



Updated: April 30, 2021

## **Bylaw 9: Transition**

L'Association Étudiante du Collège Glendon  
Glendon College Student Union

*L'association Étudiante Collège Glendon | Glendon College Student Union*

LOCAL 93 - CANADIAN FEDERATION OF STUDENTS

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

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## **1. Transition Timelines**

- I. For all elected positions the transition process is to begin immediately after election results are ratified by the Council.
- II. For all hired positions the transition process is to begin immediately after they are ratified by the Council.
- III. The Overall Transition Meeting will take place during the last two weeks of April.

## **2. Executive Transitions**

- I. Executive Transitions will consist of a total of 12 hours divided between one Front Office Shadow Shift (3 hours or one office hour shift), three Back Office Shadow Shifts (9 hours or three office hour shifts) and the Overall Transition Meeting.
- II. The Front Office Shadow will be focused on general office procedures in terms of day-to-day operations.
- III. The Back Office Shadows will consist of:
  - i. A constitutional mandate review
  - ii. A term-by-term review
  - iii. A review of recommendations for the role going forward
  - iv. A year plan draft exercise by incoming Council and review from outgoing Council

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- v. An introduction to your email and Google Drive
- vi. An introduction to your transition binder for any guidance they may need going forward
- vii. Any other relevant programming

### **3. Director and First Year Representative Transitions**

- I. Director and First Year Representative Transitions will consist of a total of 6 hours divided between one Front Office Shadow Shift (3 hours or one office hour shift), one Back Office Shadow Shift (3 hours or one office hour shift) and the Overall Transition Meeting.
- II. The Front Office Shadow will be focused on general office procedures in terms of day-to-day operations.
- III. The Back Office Shadow will consist of:
  - i. A constitutional mandate review
  - ii. A review of recommendations for the role going forward
  - iii. An introduction to your email and Google Drive

### **4. Hired Position Transitions**

- I. All executive officers will follow the procedures outlined for Executive Transitions.

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- II. All other hired positions transitions, exclusive of the Orientation Chairpersons, will consist of a total of 6 hours divided between one Front Office Shadow (3 hours or one office hour shift), one Back Office Shadow (3 hours or one office hour shift), and the Overall Transition Meeting.
- III. The Front Office Shadow will be focused on general office procedures in terms of day-to-day operations.
- IV. The Back Office Shadow will consist of:
  - i. A constitutional mandate review
  - ii. A review of recommendations for the role going forward
  - iii. An introduction to your email and Google Drive

## **5. Orientation Chairpersons Transitions**

- I. Orientation Chairpersons Transitions will consist of four Back Office Shadow Shifts (12 hours or four office hour shifts) and the Overall Transition Meeting.
- II. The Back Office Shadow Shifts will consist of:
  - i. Copy from updated Orientation Bylaw

## **6. Overall Transition Meeting**

- I. The Outgoing and Incoming Presidents and Vice Presidents Operations will prepare a day of transition programming for all outgoing and incoming Council members transitioning in the Spring consisting of:

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- i. A review of strengths and weaknesses of the overall year
  - ii. A discussion of relevant challenges for the Council as whole going forward
  - iii. Team building exercises
- II. Any other relevant/necessary programming

## **7. Transition Execution**

- I. The transitions will be facilitated by their outgoing counterparts.
- II. All Front Office Shadows must be completed before the close of the day to day office operations (traditionally the first week of April), Back Office Shadows can continue past the close of the day to day office operations.
- III. In the case of a vacancy or the lack of an outgoing members term overlapping the acting President and Vice President Operations will assume responsibility over adopting transitions accordingly

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