

**Arts
and
Science
Undergraduate
Society —
Assembly**

Assembly
Meeting 4

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
 - a. Student’s Affairs research
5. Discussion Period
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 - 12.**
13. Speaker’s Last Word
14. Adjournment of the ASUS Assembly

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 October 18th, 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 Policy Manual as seen in Appendix A: *Election Policy and Referenda Manual Changes*

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

Est Time: 2 mins

4. That ASUS Assembly formally approve the DSC Charter as seen in Appendix B: *DSC Charter Changes*

- MOVED BY: PIPER VELOSO
- SECONDED BY: SARAH EKLOVE

Est Time: 2 mins

5. That ASUS Assembly formally approve the Financial Policy Manual as seen in Appendix C: *Financial Policy Manual Changes*

- MOVED BY: THERESE DE RIVERA
- SECONDED BY: PIPER VELOSO

Est Time: 2 mins

6. That ASUS Assembly formally approve the Advisory Board Policy Manual as seen in Appendix D: *Advisory Board Policy Manual Changes*

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

Est Time: 2 mins

7. That ASUS Assembly formally approve the Services Policy Manual as seen in Appendix E: *Services Policy Manual Changes*

- MOVED BY: COLE OLIDIS

- SECONDED BY: THERESE DE RIVERA

Est Time: 2 mins

8. That ASUS Assembly formally approve the President's Policy Manual as seen in Appendix F: *Presidents Policy Manual Changes*

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

Est Time: 2 mins

9. That ASUS Assembly formally approve the Vice President of Operations/CFO Policy Manual as seen in Appendix G: *Vice President Operations/CFO Policy Manual Changes*

- MOVED BY: THERESE DE RIVERA
- SECONDED BY: PIPER VELOSO

Est Time: 2 mins

10. That ASUS Assembly formally approve the Information Technology and Privacy Policy Manual as seen in Appendix H: *Information Technology and Privacy Policy Manual Changes*

- MOVED BY: THERESE DI RIVERA
- SECONDED BY: PIPER VELOSO

Est Time: 2 mins

11. That ASUS Assembly formally ratify the Dan School Undergraduate Society (DSUS).

- MOVED BY: SARAH EKLOVE
- SECONDED BY: AMAIYA WATLERS

Est Time: 2 mins

12. That ASUS Assembly formally ratify Emma Capstick as Head Gael.

- MOVED BY: AMAIYA WATLERS
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Amaiya Walters**, President

Dear ASUS Assembly,

I hope you are all doing well and enjoying the semester. I am excited to be here with you all today and share my portfolio updates.

Direct Reports

Professional Development

Life After ArtSci was a huge success and we had around twenty student tour McKinsey and Company, Crestview Strategy and Queen's Park. Director Carrington has hired the Alumni Connections Coordinator and is in the process of hiring the Industry Relations Coordinator at which point, the PD team will be complete! Director Carrington has already started planning the next Life After ArtSci that will take place in the winter semester, so stay tuned!

Student Affairs Research

Director Ranaweera has been getting great responses to his survey on international student housing and food experiences. He is doing focused outreach to ensure he reaches as many international students as possible. He will begin focus groups next semester to get more detailed responses to specific questions.

Sexual Violence Prevention and Response

The Home Coming safety event that Director Jekic held on October 21st went well and she had several students drop by the house to collect materials and contribute to the bedsheet mural. She has been working on promotional material and now sits on the Interfaculty Sexual Violence Prevention and Response Task Force run through the AMS.

ArtSci Cup Charity Basketball Game

Co-Chairs Schneider and Luchin have secured a date for the ArtSci Cup, which will be revealed soon! They are hosting tryouts for both arts and science

students on the evening of Saturday November 25th. They have hired an advisor and are currently looking for coaches for both teams! The charity of the year will be Martha's Table, and more information regarding this collaboration will be released on the ArtSci Cup Instagram Account in the weeks to come.

Orientation

The 2024-2025 Head Gael has been hired! I would love to introduce you all to Emma Capstick! Chair hiring has now officially closed, and Emma will be conducting interviews in the coming days. Orientation Coordinator applications have now opened and I encourage all who are interested to apply! More information regarding the role will be discussed during the "So You Wanna Be an OC" event at the end of this month.

QNSA x ASUS

After meeting with the Queen's Native Students' Association, we have decided to revamp the Reflection Room! This will involve some structural changes as well as a campaign, so keep your eye out for this.

Grants

The Committee Grant, DSC Grant, Professional Development Grant, Sibling Society Grant, and the Student Initiative Grant are now open. Applications will be reviewed on a rolling basis. The relevant information can be found on the ASUS Instagram under "Financials" and "Grants".

Thank you for taking the time to read my report. If you have any questions, concerns, or comments, about anything in my report, please do not hesitate to reach out to me via email at president@asus.queensu.ca or by coming by the ASUS Office during my office hours.

