

DATE: MARCH 29TH, 2022

ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY

DUC MENTEM AD LIBERTATEM

THE EIGHTH MEETING OF 2021-2022 ASSEMBLY OF THE ARTS AND SCIENCE UNDERGRADUATE SOCIETY OF QUEEN'S UNIVERSITY

AGENDA

1. **Motion #1** – Approval of the Agenda
2. **Motion #2** – Approval of the Minutes
3. Speaker's Business
 - i. **Land Acknowledgement**
 - ii. **Assembly Activity**
4. Presentations
 - i. **Kerry Roe - Queen's Sexual Violence Policy**
5. Discussion Period
 - i. **The Future of Student Government**
 - ii. **Exam Season**
6. Executive Reports
7. Society Reports
 - i. **Business of ASUS Council**
 - ii. **Business of the Sibling Societies**
8. Other Reports
 - i. **Business of the Senate**
 - i. **Business of Other Members (Academic Representatives, ASUS Reps. to the AMS, Year-Representatives)**
9. Statements by Members
10. Question Period
11. Old Business
12. New Business
 - i. **See attached motion sheet, motions 3-33.**
13. Speaker's Last Word
14. Adjournment of the ASUS Assembly

PREAMBLE

Welcome to our Annual General Meeting (or AGM)! The Annual General Meeting is the last meeting of the 2021-2022 ASUS Assembly, and is unique in the sense that all Society members can present motions, discussions, and vote! As such, there may be a few new faces, and I wanted to take the opportunity to provide a brief overview of ASUS Assembly.

ASUS Assembly is a long-standing deliberative body, and serves as a place of discussion within the Arts & Science Undergraduate Society. All ASUS policy is voted on here, alongside discussion surrounding student affairs within the Faculty. If this is your first time joining us, I encourage you to ask questions and take part in our discussions! Your voice matters to everyone within ASUS, and we hope you will feel welcome here, and join us at future Assemblies!

For those of you who have been here since last April's Transition Assembly - thank you. It has truly been an honour and a privilege to sit on Assembly with you. When I first was hired to the role, I too was new to Assembly, and felt unsure about what to do, and what Assembly was all about. Thank you for learning with me, and for making this experience so much more than I could have ever imagined. Together, I believe that we have made ASUS Assembly a more welcoming, comfortable space, and I am so proud of all of the conducive conversations we have had and the changes we have accomplished.

While it is bittersweet that this is the last Assembly we have together, I am comforted in knowing that we have left Assembly, and the Society, better than we found it. Thank you for being a part of this journey, and thank you for all of your contributions to ASUS Assembly. I wish you all the best in your future endeavours!

For the last time, yours in governance,

Kristen Sutherland
2021-2022 Governance Officer

ASUS acknowledges that Queen's University is situated on the territory of the Haudenosaunee & Anishinaabek.

Ne Queen's University e'tho noñwe nikanónhsote tsi noñwe ne Haudenosaunee & Anishinaabek tehatihsnónhsahere ne óhontsa.

Gimaakwe Gchi-gkinoomaagegamig atemagad Naadowe miinwaa Anishinaabe aking.

We cannot earnestly discuss student advocacy at Queen's University without first acknowledging its history of colonization, and how the legacy of colonization impacts student voices here at Queen's. For more information on the history of the stolen lands in which this University is situated, and its history of colonization, please visit: <https://www.queensu.ca/encyclopedia/t/traditional-territories>.

MOTION SHEET

1. That ASUS Assembly formally approve this agenda and the consent agenda.

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on March 8th, as seen on the ASUS website.

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

3. That ASUS Assembly formally ratify Alicia Parker for the position of Academics Commissioner for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: ALOKA WIJESUNDARA

Est Time: 2 mins

4. That ASUS Assembly formally ratify Elisabeth McHarg for the position of Community Outreach Commissioner for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

5. That ASUS Assembly formally ratify Layla Haddad for the position of Equity Commissioner for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: ALOKA WIJESUNDARA

Est Time: 2 mins

6. That ASUS Assembly formally ratify Kristin Papaconstantinou for the position of Human Resources Officer for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

7. That ASUS Assembly formally ratify Monica Szalajko for the position of Marketing and Communications Officer for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

8. That ASUS Assembly formally ratify Kana Ogawa for the position of Services Commissioner for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: ALOKA WIJESUNDARA

Est Time: 2 mins

9. That ASUS Assembly formally ratify _____ for the position of Governance Officer for the 2022-2023 academic year.

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

10. That ASUS Assembly formally approve a reallocation of \$1,000 from the ASUS Professional Development Grant winter semester allocation to the Student Initiative Grant winter semester allocation.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: MATHIE SMITH

Est Time: 2 mins

11. That ASUS Assembly formally approve the distribution of \$300 from the ASUS Professional Development Grant winter semester allocation to David Israilov.

- MOVED BY: LEXIE INGOLDSBY
- SECONDED BY: STUART MLADEN

Est Time: 2 mins

12. That ASUS Assembly formally approve the distribution of \$300 from the ASUS Student Initiative Grant winter semester allocation to the Kids 4 Kids Committee of the Community Outreach Commission.

- MOVED BY: MATHIE SMITH
- SECONDED BY: SAHIBA GULATI

Est Time: 2 mins

13. That ASUS Assembly formally approve the distribution of \$775 from the ASUS Student Initiative Grant winter semester allocation to the Society for Conservation Biology of Kingston.

- MOVED BY: STUART MLADEN
- SECONDED BY: MATHIE SMITH

Est Time: 2 mins

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14. That ASUS Assembly formally approve the distribution of \$625 from the ASUS Student Initiative Grant winter semester allocation to the Environmental Noxiousness, Racial Inequities & Community Health ("ENRICH") Project.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: LEXIE INGOLDSBY

Est Time: 2 mins

15. That ASUS Assembly formally approve a reallocation of \$1,200 from the ASUS Departmental Student Council Grant winter semester allocation to the ASUS Sibling Society Grant winter semester allocation.

- MOVED BY: STEVEN FENN
- SECONDED BY: SAHIBA GULATI

Est Time: 2 mins

16. That ASUS Assembly formally approve a reallocation of \$300 from the ASUS Departmental Student Council Grant winter semester allocation to the ASUS Committee Grant winter semester allocation.

- MOVED BY: STEVEN FENN
- SECONDED BY: SAHIBA GULATI

Est Time: 2 mins

17. That ASUS Assembly formally approve the distribution of \$1,000 from the ASUS Sibling Society Grant winter semester allocation to the DAN School Undergraduate Society.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: KALLISTA JONES

Est Time: 2 mins

18. That ASUS Assembly formally approve the distribution of \$1,200 from the ASUS Sibling Society Grant winter semester allocation to Queen's Computing Orientation of the Computing Students' Association.

- MOVED BY: KALLISTA JONES
- SECONDED BY: ALICIA PARKER

Est Time: 2 mins

19. That ASUS Assembly formally approve the distribution of \$350 from the ASUS Committee Grant winter semester allocation to Down There Committee of the Equity Commission.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: STEVEN FENN

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20. That ASUS Assembly formally approve the distribution of \$300 from the ASUS Committee Grant winter semester allocation to Kids 4 Kids Committee of the Community Outreach Commission.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: ALICIA PARKER

Est Time: 2 mins

21. That ASUS Assembly formally approve the distribution of \$650 from the ASUS Committee Grant winter semester allocation to Heart and Stroke Committee of the Community Outreach.

- MOVED BY: SAHIBA GULATI
- SECONDED BY: STEVEN FENN

Est Time: 2 mins

22. That ASUS Assembly formally approve the changes to the Financial Policy Manual as seen in *Appendix A: Financial Policy Manual Changes*.

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

23. That ASUS Assembly formally approve the changes to the Permanent Staff Policy Manual as seen in *Appendix B: Permanent Staff Policy Manual Changes*.

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: SEAN THOMPSON

Est Time: 2 mins

24. That ASUS Assembly formally name Sean Thompson, ASUS General Manager, as the permanently listed director with the Canadian Revenue Agency for the Arts and Science Undergraduate Society of Queen's University, business number 106724818, effective immediately.

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

25. That ASUS Assembly formally approve the changes to the Vice President Society Affairs Policy Manual, as seen in *Appendix C: Vice President Society Affairs Policy Manual Changes*.

- MOVED BY: ALYTH ROOS
- SECONDED BY: BRANDON ALDWORTH

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26. That ASUS Assembly formally approve the changes to the Marketing and Communications Policy Manual, as seen in *Appendix D: Marketing and Communications Policy Manual Changes*.

- MOVED BY: KATIE HUNT
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

27. That ASUS Assembly formally approve the changes to the ASUS Orientation Policy Manual, as seen in *Appendix E: ASUS Orientation Policy Manual Changes*.

- MOVED BY: ALYTH ROOS
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

28. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in *Appendix F: Constitutional Changes Part 1*.

- MOVED BY: ALYTH ROOS
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

29. That ASUS Assembly formally approve the Changes to the ASUS Constitution as seen in *Appendix G: Constitutional Changes Part 2 - Sustainability Policy*.

- MOVED BY: BRANDON ALDOWRTH
- SECONDED BY: HELEN LORD

Est Time: 2 mins

30. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in *Appendix H: Constitutional Changes Part 3 - Financial Changes*.

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

31. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in *Appendix I: Constitutional Changes Part 4 - Electoral and Correctional Changes*.

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: CAITLIN HAYES

Est Time: 2 mins

32. That ASUS Assembly formally approve the changes to the Rules of Order Policy Manual, as seen in *Appendix J: Rules of Order Policy Manual Changes*.

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: CAITLIN HAYES

Est Time: 2 mins

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33. That ASUS Assembly formally approve the changes to Services Policy Manual, as seen in *Appendix K: Services Policy Manual Changes*.

- MOVED BY: TINA HU
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

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FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



Dear Assembly,

I hope you are all taking care of yourself as we have finally made it to week 11! Congratulations to everyone for making it through such a challenging and changing year with enthusiasm and adaptability. It is with great excitement and nostalgia that I provide my final update to assembly as President of ASUS and a chance to highlight the incredible year we have seen at ASUS.

Research and Reports

DSAR Rory has been working hard on compiling her research into a length and thorough report on the Queen's Perception and the International Student Experience. She will be making these reports available in the near future. Additionally, she has been working with ACEP intern Kerry Roe in order to use her research to support the incoming policy changes for SVPR on this campus.

Additionally, I have had the chance to meet with Wendy Craig surrounding the feedback seen in the ASUS and Faculty of Arts and Science Thought Exchange. At first glance, some of the major themes that emerged within the data included accessibility, communication and mental health.

Finally, the ASUS City Engagement Program is finalizing their project for the year. They will be releasing a report at the end of the year with data surrounding student engagement with Homecoming programming and recommendations for a taskforce in the near future. If you have any questions surrounding any of these projects please do not hesitate to reach out.

Events

An incredible congratulations to the Professional Development team for an engaging Life After ArtSci: Intimate Conversation event. This was the first in-person PD event since 2020 and brought Kianah Lecuyer to Kingston to discuss her post-graduate experiences in a COVID world. Incredibly done!

Additionally, the Wellness team will be hosting a wellness week this week. They will be addressing different tenants of wellness ranging from emotional wellbeing to physical health. I encourage you all to keep up checking the ASUS Instagram for updates on our programming over the next few weeks.

Finally, a huge shout out to HR for putting together a wonderful and engaging end of the year gala! I was incredibly excited to help plan and host the Grizzly Grill Social last week. It was great to see so many members of the ASUS community out and socializing in-person for the first time in years!

