

**Arts
and
Science
Undergraduate
Society —
Assembly**

Annual General Meeting (AGM)

AGENDA

1. **Motion 1** – Approval of the Agenda
2. **Motion 2** – Approval of the Minutes
3. Speaker's Business
 - a. Welcome and Land Acknowledgement
4. Presentations
5. Discussion Period
 - a. **What actions could we take to foster more engagement at Assembly?**
 - b. **Where do you hope to see ASUS in five years?**
6. Executive Reports
7. Society Reports
 - a. Business of ASUS Council
 - b. Business of the Sibling Societies
8. Other Reports
 - a. Business of the Senate
9. Statements by Members
10. Question Period
11. Old Business
12. New Business
 - a. **See attached motion sheet, motions 3-11.**
13. Speaker's Last Word
14. Adjournment of the ASUS Assembly

PREAMBLE

Dear Assembly,

Welcome to our Annual General Meeting (AGM). AGM is the last meeting of the 2023 - 2024 ASUS Assembly. Significantly, all Society members can present motions, discussion topics and vote.

ASUS Assembly is the highest legislative body of the Arts and Science Undergraduate Society. Assembly fulfills its mandate by debating reports, recommendations and motions as submitted by ASUS Council or any individual ASUS member. ASUS policy is approved and discussions regarding student affairs within the Faculty are also carried out here.

To our Assembly members who have been here since last April's Transition Assembly: I want to say a big thank you. It has truly been an honour and a privilege to sit in Assembly with you. I appreciate your dedication and passion that you demonstrate through representing and advocating for your peers. Together, we have made ASUS Assembly into a welcoming and open space. I am proud of the conducive conversations we have had and the changes we have implemented to better the ArtSci student experience.

While it is bittersweet that this is the last Assembly, it is rewarding to know that we have left Assembly and the Arts and Science Undergraduate Society better than it was last April. Thank you for being a part of this journey and thank you for your contributions to ASUS Assembly. Best of luck in your future endeavours!



Piper Veloso
(She/Her/Hers)

Governance Officer governance@asus.queensu.ca

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

MOTION SHEET

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

- MOVED BY: PIPER VELOSO
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on February 14th, as seen on the ASUS website.

- MOVED BY: PIPER VELOSO
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

3. That ASUS Assembly formally approve the changes to the Election and Referenda Policy Manual as seen in Appendix A: *Election and Referenda Policy Changes*

- MOVED BY: PIPER VELOSO
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

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

- MOVED BY: HELENA SHIMWELL
- SECONDED BY: PIPER VELOSO

Est Time: 2 mins

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

- MOVED BY: HELENA SHIMWELL (INCOMING VPSA)
- SECONDED BY: COLE OLIDIS (INCOMING PRESIDENT)

Est Time: 2 mins

6. That ASUS Assembly formally approve the changes to the President Policy Manual as seen in Appendix D: *Presidents Policy Manual Changes*

- MOVED BY: COLE OLIDIS (INCOMING PRESIDENT)
- SECONDED BY: HELENA SHIMWELL (INCOMING VPSA)

Est Time: 2 mins

7. That ASUS Assembly formally approve the changes to the Services Policy Manual as seen in Appendix E: *Services Policy Manual Changes Part 1 - AMP*

- MOVED BY: COLE OLIDIS
- SECONDED BY: THERESE DE RIVERA

Est Time: 2 mins

8. That ASUS Assembly formally approve the changes to the Services Policy Manual as seen in Appendix F: *Services Policy Manual Changes Part 2*

- MOVED BY: COLE OLIDIS
- SECONDED BY: THERESE DE RIVERA

Est Time: 2 mins

9. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in Appendix G: *ASUS Constitution Changes Part 1 - Exec Roles and Responsibilities*

- MOVED BY: PIPER VELOSO
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

10. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in Appendix H: *ASUS Constitution Changes Part 2 - Elections and Referenda*

- MOVED BY: PIPER VELOSO
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

11. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in Appendix I: *ASUS Constitution Changes Part 3 - SECTION 4.01.08*

- MOVED BY: LEO YANG (TWO YEAR SENATOR)
- SECONDED BY: LIAM LACHAPELLE (ASUS SENATOR)

Est Time: 2 mins

FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Amaiya Walters**, President

No Report Submitted.



VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

Presented by **Preston Harrison**, Vice President of Society Affairs

No Report Submitted.



VICE PRESIDENT OF OPERATIONS REPORT

Presented by **Therese De Rivera**, Vice President of Operations

No Report Submitted.

ACADEMICS REPORT

Presented by Sarah Eklove, Academics Commissioner

Dear Members of Assembly,

As the year begins to come to a close, Academics has had their biggest event of the year, and we are starting to wrap things up. This is a bittersweet statement and I know that everyone involved is feeling the same.

On February 29th, the Faculty of Arts and Science, Career Services and ASUS Academics hosted Majors Night in Grant Hall. Over 1500 first year students attended, there were over 40 booths and 5 information sessions held. There has been a great amount of positive feedback, and the team feels very confident in its success. I will be putting out a report on the event that covers FAS feedback, student feedback and an overall report of how the event ran. I am overall widely impressed with all the DSCs and student volunteers and the first year students' amazing curiosity!

The DSCs are doing incredibly well. They are hosting trivia nights, events with their department professors, yoga sessions and more! For the most part DSC sweater sales and ticket sales are assisting with the costs of their end of year formals, which is the biggest thing on everyone's minds. DSCs are planning their own formals, ranging from smaller to very large, and making exciting progress with their event planning. The Academics DSC core team has been meeting with Therese, VPOPS, a ton to go over logistics, but everything seems to be gearing up for an exciting end of year full of celebrations!