Respectfully submitted,

Amaiya Walters

ASUS President

President@asus.queensu.ca



VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

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

Assembly Report

Dear ASUS Assembly,

I hope everyone is doing well, and holding strong as we begin the last stretch of the semester. As we near the end of the year, I hope everyone is well-adjusted in rhyme in their respective positions. I am happy to announce that the wheels on the bus are beginning to be in the works, hoping to be in full effect for next semester. The purpose of wheels on the bus is to transport students via bus to FreshCo to do their grocery shopping and be transported back to campus. Ideally, there will be two spots on the route, one on the main campus and one on An Clachan. This initiative is primarily to help international students get their groceries, as FreshCo has a wide selection of international foods. Although the initiative's primary goal is to help international it will be available to all students on campus. Additionally, on the bus, there will be a reusable bag station for students to have bags readily available instead of continuously buying new ones whenever they forget their home. I am excited to see this initiative become something that can really help students get to a grocery store at cheaper prices.

I am developing relations with the varsity student council to bring a more inclusive representation of the student body. I hope to create a relation where student athletes can get more involved in their respected student faculties. ASUS x Sibling Societies is setting up a meeting to discuss events and initiatives and share how to better support each other and create a solid relationship with all respective bodies to foster relationship practices.

Direct Reports

Jillian has been working diligently as she finished hiring her Wellness team. Jillian will begin to Coordinate her plans among her team to organize and events and initiative she has planned thus far in the semester. Jillian has established relations with Student Wellness Services to collaborate on an event. If any other government has a Wellness event or initiative, they want to collaborate with please feel free to reach Jillian Wood at Wellness@asus.queensu.ca. Stay tuned to the Wellness Instagram @asuswellness as team rollout will be happening this month.

Prusha has also been working hard to complete her team with one position left open, Auditor. Prusha has been boothing at the Sustainability Hub at Grant Hall. She has been collecting batteries and old Brita filters to recycle, she will be the Grant Hall again at the end of the month on Nov 29th. Prusha and I recently had a Bin giveaway for the students to encourage proper recycling practices. We gave out blue bins, grey bins, Green Compost bins, Kitchen Compost bins. Prusha continues to work hard fostering better sustainable practices around campus is always open to collaborative work you can email Prusha Balaratnam @sustainability@asus.queensu.ca.

Sincerely,

Preston Harrison
ASUS Vice President of Society Affairs
Vpsa@asus.queensu.ca



VICE PRESIDENT OF OPERATIONS REPORT

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

Dear Members of Assembly,

I hope you've all been enjoying these beautiful fall months as we quickly approach exam season. ASUS executive and council have been working hard to stay on top of tasks alongside coursework as we wrap up our goals before the end of this term.

Recent Updates:

The operations side of ASUS has been relatively busy as we have been working on summarizing the financials of each commission/office and their subcommittees. I have been working directly with Colleen, our Deputy of Finances in Academics, to support our growth of events being planned and run by our Department Student Councils (DSC). These financials are reflected on the ASUS website and may be viewed under **Financials > Live Spending Updates**. Similarly, we have been actively handling an influx of financial matters under the ASUS Services Commission as we continue to run Good Times Diner, Exchange Buddies, Semi-Formal, etc., and create financial reports for them. With our largest event being Semi-Formal at the moment, we have continued plans to market and promote sales until the end of this week.

Additionally, I have also been meeting with my volunteer direct reports to discuss smaller projects to wrap up before the end of this fall term. The ASUS store has a bright future ahead as myself and the store manager are strategizing new ways to make the product submission form and ASUS store front more user-friendly. We will also be doing a sweep of all the ASUS textbooks and merchandise to ensure that all inventory is accurate and up to day. Finally, the

ASUS IT Director has set up our Technology Lending Library platform with minor changes to policy, which we hope to open officially following this ASUS Assembly.

Grants:

In other financial news, several of our ASUS grants are now open and will be reviewed alongside the advisory board this term as per policy guidelines. Distributions for these grants are set for the month of December following their fall term closure. More information about ASUS grants may be found on the ASUS website.

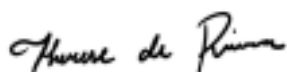
Orientation:

ASUS is excited to officially welcome our new Head Gael for the 2024/2025 academic year! While there is much planning to do, ASUS executives will ensure that our incoming orientation team feels prepared to take on their new roles. The VPOPS will work directly with the incoming Head Gael to create an Orientation budget for the following year. With our Head Gael now hired, I have secured time to go over financial planning with both them and the ASUS General Manager to ensure things run smoothly next year. This budget will be passed at a later assembly date around the time of the 2023/2024 GOB closure.

Final Note:

The updates on my end are brief, though the operations side of ASUS is always busy! As always, please do not hesitate to come by and chat during my office hours. I am always happy to lend my support and discuss any goals throughout the year!

Best,



Therese de Rivera (she/her/hers)
Vice President of Operations/CFO
vpops@asus.queensu.ca

ACADEMICS REPORT

Presented by **Sarah Eklove**, Academics Commissioner

Good evening members of assembly!

Congratulations on making it to this point in the semester! I hope you keeping up with the end of term influx of assignments and gearing up for exams.

