

Arts and Science Undergraduate Society of Queen's University

Constitution



Responsibility:	Governance Officer
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ARTS AND SCIENCE UNDERGRADUATE SOCIETY

Mission Statement

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

Objectives

The Arts and Science Undergraduate Society shall strive to:

- represent the diverse interests of Arts and Science students to external bodies;
- provide opportunities and experiences to students in both academic and non-academic endeavors;
- provide services relevant to the varied needs of the Society;
- make social contributions to the Queen's and Kingston Communities.
- oversee the gifting and presentation of ASUS Awards and Grants

Preamble To The ASUS Constitution

This Constitution shall be recognized to be the highest document on all matters of policy and conduct concerning the Arts and Science Undergraduate Society and its members. All other documents of the Society, such as policy statements and rules of order, shall be subject to interpretation in a manner that is consistent with this Constitution.

In recognition of the vast diversity among members of the Arts and Science Undergraduate Society including, but not limited to, ethnic, cultural, religious, gender, and orientations, sexual and otherwise, this Constitution shall be interpreted in a manner consistent with the Charter of Human Rights and Freedom

PART 1: INTERPRETATION

SECTION 1.01 | DEFINITIONS

1.01.01

In this part and all other parts of the Constitution, unless the context requires otherwise:

1.01.02

Associations

- i) "Society" refers to the Arts and Science Undergraduate Society, whose acronym is "ASUS";

1.01.03

Documents of Association

- i) "Constitution" refers to the Constitution of the Society, which governs the affairs of the Society;

1.01.04

General

- i) "Assembly" refers to the Assembly of the Society;
- ii) "Assembly Policy" refers to a motion, resolution, statement, paper, platform, report, or position adopted by the Assembly in accordance with the requirements of this Constitution;
- iii) "Voting member" refers to any Assembly member constitutionally entitled to vote on behalf of ASUS
- iv) "Council" refers to the Council of the Society including Officers and Commissioners;
- v) "Executive" refers to the three Executives of the Society including the President, the Vice President of Operations and the Vice President of Society Affairs;
- vi) "Executive-elect" refers to individuals who have been elected to Executive positions but whose terms of office have not yet begun.
- vii) "Assembly-elect" refers to individuals who have been elected or appointed to Assembly positions but whose terms of office have not yet begun.

- viii) "Ex-officio member" refers to a member of a body who is part of it by virtue of holding another office;
- ix) "Faculty Board" refers to the Board of the Faculty of Arts and Science;
- x) "Member Society" or "Sibling Society" refers to a school (CESA, COMPSA, PHEKSA, DSUS) division or institute of the University recognized by the Society;
- xi) "Student" refers to a person who is registered as a full-time or part-time student in the Faculty of Arts and Science at University;
- xii) "Full-time student" refers to a student taking 9.0 units or more of Arts and Science courses;
- xiii) "Part-time student" refers to a student taking less than 9.0 units of Arts and Science courses;
- xiv) "Society member" refers to a member of the Society as defined by Subsection 3.01.02;
- xv) "University" refers to Queen's University at Kingston, Ontario;
- xvi) "good academic standing" refers to a student who is not on academic probation with the Faculty of Arts and Science. The determinants for a student being on academic probation are, and will remain, at the discretion of the Faculty of Arts and Science. These determinants are listed under the academic regulations section of the current Faculty of Arts and Science calendar.

1.01.05

Definitions given for words with the morphology of the singular shall also be the definitions for words with the morphology of the plural, and vice versa;

1.01.06

If there is any ambiguity, the Arts and Science Undergraduate Society's Advisory Board shall be consulted.

PART 2: THE SOCIETY AND THE EXECUTIVE OF THE SOCIETY

SECTION 2.01 | THE SOCIETY

2.01.01

The name of the association shall be the Arts and Science Undergraduate Society of Queen's University.

2.01.02

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

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

2.01.03

The Society is a member of the Alma Mater Society of Queen's University, Incorporated, and recognizes the superiority of that organization and its Constitution.

2.01.04

The Society derives its authority from the University through the Faculty Board.

2.01.05

The motto of the Society shall be *duc mentem ad libertatem* (translation: *lead the mind to freedom*).

SECTION 2.02 | THE EXECUTIVE OF THE SOCIETY

2.02.01

The Executive of the Society shall consist of a President, Vice-President Society Affairs, and a Vice-President Operations/CFO, who must be Society members. They shall be ex-officio members of both Council and Assembly.

2.02.02

The Executive of the Society shall run as a team and shall be elected by members of the Society. The members of the Executive team must be full-time students during the school term in which they run for office and full-time students during their term of office. All candidates must be in good academic standing throughout their candidacies and terms of office.