The journals have all started on their editing process and are in the thick of planning their launch parties. The 4 journal teams are working extremally hard to get everything ready for publishing and we wish them the best!

ASUS Review is also in the midst of planning the end of term review sessions! Teaching Award submissions have been slow, so we are hoping to have the committee review them once our new marketing techniques have worked to get more submissions.

As for me, I am starting to think about transition with my successor, writing up the first draft of my transition manual. I am so excited/sad to pass along all I have learned from this role and devested to be leaving ASUS behind after I

graduate, but I am SO hopeful in the next upcoming executive team and excited for end of year celebrations!

That is it from me!

All the best,

Sarah Eklove

COMMUNITY OUTREACH REPORT

Presented by **Binyat Akrem**, Community Outreach Commissioner

Community Outreach Commission March Report

Presented by: Binyat Akrem, Community Outreach Commissioner

Dear Members of the Assembly,

It is hard to believe we're nearing the end of our term, and I'm thrilled to share the latest updates and achievements of the Community Outreach Commission for March.

Silent Auction Success: Recap- Our silent auction was a resounding success, with all proceeds going directly to our charity of the year, HomeBase, with a focus on One Roof. This event not only raised funds but also raised awareness about Home Base Housing's vital work in our community. We had sponsors in the name of charity, and it was beautiful to see parts of the Kingston community come together for a greater cause.

Supper Series & In-Person Event at Union Kitchen: Our Supper Series committee hosted an in-person event at Union Kitchen, where 25% of orders supported our charity of the year. This gathering provided an opportunity for our members to come together, enjoy a meal.

Awareness Campaign: This week, we will be launching an awareness campaign focused on promoting safety during the busy week. This initiative aims to ensure the well-being of our student community. Alongside the awareness campaign, we will conduct fundraising activities throughout the week to continue supporting HomeBase.

Bake Sale: On March 27th, we will host a bake sale to raise funds for our charity of the year. This event serves as another opportunity to support Home Base Housing and raise awareness about their important work in our community.

ASUS City Engagement Program: Our ASUS City Engagement Program continues to thrive, with student volunteers collaborating with city representatives on various projects. Their impactful contributions are making a difference in the Kingston community, and we eagerly anticipate their findings for our upcoming presentation at City Hall in April.

Equity Art Market: The Equity Art Market will provide a platform for underrepresented and marginalized artists to showcase their talent. By fostering diversity and addressing systemic inequalities in the art world, this initiative empowers talented students and enriches our artistic community. We are working on ways to fundraise for HomeBase housing as well!

As we continue our commitment to community outreach, inclusivity, and student support, I am excited about the positive impact our initiatives will have on the Kingston community. Together, we are making a difference and building a stronger, more connected community.

Thank you.

Binyat Akrem, Community Outreach Commissioner 2023-2024
Arts and Science Undergraduate Society

EQUITY REPORTPresented by **Nathaniel Dixon**, Equity Commissioner

Dear Members of the Assembly,

Hello! I hope you are all doing well and gearing up to finish off the year strong. It has been an absolute pleasure and privilege being this year's Equity commissioner, and I am incredibly proud of all that my team and I have accomplished! This last month has been quite busy for the Equity Commission and we hope to carry this momentum into the end of the term. Below, I'll outline all that we have been working on and what will come in the year's final stretch!

Equity Art Market: The Equity Art Market is a collaboration with the community outreach Commissioner and will provide a platform for underrepresented and marginalized artists to showcase their talent. By fostering diversity and addressing systemic inequalities in the art world, this initiative empowers talented students and enriches our artistic community.

Equity Week: Equity Week is a week-long commission-wide event hosted by the core team and myself. During the week, we'll be hosting multiple boothing sessions, events, and giveaways throughout campus to educate students on varying topics, such as accessibility, inclusivity, support systems, food insecurity, and St. Patrick's Day safety.

Equity and Accessibility Grants: Both the equity and accessibility grants have been closed and have been successfully submitted and approved by the AB board. We're currently in the process of collecting e-transfer emails from the successful recipients so their funds can be transferred.

Committees: Since the beginning of the semester, the committees within the Equity Commission have been thriving in terms of the initiatives they have been planning and executing. The Students of Colour Collective (SoCC) are in the process of planning their Ethic Expo and Study Night. Research and Recommendation (R&R) have successfully completed their survey and are in the process of completing their report. The Disability and Neurodiversity Alliance (DNA) are in the process of planning for an Arts and Crafts Night & Pot Painting event. The Queen's Equity Conference (QEC) will be hosting their Equity

Conference on March 24th, 2024. QueerSpace are in the process of planning its Knitting Club event and an Exam Care Kit giveaway.

If anyone has questions, comments or concerns about the ongoings of the Equity Commission, please do not hesitate to reach out to me via email or book a time to meet with me during office hours

Sincerely,

Nathaniel Dixon (He/Him)

Equity Commissioner

GOVERNANCE REPORT

Presented by **Piper Veloso**, Governance Officer

Members of Assembly,

It is so hard to believe that this is our last Assembly together!

The year has really flown by, but I hope you have enjoyed it as much as I have. It is my pleasure to provide my final updates on each element of my portfolio.

Advisory Board

I am so thankful for the 10 incredible Advisory Board Student Directors I had the privilege of working with this past year. They were passionate, dedicated, and insightful, and I am grateful for all of their input this past year. This year, the Board was involved in several financial assistance allocation deliberations alongside Vice-President of Operations Therese, and each met with their respective members of ASUS Council on a monthly basis. These conversations were meant to hold members of Council accountable to their goals and budgets, and I feel as though the Board accomplished this goal. From these meetings and conversations, each Director will deliver a curated SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats), which will provide valuable direction and insight to the incoming Council. Thank you to Wilson for showing initiative, and to the entire Board for their efforts this year!