Academics has had a quiet and peaceful month. In terms of the DSCs, events, sticker sales, professor socials, book clubs, mentor programs and more are all in full swing. Colleen, Sara and I ran our second DSC assembly and got to hear all about the wonderful things happening in each DSC. We spoke about best business and leadership practices and prepared for our next assembly which is DeansXDSC. This is going to be an amazing opportunity for the student representatives to speak directly to the faculty and open lines of communication. Bill Nelson and Jenn Stephenson come every year to host this event and it is wonderful to welcome them again this year.

Majors Night planning is in full swing and the ACS Team is meeting with the MN planning committee regularly.

The journals are a well-oiled, self-sufficient machine. QJERS is calling for submissions soon, hoping to have a creative and academic spread of submissions. Undergraduate Review are in a similar boat, opening submissions soon and working with the editorial team to determine what their perfect submission looks like. Politicus is working actively on their sustainability issue! They have received lots of submissions and their editorial team are beginning to select, edit and finalize pieces. They are looking into the most sustainable ways to publish this edition! QSURJ Editors-in-Chiefs were hired, and they are making a great pair. They have planned and are interested in hiring a team as soon as possible!

ASUS Review is crafting their review booklets and working to gather informed and patient students as support for the sessions. This semester we are hosting an alternative review session which will look more like a supported study session with booklets, peer tutors and other students who are able to answer questions and provide support! The AARC is open on the ASUS website!

That is all from me! Good luck on exams and assignments!

Monday, November 20th, 2023

Kingston Room 205

Sarah Eklove
Academics Commissioner

COMMUNITY OUTREACH REPORT

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

Community Outreach Commission November Report

Dear Members of the Assembly,

I am delighted to update you on the latest developments and progress of the Community Outreach Commission for the month of November.

Community Outreach Week: A highlight of this month was the successful Community Outreach Week, which took place from November 6-10. During this week, two committees were paired together to raise awareness for their respective causes. This collaborative effort not only strengthened the bond among committees but also improved team dynamics. It was a fantastic initiative that showcased the unity within our organization.

Raffle Collaboration with Services: In collaboration with Services, we have initiated a raffle to support our Charity of the Year, Home Base, with a specific focus on One Roof, the youth rehabilitation shelter. Two participants will obtain one Semi-Formal ticket in exchange for a donation to our chosen charity. This not only raises funds for a meaningful cause but also engages our community in a fun and interactive way.

Charity of the Year - Home Base Housing: Our Charity of the Year selection, Home Base Housing focuses on developing affordable, supportive, and transitional housing, emergency shelters, and support services for individuals and families at risk of homelessness in the Kingston area. We anticipate a meaningful partnership that aligns with our mission of supporting the Kingston community. As part of our commitment to Home Base, we are actively working to open up volunteer opportunities for students in the upcoming semester. This initiative aims to provide students with a chance to contribute directly to the community and make a positive impact.

As we continue our journey, we remain determined in our commitment to strengthening relationships with the Kingston community, fostering inclusivity, and empowering our students through volunteer initiatives.

Binyat Akrem, Community Outreach Commissioner 2023-2024

Arts and Science Undergraduate Society

EQUITY REPORT

Presented by **Nathaniel Dixon**, Equity Commissioner

November 20th Assembly Report

Hello Members of Assembly!

With the winter break and exam season fast approaching the Equity Commission has a few updates for you in terms of hiring, initiatives and some general updates.

Hiring

Hiring has been going well for the Equity Commission since last month. Three of the five committed have completed hiring, onboarding roles and responsibilities to their volunteers and have had their first team meeting to discuss future initiatives and events for their respective committees. The other two committees, DNA and Queer Space, who were previously experiencing issues with engagement and technical issues, have resolved these issues. DNA has made a new Instagram account and has re-opened hiring until Nov 27th. If hiring doesn't pick up within a week or two, they're planning on boothing in the ARC to gain more traction for the committee. Queer Space previously had issues with application engagement; however, after some outreach, engagement has significantly improved, and now Madison Sanderson and I are in the process of coordinating a date to conduct interviews.

Initiatives

Both the ASUS Equity and Accessibility Grants were successful this semester. Both grants were essentially maxed out and utilized by both students and clubs across the Arts and Science faculty. Successful applicants received their emails on November 7th, entailing that their applicant was successful and that they should expect to receive their funds around the week of December 10th, 2023. Equity Week planning has been completed by the Deputy of Special Projects, and we are very excited to start marketing this event in the winter term. The theme this year is Community Bonds: Strengthening Unity and Solidarity in our

Community. What makes this year's Equity Week so special is that every day of the week will involve a collaboration with an internal Queens Committee/group/club with topics ranging from neurodivergent students, 2SLGBTQ+ , Racialized Students, Low-Income Students, and Showcasing Equity Deserving Club/Students at Queen's University. The Productive Pastime Equity-centered book club has also been running well. We had a successful Truth and Reconciliation event in mid-October, and we just recently opened registration for our Nov/December edition, which will focus on Feminism and healthy masculinity. In addition, ASUS Equity and Community Outreach are currently in the process of planning a collaborative Community Cabinet Food Drive event for the winter term as well. More information will be coming later but we're super excited for this event.