Should the positions of President and/or either Vice-Presidents become vacant, the Assembly shall proceed in the manner outlined in Subsection 2.06.03.

SECTION 2.03 | DUTIES OF THE EXECUTIVE MEMBERS

2.03.01

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

- i) To set, plan, and pursue the long term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a) Academics Commissioner;
 - b) Equity Commissioner;
 - c) Marketing Officer;
 - d) ASUS Head Gael;
 - e) ASUS Director of Student Affairs Research;
 - f) ASUS Professional Development Director;
 - g) ASUS SVPR Director.
- iii) To Attend events, meetings, and trainings of direct reports and other groups or committees of the Society;
- iv) To facilitate the applications, procedures, advertising, and disbursement of the Arts and Science Undergraduate Research Fund, and to meet with the Associate Dean of Research as required to that effect;
- v) To maintain strong ties to the ASUS Sibling Societies, and coordinate advocacy on all relevant issues throughout the academic year;
- vi) To oversee ASUS Orientation Week, through the direct reports of the ASUS Head Gael, and the assistance with all of their duties, particularly during the summer in the lead-up to Orientation Week. The President will also coordinate ASUS' presence at Orientation Week in collaboration with the Orientation team;
- vii) To attend ASUS Assembly and represent the activities of the Executive, and to chair or sit on all necessary Assembly committees;
- viii) To act as a spokesperson for the Society, and lead the response to any current events requiring commentary, action, or a statement from the Society's Council or Assembly;
- ix) To attend the following external meetings with the Faculty of Arts and Science, alongside the Vice President of Student Affairs and other members of the Executive or Council as necessary:

- a) Dean of the Faculty of Arts and Science;
- b) Arts and Science Dean's Council;
- c) Arts and Science Student Services Team;
- d) Associate Dean of Teaching and Learning;
- x) To regularly hold events, alongside the Vice President of Student Affairs, to connect with Arts and Science students and hear their concerns, continuously making themselves available to receive feedback and discussion;
- xi) To regularly consult, alongside the Vice President Student Affairs, with outside groups, specifically as it pertains to advocacy and equity, including the 4 Direction Indigenous Centre, Yellow House, Alma Mater Society, student Senate caucus, and other major stakeholders and compensating for equity-based labour as needed;
- xii) To lead ASUS' representation at AMS Assembly, and regularly consult with ASUS representatives to the AMS and Senators;
- xiii) To meet regularly with Arts and Science Advancement, both in planning Life After ArtSci and coordinating alumni relations alongside the Vice President Operations;
- xiv) To join the Vice President Society Affairs in overseeing the Society's intern council, ensuring the Society provides an enriching and exciting experience to all ASUS interns;
- xv) To lead, alongside the Vice President Society Affairs, all advocacy related activities, including strategy, research, consultations, meetings, and presentations, all aimed at improving policy and procedures in the Faculty of Arts and Science;
- xvi) To consult with the Permanent Staff on all large decisions made by the Society, and gain their advice on advocacy, operations, and the management of the Society;
- xvii) To sit on the Faculty of Arts and Science Board of Studies and Academic Integrity Conduct Panel;
- xviii) To sit on the Faculty of Arts and Science Faculty Board and serve on all associated committees, including the Academic Orientation Committee and Curriculum Committee;
- xix) To serve as the ASUS Representative on special committees struck by the Faculty of Arts and Science, unless delegated to another member of the Executive or Council at the discretion of the President;

xx) To sit on the AMS' President's Caucus, and work with the AMS and other Faculty Societies in coordinating advocacy and events in service of students across the University.

2.03.02

Vice President Operations (CFO): The duties of the Vice President Operations (CFO) shall include but shall not necessarily be limited thereby:

- i) To set, plan, and pursue the long-term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a) ASUS Permanent Staff;
 - b) Services Commissioner;
 - c) ASUS Store Manager;
 - d) Accounting Clerk;
 - e) Sponsorship Director;
 - f) ASUS Receptionists.
- iii) To update and maintain policy relevant to the Operations portfolio;
- iv) To sit on, report to, and participate at ASUS Assembly, and serve on ASUS Assembly Committees as required;
- v) To consult with AMS General Manager, Campus Affairs Commissioner, and any necessary external actors on issues of insurance and liability;
- vi) To ensure that the ASUS House is maintained, reporting any maintenance issues to PPS, and ensuring that it is a comfortable accessible, and safe working environment;
- vii) To correspond with operational external accounts (including Queen's University, Culligan, Bullfrog Power, and the Alma Mater Society);
- viii) To attend events and trainings of direct reports and other groups of the Society;
- ix) To oversee the operations of the ASUS Store, in collaboration with the ASUS Store manager;
- x) To be responsible for the administration and oversight of the financial affairs of the Society in collaboration with the Society's Permanent Staff and Accounts Clerk, including:

- a) Payroll;
 - b) Invoicing;
 - c) External Accounts;
 - d) The preparation, maintenance, and oversight of a fiscally responsible yearly budget;
 - e) Ensuring monthly maintenance and budget updates of the Society in collaboration with Executive, Council, and Assembly members.
- xi) To act as the Chair of the ASUS Board of Finance and Budget Review Committees;
- xii) To arrange that each year the Society's financial books be inspected by a Chartered Accountant who shall prepare a Financial Review based on those records;
- xiii) To work with the Permanent Staff in ensuring the viability and sustainability of the Society's investments, and the proper maintenance of the Society's funds in its banks;
- xiv) To oversee external sponsorship across the Society, in collaboration with the ASUS Sponsorship team;
- xv) To act as a Financial Advisor to the Head Gael, ASUS Camps Business Director, ASUS Executive, ASUS Council, and any personnel of the Society;
- xvi) To manage the ASUS General Operating Budget, and act as a support in creating, managing, or tracking Society budgets to all members of ASUS;
- xvii) To oversee the cheque requisition system, including the reimbursement issuing system;
- xviii) Oversight of expense tracking systems, in collaboration with the Executive and ASUS Council.

2.03.03

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

- i) To set, plan, and pursue the long-term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a) ASUS Community Outreach Commissioner;
 - b) ASUS Camps Directors;

- c) ASUS Human Resources Officer;
 - d) ASUS Governance Officer;
 - e) Wellness Director;
 - f) ASUS Sustainability Director.
- iii) To attend events and trainings of direct reports and other groups of the Society;
 - iv) To sit on Arts and Science Faculty Board, and any sub-committees required, alongside other sub-committees possible at the discretion of the Vice President;
 - v) To specifically support the long term growth of ASUS Camps, and ensure its virtual and in-person development in Kingston and beyond;
 - vi) To sit on the Arts and Science Board of Studies;
 - vii) To lead and strategize all internal changes to ASUS, considering its structural health and long term growth, primarily by working with the Governance Office, Equity Director and Sustainability Director;
 - viii) To sit on, report to, and participate at ASUS Assembly, and serve on ASUS Assembly Committees as required;
 - ix) To assist the President with all advocacy related activities, including research, consultations, presentations, and advocacy;
 - x) To sit in on the following meetings alongside the President:
 - a) Dean of the Faculty of Arts and Science;
 - b) Arts and Science Dean's Council;
 - c) Arts and Science Student Services Team;
 - d) Associate Dean of Teaching and Learning.
 - xi) To meet with counterparts at ASUS Sibling Societies and other Faculty Societies and work to build an identity among ASUS-affiliated students, specifically ensuring outreach, inclusion, and promotion of ASUS Sibling Society members;
 - xii) To work alongside the ASUS Human Resources Office to foster an organizational identity, strong volunteer appreciation, and a welcoming, accessible, and effective ASUS community;
 - xiii) To lead planning of the Society's Council Pre Week, in collaboration with the Human Resources Officer and other members of the Executive;

- xiv) To join the President at all student-facing events aimed to connect the Society to its constituents, and improve advocacy, services, and operations of the Society;
- xv) To join the President at consultations with outside groups. Key regular consultations should include the 4 Direction Indigenous Centre, Yellow House, Alma Mater Society, student Senate caucus, and other major stakeholders;
- xvi) To sit on AMS Assembly alongside the President and serve on all necessary committees;
- xvii) To join the President in overseeing the Society's intern council, ensuring the Society provides an enriching and exciting experience to all ASUS interns;
- xviii) To consult with the Permanent Staff on all key decisions made in their portfolio and any external advocacy projects.

2.03.04

The executive shall present an Annual Strategic Plan to Assembly for approval at the second Assembly meeting each September. The Annual Strategic Plan shall outline the Executive's objectives and proposed courses of action. The Society's general operating budget shall be presented alongside the Annual Strategic Plan and voted upon in the same motion. Commissioners shall present strategic plans for their respective commissions at the Assembly meeting prior.

SECTION 2.04 | EMPLOYEES

2.04.01

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

- i) The ASUS President;
- ii) The ASUS Vice-President Society Affairs;
- iii) The ASUS Vice-President Operations/CFO;
- iv) The Summer Executive, as outlined in PRE/VP.1.03;
- v) The ASUS General Manager, who shall be recognized as a permanent staff member as outlined in VP.3.01;
- vi) All members of ASUS Council, including the Academics Commissioner, Community Outreach Commissioner, Equity Commissioner, Governance Officer, Marketing Officer, and Services Commissioner;

- vii) The ASUS Human Resources Officer;
- viii) ASUS Camps Staff;
- ix) The ~~Summer~~ Head Gael;
- x) The ASUS Orientation Chairs;
- xi) All positions within the Society designated work-study, including Receptionists and Assembly Scribe.