Orientation

This past month, Orientation continued to raise money for CCS through their St.Patrick's Day merchandise sale. It was an incredible success! They have also been working actively on their portal forms for next year's

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engaging programming. Additionally, orientation has since closed hiring and is the process of interviewing their incoming Gaels! Orientation is full steam ahead!

Awards and Grants

This past week, the Arts and Science Undergraduate Research Fund met to allocate the remaining funds for the 2021-2022 year. We are excited to announce that we have granted \$70,000.00 in research funding for this school year. We look forward to supporting student research for years to come.

Additionally, this week the Mark R. Wilson Committee deliberated on the finalist for this year's award. We look forward to announcing it at the Transition Assembly and celebrating the contributions of amazing arts and science students.

Indigenization

This year we collaborated with Portia Chapman on her painting "My Creation" as the centerpiece for the Reflection Room. We are thrilled to announce we will be unveiling her work with an event this week. On March 31st, we will be hosting a talk and Q&A with Portia Chapman as she discusses her process, work and inspiration for the piece. We look forward to celebrating the work of Indigenous artists long-term and collaborating with QNSA on future events.

Class of 2024

I have had the pleasure of collaborating with Alicia Parker in planning an event for the class of 2024. On April 12th, we will be hosting an end of the year formal for their class at the Renaissance. We look forward to giving their class an opportunity to mingle and celebrate the incredible start to their time at Queen's that they have all had.

Advocacy

With COVID continuing to be a concern for a variety of students, we have been actively advocating with the faculty surrounding provisions and resources come the exam season. The goal is that this process is much more smooth and relaxed for students. Additionally, we have been engaging in active conversations about the future of academics both in its assessments and opportunities.

On a mental health note, I recently had the opportunity to discuss trigger warnings and sensitive content in the classroom with the Queen's Journal. I will be ending off my term with the creation of a one-pager filled with resources and supports for navigating these challenging conversations in the instance sensitive content is addressed or discussed in a classroom setting.

In addition to this, we have also continued our SVPR advocacy work. This past month, I have been working with Kerry Roe on disseminating the incredible policy and report she has put together. Additionally, the policy and outreach SVPR sub-committees have finalized their projects and are looking forward to making them available on the ASUS website. This includes summaries of existing policies and a new section on the ASUS website. Finally, I have had the pleasure of working with Aabha on a "Behind the Numbers" piece with quotes from Rory Sullivan's research which we look forward to making available to students.

Transition

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We have had the pleasure of transitioning Yara, Aloka and Emma into their new roles. They have all brought in an incredible amount of energy and dedication into their new positions and we cannot wait to see them take ASUS to new heights. We will continue this transition into April as we end off our terms and pass on the society.

Thank yous

Finally, I cannot conclude this report without thanking the many individuals that have made this all possible. First, thank you to all members of the assembly. Your eagerness to engage with us even the most challenging of times was inspiring and the core of our advocacy work. It is thanks to all of you that we were able to articulate the needs of arts and science students. Thank you to all of our volunteers. I have said it many times in the past, they are truly the heartbeat of ASUS and the foundation of all the progress we see annually. Thank you so much to the council. You are all a group of some of the most inspiring and passionate people I have ever met. Your resilience and optimism even during the most challenging periods is what fueled this year. I cannot be prouder to have had you as my teammates. Last but certainly not least, thank you to Brandon. His drive, selflessness and passion embodies everything that ASUS stands for. Thank you for being a rock for ASUS (and for me) during these wild and incredible 12 months.

Thank you everyone for a wonderful year! It was quite the journey and I appreciate everything you have all given to ASUS! While this may be the final assembly, I will continue to give my all to ASUS until the end of my term on May 1st. If there is ever anything that I can do, my inbox and door is always open!

Looking forward to ending off a wonderful year of engagement, advocacy and community!

For the last time,

A handwritten signature in black ink, appearing to read 'Alyth', is centered within a light gray rectangular box.

Alyth Roos (she/her)
President
president@asus.queensu.ca

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Final Vice Presidential Report to ASUS Assembly
Tuesday, March 29th, 2022

Dear Members of Assembly,

It is my humble pleasure to address you all one final time! I cannot believe how quickly these final weeks are passing by and cannot begin to comprehend that a full year has now passed since I wrote my first report to ASUS Assembly. I will provide updates on the activities of the Vice President's office below and will follow these with a recap of the year and a farewell to all my incredible peers. Thank you in advance for taking the time to read this report.

Transition

First and foremost, I would like to welcome the incoming ASUS Council for 2022-2023! Congratulations to Alicia Parker (incoming Academics Commissioner), Elisabeth McHarg (incoming Community Outreach Commissioner), Layla Haddad (incoming Equity Commissioner), Kristin Papaconstantinou (incoming Human Resources Officer), Monica Szalajko (incoming Marketing and Communications Officer), and Kana Ogawa (incoming Services Commissioner). I am confident that this team will bring ASUS to new heights.

Emma's transition is progressing well! Despite being presented with the challenging task of transitioning into the new role of Vice President (Society Affairs), Emma has been extremely receptive to all new concepts, and has approached the transition with care and prudence. It will be exciting to engage with the remaining topics we will address before she takes over!

Aloka's transition is also well underway! We have been covering the overarching financial and administrative structures of the Society and are integrating the changes in financial processes and institutions into this learning. While there is much to be covered, I am very confident that Aloka's skills and experiences will allow her to flourish in the role of Vice President (Operations).

On the whole, while the transition process is bittersweet, I am excited to prepare the incoming Executive to take on the responsibility of the Society on May 1st. It will continue to be an exciting and purposeful transition, and I look forward to seeing all their accomplishments in the near future.

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Camps

I would like to begin by congratulating the Directors on hiring their team of Counsellors for this summer. Welcome to Chantal Cheung, Alyssa Bonner, Jennie Izatt, Alexandra Dingman, Sophie Legare, Alex Ledermann-Fear, Sophie Harmsen, and Karishma Narayya!

Caroline and I have been working on preparing the ASUS Camps budget and will be presenting this to Assembly when we meet next. This year will be a challenge as we are returning to in-person operations for the first time in two summers. While this will pose a risk to the camp financially, I am confident that Caroline will take the necessary steps to ensure the stability of the camp.

Hopefully, by the time this Assembly occurs, registration will be live! We are in discussion with the Office of Risk and Safety to ensure we are meeting all necessary standards for health and safety of campers. We are eager to begin accepting registrations and the team cannot wait to get started on their programming for the summer. It will be an exciting few months as they prepare to welcome this year's campers!

Sustainability

Helen has been coordinating with her team, Katie, Emily, Alyth, and Adam King, Queen's University's Off-Campus Living Advisor, to begin planning for a move out event in late April. We hope to offer students the opportunity to sell, drop off, or donate their items as they move out.

This week, I encourage you to join the sustainability team for their stargazing event! This will be hosted on Thursday evening on Summerhill. Look forward to seeing some of you there!

Lastly, Helen will be presenting some constitutional policy changes to solidify sustainability as a core priority of the Society. These policies include event guidelines and will be applicable across all Society activities. In addition, we will be moving further policy next meeting to address specific portfolios and their role in sustainable operations.

Sponsorship

Katelin, after reaching out to past ASUS partners, has officially secured a pizza sponsor for ASUS Camps! We are pleased to announce that Jeff Weston of Domino's Pizza has generously offered to reinstate this partnership. Stemming from this, we will be engaging in some solicitation over the coming weeks to secure an ASUS food partner for events throughout next year. Alongside this, Katelin is working hard to update the website with sponsorship resources, and we are hopeful to make these available before the end of the year.

Accounting

Danielle and I have undertaken a review of financial practises. We are constantly assessing how we can improve efficiency of processed. While conducting this review, Danielle has been processing some of the final reimbursements for volunteers, as well as beginning the distribution of Winter Term honoraria. We have also had the opportunity to support Jillian Dhawan, the Finance Commissioner of the Health Sciences Society, in setting up their accounting systems in QuickBooks. Lastly, Danielle is working on providing food credits to those who attended our end of year volunteer gala!

I would like to take this opportunity to congratulate Danielle on her receipt of the Society Volunteer of the Year award. This award is presented in recognition of a volunteer's exceptional enthusiasm, personal development, and dedication to the Society and its mandate. Danielle's selfless commitment to accuracy and timeliness for the

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benefit of other volunteers has impressed Alyth and I, ASUS Council, and many of our team members. We felt there was no one more fitting for the recognition.

General Manager

Sean continues to be instrumental in the gradual transition to the Royal Bank of Canada. We have recently finalized the legal transition and are beginning setup of accounts shortly. Part of this transition has involved discussion about sustainable and impact-driven investing – Aloka and Sean have adjusted the ASUS investment, as it moves to RBC, to reflect these priorities. In addition to this, Sean is working with our accountants to begin the process of filing voluntary tax disclosure as a not-for-profit organization.

Sean has also been working with Alyth and I to plan a surprise event for arts and science students for the last week of classes! All I will say for now is to keep your calendar clear and eyes open for more information about Wednesday, April 6th, for a thank you on behalf of ASUS!

Lastly, Sean and I continue to work on digital storage and setting up robust institutional memory systems to benefit future Executives and members of the Society by providing easy and consistent access to important information and documents.

Front Desk Team

I would like to thank the Front Desk Team for their accommodation and understanding as we continue to adopt new layouts and systems within reception. Specifically, I have rearranged the space to maximize seating and storage while providing a welcome and tidy environment. I am also continuing to update systems pertaining to iPad/POS/cash box sign out to secure the Society's assets and ensure a smooth experience for our committee members. The team will also be engaging in year end activities including deep cleaning and wrapping up pickups of unclaimed items. Lastly, I am looking forward to hosting a debrief session on feedback and systems changes for the team to provide insight on how the reception area can be optimized for the upcoming academic year.

Other Updates

- *Rapid Antigen Test Kits*: I am pleased to announce that we recently received a large shipment of COVID-19 rapid antigen test kits and have made these available to students. We performed outreach on social media, have posted large signs on the front of the office, and are encouraging our volunteers to spread word of the supply. If any Assembly members are in need, please stop by the office to collect some tests!
- *Financial Assistance*: This year, I have been very fortunate to have interested and committed members of Advisory Board who have facilitated the distribution of \$35,000.00 worth of financial assistance – and counting! ASUS has granted every financial assistance application this year, and I expect to see this continue in years to come. Removing barriers to participation is a central priority.
- *Grants*: Thanks to the Student and Group Granting Committees of ASUS Assembly, we were able to award \$5,500.00 worth of grants this semester. We used the grants budget this year effectively and I am looking forward to discussing the future of ASUS grants with Aloka.
- *Orientation Budgeting*: Kate and I have been working on the orientation budget and are eager to present it to Assembly at our next meeting. Based on current estimates, we will be able to maintain an orientation fee of \$150.00 or less for incoming students!
- *Formal Planning*: Tina has been hard at work coordinating the planning of our TWO formals that will be taking place during the last week of classes. It has been my pleasure to support her and her team in this and will continue to offer logistical and financial planning assistance to ensure that these events are

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successful. We are currently on track to have the highest number of attendees at an ASUS formal in recent history!

- *Volunteer Gala*: A huge shout out to Olivia and her Deputy Human Resources Officer (Volunteer Appreciation), Samantha Delisser, on a very successful virtual volunteer gala! This event was engaging, and it was very rewarding to be able to host an appreciation event for our volunteers across all portfolios for the first time in two years. Following this event, many of our team members were able to join for festivities at the Grizzly Grill.
- *Event Support for DSCs*: I have had the chance to support various Department Student Councils in their planning and execution of formals and other events. I was pleased to see how processes surrounding event planning could be improved so that we could incorporate it into financial training for the incoming teams.
- *DSC Training*: Last weekend, Aloka and I had the opportunity to deliver Financial Training to the incoming Department Student Council Co-Presidents. We reworked the training this year to better address questions DSCs have about ASUS financial processes, while providing them with the tools they need to be successful.