Best ,

GOVERNANCE REPORT

Presented by **Piper Veloso**, Governance Officer

Hello members of Assembly!

This past month the Governance Office has shifted gears towards Elections. First and foremost, our elections team is hosting a mixer/workshop for students who would like to learn more about running in the upcoming Winter election. There will be a presentation and an opportunity to connect with other prospective candidates. ATP will also be sharing their insights and perspectives from their campaign experience. All ArtSci students are invited and we hope to see you there. Secondly, Election policy has gone through a comprehensive update. As per the recommendation of the Advisory Board Chair, election policy has been updated to be made consistent and comprehensible.

Policy throughout the office has also been updated to reflect the evergreen nature of the society. With the addition of new programs, projects and groups joining the Society, policy reflects these changes. Policy will continue to be updated to ensure responsibility and accountability.

The Advisory Board has met for the third time this semester. They continue to review financial aid from Equity Grants, Accessibility Grants and Financial aid. The Board has also reviewed and approved updated to the Human Resources Policy (HRP).

Please do not hesitate to reach out if you have any questions or concerns. My door is always open.

Sincerely,

Piper

Piper Veloso (she/her)
Governance Officer
governance@asus.queensu.ca



MARKETING & COMMUNICATIONS REPORT

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

Dear Members of Assembly,

First and foremost, I hope you are all doing well and taking care of yourselves during this busy time of the academic year! It's hard to believe we have reached our last assembly of 2023. My team and I have been hard at work over the course of this month, working to meet the goals and standards set out in the Marketing and Communications Strategic plan. Below I will outline what we have completed this month and what is to come from the Marketing and Communications Office in the new year.

In terms of having more expansive and inclusive marketing, we have moved toward new platforms of advertising, in addition to our already existing social media accounts. The ASUS OnQ page is now live, allowing us to provide all Arts and Science students with updates on the events, programs, opportunities and resources available through ASUS, through a platform which they are already required to use and check daily for updates with courses. Additionally, we have re-vamped the ASUS bulletin board in MacCorry with background information on what ASUS is and what each Exec/Council member is responsible for. On-campus advertising has also been improved with the ASUS Street Giveaway videos, including our headphone giveaway and semi-formal ticket giveaway, that work to directly engage with students and help make ASUS more relatable and approachable.

For merchandise, our ASUS x HOCO baby tees were a huge success! We sold out of almost all our inventory, some sizes even sold out in a matter of hours, and it was great to see people wearing the shirts during homecoming. With the few remaining shirts, we plan to market the sale of these over St. Patrick's Day, when campus apparel outfitter sales tend to peak again. Thank you to everyone who helped with the design and decoration of these shirts, your time and effort is greatly appreciated!

ASUS is turning 133 on November 29th, 2023! The Marketing and Communications Office has been busy preparing this year's ASUS Birthday Party! We have designed two different ASUS Birthday stickers to distribute to students and have an Instagram post advertising the party ready to go up. The event will take place at the ASUS house on Wednesday November 29th, from 5:00-7:00 PM,

there will be cupcake decorating and free pizza for students. We hope to see you all there!

For market research, our preliminary feedback survey has closed. A total of 27 responses were received and a report as well as an Instagram post containing the results will be posted by Friday November 17th. It is our hope that with this feedback ASUS can be adjusted to best represent and meet the desires and needs of the student body!

I am quite content with the work done by my team throughout the semester and I think we are on track for meeting all of our expectations and goals, outlined at the beginning of the year. In the new year, there will be lots more coming from the Marketing and Communications office, such as new merchandise, updates to the OnQ and bulletin board, more giveaways and a new set of social media visual identity standards to be used by ASUS Executive and Council for years to come! If anyone has any questions or comments on my updates, please don't hesitate to contact me by email or set up a time to meet during my office hours. I wish you all a happy and safe rest of your semester and good luck on exams!

Warm regards,

Helena Shimwell (she/her)
Marketing and Communications Officer
marketing@asus.queensu.ca

SERVICES REPORT

Presented by **Cole Olidis**, Services Commissioner

Hello Arts and Science Students,

The Services Commission is nearing ArtSci Semi-Formal, and we could not be more excited! ArtSci Semi-Formal (as of November 13th at 11:00am) has sold 217 Tickets to the event. For the first time this is running, we are incredibly happy with the current success of Ticket sales. While it is lower than originally projected, we are expecting to make a small profit off the event. Giveaways have occurred on various student group Instagram accounts to increase awareness of the event and promote more Ticket sales. We cannot wait to produce an incredible event for students!

The order for jackets has been placed with our leather manufacturer and we are hoping to have all orders ready for pickup around the end of the term! This term, we sold 129 jackets with ArtSci class of 27 having the most orders. For next term in our winter sales, we are going to increase the marketing for jackets to encourage more sales. The Jackets Co-Directors have been hard at work hiring society representatives, marketing coordinators, and traditions coordinators to have a full team for next term.