2.04.02

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

2.04.03

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

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

2.04.04

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

SECTION 2.05 | REMOVAL OF THE EXECUTIVE

2.05.01

The President and Vice-Presidents may be removed from office individually or as a team.

2.05.02

Such removal shall be effected by a non-confidence vote by the Assembly, and, if successful, a referendum to impeach. The non-confidence vote by the assembly must be the result of a motion that has had at least two (2) weeks written notice to all Assembly members. Notice is deemed to have been given if such a motion has been included in the Assembly agenda two weeks prior to the actual non-confidence vote. To be resolved, the non-confidence motion must be passed by a two-thirds (2/3) majority vote of the Assembly. Following a successful non-confidence vote, a referendum to impeach will be held. Such a referendum shall be received at any time by the Assembly and must be supported by the signatures of ten percent (10%) of the members of the Society. Such a referendum shall be conducted by the Chief Electoral Officer, on a date selected by the Chief Returning Officer, separate from any other election or referendum. At least one (1) week written notice must be given in The Journal or other publications, but in no instance shall more than twenty (20) days of classes pass between submission of the impeachment papers and the date of the balloting. The wording of the ballot shall be: "Should (Names of President (and/or) Vice-Presidents) continue to hold or cease to hold the positions of President (and/or) Vice-Presidents of the Arts and Science Undergraduate Society?"

2.05.03

If a non-confidence vote or an impeachment referendum is resolved in the affirmative, the Assembly shall proceed under the ASUS Policy on Elections and Referenda to elect a new Executive team. Not more than twenty (20) days of classes shall pass before the new President and Vice-Presidents take office. Throughout the interim period, the duties of the Executive shall be carried out by such person(s) as appointed by Assembly.

2.05.04

Should the position of President, and not the position of Vice-President, become vacant, the Vice-President Society Affairs shall assume the position of President immediately, unless ASUS Council votes that the position be filled by the Vice-President Operations. Should either of the positions of Vice-President, and not the position of President, become vacant,

the position shall be filled through appointment by Council, subject to ratification by a two-thirds (2/3) majority vote of the Assembly.

SECTION 2.06 | EXECUTIVE DUTY OF FINANCIAL DISCLOSURE & TRANSPARENCY TO ARTS & SCIENCE STUDENTS

2.06.01

Whereas the Executive of the Arts & Science Undergraduate Society have a duty to students to maintain a financially transparent student union.

And whereas the Executive of the Arts & Science Undergraduate Society have a duty of financial stewardship to students.

And whereas a “Financial Review Engagement” is defined as an assessment of an organization’s monies conducted by a third party.

And whereas ASUS Assembly acts as the agent and voice of Arts & Science Students at Queens’ University.

Ergo, the Executive shall execute a Financial Review Engagement with an Accredited Chartered Professional Accounting Firm

And it is the duty of the Executive to bring an agent from this firm to present their findings to Assembly and answer questions.

This agent will be present no later than the last assembly in January.

2.06.02

The ASUS Accounts Clerk and General Manager shall work with and report to the ASUS Vice-President Operations to ensure the financial health and well-being of the Society.

PART 3: MEMBERSHIP

SECTION 3.01 | MEMBERSHIP

3.01.01

Each student enrolled in the Faculty of Arts and Science shall be considered a member of the Society and will pay the annual Society membership fee.

3.01.02

Members of the Society shall be ordinary members, affiliated members, or honorary members:

- i) Ordinary members shall be all students of the Society who are enrolled in at least one course in the Faculty of Arts and Science;
- ii) Honorary members shall include the Chancellor, the Rector, the Principal, the Dean of Arts and Science, Trustees of the University, employees of the Society who are not ordinary members, and such other members as selected through Society Annual Meetings, referenda, or Assembly. Such honorary members may also be ordinary members, if they comply with paragraph i) of this subsection;
- iii) The Society may create Honorary Life Memberships of the Society through General Meetings or referenda.

3.01.03

Members of the Arts and Science Undergraduate Society are also members of the Alma Mater Society.

3.01.04

Each student may belong to a member Society or affiliated Society, as well as to the Society. They shall enjoy the rights and privileges of both Societies.

SECTION 3.02 | RIGHTS, PRIVILEGES AND OBLIGATION

3.02.01

The rights and privileges of ordinary and affiliated members of the Society, as described in Subsection 3.01.02, shall include the right:

- 1) to vote in all Society elections and referenda;
- 2) to hold offices or positions of employment within the Society, subject to any restriction of the office or position as outlined by ASUS policy;
- 3) to attend meetings of the Society subject to the Rules of Procedures as prescribed by the ASUS Policy on Rules of Order;
- 4) to move or second motions at such meetings;
- 5) to speak for or against any motions at such meetings;
- 6) to vote at Society Annual Meetings or Society Special General Meetings;

- 7) to gain admission to and/or actively participate in any Society sponsored event and/or program subject to the restrictions of the particular event or program.

