



# ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY



DUC MENTEM AD LIBERTATEM

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

## AGENDA

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1. **Motion #1** – Approval of the Agenda
2. **Motion #2** – Approval of the Minutes
3. Speaker's Business
  - i. **Land Acknowledgement**
  - ii. **Breakout Rooms**
4. Discussion Period
  - i. **In-Person Assembly Meetings**
5. Executive Reports
6. Society Reports
  - i. **Business of ASUS Council**
  - ii. **Business of the Sibling Societies**
7. Other Reports
  - i. **Business of the Senate**
  - ii. **Business of Other Members (Academic Representatives, ASUS Reps. to the AMS)**
8. Statements by Members
9. Question Period
10. Old Business
  - i. **See attached motion sheet, motion 3.**
11. New Business
  - i. **See attached motion sheet, motions 4-17.**
12. Speaker's Last Word
13. Adjournment of the ASUS Assembly

 **MOTION SHEET** 

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- 1. That ASUS Assembly formally approve this agenda and the consent agenda.**
  - MOVED BY: KRISTEN SUTHERLAND
  - SECONDED BY: ALYTH ROOSEst Time: 2 mins
  
- 2. That ASUS Assembly formally approve the minutes from the last Assembly held on October 19th, as seen on the ASUS website.**
  - MOVED BY: KRISTEN SUTHERLAND
  - SECONDED BY: ALYTH ROOSEst Time: 2 mins
  
- 3. That ASUS Assembly formally end consideration of the new Arts and Science Undergraduate Society Mandate, as seen in *Appendix A: ASUS Gets a New Mandate.***
  - MOVED BY: ALYTH ROOS
  - SECONDED BY: BRANDON ALDWORTHEst Time: 2 mins
  
- 4. That ASUS Assembly formally approve the changes to the Alzheimer’s Outreach budget, as seen in *Appendix B: Alzheimer’s Outreach Budget Changes.***
  - MOVED BY: EMILY ARMSTRONG
  - SECONDED BY: BRANDON ALDWORTHEst Time: 2 mins
  
- 5. That ASUS Assembly formally approve the changes to the Academics Policy Manual, as seen in *Appendix C: Academics Policy Manual Changes.***
  - MOVED BY: TIFFANY YUNG
  - SECONDED BY: ALICIA PARKEREst Time: 2 mins
  
- 6. That ASUS Assembly formally approve the amendments to the Politics Department Student Council (DSC) Budget, as seen in *Appendix D: Politics DSC Budget Amendments.***
  - MOVED BY: TIFFANY YUNG
  - SECONDED BY: BRANDON ALDWORTHEst Time: 2 mins
  
- 7. That ASUS Assembly formally approve the changes to the Elections and Referenda Policy, as seen in *Appendix E: Elections and Referenda Policy Manual Changes.***
  - MOVED BY: KRISTEN SUTHERLAND
  - SECONDED BY: CAITLIN HAYESEst Time: 2 mins

**8. That ASUS Assembly formally approve the changes to the Financial Policy Manual (FIN), Section 9.01.04, as seen in *Appendix F: Financial Policy Manual Changes***

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

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

- MOVED BY: BRANDON ALDWORTH
- SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

**10. That ASUS Assembly formally approve the distribution of the ASUS Professional Development Grant fall semester allocation, as seen in *Appendix G: ASUS Professional Development Grant Fall Semester Allocation***

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

Est Time: 2 mins

**11. That ASUS Assembly formally approve the distribution of the ASUS Student Initiative Grant fall semester allocation, as seen in *Appendix H: ASUS Student Initiative Grant Fall Semester Allocation*.**

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

Est Time: 2 mins

**12. That ASUS Assembly formally approve the distribution of the ASUS Department Student Council Grant fall semester allocation, as seen in *Appendix I: ASUS Department Student Council Grant Fall Semester Allocation*.**

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

Est Time: 2 mins

**13. That ASUS Assembly formally approve the distribution of the ASUS Sibling Society Grant fall semester allocation, as seen in *Appendix J: ASUS Sibling Society Grant Fall Semester Allocation*.**

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

Est Time: 2 mins

**14. That ASUS Assembly formally approve the distribution of the ASUS Committee Grant fall semester allocation, as seen in *Appendix K: ASUS Committee Grant Fall Semester Allocation*.**

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

Est Time: 2 mins

**15. That ASUS Assembly formally approve the change of the mandate and name of the “Queer Solidarity Alliance” to “Queer Space”, as seen in *Appendix L: Changes to Name and Mandate of “Queer Solidarity Alliance”*.**

- MOVED BY: YARA HUSSEIN
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

**16. That ASUS Assembly formally approve the addition of the ASUS Equity Grant, as seen in *Appendix M: ASUS Equity Grant Addition*.**

- MOVED BY: YARA HUSSEIN
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

**17. That ASUS Assembly formally approve the addition of the ASUS Disability Grant, as seen in *Appendix N: ASUS Disability Grant Addition*.**

- MOVED BY: YARA HUSSEIN
- 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 doing well in this week 11! I cannot believe that this semester has completely flown by. It is with a great amount of nostalgia and pride that I write my last assembly report for the semester. As always, I would like to preface my assembly report with the fact that none of the work and advocacy happening within ASUS would not be possible without all the volunteers that make ASUS the community. Before getting into the work that has been going on recently, I want to extend a huge thank you to everyone for joining us over the past few months in building a community for Arts and Science students.

### **ASUS 131st Birthday**

The central focus of this past month has been the celebration of ASUS' 131st birthdays. This has allowed us to engage in a lot of different programming this month to engage with ASUS volunteers and history. This past week, ASUS Council had the privilege of being able to give out over 300 free burgers and hotdogs to students in the community. In honour of the birthday, we will also be opening the ASUS house for house tours! This is a great opportunity for everyone to get to know ASUS in a new and unique way. We will also be having programming running in each office and a photobooth to allow individuals to celebrate the birthday. Serving as both an ASUS birthday and an end of the year social, I will also be hosting a festive get together on November 29th. Students are invited to join in the reflection room for games, and festive shows in their PJs! We are hoping to do some much needed ASUS bonding prior to the We will also be selling all our merchandise at 31% off to celebrate 131 years of ASUS. This entire month has been a wonderful experience highlighting volunteers through the Faces of ASUS campaign, taking a walk down memory lane with the Then and Now campaign and engaging with ASUS and Queen's alumni. We cannot wait to see what the next 131 years bring.

### **QNSA Liaison**

It is with great excitement that Brandon and I had our first consultation of the year with a QNSA Liaison. It was wonderful meeting with Noelle to discuss the structure of the Liaison role, the future of the Reflection Room and the QNSA initiatives that are currently unfolding. We look forward to continuing these on a monthly basis.

### **Professional Development**

This past month, the Professional Development team hosted their first Life After ArtSci event of the year. The virtual event brought over thirty alumni together in the theme "Adapting with ArtSci". This was an incredibly successful event thanks to the work from Phoebe, Lauren and Shay. We are now looking forward to planning our spring event as well.

### **SVPR**

Sexual Violence Prevention and Response has continued to be a very important focal point for us this past semester. This past month we completed the Transparency week. In doing so, we released a detailed breakdown of three central resources that students have. These three resources included the Queen's Sexual Violence Prevention and Response Services, the Sexual Assault Centre Kingston and the Haven Application. Each of these were meant to provide students with more transparency and comfortability engaging with these services.

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As we look towards the next semester, we would like our focus to really reinforce accountability of perpetrators and tangible policy changes for victims. In doing so, we have formed a task force at ASUS that will be aimed at combatting gaps in policies and providing more accountability to this campus. Spearheaded in collaboration with the Academics Commissioner and Equity Commission it is composed by a collection of DSCs and Sibling Society leaders, we will be discussing central ways that changes can be made. Our central ideas center around an accountability campaign and adding new trainings for professors.

### **ASUS Appeals Resource Centre**

The ASUS Appeals Resource Centre has officially launched this month! David Niddam-Dent and Ashanthi Francis have worked incredibly hard at creating a team, establishing trainings and putting together a service that will help students with their appeals. This service will provide support in understanding regulations, editing appeals letters and giving them overall advice prior to going into appeals meetings. If you are looking to access the resource or have any additional questions please reach out [appeals@asus.queensu.ca](mailto:appeals@asus.queensu.ca).

### **OnQ Launch**

The launch of the OnQ has been an overarching goal over the past two years at ASUS. For this reason, it is with great pride that we officially launch it on the 29. This will become another sphere for student engagement and accessibility. The goal is that ASUS has resources and supports available to students on the platforms that they use most. Our OnQ page has particularly focused on resources for students and academic supports. After months of hard work and collaboration with the faculty, it is very exciting for it to be officially launching!

### **Mandate Launch**

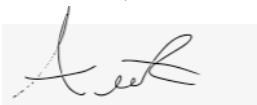
Following the last assembly, we put our new mandate out to the public for constructive feedback. The aim is to ensure that the mandate created represents the interests and needs of students within a modern context. At this upcoming assembly, we will be passing the new mandate to usher in the next 131 years as well.

### **Director of Student Affairs Research**

The Director of Student Affairs Research has officially launched several research projects. At this time, we are current accepting feedback on our International Student Experience Survey and the Queen's Perception Survey. We encourage all of you to take the time to fill it out as soon as possible. Looking forward to sharing the findings in the new year.

Thank you so much to everyone for all your contributions to assembly this year! It has always been one of my favourite parts of ASUS and I could not be more excited for all the conversation to be had in the new year. As always, if you have any questions please do not hesitate to reach out! We have a big four months ahead of us.

All the best,



Alyth Roos (she/her)

President

[president@asus.queensu.ca](mailto:president@asus.queensu.ca)



Dear members of Assembly,

I cannot believe this is our last meeting of the semester! It feels like time is flying by, and as we approach the end of term and beginning of exams, I wanted to remind you all to ensure you are taking care of yourselves and your mental health. As we enter the final stretch of the Fall Semester, the Vice President's Office has a lot on the go, and I am excited to be able to provide these updates to Assembly. These will include some work that has been done since our last meeting, as well as things that will occur before year's end.

