on an interim basis. This ensures the continued functioning and stability of the Association during the President's absence.

Part 10: Amendments to the Constitution

10.01.01 - Amendments to the Constitution shall be called and conducted in according with the following stipulations:

1. General
 - a. The Constitution can be amended only through:
 - i. A vote at an Joint Annual General Meeting (JAGM)
2. Procedures
 - a. Call for Amendment: An amendment to the Constitution may be proposed by any full-time student of the Education Faculty at the Education Joint Annual General Meeting (JAGM)
 - b. Voting:
 - i. The amendment will be enacted provided that the amendment is supported by a positive vote of half plus one of the total votes cast. For the purpose of Constitutional amendments, quorum at an Joint Annual General Meeting (JAGM) must be a minimum of fifteen (15) members. At least ten (10) of those members must not be Society Executives. Proxy votes will not be accepted for an amendment.