

Constitution Bachelor of Education Students'
Association at the Ontario Tech University

Revision History This constitution was adopted in totality on
Monday, November 7, 2016.

Amended and adopted as such, unanimously, at BESA 2019 AGM: November
11, 2019.

Preamble We, the Bachelor of Education students at OntarioTech University, recognizing the need for greater student involvement and representation in the Faculty of Education, form the Bachelor of Education Students' Association to illustrate our commitment to a democratic and responsible student government. This government commits to providing opportunities for all of its members to participate in organizing and implementing social events, activities, and other initiatives in keeping with the educational, philanthropic and socialization purpose of the Bachelor of Education professional development program at OTU. To these ends, the members of the OTU Faculty of Education, which include the students, faculty, alumni, and staff, may participate. The Bachelor of Education Students' Association is responsible and accountable to all members, and shall provide a forum for each member of the community to have an equal opportunity to express their views and be heard. The following are actions that this organization is responsible for:

1. To organize students on a democratic, cooperative basis for advancing students' interests, and advancing the interests of the student community as a whole;
2. To provide a common forum within which students can communicate, exchange information, and share expertise, skills and ideas;
3. To bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
4. To facilitate cooperation among students in organizing services, which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society; and
5. To foster a healthy relationship of contribution to our partner organizations and wider community.

Article 1: Name, Head Office, and Status & Responsibilities

1. Name The official name of this organization is "OTU Bachelor of Education Students' Association", hereinafter referred to as "the Association".

2. Head Office The head office of the Association will be in the City of Oshawa, in the Province of Ontario, and at such locations as may be determined from time to time by the Executive team.

Article 2: Statement of Purposes

The Association exists to perform the following functions: 1. To further the goals of the Bachelor of Education students, as outlined in the Preamble; and 2. To represent, promote and defend the common interests of undergraduate students at OntarioTech University; and 3. To represent Bachelor of Education students at the administrative level of decision-making and to do so by speaking on their behalf with one united voice.

Article 3: General Members All Bachelor of Education students are automatically granted General Membership upon enrollment.

Article 4: Executive Committee The collective of Club Executives shall be the Executive Committee.

• President

- The President shall be the official Association spokesperson
- The President shall make plans to actualize the Association's goals and aspirations
- The President shall supervise and direct the other Executives
- The President shall be the Association's primary liaison with the Campus Clubs Coordinator
- The President shall be the Association's primary liaison with the Faculty of Education administration
- The President shall be the chair of the Executive Committee and of all meetings of members
- The President shall schedule elections and referenda
- The President shall attend TELC meetings
- The President shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee.

• Vice President

- The Vice-President shall assist the President in implementing the Association's initiatives
- The Vice-President shall be responsible for managing the Active General Member roster
- The Vice-President shall assume any duty of the President in his or her absence or inability
- The Vice-President shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee.

- **Treasurer**

- The Treasurer shall be responsible for managing and maintaining documentation of the Association's funds and finances
- The Treasurer shall be responsible for filing Release of Funds and other finance instruments
- The Treasurer shall be responsible for proposing fundraising or sponsorship plans, as needed
- The Treasurer shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee

- **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

- **Philanthropy Representative**

- The Philanthropy Representative shall establish philanthropic vision for the cohort, setting fundraising targets for the year.
- The Philanthropy Representative shall, in concert with Social Representative, coordinate the philanthropic component of events.
- The Philanthropy Representative shall file event forms.

- The Philanthropy Representative shall engage in other duties that may be deemed appropriate to the position by the Executive Committee.

- **Social Representative**

- The Social Representative shall plan and coordinate social events for the benefit of B.Ed students.
- The Social Representative shall coordinate volunteers, drawn from BESA Board and General Membership, to assist with events.
- The Social Representative shall manage BESA's Social Media channels.
- The Social Representative shall file event forms in tandem with the Philanthropy Representative.
- The Social Representative shall engage in other duties that may be deemed appropriate to the position by the Executive Committee.