### **End of Term Financial Reconciliation**

Myself, Danielle Charland, and Sean Thompson will be engaging in financial review over the course of December, to prepare necessary filings, records, and reconciliations. This process will ensure that, in beginning the Winter Semester, our financial records are accurate and complete. We will update members of Assembly in January on the financial standing of the Society.

### **Closure of Offices**

The ASUS Offices will be closing on the afternoon of Friday, December 3rd, for the holidays and winter break. I will be coordinating with our Front Desk team, Queen's Facilities, and Campus Security, to ensure that the space remains safe and clean over the break. This will ensure we are ready to return to full capacity upon our return in January.

### **Reflection Room Cleaning**

On Thursday, November 11th, 2021, ASUS Council, alongside the orientation teams of 2021 and 2022, engaged in a deep cleaning and organization of the Kingston Hall Reflection Room. I am pleased to announce that the room is now empty of orientation materials, has been cleaned by Queen's Facilities, and is now ready to be reopened in January. We will provide more details in the new year, but are hopeful of being able to offer the space for study and event opportunities.

### **ASUS Birthday BBQ**

Thanks to the amazing assistance of our General Manager, Sean Thompson, and ASUS Council, we hosted a food giveaway for students on November 18th in celebration of ASUS' 131st birthday. We served over 300 portions and were able to engage with many more students over the course of the afternoon, despite the less-than-ideal weather! Also a great thank you to our generous sponsors – we are excited to host similar events next semester.

### **Fall Granting Period**

As will be included in several motions after this report, the Student and Group Granting Committees met two weeks ago to deliberate on applications to all ASUS Grants. I am pleased to report that we will be allocating

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over \$5,000 in funding to numerous internal and external groups. Thank you very much to all members of these committees for their support – I look forward to next semester!

### **Accounting Director**

Danielle Charland continues to be an incredible support to the Society's financial operations. We have had continued success with the Interac E-Transfer reimbursement system, thanks to her work. Additionally, the "Financials" section of the ASUS Website is now live and available for your viewing:

[www.queensasus.com/financials/](http://www.queensasus.com/financials/)

### **Online Store**

Isobel Anderson has been instrumental in the smooth operation of the online store over the past few weeks. Notably, a few more DSCs and Community Outreach Committees have engaged in sales. We are also collaborating with the Equity Commission to facilitate the sign out process of the Equity Library, and with the Services Commission to begin the development of the Textbook Service.

### **Sustainability**

Helen Lord is working hard on the Sustainability Essay Writing Contest. I am pleased to announce that the prompt for this submission has been finalized, and that you can all expect to see the marketing for this initiative begin later this week!

### **Sponsorship**

Katelin Boles has successfully curated a sponsorship repository, handbook, and guidelines document – all of which are currently being reviewed by the Marketing and Communications Office before being made available to all members of the Society. I am confident that these resources will prove useful in our solicitation of external sponsorship and support for the remainder of the year.

### **Information Technology**

Over the past two weeks, I have had the pleasure of working closely with Sean Thompson (ASUS General Manager), Matthew Guy (AMS Information Technology Officer), and Andrew Philips (AMS Systems Technician) to execute our tenancy migration. While there have been hiccups in the process, we are pleased to announce the overall transition has been very smooth. I would like to thank all members of the Society for their patience and understanding as we move through the migration process, and am excited to utilize the new systems to the Society's betterment.

### **Other Items**

- I would like to make all members of Assembly aware of the upcoming ASUS Council Good Times Diner service, that will be occurring on Sunday, December 5th, 2021. This service will be run by ASUS Council, under the direction of the wonderful Good Times Diner Co-Directors Cailey Ng and Jordan Kozak.
- My intern, Tyonna Ashby, has been engaged in many projects, and will be taking on more initiatives in the Winter semester! Specifically, she has already been of assistance with researching digital signage solutions for our reception area, engaging in constitutional/policy manual review, and will be developing financial literacy content for students.
- I had the pleasure of attending the "Who Do You Serve?" event, run by our Equity Commission and the Social Issues Commission of the Alma Mater Society, that occurred last week. Alongside Alyth Roos, it was an incredible opportunity for us to engage in accountability of the equity initiatives seen at ASUS.



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· Another reminder to all arts and science students that ASUS Executive elections will be taking place early next semester! If you are considering running to hold my office next year, please attend the elections mixer hosted jointly by the Governance Office and Marketing and Communications Office this week!

As usual, I must provide credit to my team and all members of ASUS, who contribute countless hours to advancing all of the above mentioned initiatives. Thank you to Alyth, Olivia, Tina, Emily, and Sean, for their hard work on collaborative initiatives! Another thank you to Danielle, Helen, Katelin, Isobel, and the Front Desk team for all of their incredible dedication to their portfolios.

Thank you to all members of Assembly for your continued engagement. I am always available to answer any questions you may have, or to discuss any of the work that is occurring in the Vice President's Office. Please do not hesitate to reach out.

With that being said, and our final Assembly of the year coming to a close, please have a safe and restful winter break and holiday season! I am excited to see you all again in the new year. Stay well until next time!

Respectfully submitted,

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](mailto:vp@asus.queensu.ca)

# ACADEMICS COMMISSIONER'S REPORT

PRESENTED BY **TIFFANY YUNG**, ACADEMICS COMMISSIONER

Dear Assembly,

As the exam season is approaching, I hope all of you are taking care of your mental and physical health! It is an extremely busy time for all of us, so these little things truly make a large difference. With that being said, I am excited to let everyone know what the Academics Commission has been up to!

## **Department Student Councils**

The DSCs have been hosting an array of different events now that in-person co-curricular activities have resumed. Specifically, many of them have been focusing on group study sessions in the library and booting within the ARC. It is very wonderful to see that we are finally able to bring back the student community experience that was rampant pre-COVID-19. Simultaneously, online events are also being hosted for accessibility and feasibility purposes. Looking towards the next semester, many of them have currently started planning or are beginning conversations on how to host formals. This is a project that requires an extensive amount of labour and planning, but will surely be rewarding for the end of the academic year. The cluster event that academic representatives are required to host have also been underway, they will all happen next semester and range from trivia nights to a comedy event. This past month, my deputy Emma Farrell and I began a series called "DSC of the Month" where we highlight a specific DSC that has been outstanding in terms of hosting events, engaging with their student body, and participating in advocacy efforts. This month, it was the Biology DSC Co-Presidents, Margret Lo and Jada Hollingsworth!

Following up on my announcement of an Indigenous Studies Program Student Council last Assembly, Emma Farrell and I met with the LLCU Undergraduate Chair, the overarching department that oversees the program, and she was very enthusiastic to assist this incoming council. Emma will be meeting with the LLCU DSC Co-Presidents to ensure that they are also aware of this change and will act as a mentor to the INDG PSC Co-Presidents. Next week, Emma and I will be interviewing a few candidates for the INDG PSC Co-President positions, so hopefully, by the next time I speak with you all the INDG PSC Council will have some amazing leaders.

Currently, our Equity Commissioner, President, Academic Representatives and I are working together to create a DSC Sexual Violence Prevention Response Working Group dedicated to reviewing existing policy on sexual assault within Queen's, advocating for perpetrator accountability, and working with other groups on campus dedicated to this topic. At the time that this report is released, we would have had our first meeting with all the members and reviewed our goals. I am also excited to disclose that some professors and faculty have expressed interest in being a part of this working group and actively combatting rape culture on our university campus.

## **Special Projects**

ASUS Review is currently hard at work preparing for their review sessions that are set to take place within the first week of December. They are currently up on the ASUS Store. The courses we are offering review sessions are for PSYC 100, STAT 263, MATH 121, and BIOL 102. There is an ongoing outreach effort to different

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DSCs, course instructors and students to purchase them. I highly encourage all of you to attend as it is a very valuable resource and great study tool in preparation for the exams.

ASUS Peer Tutoring has also been a steadily growing program. It is with great pride that I can announce that we currently have over 500 students registered on the website, double the original amount listed in my strategic plan. Alicia Parker, my Special Projects Deputy, has been actively emailing many Undergraduate Chairs and departments asking for the circulation of the sign-up link to attract more tutors, but we also understand that the exam season does warrant lower engagement on the platform.

The WJ Barnes and TA Excellence teaching award committees are hard at work interviewing different students who nominated outstanding faculty members for the work that they are doing. We will be meeting next week for the final time this semester and assess all the information to select our preliminary winners of the Fall term. Submissions will reopen next semester for the second round and process of the awards.

Politicus has been extremely busy this month with their special edition. They opened and closed submissions to their special issue on securitization within politics and are currently incredibly on track to publish before the winter break. The Co-Editors in Chief have also been hard at work with their Editorial Board to review all the submissions and properly assessing which essays will end up in this publication. They have also met with their partner WIISE to develop a plan and course of action for their launch event which will be hosted in January.

Undergraduate Review, QJERS, and QSURJ are all on similar track because they do not have the tight publishing timeline that Politicus is under. At the moment, all journal submissions are open and are accepting student pieces. From artwork to scientific labs, I highly encourage all of you to submit your pieces in the respective fields because it is potentially a great experience to be published in a journal!

### **Personal Projects**

Following the exciting new change to ASUS' new mandate, I thought it would be a great time to also update the Academics mandate as well. To encourage a little friendly competition within the commission, I am hosting an ACS mandate contest, where any member of my commission may submit their own statement of what the Academics Commission should stand for. The winner of this contest will receive a small giftcard as a token of appreciation from our commission.

At the moment, I am actively working with the faculty to coordinate our January UGxDSC event. I recently presented the findings of our Fall UGxDSC event to the Undergraduate Chairs, which received strong support from the Dean of Teaching and Learning and Dean of Academics. We will be discussing reflections on the Fall term and also what improvements we can make to the winter term.

As always, thank you so much for taking the time to read my Assembly report and feel free to reach out to me with anything related to Academics!!

Best,

NOVEMBER 30<sup>TH</sup>, 2021

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

Tiffany Yung (she/her)

Academics Commissioner

[academics@asus.queensu.ca](mailto:academics@asus.queensu.ca)

# COMMUNITY OUTREACH COMMISSIONER'S REPORT

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

Dear Assembly,

I hope that the last week of classes is off to a great start and wish you all the best of luck with exams! I am happy to be able to provide you all with one final update from this semester!