3.02.02

The rights and privileges of honorary members, as described in Subsection 3.01.02, shall include the right:

- i) to attend Society Annual Meetings or Society Special General Meetings subject to the Rules of Procedures as prescribed by the ASUS Policy on Rules of Order;
- ii) to speak for or against any motions at such meetings.
- iii) to gain admission to and/or actively participate in any Society sponsored event and/or program subject to the restrictions of the particular event or program.

3.02.03

Members may resign in writing, which shall be effective upon acceptance by the Assembly. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied, or that which became payable by them to the Society prior to the acceptance of their resignation.

SECTION 3.03 | ASUS SPECIFIC FEE

3.03.01

There shall be a fee to be paid by every ordinary member of the Society, to aid in accomplishing Society objectives. The Society fee shall be established by a majority vote of the Society members at a Society Annual Meeting, Society Special General Meeting or by referendum, and shall be reviewed each spring by Council.

3.03.02

The allocation of Society funds shall be set by budget each year, subject to majority approval by the Assembly. Any expenditure not accounted for in the Society Budget must first be approved by Assembly.

SECTION 3.04 | SIBLING SOCIETIES

3.04.01

Each student in the Faculty of Arts and Science may belong to a sibling society, as per their plan designation, but will at all times remain members of the Arts & Science Undergraduate Society. They shall enjoy the rights, privileges, and obligations of both Societies. Students belonging to a sibling society may be levied additional fees for membership in addition to

the mandatory membership fee of the Arts & Science Undergraduate Society. The following are ASUS Sibling Societies:

- i) Concurrent Education Student Association (CESA);
- ii) Computing Students Association (COMPSA);
- iii) Physical Health Education and Kinesiology Student Association (PHEKSA)

Any Society seeking recognition as a sibling society of ASUS must be ratified as such through ASUS Assembly.

3.04.02

Recognized sibling societies of ASUS shall be entitled to the following rights:

- i) 1 voting member on ASUS Assembly;
- ii) 1 voting member on DSC Assembly;
- iii) Representation on behalf of all arts and science student Senators;
- iv) Continual representation and advocacy to Queen's University administration;
- v) Annual coverage of all accrued AMS insurance costs;
- vi) Access to all ASUS sponsored grants and scholarships.

3.04.03

All students belonging to a sibling society shall indefinitely remain members of the Arts & Science Undergraduate Society so long as they qualify for ordinary membership.

3.04.04

Unless otherwise designated by the ASUS Assembly, the ASUS Executive shall retain entire responsibility for coordinating and acting on broader advocacy projects that threaten or impact the academic or extracurricular climate of the Faculty of Arts and Science. Sibling societies shall retain sole authority and autonomy over issues that threaten or impact students of their school or department;

3.05.05

Sibling societies shall only be permitted to secede from ASUS in the event that the Faculty of Arts and Science no longer deems the members of that school as students belonging to the Faculty of Arts and Science.

PART 4: ELECTIONS AND REFERENDA

SECTION 4.01 | GENERAL ELECTIONS

4.01.01

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

4.01.02

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

4.01.03

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

4.01.04

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

4.01.05

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

4.01.06

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

4.01.07

No Executive member shall run for re-election to their position:

4.01.08

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

4.01.09

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

4.01.10

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

4.01.11

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

4.01.12

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

4.01.13

Results shall also be submitted to the Journal or other publications to be published at the earliest possible date.

4.01.14

The CRO shall vote twenty-four (24) hours in advance of the election by naming the chosen candidate in a letter deemed to be official ASUS documentation, and delivered to the CEO in a sealed envelope. This envelope will be opened only in the case of a tied vote. Should there be more than two (2) candidates or teams of candidates, the CRO shall indicate his/her order of preference in the document.

4.01.15

All campaigns for elections and referenda shall occur in accordance with the ASUS Policy on Elections and Referenda.

4.01.16

Any complaint concerning the conduct of an election, referendum or recount, including the conduct of the CRO, shall be presented in writing to the CEO no later than seventy-two (72) hours after the announcement of the results. The CEO shall have the authority to determine the validity of the complaint, upon consultation with the Advisory Board where necessary. The CEO and the Governance Officer shall have the authority to act on the complaint as they deem most appropriate.

4.01.17

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

4.01.18

In cases where the AMS online voting system is not available for use for any reason, ASUS elections shall be postponed for a period of up to seven (7) days. Should the online system still not be available after this period, elections will be carried out by use of paper balloting, as outlined in ELC.4.04.

