

**Arts
and
Science
Undergraduate
Society —
Assembly**

Assembly
Meeting 2

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. **Governance Officer - Assembly Policy and Protocol**
 - b. **ASUS VPOPS - GOB Opening 2023-2024**
5. Speaker's Business
 - a. **Election of the deputy Speaker**
6. Discussion Period
7. Executive Reports
8. Society Reports
 - a. **Business of ASUS Council**
 - b. **Business of the Sibling Societies**
9. Other Reports
 - a. **Business of Year and International Representatives**
 - b. **Business of the Senate**
10. Statements by Members
11. Question Period
12. Old Business
13. New Business
 - a. **See attached motion sheet, motions 3 - 17.**
14. Speaker's Last Word
15. Adjournment of the ASUS Assembly

PREAMBLE

Hello everyone and welcome back!

I hope you are all having a great start to your school year.

I look forward to working together this year and advancing your ideas, plans, and goals for the benefit of Arts and Science Students.

During this meeting, we will cover a variety of motions ranging from budget closings to ASUS Council Strategic Plans. You each play a crucial role in holding Assembly Members accountable to the students we serve. As such, please take the time to critically review the contents of each motion and Strategic Plan and offer your feedback and questions. We also have a number of discussion topics to be presented and I hope that as a group, we can generate fruitful and conducive conversation.

With this, I would like to thank you for your support, dedication and work since the last time we met at the Transition Assembly. I cannot wait to witness the accomplishments of this year's Assembly.

Please know that the Governance Office is a resource for you to feel supported in raising new ideas and discussion topics. Do not hesitate to reach out. I am always more than happy to connect either in person or online.

Yours in governance,



Piper Veloso (She/Her/Hers)
Incoming Governance Officer
newgovernance@asus.queensu.ca

I acknowledge that I am an uninvited guest, situated on the traditional territories of the Haudenosaunee Confederacy and the Anishinabek Nation. The opportunities I have to work, learn, and benefit on this land are a result of Canada's history of colonialism. Colonialism is an ongoing process that creates systems that benefit uninvited settlers. I am committed to help dismantle this system by educating myself, and acknowledging my past, present and future experiences and positionality which inform my relationship to the land.

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 March 30th, as seen on the ASUS website.

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

Est Time: 2 mins

3. That ASUS Assembly formally closes the 2022-2023 General Operating Budget as seen in Appendix A: 2022-2023 General Operating Budget

- MOVED BY: THERESE DE RIVERA
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

4. That ASUS Assembly formally open the 2023-2024 General Operating Budget as seen in Appendix B: 2023-2024 General Operating Budget

- MOVED BY: THERESE DE RIVERA
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

5. That ASUS Assembly formally approves the ASUS Fall Election Timeline as seen in Appendix C: ASUS Governance 2023 - 2024 Election Timeline

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

Est Time: 2 mins

6. That ASUS Assembly formally begin considering the 2023-2024 Executive Strategic Plan as seen [here](#).

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

Est Time: 2 mins

7. That ASUS Assembly formally begin considering the 2023-2024 Academics Commission Strategic Plan as seen [here](#).

- MOVED BY: AMAIYA WALTERS

- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

8. That ASUS Assembly formally begin considering the 2023-2024 Community Outreach Commission Strategic Plan as seen [here](#).

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

Est Time: 2 mins

9. That ASUS Assembly formally begin considering the 2023-2024 Equity Commission Strategic Plan as seen [here](#).

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

Est Time: 2 mins

10. That ASUS Assembly formally begin considering the 2023-2024 Governance Office Strategic Plan as seen [here](#).

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

Est Time: 2 mins

11. That ASUS Assembly formally begin considering the 2023-2024 Marketing Office Strategic Plan as seen [here](#).

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

Est Time: 2 mins

12. That ASUS Assembly formally begin considering the 2023-2024 Human Resource Office Strategic Plan as seen [here](#).

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

Est Time: 2 mins

13. That ASUS Assembly formally begin considering the 2023-2024 Services Commission Strategic Plan as seen [here](#).

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

Est Time: 2 mins

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

- MOVED BY: HELENA SHIMWELL
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

15. That ASUS Assembly formally approve the changes to the Equity Policy Manual as seen in Appendix E: *Equity Policy Manual Changes*

- MOVED BY: NATHANIEL DIXON
- SECONDED BY: AMAIYA WALTERS

Est Time: 2 mins

16. That ASUS Assembly formally approve the changes to the Community Outreach Policy Manual as seen in Appendix F: *Community Outreach Policy Manual Changes*

- MOVED BY: BINYAT AKRAM
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

17. That ASUS Assembly formally approve the changes to the President Policy Manual as seen in Appendix G: *President Policy Manual Changes*

- MOVED BY: BINYAT AKRAM
- SECONDED BY: PRESTON HARRISON

Est Time: 2 mins

18. That ASUS Assembly formally ratify the 2023 - 2024 Standing Committees, as seen in Appendix H: *"Assembly Standing Committees."*

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

Est Time: 2 mins

FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Amaiya Walters**, President

Dear Assembly,

Hello everyone and welcome back to campus. I am excited to be here after four short months – the summer really flew by! I hope you all had a lovely summer and that the transition back into your fall term has been smooth. I am excited to be here today and share with you all the latest developments and accomplishments without my portfolio. As we start a new academic year together, I cannot wait to see what it has in store for us.

Council

It is officially the third week in office, and it has been wonderful to have Council working with us in the ASUS House. At the end of August, Council partook in ASUS Pre-week Training which consisted of various trainings and team building socials to kick-start the year and give Council the tools they will need to succeed this year. This year's training focused on equitable leadership, and we have changed a few pieces of HR policy to reflect this. It has been inspiring to have the team working in-person after a summer apart, and I am looking forward to the year ahead with everyone.

Direct Reports

Professional Development

The directors within the President's portfolio have been working hard over the summer months to prepare for the year ahead and their strategic plans have been either completed or are in their final stages of drafting. I want to introduce Berkeley Carrington as this year's Professional Development Director. She is currently in the process of hiring her team and she has been doing some additional marketing to ensure we have a strong pool of applicants before the

interview process begins. Director Carrington is working with the Office of Advancement to finalize the dates and locations for Life After Arts Sci in the fall term. I am excited to update you further as the details come together in the coming month.

Student Affairs Research

The Director of Student Affairs Research, Lakith Ranaweera, has been conducting preliminary research in order to select a topic for this year's report. Director Ranaweera has officially decided on a topic of research: how international students experience housing while at Queen's. He has created a survey to be distributed in the coming months and will transition into focus groups as he collects more data from surveys. Given the current housing crisis in Kingston, this is important research, and I am looking forward to seeing what Director Ranaweera finds.