Good Times Diner has been successfully running two hot meal services a week in addition to also having take-home meal kits on Wednesdays. The number of meals per each service has started to increase and will continue to increase until producing 80 hot meals and 45 take-home kits per service. Sponsorship requests have continued to come in and sponsored meals have occurred with the Queen's Blood Team, PHEKSA Equity, and the Health Sciences Society. These sponsored meals increase awareness of the sponsoring group and their messages to Good Times Diner users while also reducing grocery cost per service.

ASUS Mentorship Program hosted their first study night session event with ASUS Peer Tutoring and Student Academic Success Services this past week! The event had tutors from Peer Tutoring being paid by ASUS to tutor mentors and mentees. This allowed for students to have their questions answered by a qualified tutor and feel prepared for the end of the term. ASUS Mentorship Program over Halloween gave away goodie bags to their mentors and mentees with some sweet treats and an AMP checker! The program is going to begin recruiting additional first year students in the winter term who may be looking

for a mentor.

Exchange Buddies recently abandoned a Kingston Frontenacs game with over 91 students in abundance! All the students enjoyed the game and got to meet new people at Queen's. We were able to give away 26 Jackets with the remaining Tickets being purchased at a discounted group rate. Planning has started on the International Banquet, and we are excited to host the event in January!

ASUS Peer Tutoring is slowly increasing with the number of tutors and tutees on the website. Currently, we have 33 approved tutors and 252 tutees. We are actively looking at promoting the service more to increase the number of tutors and increase the courses we can offer to tutees. We are going to reach out to professors and department chairs to get the new out about the directory website and hopefully increase tutors. We are planning on expanding the service to high school students by offering qualified tutors to be connected to families in the area. The director and I are hoping to have this ready to go for next term.

While the Services Commission has been incredibly achieve this month, we are looking forward to continuing the momentum into next term! On behalf of myself, the Services Commission, and ASUS, we cannot wait to see you at ArtSci Semi-Formal!

Best,



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

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,

For those of you that don't know me, my name is Sean Thompson, and I am the General manager for ASUS. I have been in this role since April 2021 and am working with my fourth team of ASUS Student leaders. My role is largely one of compliance, support, institutional memory, and mentorship for the Council and Leadership team. This is the second year of executive model with the three-executive structure that was included in ASUS130!

I am a Queen's ArtSci '83 alumnus and coming full circle returning to ASUS after a 30+ career in technology sales and non-profit senior leadership has been an extremely rewarding experience for me. This year marked a special milestone as I 'returned' for my 40th reunion at homecoming last month (everyone else got really old!).

It's hard to believe that it is mid-November the end of 2023 is just one more page turn on the calendar. We are more than halfway through the fall term with only a couple more weeks of classes before exams and final assignments start. Activities within ASUS are in full swing, and committees are busy planning their events. Ticket sales are starting to pick up for the ASUS Semi-Formal and plans are coming together for the second 'annual' ArtSci Cup.

Working with VP-Ops Therese, we have completed our Year End Financial review with our Accountants (MNP) and have filed our second T1044 since we were approved as a not-for-profit under CRA last year. We continue to work with MNP with our QBO accounting, documentation, and reporting.

Jacket orders were submitted in October and while the initial numbers were down, hopefully a robust marketing push for the Winter orders will make up for any order shortfall for the fiscal year.

As the 2023 calendar year wraps up, my focus will turn to year end reporting for payroll. This will include T4 reporting for all ASUS employees throughout 2023, and T4A reporting for anyone who received ASURF grants, or volunteer honoraria over \$500 in this calendar year.

As classes start winding down for the exam season, good luck to all Arts & Science students as you strive for personal academic excellence and success.

I look forward to continuing my work with Council and the Executive, supporting them as they deliver the best programming and services to you, the ASUS student body.

All the best!

A handwritten signature in black ink that reads "Sean Thompson". The signature is written in a cursive style with a large, looping 'S' and 'T'.

Sean Thompson
General Manager, ASUS

HEAD GAEL REPORT

No REPORT SUBMITTED.

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

CESA ASUS Report

Hello!

The weekend of November 4th and 5th, we headed up to Camp Iawah for our annual Con Ed Camp! Tickets sold out in four minutes, and it was a great weekend involving 135 Con Eddies and lots of fun games, a lovely campfire, and some great food. We are now in the process of collecting feedback to improve camp even more for next year.

CESA recently passed a motion to add an Equity and Sustainability Teach position to our executive team. The first person in this role was hired two weeks ago along with the rest of the 2024 orientation executive. We are very excited to see where this role goes, and we are very confident that the individual hired will bring much knowledge and passion to the role.

We are now in the process of hiring an Equity Commissioner and an Events director. In the interim, we have hired last year's Equity Commissioner to act as an Equity Consultant, a role for which they are compensated. They have been doing a wonderful job reviewing events and running the bursary process for large ticket events. Our VPX has been taking on much of the Events Director portfolio in the interim.

We have made some changes to the Con Ed Awards presented at the annual Con Ed formal to create a more standardized and equitable process for these monetary awards.

We are also in the process of trying to create a Practicum bursary with this year's Bedder for You fund. Each class fundraises throughout their undergrad for their Bedder for You fund, which goes towards a gift to the faculty upon graduation in fourth year. This year, we are looking to use this money to create the aforementioned bursary fund, due to issues raised about equity concerns with

Monday, November 20th, 2023

Kingston Room 205

regard to placements. We are hoping to have this be a legacy project, so that future years use a portion of their Bedder for You funds to top up the bursary.