Elections

The Elections Team had a big focus on improving election policy. With some major amendments made to policy manual, I believe we have made a positive impact for all students interacting with policy. In addition, the Team ran three elections over the course of the term. These were the Fall Election, the Winter Election, and the DSC Election. I am so incredibly proud of the team, and of all of the individuals who put their name forward in a Nomination Package! With the help of our Instagram page (@asusgovernance), I really feel as though it brought a lot of attention/visibility to our elections! We received several DM's and emails during each election with inquiries, which demonstrated the benefit of having an Instagram as we were easily accessible to students. The team also initiated the "So You Wanna Run in an Election?" info session for both the Executive and the DSC Elections. This equipped students with the information and resources they needed to have in order to confidently put their name forward during the Nomination Period. Overall, I would consider each of our elections a success and

I hope to only see engagement grow in the next year. A massive thank you to my elections team for all of their extensive efforts this past year!

Archives

Ema, our Chief Archivist, has truly made her projects her own! Throughout the year, she researched and showcased various pieces and storylines that she discovered in the Archives. This work can be found on the Archives Instagram page @asusarchives. With a few more posts to come out for the remainder of the year, thank you so much to Ema for all of her continued efforts as Chief Archivist of the ASUS Archives!

Policy

A huge thank you to Council for all of their efforts to ensure their respective manuals were up-to-date. Though there are a lot of policies to sort through, everyone's continued engagement and passion for their work shined through in their policy manual changes! As mentioned earlier, the Election Team made some major changes to the policy manual and I want to say a huge thank you to everyone who contributed!

Assembly

This year, numerous policy changes and implementations were passed, we had important conversations surrounding the well-being of our students and ways to improve not only the Society but Queen's at large, and, I venture to say, we had fun. Thank you for all of your engagement, passion, and ideas. I am incredibly proud of the Assembly environment we built together!

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

Yours in governance,



Piper Veloso
Governance Officer
governance@asus.queensu.ca

MARKETING & COMMUNICATIONS REPORT

Presented by **Helena Shimwell**, Marketing & Communications Officer

Dear Members of Assembly,

Hello! I hope you are all doing well and gearing up to finish off the year strong. It has been an absolute pleasure and privilege being this year's Marketing and Communications Officer and I am incredibly proud of all that my team and I have been able to accomplish! This past month has been quite busy for the Marketing and Communications Office, and we hope to carry our momentum into the end of the term. Below I'll outline all that we have been working on and what is to come in the final stretch of the year!

For starter's our graphics team has been incredibly busy this past month, making social media content for ArtSci formal, Life After ArtSci, Equity Market, Volunteer Gala and ASUS merchandise sales. In addition to the several graphics made, our website team was busy updating the ASUS OnQ and website to increase engagement in these various events. I love seeing collaboration like this occur, as we should be able to have better results with events when they're effectively marketed.

Our ASUS x St. Patty's Day merchandise dropped in early March, our wonderful photographers organized a photoshoot and sales have been taking place all throughout the first week of March. As of March 7th, and after only two days of sales, we are already 50% sold out of our stock! We hope to see the rest of our hats be sold this week, turning a profit for the society.

Additionally, our photography team has received several photography requests to organize this month, working with various DSCs, Offices and Commissions. The photographers are excited for the opportunity to further develop their skills and partake in some of the most memorable events ASUS has to offer!

On the market research side of things, our team has completed the end-of-year feedback survey and plans to have boothing outside of the ASUS house in the last week of March, giving out candy and snacks to incentivize responses. We believe this survey will provide ASUS with positive and negative feedback that we can reflect upon and implement going forward.

In the last month, my team and I will be reviewing and finalizing our transition manuals, marketing our final major events, such as honours reception and our hiring fair and trying to sell the remainder of our merchandise.

If anyone has questions, comments or concerns about the ongoings of the Marketing and Communications Office, please do not hesitate to reach out to me via email or book a time to meet with me during office hours – my door is always open.

Best wishes,

Helena Shimwell (she/her)
marketing@asus.queensu.ca

SERVICES REPORT

Presented by **Cole Olidis**, Services Commissioner

Hello Arts and Science Students,

What a year it has been for the Services Commission! It has been an absolute pleasure getting to work with so many students and seeing the connections everyone has been able to make in the Services Commission's various initiatives this academic year.

Still on the upcoming events list for the Commission, ArtSci Formal – Glamour and Disguise is all planned and ready for attendees on March 22nd and 23rd at Kingston Market Square Hotel. Ticket sales have been slower this year but to date, we have had 102 tickets sold for March 22nd and 237 tickets sold for March 23rd. This has come with around \$33,000 in revenue coming into the society. We look forward to welcoming everyone for an end of year bash with a buffet, drink ticket, DJ, photo booth, and fun times!

ASUS Mentorship Program has worked tirelessly this year hosting incredible socials one after another. From games nights to study sessions, ASUS Mentorship Program had given first- and second-year mentees incredible programming to ensure connections are being built and the transition into Queen's is smooth. Currently, sweaters are for sale for all members, and I hope the connections built this year will last for everyone's entire Queen's career.