## **Committees**

Much of my role the past few weeks has been working alongside and support the committees in all of their amazing initiatives. The committees have been hard at work planning events and continuing with their volunteer programs in the community! There are many holiday fundraisers coming up, including a candy sale, happening now by Partners in Education, and some upcoming events include a Crohn's and Colitis bake sale, a cookie decorating sale by Alzheimer's Outreach, and a hot chocolate jar sale by Heart and Stroke. Many of the committees are also working on increasing their social media presence and releasing educational posts. Lost Paws hosted their awareness week and Cancer Triad has just completed their Movember campaign. The Autism Partnership Homework Helpers program, the Community Living Buddies program, and the Partners in Education volunteer program are coordinating with their community partners in order to pair students with their community members. The Autism Partnership Puppy Pals program has unfortunately had to be moved online. Overall, the committees have been up and running and have hosted many successful events and initiatives, with many more to come next semester!

## **Deputies**

Alexa, the Volunteer Support and Appreciation Deputy, has been planning a zumba event for all volunteers to promote wellness around exam season. She is also working on releasing a final newsletter to our volunteers, a newsletter to each of our community partner organizations, and launching our Volunteer of the Semester program to show appreciation to some outstanding volunteers. Elisabeth, the Sponsorship and Fundraising Deputy has been planning some fundraising events for SACK, including a collaboration with CoGro happening the second week of December in which a portion of every London Fog sold will be donated to SACK! Additionally, she has been hard at work finding sponsorships for the Silent Auction happening in the Winter Semester. Our last Supper Series event was cancelled due to last minute challenges faced by Tommy's, however we are holding one tonight and are exploring the possibility of partnering with other restaurants!

## **Special Projects**

Additional projects that have been taking place in the Community Outreach Commission have included closing the garden for the winter and planning an Art Market to showcase local BIPOC art, which will be taking place on Dec. 3<sup>rd</sup>. I have also been working alongside President Roos on facilitating meetings for the ACEP second year volunteers and coordinating with the City.

I am always excited to hear from any of you about your thoughts on the Community Outreach Commission, or any ideas that you have on how we can continue to improve relations between the City and Queen's, or increase our capacity to give back to the Kingston community.

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Respectfully submitted,

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

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

# EQUITY COMMISSIONER'S REPORT

PRESENTED BY **YARA HUSSEIN**, EQUITY COMMISSIONER

Dear Assembly,

I hope you are all doing well and remembering to take care of yourselves during this time of year. I cannot believe it's our final assembly for the fall 2021 term! I have been incredibly thankful for all that I have learned and all the advocacy work I have been part of! I am especially appreciative of all the volunteers, deputies, council, and the executive team for this journey thus far and can't wait to see what next has in store! In this report, I will provide you with an update on what myself and the volunteers of the commission have been up to since our last assembly.

## Committees

The co-chairs have been doing a phenomenal job of staying on top of their strategic plans and respective timelines. I have been enormously proud by their passion and progress this entire semester. The Students of Colour Collective is finalizing their hiring for the fall term – this is exciting as it will be the first officially hired team for the SoCC committee! The Disability and Neurodiversity Alliance have been working on establishing their online presence and utilizing social media as an educational tool. I have been very impressed by the amount of accomplished work the co-chairs have succeeded considering they were only hired less than 2 months ago. The Queen's Equity Conference has started contacting sponsors and have emailed potential speakers, we are awaiting responses, they will be hosting their first boothing event 'Cocoa and Condoms' this December 1<sup>st</sup> in front of the ASUS house – come out for some free goods. Down There will also be hosting their booth on December 2<sup>nd</sup> also in front of the ASUS house. Down There is currently hosting auditions for cast members which will go through the winter break and into the new year. I have been working with the Queer Solidarity Alliance chair to 'revamp' the committee and have come up with an updated mandate that focuses on queer community, advocacy, and education rather than solely an education-based committee. We have also changed the name to 'Queer Space' to follow suit with the revamping initiative. Lastly, Research and Recommendation has been finalizing their survey on *Queen's University Student Wellness Mental Health Services* (which will be launched by the end of the year upon approval).

## Commissioner

I have been meeting with the Equity Director to edit all of the ASUS policies and provide an intersectional, equitable, and accessible approach in a holistic and critical manner. Additionally, though not typically highlighted in the strategic plan but rather in the background of my role, I am always working on brief consultations and supports to various ASUS volunteers on their own projects to ensure they are equitable. I am very thankful that our volunteers like to ensure they are following best practices.

The 'Who Do You Serve?' event was a huge success and demonstrated the importance of accountability and transparency for student leadership and student governance. A special thank you to Samara for supporting me in planning and to Ayden Adeyanju-Jackson, for moderating the event. A video and transcription

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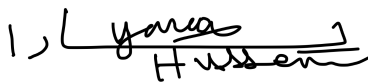
I also recently had the pleasure of being on The Scoop podcast with CRFC radio regarding SVPR resources, what ASUS is currently doing in terms of advocacy, as well as existing institutional gaps and needed cultural changes.

We have had our first SVPR Taskforce meeting with a few DSC students just a week ago and already have several eager students excited to push forward some campaigns partake in SVPR based advocacy. A special thank you to Tiffany Yung, Emma Farrel, and Alyth Roos for their support and coordination of this taskforce. I have assigned Jolin, the Equity Intern, responsibility of the Equity Library and increasing engagement through our new 'Blind Date' campaigns which will take place before and during the holiday break! She has been very eager with advocacy work, so I have also been providing her with context on the history and presence of Queen's and the structures in place.

Thank you all for taking the time to read this report. I hope it has shed light on some of the things the commission has been working on these past few weeks, and the things we hope to accomplish before the end of the semester. If you have any questions about my goals, these current projects, the work of the committees, advocacy, or ASUS Equity in general please do not hesitate to reach out to me, I am always happy to chat!

Best of luck on finals!!

Respectfully Submitted,

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 of the name.

Yara Hussein (she/her)  
Equity Commissioner  
[equity@asus.queensu.ca](mailto:equity@asus.queensu.ca)



# MARKETING AND COMMUNICATIONS OFFICER'S REPORT

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

Dear Assembly,

I hope everyone is doing well and managing the hustle and bustle that is Week 12!

## ASUS Birthday

November has been super exciting with all things ASUS 131! We have launched several campaigns including Faces of ASUS which highlights our volunteers who are truly the heart of ASUS and what make this society into the family it is. Also, in collaboration with the Archives team from the Governance Office, we have had a blast with the Then and Now campaign. Diving into the history of ASUS and seeing how far it has come in the past 131 years has been such an awesome experience and cannot wait to hopefully collaborate more in the coming months.

## ASUS Gives Back

We are now well underway planning our ASUS Gives Back Campaign which will be launching every other day during the month of December! Each council member has thought of one initiative/organization/group to use for their day. We will also be coming together as council for three of the 12 Days of ASUS Gives Back to give back to the students and greater Kingston community. The Marketing team has been so helpful in generating and culminating the content that will be shared throughout the month.

## Web/Migration

The VP's office has been hard at work with the recent Microsoft migration. While it was super smooth in almost every aspect, there were a few tweaks that needed to be made to the website in order for it to be fully updated with all of the recently migrated documents and forms. The Web Directors have done an awesome job ensuring that all the pages are working and tracking down every dead link there is on the website!

## Elections Mixer

Also in collaboration with the Governance office, we will be hosting an elections mixer tomorrow, December 1<sup>st</sup>. As many people know, ASUS will be moving to a three person executive structure starting in the next school year. With last year also being remote, we are hosting this to hopefully bring people together and find some like-minded individuals to run with for their campaigns! If you are interested in running, there is still time to register through the link in our Instagram bio.

## Looking Ahead

While we have had so much fun this past month with the birthday, we are also so excited for the ASUS Gives Back Campaign to drop as well as taking some time during the winter break to celebrate with family and friends. Next semester, we will be picking right back up and full steam ahead into the elections season. There will also be a few more campaigns dropping so give us a follow and keep your eyes peeled!

Thank you for taking the time to read the Marketing and Communications Report. Please let me know if you have any questions by contacting me at [marketing@asus.queensu.ca](mailto:marketing@asus.queensu.ca).

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Best wishes and Happy Holidays,

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](mailto:marketing@asus.queensu.ca)

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# SERVICES COMMISSIONER'S REPORT

PRESENTED BY **TINA HU**, SERVICES COMMISSIONER

Dear Assembly,

I hope all is well and everyone is enjoying the last week of school. The commission is wrapping up our fall operations and I am happy to provide updates:

## Jackets

The jackets team has wrapped the final details on the Fall jacket order. We are now looking forward to our January fittings in the ARC for our Winter jacket order. This winter order, the team is introducing a new vegan jacket style as well as the ASUS Heritage Collection of Jackets which will be available for purchase Winter 2022.

## Good Times Diner

Good times Diner has continued to run the kitchen smoothly. They are looking forward to serving their last couple of meals before students go home with their final meal to be prepared on December 5<sup>th</sup> by ASUS Council for 12 Days of ASUS Gives Back.

## ASUS Mentorship Program

ASUS Mentorship had their first in-person event this month: the AMP Scavenger Hunt! The team thanks those who were able to make it to the event. They are looking forward to hosting more in-person events next semester.

## Exchange Buddies

Exchange Buddies is speaking at an IPO event in early December to promote the service to incoming exchange students for next semester. With one semester under their belt, they are excited to engage the next group of students!

## Other operations

Overall, the team is reflecting on their successful Fall semester and is wrapping up final operations. Thank you for taking the time to read the Services Commission Report. Please let me know if you have any questions by contacting me at [services@asus.queensu.ca](mailto:services@asus.queensu.ca).

All my best,



Tina Hu (she/her)

Services Commissioner

[services@asus.queensu.ca](mailto:services@asus.queensu.ca)

# GOVERNANCE OFFICER'S REPORT

PRESENTED BY **KRISTEN SUTHERLAND**, GOVERNANCE OFFICER

Members of Assembly,

It's hard to believe we are already at the end of the Winter Semester. With a transition back to a mostly in-person year, I am sure that this semester was not without its challenges, but you have made it nearly to the end and I hope you each get the opportunity to celebrate that and acknowledge your resilience and your accomplishments. On a similar note, I would like to take the opportunity to thank each of you for your engagement with Assembly this past semester. We have been able to have many incredible conversations, and I have been so enjoying watching each of you grow in your respective roles. I can't wait to see where next semester takes us! On a more Governance Office note, I am happy to share some updates!