Have a lovely rest of your semester,

Maeve Stemp (she/her/elle)

Vice President (*Internal*)

Concurrent Education Students' Association

+1 705-471-3582

vpinternal@cesa.queensu.ca



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

November 13th, 2023, Assembly Report

Dear Assembly,

The month of October has been incredible for PHEKSA.

Each month, the executive team has a check-in with the assembly members that fall under them. The check-ins were efficient and effective. All members are on track and have followed the timelines we had each person set at the beginning of September.

Fall Hiring

This month we filled our final seat on PHEKSA, meaning that we officially have a full assembly. Everyone is settling into their roles nicely and we are making sure to continue fostering an inclusive environment for our team.

HOCO Alumni Breakfast

On homecoming weekend, the School of Kinesiology and Health Studies hosted an alumni breakfast where graduates returned to tour our new building. It was a lovely event where students volunteered and connected with alumni. It was an excellent event for both current and past students to connect!

Health Studies Collaborations

This year, PHEKSA has made it our goal to collaborate with Health DSC as we share an office with them and they fall under our faculty (Faculty of Kinesiology

and Health Studies). Our semi-formal is in the works and we are beginning to collaborate with Health as we plan this event for our entire faculty, rather than just for Kinesiology like we have in the past.

At this time, PHEKSA does not have any motions we wish to propose to the group.

I have thoroughly enjoyed my time thus far as Vice President of Operations at PHEKSA. I am incredibly proud of my team and our ability to foster a supportive environment for all members of our council. I am excited to see what is to come.

Kind regards,

Payton Rix (She/Her)

Vice President of Operations

vpops@pheksa.queensu.ca



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

November 13th, 2023

Dear ASUS Assembly,

Thank you all for the warm reception at last month's Assembly! I am incredibly honoured to be sitting on behalf of the Languages cluster as our Academics Representative. For those who do not know me, I am currently a Co-President of the English Language & Literature DSC and am in my fourth year of an English major.

Despite my chosen degree, I will try to keep this report brief: October was a month of initiations and introductions for this ACS Rep. November 5th saw the official inauguration of all four representatives at the DSC Assembly by our wonderful Academics Commissioner, Sarah Eklove, and thus there has not been much movement on my end. Since then, I have informally introduced myself and my role to my fellow DSC presidents and am working to establish a continual channel of communication amongst my cluster to not only learn about issues facing the Languages more broadly, but also to begin planning our annual cluster event (stay tuned for updates on this!). Regarding DSC developments, the Languages are all either hired, or in the process of completing our fall hiring, which means many exciting departmental events to look forward to with our fresh teams.

Looking ahead, the DeansXDSC Assembly is fast approaching, and the Languages are currently generating questions specific to our needs in anticipation of this meeting on November 25th. Until then, our main concern is best supporting and listening to our student body to ensure that come the winter, our advocacy will be as true and accurate as can be. Again, it is a privilege to be welcomed into this role, and I look forward to everything my cluster will accomplish come the new year.

Until then and with gratitude,

Kaitlyn Chevrier (she/her/elle)
English Language & Literature DSC Co-President
Academics Representative (Languages)
president.engl@asus.queensu.ca

HUMANITIES

Presented by Amber Mifkovic, Humanities Academic Representative

Dear Members of Assembly,

I hope that this midterm season has been treating you all well, and that as these weeks decline into our holiday, we can all finally begin to relax soon enough.

I am pleased to report that activity within the Humanities Departmental Student Councils is quickly returning to full operation. There has been a significant increase in participation in not only my own council's participation, but also for all that I have heard from at our monthly meetings. I know that many exciting things are being planned for next semester's horizon, so I look forward to fostering the growth of such events.

Currently, my focus will be to continue this steady increase uninterrupted to allow all councils to get a proper feel of how they wish to operate, and to test out their ideas thoroughly. In the beginning of next semester, I plan to get in contact with each and every Humanities Departmental Student Council to check in with them and to see how their first semesters ran. This is to allow them all to have a better gauge of what they would like to angle their efforts towards next, and so they can identify specific areas to improve upon if need be.

Otherwise, there is no further business to report.

Sincerely,

Amber Mifkovic

Humanities Academic Representative

APPENDICES

APPENDIX A

Election Policy and Referenda Manual Changes

The Election Policy and Referenda Manual may be viewed [here](#).

APPENDIX B

DSC Charter

PART 5: ELECTIONS

SECTION 1 | POLICY

The rules and regulations which govern the elections and referenda procedures of the Society's Department Student Council Executives are as follows:

Department Student Council Executives are subject to the policies outlined in the Election & Referenda Policy Manual.

5.01.05

Campaign Restrictions are as follows:

- i) All DSC Elections are subject to the Campaign Period Regulations stated in Part 4, Section 3 of the ASUS Elections and Referenda Policy Manual.