Reflecting on Goals

Alyth and I hope to release an official platform recap at some point in the future, but below, I would like to reflect on some of the goals specific to the Office of the Vice President. I will also include some major milestones that were not anticipated at the beginning of the year!

ASUS Office and Sustainability: Throughout the pandemic, it was my priority to maintain a safe and welcoming space at the ASUS Office. Through regular cleaning and organization, to waste reduction strategies and modifications of operations, the ASUS Office is now more tidy and efficient than before. Over the summer, I had the large and unused photocopier removed to make more space on the main floor for collaboration and storage, while increasing the sense of openness in all spaces. I made significant changes to the layout of reception, breakout room, board room, and other spaces, to ensure the effective use of space. I also coordinated with Queen's Facilities throughout the year to engage in renovation and repair that preserves the office space for the long term.

Financial Systems: I have been able to increase the transparency of our financial standing by making our current and live-updated General Operating Budget publicly accessible, something that had never been done in the past. We have been able to effectively implement digital invoicing for jackets that eliminates paper and ensures safe processing of many payments by students and their families. I was able to integrate the Shopify platform with our Point-of-Sale systems at reception and streamline the processes for our committees to utilize these systems. I have updated our chart of accounts and budgeting structure to more accurately reflect the activities of the Society. We have worked on tax and payroll compliance given ever-changing structures of employees and volunteers. I have implemented new banking structures that allow for more efficient transactions. Notably, we have effectively eliminated the use of paper within the financial system, and have moved almost completely away from paper cheques to Interac E-Transfers as our primary method of reimbursement.

Operational Efficiencies: I have streamlined the process of budgeting to allow for Council, direct reports, and peripheral operations (Camps and Orientation) budgeting to occur smoothly in one place. We were able to improve the involvement of Council and the President in the budgeting process throughout the summer. There were major overhauls to the digital footprint of the Society though the trimming of unused accounts and increased detail of information associated with existing accounts.

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Other Milestones

- Repainted main common areas
- Replaced the sign on the front of the office
- Made progress on basement cleaning
- Revitalized the reception area and front desk team
- Brought financial accessibility to new heights
- Introduced improved financial forms
- Begun the inventory of information technology assets
- Acquired the summer camp of the Department of French
- Implemented a new Directorship structure for ASUS Camps
- Reduced unnecessary spending on storage space
- Awarded more food credits to more volunteers
- Supported the creation of many sponsorship resources
- Provided over 500 boxes of masks and 525 rapid test kits to students
- Switched financial institutions
- Conducted a Society-wide information technology migration
- Developed cash handling policies to safeguard assets
- Made financial statements and prior budgets public
- Added policy on Council Professional Development Credits

Final Remarks

I would like to thank the members of Assembly for their engagement throughout this year. It has not been easy, but it has most definitely been worth it. It was a pleasure getting to know you all, and I wish you all success in the remainder of your terms and beyond.

Before ending this report, I must give credit where it is due. While it has been my pleasure to serve students and effect change within the Society, it is important for me to thank those who supported me and allowed all of this work to occur. Most generally, thank you to each and every member of Assembly, and all of our amazing ASUS volunteers. You are truly the drive behind everything we do, and your contributions do not go unnoticed. I am inspired every day by the incredible work I see from you all.

Thank you to Katelin, Isobel, Helen, and Danielle, for being part of the small but mighty Office of the Vice President – it has been wonderful seeing you all flourish in your roles and support the operations of the Society and its volunteers. Thank you to Alisa, Amanda, Charlotte, Courtney, Karishma, Emma, Kaitlyn, and Chanel, for making up the wonderful Front Desk Team – ASUS would not be standing without you all and your dedication to assisting students. Thank you to Sean, for being a mentor and a support through challenging and complex issues that are core to the smooth functioning of the organization. Thank you to our wonderful Council, and especially Emily, Olivia, and Tina – you have all blown me away and I am so proud of everything you have accomplished this year. Finally, thank you to Alyth – from the outset, you have had nothing but the success of the Society and your team in mind, and it has left a lasting impact on every aspect of the Society.

From now until the end of April, and beyond, I will be a resource to all of you. I am looking forward to seeing many of you on campus for the remainder of my time here at Queen's and look forward to connecting with the rest of you in the months and years to come. Thank you all for your incredible contributions to my experiences with ASUS, and best of luck with the rest of your terms.

Respectfully submitted, for the last time,

DATE: MARCH 29TH, 2022

A handwritten signature in black ink that reads "B Aldworth". The signature is written in a cursive, flowing style.

Brandon Aldworth (he/him)
ASUS Vice President
vp@asus.queensu.ca

At any point beyond our time at ASUS, please feel free to reach me at brandon.aldworth@queensu.ca or (905) 251-5833!

ACADEMICS COMMISSIONER'S REPORT

PRESENTED BY **TIFFANY YUNG**, ACADEMICS COMMISSIONER

Dear Assembly,

I hope you are all doing well and ending the semester with a strong finish! I am excited to provide some final updates on what the Academics Commission has been working on and what the end of the year will look like for us. At the end of this report, I will also review some key pillars of my strategic plan and provide a brief recap of whether or not that goal was achieved.

Department Student Councils

Many of the DSCs have been ecstatic with the return to in-person activities and the successes of the events that they have hosted so far is truly a testament that the rest of the student body shares the same sentiments as well. I would like to firstly congratulate the DSC of the month, the Psychology DSC for the plethora of events that they have hosted in collaboration with their department, sticker sale, and the consistent work of their Co-Presidents in the form of academic advocacy work or sitting on the SVPR task force! Other DSCs have also been concentrating their efforts on rebuilding the community that was lost during COVID-19. A special recognition to the Life Sciences and Sociology DSC for being the first to bring back and host formals for their student body, this is quite a feat that has not been accomplished for over 2 years and so I greatly applaud their resiliency and ability to act so quickly in the pivot to in-person events. The Chemistry DSC also hosted a pool with profs which was widely successful, with many students coming out to support. Physics, Environmental Science, Math and Stats, Psychology, PPE, and Global Development are currently in the process of selling or distributing their merchandise sales to the student body and I hope many of you can spot some of these designs on campus! As the semester comes to an end, some of the smaller DSCs have focused their efforts on securing spaces or continuing zoom calls for drop-in study sessions to provide their students a common space to work with other individuals within their department.

I would like to also note that we have officially had our last set of Academics Committee and DSC Assembly meetings as I write this report. This past year, these avenues were one of the strongest ways to connect with the student body and hear from elected officials on topics related to the academic experience. On several occasions, individuals from the Faculty of Arts and Science came into these meetings to conduct focus groups on our DSC Co-Presidents as it offers a space where they can hear from all four clusters within the faculty in one room. At our very last DSC Assembly, the Associate Dean of Academics and Associate Dean of Teaching and Learning attended to ask the various DSCs about the future of how to structure learning hours, the prospective emergence of “blended” courses, synchronous and asynchronous online courses, and other details about teaching practices. While this will lead to an even bigger and broader conversation at Queen’s, the Associate Deans were very pleased with the engagement and assured everyone that their opinions were all noted down to inform their decisions.

Special Projects

All of the Special Projects committees are working very hard to close off the year and are at one of the busiest times they have ever been! ASUS Review and ASUS Peer Tutoring will be hosting a booth in the ARC the last week of March just to promote their services to students near the exam season and spread awareness of their

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programming. ASUS Review has also finalized their review session dates and all of the tickets should be up on the ASUS Store by the time that you are reading this report. This semester, we will also be offering printed booklets for purchase as we understand that courses such as PSYC 100 and STATS 263 heavily value the ability to label diagrams or write out their equations. I am also excited to say that there has been massive amounts of interest being shown to attend the ASUS Review sessions, with coordinators from SASS or just students dropping by the ASUS house to ask when the review sessions will be hosted or where they can buy tickets! ASUS Review has been an incredibly successful committee this year and I look forward to its growth in the future. All teaching awards have also wrapped up and I have been working with the Vice-President to ensure that all preparations are set for Honors Reception in early April.

The journals are also working very hard to ensure that they will be publishing before May 1st. QJERS has officially passed the Editorial Board phase and is in the process of inputting all of their pieces into InDesign. Especially as it is its first year running as an ASUS journal, they are able to publish around 13 pieces in their journal. Their submissions range from heartfelt poems to academic essays, all of which amplify marginalized voices and focus on issues communities of colors face. QSURJ is also in its final phases of publishing, they are currently awaiting some final faculty members to get back to them with revisions but they will be able to publish during Week 12 and distribute through the month of April. Politicus is also in a similar situation and waiting on one final piece to be put into InDesign but are very excited to have a second round of publishing. Undergraduate Review will also publish into the month of April, but due to such a high volume of accepted submissions, they often take longer in the InDesign process, but are nonetheless ready to end the year off with a publication!

Personal Projects and Updates

For this past month, I have focused quite a bit of my energy and time to ensure the success of this year's DSC Training Day. Quite a few other council members, incoming and outgoing, have collaborated with me to deliver a series of training sessions to the incoming DSC Co-Presidents. By the time you are reading this report, it would have already happened in the Event Commons in Mitchell Hall. I also tried to incorporate a series of activities related to planning for their strategic plans, fun icebreakers, and even a Kahoot to make the day engaging as opposed to long periods of training.

On the Academics Instagram, we did a series of takeovers from the Deputies, a few Editors in Chief, Directors, and myself to encourage engagement but also the current hiring period for the new Academics Commission next year. Additionally, we have officially wrapped up our MCAT and LSAT giveaway! We had quite a bit of engagement and nearly 50 students participated, best of luck to their respective studying and tests.

Last week, I was contacted by a representative from Concordia University because they were interested in our ASUS Peer Tutoring program's system and the way we operate our team. My Special Projects Deputy and I met with this individual to explain how APT works and answer any of their other questions. They were incredibly enthusiastic and very grateful for our assistance in helping them plan for their tutoring program. I hope that, in the future, there are more opportunities to collaborate with more universities and form closer relations with them to gain a greater understanding of the strengths in their academic experience and how ASUS may be able to draw from their programming as well.

The last series of meetings that I have been having are with the incoming Academics Commissioner, Alicia Parker. She has been a joy to work with and very receptive to all the information I have been conveying to her

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about everything related to the Academics Commission. At the time of the AGM, she should be officially and fully transitioned into the role of Academics Commissioner! In the upcoming month, I will continue to make myself available to her as a resource and brainstorming partner on what direction she would like to take the commission in for the next academic year. I truly look forward to all of their phenomenal plans and fully entrust this team into her capable hands.

Academics Commission Strategic Plan

Increasing Visibility: The Academics Commission has certainly become much more present on campus this year than previously due to our social media presence. Specifically, the start of our Instagram has attracted many more students to engage with our content and have a much more thorough understanding of how exactly our commission works. From introductory posts all the way to MCAT/LSAT giveaways, we assist students in any way possible to spread information and share other posts from ASUS as well. While we were unable to collaborate on any Law or Med School related events with campus organizations, we were very successful in hosting two separate UGxDSC events in each semester. The DSCs and departments alike provided some insightful and positive feedback about the importance of this event taking place to improve the relationship between student representatives and the faculty.