## **Archives**

Our Chief Archivist Chloe has been an incredible asset to the ASUS Archives this year. She has been tasked, in partnership with the MarComms Office, the project of a "Then and Now" campaign, which aims to showcase some of ASUS' history leading up to ASUS' 131st birthday on November 29th! Chloe has found some amazing pieces of history which will continue to be showcased on the ASUS instagram, in addition to the ASUS website. Looking onto next semester, we will be working to create a digital catalogue of the archives, and increase visibility to this unique part of my portfolio!

## **Advisory Board**

The Advisory Board will be having its third meeting this Thursday, and will be discussing some areas of oversight that were observed through the meetings with their respective members of Council over the course of the semester. Things that will be discussed will be areas they feel the member of Council and their portfolio has been doing well, and some ways things can be improved moving into next semester! This will all be considered as well in the Board's end of year SWOT analyses.

## **Elections**

It is hard to believe that this is the last meeting of Assembly before the Winter Election begins! The Election's Team has been hard at work over the course of the month planning for the Winter Election, and marketing the positions that are available. On December 1st at 7:00 pm, the Team, in collaboration with the Marketing and Communications Office, will be hosting a virtual "So You Wanna Run in an Election? Workshop & Mixer"! The aim of this will be to provide prospective candidates with some resources that will be helpful when considering running in an election. The second portion of the evening will be catered to prospective Executive candidates specifically who still need a member or two on their team to run! We will be running a mixer event that will allow these individuals to mix and mingle, and potentially meet people to form a full team with! Past and present Executive will also be available for questions. To register, you can click [here!](#)

## **Policy**

My Deputy Caitlin and I have been working over the course of the semester on doing a deep dive into all ASUS policies and ensuring that they are clear, up-to-date, and equitable. Part of this process includes examining areas of the Constitution that can be amalgamated into policy manuals to prevent any overlap, and ensure clarity of

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where information can be centrally found! This project will be making its way to each of you in future Assemblies for approval!

As always, I am always more than happy to chat if you have any questions or concerns! Please make sure you are taking care of yourselves during this busy time, and best of luck with final projects / exams!

Yours in governance,

A handwritten signature in black ink, appearing to be 'KS' with a flourish.

Kristen Sutherland (she/her)  
Governance Officer  
[governance@asus.queensu.ca](mailto:governance@asus.queensu.ca)

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# ADVISORY BOARD REPORT

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

Vanessa Batten  
Advisory Board Chair

# YEAR REPRESENTATIVE REPORTS

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## **2022 YEAR REPRESENTATIVES**

*POSITION VACANT*

## **2023 YEAR REPRESENTATIVES**

*POSITION VACANT*

## **2024 YEAR REPRESENTATIVES**

*CELINA LOVISOTTO AND ALICIA PARKER*

Dear Members of Assembly,

We hope everyone is keeping well during our second last week of the semester. We have been very busy with connecting and learning from our peers and are hopeful for continued engagement throughout the remainder of the year.

We had the opportunity to connect with the Second Year Intern Program on Friday, November 12th, a group that was created by the Community Outreach Commission. Through sharing our experiences as Class Representatives, we were able to hear about their roles and most importantly, take note of their concerns. This included their transition from a remote to in-person year that focused on both academics and social involvement at Queen's. It sparked new conversations and allowed us to reach a new demographic within our class. We intend to revisit their concerns, propose solutions to their needs and meet with this group again in the new year.

Orientation is an important aspect of every student's university experience to make new friends and carry on the long lasting traditions of Queen's. We had the opportunity to meet with Alyth, President of ASUS, to brainstorm and discuss ideas for a possible orientation week event held in spring of 2022 for the Class of 2024. We believe this will demonstrate support from the university while fostering new relationships. Although our class is unique through learning and experiencing university online during our first year, we feel it is necessary to hold this event to ensure that no one feels left behind.

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Connecting with our class on a personal level was a critical initiative that we hoped to achieve. On November 19<sup>th</sup>, we held a booth outside of the ASUS house to introduce ourselves to second year students, share our role as Class of 2024 Representatives, showcase the various initiatives each commission and office has to offer and promote our raffle giveaway of a CoGro gift card. We believe this was a very successful event and are hopeful for a similar initiative in the future.

Lastly, we are currently in process of creating our second year newsletter that is designed specifically for students in the Class of 2024 to provide key opportunities, events and relay important information that occurs both within the Queen's and Kingston Community. We believe this will be an effective way to reach our class from a virtual standpoint and assist in sharing greater opportunities available.

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

All the best,

Alicia and Celina  
Class of 2024 Representatives

**2025 YEAR REPRESENTATIVES**  
*POSITION VACANT*



# Concurrent Education Student Association

## Queen's University, Kingston



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

Hello everyone!

My name is Lexie Ingoldsby and I am the Vice President Internal for CESA. As a team, we've had a busy semester so far with online and in-person events!

### **November Events**

We were busy with some big in person events for the month of November! To start off, we ran a second year orientation weekend from November 6th-7th. We had over 150 students come out where we did traditional Con-Ed/Queen's events such as coverall paintings, taming ceremony, and White's farm. This orientation weekend

Additionally, we ran our annual Con-Ed camp in person from November 13th-14th at Camp Iawah! Con-Ed camp is a weekend excursion for Con-Ed students to meet and bond with fellow Con-Eddies while having a weekend getaway in nature. The weekend was packed with Con-Ed spirit and it was so heartwarming to see so many of our students together again!

We also had our workshop week where we had education professionals deliver online workshops open to all Con-Ed students to attend. Workshops ran from Monday November 22nd-Saturday November 27th and included 4 opportunities for students to engage in professional development.

### **December events**

As we enter exam season, we do not have a lot of events going on to allow our students and student leaders to focus on their academics. We do have exam study sessions available for first year students in PSYCH 100, CHEM 112, ENGL 100, and BIOL 102, MATH 120 throughout the exam preparation time.

We are also having a sustainable clothing drive happening on December 1st from 1-3pm. This is a good chance for students to give neglected clothes a new home, but you can also purchase clothes that were donated.

Best of luck to everyone on exams this semester and I look forward to our meetings again in the Winter Semester! As always, if you have any questions about CESA or about my report please let me know!

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Lots of Con-Ed Love,

Lexie Ingoldsby

CESA VP Internal

[vpinternal@cesa.queensu.ca](mailto:vpinternal@cesa.queensu.ca)

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# **COMPUTING STUDENTS' ASSOCIATION**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

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# **PHEKSA REPORT**

## **Physical and Health Education and Kinesiology Students Association**



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

Hi Everyone! I hope you're all doing well during this stressful time! Just a few short updates from me today.

### **Orientation Executive Hiring**

Hiring for the Executive Committee for Kinesiology Orientation (ECKO) took place the past two weeks, and the full committee has been hired! A huge congratulations to Delaney Tone, Alex Partridge, Mara Majer, Nate Chang, Peyton Barnabi, and Sophia Pourmatin! The Class of '26 will be in good hands!

### **In Person Meetings and Events**

We are finally back to hosting in person PHEKSA meetings! If you're interested in booking for your committee or faculty society, the Student Life Centre has plenty of locations to book from. We're also super excited to host our semi-formal event this Friday.

### **Kingston Basketeers**

Our students and faculty were able to create over 30 baskets for Kingston Basketeers! Every basket goes toward supporting abused women in new beginnings. More information can be found on [www.basketeers.org](http://www.basketeers.org)

### **Sustainability Action Fund**

We are fortunate to use our funds from the Sustainability Action Fund to be able to provide several hundred reusable water bottle to our students. Each bottle will cost \$3-5, and the proceeds will go to charity.

That's all from us!

Cheers,

**Stuart Mladen**  
Vice President of Operations

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Physical and Health Education and Kinesiology Students Association  
Queen's University  
E: [vpops@pheksa.queensu.ca](mailto:vpops@pheksa.queensu.ca)  
C: 647-468-0422

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

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# DSUS REPORT

## Dan School Undergraduate Society

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

Hello all!

My name is Hamish Hutchison-Poyntz, and I'm the Vice-President of Operations for DSUS, the DAN School sibling society to ASUS. I'll be representing DSUS at these meetings from here forward.

As a team, we've been working on managing a variety of events and initiatives for our students over the past months. After some brief internal organization work, we're on track to bring a few exciting projects to our students. Here's a quick rundown:

### November:

Our student initiative DSS had a wonderful show! DSS (the DAN studio series) is a student-written, run and produced theatre company which promotes original student theatre work at Queen's. Their first show in person since the pandemic's start was a rousing success, with almost entirely sold out shows and large livestream and in-person audiences. They're now taking submissions for productions for their winter show, and hope to replicate this success.

Our other student performance initiative, DES, is now well underway, with producers and directors selected and casting soon to come. DES (the DAN exposition series) is a new student initiative this year, which aims to showcase opera and musical theatre. Featuring a wide team of student creators, we're very excited to see what this team brings.

We also had a very successful first performance in our student artist series. This initiative showcases the talent of our student performers, particularly those in the music department. Many of these wonderful players performed for an in-person and streamed audience out of the Isabel Bader centre. The event was a success, and we're excited to bring more afternoons like it to students in the future.

We've also been working on some smaller projects. We're currently redrafting and revising some of our internal policies and structure for next year's government, and will be announcing more information about these changes once they've been approved at our general assembly.

### December:

While many of us will be taking a break part way through the upcoming month for the end of term alongside the term break, we'll have a few initiatives underway. We're currently working to produce some clothing and sticker merch for release in early January, which we're very excited about. We're also re-starting our compliment walls in both our primary buildings (Theological Hall and HLH), and getting set up to host rotating office hours in the new year.

That's all from me. Thanks everyone for reading, and good luck in the next few weeks! All the best to all of you.