SECTION 4.02 | PERMANENT YEAR-REPRESENTATIVES

4.02.01

The Permanent Year Executive (see Assembly Policy Manual, Section 2.04) shall be elected in their fourth year, by members of the graduating class at the Society Annual Meeting.

SECTION 4.03 | REFERENDA

4.03.01

ASUS referenda will be carried out in conjunction with the referenda of the AMS, with the use of the AMS online voting system.

4.03.02

Assembly may, at any time, draft a referendum or plebiscite question on any issue within the purview of ASUS, to be included in a referendum held either independently of or in conjunction with ASUS general or bi-elections. Questions to be included in ASUS referenda

may also be put forth by any member of the Society by written request to the C.R.O., supported by a petition of at least five percent (5%) of Society members.

- i) Referendum questions shall be defined as questions that are binding to the Society, such as the establishment of a new ASUS fee.
- ii) Plebiscite questions shall be defined as questions that give Assembly public opinion on a matter affecting the society

4.03.03

The campaign for a referendum must follow the guidelines outlined in the ASUS Policy on Elections and Referenda.

4.03.04

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

4.03.05

Suspensions of error regarding referenda shall be resolved in accordance with subsection 4.01.18 of the Constitution.

PART 5: MEMBERSHIP TO ASSEMBLY

SECTION 5.01 | MEMBERSHIP OF THE ASSEMBLY

5.01.01

The voting members of Assembly shall be the:

- i) ASUS Executive
 - a. The ASUS President
 - b. The ASUS Vice-President Operations
 - c. The ASUS Vice-President Society Affairs
- ii) Representatives to the Alma Mater Society. The number of Representatives to the Alma Mater Society shall be determined by the provisions outlined within Section 5.01.02 of the AMS Constitution.
- i) Five (5) Arts and Science Senators
 - a) Three (3) shall be two-year Senators
 - b) Two (2) shall be one-year Senators

ii) Four (4) Academic Representatives

- a) The Representatives shall be elected by DSC Assembly, and each of the representatives shall represent one of the four divisions: Natural and Physical Sciences; Social Sciences; Humanities; and Languages, Linguistics, and Cultural Studies.

5.01.02

Voting members from ASUS' Sibling Societies shall include:

- i) Concurrent Education Students' Association Vice-President (Internal), or a designate
- ii) Computing Students Association Vice-President (Operations), or a designate

5.01.03

A member may hold no more than one position – voting or non-voting – on ASUS Assembly.

5.01.04

The non-elected, non-voting members of the Assembly shall include:

- i) Speaker positions:
- a) a Speaker who shall be appointed by the new voting members of Assembly as soon as possible after they have been installed. The Speaker shall chair all meetings of the Assembly, and shall enforce the Rules of Order (as seen in the Manual of the same name)
- b) a Deputy Speaker from the voting members of the Assembly who will assume the duties of the Speaker in the event of his/her absence;
- ii) a Scribe who shall be a paid employee of the Society;
- a) the Commissioners and Officers as outlined in Section 6.03
- iii) the Chair of the ASUS Advisory Board

5.01.05

Observers are persons deemed to be resources to Assembly. They are invited to, but not required to, attend Assembly. Observers have no written reports, but may provide an oral report if he/she wishes or if requested by members of Assembly. The observers of Assembly shall include:

- i) The ASUS General Manager

- ii) If Council so chooses, an Honorary President, who shall be a graduate, a member of the academic or administrative staff of the university, or a friend of the university. This person shall be appointed annually upon the recommendation of the Council;

SECTION 5.02 | TERMS OF REFERENCE OF THE ASSEMBLY

5.02.01

The Assembly is the ultimate decision-making body for the policy and political affairs of the Society. The Assembly has full power, within the restrictions of the Constitution, to create, alter and/or terminate any policy statements, which are considered to be Society policy, and to deal with any reports, recommendations and/or conclusions of any groups, committees, and organizations which fall within the purview of the Assembly.

5.02.02

Without, in any way, restricting the generality of the foregoing, the Assembly shall aim to fulfill its mandate by:

- i) debating and dealing with any reports, including their recommendations and conclusions; with motions, as submitted by the Council, Assembly, or the ASUS student body-at-large; with policy decisions regarding the official stance of the Society on any issue within the purview of Assembly; and with the granting of allocations of all funds assigned to grants in the current Council;
- ii) carrying out various duties in the interest of the Societal student body.

5.02.03

The Assembly shall be directly responsible for the actions and activities of the various Commissions, as outlined in CON.6.04-6.09; all Assembly Committees, and any groups and organizations that are within the jurisdiction of the Assembly.