Commission Cohesion: The incorporation of the cluster event was a very strong and important idea for this year. Unfortunately, due to the turbulent nature of the transitions between online and in-person, many events that were planned could not happen. However, some academic representatives are still able to host their cluster event at the end! The activities ranged from trivia nights to creating a cluster logo, all of which still encouraged cohesion amongst the commission. The socials and cross-collaboration were also another area that could not be executed due to the constraints of the year, but I am excited to state that Politicus managed to collaborate with an on-campus club, WIISE in their special edition. As for accountability, the Human Resources Office assisted us in executing this plan and provided us with all of the feedback that we required in improving our leadership moving into the Winter semester. Lastly, the Academics Core Team was potentially one of the most successful parts of the strategic plan as we all met on a weekly basis to cover a variety of different tasks together. This certainly bonded our team and even allowed the deputies to assist each other in little ways that would not have happened previously.

Advocacy and Accessibility: The Academics Commission definitely participated in the act of transparency this year, particularly speaking to how we worked with Marketing to provide monthly recaps of what we have been working on. We also provided many more reports to the ASUS website on the Med School 101, Law School 101, and EDII Report. This was to mainly showcase the work that we have been putting in to assist students. We were also successful in hosting the Thought Exchange this year, but with little success in direct student consultations, which can be worked on for next year.

Reform and Restructure: As mentioned, the Queen's Journal on Ethnic and Racial Studies was successful and will be publishing their very first volume this year. With a wide range and variety of pieces, they have worked very hard in making it a reality. I foresee and am excited to watch their growth in the upcoming years as they establish their presence on campus and create more academic spaces for marginalized groups. Earlier this semester, in collaboration with the Vice-President, I was able to pass the new DSC Financial Policy allowing a certain percentage of carryovers to the next year. In doing so, it will allow some more clarity on what practices we accept and transparency for Co-Presidents.

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Final Words and Appreciation

It is very difficult for me to even comprehend that this will be my final report to all of you because it does not feel like I have written very many of these. While it may feel like a lifetime ago, I wrote my very first Assembly report nearly a year ago! At this time, I would like to greatly thank my Deputies, Emma and Alicia, for all of their phenomenal work, stellar leadership, and genuine support that they have offered me. I would not be able to sustain the internal workings of the commission without them and I know that ASUS' future for the next year is in very good hands with them in management roles. I would also like to extend this gratitude to all of my DSC/PSC Co-Presidents, Editors-in-Chief, Directors, and First-Year Intern. They have been absolutely integral to all the advocacy, amazing conversations, events that were hosted, and spirit of the entire commission. The Academics Commission is diverse and massive, but the people are the ones who keep it going. It has been an absolute honor to have been a part of ASUS Council and Academics Commissioner for the 2021-2022 year. I would also like to thank you as Assembly members, it has been a joy to engage in discussion periods with you all and hear about the work that you have been doing as student leaders. I will be sure to savor the next 35 days in the position that has absolutely transformed me as an individual.

As always, and for the very last time, please never hesitate in reaching out to me if you have any questions, concerns, or anything related to academics because I could surely talk about this Commission forever! I wish you all nothing but success in your future endeavors.

All the best,

A handwritten signature in black ink, appearing to read 'Tiffany Yung', written in a cursive style.

Tiffany Yung

Academics Commissioner

academics@asus.queensu.ca

COMMUNITY OUTREACH COMMISSIONER'S REPORT

PRESENTED BY **EMILY ARMSTRONG**, COMMUNITY OUTREACH COMMISSIONER

Dear Assembly,

It's hard to believe that I'm writing my last assembly report. It feels like just yesterday that I was writing my transition report and just starting out in this role with so many ideas and thoughts of how this year would go. I have been incredibly lucky to hold this position and work with so many incredible and inspiring people who supported me and helped me along the way. I would also like to extend a huge congratulations to Elisabeth McHarg, the incoming Community Outreach Commissioner, who I have no doubt will bring the commission to new heights in the next year!

Committees

The committees did an amazing job of supporting their partner organizations, despite the need to constantly adapt plans due to changing restrictions throughout the year. Across all 10 committees, a total of almost \$6,000 dollars was raised so far for our various local organization partners. This was accomplished through the dedication, creativity, and hard work of the co-chairs and executive teams, who volunteered their time this year to give back to the community. On top of this, the volunteer teams within CO worked to continue to support the community organizations in new and creative ways given the pandemic. Tutoring programs have been able to take place virtually through Autism Partnership and Partners in Education, Kids 4 Kids was able to help Almost Home through volunteering at YGK thrift, and continuing to support the pediatric floor of the KGH through drop-offs and activity videos, Lost Paws was able to continue their local walks program throughout the entire year, Community Living supported their organization through a virtual buddies program, After School Buddies did activity drop-offs to the Boys and Girls club, and a brand new Puppy Pals program was started through Autism Partnership. I have been so lucky to be able to support these committees throughout the year, but at the end of the day it was the co-chairs and volunteers that truly made these programs and fundraisers come to life and run smoothly.

Deputies

The deputy portfolios have been able to continue to grow this year and ensure the smooth running of the entire commission! We partnered with the Sexual Assault Centre Kingston as our Organization of the Year, and have made over \$2000 so far that will go back to them to support their cause and continued operations. This was accomplished through fundraising events held by the Sponsorship & Fundraising Deputy, Elisabeth, including the Annual ASUS Silent Auction, and many more! We have also continued our relationship with Tommy's through Supper Series, and were able to hire the first ever Supper Series Chair, who did incredible work, along with Elisabeth, at ensuring the smooth operations of Supper Series and earning funds to support our partner organizations! The Volunteer Support & Appreciation Deputy, Alexa, has been incredible at creating unique ways to show appreciation to the CO volunteers, including facilitating the Volunteer of the Semester Awards, and an upcoming exam care package giveaway. She has also worked to maintain constant communication with our organization representatives and volunteers through newsletters and has added a focus on wellness to the role through working with the Wellness Director on a wellness guide, as well as planning a Zumba event! The

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deputies have been a huge support to me throughout this role and have shown passion and dedication to Community Outreach throughout the entire year.

ASUS City Engagement Program

This year, along with President Alyth Roos, we were able to successfully start and run a new program in collaboration with the City of Kingston. One of my main goals at the start of the role was to come up with new ways to increase the connection between the city and ArtSci students, as well as to shift the perspective of students within the community to a more positive light. ACEP gave 8 second year volunteers the opportunity to work directly with City Staff members on projects that exist within the community. In the span of one academic year, these volunteers have shown incredible initiative and have contributed to a wide variety of projects within the city. They have had the opportunity to learn more about city operations and gain valuable skills throughout the program. They are also currently working on a proposal to implement diversion techniques and a committee to help mitigate street parties on homecoming. It was truly an honour working with these students and forming the connection with the city, and I am very hopeful that this program will continue to grow in coming years.

ASUS Garden

During the last summer, I had the opportunity to start a small community garden outside of the ASUS house. Through this, we were able to grow fresh produce that was donated to local food banks through Loving Spoonful. We are also partnering with Garden Angels to supply tomato plants to students at no cost, to allow students to learn to grow their own food at no cost. Food insecurity and local food movements is a passion of mine and being able to take on this project and give back to support the food system in Kingston has been very rewarding.

Other Special Projects

Some other projects that I took on this year include starting a Community Outreach Instagram page, which has allowed for more marketing to go out surrounding the commission and our events, an Art Market, which gave local BIPOC artists a platform to sell their work on campus, and updating policy to ensure that it reflects the operations and commitments of the commission.

Overall, I am extremely grateful to have been given the opportunity to take on this position this past year and hope that the impacts that I have made are able to continue as this commission grows year after year. This role and everyone that I worked with throughout it has had a huge impact on me, and I can't wait to see what the incoming council is able to accomplish in the next year.

Sincerely submitted,



Emily Armstrong (she/her)
Community Outreach Commissioner
community@asus.queensu.ca

EQUITY COMMISSIONER'S REPORT

PRESENTED BY **YARA HUSSEIN**, EQUITY COMMISSIONER

Dear Assembly,

I hope you are all doing well and having a strong end to your semester! I am pleased to provide some final updates on everything the Equity Commission has been working on this past month and the things we have planned for the end of the year. Since this is our last official Assembly of the year, I would like to also take you down memory lane briefly and recap the goals highlighted from my strategic plan that I shared with you back in September, what has been completed and what I will be passing onto my predecessor.

Committees

The Queen's Equity Conference held a remarkably successful in-person conference on March 20th I was proud to see all the hard work of the QEC team accumulate together into an engaging event that involved valuable learning on equity topics. The conference embodied the theme of #Unfiltered with a truly inspiring lens and the conference delegates had provided positive feedback and suggestions which the co-chairs will include in their transition manuals for next year's Equity Conference. As we wrap things up for QEC, I have been supporting the committee wrap up their budget alongside Vice President Brandon Aldworth.

The Students of Colour Collective have just wrapped up an extraordinarily successful week of boothing selling tickets, notebooks, and much more with all proceeds going to Four Directions. Next week, Queer Space will be following suit with a similar booth with proceeds going to the TransFamily charity and the Gender Affirming Assistance Project. Additionally, the Research and Recommendation committee is in the process of finalizing their first report draft. Lastly, Down There will be hosting the premiere of their screening on March 31st in the screening room. Tickets are for sale right now on the ASUS store!

The co-chairs of Down There, Queen's Equity Conference, and Research and Recommendation, the Special Projects Deputy and I have been supporting the Co-Chairs in finalizing their transition manuals and ensuring they are prepared for the incoming Equity Commission team. Given that Queer Space, the Disability and Neurodiversity Alliance, and the Students of Colour Collective have only hired their teams 2 months ago, in accordance with the Human Resources Officer, Olivia Obonsawin, we have decided to keep the current volunteers in these roles until next year to allow them to set the foundations of these committees given that Queer Space has a new mandate this year and the other two committees are new to ASUS. I am confident that this will allow the committees to grow and find their footing through support from the incoming Equity Commissioner, Layla Haddad. I look forward to seeing the growth and identity of these committees in society!

Commission and Society Reform: Support and create space for underrepresented students within the society
This goal focused on making spaces for students who are not adequately represented within ASUS, and I am eager to pronounce that it was successfully accomplished through the instigation of the Students of Colour Collective and the Disability and Neurodiversity Alliance as well as the reformation of the Queer Space committee (once titled the Queer Solidarity Alliance). Moreover, this goal also included the introduction of

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equity grants, which we also successfully passed in policy and were able to provide to over 20 Arts and Science students. Lastly, the Equity Grievance Service, though the idea was inspired to make reporting of harassment and discrimination a more accessible and trustworthy process for students, I have learned that it may pose greater challenges. As we consulted various student groups and leaders in equity, I realized that although we have set the groundwork for this service, it will require more research and consultations of other university's peer reporting services to ensure the service has a stronger foundation before it be used by students. Luckily, as incoming President, I will be able to continue supporting this initiative and work closely alongside the incoming Equity Commissioner over the summer month and into next year to see how we can make this service successful while prioritizing student wellness.

Special Projects

We have successfully completed Equity Week with our Identity “what’s in a name?” booth as well as the release of the Equity Speaks podcast series, which you can now find on Spotify! As we finalize the projects for the year, Special Projects will be focusing on finalizing some aspects of the resource hub to pass onto the incoming Equity Commission team.

EDII Implementation Committee

With the institution of the new EDII Department Council instigated by the Equity Director of the FAS, we have been in discussion about the future of the EDII Implementation Committee and its mandate. It has been decided that this Implementation Committee will become an advisory body to the EDII Department Council. This new Council will act to engage in equitable improvements on a departmental level to influence sustainable changes. This will allow for the further implementation of the Internationalizing the ArtSci Curriculum. I am excited to pass the torch onto the incoming Equity Commissioner to continue advocating towards an internationalized and diversified ArtSci curriculum.