Sincerely,

NOVEMBER 30<sup>TH</sup>, 2021

Hamish Hutchison-Poyntz

DSUS VP Operations

[dsusvpo@queensu.ca](mailto:dsusvpo@queensu.ca)

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# BUSINESS OF ACADEMIC REPRESENTATIVES

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## SOCIAL SCIENCES

*PRESENTED BY CLARA CIVIERO.*

Hello all,

I hope you are all doing well. With exam period fast approaching, the social sciences DSCs are wrapping up with their final events for the year. Additionally, DSC members and professors in the cluster are eager to participate in the first SVPR Task Force meeting, set to review existing sexual violence policy. That said, there is nothing else to report at this time. Thank you.

Clara Civiero (she/her)

Social Sciences Academic Representative

[17cac16@queensu.ca](mailto:17cac16@queensu.ca)

## NATURAL AND PHYSICAL SCIENCES

*PRESENTED BY MATHIE SMITH.*

Hi everyone,

As the semester begins to wrap up DSCs are happy to report that they have returned to some semblance of pre-pandemic activities. Through study sessions, online socials, and drinks with profs (always well received among students and professors alike), the sciences DSCs have been able to help foster a sense of community both virtually and more recently, in person.

The cluster has reached a consensus that the event (or two) will take place in person in the winter semester.

That's all from us,

Mathie Smith

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**HUMANITIES**  
*PRESENTED BY STEVEN FENN.*

Hello Members of Assembly,

Humanities DSCs are slowly readjusting to in-person events and cooling down for the end of the term. Students have remarked that they are enjoying the return to in-person activities now in conjunction with in-person classes.

We have nothing else to report at this time.

Thank you and cheers to the end of term,  
Steven Fenn

**ARTS AND LANGUAGES**  
*PRESENTED BY FLYNN EVES-WELCH.*

Dear Members of Assembly,

**ARTF**

- Guest speaker event with Sunny Kerr and Michelle Bunton
- Apparel design chosen, apparel companies have been contacted to get quotes, plans to produce and distribute
- Student Spotlights being brought to Faculty as well
- More in-person events being planned for next semester to increase engagement
- we have been sharing/networking events with Art History and the Classics department, this has been a great way to help improve the exposure of everyone's events online

**Arts and Languages Cluster**

- Contacting the cluster DSCs with event idea and significant details during the holiday break since exams are around the corner
- trying to get a group chat together to network the events that we are hosting and inviting other DSCs to join in on the events
- maybe making a social event that we can pair with our cluster event that can be online (a game night, for example) to let people get to know each other



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Flynn Eves-Welch

Fine Arts Department



## **BUSINESS OF THE ALMA MATER SOCIETY**

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### ***FIRST-YEAR ASUS REPRESENTATIVE TO THE AMS***

***EMELIA PATTERSON***

Dear Members of Assembly,

Since my first assembly, I have been doing some research on ASUS and the AMS to better understand how each works and to be better prepared for future assemblies. I have also been speaking with several first years from different programs to get a grasp on what they are looking for from me and what type of things they'd like to see change this year. I am still focused on the concerns regarding increased policing and security around campus, and would like to find out more about how Queen's is working to address these concerns. As I was concussed for a couple weeks I was unfortunately unable to attend the AMS assembly on November 18, so I do not have much to report on that front. However, on December 2 I will be attending the AMS Corporate Special meeting and in late November will be attending the Arts and Science Undergraduate Research Fund Granting Committee meeting. I will be taking detailed notes on these in order to report for the next ASUS assembly if needed.

Emelia Patterson

First-Year ASUS Representative to the AMS

### ***ASUS REPRESENTATIVE TO THE AMS***

***DANTE CALOIA***

Dear Members of Assembly,

I attended both an ASUS and an AMS meeting this month. I was also involved with the selection of a winner for the WJ Barnes teaching award, and our committee was able to narrow down the candidates quite effectively. At the ASUS meeting, we did some icebreakers and heard from different speakers, and also voted on various topics. We heard from multiple different candidates for various AMS positions such as head of orientation, and voted to swear them in for the next academic year. At the AMS meeting, there was a presentation on job resources, and how we could work with the alumni community to find career opportunities. We also heard from various AMS members. For me, the most notable one that should be mentioned was the discussion that an

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Engineering rep. Started about whether study capacity limits will be lifted. Unfortunately, the AMS was not able to answer this, but suggested that they would be lifted soon most likely. Also, there was talk of moving the AMS headquarters to somewhere else as their building was very outdated. Other than that, I have nothing outstanding to report!

Dante Caloia

ASUS Representative to the AMS

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## BUSINESS OF THE SENATE

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

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## **Appendices**

### **Appendix A: ASUS Gets a New Mandate**

“ASUS provides opportunities for students to learn, grow, and pursue their passions. We strive to foster meaningful connections and create a sense of community both on and off Queen's campus. ASUS also sees the importance in uplifting student voices, advocating for our peers, and increasing representation across our commissions/offices to enrich the Arts & Science student experience.”

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## **Appendix B: Alzheimer's Outreach Budget Changes**

To view the Alzheimer's Outreach Budget Changes, please click [here](#).

## Appendix C: Academics Policy Manual Changes

### SECTION 8 | POLITICUS

#### 1.08.01

Politicus is a peer reviewed undergraduate research journal at Queen's University that seeks to showcase innovative ideas across the discipline and to inspire the minds of students through healthy debate and informative interaction. As students develop within today's political climate, there is no shortage of controversial topics to cover. Simultaneously, the social media age has made it easier than ever to share and express theories and opinions. In combining these two realities, Politicus aims to maximize the potential of the student body by acting as the central hub for political buzz on campus and to formulate well-informed ideas and arguments by offering a legitimate space within the academic institution

#### 1.08.02

Membership of the Politicus shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Ten to twelve (10-12) Editorial Board Members;
- iii) Panel of Referees--exclusively comprised of members of the University's faculty.

#### 1.08.03

All members of the Politicus team are not permitted to make any submissions to Politicus' publication(s) for the academic year that they hold the position.

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## **Appendix D: Politics DSC Budget Amendments**

“The POLS DSC requesting \$75 from ASUS in order to help with the POLS Graduate Panel event. This would be used for thank you gifts of \$15 per speaker (5 speakers) for an event we had on the 18th of November. The event was not previously in our strategic plan and therefore we did not allocate a budget for it earlier in the year. The appreciation gifts will help to encourage participation in our events in the future as well as show our thanks for the speakers that took time from their days to attend our event.”



# Appendix E: Elections and Referenda Policy Changes

## Part 1: GENERAL

### SECTION 1 | PURPOSE

#### 1.01.01

The purpose of this policy manual is to **make a clear and concise set of rules and regulations available** ~~to make available a clear and concise set of rules and regulations~~ for the elections and referenda conducted under the Arts & Science Undergraduate Society. In interpreting and enforcing the **ASUS Elections and Referenda Policy**, ~~policy on elections and referenda~~, the Elections Team shall uphold the aim to encourage student engagement in elections whenever possible.

### SECTION 2 | DEFINITIONS AND DISTINCTIONS

#### 1.02.01

For the purpose of this manual, the following definitions and distinctions are required:

- i) “Society” ~~shall~~ **refers to** the Arts and Science Undergraduate Society, whose acronym is “ASUS”; that is, the association whose membership consists of Society members.
- ii) “AMS” ~~shall refer~~ **refers** to the Alma Mater Society of Queen’s University.

### SECTION 3 | SCOPE

#### 1.03.01

This policy manual covers all aspects of ASUS Elections and Referenda, including policies on nomination, validation, campaign, finances, balloting, violations, and penalties. This policy manual has influence over the ASUS Elections Team and candidates running in an ASUS Election.

## PART 2: ELECTIONS TEAM

### SECTION 1 | STRUCTURE

#### 2.01.01

The Elections Team shall be an objective and neutral body as pertains to any student government elections within the University.

#### 2.01.02

As such, all members of the Elections Team **shall be of the understanding that they must remain neutral in all elections-related matters and conversations.** Members of the Elections Team shall sign a non-disclosure

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agreement (NDA) upon being hired as facilitated through the Human Resources Office. Members of the Elections Team shall declare any conflicts of interest to the Team prior to each election period.

~~shall sign a declaration of neutrality stating their independence of all on-campus student government elections including their rights to seek election for the entire academic year.~~

#### 2.01.03

The Elections Team shall be comprised of the following roles, with the following responsibilities, to be filled by Society Members:

#### 2.01.04

The Governance Officer shall be delegated limited responsibilities including budgetary oversight, signing authority, and other administrative or logistical tasks. The Governance Officer may provide policy advice but shall be barred from making any substantive rulings affecting the outcome of the Election, as this responsibility is given to the Chief Electoral Officer.

#### 2.01.05

The Chief Returning Officer shall be ultimately responsible for the logistics and execution of the election. This shall include but is not limited to advertising elections, communicating with candidates, and coordinating year to year specifics (e.g. timeline). Further policy regarding the Chief Returning Officer includes:

- i) Prior to the general Election Period, the Chief Returning Officer shall work with the Governance Officer and Assembly to determine an appropriate elections timeline. The election timeline shall usually be consistent with the AMS elections timelines.
- ii) The Chief Returning Officer shall prepare any necessary documents, including but not limited to nomination packages, and conduct elections training with the Elections Team.
- iii) During the Nomination Period, the Chief Returning Officer shall advertise the nominations process in order to increase the potential number of candidates.
- ~~iv) During the Verification Period, the Chief Returning Officer shall, in coordination with the Governance Officer, verify the validity of all nomination packages submitted as per the guidelines in this policy.~~
- v) The Chief Returning Officer shall coordinate an All Candidates Meeting to inform candidates of the rules of the election.
- vi) The Chief Returning Officer shall manage all space bookings for candidates.
- vii) During the Campaign Period, the Chief Returning Officer shall coordinate all communications between candidates and the Elections Team.
- viii) During the Voting Period, the Chief Returning Officer shall advertise with the aim of encouraging all Arts and Science students to vote.
- ix) The Chief Returning Officer shall submit a ballot to the Governance Officer in a sealed envelope which will only be counted in the event of a tie.

- x) The Chief Returning Officer shall publicly announce the election results only after each candidate or team of candidates has been informed.