5.02.04

The decisions of the Assembly shall be binding on the Executive. Representatives to the AMS and Student Senators may choose to follow Assembly decisions.

SECTION 5.03 | ELECTION AND REMOVAL OF ASSEMBLY MEMBERS

5.03.01

The Executive, Representatives to the AMS, and Student Senators shall be elected by the full Societal membership in a general election or a by-election, as outlined in the ASUS Policy on Elections and Referenda.

5.03.02

The Year Presidents and Vice-Presidents shall be elected annually by their respective years, as outlined in CON.4.02.

5.03.03

The Departmental Student Council shall be elected as outlined in CON.7.01.

5.03.04

The CESA Representative shall be elected by the members of CESA.

5.03.05

The COMPSA Representative shall be elected by the members of COMPSA.

5.03.06

The PHEKSA Representative shall be elected by the members of PHEKSA.

5.03.07

Each Assembly member is expected to act in the best interest of their constituency.

5.03.08

All Assembly members, with the exception of the President, Vice-President Society Affairs, and Vice-President Operations, who are removed subject to Section 2.06, are subject to removal from Assembly on the following grounds:

- i) absence or lateness at three (3) or more duly-called meetings;
- ii) theft, fraud, or embezzlement of funds;
- iii) ineligibility to be a member;
- iv) just cause

5.03.09

The Governance Officer is charged with formally notifying the Assembly when a member is absent from both their second and third meeting.

5.03.10

The Governance Officer shall be responsible for determining if an Assembly member is ineligible for their position, and shall notify Assembly as such. Upon this notification, that seat on Assembly shall be deemed to be vacant and shall be filled in accordance with Subsection 5.03.17. This determination may be appealed by the Assembly member to the ASUS Advisory Board, which shall have the final right of determination.

5.03.11

If an Assembly member is absent or considerably late for three (3) meetings of Assembly, without prior notice given in accordance with Section 3.11.01, Part xii to xiv of the Assembly Rules of Order Policy Manual, they shall be summoned before the next Assembly meeting to provide an explanation for each instance of absence or truancy. The rest of Assembly will be given the opportunity to question them, and then Assembly shall vote on the expulsion of that member from their position. Expulsion shall be by a non-seconded Motion of Removal moved by the Governance Officer. This motion shall be subject to debate and must be passed by a two-thirds majority vote of Assembly by secret ballot.

5.03.12

In the case where an Assembly member is eligible for removal through Subsection 5.03.08, parts ii) and iv), the Governance Officer shall inform the Assembly member of their eligibility for removal. The Assembly member in question may appeal the decision to the Governance Officer. At the discretion of the Governance Officer, the appeal shall then be presented to members of ASUS Assembly, at the next scheduled meeting.

5.03.13

Subsections 5.03.11 and 5.03.12 do not apply to the Executive of the Society, whose removal from office is governed by Section 2.06. The Executive and Commissioners may be disciplined according to Section 12 Part 4 of the Human Resources Policy Manual.

5.03.14

The text of a Motion of Impeachment shall be as follows: "(Name of person) shall cease to hold the office of (name of office), on the grounds of (relevant part of Subsection 5.03.08)."

5.03.15

When a member of Assembly is removed by Assembly according to Subsections 5.03.12 or 5.03.13, the offending member's seat shall be declared vacant, and shall be filled in accordance with Subsection 5.03.17. An Assembly member who is removed subject to Subsection 5.03.08 part ii) or resigns while subject to a Motion of Impeachment on that part shall be ineligible to run for any ASUS office for the remainder of their undergraduate career.

5.03.16

An Assembly member may resign their position in writing to the Governance Officer. The Governance Officer is responsible for notifying Assembly of any resignations at the Assembly meeting immediately after the resignation is received. At the point that Assembly is notified of the resignation, the resigning member's seat shall be declared vacant, and shall be filled in accordance with Subsection 5.03.17.

5.03.17

In the event that a seat on Assembly is declared vacant, that seat shall be filled as follows:

- i) Academic Representatives shall be replaced in the same way they are normally elected.
- ii) CESA, COMPSA, and PHEKSA Representatives shall be replaced in accordance with the Constitutions of their respective Associations;
- iii) Representatives to the AMS, Year-Representatives, International Representatives, and Student Senators shall be replaced by election of the full Society membership at the next ASUS General Election or ASUS Fall By-Election. The executive may nominate an interim Representative or Senator to serve in the vacant position until the next general election or by-election. Such a nomination must be made in consultation with the other AMS Representatives or Student Senators, as the case may be, and must be ratified by a two-thirds vote of the Assembly.

PART 6: COUNCIL, COMMISSIONS AND COMMITTEES

SECTION 6.01 | COUNCIL

6.01.01

The following shall be the voting members of the Council:

- i) the Commissioners;
- ii) the Executive;
- iii) such other persons as may be appointed by the President and approved by a two-thirds (2/3) majority vote of the Assembly.