Sexual Violence Prevention and Response

Katharine Jekic, the SVPR Director, has been working throughout the summer to plan programming and outreach this year. She will be boothing with the Dani Rivard from the Engineering Society who is also involved in sexual violence work in her role, next week for the campus-wide Consent Week in the Integrated Learning Centre. Director Jekic has also been working to create promotional material to distribute at other boothing over the month. She has also joined the interfaculty coalition that will meet for the first time in October.

Orientation

Orientation was a huge success! Georgia and her team of Chairs, Orientation Coordinator, and Gaels, all put together a fantastic four days of orientation and the weather was just as lovely! ASUS Council had the opportunity to take part in the Sidewalk Sale, Queen's in the Park, and the Mud Run! Fundraising for the Canadian Cancer Society was successful and the feedback I have received from first year students has been nothing but positive. Head Gael hiring will be opening in the coming weeks, and I am hoping to have the new Head Gael hired before the fall reading break!

ASURF

I am excited to report that all recipients of the Spring Arts and Science Undergraduate Research Fund received the second half of their funding. All

recipients submitted their mid-summer reports, and it was great to read all the fantastic research that is being conducted on our campus! The Fall Term ASURF will be opening in the coming week and closing after the fall term reading break in mid-October.

Advocacy

ASUS Exec continues to meet and consult with student groups and individual students to better understand how to serve students and the gaps that are present in the undergraduate arts and science experience. We also continue to meet with Dean Crow as well as Associate Dean Stephenson and Nelson to discuss what the faculty's plans are for the upcoming year and how we can work together to serve arts and science students, especially during this financial crisis.

I have also been pushing the topics of sexual violence prevention and response work as well as the housing crisis during AMS Assembly and as a result, the Interfaculty SVPR Coalition has been started back up, and a Housing Crisis standing committee has been started as well. It is my hope that important conversations will take place during these committee meetings and that actional steps will result from them. I am eager to see what work results from these groups and I am looking forward to providing updates on these matters throughout the year.

Thank you so much for taking the time to read my report. If you have any questions, concerns, or comments about anything in my report, please feel free to reach out to me via email at president@asus.queensu.ca or by coming by the ASUS Offices during my office hours.

Respectfully submitted,
Amaya Walters

ASUS President
President@asus.queensu.ca



VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

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

Dear Members of the Assembly,

Welcome back, I hope everyone had a great summer and is well-rested to take on another school year. It's been nice seeing all the excitement from the first years enjoying themselves at Sidewalk Sale and Mud Run. As orientation has finally come to an end it was nice to see Georgia's effort and dedication come to fruition. ASUS has benefited heavily from the exposure to orientation that it has created, being able to provide students our faces so our student body is recognized for fostering a sense of community which we will continue to build throughout the year.

I have had the pleasure of working alongside Natalie (Camps director of Operations), Juno (English Camps director) and Alyssa (French Camps director). They did a phenomenal job adjusting to opening camps to 60 campers and maintaining their full engagement all summer long. The Directors and the amazing team of counsellors created the best environment for all the campers that attended. All campers enjoyed themselves and felt included in every activity and trip that was held. I could not have asked for a better team. In addition, camps held a Leaders in Training (LIT) program which gave high school students the opportunity to complete their community hours within one week while getting first-hand experience with creating lesson plans and executing those lesson plans. This gave high school students who plan on working with kids in the future an experience they will not forget as they dealt with the improbable behaviours of children. Again Natalie, Juno, and Alyssa should be proud of themselves for operating a camp as smoothly as they did while making sure everyone was included and enjoyed themselves.

The ASUS house had a thorough cleaning, to revamp the house making it more organized thanks to Therese. The basement had a proper cleaning all the junk was removed providing storage space for all of ASUS to utilize.

Throughout the summer I had the experience of watching over the garden, planted by Binyat. I got the chance to learn about what to do and what not to do in the realm of gardening. Tomatoes were the gems of the garden along with many carrots. As we just completed the last harvest and cleaned the garden, we are going to attempt to grow some fall vegetables such as kale, potato and much more.

Our human resource policy has been updated to more inclusive language. In addition, ASUS payroll and honorarium have been matched to the Consumer Price Index (CPI) to combat the rise of almost everything such as food and rent for students. CPI measures the changes of goods and services over time reflecting the cost of living. Matching ASUS pay to CPI attempts to foster economic stability at the same time administering equitable pay. Moreover, ASUS has begun to incorporate workforce to easily track hours spent while holding ASUS accountable.

Additionally, I'm looking forward to working with Jillian as our Wellness director and Pursha as our Sustainability director. They are diligently working on building more awareness and engaging more with students through various events and initiatives.

In addition, our first deputy caucus gathering will be occurring on the 29th of September, this will foster a community within our deputies while providing them a chance to learn from each other's experience as they throughout their ASUS journey.

I am beyond thankful to be working within the executive team and look forward to creating relationships with everyone within ASUS and the greater student body. I hope to create a year all students will enjoy while creating lifelong memories. My door is always open for conversation, if you have anything to share, want to bounce ideas off of or pitch events please don't hesitate to reach I am here for you.

Sincerely,

Preston Harrison (He/Him/His)
Vice President of Society Affairs



VICE PRESIDENT OF OPERATIONS REPORT

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

Dear Members of the Assembly,

I hope you've all had a great first few weeks back in class! The operations side of ASUS has been bustling this time of year for myself, the Council, our General Manager, and the Accounting Team, who are working hard to prepare our operations/finances for this academic year. I am very grateful we had the chance to welcome students back to campus this past week with our Hiring Booths and Welcome-Back BBQ.

It's hard to believe how quickly our summers came to an end! During this time, much of my focus had been directed towards providing our Camps and Orientation teams logistic support by distributing bursaries and making payments to fund the events held over the summer months. Orientation week wrapped up with another successful year at Sidewalk Sale, where we had the opportunity for our various ASUS offices and commissions to attend and ultimately make outstanding contributions to our ASUS promotions and sales.

With the summer now wrapped up, the operations team has also finalized our financial reports and outstanding reimbursements from this past summer regarding ASUS Camps, and Orientation matters that we've been made aware of. Given the help of our new accounting team, we aim to fulfill future reimbursements, financial aid requests, and compensation/credit distributions more efficiently throughout the year as we plan for other ASUS events. I am thrilled to welcome Kai (Budget), Gabe (Compensation and Payouts) and Jasmine (Reimbursements) as our new Accounting Co-Directors!

Regarding direct reports, we also have our Front Desk Team working at the ASUS office. As in previous years, ASUS receptionists are work-study positions

that make up a team of seven individuals to help support the front operations of ASUS in its physical space. Additionally, we have hired an IT Director, Sylvie, who has been a great help to the Academics Commission by setting up all DSC presidents and other ASUS volunteers with functional emails during a successful training meeting held over Teams. Sylvie will continue to do this throughout the year and has offered even greater support to set up our new Technology Lending Library computers with her extensive knowledge of such mechanisms! The Technology Lending Library will soon be available to all Arts and Science Undergraduate students as a valuable resource for those facing emergencies with personal technology and financial setbacks it might cause.