5.01.06

Voting Day procedures are as follows:

- i) All DSC Elections are subject to the Voting Day Regulations stated in section 94 of the ASUS Elections and Referenda Policy Manual.

5.01.09

~~Recounts shall be governed by the following provisions:~~

- ~~i) A recount shall be conducted automatically if the margin of victory constitutes one percent (1%) or less of the total votes cast, or ten votes or less in all cases.~~

APPENDIX C

Financial Policy Manual Changes

SECTION 3 | ASUS FINANCIAL ASSISTANCE FUND

[]

9.01.02

The Five (6) general ASUS grants available are:

- 1) The Student Initiative Grant;
- 2) ASUS Committee Grant;
- 3) Sibling Society Grant;
- 4) Departmental Student Council Grant;
- 5) Professional Development Grant.
- 6) ASUS Equity Grant
- 7) ASUS Accessibility Grant

9.01.03

[]

6. The ASUS Equity grant shall be open to undergraduate students within ASUS to support students equity related initiatives and advocacy work.

The ASUS Equity Grant exists to remove financial barriers and support students' equity-related initiatives and advocacy work. This grant is open to undergraduate students in the Arts and Science Faculty who are seeking extra support for their contributions, initiatives, advocacy work, and/or equity labour related to anti-oppression and social justice work. All Arts and Science students are encouraged to apply, but priority will be given to marginalized students.

Successful applicants for the Equity Grant must

- Be an Arts and Science Student
- Identify with a marginalized group
- Successfully outline why they are applying for the grant

The ASUS Accessibility Grant exists to remove financial barriers and support students with disabilities and/or students contributing to accessibility advocacy work. This grant is open to undergraduate students in the Arts and Science Faculty who identify as having a disability and/or who are seeking accessibility opportunities and more generally extra supports for their contributions, initiatives, advocacy work, and/or equity labour in accordance with ASUS' mission statement.

Successful applicants for the Accessibility Grant must

- Be an Arts and Science Student
- Identify as having a disability
- Successfully outline why they are applying for the grant

[]

9.03.15

The Jackets Financial Assistance Fund will be overseen by both the Vice President of Operations and ASUS Services Commissioner

All candidates must answer the following questions:

- Please explain your involvements during your time at Queen's (extra curriculars, work, ect.)
- Why would you benefit from the amount of financial aid you have requested?

Criteria for decision

- Amount of effort put into creating the application, 250 words minimum.
- Demonstrate an involvement within the Queen's and Kingston community to build on the long-standing tradition of ASUS Jackets.
- Financial aid must be used for the purchase of a jacket for the applicant and not towards the purchase of a jacket for someone else.
- They would need to apply for financial aid themselves.
- Financial aid decisions will start by reviewing the smallest amount requested before moving into high request amounts.
- The Services Commissioner reserved the right to remove financial aid applications before going to ASUS Advisory Board should they not have effort put into the application, show involvement in the community, or if the application is towards the purchase of a jacket as a gift.



SECTION 3 | ASUS FINANCIAL ASSISTANCE FUND

9.03.11

General Financial Assistance Requests will be submitted via the Financial Assistance Fund form on the ASUS website and reviewed by the Vice President of Operations (VPOPS) prior to review of ASUS Advisory Board. A the chairperson, the ASUS Vice President Operations/CFO shall:

APPENDIX D

Advisory Board Policy Manual Manual Changes

1.01.06

The Chair shall use Section 3 ASUS Financial Assistance Fund, from the Financial Policy Manual to come to financial aid decisions.

APPENDIX E

Services Policy Manual Changes

The Services may be viewed [here](#).

APPENDIX F

President's Policy Manual Changes

SECTION 5 | REFLECTION ROOM

1.05.01

The Kingston Hall Reflection Room, which is overseen by ASUS, shall be a positive space for Indigenous students dedicated to celebrating indigeneity on campus. The Executive will work alongside QNSA contacts to ensure the room is accessible and bookable as a meeting space while preserving its mandate in supporting indigenization on campus. Priority will be given to Indigenous events and initiatives such as Indigenous Awareness week.

1.05.02

All responsibility for bookings and reservations of the Reflection Room shall be under the control of the Executive in direct consultation with QNSA and Four Directions.

1.05.03

The specific regulations of the ASUS Reflection Room are as follows:

i) The Reflection Room will be available with priority given to groups to utilize for events and bookings every day of the week from ~~7PM~~ **5PM** to 10PM;

ii) All bookings should be brought to the attention of the ~~Executive~~ President. The QNSA **Executives** must also be informed on the bookings and usage of the space.

iii) All groups who reserve the room shall be sent a confirmation notice upon booking and shall subsequently receive a notice of booking approval;

iv) All bookings can only be made ~~three~~ **seven** days in advance by non-indigenous groups, but equity-seeking student groups. **Bookings by all other student groups can only be made five days in advance.** If a group wishes to book it earlier in advance, this will also require the approval of the QNSA Liaison.

v) Priority for booking the room will be as follows:

- a) Indigenous students and student groups on campus
- b) ASUS and the Faculty of Arts and Science
- c) Sibling Societies
- d) **Equity-Seeking Student Clubs**

e) AMS register clubs

f) The University with convocation taking precedence

vi) No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use;

vii) During the summer months, the Reflection Room will be utilized for Convocation;

Viii) From 10am-5pm, the space will be open to Arts and Science students for studying; however, the room may be booked for events during this time subject to the approval of the President. Particular outreach will be made to Indigenous students through portals such as QNSA and Four Directions.