Good Times Diner has had incredible success this year. With the implementation of the Good Times Diner Take-Home Kits, we have been able to add another 30-45 meals per week, free of cost, for students at Queen's. In addition, the Grocery Bag Giveaway provided 110 bags. To date, 2600 students have been served this academic year! This incredible number has supported the rising costs of groceries to ensure students are able to receive a nutritious meal.

In ASUS Jackets, we have been able to get more students representing Queen's University throughout their journeys going forward. In this year, we sold

\$114,500 worth of jackets! I would like to personally thank Sean Thompson, ASUS General Manager, for all his guidance and support during the year in particular with Jackets.

ASUS Peer Tutoring has had over 400 people sign up this year for the website to tutor and get connected with tutors. This low-cost service supports students in their academic career and ensures students can have success in their courses. Prior to finals, we are planning free study sessions with tutors available to answer questions for some popular courses! We hope to see everyone attending!

Exchange Buddies has had the busiest year in the last three years! With tons of engagement, their events were able to connect exchange students with other students to build a strong sense of community on campus. I have been thrilled with how popular the program was this year and hope the program continues their success going forward!

Reflecting on this past year, the Services Commission has experienced some unforeseen challenges. While revenues have been lower than expected, I believe that the continued rising costs of living have played a role. Now more than ever, we hear about the concerns from students where the cost of tuition, rent, groceries, and other necessities means it is hard to be able to participate in some of our events which come at a cost. With that being said, the Services Commission has continued to enrich the student experience at Queen's, and I know going forward, it will continue to do so.

All the incredible work done in the Commission would not be possible without the amazing work of the Deputy Services Commissioner, Services Commission First-Year Intern, Directors, Chairs, Executive Members, and General Volunteers that work hard to ensure success across the Commission. I would like to send a big thank you to everyone who has contributed to the success of the Commission and hope everyone the best going forward.

Working with my fellow council members and executives this year has been thrilling! Sharing an space and getting to collaborate with everyone has been a

highlight of working in ASUS. Seeing everyone's unique perspectives and getting to learn more about ASUS, Queen's, and each other has been absolutely incredible! I look forward to seeing where everyone goes in the future. I would like to give a special shoutout to Therese De Rivera, Vice President of Operations. Without your support and belief in me, the Services Commission would not have had the success we had! Thank you so much, Therese!

I look forward to starting transitioning the incoming Services Commissioner for the 2024-2025 academic year and cannot wait to see all the incredible work they are able to accomplish.

Best,

Cole Olidis
Services Commissioner
Arts and Science Undergraduate Society
services@asus.queensu.ca

HUMAN RESOURCES REPORT

Presented by Sheryn Basham, Human Resources Officer

Greetings: The last time I attended Assembly was a year ago, as incoming Council. As you know, the Human Resources Officer is not allowed to attend Assembly, as per policy, so this is a very exciting opportunity for me to update you all on the Human Resources Office.

Council Hiring: I am happy to announce that we are on our third round of interviews and plan to finalize the 2024/2025 Council soon. Once the chosen candidates are alerted, transitions between outgoing and incoming will start as soon as possible.

Deputies, Directors, and Co-Chairs Hiring: I am working closely with the Outgoing Council to ensure that all job descriptions are up to date as we enter our next phase of hiring. We anticipate hiring to open on March 18th, and are planning a job fair for March 20th to inform the student body of the numerous opportunities ASUS provides.

Transition manuals: I am working closely with my Deputy of Training and Analytics to collect transition manuals from all current Council, Deputy, Director, and Co-Chair positions. These transition manuals will ensure the next wave of candidates have a solid foundation to start their term on.

Volunteer of the Month: Volunteer of the Month forms for February have been sent out to Council. This is one of our last opportunities to show true appreciation for our volunteers. Over the course of the year, it has been an honour to celebrate the hard-working people who keep ASUS running. All volunteers should be truly proud of the work they have done, and should know that it is noticed and appreciated.

Volunteer Gala: I am working closely with my Director of Volunteer Appreciation to host the end of the year Volunteer Gala, which is scheduled for March 18th at 6pm. The event is taking place at the Isabel Bader Center, with a variety of hors d'oeuvres, a photo booth, and bar. Everything is in place, and we are looking forward to the event!

ADVISORY BOARD REPORT

Presented by **Wilson Karch**, Chair of the Advisory Board

No Report Submitted.

GENERAL MANAGER REPORT

Presented by **Sean Thompson**, General Manager

Dear ASUS Assembly and the Arts and Science Student Body,

It is my pleasure to provide this report to the ASUS133 AGM. Unfortunately, I am not in attendance tonight as I am chasing the Northern Lights, with my wife... in Norway! This is the final Assembly for Team ATP so I thought that it would be appropriate to provide a brief recap, and where appropriate provide comparisons to the previous fiscal year.

The ArtSci Cup Basketball game has had it's share of bumps on the court this year with being rescheduled from February into late March, and unexpected challenges for the committee. However, this also presents an opportunity for the entire council to pull together and approach the initiative as a team to finish strong.

Formal tickets are selling, but like everything else it seems that it is at a slower pace than last year, fortunately Services ran a successful mid-year semi-formal to take up some of the revenue generation that was budgeted from Formal this year.

Our Camps Directors, Orli, Sophia, and Jana Rae are getting down to work as they plan the camp curriculum and start hiring camp counsellors. Last year was the second with three camp leaders, taking on a French camp, and the first in-person camp experience as COVID restrictions were removed. Despite Camp registrations running at full capacity, it is hard to run a true financial comparison of previous years as last year we were not awarded the Canada Summer Jobs Grant so there was no offset for counsellor and director wages. Our application is on file for this year so hopefully we receive the funding this summer.