As we have also made changes to the physical space of our office, we've consequently made significant progress in assessing the inventory of our textbooks, merchandise, etc. We have great expectations to update our ASUS online store since hiring the new ASUS Store Manager and hope to make improvements that accurately reflect our inventory. This will be a collaborative project with our Marketing and Communications Officer, Helena, and the Web Manager, who will assist in making the necessary changes to our online store.

While overlooking the Services Commission, I am extremely proud of all the updates Cole has given me regarding Good Times Diner, Jackets, Mentorship, Peer Tutoring, and Formal. As we have many exciting events coming our way, Cole and I have held productive discussions regarding the allocation of funds towards the services commission and often review areas where ASUS could offer financial support to better the quality of our current services.

Finally, the GOB for the 2022/2023 year has now been closed. I am excited to present the 2023/2024 GOB report on the ASUS website. This resource will provide students with financial transparency regarding the use of student fees as it is updated consistently throughout the year. We have made further efforts this year to offer more room for student grants, and more than often find ourselves finalizing budget totals for less than we've proposed up to this point. That said, we hope to use the potential excess funding towards areas that directly impact the student body, either in more significant amounts or new projects, such as grants and financial assistance, with a continued value to use our funds efficiently.

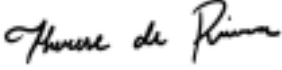
I am very grateful for the endless support from the council and my fellow executives, and I am always open to new ideas or happy to answer any

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questions that come my way. As always, please do not hesitate to reach out or come by the office to chat!

Best,



Vice President of Operations/CFO

ACADEMICS REPORT

Presented by **Sarah Eklove**, Academics Commissioner

Good evening Members of Assembly!

I hope you all had a wonderful first week back and are enjoying your return to classes, clubs, student government, and all that you do here on campus. As we begin our third week of classes I am thrilled to share about the incredible work that has been done within the Academics Commission since we last spoke, 5 months ago.

As for me, I have spent the last 2 weeks in Kingston working hard with ASUS Council to get adequately trained and have meaningful bonding activities. We spent time in the office learning about leadership skills, about effective event planning, about making our offices a positive space and more. We spent pre-week having serious and difficult conversations surrounding potentially difficult situations that we may encounter and found a way to show one another support and patience during these harder training moments. Pre-week had many moments of fun and light and was overall an effective, but exciting, way to begin our year as ASUS council 2023/24!

As discussed in the summer reports, our DSCs, journals, services, and myself have all been busy drafting our strategic plans and budgets for the year ahead. We are already so excited for all the events and opportunities coming up this semester, and we hope to see you there. Swiftly after their return back to school, our DSC Presidents finished their training last week and heard from HR, VPOPS and Mar/Comms about their roles and upcoming responsibilities. DSC Presidents are gearing up with their welcome back events starting in the next few weeks, and we are thrilled to have these bright communities back together and engaging with one another again.

Last week I met with the Associate Deans of Academics and Teaching and Learning, Wanda Beyer and Elliot Chapple to work towards the adjudication of Teaching Awards. We reviewed around 20 submissions from professors discussing their teaching pedagogy, their areas of excellence, their areas of teaching development and more. We were able to come to a consensus on the Dean's Teaching and Learning Innovation Award, the Dean's Teaching and Learning Excellence award, and the Dean's Teaching Fellow Award, and are confident in the educators that are being recognized for their extraordinary work in Arts and Science.

This week me and Rachel, my Deputy of Supports and Resources are excited to open applications for the ASUS Teaching Awards: W.J Barnes Teaching Excellence Award and the Teaching Assistant Excellence Award. We are eager to have students nominate their professors that show elements of excellence in their teaching and to begin promoting these awards on our social media and potentially around campus. We are hoping to strike in our committee as to waste no time in evaluations once we have closed our nomination portals.

In the next few weeks, one of our primary goals is to finish building the 2022-2023 team. Whether students are interested in helping students write academic appeals or hosting events through DSCs, we have a position for everyone. We are especially excited to hire our first-year intern to round off the Academics Core team.

That is all for the Academics commission! I am so happy to be back and excited for what this year has in store for us.

Best,
Sarah

COMMUNITY OUTREACH REPORT

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

Dear Members of the Assembly,

I am honored to present to you the latest developments and exciting initiatives of the Community Outreach Commission as we embark on a new academic year. Building upon the remarkable progress made over the summer, I am eager to share how our dedicated team is taking significant strides towards our shared goals.

Transition and Team Dynamics: The transition into my role as Community Outreach Commissioner has been nothing short of amazing. My deputies, Franki Mauro and Rebekah Feldman, and I have been working tirelessly to ensure a seamless transition. We hired co-chairs early in the summer and they have transitioned into their roles, as well as began working on budget overviews and event planning. These co-chairs, with their diverse perspectives and unwavering dedication, are integral to our vision for the year.

Enhancing Volunteer Engagement and Access to Resources: Our commitment to supporting volunteer engagement and breaking down barriers to access is exemplified through our partnership with the ACEP program. In previous years volunteers have been paired with city representatives to tackle Business Support, Licensing & Enforcement, Heritage Services, Marketing & Revenue Development, Community & Social Services, and Workforce development. This would also aid in expanding our number of volunteers. Collaborating closely with Dajana Turkovic, we are working to implement EDI either within the listed services or creating a whole new volunteer program. We are also diligently crafting a unified platform that consolidates resources from both the City of Kingston and Queen's University. By centralizing these valuable assets, we aim to eliminate access barriers for students. Dajana has begun researching on possibly implementing a mentorship program for volunteers, where they can pair up with a city representative working in the field that aligns with the student's long-term goals. This is so that students can get a feel for what the work looks like in their fields of interest while gaining valuable experience and transferable skills. Moreover, we are exploring the introduction of a mentorship program for our volunteers. This initiative will allow them to align their academic

and career aspirations with practical experience, fostering personal growth and developing transferable skills.

ACEP Program Recruitment and Town Hall on City Housing: Our pursuit of excellence in volunteer recruitment is reflected in the ongoing ACEP program recruitment process, scheduled for completion by the month's end. In collaboration with Dajana, Preston, and other key stakeholders, we will reconvene to define our recruits' focus areas and our preferred areas of emphasis for the year ahead. Additionally, we are coordinating a Town Hall session on City Housing in partnership with Adam King, the Off-Campus Living Advisor. This event is designed to provide essential guidance and insights to students who are new to Kingston, aiding them in their transition to independent living. By addressing critical concerns and offering a platform for questions, we are committed to supporting our student community in every possible way.

Engaging with the Queen's Community: Our presence at the Sidewalk Sale and Queen's in The Park events has been a resounding success. Our co-chairs exhibited exceptional dedication and creativity in crafting engaging passives to inform students about volunteer opportunities. Their unwavering commitment has translated into an increase in applicant numbers, reflecting the growing enthusiasm within our community.