1.05.04

~~The Society shall manage and control the use of the Reflection Room. All bookings should be brought to the attention of the Executive or the QNSA Liaison. No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use.~~ ASUS reserves the right to cancel any bookings should it be deemed absolutely necessary.

1.05.05

The Reflection Room must also uphold its mandate of celebrating Indigenous culture and groups. For this reason, the physical space must play a role in this celebration and showcasing the works of Indigenous students and leaders within the community. The physical space of the Reflection Room will include:

- a. Indigenous artwork
- b. Indigenous literature and written works
- c. Resources for Indigenous students
- d. Informational works surrounding Indigenous cultures

APPENDIX G

Vice President Operations/CFO Policy Manual Changes

VICE PRESIDENT OPERATIONS/CFO POLICY MANUAL

2.05.01 The IT Directors shall work with the Vice President (Operations) to ensure the smooth operations of all technological process of the Society.

2.05.02 The ASUS IT Director shall be hired by the end of the wintersemester each academic year. The incoming President And Vice President of Operations/CFO shall oversee the hiring process and sit on the hiring panel.

2.05.03 During the academic year, the responsibilities of the ASUS IT Director shall include but not be limited to the following

- i. Managing access to Society mail under the ASUS Microsoft Suite;
- ii. Maintaining all e-mail profiles under the ASUS Microsoft Suite;
- iii. Responding to IT-related inquiries by members of the Society.
- iv. **Administrating use of the ASUS Technology Lending Library**

2.05.04 Holding five (5) office hours at the ASUS Office. At Least One(1) of these office hours shall be held during the office hours of the Vice President.

[]

SECTION 3 | ASUS CORE RECEPTIONISTS

[]

xxi. Respond to ASUS Technology Lending Library booking requests via the bookings page website

APPENDIX H

Information Technology and Privacy Policy Manual Changes

INFORMATION TECHNOLOGY AND PRIVACY POLICY MANUAL

PART 1: INFORMATION TECHNOLOGY DIRECTOR

SECTION 1 | GENERAL

1.01.02

[]

xii. Manage all the use and maintain the state of ASUS Technology Lending Library devices

xiii. Oversee the Technology Lending Library bookings page alongside the Vice President (Operations) and Front Desk Team

1.01.06

The ASUS IT Director with support of the Vice President (Operations) will hold the direct responsibility of the ASUS Technology Lending Library, computers and iPads. Management of this resource will oversee:

i. Maintain the Technology Lending Library booking website

ii. Maintain the physical state of the computers

iii. Maintain the state of the computers. Included but not limited to;

a. Ensure the privacy of student accounts

b. Examining the physical and internal state of returned devices

c. Updating computer softwares/programs

iv. Report harmful or concerning issues to the Vice President (Operations)

v. Oversee responsible use of Technology Library in accordance to the ASUS Technology Lending Library waiver form and ASUS Technology Lending Library booking website

1.01.07

The outgoing IT Director shall ensure that the incoming IT Director is adequately informed on, but not limited to, the information listed below:

i) All passwords for accounts managed within the Society;

ii) The IT framework and hardware within the Society;

iii) The Society website and design process;

iv) Holding training sessions for 5 hours for transition.

v) Use of the Technology Lending Library

PART 1: INFORMATION TECHNOLOGY DIRECTOR

SECTION 2 | TECHNOLOGY LENDING LIBRARY

2.02.01

The ASUS Technology Lending Library is overseen by the Vice President (Operations) and IT Director to provide students with temporary technology resources.

2.02.02.

The Technology Lending Library consists of;

- a. ASUS laptops (2)
- a. Apple iPads (4)

2.02.03

All requests to use library computers are to be done by students through the **booking portal** on the ASUS website and may be booked for a maximum of seven (7) consecutive days unless otherwise approved by the IT Director or Vice President of Operations. Failure to provide a Queen's email is subject to automatic cancellation of a booking.

2.02.04

The ASUS IT Director, Vice President (Operations) and Front Desk Team directly oversee technology lending requests. Prior to providing this resource, students must complete a physical responsibility waiver form at the ASUS front desk. The form will consist of;

- a. First and Last Name
- b. Date
- c. Student Number
- d. Queen's Email
- e. Device Number
- f. Acknowledgement of the ASUS Technology Lending Library waiver
- g. Signature

2.02.05

The Technology Lending Library waiver serves to protect ASUS technology from damage by holding students accountable for misuse of ASUS property. The waiver will establish guidelines that hold the borrower responsible for the immediate repair or replacement of any significant internal/external that disrupts use of the resource for other students.

2.02.06

ASUS does not tolerate the misuse of technology that may pose potential harm or damage. Students who use technology inappropriately are subject to immediate suspension of this resource.