Orientation planning is ongoing, and Emma and her team (Venessa, Katrina, Karleigh, and Miya) are putting together their plans to welcome the class of '28. This year, we are continuing to integrate their processes within our MS Teams environment as they do their planning bring the OCs on board with e-mail setup. This will better setup both themselves and ASUS Orientation planning and documentation for this year's orientation as well as the transition to the '29 O-Team.

When looking at financial year to year comparisons, Jeremy, Theresa and their Jackets team did a good job this year! The Jackets team sales for this year are currently at \$114, 500 in sales, down slightly from last year, but each year the process is being refined for better efficiency and accuracy.

I look forward to continuing my work with Team ATP Executive and council, supporting them as they wrap up their year and look forward to working through the transition with next year's executive Cole, Helena, and Silas, as they start to hire their Council and develop their plans for ASUS134!

Cha Gheill!

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

Sean Thompson
General Manager, ASUS

HEAD GAEL REPORT

Presented by **Emma Capstick**, Head Gael

Hello, Members of Assembly,

I hope you all enjoyed reading week and are ready to take on the rest of the semester. There are quite a few updates to go over for Orientation as we continue to plan for September.

On March 6th, we held "Gonna Be a Gael," for the over 250 Gaels hired for orientation week 2024. This event was a huge success and a great introduction for the leaders to their Orientation Coordinator and the expectations of the role. Near the end of March/ beginning of April we will have another general Gael meeting before summer break to explain the logistics of ASUS's events.

I continue to attend weekly ORT meetings, which have provided great guidance for planning and facilitating orientation in an equitable and accessible manner. The Orientation Committee is finishing event forms to be submitted and approved by ORT before further approvals by Health and Safety and Deans and Designants.

I have completed the budget and I am ready to open it in April, pending the approval of the Associate Dean of Academics, Jenn Stephenson. Some lines are estimates based on last year's spending and thus can change depending on the expected cost of the ORT mystery concert for example. I have started working on the sponsorship package and communicating with local businesses to help cover our expenses.

February was a very successful month for CCS fundraising with the Candy Grams and our partnership with Thai Express and Beavertails. We have now opened our fundraising platform on the CCS website where you can donate directly our team. I have included the link here:

<https://fundraisemyway.cancer.ca/index.cfm?fuseaction=donate.team&teamID=5350> . Look out for our St. Patrick's Merchandise drop, also in support of the CCS.

I hope the final weeks of March are smooth and we can continue to enjoy the nice weather. As always if you have any questions or would like to become involved with orientation please let me know!

Best,

Emma Capstick (she/her)

Head Gael

headgael@asus.queensu.ca

YEAR REPRESENTATIVES REPORTS

2024 YEAR REPRESENTATIVES

Position Vacant

2025 YEAR REPRESENTATIVES

Position Vacant

2026 YEAR REPRESENTATIVES

Position Vacant

2027 YEAR REPRESENTATIVES

Position Vacant

INTERNATIONAL REPRESENTATIVE REPORT

Position Vacant



**CONCURRENT EDUCATION
STUDENT ASSOCIATION (CESA) REPORT**
Presented by **Maeve Stemp**, Vice-President Internal

Hello all,

I hope you have all had a great reading week and midterm season, and are going into the last stretch of the year with some energy left in the tank!

We hosted our annual dodgeball tournament on March 1st in KCVI, with a turnout of close to 180 people! We have also held a variety of year-specific events, and have our Con Ed Formal coming up on March 22nd, for which we have sold around 15 tickets.

I have written and passed along my transition manual to next year's Vice President Internal, Maddyx Lindsay! I am so excited to see all of the wonderful work she and her team do next year. This team is about to go into hiring for the Queen's Conference on Education team, as well as hiring main council. They will have their first meeting as a new council before exams begin.

I hope everyone has a great week 9!

Best,

Maeve Stemp (she/her/elle)

Vice President (*Internal*)

Concurrent Education Students' Association

+1 705-471-3582

vpinternal@cesa.queensu.ca

The Concurrent Education Students' Association acknowledges that Queen's University is situated on traditional Anishinaabe and Haudenosaunee territory.



COMPUTING STUDENTS' ASSOCIATION (COMPSA) REPORT
Presented by **Owen Rocchi**, Vice President (Student Affairs)

No Report Submitted.



**PHYSICAL AND HEALTH EDUCATION
AND KINESIOLOGY
STUDENTS ASSOCIATION (PHEKSA) REPORT**
Presented by **Payton Rix**, Vice President of Operations

No Report Submitted.



BUSINESS OF THE ALMA MATER SOCIETY

**FIRST-YEAR ASUS REPRESENTATIVE
TO THE AMS**
Position Vacant

ASUS REPRESENTATIVE TO THE AMS

No Report Submitted.



BUSINESS OF THE SENATE

No Report Submitted.

BUSINESS OF ACADEMIC REPRESENTATIVES

SOCIAL SCIENCES REPORTS

No Report Submitted.

NATURAL & PHYSICAL SCIENCES REPORT

No Report Submitted.

ARTS AND LANGUAGES REPORT

Presented Kaitlyn Chevrier, Arts and Languages Representatives

No Report Submitted.

HUMANITIES

Presented by Amber Mifkovic, Humanities Academic Representative

No Report Submitted.

APPENDICES

APPENDIX A

Election and Referenda Policy Changes

3.01.07

In the case that there are no candidates for one (or all) position, the nomination period will be extended as per Section 3.01.03. If there are still no candidates, the Governance Officer must work with the Executive to find the best alternative for the Society.

3.01.01

The proposed elections timeline shall be approved by a majority vote of the ASUS Assembly during the first Assembly of the academic year.