Frequent EDII conversations with Faculty and Administration

This year, I was incredibly happy to have collaborated with the Social Issues Commission to run a town hall with Queen’s senior administration as an accountable effort towards a more transparent and considerate Queen's. This was the second year this town hall, titled “Your Seat at the Table,” had run and I have added it into my transition manual to encourage the incoming Equity Commissioner to continue this initiative. In addition, we also conducted a similar town hall with student leaders in student government, titled “Who do You Serve?” which inspired the student body to show up and hold their student representatives accountable through thoughtful questions pertaining to anti-oppression and injustices affecting students. I hope that this too continues to next year and becomes a more consistent form of Administrative and Faculty Society accountability.

Thank you!

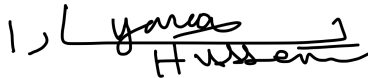
Although I am not saying goodbye to ASUS or the Equity Commission this year, I am incredibly grateful to continue advocating for Arts and Science students and learn from the inspiring volunteers. I want to give my deep thanks and appreciation to the Equity Commissioner Deputies, Aliya and Esther, for always leading with compassion and care, to the Frist Year Intern Jolin, for being an inspiring advocate, to the Co-Chairs of the 6

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Equity committees, for their passion and dedication to social justice, to all the Assembly members, for participating in my discussion topics and holding me accountable, to Council, for giving me room to grow and forever motivating me, and lastly, to Alyth and Brandon, for trusting me in this role and being exemplary leaders! I would not be who I am today without you all and am forever grateful to have experienced ASUS with this community!

Like always, please reach out to me if you have any questions, concerns, or anything equity, I am always eager to talk more about this wonderful commission. Lastly, to those of you who I will not get the pleasure of seeing or working with again, I wish you all the success in your future endeavors.

All the best,

A handwritten signature in black ink that reads "Yara Hussein". The signature is written in a cursive style with a horizontal line through the middle.

Yara Hussein (she/her)
Equity Commissioner
equity@asus.queensu.ca

MARKETING AND COMMUNICATIONS OFFICER'S REPORT

PRESENTED BY **KATIE HUNT**, MARKETING AND COMMUNICATIONS OFFICER

Dear Assembly,

It's crazy to think that this is our final address as council. I am so honoured and thankful to have held this position for the past 11 months. It is my pleasure to pass this role over to Monica who will do an amazing job for ASUS next year!

Transition

First and foremost, a big congratulations to Monica for being selected as the 2022-2023 Marketing and Communications Officer. I have been lucky enough to work with her as she is one of our Marketing Research Co-Chairs this year and it is clear that her vision, dedication, and passion for this team will make her an amazing MarComms Officer. We have now officially begun our fifteen hours of transition and it has been a blast teaching her the ropes of this role. Cannot wait to continue working with her and getting her prepared for a pretty awesome 12 months!

Faces of ASUS

With over 100 positions being open on the ASUS website right now, we are looking to get one more group of Faces of ASUS' up on to the Instagram for interested individuals to see the amazing experiences and impact you can have when you're working with ASUS.

CommunicationsxWellness

With the first part of the semester being online and causing a lot of students distress, we wanted to really highlight the importance of wellness and taking care of ourselves at all times. Our Communications team has been working on a wellness campaign that will feature each member of council showing how they take care of their mental and physical wellbeing and to hopefully inspire other students to do the same.

TikTok

Last but not least, we really want to give our TikTok one final push. Over the next couple of weeks, we will be really increasing our postings on TikTok and hopefully see a gain in traction leading into the summer for the next council to take over!

Website Updates

With only a few weeks left in our roles, our website co-directors are working hard to get the necessary updates done to ensure we are leaving the website in its best possible shape for Monica and her team to take over.

Transparency Recaps

As stated in several of my reports and strategic plans for this role, I have always wanted to provide more transparency and clarity to all Arts and Science students to ensure we are honest and kept accountable within these roles. The transparency recaps we have made over the last several months have allowed us to do just that and give more insight on the day-to-day lives of each council member. With all of that being said, we have made the transition to housing these on the website for institutional memory and accessibility. Therefore,

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students and other individuals who may not have Instagram are able to stay up to date with our roles and in one spot for years to come.

Thank You

As stated above, it is quite crazy to think this is my final address to assembly as your Marketing and Communications Officer. It has been truly an experience of a lifetime working in ASUS and as part of council. I will forever be grateful for these memories and the exceptional people I got to call my team. While this may be final time seeing you in the lens of an officer, please do not hesitate to say hi if we cross on campus and stay in touch for years to come.

Best of luck with the rest of the semester and thank you for this incredible year!

Respectfully submitted,

A handwritten signature in black ink that reads "Katie Hunt". The signature is written in a cursive, flowing style.

Katie Hunt (she/her)
Marketing and Communications Officer
marketing@asus.queensu.ca

SERVICES COMMISSIONER'S REPORT

PRESENTED BY **TINA HU**, SERVICES COMMISSIONER

Dear Assembly,

How time flies! This is my final address to ASUS 2021-2022 assembly which is incredible because time has gone by so quickly here. I guess it's true that time flies when you are having fun. Let me tell you what the commission has been up to since we have last met.

Jackets Team

The Jackets committee is gearing up for their second distribution of the year of winter jacket orders this spring. The vegan jacket distribution has already occurred and as soon as the leather jackets arrive, distribution will be happening outside of the ASUS house. The team will be having one pop up booting event outside of the house for distribution. This will help raise engagement for ASUS Jackets, get people excited about their new jacket, and build on our Queen's traditions. The team has also ordered new 'Street' Bars which will be arriving shortly in spring. The bars feature different streets in the University District and is just another way to customize and make your Queen's jacket your own.

Good Times Diner (GTD)

GTD is thriving with their last service occurring April 10. The team is looking to provide more ways to tackle food insecurity on campus with new collaborations with different groups on campus as well as potential pop-up events in the Queen's Centre to provide snacks and beverages to students during the final weeks of school.

ASUS Mentorship Program (AMP)

AMP is looking to collaborate with Orientation week to provide themselves as a resource to first year students. Also, the team has been continuing to run themed weeks for their membership which has done a fantastic job of increasing engagement and shedding light on to various groups and opportunities on campus. They are looking to plan their end-of-year event as well, which should be in person to celebrate their first year mentees and mentors for all of their success this past year.

Textbook Service (TS)

TS has been growing in ASUS Font reception, which needs more room to accommodate all the textbooks that have been dropped off. The service should see its true colours shine next September when students return to campus and are looking for accessible ways to find textbooks for their classes. A partnership with Orientation should be in the works for this service as well to spread the word to the incoming class.

Formal

Last, but certainly not least, the ArtSci Formal is set to finally return for the first time in 2 years! The planning stages are certainly in the works with the formal in two weeks time, happening the Saturday and Sunday of Week 12. I am so so excited to congratulate all of the work of the upper year classes at this event. I best see you all there!

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Thank you for reading this report. If you have any questions, please feel free to contact me at services@asus.queensu.ca.

All my best,

A handwritten signature in black ink, appearing to read "Tina Hu". The signature is written in a cursive, flowing style.

Tina Hu (she/her)

Services Commissioner

services@asus.queensu.ca

GOVERNANCE OFFICER'S REPORT

PRESENTED BY **KRISTEN SUTHERLAND**, GOVERNANCE OFFICER

Members of Assembly,

It is so hard to believe that this is our last Assembly together! The year has truly flown by, but I hope you have enjoyed it as much as I have.

It is my pleasure to provide my final updates on each element of my portfolio.

Advisory Board

I am so thankful for the 9 incredible Advisory Board Student Directors I had the privilege of working with this past year. They were passionate, dedicated, and insightful, and I am grateful for all of their input this past year. This year, the Board was involved in several financial assistance allocation deliberations alongside Vice-President Aldworth, and each met with their respective members of ASUS Council on a monthly basis. These conversations were meant to hold members of Council accountable to their goals and budgets, and I feel as though the Board accomplished this goal. From these meetings and conversations, each Director curated a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats), which will provide valuable direction and insight to the incoming Council.

The Advisory Board Chair, Vanessa Batten, took the initiative to draft a series of guiding questions for the incoming Directors to ask their respective members of Council, and I believe this will help to better direct the monthly meetings, and assist in generating even more fruitful conversations. Thank you to Vanessa for showing this initiative, and to the entire Board for their efforts this year!

Applications for the Alumni Advisory Board Directors are open on the ASUS website as well! There are two positions available, one for a one-year term and one for a two-year term, and they are open to previous members of ASUS Council (Executive, Officer, or Commissioner). Applications are scheduled to close on April 4th, and I am looking forward to assisting the incoming Governance Officer with hiring these individuals!

Elections

The Elections Team ran three elections over the course of the term. These were the Fall Election, the Winter Election, and the DSC Election. I am so incredibly proud of the team, and of all of the individuals who put their name forward in a Nomination Package! This year, we started an Instagram page (@asusgovernance), and I really feel as though this helped to bring a lot of attention/visibility to our elections! We received several DM's during each election with inquiries, which demonstrated the benefit of having an Instagram as we were easily accessible to students.

The team also initiated the "So You Wanna Run in an Election?" workshop. These workshops were run before both our fall and winter election, and were aimed at providing prospective candidates with information about the elections process *before* it began. This equipped students with the information and resources they needed to have in order to confidently put their name forward during Nomination Period. I am excited to watch this workshop grow through future Governance Officers!

Overall, I would consider each of our elections a success. With the return back to campus, I hope to only see engagement grow in the next year. A massive thank you to my elections team for all of their extensive efforts this past year!

DATE: MARCH 29TH, 2022

Archives

Chloe, our Chief Archivist, truly brought a new life to the ASUS Archives. Chloe has worked like a machine to scan boxes upon boxes or archival material to be digitally catalogued and more easily accessed in our technological world! She has additionally taken on numerous projects to showcase pieces of ASUS' and Queens' history, like the then-versus-now project for ASUS' birthday! She is also currently working with the Agnes to conduct an archival transfer to ASUS, so there will be some fun historical items displayed in next-year's ASUS Offices!

If you have anything you'd like looked into before May 1st, Chloe is always more than welcome to take your inquiries at archives@asus.queensu.ca! Thank you so much to Chloe for all of her continued efforts as Chief Archivist of the ASUS Archives!

Policy

As those of you who are voting members know, Caitlin (Deputy Governance Officer) and I passed A LOT of policy changes this past year (there are quite a few in this Agenda, too!). This is because we combed through each of the Society's policy manuals in collaboration with ASUS Council to ensure that the contents were clear, relevant, and equitable. There were several areas of policy that made reference to policies that were either no longer in effect, or sections that weren't there. They should now all be current, and in a good place for the incoming Governance Officer! A huge thank you to Council for all of their efforts to ensure their respective manuals were up-to-date, and to Caitlin who spent countless hours playing the role of both detective and policy analyst! I am excited to report that the goal to update and better policy that I set out in my Strategic Plan has been achieved.

Assembly

One of the primary goals I had set out for Assembly was to try and make it a more comfortable, relaxed environment for members so that everyone feels comfortable participating. I had envisioned a "pre-assembly mingling" plan where I would have different activities in Wallace Hall before Assembly for members to do that would help them get to know one another better. Unfortunately, we never did see inside the walls of Wallace hall, but I think our Zoom breakout rooms were able to still accomplish this same goal! Although they may have seemed like silly games, they were selected to try and get members to become familiar with previously unfamiliar faces in an easy and relaxed way. From an outside perspective, it was so exciting to watch the increase in engagement as meetings went on, and for you to all begin to feel comfortable with one another. Thank you for allowing me to implement this initiative, and for being such an incredible group to work with! This year, numerous policy changes and implementations were passed, we had important conversations surrounding the well-being of our students and ways to improve not only the Society but Queen's at large, and, I venture to say, we had fun. Thank you for all of your engagement, passion, and ideas. I am incredibly proud of the Assembly environment we built together!