Garden and Food Security: Our garden continues to flourish, with the last donation set to go to the food bank this week. In an innovative move, we are exploring the possibility of offering fall/winter crops to students at reduced prices, addressing the pressing issue of food insecurity among students. Proceeds from this initiative will be fully donated to our chosen charity of the year.

Charity of the Year Selection and Supper Series: Rebekah, our Deputy of Fundraising and Sponsorship, has conducted extensive research on potential organizations. We are closely considering The Canadian National Institute for the Blind and Home Base. Further communication is ongoing before officially announcing our Organization of the Year. Rebekah is also spearheading Supper series, having reached out to Tommy's in the summer months pertaining to maintaining the connection. We are also looking into possibly offering "specials" once a semester with Miss Bão and Ali Baba. This works as not only an incentive but an opportunity to provide more diverse options for students.

Introducing 'Bags of Promise' Committee: We are in the final stages of launching the 'Bags of Promise' committee, dedicated to supporting youth experiencing homelessness. This initiative aims to replace trash bags with reusable bags containing essentials, easing their burdens during challenging times. Co-chair hiring for this committee will commence late this week or early next.

Upcoming Social Events and Team Building: Franki, our Deputy of Volunteer Support and Appreciation has organized our first in-person team social, a pizza party at Victoria Park on September 17th, 2023, fostering a sense of community among our team members, along with bi-weekly team meetings are now a regular part of our schedule.

As we continue to work diligently towards our objectives, I am confident that the Community Outreach Commission will leave an indelible mark, not only within the Queen's community but also in the Kingston community. Our dedication and passion drive us forward, and I look forward to sharing even more remarkable achievements in our next update. Thank you for your unwavering support and commitment to our shared mission.

Binyat Akrem, Community Outreach Commissioner 2023-2024

Arts and Science Undergraduate Society

EQUITY REPORT

Presented by **Nathaniel Dixon**, Equity Commissioner

Good evening members of Assembly,

I hope you all had a great summer and are enjoying your first week back. I'm excited for this upcoming year and to share my update regarding what the Equity Commission has been up to since we last spoke.

With the academic school year starting now, I'm excited to announce that all the committee co-chairs have completed and submitted their budgets and strategic plans. The Co-Chairs have put a lot of time and effort into these plans, and I'm excited to see all their plans and passion projects come to fruition this year. With the hiring period fast approaching, all committee job request forms have been submitted, and applications are currently open. Based on application numbers, we are hoping to start the interview process on September 25, 2023.

In terms of recent activities, The Equity Commission has held two successful boothing events, participating in both Sidewalk Sale and Queens in the Park. The Commission used these two events as opportunities to engage and advertise the committee to incoming first-year Arts and Science students. During this period of time, I also did some outreach for the Equity Commission as I participated as a Guest speaker at Community Conversation for the Arts and Science Orientation week. Community Conversation allowed me to speak directly with incoming Arts and Science class to inform them about the Equity Commission and the services and resources we provide to the Arts and Science community.

In terms of upcoming projects, The Equity Core Team has begun planning for the National Day of Truth and Reconciliation, planning the logistics for the Equity Town Halls and the Equity Caucus for all Faculty Society Equity Representatives, launching Productive Pastime with the Social Issues Commissioner of the AMS, and supporting our committees as they being hosting events and their hiring process.

Thank you for taking the time to read the first Equity Commission report of the 2023/24 school year. I am so happy to be back, and I look forward to seeing you all soon.

Best,

Nathaniel Dixon

GOVERNANCE REPORT

Presented by **Piper Veloso**, Governance Officer

Dear Members of Assembly,

I hope the transition back to school has been going well.

Hiring

Within the Governance office, applications for Assembly Scribe and Assembly Speaker are ongoing.

Assembly

Our team is accepting suggestions on potential guest speakers for select Assembly meetings. Feel free to send me a Teams message or email me if you have a suitable candidate in mind to further increase the professional development aspect of Assembly.

Elections

Along with the Chief Returning Officer, Allen Zha, the Office has outlined the three elections timelines for the year. Please find attached the proposed timeline for the Fall Election in the appendix at the end of the agenda.

Policy

In collaboration with the Chief Electoral Officer, Simar Paterson, the Office is reviewing Election Policy. Specifically, Section 6, entitled 'Violation and Dispute Resolution Process' is under review as it has proven to be unclear and inconsistent.

Advisory Board

The first Advisory Board meeting was held over the summer. At this meeting, Wilson Karch was elected as the Advisory Board Chair.

Archives

Onboarding for Ema Oro, the Chief Archivist is ongoing. The Office will begin special projects and archiving pieces from the ASUS as soon as possible.

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Thank you for taking the time to read my report.

All the best

Piper Veloso (She/Her)

Governance Officer

governance@asus.queensu.ca

MARKETING & COMMUNICATIONS REPORT

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

September 12th, 2023

Members of Assembly,

Hello! I hope you have all had a fun, memorable and safe summer, and that the transition back to classes has been smooth and pleasant. I have spent the summer working to complete a variety of tasks aimed at improving the functioning of the Marketing and Communications Office, as well as ASUS, in its entirety. In addition, I have drafted a Strategic Marketing Plan and a timeline which will help to keep the Marketing team on track and ensure that we are meeting this year's goals in an effective and efficient way. Below I will outline the various projects the Marketing team has worked on this summer and what we are continuing to work toward as the school year progresses and our team continues to grow.

Hiring

Over the summer months, with the help of my deputies Camila Schmidt and Lucy Garabedian, we have hired our Market Research Directors, Graphic Design Director, Social Media Director, and Web Director. We are incredibly excited and proud of the team we have put together thus far, and hope to fill the roles of Photography and Videography Director this coming week, when interviews are set to take place.

Market Research

During the summer, our Market Research Directors, Rosalyn Huang and Nicole Li, put together a list of questions for a preliminary feedback survey, to be released on Friday September 15th, 2023. The goal of this survey is to get a sense of what the student body would like to see from ASUS and each commission/office this coming year. This feedback will help us tailor our events to best meet the needs and expectations of students, ultimately increasing ASUS popularity, as well as event engagement and participation this year.

Website

The Web Director Heli Pinakin-Patel has been working on completing a large list of website changes and has just finalized the last few items on this list. Changes made are aimed at helping with the overall organization and structure of the ASUS website, making it easier for students to follow and understand. Changes made include adding an overview of all offices/commissions to the website under the offices/commissions tab, rather than this just including the Equity and Governance offices. In addition, we have made a new requests section on the website, so that students can better navigate where to go for anything they might need from ASUS. Some other changes in the works right now include adding a new land acknowledgment at the top of the ASUS website home page and increasing stock photos on the ArtSci Cup section of the website.

