

**Constitution of the Education Executive at
St. Francis Xavier University
February 28, 2010
(Updated October 19th, 2011)**

The name of the organization is St. Francis Xavier University Education Executive, referred to throughout as “Education Executive.” The group being represented by this Executive is referred to as the StFX pre-service teachers. The Faculty of Education is referred to as the Faculty.

Once the constitution is implemented, desired changes to this document may be presented to the Education Executive by means of a motion. A motion may be brought forward by a member of the Executive, or by any student in the Bachelor of Education Program. In order for this motion to move forward with further investigation, the Education Executive must approve the presented motion by a 2/3 majority vote. If the motion for change is agreed upon by the Executive, the entire education student body must be given notice of the change in the document via public forum or medium. The motion for change is then given a one-month timeline before the change can take place to allow for the Education Executive and StFX pre-service teachers to investigate, provide feedback, or oppose the change before it becomes finalized. If there is no opposition to the motion for change, the change shall take place, and the constitution shall be amended as proposed.

1. Fundamental Ethical and Professional Principles which frame this Constitution

- 1.1 A shared belief held in this Constitution, is that both Education Faculty and StFX pre-service teachers see the Education Executive as a way to advance and protect the collective professional development and welfare interests of StFX pre-service teachers.
- 1.2 The collective professional development and welfare interests of pre-service teachers are pursued by engaging in collective dialogue between the Faculty and the Education Executive.
- 1.3 The Education Executive is meant to address and promote the fundamental principles of professional collegiality and community with Faculty members and in-service teachers, through mutual respect, equity, and fairness.
- 1.4 The Executive also recognizes that all members of the Faculty and all pre-service teachers are bound by their own set of academic and professional regulations. Therefore, not all matters related to student’s needs may be addressed through the Education Executive—recognizing operational limits. In some cases, in order to protect the individual privacy and confidentiality of individual pre-service teachers, it may be necessary for students to individually approach the Chair of the Bachelor of Education program, individual Faculty members, or other university officers to address academic or Community Code matters, as there are specific regulations, codes and policies governing academic and social matters.

2. The Education Executive mission

- 2.1 To secure and defend the *fundamental rights of students* as laid out in the University Community Code, the university academic regulations, and the Nova Scotia Teachers Union Code of Ethics.
- 2.2 To represent and promote the *pre-service teacher welfare and professional development needs* of all pre-service teachers in the two-year B.Ed program at St. F.X.
- 2.3 To provide a *collective voice* for pre-service teachers to foster a student community through various activities.
- 2.4 To support pre-service teacher *involvement in the Universities decision-making* structures with a goal of promoting equitable opportunities.
- 2.5 To promote *democratization of pre-service teacher education* through collective and individual participation of the members of the Executive.
- 2.6 To develop and maintain *good professional, collegial relationships and partnerships* with all Faculty members and other employees of the department.

3. Responsibilities of the Education Executive

- 3.1 To act as the recognized means of communication between the members of the executive and the administration of the Faculty of Education.
- 3.2 To provide and manage social, recreational, and commercial services for members of the Education program.
- 3.3 To promote the unity of the Faculty of Education pre-service teachers through society events.

4. The Education Executive shall consist of the following executive officers. The described roles in brief are as follows:

President: Will facilitate and provide general leadership for all matters of the Executive, will convene at least two meetings of the education executive forum annually, will attend B.Ed. meetings as the Education Executive representative (as scheduled by the Chair), will be the direct link between the Executive and the Chair of the Bachelor of Education program. The president will serve on the Committee of Professional Studies under the direction of the Dean of the Faculty of Education.

Vice-President: Will act as the vice-chair and will coordinate some or all of the areas below as determined with the President. Vice President is also responsible for the planning of the X-ring celebration and graduation ceremony.

Secretary: Will provide records of minutes of executive business, e-mail out the agenda (prepared by chair with help from president) and publicize events.

Treasurer: Will keep books and records of Executive spending, be responsible for reimbursements, will advise on the budget, and expenses and will head fundraisers.