#### 2.01.06

The Chief Electoral Officer is ultimately responsible for ensuring the elections process abides by all relevant policy. This includes, but is not limited to, making decisions and rulings on elections complaints at any point throughout the elections timeline. Further policy regarding the Chief Electoral Officer includes:

- i) Prior to the general Election Period, the Chief Electoral Officer shall consult the Governance Officer on elections violations and complaint related scenarios, if guidance is required.
- ii) The Chief Electoral Officer shall inform the Governance Officer of any and all decisions rendered prior to releasing such decisions.
- iii) The Chief Electoral Officer shall handle any complaints filed with the Chief Returning Officer, up until 72 hours preceding the last Voting Day.
- iv) The Chief Electoral Officer shall provide complaint training at the All Candidates Meeting.
- v) During the Verification Period, the Chief Electoral Officer shall, in coordination with the Governance Officer, verify the validity of all nomination packages submitted as per the guidelines in this policy.

#### 2.01.07

The Elections Coordinators shall cover any work delegated to them from the Chief Returning Officer including, but not limited to, the advertising and logistics of either the Fall, Winter, or Department Student Council Elections. The recommended role division for the ~~three~~ **two** Elections Coordinators shall be: Marketing **and** Logistics ~~and DSC Elections~~. Ultimately, the division of the Elections Coordinators is at the discretion of the Chief Returning Officer.

### PART 4: REGULATIONS

#### SECTION 1 | NOMINATION PERIOD

##### 4.01.01

Nomination Packages shall contain:

- i) The position being sought;
- ii) Personal information including name, student number, phone number, and email;
- iii) Declaration of any potential conflicts of interest;
- iv) Descriptions of all positions open for nomination, **or a description of where to find this information;**
- v) A copy **or link to the** ASUS Elections and Referenda Policy;

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- vi) Permission to release **disclose** candidate's campaign details released by the Elections Team upon request;
- vii) A declaration of intent to complete the entirety of their term should they be elected;
- viii) Candidate commitment to agree to operate under the **ASUS Elections and Referenda Policy** and that all information is accurate to the best of their knowledge.

#### 4.01.02

The Nomination Period shall be governed by the following additional regulations:

- i) The Nomination Period is purely for organizational purposes. No official campaigning shall occur during the Nomination Period;
- ii) ~~No campaigning shall occur during the Nomination Period outside of what is directly necessary to obtain signatures.~~

### SECTION 2 | VERIFICATION PERIOD

#### 4.02.01

The Chief ~~Returning~~ Electoral Officer shall announce the results of the verification process to candidates by the end of the verification period.

#### 4.02.02

The requirement for verification shall be that **the student is eligible to run in ASUS Elections (ie: is an Undergraduate Arts and Science Student), has submitted a complete nomination package, and that the nomination package is accompanied with an outline of a Candidate's or candidate team's platform.**

#### 4.02.03

The Verification Period shall be governed by the following additional regulations:

- i) No campaigning shall occur during the Verification Period.

### SECTION 3 | CAMPAIGN PERIOD

#### 4.03.01

The following formula shall determine the election expense limit per candidate team:

*$\$75 \times (\text{number of people on team}) \times (\text{number of teams running for the position}) / (\text{number of slots open for position})$*

#### 4.03.02

The Campaign Period shall be governed by the following additional regulations:

- i) All campaigning must follow the Student Code of Conduct and the spirit of ASUS policy. All campaign materials must be approved by the Chief Returning Officer prior to use. These materials may be approved in advance of the Campaign Period but may not be posted until the period has begun;
- ii) Candidates are responsible for ensuring that posters abide individual building policies;
- iii) All space used for campaign purposes must be booked through the ASUS Elections Team, and must comply with any potential sanctioning timelines and guidelines.
- iv) No campaign materials may be placed on utility poles, trees, or any off-campus spaces;
- v) ~~No campaign in the form of the distribution of food of any kind, stickers, or the use of chalk may take place;~~ The distribution of food of any kind, stickers, or the use of chalk is not permitted during the campaign;
- vi) Campaigns may not have more than one page or account per social media platform, and all accounts or pages must be approved by the Chief Returning Officer prior to being used;
- vii) All physical campaign materials must be removed by 8PM on the last day of the Campaign Period;
- viii) No campaigning shall occur in the ASUS controlled spaces, AMS services, ~~and~~ or the AMS offices.

## SECTION 4 | VOTING DAY

### 4.04.01

Voting shall occur through the AMS online SimplyVoting system. A yearly contract shall be negotiated with the AMS Secretariat's Office at the beginning of each year.

### 4.04.02

No physical campaigning may occur during the voting days. Online campaigning is permitted.

### 4.04.03

In the event of the voting system failing, the Chief Electoral Officer shall extend the elections timeline. Such extension shall ensure that candidates have a brief refresher Campaign Period and that the AMS has sufficient time to repair the system.

## SECTION 5 | PROCEDURES SURROUNDING RESULTS OF ELECTIONS

### 4.05.01

The Chief Returning Officer shall deliver the results to the Elections Team followed by ASUS Executive and then the candidates themselves. Parties informed of the results shall not share them with anyone until the Chief Returning Officer has directly ~~informed such all individuals of the results.~~ informed all candidates of the results.

4.05.02

Any requests to inspect the SimplyVoting system shall be immediately referred to the AMS.

4.05.03

Once confirmed and formally announced by the Chief Returning Officer, the newly elected Members of Assembly, President, and Vice Presidents will be formally ratified at the next upcoming ASUS Assembly meeting (minutes required for CRA and fiduciary reporting).

SECTION 6 | VIOLATIONS AND DISPUTE RESOLUTION PROCESS

4.06.01

Complaints shall be sent to the Chief Returning Officer who will then forward them to the Chief Electoral Officer. All complaints must include the following:

- i) The name and contact information of the individual filing the complaint;
- ii) An indication of whether the complainant wishes to remain anonymous;
- iii) The specific section of ASUS policy the complainant believes to have been broken;
- iv) The candidate responsible for this deviation from policy;
- v) Evidence supporting this claim beyond a reasonable doubt.

4.06.02

All complaints received by the Elections Team shall be reviewed by the Chief Electoral Officer and discussed with the Governance Officer **once the Chief Electoral Officer has come to a decision**. The Chief Electoral Officer shall issue the final ruling on the complaint within twenty-four (24) hours. If the complaint is found to be valid the following penalty grid shall be enforced:

Violation	Pre-Election Period	Nomination Period	Verification Period	Campaign Period	Voting Days
Campaigning outside the Campaign period	Denial of Nomination	Campaign blackout equivalent to the amount of time prior to Campaign Period	Campaign blackout equivalent to the amount of time prior to Campaign Period	If physical after 8PM on the last day: blackout for voting days	If physical, disqualification
Exceeding the Expense Limit (Under 2 x the limit)	N/A	N/A	N/A	N/A	Voting day blackout

Exceeding the Expense Limit (Over 2 x the limit)	N/A	N/A	N/A	N/A	Disqualification
Violating any Campaign Period Parameters	N/A	N/A	N/A	1 <sup>st</sup> time, warning; 2 <sup>nd</sup> time, 24 hour blackout; 3 <sup>rd</sup> disqualification	N/A
Activity in Off-Limits Spaces	N/A	<del>Subtraction of 25 signatures per incident</del> 24 hour blackout per incident	24 hour blackout per incident	24 hour blackout per incident	Voting Day Blackout
Booking Space Outside of the Elections Team	N/A	1 <sup>st</sup> time, warning; 2 <sup>nd</sup> time, 24 hour blackout; 3 <sup>rd</sup> time, suspension of space booking rights	1 <sup>st</sup> time, warning; 2 <sup>nd</sup> time, 24 hour blackout; 3 <sup>rd</sup> time, suspension of space booking rights	1 <sup>st</sup> time, warning; 2 <sup>nd</sup> time, 24 hour blackout; 3 <sup>rd</sup> time, suspension of space booking rights	N/A
Violating a Leave of Absence	N/A	If not declared before the end of the Nomination Period, warning	Penalty up to discretion of Chief Electoral Officer	24 hour blackout per incident	Disqualification
Combined Violations	N/A	Individual penalties stipulated +12 hour blackout	Individual penalties stipulated +12 hour blackout	Individual penalties stipulated +12 hour blackout	N/A

4.06.03

Any violation which falls outside the scenarios listed in the chart faces a penalty determined at the Chief Electoral Officer’s discretion. Failure to comply with a sanction determined by the Chief Electoral Officer will lead to immediate disqualification.

SECTION 7 | APPEALS

4.07.01

If a candidate team wishes to appeal the Chief Electoral Officer’s decision to disqualify, deny nomination, or designate a campaign blackout of twenty-four (24) hours or greater, the appeal shall be referred to the AMS Judicial Committee. If a candidate team wishes to appeal any other ruling made by the Chief Electoral Officer, the appeal shall be referred to the ASUS Advisory Board and, if necessary, subsequently the AMS Judicial Committee.

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#### 4.07.02

Individuals shall file a Form of Appeal directly to the Advisory Board Chair. Such form shall be publicly available on the ASUS website at all times. An appeal shall include all of the same required information as a complaint. It shall in addition include one (1) paragraph stipulating why the appellant feels the Chief Electoral Officer's ruling was incorrect as well as any other evidence demonstrating that an incorrect verdict was reached. Any statements an appellant or their affiliates wish to make must be included in the appeal filing. This information should be sent directly to the Advisory Board Chair.

#### 4.07.03

The Advisory Board Appeals Process will work as follows:

- i) The Chair shall receive the appeal;
- ii) The Chair shall ~~father~~ review all materials previously used by the Chief Electoral Officer to reach their current verdict;
- iii) The Advisory Board shall review the appeal and rule on it, informing the Election's Team and involved candidates of their decision.