Graphics

Our graphics team has just been finalized, we have 5 designers and a Director, Tashai Gardner. The main goals for the ASUS graphics team this year is to move away from the harsh red backgrounds commonly used in graphics found on the ASUS Instagram. Having these red backgrounds makes graphics blend together and the account is therefore difficult for students to follow, meaning important information about events, services, programs and volunteer opportunities might be missed. Another goal of the graphics team is to increase the amount of student and campus photos used on the Instagram, to make ASUS more approachable, relatable and representative of the student body.

OnQ

The Marketing and Communications Office in collaboration with the President, is currently in the process of re-introducing the ASUS OnQ page to students! We have just finalized a graphic to be used on the OnQ and currently have the Communications Deputy, Camila Schmidt making a list of changes which need to be made to the OnQ before students can be enrolled in the "class". It is our hope that the OnQ can be used to advertise bi-weekly "What's Happening at ASUS" infographics on the homepage, which will have a section explaining what each commission/office has in store over the next few weeks. Having the OnQ will help to improve ASUS accessibility standards, as all ArtSci students will be enrolled. Hopefully, this will bolster student engagement, event participation, and use of services/resources provided through ASUS.

On-campus Advertising

Another way the Marketing and Communications Office is hoping to expand our outreach to students and remove barriers to ASUS advertising is by having more on-campus marketing initiatives. Thus, we are going to be utilizing the ASUS bulletin board located in MacCorry. This board will be re-decorated monthly by the Marketing and Communications team. The bi-weekly "What's Happening at ASUS" infographics will also be posted on this board for students to see.

Social Media

Holly Lecour, our Social Media Director, has been working on creating a social media posting schedule to ensure our Instagram doesn't get over-crowded. In addition, she is going to be recommending TikTok trends for ASUS to take part in bi-weekly. This will help to keep students engaged and interested in ASUS. Finally, we will be introducing giveaways on the street which will have students take part in a variety of activities on campus for a chance to win different prizes – this will, once again, help with student engagement and increasing ASUS popularity.

Further details on the goals of the Marketing and Communications Office can be found within the contents of the Strategic Marketing Plan. I look forward to a fun and exciting year working with the other Officers and Commissioners of ASUS. I would like to thank Amaiya, Preston and Therese, as well as my fellow Officers and Commissioners for their support and help over the summer and throughout the transition back to school – I can't wait to see what we accomplish this year, together. If anyone has any questions, comments or concerns regarding the Marketing and Communications office, please do not hesitate to contact me through email or book a meeting through office hours.

Best wishes,

Helena Shimwell
Marketing and Communications Officer
marketing@asus.queensu.ca

SERVICES REPORT

Presented by **Cole Olidis**, Services Commissioner

Hello Arts and Science Students,

September is going by so quickly! I hope everyone has been settling into their new routines nicely and off to a good start in their courses! The Services Commission and I have been hard at work getting everything ready to start running for the academic year!

You may have seen ASUS Services at Sidewalk Sale. The Commission held two booths; one for the sale of jackets and one to promote the rest of the Commission. We had a very successful jacket ordering day selling over 60 jackets in the one day alone! We also noticed increases in our general volunteer application pool from the booths.

In addition to Sidewalk Sale, I had the opportunity to talk to first-year students about the important tradition of Jackets at the Traditions Ceremony. This was also a chance for first-year students to vote on the 2027-year crest with almost 1,100 votes coming in to determine the crest!

Exchange Buddies hosted their first event, *Pizza at the Pier*, on Monday September 11th and had over 50 people in attendance! The event was hugely successful and allowed for so many students to meet new people and mingle. At this point in time, Exchange Buddies has had almost 100 people register for the program.

Good Times Diner is set to get started later this month! We are still working out some of the logistical backend items for the Service and then it will begin. We have started to train volunteers and the Executive Team has been hard at work obtaining their Food Handlers Certification. Good Times Diner is planning to host a booth in the Queen's Centre for students to grab a snack and learn more about the Service in an effort to increase general volunteer numbers.

ASUS Mentorship Program has started getting ready to match first- and second-year students with upper year mentors. The team has been working hard at ArtSci 101 and Sidewalk Sale to encourage students to apply for the program. On top of getting ready to match, the program is getting ready to train their mentors to ensure they uphold the values expected of an ASUS volunteer and are ready to support their mentee. Once training and matching

has been completed, ASUS Mentorship Program plans to host a welcome social for all members!

ASUS Jackets has started getting ready for the Fall ordering period. In person fittings will be taking place September 26th-28th for students to get fitted and order their jacket. As always, financial aid is available for students who demonstrate need for assistance up to the amount of \$450.00 towards the purchase of a jacket. The Jackets Co-Directors have started hiring their Executive Team and are looking forward to onboarding and training them.

ASUS Peer Tutoring has relaunched on tutor.queensasus.com! The website has already had many students apply to be listed as a tutor on the directory. This year, following the increase in minimum wage on October 1st, tutors will be permitted to charge \$16.55 per hour for their services. ASUS Peer Tutoring will also host a booth in the Queen's Centre in the coming weeks to promote the program further.

The ASUS x EngSoc Poster Sale is in its final steps! The sale will be taking place on September 25th-29th and we will begin to hire student support positions in the coming weeks.

While September has been a busy time for the Services Commission, all Services have had incredible success thus far! The work being put in by each Director is not going unnoticed by myself and more importantly the students each Service serves. I am thrilled to see where the Services Commission goes this year!

Best,



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

HEAD GAEL REPORT

Presented by **Georgia Dean-Savage**, Head Gael

Hello Assembly,

If we have not yet met, my name is Georgia, and I served as the 2023 Head Gael for ArtSci Orientation. This year, we implemented quite a few changes and were overall extremely proud of how this year went. Our team worked tirelessly throughout the year to plan and execute all ASUS Orientation events. As Orientation has now come to a close, myself, along with the chairs and OCs, are all wrapping up our duties, cleaning out storage, writing transitional manuals, and discussing next steps for the future of orientation.

This Orientation Period truly began in Fall 2022 with the hiring of myself, the chairs, and Orientation Coordinators. The 42 of us make up the Orientation Committee. Throughout the year, we conducted hiring, worked on event and portal forms, and planned for orientation. Orientation took place on the 3rd, 4th, 9th, and 10th of September, and we had approximately 2150 students participate, which was 100 more than we had anticipated.

While orientation as a whole went very smoothly, not everything went according to our plan. Unfortunately, our mass SMS software did not work as intended. After going through the necessary steps, the system malfunctioned, and we were unable to send text updates to the first years. Additionally, some of our events had lower attendance compared to others, particularly some of the ACS events and the town tour. Furthermore, members of our executive team have been working for extended hours consecutively, and we are looking into ways to address this in the future. Lastly, our fundraising efforts for the Canadian Cancer Society did not meet the levels of previous years. The final fundraising total is still being calculated, but as of right now, we are looking at over \$30,000.