Thank you for taking the time to read through my report. As always if you have any questions, concerns, or input, my door and email are always open! Thank you for an incredible year.

Yours in governance,



Kristen Sutherland (she/her)
Governance Officer
governance@asus.queensu.ca

DATE: MARCH 29TH, 2022

After May 1st

17kns1@queensu.ca , (613) 334-9606

HUMAN RESOURCES OFFICER'S AGM REPORT

PRESENTED BY **OLIVIA OBONSAWIN**, HUMAN RESOURCES OFFICER

Dear Assembly,

Thank you very much for your participation this year. While I have not interacted with you every month, your presence and engagement with ASUS has been much appreciated.

Hiring

Spring hiring has been in full swing with upwards of 130 positions being made available to students. Monitoring application trends, adjustments have been made to accommodate a decline in overall student engagement however, further marketing and talent acquisition efforts are being made to mitigate the effects of COVID on student engagement.

Transition

Transition has been occurring with the new executive and the incoming ASUS council. Offering a phase I and phase II transition manual as well as 15 hours of transition, the current commissioners and officers have been working hard to ensure the incoming team is prepared for the year that lies ahead.

The Human Resources Office has also been collecting transition manuals from all honoraria-compensated positions as their final duty. These manuals are vital to the transmission of information year-over-year as well as the institutional memory of ASUS

Deputy Human Resources Officer (Volunteer Appreciation)

Samantha has been working incredibly hard on initiatives to appreciate our many volunteers. From sending out newsletters to coordinating volunteer of the month, her efforts to make volunteers feel valued at ASUS have been unwavering. She has recently coordinated Volunteer Gala which was an online event that was met with incredible success. 70 volunteers across Commissions and Offices attended the event and we were able to recognize 11 Volunteers of the Year.

Human Resources Director of Training and Analytics

Caroline worked with enthusiasm and excitement this year to execute trainings and look at data collection. She has been working on preparing important trainings which will be instrumental to ASUS training next year including an Advisory Board Chair training as well as a Workplace Standards training.

Human Resources Office Intern

Sam has been working diligently over the past 8 months on many different projects. Her largest undertaking was running management workshops for all those who oversee and work directly with teams in a managerial capacity. She planned, organized and facilitated 2 iterations of the workshops and prepared a document compiling the recommendations of current ASUS 'managers' for others in similar positions and for the Human Resources Office moving forward.

Respectfully submitted,

Olivia Obonsawin

ASUS Human Resources Officer

DATE: MARCH 29TH, 2022

ADVISORY BOARD REPORT

PRESENTED BY *VANESSA BATTEN*, CHAIR OF THE ADVISORY BOARD

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

YEAR REPRESENTATIVE REPORTS

2022 YEAR REPRESENTATIVES

POSITION VACANT

2023 YEAR REPRESENTATIVES

POSITION VACANT

2024 YEAR REPRESENTATIVES

ALICIA PARKER AND CELLINA LOVISOTTO

Dear Members of Assembly,

We hope everyone is doing well as we approach the last couple weeks of the semester and begin to transition out of our positions!

Newsletter

Our newsletter was a great success, providing opportunities to the Class of 2024. We believe this was an effective way to reach our class from a virtual standpoint and assist in sharing the resources available to second year students. As ASUS opportunities have become available, we hope that our peers will take the initiative to have greater involvement within this student driven organization that is led by inspiring leaders that have made a strong impact on the academic and social aspects of students at Queen's University.

End of Year Event

Although our class missed the opportunity of an in-person orientation week, we still feel the importance of highlighting our accomplishments in our unique class. Through productive conversations with Alyth, we have formulated and collected information from our google form to gauge interest in hosting an End of Year Event specifically for the Class of 2024. We have decided on a formal / night time event allowing students to connect with one another across all faculties. We are so excited to host this event in celebration of all that we have accomplished!

Thank you for taking the time to read our report, and we look forward to seeing you all at Assembly!

All the best,

DATE: MARCH 29TH, 2022

Alicia and Celina

Class of 2024 Representatives

2025 YEAR REPRESENTATIVES
POSITION VACANT

DATE: MARCH 29TH, 2022

Concurrent Education Student Association
Queen's University, Kingston



PRESENTED BY **LEXIE INGOLDSBY**, **VICE-PRESIDENT INTERNAL**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

Lexie Ingoldsby
CESA VP Internal
vpinternal@cesa.queensu.ca

DATE: MARCH 29TH, 2022



COMPUTING STUDENTS' ASSOCIATION

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: MARCH 29TH, 2022

PHEKSA REPORT

Physical and Health Education and Kinesiology Students Association



PRESENTED BY **STUART MLADEN**,
VICE-PRESIDENT OPERATIONS

Dear Members of Assembly,

Wow, is time even real? It seems like yesterday that I joined Zoom for my first ASUS meeting back in September 2020, and it's surreal that the finale is just around the corner. I just have a few end of year updates, but I wanted to express my thanks to each and every one of you for making me feel so welcome on ASUS!

Sustainability Fund

PHEKSA has been working diligently to organize the distribution of reusable water bottles to Kin students for a discounted price. Last week, we quickly sold out of all our stock and half of all proceeds will be donated to a charitable organization promoting sustainability!

PHEKSA Elections and Hiring

Voting ballots were open last Thursday and Friday for PHEKSA's General Elections. Hiring for the remaining positions also took place late last week, and the full assembly will be confirmed this week!

Kin Formal

For the first time since 2019, Kin's end of year Formal is back! I would report more details if I knew them, but they remain top secret for all 4th year students.

That's all from PHEKSA! Thanks again for a great year.

Cheers,

Stuart Mladen
Vice President of Operations

Physical and Health Education and Kinesiology Students Association
Queen's University

E: vpops@pheksa.queensu.ca

C: 647-468-0422

PHEKSA recognizes that Queen's University sits on the traditional territory of the Haudenosaunee & Anishinabe peoples.

DATE: MARCH 29TH, 2022



DSUS REPORT

Dan School Undergraduate Society

PRESENTED BY **HAMISH HUTCHISON-POYNTZ -VP OPERATIONS**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

BUSINESS OF ACADEMIC REPRESENTATIVES

SOCIAL SCIENCES

PRESENTED BY CLARA CIVIERO.

Dear Members of Assembly,

Thank you all for an incredible year, it has been an honor to be able to sit on assembly. The DSCs in my cluster have done a fantastic job and their efforts do not go unnoticed. Finally, I would like to thank Tiffany and Emma for all of their help and support, they have made this experience wonderful.

I wish you all a great rest of your term, and good luck on your exams!

NATURAL AND PHYSICAL SCIENCES

PRESENTED BY MATHIE SMITH.

Hi there,

As the term begins to wrap up, the natural and physical sciences will be having a cluster event at the Grizzly Grill on March 30th. As a celebration of everyone's efforts, there will be trivia for students and professors to take part in. The function will be two hours and anyone and everyone is welcome!

Each DSC has been hard at work throughout the semester. Most have had success in hosting both in-person and online events. Between trivia nights, clothing sales in the ARC, and on-campus campaigns, the cluster certainly entered week six ambitiously and seized the rest of the little in-person time we were granted this semester.

As well, each DSC is working to welcome the next wave of DSC presidents. While it is bittersweet and means that our time is coming to an end, we are all incredibly proud of our teams and their ability to navigate a semester that was filled with surprises.

That's all from us, thanks to everyone at Assembly for an incredible year.

Mathie Smith

HUMANITIES

PRESENTED BY STEVEN FENN.

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: MARCH 29TH, 2022

ARTS AND LANGUAGES
PRESENTED BY FLYNN EVES-WELCH.

Dear Members of Assembly,

Fine Arts DSC:

-we have some final events to close out the school year: a scavenger hunt to add songs to a BFA Spotify playlist and a Print artwork exchange

-we are planning to tack down our transition meeting with our incoming co-presidents this upcoming week –our final end-of-year budget should be complete this upcoming week, with all end-of-year totals confirmed and verified between the co-presidents and the treasurer

-final Fine Arts DSC meeting will be in the first week of April (4th)

Arts & Languages Cluster:

-cluster event had difficulty getting participation from the components within the cluster, but we have sort of landed on either a DIY sticker social or a virtual smores campfire session

-I plan to try and connect the incoming co-presidents together for the different departments within the cluster, that way, next year, so whoever the next Academic Representative for the cluster is might have an easier time communicating with people

Flynn Eves-Welch



BUSINESS OF THE ALMA MATER SOCIETY

FIRST-YEAR ASUS REPRESENTATIVE TO THE AMS

EMELIA PATTERSON

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

ASUS REPRESENTATIVE TO THE AMS

DANTE CALOIA

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: MARCH 29TH, 2022



BUSINESS OF THE SENATE

PRESENTED BY **SAHIBA GULATI, KALLISTA JONES, NOAH MAWJI, AND ROBERT HUGHES.**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: MARCH 29TH, 2022

Appendices

Appendix A: Financial Policy Manual Changes

Please click [here](#) to view the presented changes to the Financial Policy Manual.

Appendix B: Permanent Staff Policy Manual Changes

PART 1: GENERAL MANAGER

SECTION 1 | GENERAL

1.01.01

The Society's General Manager shall be a part-time employee, employed throughout the year with time off as stipulated in their contract with the Society. This contract must be reviewed yearly by the ASUS Executive and Human Resources Officer in accordance with section 1.03.01 of this Policy.

SECTION 2 | RESPONSIBILITIES

1.02.01

Each year, the breakdown of specific responsibilities may be negotiated between the ASUS General Manager and Vice President, as deemed fit by the individuals in the position, and in line with the hours they are salaried to work for the Society. With that being said, The General Manager shall have the ultimate responsibility for the following general financial responsibilities:

- i) maintain complete records of all main Society transactions;
- ii) reconcile bank statements and update savings account records each month;
- iii) keep a record of all employees and ensure that the appropriate salary deductions are made and remitted to Revenue Canada the Canada Revenue Agency each month;
- iv) prepare R.O.E. (Record of Employment) forms for all terminating previous employees and file with Revenue Canada the Canada Revenue Agency;
- v) prepare T4 slips for all employees and file with Revenue Canada the Canada Revenue Agency each year;
- vi) keep E.H.T. (Employer Health Tax) records and file each year;
- vii) be a co-signer on chequing and savings accounts an authorized signing authority on all banking agreements and accounts;
- viii) assist the VP Vice President (Operations) in making any changes to the bookkeeping system to facilitate the smooth operation of ASUS;
- ix) be knowledgeable of all taxes and their potential impact on ASUS;
- x) aid in the monitoring of ASUS Camps and DSC ASUS Orientation accounts.
- xi) Remit harmonized sales tax on behalf of Jacket Sales, Formal, Conferences, etc all taxable-revenue-generating activities of the Society;
- xii) Work with the Vice President (Operations) and accounting firm to prepare the yearly financial review
- xiii) Reconcile amounts to be given to various charities affiliated with the Society
- xiv) Supervise the management of the Society's investment portfolio with the Bank of Montreal Royal Bank of Canada;
- xv) Provide direction and expertise in budget development and implementation; directly with the ASUS Vice President (Operations)

DATE: MARCH 29TH, 2022

- xvi) Assist the Vice President (Operations) with internal invoicing of ASUS groups and countersign cheques external invoicing of other organizations.