Article 5: The BESA Board The BESA Board shall consist of the above-mentioned executive positions, as well as the following additional positions:

- **OSSTF Representative**

- An I/S B.Ed student doing their practicum in a public board.
- Promote OSSTF Incentives for Pre-Service Teachers (ie. scholarships)
- Attend OSSTF Conference (when possible)
- Attend TELC Meetings
- Introduce & Thank OSSTF members when they visit our faculty
- Contribute wherever needed

- **OECTA Representative**

- A B.Ed student doing their practicum in a catholic board.
- Promote OECTA Incentives for Pre-Service Teachers (ie. scholarships)
- Attend OECTA Conference (when

- possible)
- Attend TELC Meetings
- Introduce & Thank OECTA members when they visit our faculty
- Contribute wherever needed

- **ETFO Representative**
 - A P/J B.Ed student doing their practicum in a public board
 - Promote ETFO Incentives for Pre-Service Teachers (ie. scholarships)
 - Attend ETFO Conference (when possible)
 - Attend TELC Meetings
 - Introduce & Thank ETFO members when they visit our faculty
 - Contribute wherever needed

- **Faculty Council Representative**
 - Attend Faculty Council Meetings
 - Act as a Liaison between BESA Board, B.Ed Students & Faculty
 - Update BESA Board on Faculty and OTU happenings that are directly relevant to students Contribute wherever needed.

- **Section Representatives (one or two per Foundations section)**
 - Role: act as liaison between BESA Board and B.Ed Students sharing information of upcoming events and initiatives by BESA.
 - Provide support during events and initiatives for B.Ed Students

Each of the above positions shall have Year 1 and Year 2 representatives.

Article 6:

Meetings

Article 6a: Meetings of Executives

- The BESA Executive shall meet at a frequency of no less than once a month.
- Notice for these meetings shall be given to all Executives no fewer than 24 hours before the scheduled meeting time.
- Notice may be given by email, telephone, or in-person.
- Quorum for Meetings of Executives shall be a simple majority (more than half) of Executives.
- The Chair of meetings of Executives shall normally be the President.
- Decisions at Meetings of Executives may be made through general consent.
- If any Executive in attendance so requests, a topic may be debated according to parliamentary procedure and put to a vote.
- Motions voted upon are to be passed by a simple majority (more than half) of Executives in attendance, and are to be recorded in writing.
- Meeting recorders shall be any of the Executives, and this duty shall be performed by each of the Executives from time to time, as the need arises.

Article 6b: Meetings of the BESA Board

- The BESA Board shall meet at a frequency of no less than twice per semester (excluding Semester 3 of the B.Ed program, as it is an online semester).
- Notice for these meetings shall be given to all Board members no fewer than 24 hours before the scheduled meeting time.
- Notice may be given by email, telephone, or in-person.
- Quorum for Meetings of the BESA Board shall be a simple majority (more than half) of Executives, as well as a minimum of four additional Board members.
- The Chair of meetings of the BESA Board shall normally be the President.

- Decisions at Meetings of the BESA Board may be made through general consent.
- If any Board member in attendance so requests, a topic may be debated according to parliamentary procedure and put to a vote.

Article 7: General Elections

There shall be General Elections in October for all Executive and Board positions. Only Year 1 General Members may run or may vote.

Article 7a: Executive Terms

Elected Year-1 Executives will be known as "*Position*"-Elect (example, President-Elect, Treasurer-Elect) from the time of their election, until the beginning of the second semester of the program, at which time they will become full Executive members. If a full Executive position is vacant, the Year-1 Executive-elect's term may begin immediately.

An Executive's term shall commence on the first day of their second semester in the program, and conclude on the December 31st following completion of their fourth semester in the program.

Article 7b: Board Member Terms

As for members of the BESA Board, their terms shall commence immediately upon their election, and run through until the December 31st following completion of their fourth semester in the program.

Article 8: 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.
- Only Year 1 General Members may run or vote in such a by-election.
- If no executives remain, the Active General Membership shall organize the by-election.

Article 9: Amendments to this Constitution

- The Executive Committee may amend this constitution by resolution at a Meeting of Executives.
- Amendments passed by the Executive committee must be approved by the Campus Clubs Coordinator, at which point they come into effect.
- Such amendments must be ratified at the next Member's meeting, or they become immediately invalid.
- The Active General Members may amend this constitution by valid motion by at any the Annual General Meeting. Such amendments must be approved by the Campus Clubs Coordinator, at which time they come into effect.
- No amendment shall be valid if it results in the disciplining or removal of an Executive from their office.