This year, we also encountered conflicting policies between ASUS and ORT, and one important action item for next year is to work with the SEO to resolve these conflicts. Unfortunately, this led to confusion about jurisdiction and decision-making.

That being said, we overall had an incredible orientation period. One significant highlight from this year was the return of our mud run event - Robinson's. This was our largest event and became our signature ArtSci Orientation event. This event was previously held in 2019 but was run by an external party. This year, the entirety of the event was run by our team. We spent the entire year planning both the mud run portion and daffodil day activities, which included a barbecue,

live music, fundraising, and field games. This event had an incredible turnout and high levels of participation and engagement.

Our sidewalk sale event and coveralls were also huge successes, with both a high turnout and satisfaction. For the sidewalk sale, we had more booths participating than last year and had thousands of both students and residents in attendance. Last year, for coveralls, we faced some significant challenges, as the lines to purchase them on the day were so long that many did not get to paint them at all. This year, the default orientation package included coveralls, which solved last year's problem. Coveralls had over 1700 students in attendance based on our numbers and, as such, was one of the best-attended events.

We had many more positive elements to this orientation period. Almost all of the feedback I received from incoming students was extremely positive and based on the energy and spirit at most of the events, I can reasonably conclude that most students had an amazing time. We overall had very few incidents or injuries and had high levels of engagement not seen since COVID.

The Student Experience Office is once again conducting their orientation survey to help the next team improve orientation. If you know of anyone who would like to provide direct feedback, they are more than welcome to share it directly with me or any member of our team.

Over the coming weeks, a new team of Orientation Chairs and Coordinators will be hired to begin planning Orientation for the class of 2028! We are extremely excited to see all of the wonderful things the new team is able to accomplish!

To conclude, I'd like to use this time to thank some of the people who made Orientation Week a possibility this year. Although culminating in four action-packed days for the incoming class, our team of Orientation Coordinators worked tirelessly for ten months to make this Orientation Week a reality. The four Orientation Chairs: Sophia, Amy, Alli, and Charlotte, deserve all the credit in the world for envisioning these events and facilitating the planning process to make the week what it was. As well, a big thank you to the 37 members of the Orientation Committee for the amazing work on their events and for being wonderful role models to their Gaels. Finally, thank you to ASUS for supporting the Orientation team every step of the way.

As always, if you have any questions or concerns pertaining to Orientation, feel free to contact me. I am always happy to talk about O-Week!

All the best,

Georgia Dean-Savage Head Gael 2023

ADVISORY BOARD REPORT

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

Dear ASUS Assembly,

I hope that everyone is settling into the new term well.

At the beginning of the summer the Advisory Board had the chance to meet each other over zoom. In the meeting we had the chance to introduce ourselves and elect a chair of the board. Members of the board have been able to rank their preferences to which deputy they would like to be paired with for the upcoming year. I am hoping to have a meeting with the board next week, and then during the first week of each month. The minutes and agenda from the monthly Advisory Board meetings will be made available on the ASUS website for your convenience.

I am really looking forward to stepping into this role and learning more about the inner workings of ASUS. If you have any questions or requests please feel free to reach out to board@asus.queensu.ca

Warm Wishes,

Wilson Karch

Chair of the ASUS Advisory Board

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. I am a Queen's ArtSci '83 alumnus, celebrating my 40-year reunion this past weekend! Coming full circle, returning to ASUS after a 30+ career in technology sales and non-profit senior leadership has been a very rewarding experience for me.

It's hard to believe that it is already September, and another academic year is beginning. This summer, I had an opportunity to work with each of the Executive as they settled into their respective roles.

Camps was extremely successful this year from an attendance perspective as all 8 weeks were completely full, a huge shout out to our Team; Camp Director-English Juno, Camp Director-French Alyssa, Camp Operations Director Natalie, and our team of dynamic and enthusiastic Camp Counsellors. This year the business side of Camps was managed by Natalie through our Accounting program, QuickBooks. She did an amazing job! Integrating our camp operations with our accounting program streamlined the process for my role of financial support and compliance. By all accounts this was a very successful year for ASUS Camps, and more importantly, experientially for our Camp Staff Team and the Campers that attended. The only negative this year was that the Summer Jobs application to cover wages was denied, as a result Camps shows a Financial loss.

Orientation was fully engaged this year and was touching base with Georgia throughout the summer as the plans of her O-Team came together, including The Gael trip and re-introducing Robinson's. It was a memorable start for the class of '27. Great work and congrats to the entire Orientation Team!

As school starts, we are into our 2022-23 Year End Financials Reporting with our Accounting Firm, MNP (Our Fiscal Year is May 1 to April 30). We are continuing to utilize MS Teams and OneDrive for secure file storage. This has allowed us to migrate completely to a digital storage for our documents rather than paper files facilitating the access to documents for our Year End reporting, and for archival

storage. From MNP's perspective this has been a huge benefit and they have suggested our document storage model to other clients. This year, MNP will again do our Not-for-Profit filing when they complete our Year End Financial Review.

Finally, the biggest transition last year was our final banking migration from BMO to RBC. After a full year with RBC we saved the Society over \$1500 a year in needless bank fees and charges and an additional \$2000 in cash back on credit cards. On the advice of our banking team we locked in a portion of our non-allocated savings account into high interest 1-year GIC which will earn us approximately \$11000 by the end of the year. Our overall position with regards to our Investment Account is one of ethical investors. What this means is that all our investments funds integrate material environmental, social and governance (ESG) factors into their investment processes:

Environmental: Air and water pollution, Climate change, Natural resource management and use.

Social: Data privacy and security, Gender and diversity, Labour practices.

Governance: Board structure and independence, Executive compensation, Shareholder rights.

By investing in this manner, we best reflect the character of ASUS and what we aspire to.

As the new academic year starts, I look forward to working directly with Council and the Executive, supporting them as they deliver the best programming and services to you, the ASUS student body.

Good luck as you start classes!



Sean Thompson
General Manager, ASUS

YEAR REPRESENTATIVES REPORTS

2024 YEAR REPRESENTATIVES

Position Vacant

2025 YEAR REPRESENTATIVES

Position Vacant

2026 YEAR REPRESENTATIVES

Position Vacant

2027 YEAR REPRESENTATIVES

Position Vacant



CONCURRENT EDUCATION STUDENT ASSOCIATION (CESA) REPORT

Presented by **Maeve Stemp**, Vice-President Internal

NO REPORT SUBMITTED.



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

Dear Assembly,

I am thrilled to join these assembly meetings as the Vice President of Operations on PHEKSA. This summer was calm for all PHEKSA executive members. The time was used to brainstorm and set goals for the upcoming year.

Orientation Week Presentation

During Kinesiology Orientation Week, our president gave a presentation to the incoming students about how they could get involved in our student association. We have received a lot of positive feedback from the presentation and have generated quite a bit of interest.