## PART 5: SPECIAL STIPULATIONS

### SECTION 1 | CONFLICT OF INTEREST

#### 5.01.01

~~A conflict of interest shall be determined by the Human Resources Officer and the ASUS Executive. If found to be valid, they shall have the stipulated ramifications on the following individuals:~~

- ~~i) Chief Returning Officer: they shall lose their right of access to privileged information on the Elections Team. Their role in communicating election results is transferred to the Chief Electoral Officer.~~
- ~~ii) Chief Electoral Officer: they shall recuse themselves from their role, splitting their duties between the Chief Returning Officer and the Governance Officer.~~
- ~~iii) Governance Officer: the Chief Electoral Officer and the Chief Returning Officer shall become co-chairs of the Elections Team and the Governance Officer shall recuse themselves from all elections related duties.~~
- ~~iv) Elections Coordinator: they shall recuse themselves from their role returning to any assigned duties to the Chief Returning Officer.~~

#### 5.01.02

~~Multiple conflicts of interest shall be determined by the ASUS Human Resources Officer and the ASUS Executive.~~



#### 5.01.01

A conflict of interest, or multiple conflicts of interest, shall be declared to the Elections Team, and determined by the Human Resources Officer and the ASUS Executive. If found to be valid, they shall have the stipulated ramifications on the following individuals:

- i) In an instance where both the Chief Returning Officer (CRO) and the Chief Electoral Officer (CEO) are deemed to have a conflict of interest with a candidate running in an election, the CRO and CEO will reallocate and divide tasks in order to ensure impartiality in all deliberation and decision processes. The Human Resources Officer will approve the proposed reallocation of tasks. The ASUS General Manager may also serve as a third party support resource.
- ii) In the case where there is a conflict of interest with the CRO, the CRO will recuse themselves of the role of communicating election results, and transfer this role to the CEO. The ASUS General Manager may also serve as a third party support resource for the CEO.
- iii) In the case where there is a conflict of interest with the CEO, the CEO shall recuse themselves of the role, splitting their duties between other members of the Elections Team, and having their reallocation of duties approved by the Human Resources Manager. The ASUS General Manager may also serve as a third party support resource for the CRO.
- iv) In the case that there is a conflict of interest with the Governance Officer, the CEO and CRO shall become co-chairs of the Elections Team and the Governance Officer shall recuse themselves from being involved in creation of any debate/open forum questions to maintain neutrality. The Governance Officer shall also be the last to speak when deliberating on elections matters, and shall serve predominantly as a support to the CRO and the CEO.
- v) In the case that there is a conflict of interest with either of the Elections Coordinators, any assigned duties that directly involve the candidates with which they have a conflict shall be re-allocated to the CRO, and the ASUS General Manager may also serve as a third-party resource to the CRO.

## SECTION 2 | PRE-ELECTION READINESS

#### 5.02.01

Campaign materials may be prepared and approved in advance as long as it is made clear to candidates there is not a guarantee of verification or refund until the Campaign Period has begun, and that these materials may not be used until the campaign period has begun.

SECTION 3 | VOLUNTEERS

5.03.01

All candidates have the right to have volunteers work on their campaign, provided they are declared and the candidate(s) assume full responsibility for their behaviors as an extension of their own. Complaints filed against a volunteer for a specific campaign organization shall be treated as a complaint filed against said campaign.

5.03.02

A full list of volunteers must be provided to the Chief Returning Officer by the start of the Campaign Period. Candidates are responsible for providing any updates to this list to the Chief Returning Officer, upon request.

5.03.03

Volunteer coordination groups on social media may exist prior to the campaign period provided they meet the following stipulations:

- i) The intent of such group should not be to solicit votes for a candidate or team. It may be used to coordinate campaign volunteers in preparation for an election.
- ii) Volunteer coordination groups are titled “Team (Person 1), (Person 2, if applicable) and (Person 3, if applicable) Volunteer Group.”
- iii) The Chief Electoral Officer and Chief Returning Officer may request to be added to this group should an elections complaint, involving the group, require further investigation. ~~to such group should an elections complaint in regards to the group be made which requires further investigation.~~

5.03.02

Election participation by any ASUS Volunteer or Employee shall be governed by the following chart:

	Internal Elections (i.e. ASUS Elections) – Helping a Candidate	Internal Elections (i.e. ASUS Elections) – Running as a Candidate	External Elections (i.e. AMS Elections) – Helping a Candidate	External Elections (i.e. AMS Elections – Running as a Candidate)
Restrictions which Apply to Anyone	Behaviour shall be in line with ASUS Elections Policy and the Student Code of Conduct.	Behaviour shall be in line with ASUS Elections Policy, the Student Code of Conduct, and which is above reproach.	Behaviour shall be in line with ASUS Elections Policy and the Student Code of Conduct.	Behaviour shall be in line with ASUS Elections Policy, the Student Code of Conduct, and which is above reproach.
Restrictions which Apply to ASUS Volunteers	Any campaign work, including, but not limited to, boothing, endorsements, etc., shall be done outside the capacity of any position at ASUS however, no leave of absence is required.	The volunteer must take a leave of absence upon submitting their nomination package, until the Election Period is over. The Chief Returning Officer and the	Any campaign work, including, but not limited to, boothing, endorsements, etc., shall be done outside the capacity of any position at ASUS however, no leave of absence is required.	The volunteer must take a leave of absence upon submitting their nomination package, until the Election Period is over. The Chief Returning Officer and the

		volunteer's supervisor must be notified when this occurs. A proxy will be appointed.		volunteer's supervisor must be notified when this occurs. A proxy will be appointed.
Restrictions which Apply to ASUS Deputies	Deputies are not afforded the right to volunteer to support the campaigns of others, even in a personal capacity.	They are afforded the right to run under the exact same restrictions listed above.	They are afforded the right to operate under the exact same restrictions as listed above.	They are afforded the right to run under the exact same restrictions listed above.  The volunteer must take a leave of absence upon submitting their nomination package, until the Election Period is over. The Chief Returning Officer and the volunteer's supervisor must be notified when this occurs. A proxy will be appointed.
Restrictions which Apply to Council and the Executive	The Executive and Council are not afforded the right to volunteer or support the campaigns of others even in a personal capacity.	They are afforded the right to run under the exact same restrictions listed above	<del>The Executive and Council are encouraged to stay neutral in such elections, but may provide minimal support outside their capacity as an ASUS employee should they wish.</del>  The Executive and Council are not afforded the right to volunteer or support the campaigns of others, even in a personal capacity.	<del>They are afforded the right to run under the exact same restrictions listed above</del>  The member of Council and the Executive must take a leave of absence upon submitting their nomination package, until the Election Period is over. The Chief Returning Officer and the volunteer's supervisor must be notified when this occurs. A proxy will be appointed and their compensation

				will be administered in accordance to Human Resources Policy Section 6.02.02.
Restrictions Which Apply to Students Who Currently Hold Elected Office	Students holding incumbent elected positions are not afforded the right to volunteer or support the campaigns of others in elections for the position the incumbent student currently holds, even in a personal capacity.	They are afforded the right to run under the exact same restrictions listed above.	Any campaign work, including, but not limited to, boothing, endorsements, etc., shall be done outside the capacity of any position at ASUS however, no leave of absence is required.	They are afforded the right to run under the exact same restrictions listed above.
Restrictions Which Apply to Students Who Currently Hold Elected Office	Individuals who are not presently enrolled students of Queen's University are not afforded the right to volunteer with any candidate's campaign.	Individuals who are not presently enrolled Arts and Science Undergraduate students of Queen's University are not afforded the right to run as a candidate in an ASUS election.	N/A - Rules would be enforced in accordance with the Elections Policy of the external election.	N/A - Rules would be enforced in accordance with the Elections Policy of the external election.

SECTION 4.04 | PAPER BALLOTING

4.04.01

In cases of the unavailability of the AMS online voting system for any reason, the ASUS elections shall be carried out by use of paper balloting, in accordance with Section 4 of the Elections and Referenda Policy Manual. ~~the procedures outlined in ASUS Policy on Elections and Referenda.~~

## Appendix F: Financial Policy Manual Changes

There shall be two (2) committees responsible for evaluating individuals, groups, committees, and/ or clubs that apply for ASUS grants. These committees shall be responsible for allocating funds to deserved groups, subject to ratification by ASUS Assembly. The two (2) committees and their respective grants are:

- 1) The Student Grants Committee, responsible for allocating money to the Student Initiative Grant; ~~ASUS Committee Grant~~, and the ASUS Professional Development Grant; and
- 2) The Group Grants committee, responsible for allocating money to the Sibling Society Grant, ~~the ASUS Committee Grant~~, and the Departmental Student Council Grant.

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## **Appendix G: ASUS Professional Development Fall Semester Grant Allocation**

Awarding \$0 to no applicants. There were no applications to the ASUS Professional Development Grant this semester. Efforts will be made to increase awareness and engagement for the next semester's granting period. The total amount of granting to be approved by ASUS Assembly is \$0.

## **Appendix H: ASUS Student Grant Initiative Fall Semester Allocation**

Awarding \$1,000 to Georgia Cross-Birmingham to Campus Clothing Rental for an inventory of size-inclusive, high quality, semi formal clothing pieces. Awarding \$586 to Liam Jagoon of Kids 4 Kids for initiatives and events, awareness, and a meaningful contribution to Almost Home and the Pediatric Unit of Kingston General Hospital. The total amount of granting to be approved by ASUS Assembly is \$1,586.

## **Appendix I: ASUS Department Student Council Fall Semester Grant Allocation**

Awarding \$100 to the Art History DSC for their semi-formal, a night where students can mingle with others both in the program and outside of it, make meaningful connections, and de-stress from the busy school year which is all the more necessary in the time we are living in currently. Awarding \$400 to the Global Development Studies DSC for their conference that will bring speakers from the development and sustainability field together to discuss implementing sustainable development in our everyday lives, careers in development and sustainability, as well as fast fashion and development, to educate DEVS students and the wider ArtSci community. Awarding \$400 to the Biology DSC for providing the opportunities and resources that they need to have a memorable and enjoyable undergraduate experience, as well as offering opportunities for integration into the community (events like “Chats with Profs”, “Chats with Grads”) and learning practical skills (events such as “R U Confused?”, “Grad 101”, and “Students for Students”). Awarding \$600 to the English DSC for Quilt Publication and Queen’s Undergraduate Conference in Literature collaboration event for undergraduate students with an interest in English literature and the program, especially first and second year students, to learn about ways to get involved, network, and learn about what they do. The total amount of granting to be approved by ASUS Assembly is \$1,500.