1.02.02

The General Manager shall have these further general responsibilities:

- i) Oversee any and all legal matters and concerns in collaboration with legal counsel
- ii) Negotiate, approve, and administer all contracts the Society enters into with other parties to manage risk and responsibility effectively
- iii) Facilitate ASUS' annual insurance with the Alma Mater Society
- iv) Provide oversight and control of complex or sensitive human resources issues for any aspect of ASUS, including acting as a member of the team investigating Harassment and Discrimination complaints in conjunction with the ASUS Human Resources Officer when requested by the ASUS Executive
- v) Manage the facility-related daily operations (including maintenance), function as project manager for any capital projects, and liaise with other departments, including Queen's Physical Plant Services Facilities, Campus Security, and Queen's Security & Risk department the Office of Risk and Safety.
- vi) Provide guidance with respect to resources and procedures for all aspects of operations, financial management, and risk management to all ASUS employees and volunteers
- vii) Advise Executive on government and corporate matters, special projects
- viii) Assist the Governance Officer in management, maintenance, and oversight of ASUS policies, including permanent staff, volunteer, and Societal policies
- ix) Provide advice and recommendations on course of action/ response to the Executive on politically sensitive matters related to the Society
- x) Maintain a productive relationship with Queen's Human Resources and the Alma Mater Society General Manager
- xi) Support the annual transition between Executive teams; develop and implement a transition plan, create supporting materials, and facilitate discussion between Executive teams throughout the transition period
- xii) Keep informed about upcoming ASUS events through informal and verbal reports received from the Executive and the Commissioners
- xiii) At the discretion of Council, the General Manager may also be invited to sit on committees and/or meetings for which the input of the General Manager may be deemed valuable.
- xiv) Assisting and informing ASUS Advisory Board and Assembly whenever it is deemed relevant, useful, or necessary

SECTION 3 | REVIEW, ACCOUNTABILITY, AND TERMINATION

1.03.01

The General Manager shall report to the ASUS Executive, directly through the ASUS Vice President (Operations).

1.03.02

DATE: MARCH 29TH, 2022

The General Manager's contract, role, and responsibilities shall be regularly reviewed by the ASUS Executive and Human Resources Officer, as per clause 13.03.01 in the ASUS Constitution.

1.03.03

In collaboration with the Society's Human Resource Officer, the Society's Executive shall have the sole authority to terminate the General Manager due to any material breach of their contract with the Society or the ASUS Human Resources Policy. All termination must be in accordance with all relevant provincial and federal laws.

Appendix C: Vice President Society Affairs Policy Manual

SECTION 2 | RESPONSIBILITIES

1.02.03 In addition to the joint responsibilities listed above, each member of the Executive team has individual responsibilities for which they are accountable.

The duties of the Vice-President Society Affairs shall include, but not be limited to:

i) To set, plan, and pursue the long-term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;

ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:

- a. ASUS Marketing Officer;
- b. ASUS Community Outreach Commissioner;
- c. ASUS Camps Directors;
- d. ASUS Human Resources Officer;
- e. ASUS Governance Officer;
- ~~f. ASUS Equity Director;~~
- g. ASUS Sustainability Director.

vii) To lead and strategize all internal changes to ASUS, considering its structural health and long term growth, primarily by working with the Governance Office, ~~Equity Director~~ and Sustainability Director;

Appendix D: Marketing and Communications Policy Manual Changes

SECTION 2 | GRAPHIC DESIGN TEAM

2.02.01

The Graphic Design Team shall be responsible for designing and creating graphics for use across the Society. They will be required to quickly and professionally create digital media as requested by the students of Arts and Science.

2.02.02

The membership of this committee shall consist of:

- 1) The Deputy Marketing & Communications Officer (Creative);
- 2) Graphic Design Manager;
- 3) Four (4) Graphic Design Directors.

2.02.03

The responsibilities of the Graphic Design Manager shall include, but are not limited to:

- 1) Meeting with and report to the Creative Deputy and Marketing & Communications Officer regularly;
- 2) Holding six to eight (6-8) office hours per week. It is recommended that these office hours be evenly distributed throughout the week;
- 3) Assigning and delegating graphics requests to the graphics directors and ensuring their completion well in advance of deadlines;
- 4) Communicating with the requester(s) as necessary in order to ensure the creation of a suitable design;
- 5) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness;
- 6) Creating any graphics deemed to be necessary in the day to day operations of the graphics team.

2.02.04

The Graphic Design Manager is ascribed a Tier 2 honorarium of \$800 (2 installments of \$400), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

2.02.05

The responsibilities of the Graphic Design Directors shall include, but are not limited to:

- 1) To complete all requests well in advance of deadlines;
- 2) Meeting with and report to the Creative Deputy, Graphics Manager, and Marketing & Communications Officer regularly;
- 3) Communicating with the requester(s) as necessary in order to ensure the creation of a suitable design;

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4) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness.

2.02.06

~~Graphics Directors are each ascribed a Tier 4 honorarium of \$500 (2 installments of \$250), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.~~

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Appendix E: ASUS Orientation Policy Manual Changes

Please click [here](#) to view the proposed changes to the ASUS Orientation Policy Manual.

Appendix F:

1.01.04

General

- iv) "Council" refers to the Council of the Society including officers and commissioners;
- v) "Executive" refers to the three Executives of the Society including the President, the Vice President of Operations and the Vice President of Society Affairs;
- x) "Member Society" or "Sibling Society" refers to a school (CESA, COMPSA, PHEKSA, DSUS) division or institute of the University recognized by the Society;

2.01.02

The purpose of the Society shall be, in the following order:

- i) to advance the interests of its members ~~and of~~ to the University;
- ii) to represent its members in matters concerning them in their capacity as Arts and Science students;
- iii) to provide Arts and Science students with new opportunities for personal development and community building.

2.03.01

- a) Academics Commissioner;
- b) Equity Commissioner;
- c) ASUS Head Gael;
- d) ASUS Director of Student Affairs Research;
- e) ASUS Professional Development Director;
- f) ASUS Wellness Director;
- g) ASUS SVPR Director

2.03.03

Vice President Society Affairs:

The duties of the Vice President Society Affairs shall include but shall not necessarily be limited thereby: i) To set, plan, and pursue the long-term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;

ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:

- a) ASUS Marketing Officer;
- b) ASUS Community Outreach Commissioner;

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- c) ASUS Camps Directors;
- d) ASUS Human Resources Officer;
- e) ASUS Governance Officer;
- ~~f) ASUS Equity Director;~~
- g) ASUS Sustainability Director.

PART 8: SOCIETY VALUES, MISSIONS AND COMMITMENTS

8.01.01

The section outlined below will institutionally embed the commitment of ASUS to the values it stands by through our internal policies and procedures. These values include but are not limited to:

- A) Sustainability
- B) Accessibility
- C) Indigenization

8.02.01

SUSTAINABILITY POLICY TO BE ADDED HERE IF PASSED IN A LATER MOTION.

8.03.01

The Arts and Science Undergraduate Society will strive to advocate for equal opportunity both internal to ASUS and external to the supports we offer. This will be shown through:

- A) ASUS Meetings
- B) ASUS Spaces
- C) Positions and Hiring

8.03.02

The best efforts will be made to ensure all ASUS meetings are made accessible regardless of hearing or visual impairments to Arts and Science students and any collaborators. This includes but is not limited to ASUS Assembly, internal meetings and interviews. Some means for increasing accessibility will include:

- A) Close captions
- B) Recordings of online meetings
- C) Detailed meeting minutes to be made available

The measures taken to ensure accessibility needs are met will be catered to the needs of those involved and are not limited to the aforementioned examples.

8.03.03

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The ASUS House will be made available through a side ramp. When needed, meetings will be conducting on the ASUS House main floor to allow equal access to ASUS Resources. In the instance that the ASUS main floor is not made available, all accommodations and measure will be taken to find alternative meeting spaces to promote accessibility to the meeting.

8.03.04

Accessibility of hiring and roles will be of utmost importance in fulfilling the ASUS mandate. Advertising for full-time employee positions shall be placed in campus and external media. Advertising shall include information on the nature of the position, expected starting date, reference to compensation, necessary qualifications, deadline date for applications, mailing address and any other information that ASUS Council deems relevant. Applications should be submitted to the relevant hiring platform which is overseen by the Human Resources Officer. ASUS will ensure that proper accessibility and accommodation are prioritized within the hiring processes to ensure equitable access to ASUS roles for all Arts and Science students. To the best of their ability, the hiring panel will accommodate to the needs the interviewee to ensure equal access of opportunities **(removed from section 13.04.01)**

8.04.01

Recognizing the colonial history of Queen's University and the Arts and Science Undergraduate Society, ASUS will be committed to imbedding Indigenization into society affairs and values. The two central tenants of this will be through:

A) Ongoing Land Acknowledgements

B) The Reflection Room

8.04.02

Land Acknowledgement shall be actively be highlighted within the daily operations of the Arts and Science Undergraduate Society. This will be an opportunity to highlight Queen's on the territory of the Anishinaabe and the Haudenosaunee peoples. They will not employ a standard template but will instead be personalized and unique to the event and individual giving the address. When possible, training will be given to provide students with the tools and reflections to give a meaningful acknowledgements. Land Acknowledgements will be included:

A) Opening of Events

B) Assembly Meetings

C) Through ASUS virtual correspondences and email signatures

8.04.03

ASUS shall own and operate the Reflection Room of Kingston Hall as a student activity space. This space is dedicated to active Indigenization and reflection. For this reason, priority for space usage will be given to Indigenous students, groups, units and clubs at Queen's. Please see the President Policy Manual for more details. This space shall exist primarily for the use of Arts and Science students. Every effort will be made to allow groups on campus to utilize this space at the discretion of the Society with preference to Arts and Science students. **(Removed and altered from part 14 of the constitution)**

Appendix G: Constitutional Policy Changes Part 2 - Sustainability Policy

Please note that this policy change is to be included in the ASUS Constitution, with placement in section and part to be determined based on other Constitutional changes presented at the Annual General Meeting.

- i) Society members, volunteers, and employees shall adhere to all sustainability policies outlined in the Constitution and respective Policy Manuals.
- ii) ASUS shall strive to appropriately recycle and/or dispose of all materials that are no longer necessary to the activities of the Society, including but not limited to:
 - a. Electronics;
 - b. Equipment;
 - c. Promotional materials;
 - d. Decorations;
 - e. Food waste; and
 - f. Other byproducts of office activities.
- iii) When ordering materials in bulk, the purchaser must prepare a waste diversion plan for end of life of the materials. The purchaser is encouraged to consult with the Sustainability Director prior to making the order.
- iv) Ordering of promotional materials or single-use materials, including but not limited to pamphlets, business cards, and office supplies, are encouraged to be constructed of a material that can be recycled.
- v) Paper use should continue to be reduced wherever possible and eliminated in cases where accessibility is not sacrificed.
- vi) There shall be sustainability rules for all events organized by ASUS, as follow:
 - a. Event planners must review the sustainability section included in the Event Proposal Form (EPP);
 - b. Events must include receptacles for proper recycling of paper, plastic, compost, and garbage, in addition to any other specific waste generated by the event activities;
 - c. Event planners should consult with their Commissioner/Officer/Executive to make use of decorations or materials that other committees may be able to repurpose for their event;
 - d. Waste diversion plans should be developed for any excess of food at events. This may include:
 - i. Committee members or event organizers;
 - ii. Food banks; and
 - iii. Other community partners.
 - e. Tickets for events should be offered virtually.