APPENDIX B

Marketing and Communications Policy Manual Changes

Motion 1

Section: 1.01.03

- **Add a fourth bullet point saying:**

- Adding upkeep with the ASUS Instagram, website, OnQ etc. throughout the duration of the summer.

(This will prepare them to takeover in the fall term, practice making graphics, updating platforms, making them better able to instruct their team about standards).

Motion 2

Section: 2.01.02

- **Add to bullet point #10:**

- Utilizing the social media and regular visual identity standards on a consistent basis.

Motion 3

Section 2.02.03

- **Add to bullet point #5:**

- Follow visual identity standards and social media visual identity standards.

Motion 4

Section 3.02.02

- **Change bullet point #2:**

- Change from 4 team members to 2 team members for Market Research Committee.

Motion 6

Section 3.04.02

- **Changes to bullet point #5 and bullet point #6:**

- Change to one social media director and one social media coordinator.

APPENDIX C

VPSA Policy Manual Changes

ASUS Sponsorship Director

The Sponsorship Director will be responsible for attaining sponsorships (corporate and in-kind) for the entirety the various ASUS Commissions and Offices, as well as the entirety of the society. Working under the Vice President of Operations, the Sponsorship Director shall support with the research and outreach to potential sponsors in order to aid the society in providing increased financial aid, giveaways to students and more funding into ASUS events, programs and resources. The Director will help to allocate funds effectively and appropriately throughout the society in an equitable manner. In addition they will collaborate with and provide advice to Officers/Commissioners needing financial support for their respective projects.

During the academic year, the responsibilities of the ASUS Sponsorship Director shall include, but are not limited to, the following;

- i. Meeting with the Vice President of Operations on a regular basis
- ii. Updating and adding to the master sponsorship list on a weekly basis
 - a. Keeping track of contact information
 - b. Updating who still needs to be contacted
 - c. Date contacted
 - d. What dollar amount or item was donated
 - e. Purpose of donation (if any)
- iii. Being available for consultations with Commissions and Offices to assist with attaining sponsorships.
- iv. Following up with master list of potential sponsors
 - a. Sending follow-up emails
 - b. Sending thank you emails

APPENDIX D

Presidents Policy Manual Changes

ASUS EVENTS DIRECTOR

The ASUS Events Director will be responsible for executing events from the Executive's Office and supporting overall event delivery within ASUS. Working under the President, the Director shall support in the planning and implementation of society wide events under the direction of the Executive's Office. The Director will collaborate with all Commissions and Offices to support initiatives, provide guidance as needed, and ensure all events are up to an ASUS standard. The Director shall aim to provide guidance to those planning events to help alleviate confusion regarding the event planning process.

During the academic year, the responsibilities of the ASUS Events Director shall include, but are not limited to, the follow;

- i. Meet with the President regularly on progress and society event updates;
- ii. Plan various events with the Executive Office;
- iii. Maintain a list of vendors for event needs including;
 - a. Queen's Event Services;
 - b. Queen's Room Reservations;
 - c. Catering;
 - d. Uline;
 - e. Florists;
 - f. Specialized Rentals;
 - g. Conference and Banquet Rentals;
 - h. Balloons;
- iv. Order and maintain an inventory of regularly used event supplies such as;
 - a. Cups;
 - b. Plates;
 - c. Napkins;
 - d. Cutlery;
- v. Oversee the ASUS Events Closet keeping an up-to-date inventory and borrowing process to ASUS Committees;

- vi. Be available for consultations with Commissions and Offices to advise and assist in the planning of ASUS branded events;
- vii. Review the ASUS Event Planning form to ensure events follow ASUS standards;
- viii. Work with the Marketing and Communications Office to ensure events are properly advertised to students.

APPENDIX E

Services Policy Manual Changes Part 1 - AMP

SECTION 6 | ASUS MENTORSHIP PROGRAM

1.07.01

To help better integrate first and second-year students into the ethos and social fabric of Queen's University and the City of Kingston. First and second-year students are paired to upper-year students in September at the start of the school year, and the upper-year student will act as a mentor to the first and second-year student throughout the entire school year. The main purpose of this mentor-mentee relationship is to ensure that first-year students mentees adapt to Queen's University as fast and as comfortably as possible. The figurative jump from high school to university is a difficult transition (especially socially) for hundreds of first and second-year students each year, and as such, the upper-year mentor would try to ensure that their first-year mentee is exposed to the countless social opportunities that the University and the City of Kingston have to offer in a safe, responsible, and fun manner.

1.07.02

Membership of the ASUS Mentorship Program (AMP) shall include the following roles:

- i) One (1) Director;
- ii) Two (2) Logistics Coordinators;
- iii) One (1) Marketing/Promotions Coordinator;
- iv) One (1) Development and Sustainability Coordinator;
- v) Thirty to Fifty (30-50) Mentors.

1.07.03

The Executive Committee Members shall be hired by the Director and Deputy Services Commissioner. This will be done by following Part 3 of the Human Resources Policy Manual.

1.07.04

The Mentors shall be hired by the Director and a member of the Executive Committee. This will be done by following Part 3 of the Human Resources Policy Manual.