## **Appendix J: ASUS Sibling Society Fall Semester Grant Allocation**

Awarding \$200 to the Equity Outreach Committee of CESA for their EquiTEA event where bubble tea will be purchased from a local Asian business. Awarding \$200 to the Winter Adapted Games of PHEKSA for a day of non-competitive games and events that is organized by the Queen's kinesiology student community for people with disabilities in the Kingston community. Awarding \$400 to the Queen's Motion Ball Committee of PHEKSA for The Marathon of Sport, an all-day sporting event that pairs varsity teams and clubs at Queen's with Special Olympics athletes from the Kingston community for a fun-filled day of inclusion. Awarding \$200 to the Community Affairs portfolio of CESA for the sponsorship of meals and the local care packages - an initiative done in collaboration with the ASUS Community Outreach Commissioner. The total amount of granting to be approved by ASUS Assembly is \$1,000.

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## **Appendix K: ASUS Committee Fall Semester Grant Allocation**

Awarding \$65 to Heart and Stroke of the ASUS Community Outreach Commission for "Holiday Hot Chocolate Jars" fundraiser - an event aimed at raising funds for the Heart and Stroke Foundation as well as help spread holiday cheer within the Queen's community. Awarding \$600 to the Queen's Equity Conference of the ASUS Equity Commission for bringing awareness through booths, social media giveaways, and interactive exhibits to bring our conversation to the Queen's community. Awarding \$335 to Partners in Education of the ASUS Community Outreach Commission for the costs of a variety of activities they will be organizing this academic year, such as the Halloween candy sale, the Christmas candy sale, giveaways on social media, the dodgeball tournament, and the St. Patrick's tumbler sale. The total amount of granting to be approved by ASUS Assembly is \$1,000.

# Appendix L: Changes to Mandate and Name of “Queer Solidarity Alliance”

## SECTION 8 | QUEER SPACE

### 1.08.01

Queer Space (QS) acts as a safe space for queer students within the Faculty of Arts and Science, and more broadly at Queen’s. QS will aim to advocate for LGBTQ2S+ and racialized communities at Queen’s. QS organizes events that focus on creating a community for queer students with an emphasis on wellness, professional development, and more casual events to encourage engagement. QS will also work towards educating the student body and community about queer issues, gender identity/diversity and sexual/romantic orientation. They will facilitate a number of accountable and resourceful events for all students and community members that aim to dismantle myths surrounding the gender binary and sexual identity/diversity. The committee creates events that highlight the multifaceted nature of gender and gender-based oppression, as well as collaborate with fellow social justice related groups on campus to promote education and activism. QS will operate using an accountable and intersectional approach to event planning and their advocacy in general. QS develops a framework of initiatives based on spotlighting specific issues that correlate to the current socio-political climate and University culture, in order to productively target gender oppression and injustice in our community.

### 1.08.02

The membership of this committee shall consist of:

- i) One (1) or two (2) Chair(s)
- ii) Three to twelve (3-12) Committee Members

# Appendix M: ASUS Equity Grant Addition

## SECTION 10 | ASUS EQUITY GRANT

### 1.10.01

The ASUS Equity Grant exists to remove financial barriers and support students' equity related initiatives and advocacy work. The ASUS Equity Grant provides financial bursaries to equity-deserving undergraduate Arts and Science students who are seeking extra support for their contributions, initiatives, advocacy work, and/or equity labour in accordance with ASUS' mission statement.

### 1.10.02

The ASUS Equity Grant is open to all Arts and Science undergraduate students and ASUS members.

### 1.10.03

The Equity Commissioner and their two (2) Deputies will be responsible for primary evaluation of applications. The Equity Commissioner and their Deputies shall be responsible for allocating funds to applicants. Applications will be reviewed by the Advisory Board before funds are allocated.

### 1.10.03

The Equity Commissioner and their two (2) Deputies should meet four times in each term, totaling four Equity Grant committee meetings per semester, and two distribution periods per semester. Application decisions will be reviewed by the ASUS Advisory Board before allocations of funds.

### 1.10.04

Applications for the ASUS Equity Grant must be made available once during the fall term and once during the winter term, and every effort must be made to ensure that as many members of the Society are aware about the applications as possible, including, but not limited to, the use of:

1. The ASUS Website;
2. ASUS Social Media Platform;
3. ASUS Newsletter;
4. Sibling Society Specific Media; and
5. Advertising in tandem with event, tradition, or ASUS activity requiring money for participation.

### 1.10.05

The application shall include the following information:

1. Applicant's full name;
2. Applicant's email address;
3. Applicant's identity (I.e., racialized, queer etc.)
4. A requested funding amount in; and
5. A space to provide reasoning for their application.

### 1.10.06

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Grant committee must consider the following criteria when evaluating the deservedness of a bursary applicant, where applicable. The impact the following criteria has in determining the allocation amount to an applicant shall be at the discretion of each committee:

1. The degree to which an individual student will benefit from the initiative;
2. The quality and effort put into the application;
3. Demonstration of financial need;
4. Applicant is part of an equity-deserving community;
5. Justification for financial assistance deservedness; and

#### 1.10.07

As the granting committee chairperson, the ASUS Equity Commissioner shall:

1. Compile applications for the ASUS Equity Grant, omitting personal identification information including name, email, phone numbers, and other easily identifiable pieces of information that will sacrifice the applicant's privacy;
2. Provide both the Deputies and the Advisory Board members with applications to review prior to the meeting to increase efficiency; and
3. Contact applicants regarding the status of their application following the review process.

#### 1.10.08

The funding for the ASUS Equity Grant will be held in the ASUS General Account, and will appear under the Equity Commission's budget in the General Operating Budget. The following conditions apply for funding to ASUS Equity Grant:

1. A total of \$3,000 should be allocated each year to the ASUS Equity Grant each year, with \$1,500 for each semester
2. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and
3. Any money allocated to the Equity Grant that is not used in the fiscal year will remain in the ASUS General Account and carryover into the following fiscal year.

#### 1.10.09

If there are disagreements that arise in allocation, they should be settled by a vote or at the discretion of the Vice President Operations/ CFO.

#### 1.10.10

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Allocated funding for initiatives will remain in the possession of the Society until needed. When funding is needed, successful applicants must make the purchase on their own accord and then contact the Vice President Operations/ CFO who will provide a reimbursement cheque for the costs. If this method of reimbursement is not suitable for the applicant, they can contact the Vice President Operations/ CFO to make alternate arrangements. The Vice President Operations/ CFO shall keep record of bursary allocations and record all expenses in the accounting system.

# Appendix N: ASUS Disability Grant Addition

## SECTION 11 | ASUS DISABILITY GRANT

### 1.10.01

The ASUS Disability Grant exists to remove financial barriers and support students' equity related initiatives and advocacy work. The ASUS Disability Grant provides financial bursaries to undergraduate Arts and Science students with disabilities (including but not limited to, students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions) who are seeking extra support to make their campus experiences more accessible in accordance with ASUS' mission statement.

### 1.10.02

In accordance with the ADA definition of disability, a person who has a physical or mental impairment that substantially limits one or more major life activities. This can include but is not limited to: students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions

### 1.10.03

The ASUS Disability Grant is open to all Arts and Science undergraduate students and ASUS members.

### 1.10.04

The Equity Commissioner and their two (2) Deputies will be responsible for primary evaluation of applications. The Equity Commissioner and their Deputies shall be responsible for allocating funds to applicants. Applications will be reviewed by the Advisory Board before funds are allocated.

### 1.10.05

The Equity Commissioner and their two (2) Deputies should meet two times in each term, totaling two Disability Grant committee meetings per semester, and one distribution period per semester. Application decisions will be reviewed by the ASUS Advisory Board before funds are allocated.

### 1.10.06

Applications for the ASUS Disability Grant must be made available once during the fall term and once during the winter term, and every effort must be made to ensure that as many members of the Society are aware about the applications as possible, including, but not limited to, the use of:

1. The ASUS Website;
2. ASUS Social Media Platform;
3. ASUS Newsletter;
4. Sibling Society Specific Media; and
5. Advertising in tandem with event, tradition, or ASUS activity requiring money for participation.

1.10.07

The application shall include the following information:

1. Applicant's full name;
2. Applicant's email address;
3. A requested funding amount in; and
4. A space to provide reasoning for their application.

1.10.08

The grant committee must consider the following criteria when evaluating the deservedness of a bursary applicant, where applicable. The impact the following criteria has in determining the allocation amount to an applicant shall be at the discretion of each committee:

1. The degree to which an individual student will benefit from the initiative;
2. The quality and effort put into the application;
3. Demonstration of financial need;
4. Applicant has a disability as identified by 1.10.02;
5. Justification for financial assistance deservedness; and

1.10.09

As the granting committee chairperson, the ASUS Equity Commissioner shall:

1. Compile applications for the ASUS Disability Grant, omitting personal identification information including name, email, phone numbers, and other easily identifiable pieces of information that will sacrifice the applicant's privacy;
2. Provide both the Deputies and the Advisory Board members with applications to review prior to the meeting to increase efficiency; and
3. Contact applicants regarding the status of their application following the review process.

1.10.10

The funding for the ASUS Disability Grant will be held in the ASUS General Account, and will appear under the Equity Commission's budget in the General Operating Budget. The following conditions apply for funding to ASUS Disability Grant:

1. A total of \$1,000 should be allocated each year to the ASUS Disability Grant each year, with \$500 for each semester
2. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and



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3. Any money allocated to the Disability Grant that is not used in the fiscal year will remain in the ASUS General Account and carryover into the following fiscal year.

#### 1.10.09

If there are disagreements that arise in allocation, they should be settled by a vote or at the discretion of the Vice President Operations/ CFO.

#### 1.10.10

Allocated funding for initiatives will remain in the possession of the Society until needed. When funding is needed, successful applicants must make the purchase on their own accord and then contact the Vice President Operations/ CFO who will provide a reimbursement cheque for the costs. If this method of reimbursement is not suitable for the applicant, they can contact the Vice President Operations/ CFO to make alternate arrangements. The Vice President Operations/ CFO shall keep record of bursary allocations and record all expenses in the accounting system.