Appendix H: Constitutional Changes Part 3 - Financial Changes

SECTION 2.04 | EMPLOYEES

2.04.01

The following positions shall be recognized as employees of the Society:

- i) The ASUS President;
- ii) The ASUS Vice-President Society Affairs;
- iii) The ASUS Vice-President Operations/CFO;
- iv) The Summer Executive, as outlined in PRE/VP.1.03;
- v) The ASUS General Manager, who shall be recognized as a permanent staff member as outlined in VP.3.01;
- vi) All members of ASUS Council, including the Academics Commissioner, Community Outreach Commissioner, Equity Commissioner, Governance Officer, Marketing Officer, and Services Commissioner;
- vii) The ASUS Human Resources Officer;
- viii) ASUS Camps Staff;
- ix) The Summer Head Gael;
- x) The ASUS Orientation Chairs;
- xi) All positions within the Society designated work-study, including Receptionists and Assembly Scribe.

2.04.02

All employees, with the exception of the Receptionists and Assembly Scribe, shall receive a salary, paid in bi-weekly installments. Receptionists and Assembly Scribe shall receive an hourly rate as established in the required work-study contract. The amount of remuneration each position receives shall be determined by the ASUS Advisory Board in consultation with the Board Personnel Committee and voted on by ASUS Assembly at the opening of the yearly General Operating Budget. The salary grid shall be reviewed by the Personnel Committee on a bi-annual basis and adjusted as necessary.

2.04.03

The ASUS Vice-President Operations shall be responsible for ensuring that all employees sign employment contracts, which are reflective of all relevant employment legislation and the regulations set out in this Constitution. The contracts shall include, but are not limited to, the following:

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- i) Duties and responsibilities, as set out in the Constitution and Policy Manual;
- ii) Duration of contract, as established by the Advisory Board Personnel Committee and outlined in the salary grid;
- iii) Confidentiality agreement;
- iv) Amount of remuneration;
- v) Vacation & holidays, if applicable;
- vi) Termination clause, as set out in the ASUS Human Resources Policy and Procedures Manual;
- vii) Requirement to submit a transition manual by a specified date and, if applicable, to return their key to the ASUS Offices at the end of their contract.

2.04.04

All employees shall be subject to two performance reviews conducted by their respective supervisor. Performance reviews shall be carried out in accordance with the regulations set out in the ASUS Human Resources Policy & Procedures Manual. A performance review for the Executive shall be conducted once a semester by a committee consisting of two (2) members of the Advisory Board and two (2) members of Assembly, facilitated by the ASUS Human Resources Officer.

2.04.05

All salaries and wages shall be paid out of the ASUS General Account. All salaries shall be made a line item in the General Operating Budget, with two separate lines for reimbursement from ASUS Camps and Orientation for salaries being made under revenues.

2.04.06

On a bi-annual basis, the ASUS Vice President Operations shall present to the Advisory Board a salary grid, outlining the remuneration schedule for all employees of the Society. The salary grid shall only be presented by the outgoing Vice President Operations in March of each year to minimize the associated conflict of interest. The salary grid shall include, but not be limited to:

- i) Time commitment for each respective position;
- ii) Duration of contract
- iii) Total remuneration
- iv) Food credit allocation
- v) Base hourly rate for each respective position

SECTION 2.05 | HONORARIA

2.05.01

All positions within the Society, with the exception of those outlined in Section 2.04 are considered to be volunteer positions. Due to the nature of their responsibilities and commitment, the positions outlined in this Section shall be recognized by granting them honoraria. These honoraria are to maintain the accessibility of these positions to all students, irrespective of their financial situations and should not be considered salaries.

2.05.02

All honoraria shall be made a line item in the Society General Budget, with the exception of the Orientation Chair honoraria.

2.05.03

Orientation Chair honoraria shall be made a line item in the Orientation Budget.

2.05.04

Honoraria payments shall be completed as follows:

- i) — Payments for Orientation Chair honoraria are to be made in two installments at the end of winter semester and October of fall semester upon the completion of an Honoraria Review by the ASUS Human Resources Officer. The second installment is provided upon the submission of a completed transition manual.
- ii) — Payments for the Deputy Commissioners and Officers, Jackets Directors, Good Times Diner Directors, the Chair of Advisory Board, Chief Returning Officer, Accounts Clerk, Store Manager, and the Professional Development Director are to be made in two installments, one on the last day of each semester after the completion of an Honoraria Review by the ASUS Human Resources Officer. The second installment is to be held back until after the completion of individual transition manuals.
- iii) — Payments for the Academics Representatives and ASUS Review Developers shall be paid out in halves at the end of each semester after the completion of an Honoraria Review by the ASUS Human Resources Officer.

2.05.05

Honoraria amounts shall follow a tiered system with each volunteer role within ASUS being designated under a particular tier based on workload. The tier system sets the compensation of volunteers at a minimum. If it is identified at the honoraria review that a volunteer has outperformed their initial tier, their compensation can be increased by moving the individual to a higher tier. The tiers of each compensation are as follows:

- i) — Tier 1 of compensation will receive an honorarium equivalent to \$1000.00. These positions are characterized for working between 8-10 hours weekly. This honorarium shall be reviewed bi-annually by the Review Committee in accordance with Human Resource Policy and Procedures Manual[CR3] [AR4]. The volunteers within this tier include:

a) ~~Deputy Academics (DSC Support)~~

ii) ~~Tier 2 of compensation will receive an honorarium equivalent to \$800.00. These positions are characterized for working between 6-8 hours weekly. This honorarium shall be reviewed bi-annually by the Review Committee in accordance with Human Resource Policy and Procedures Manual[CR5][AR6]. The volunteers within this tier include:~~

- ~~a) Accounts Clerk,~~
- ~~b) Professional Development Director~~
- ~~c) Sponsorship Director~~
- ~~d) Deputy Academics (Special Projects)~~
- ~~e) ASUS Review Director~~
- ~~f) Deputy Community Outreach (Fundraising)~~
- ~~g) Deputy Community Outreach (Volunteer Support)~~
- ~~h) Deputy Human Resources (Talent Acquisition)~~
- ~~i) Deputy Marketing (Graphics)~~
- ~~j) Deputy Marketing (Web Design)~~
- ~~k) Good Times Diner Co-Directors~~
- ~~l) Jackets Co-Director~~
- ~~m) ASUS Mentorship Program Director~~

iii) ~~Tier 3 of compensation will receive an honorarium equivalent to \$600.00. These positions are characterized for working between 4-6 hours weekly. This honorarium shall be reviewed bi-annually by the Review Committee in accordance with Human Resource Policy and Procedures Manual[CR7][AR8]. The volunteers within this tier include:~~

- ~~a) Store Manager, Equity Director~~
- ~~b) Wellness Director~~
- ~~c) Director of Student Affairs Research~~
- ~~d) Equity Deputy (Committees)~~
- ~~e) Equity Deputy (InQsive)~~
- ~~f) Deputy Governance~~
- ~~g) Chief Returning Officer~~
- ~~h) Deputy Human Resources (Volunteer Appreciation)~~
- ~~i) Director of Training and Analytics~~
- ~~j) Deputy Services~~
- ~~k) Formal Co-Conveners.~~

iv) ~~Tier 4 of compensation will receive an honorarium equivalent to \$500.00. These positions are characterized for working less than 4 hours weekly. This honorarium shall be reviewed bi-annually by the Review Committee in accordance with Human Resource Policy and Procedures Manual. The volunteers within this tier include:~~

a) ~~IT Director~~

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- b) ~~ASUS Peer Tutoring Director~~
- c) ~~ASUS Review Developers~~
- d) ~~Academic Representatives~~
- e) ~~Advisory Board Chair~~
- f) ~~Chief Electoral Officer~~
- g) ~~Assembly Speaker.~~

SECTION 9.02 | FISCAL ACCOUNTABILITY

9.02.01

The Vice-President Operations shall submit monthly financial reports of all financial transactions to be reviewed by Assembly. The Vice-President shall upload a year-to-date budget on the ASUS website on the first of every month for review by all Society members.

9.02.02

Should any issues arise from the financial reports monthly budget updates, Assembly shall strike a Committee consisting of one (1) member-at-large, one (1) ASUS Rep to the AMS, one (1) Student Senator, and one (1) Academic Representative task the Advisory Board Finance Committee to review all financial receipts and expenses made available by the Vice-President Operations. The Finance Committee shall submit a written report of their findings to Assembly no later than two (2) weeks within reasonable limits at the discretion of Assembly after the committee was tasked.

9.02.03

All financial officers from Society organizations shall submit regular reports to the Vice-President Operations as to current standings as well as future expenses. These organizations shall include, but are not limited to, Orientation Committee, Camps, Formal Committee, Jackets Committee, Year Societies, and the Undergraduate Review QCLC, and QEC.

9.02.04

The Vice-President Operations shall perform an audit of all the fiscal reports and accounts of the Society organizations before the end of his/her term and report the findings to Assembly.

9.02.05

Final records and receipts from each of the Society's financial officers shall be kept on file for at least seven years.

9.02.06

All outstanding accounts (i.e. Orientation and Formal) shall be transferred to the Vice-President Operations at the end of the Society fiscal year to be finalized by the Summer Executive.

9.02.07

~~There shall be a Permanent Year Society budget line in the General Society Budget maintained by the Vice-President Operations. Each Permanent Year Vice-President will be able to request cheques for expenses in order to obtain funds from the account. The Vice-President Operations shall send statements~~

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to each Permanent Year Executive detailing the current standing of the account upon request by the Permanent Year Society Executive. Any member of assembly elected during the winter election wishing to acquire funding shall submit a budget for approval at the first assembly in September. Any member of Assembly elected during the fall bi-election wishing to acquire funding shall submit a budget to Assembly for approval at any point prior to the last assembly in the fall semester

SECTION 9.03 | SURPLUS

9.03.01

The main revenue sources for the Society shall be ASUS Jackets, Imaginus Poster Sale, and student member fees. All events that are run by student fee contribution (i.e. Orientation and Formal) shall aim to levy the lowest possible charge and try to budget for zero, contingency notwithstanding.

9.03.02

Should surplus exceed five (5%) of the total operating budget of an organization, a Committee shall be struck from Assembly to decide on the allocation of the excess funds:

- i) This Committee shall be chaired by the Vice-President Operations of the Society, and be made up of one (1) ASUS Representative to the AMS, one (1) Student Senator, one (1) Academic Representative, and one (1) member at large.
- ii) All allocation decisions made by the above Committee must be approved by Assembly before funds are distributed.

SECTION 9.04 | DEBT REPAYMENT

9.04.01

Financial subsidiaries, such as Orientation and Jackets bring in revenue to the Society under most circumstances; however, should one operate on a loss in a particular fiscal year, the debt shall be absorbed by ASUS.

9.04.02

Should the Formal incur a loss, ASUS will initially cover the cost of resolving the debts. It will be the responsibility of the Formal Committee and the graduating Year Executive to fundraise as much as possible before the end of the Society fiscal year to pay back ASUS.

9.04.03

Since the long term financial viability of ASUS Camps depend on donations collected, revenue will not be transferred back to the Society at the end of the fiscal year, but will instead be contributed towards the fundraising of the following year's Camp.

9.04.04

Should any financial subsidiary of ASUS close for any reason, all surplus left in the account shall automatically be transferred back to the Society.

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Appendix I: Constitutional Changes Part 4 - Electoral and Correctional Changes

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Please click [here](#) to view the proposed changes to the ASUS Constitution.

Appendix J: Rules of Order Policy Manual Changes

Please click [here](#) to view the proposed changes to the Rules of Order Policy Manual.

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Appendix K: Services Policy Manual Changes

Please click [here](#) to view the proposed changes to the Services Policy Manual.

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