1.07.05

The responsibilities of the ASUS Mentorship Program Director shall include, but are not limited to:

- i. Coordinating the hiring of the other AMP executive team members during May;
- ii. Create a budget and strategic plan for the upcoming academic year in consultation with the Deputy Services Commissioner;
- iii. Coordinating the hiring of AMP mentors prior to the start of the academic year (i.e., June through till September);
- iv. Creating a program timeline for the academic year including all major events and deadlines;
- v. Organizing regular executive meetings throughout the academic year to check in on coordinator portfolios and ensuring program events/requirements are up to date;
- vi. Working with the Development and Sustainability Coordinator to organize AMP Mentor training in September;
- vii. Facilitating communication and partnerships between AMP and other ASUS Services;
- viii. Attending regular meetings with the Deputy Services Commissioner and keeping them updated on information pertaining to the program and its facilitation;
- ix. Complete a detailed transition manual at the end of the term.

1.07.06

The responsibilities of the ASUS Mentorship Program Logistics Coordinators shall include, but are not limited to:

- i. Assist in the matching process of mentors and mentees throughout the academic year;
- ii. Brainstorm events and cross-collaboration opportunities with other ASUS and Queen's programs for the academic year;
- iii. Work with the Director to ensure events have properly been planned and sanctioned;
- iv. Maintain accurate records of all mentors and mentees in the program.

1.07.07

The responsibilities of the ASUS Mentorship Program Marketing/Promotions Coordinator shall include, but are not limited to:

- i. Creating a marketing plan at the start of the academic year;
- ii. Creating and overseeing the Instagram account to market initiatives;
- iii. Making graphics for all AMP events and working with the rest of the executive team to ensure accurate information.

1.07.08

The responsibilities of the ASUS Mentorship Program Development and Sustainability Coordinator shall include, but are not limited to:

- i. Creating and hosting mandatory mentor training in September and January with support from the Director and Deputy Services Commissioner, including topics such as:
 - a. What is AMP;
 - b. Mentor Expectations;
 - c. Resources Available on Campus and in Kingston;
 - d. Common Situations Faced by Mentors;
 - e. How to Handle Disclosure.
- ii. Send out a monthly newsletter to mentors and mentees registered in the program;
- iii. Liaison with under-performing Mentors to ensure Mentees can benefit from a match in the program;
- iv. Facilitating communication with Mentors and Mentees, acting as a primary point of contact for questions and concerns.

APPENDIX F

Services Policy Manual Changes Part 2

SECTION 2 | DEPUTY SERVICES COMMISSIONER JOB DESCRIPTION

1.02.01

The Deputy Services Commissioner shall assist the Services Commissioner and shall adhere to and follow official ASUS Policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Services Commissioner is responsible to the Services Commissioner. A large objective of the Deputy Services Commissioner will be to alert all Queen's students, particularly those of Arts and Science, of all the services available through ASUS. The Deputy Services Commissioner shall strive to increase the prominence of these Services on Campus through advertising and promotions.

1.02.02

The responsibilities of the Deputy Services Commissioner shall include, but are not limited to:

- i) Meeting with the Services Commissioner weekly on progress and plan initiatives;
- ii) Oversee the following ASUS Services Programs by meeting on a regular basis for the purpose of updates on progress, problem areas, and future plans;
 - a. ASUS Peer Tutoring;
 - b. ASUS Mentorship Program;
 - c. ASUS Exchange Buddies;
- iii) Determining a budget for marketing within Services along with the Services Commissioner and Vice President of Operations;
- iv) Submitting a Strategic Plan to the Services Commissioner for the year;
- v) Holding a minimum of five (5) Office Hours per week;
- vi) Participating in the hiring of the Services Committee Chairs;
- ~~vii) Meeting with the Committee Chairs on a regular basis for the purpose of obtaining updates on progress, problem areas and future plans;~~
- viii) Planning and incorporating an engaging and creative activity into the ~~biweekly~~ **monthly** commission meetings ~~of the year~~ to create an inclusive and friendly

environment in which each Chair feels comfortable and connected with one another;

- ix) Being available as a resource for resolving any and all conflicts within the Services team;
- x) Assisting with or spearheading other projects that may arise throughout the year;
- i) Organizing and facilitating the Imaginus Poster Sale in collaboration with the Engineering Society;
 - a) Distributing promotional material prior to each event and establishing creative advertising ideas to inform students around campus of the event;
 - b) Creating a work schedule to fill all advertising, set-up, takedown and overnight shifts and advertise these opportunities on social media;
 - c) Communicating with Imaginus representatives to fulfill all requirements of the Poster Sale contract;
 - d) Ensuring all shifts, room bookings and additional orders (i.e. tables) are prepared prior to the week of the event;
- ii) ~~Alumni Jackets Service~~
 - a) ~~Coordinating with the Jacket Director(s) and various Queen's alumni associations to market and increase the amount of alumni jacket orders;~~
 - b) ~~Maintaining inventory of the ASUS Jacket Crests;~~
 - c) ~~Placing orders on a rolling basis;~~
 - d) ~~Planning a promotional event during or near Homecoming Weekend (i.e., Alumni Jackets Photoshoot);~~
 - e) ~~Maintaining financial records for the ASUS Alumni Jacket Service;~~
- iii) Volunteer Appreciation
 - a) Ensuring inclusive and positive atmosphere is maintained among all Chairs, Deputy Commissioners, and the Commissioner throughout the academic year;
 - b) Planning one Commission-wide social event each semester;
 - c) Helping to plan the volunteer appreciation event at the end of the academic year.

1.02.03

The summer responsibilities of the Deputy Services Commissioner shall include, but are not limited to:

- i) Preparing and submitting a Strategic Plan for the year;

- ii) Communicating with the Engineering Society and Imaginus to ensure the success of the Poster Sale in the first semester;
- iii) Assisting with the Strategic Plans for the Co-Chairs within the Services Commission.