Union Representative: Will act as the liaison between the StFX Students' Union and pre-service teachers in the Faculty of Education. Required to attend Student Union councilor training in late August, and early September (as scheduled by the Student Union). Will sit on the Student Union council as an education councilor, responsible for representing education student (pre-service teachers) constituents on matters discussed at council meetings. Sit on a minimum of two other committees to be determined by Student Union Chair, as well as sitting on hiring committees for the union and working polling stations. Must hold office hours at Bloomfield, 1hr bi-weekly.

Professional Development Co-Representatives: Will liaise with the B.Ed Chair and program manager to advance student professional development (PD) events. Responsible for finding presenters, organizing sessions and will attend to student sign-up and attendance. Responsible for heading thank-you gifts for presenters and with the B.Ed program manager, ensure recognition certificates are given to students for attending personal development sessions. Gather feedback from students attending PD and record feedback; reflect on possible suggestions for next year's executive. Will co-manage the PD budget established from the Student fee in consultation with the Treasurer.

Yearbook Co-Representatives: To oversee the committee responsible for developing the yearbook and maintaining an active bulletin board representation of current events. If no paper yearbook exists, responsible for creating an adequate representation of the diverse student body via webpage, bulletin board or other appropriate media. Responsible for collecting and censoring photos from student body, and representing and prioritizing this wide array of events capturing pre-service teachers.

Intramural Co-Representatives: Will facilitate pre-service teachers participation in the established St. F.X intramural program and promote additional intramural activities amongst pre-service teachers in the B.Ed program at St. FX.

Social Events Co-Representatives: Will liaise with the B.Ed program manager related to the coordination of the final formal. Will organize events designed to bring year 1 and 2 education students together at a variety of venues for a variety of events. These events should be planned so all students (Ex: diverse cultural and socioeconomic backgrounds, parents, travelers) feel included.

Representatives from the Principles and Practices sections: Will be elected to serve as a communication link and will represent the interests of their particular year to the executive. Two students will be elected from each class to serve in this capacity.

- 4.1 All members of the Executive are expected to attend as many scheduled social events as possible, and arrive on time to said events. Members should also strive to be exemplars within the program by being approachable and inclusive to all students, and make time to listen to pre-service teacher needs.

- 4.2 The Chair of the Executive meetings shall be determined the Executive. This decision should balance individuals who feel they have the confidence and have enough background experience or knowledge, situated with a comfort with Roberts Rules to regularly chair scheduled meetings. Fulfillment of the position must be agreed upon by the Executive.

5. Role of the Executive

- 5.1 The Executive will meet regularly, once weekly OR bi-weekly to discuss and plan ways to advance the general mission of the Education Executive as outlined above. The Executive will take direction from the student membership and report back to the membership on the progress of these matters in a timely fashion.
- 5.2 It is expected that Executive members attend all meetings. If members cannot attend a meeting for a valid reason, the member is required to let the Secretary and Chair know at least a day in advance. If a member misses three meetings without a valid excuse, the member may be removed from the Executive. If a member misses more than 50% of the meetings, the member may be asked to step down.
- 5.3 If an Executive member is not fulfilling their duties, as determined by the constitution, and as discussed by Executive members, the member who is neglecting their duties will be given a verbal warning by the Chair of the Bachelor of Education program. The second offence will result in a written warning by the Chair of the Bachelor of Education program. If a written warning is received, the member must defend their Executive position by demonstrating the steps the member has taken to correct the issue. If the problem continues, the member may be impeached if the Executive votes in favor by a 2/3 majority.
- 5.4 Hand over packages: Every position within the Executive is required to keep documentation of their duties, their successes, frustrations, and progress over the year and any feedback or suggestions will be included in the package to improve the performance of the portfolio the following year. This handover package will be presented to the incoming executive at a year-end transition meeting.