Fall Hiring Period

We are about to enter our fall hiring period as we have 5 positions to fill in order to reach a full assembly. Three of these positions are strictly for first-year students and the rest can be filled by students of all years.

At this time, PHEKSA does not have any motions we wish to propose to the group. Again, I look forward to stepping into this role and reporting the ongoing events that occur during this term.

Kind regards,

Payton Rix (She/Her)
Vice President of Operations
vpops@pheksa.queensu.ca

**INTERNATIONAL REPRESENTATIVE
REPORT**

Position Vacant



BUSINESS OF THE ALMA MATER SOCIETY

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

Position Vacant

ASUS REPRESENTATIVE TO THE AMS

Position Vacant



BUSINESS OF THE SENATE

Presented by **Liam LaChapelle, Leo Yang and Yuxuan Zhao**

Hello Assembly,

I hope everyone had a great summer and is feeling excited for the fall semester! There will be a senator orientation on September 21st, where all student senators will have the chance to meet other senate members in person. We will get to know each other better and receive updates on important information we need to be aware of before the first senate meeting.

The first senate meeting will be held on October 5th in Robert Sutherland Hall. If you have any questions, feel free to email 20yz48@queensu.ca at any time.

I look forward to meeting everyone in the ASUS assembly!

Regards,

Yuxuan Zhao

**BUSINESS OF ACADEMIC
REPRESENTATIVES**

SOCIAL SCIENCES REPORTS

Position Vacant

NATURAL & PHYSICAL SCIENCES REPORT

Position Vacant

ARTS AND LANGUAGES REPORT

Position Vacant

HUMANITIES

Presented by Amber Mifkovic, Humanities Academic Representative

Dear Members of Assembly,

I hope the beginning of this semester has treated you all well, and that your transition from the summer holidays back into this new academic year has been a smooth one!

I would like to first thank you all for entrusting this position to me. It is an honour to be chosen as this year's Humanities Academic Representative, and I hope to serve you all just as well as my predecessors have in years past. My aim is to be an advocate for all humanities students within Queen's University, regardless of their areas of study as we navigate the triumphs and trials of the oncoming year.

As this year's Humanities Academic Representative, I intend to build on the progress of previous years in their efforts to connect all Humanities DSCs and increase communication between not only their Council Members, but between their students with interdisciplinary events and activities structured to bring them together. In past years there has been a divide in how DSCs communicate, so I seek to begin to patch this for both this year, and for the generations of students to come.

In the following weeks when the councils are solidified, I will be reaching out to all of the Presidents to set up a meeting to discuss how I can work with them in achieving this overall goal, as well as each of their individual goals. Until then, I wish you all the best as you ease back into your studies, and duties.

Sincerely,

Amber Mifkovic

Humanities Academic Representative

APPENDICES

APPENDIX A

2022-2023 General Operating Budget

The 2022-2023 General Operating Budget may be viewed [here](#).

APPENDIX B

2023-2024 General Operating Budget

The 2023-2024 General Operating Budget may be viewed [here](#).

APPENDIX C

ASUS Governance 2023 - 2024 Election Timeline

The 2023-2024 Election Timeline may be viewed [here](#).

APPENDIX D

Marketing & Communications Policy Manual Changes

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

2.03.04

The Photo Director is ascribed a Tier 3 honorarium of \$600 (2 installments of \$300), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

- 6) Collaborating with the Marketing & Communications Officer in any capacity they see fit that pertains to the nature of this position and in efforts for the overall vision of the Marketing Office.

SECTION 6 | ORIENTATION VIDEOGRAPHY TEAM

2.06.01

The Orientation Videographer shall strive to provide initiative and high quality performance with the guidance of the Marketing & Communications Officer. They shall adhere to and follow official ASUS policy as interpreted by Council and the Assembly. The Photographer shall assist and be held accountable to the Marketing & Communications Officer.

2.06.02

The composition of the Orientation Videography Team shall be as follows:

- 1) One (1) Chair;
- 2) One (1) Videographer.

2.06.03

The Orientation Videography Chair is ascribed a one-time Tier 2 (\$400) honorarium for their services. The Orientation Videographer is ascribed a one-time Tier 4 (\$250) honorarium for their services.

2.06.04

The responsibilities of the Orientation Videographers shall include, but are not limited to:

- 1) Keeping in contact with Orientation videographers over the Summer Break;
- 2) Creating and executing a training regimen for Orientation Videographers over the Summer Break;
- 3) Creating a schedule in which the Videographers will be adhering to during Orientation Week;
- 4) Ensuring all Orientation Videographers are present during assigned time slots.

- 5) Filming, editing and uploading video taken during ASUS Orientation Week;
- 6) Adhering to a 1 week turnaround for the uploading of the video, barring extenuating circumstances;
- 7) Maintaining the visual identity, integrity and quality of the Arts & Science Undergraduate Society by following the Marketing & Communications Officer's guidelines;
- 8) Attending ASUS sanctioned events during Orientation;
- 9) Maintaining communication with Marketing & Communications Officer over the Summer Break and throughout the Orientation Week period;
- 10) Collaborating with the Marketing & Communications Officer in any capacity they see fit that pertains to the nature of this position and in efforts for the overall vision of the Marketing Office.

- 5) Checking all created materials for correctness and appropriateness;
- 6) Ensuring all created materials are distributed to the requester or the appropriate campus publications before deadlines;
- 7) Maintaining websites as requested by ASUS groups;
- 8) Creating websites as requested by ASUS groups;
- 9) Holding at least five (5) office hours per week. It is recommended that these office hours be evenly distributed throughout the week.
- 10) The Web Director will create and maintain all society web pages; i.e. www.queensasus.com, www.lifeafterartsci.com, www.asuscamps.ca and other websites created for ASUS committees or conferences.

SECTION 4 | SOCIAL MEDIA TEAM

3.04.01

The Social Media Team shall assist in planning social media initiatives to market ASUS commissions and offices over the course of the academic year by utilizing various platforms such as Instagram, Twitter, LinkedIn, Youtube, TikTok. The Social Media Team can be commissioned on a needs-basis for external groups requesting their services.

3.04.02

The membership of this committee shall consist of:

- 4) The Deputy Marketing & Communications Officer (Communications);
- 5) Two (2) Social Media Directors;
- 6) Two (2) Social Media Coordinators

APPENDIX E

Equity Policy Manual Changes

1.10.10

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

- ~~1. A total of \$2,000 should be allocated each year to the ASUS Accessibility Grant each year, with \$1,000 for each semester~~

A total of \$3,000 should be allocated each each year to the ASUS Accessibility Grant each year, with \$1,500 for each semester.