1.02.04

The transition responsibilities of the Outgoing Deputy Services Commissioner shall include, but are not limited to:

- i) Preparing a detailed transition manual for the Incoming Deputy Services Commissioner in accordance with the ASUS transition policy.

APPENDIX G

ASUS Constitution Changes Part 1 - Exec Roles and Responsibilities

2.03.01

President: The duties of the President shall include but shall not necessarily be limited thereby:

- i) To set, plan, and pursue the long term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a) Academics Commissioner;
 - b) Equity Commissioner;
 - c) Marketing Officer;
 - d) ASUS Head Gael;
 - e) ASUS Director of Student Affairs Research;
 - f) ASUS Professional Development Director;
 - g) ASUS Wellness Director;
 - h) ASUS SVPR Director.

- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a) ~~ASUS Marketing Officer~~;
 - b) ASUS Community Outreach Commissioner;
 - c) ASUS Camps Directors;
 - d) ASUS Human Resources Officer;
 - e) ASUS Governance Officer;
 - f) Wellness Director;
 - g) ASUS Sustainability Director.

APPENDIX H

ASUS Constitution Changes Part 2 - Elections and Policy Referenda

SECTION 4.01 | GENERAL ELECTIONS

4.01.01

Elections for the positions of President, Vice-President Society Affairs, and Vice-President Operations (~~team~~), Senators, Year Society Executive Teams (for second year, third year, and fourth year), and ASUS Representatives to the AMS shall be held by ballot on two (2) consecutive days. The election shall be held no later than the sixth week of classes in the Winter Term, to correspond with the AMS election whenever possible, and in accordance with the ASUS Policy on Elections and Referenda. The Arts and Science Undergraduate Society will use the AMS online voting system wherever possible and adhere to the rules and procedures set out in AMS Policy and Constitution. The use of a 'paper-election' is at the discretion of the Chief Electoral Officer and the Governance Officer but electoral accessibility will remain the central priority. Should problems with the AMS online voting system arise, the Governance Officer and Chief Electoral Officer can be called at any time.

4.01.02

All candidates must be in good academic standing and members of the Society as per Section 3.01.02.

4.01.03

Each ordinary member shall be eligible to cast one (1) vote for one (1) Executive individual candidate. The election shall be decided by a majority vote. In the event that three or more **individuals** are running for **an** ASUS Executive **position**, a preferential run-off system will be used.

4.01.04

Each ordinary member shall be eligible to cast votes for the offices of Representative to the AMS (one term) and Student Senator (one term).

4.01.05

Each ordinary member shall be eligible to cast one (1) vote for the Year Society Executive Team of their graduating year. The election shall be decided by a majority vote.

4.01.06

One (1) or two (2) representatives to the Senate shall be elected annually to serve a two-year term.

4.01.07

No Executive member ~~or team~~ shall run for re-election to their position ~~if they have served a one-year term~~.

4.01.08

No person shall run for re-election to the positions of ASUS Representative to the AMS, Senator, International Representative, or Year-Representative if they have served a one-year term, or two-year term in the case of two-year ASUS Senators.

4.01.09

No person or team shall run for re-election to the position of Department Student Council (DSC) President or Co-President if they have served a one-year term within that Department. If the individual or team belongs to another Department, they may run for the position of President or Co-President within that Department even if they have previously held the role in another Department. In the case that there are no interested candidates, the position shall be made available through a hiring process facilitated by the ASUS Academics Commissioner and the Human Resources Officer, in accordance with the hiring processes outlined in Part 3 of the Human Resources Policy Manual.

4.01.10

No person shall run for a position where the duration of the term of the position exceeds the duration of the person's undergraduate career. Further, no person shall run for more than one (1) voting position on ASUS Assembly, as per Subsection 5.01.01

4.01.11

Nominees who hold an Executive, Council, Officer, Deputy Commissioner, Assembly, Chair, or Committee position within ASUS must take a leave of absence from that position until the election ~~is over unless running unopposed~~.

4.01.12

The CRO shall announce the results of an election to the candidates involved immediately after they become known. The results may be made public after either of the following options; either the successful notification of all candidates or one hour.

4.01.13

~~Notification of the results of the election in an email to all Society members at the earliest possible time shall constitute a public announcement of the results.~~ Results shall also be submitted to the Journal or other publications to be published at the earliest possible date.

4.01.17

In cases of suspicion of error in online elections and referenda, twenty-five (25) ordinary members of the Society may submit a petition to the CRO within forty-eight (48) hours of the results having been announced. The CRO, in consultation with the CEO, Advisory Board ~~Chair~~ **Liaison** and Governance Officer, will determine the validity of the claim. If the claim is deemed to be valid, the CRO will contact the AMS Commissioner of Internal Affairs **and/or the Chief Electoral Officer** to verify the results of the online balloting. In cases of error having occurred, voting will occur again for the offices of all positions affected, in accordance with the system laid out in Section 4.01.

APPENDIX I

ASUS Constitution Changes Part 3 - Section 4.01.08

SECTION 4 | GENERAL ELECTION

4.01.08

No person shall run for re-election to the positions of ASUS Representative to the AMS Senator, International Representative, or Year-Representative if they have served a one-year term, or two year term in the case of two-year ASUS Senators.

* In the case of unfilled senator positions a special election may be called before the end of the Winter semester. Those who have previously served as senator and would thus otherwise be ineligible are able to run in said special election.

* The ASUS Elected Senators shall be composed of representatives as follows: one lower-year representative (1-2), one upper-year representative (3+), and three at-large representatives, with at least one of the at-large representatives serving a two-year term.

- To ensure representation and engagement of first-year incoming students in the Senate, a Lower-Year Senator shall be elected during the Fall semester.