6. Elections

- 6.1 With the exception of the year-one representatives, which will be elected in September of year one, all other Executive members will be elected by March 1st of year two from the incoming year two membership. Newly elected members will take office May 4th of each year.
- 6.2 If there is a tie for any position, there must be a run-off vote within a week from the results. Each candidate will be allowed two minutes to speak directly before the vote. If there is another tie, the decision will be made by the Chair of the Bachelor of Education program by flipping a coin, once.
- 6.3 Co-representatives (Professional Development, Social, Intramural, Yearbook) must run in pairs.

- 6.4 Any candidate running uncontested must have a yes or no selection on the ballot. If the majority of the student body votes “no” to the candidate, the position will be re-opened for nominations.
- 6.5 All Education students, regardless of their year of study, have the right to vote in the Education Student Executive elections.

7. The Education Executive shall have an Academic Liaison

- 7.1 The Chair of the Bachelor of Education (B.Ed program) or his/her designate will meet with the Education Executive on a regular basis.
- 7.2 The purpose of these meetings is to share information, and to engage in dialogue, related to matters that pre-service teachers or the Faculty in the Department of Teacher Education. While not meant to be an exhaustive list, the following general areas are typical areas of common concern that may form the basis of this professional collegial dialogue:
- Professional Development Days: Scheduling of and choosing of appropriate events
 - Education Executive events that need Departmental infrastructure support
 - Clarity or resolution about general academic procedures, practices, or regulation that may have come to the attention of the Education Executive from pre-service teachers.
- The following is not an exhaustive list:
- a. Timetable suggestions
 - b. Elective areas
 - c. Scheduling of academic and professional events
 - d. Academic regulatory practices that may be deemed in need of changing
 - e. Developing program changes that may be identified through regular formal or informal program evaluation procedures or Education Executive Forum General meetings
 - f. Matters related to the interpretation of Field Procedures and policies
 - g. Budgetary allocations related to the student fee and any other financial matters deemed appropriate

8. Control and Disbursement of Student Fee Funds:

- 8.1 The control and disbursement of funds allotted to the Education Executive will be co-determined with the Education Executive, the Chair of the Bachelor of Education program, and the B.Ed Program Manager.
- 8.2 In order for a student to get funding for PD or conference opportunities from the Education Executive, the Executive is in need of the following:
- The individual must write a formal request to the Executive stating why and how this PD day would not only help them as a professional, but also the student body as a whole.
 - Within the formal write up, they must include a formal budget breakdown of their conference fees, travel, and overall costs for the PD opportunity. Furthermore, they must note any additional funding they may have already received.
 - Students should be prepared to present to the student body what they have learned.

- 8.3 There will be a cap of \$100 for each individual with a cap of \$500 each semester. If \$500 is not spent, the money will be carried over to the following semester. If the money is not spent in the second semester, people who didn't receive money requested in the first semester are invited to reapply for additional funding.
- 8.4 Our yearly donations as an executive to various charities or responses to pre-service teacher program needs will not exceed \$1000. Funding is subject to change depending on the allotted budget amounts each year—determined by the Treasurer in consultation with the Chair of the Bachelor of Education program and the B.Ed manager. A donation must be requested in writing, stating reasons why the money is needed and how the individual would benefit from the money. The donation request will be voted on by the Executive.

9. Education Committee

- 9.1 An education committee may be created as a supplement to the Education Executive. This committee will consist of any interested delegate who ran for an executive position and was not successfully elected, as well as any interested student in the Bachelor of Education Program.
- 9.2 The role of this committee will be to act as an additional link from the various classes and demographics they represent to the Education Executive. The committee is an additional wealth of knowledge, ideas, and feedback—a reliable professional voice. The committee can volunteer for events or be delegated duties, which help meet the Education Executive mission.
- 9.3 The committee will meet at their discretion and will have two elected representatives. The leaders will be elected by having the committee members vote.
- 9.4 The two representatives may attend the Education Executive meetings to act as a liaison between the committee and the executive.
- 9.5 The President of the Education Executive will be in charge of overseeing this committee and will meet with the committee upon its development to outline specific duties and mission statements