Increasing the Accessibility Grant total and allocation amount from 1,000 each semester to 1,500 makes the grant more accessible to students. Prior to this change, the Accessibility Grant was only able to help five individual students or three student groups a semester, as individuals were eligible to earn up to \$200 per successful application, while student groups could earn \$300 for a successful application. Therefore, by increasing the allocation amount, we are now fully able to help up to seven individual students or five student groups, with the remaining money being allocated to applicants who may not have met the full criteria.

2. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and

APPENDIX F

Community Outreach Policy Manual Changes

SECTION 4 | COMMITTEE CHAIRS

1.04.01

The Community Outreach Commissioner and the Deputy Commissioners shall hire the Chair(s) in March of each year.

1.04.02

The responsibilities of the CO Committee Chairs shall be, be are not limited to;

- i. Meet with and report to the Community Outreach Commissioner on a biweekly basis and to be responsible to the Community Outreach Commissioner and Deputy Commissioners;
- ii. Hire Committee Members and Volunteers
- iii. Submit weekly update forms to the Commissioner;
- iv. Act as a liaison between ASUS and their respective organizations;
- v. Organize weekly committee meetings with committee members to facilitate planning of programs, fundraisers, and other events run by the committee;
- vi. Book rooms, bothing space and other items as needed by the committee;
- vii. Aid in the logistics of and attend events run by the committee, and to act as the liaison when these events take place at the respective organization;
- viii. Recruit and organize the volunteers for the program. Inform volunteers of necessary prerequisite forms and training prior to volunteering. Participate in respective organization volunteer training and to coordinate the required orientation meetings to educate and inform the volunteers;
- ix. Keep volunteers updated on events and policies and be available to the volunteers to answer questions and help solve problems;
- x. Attend monthly Community Outreach Chair meetings led by the Commissioner and Deputies;
- xi. Responsible for all of the financial transactions of the committee, receiving approval from the Commissioner for each cheque-requisition and deposit;
- xii. Fundraise for the respective organization;
- xiii. Meet biweekly with the Community Outreach Deputy (Volunteer Support & Appreciation) and respective Volunteer Coordinator from their Committee to discuss volunteer program progress;
- xiv. Assist in the organization and planning of Commission-wide fundraising events;
- xv. Complete a transition manual for the incoming Chair(s)

SECTION 15 | BAGS OF PROMISE (BOP)

1.15.01

The principal goal of Bags of Promise is to provide youth in shelters and group homes with the basic necessities they require, such as blankets, winter clothing, hygiene and self-care products, and non-perishable food items. This is facilitated through seasonal bag drive events in partnership with select local shelters, providing youth with items donated by local students, residents and community sponsors/partners. Various on-campus initiatives such as clothing/product drives and information booths aim to raise awareness of hidden homelessness and acknowledge the unique challenges faced by youth experiencing homelessness, and fundraising events occur locally or on-campus as needed. Educational workshops encourage elementary and high school students to recognize injustices among youth in our communities, inspiring them to take action through small-scale efforts and providing them with the resources needed to do so. The Promise Mentorship Program additionally serves to connect student mentors in various Ontario towns with youth in shelters who seek 1-on-1 support.

Revised 1.15.01

The overarching goal of Bags of Promise is to alleviate poverty among youth experiencing homelessness by providing them with backpacks and bags containing basic necessities such as hygiene products, non-perishable food items, clothing, and more. This is facilitated by the Service Pillar who coordinates yearly bag drives in partnership with local shelters and is achieved by providing youth with items donated by community members and corporate sponsors / partners. In an effort to raise awareness of hidden homelessness and acknowledge the challenges faced among vulnerable youth, various on-campus initiatives are held such as clothing/product drives, informational booths, and fundraising events. In addition, the Education Pillar leads workshops among elementary and high school students to highlight injustices among youth in our communities, inspiring them to take-action through small-scale efforts and providing them with the resources to do so. The Advocacy Pillar leads the Promise Mentorship Program which serves to connect student mentors in various Ontario university regions with at-risk youth in shelters who seek one-on-one support.

1.15.02

Membership of this committee shall be as follows:

- i. Two (2) Chair(s);
- ii. Four to six (4-8) committee members, the number of which shall be determined by the committee chairs;

- iii. Ten to fifteen (10-20) Volunteers, the number of which shall be determined by the Chairs

1.15.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to Bags of Promise. *specify what the costs are

1.15.04

In the committee's first year (2023-2024), Bags of Promise shall be run by one of the organization's founding chairs in conjunction with the Co-chairs to support transition into the role.

1.15.05

It shall have two co-chairs for the following academic year hired by no later than the eighth week of classes in the Fall Semester. These hired co-chairs shall be hired by a committee consisting of the Community Outreach Commissioner, a Community Outreach Deputy Commissioner, and the committee's founding chair. These co-chairs will shadow the committee's leadership for the remainder of the Fall and into the Winter Semester, and remain as co-chairs for the following academic year, whereby the committee will revert to the typical hiring process and period for all other CO committees.

1.15.06

*Finalize board of directors / experience from other CO committees

APPENDIX G

President Policy Manual Change

SECTION 5 | BLACK STUDENT LIAISON

5.05.01

The Black Student Liaison shall consult with the Executive of the Society in matters related to issues affecting Black students in the Faculty of Arts and Science, including policy, operations, initiatives, and goals.

5.05.02

The responsibilities of the position holder include but are not limited to:

- 1) Fostering relationships between the Society and the Queen's Black Clubs Caucus,
- 2) Providing insight on policy or operational decisions of the Executive,
- 3) Collaborating on events or initiatives to promote Black representation within the Society,
- 4) Bringing attention to events of Black clubs and the Black Studies Department for which the Executive and Society may participate, and

- 5) Communicating Society hiring and engagement opportunities to members of Black student clubs.
- 6) Consulting with the Executive on campus issues affecting Black Arts and Science students

5.05.03

The Black Student Liaison will hold regular meetings with the Executive of the Society. The meetings shall operate on a rotating basis and have a minimum of one (1) meeting per month, or at a frequency determined by the Executive.

5.05.04

The Black Student Liaison shall be appointed on a monthly basis from the Queen's Black Clubs Caucus members by the Caucus' respective Executive. In order to provide equal opportunity to members for compensation, gain unique perspectives and avoid overburdening members, each month shall may have a new member from the Queen's Black Clubs Caucus representative fill the Liaison role; however, the discretion is up to the organizers of the Queen's Black Clubs Caucus. If a member has already held the role, they are permitted to serve as the Liaison again within the academic term.

5.05.05

The Black Student Liaison shall receive a payment of \$25.00 per consultation which may be a maximum of an hour in time. The payment will be made immediately following the consultation and will be coordinated by the Vice President (Operations).

APPENDIX H

Assembly Standing Committees

Committee	Members Required
ASUS Group Grant Committee	4
ASURF Grant Committee	2
ASUS Student Grant Committee	4
Mark R Wilson Award	4
WJ Barnes Teaching Excellence Award	2
TA Excellence Award Committee	2
Head Gael Committee	2