6.01.02

Council is the executive body of the Assembly and is primarily responsible for providing the initiative and, where appropriate, the responses to all political and policy matters that fall within the purview of the Society during its term of office. Council shall attempt to clarify issues for the Assembly, identify and deal with campus problems, and handle administrative details involving the Society.

6.01.03

Without in any way restricting the generality of the foregoing, the Council shall fulfill its mandate by:

- i) coordinating the work of the various Commissions and Office which are represented in the membership of Council;

- ii) reviewing reports which come forward from the various Commissioners, Office, and Committees of the Assembly with a view to adding in their presentation at Assembly;
- iii) preparing reports based on both its own initiative and in response to other reports and/or situations of concern to the Society or the Societal body in general;
- iv) preparing policy drafts for consideration by the Assembly;
- v) working towards the specific goals of the current Assembly and Executive;
- vi) being both an initiating and a responsive body.

6.01.04

No decision of the Council which is made under the authority of the delegated powers from the Assembly shall continue to stand unless reaffirmed by a majority vote of the Assembly at its first meeting following the period when such powers were delegated. This in no way detracts from the powers of Council as listed in this section.

6.01.05

Each member of Council shall submit a year-end review of events for the purposes of documenting the history of the Society. These reports shall be submitted to Queen's Archives by the Governance Officer.

SECTION 6.02 | COUNCIL MEETINGS

6.02.01

The Council shall meet weekly during the Fall and Winter Terms. The time and agenda for such meetings shall be the responsibility of the President.

6.02.02

Meetings of the Council shall be in camera; however, all major decisions taken by Council will be reported at the Assembly meeting following the Council meeting at which the decision was taken, and will not be considered Society policy until such decisions are ratified by a majority vote of the Assembly.

6.02.03

Quorum for Council meetings will be a majority of the members. Motions at Council meetings shall be decided by a majority of the votes, with each member of Council having one (1) vote. In the case of an equality of votes, the motion shall be deemed to have been defeated.

SECTION 6.03 | THE COMMISSION SYSTEM

6.03.01

The Executive shall appoint Commissioners and Officers to the Commissions and Offices referred to in this part, and to such other Commissions as may be established by the Executive and the Assembly from time to time. Applications to any position on any Commission or Office are open to all members of the Society, and only members of the Society, unless otherwise specified.

6.03.02

The Executive shall appoint Commissioners and Officers, subject to ratification at an Assembly meeting by a two-thirds (2/3) majority of the members present and voting. All candidates for Commissioner and Officer must be in good academic standing. Commissioners and Officers shall be removed from office only upon a two-thirds (2/3) majority of Assembly members present and voting upon a motion to do so, which has had at least two (2) weeks written notice to all Assembly members.

6.03.03

Each Commissioner and Officer shall be responsible to the Assembly for the activities and affairs under the jurisdiction of their Commission. The Commissioners should attempt to carry out the directives of the Executive, the Assembly, and this Constitution.

6.03.04

In order to fulfill its mandate, as outlined in Sections 6.04 to 6.10 various Committees will be organized under the Commission/Office as is felt to be necessary by the Commissioner/Officer, the Executive, or the Assembly. Standing Committees as outlined in Section 6.09 will also be the responsibility of the respective Commissioner or Officer under whose jurisdiction they fall.

6.03.05

Each Commissioner shall report to the Assembly about the activities of their Commission including its Committees. The Assembly has the right to reverse any decision taken by a Commissioner, and no decision shall be presented as Society policy before it has been approved as such by a majority vote of the Assembly.

6.03.06

At the first Assembly meeting in September, each Commissioner and Officer shall present, for approval, a strategic plan outlining the objectives of the Commission/Office for the upcoming year and providing an indication of the proposed means of achieving those objectives.

6.03.07

Each Commission/Office shall consist of the Commissioner/Officer, various Chairs, various Special and/or Standing Committees and Chairs as designated to the Commission by the Executive, the Assembly or the Commissioner/Officer, and such persons as the Commissioner/Officer may from time to time see fit to appoint.

SECTION 6.04 | ACADEMICS COMMISSION

6.04.01

The Academics Commission shall consider matters of an academic or educational nature within the Society affecting members of the Society. The Commission shall strive to enhance the academic experience of members of the Society. The Commission shall recommend policy concerning programs of an academic or educational nature to be provided by the Society.

6.04.02

Without limiting the generality of the foregoing, one of the purposes and functions of the Academics Commission shall be to administer the Departmental Student Council (DSC) system and the Academic Council, to improve the quality of formal education, to preserve and develop academic freedom, and to expand the learning environment to include the society outside the institutions of formal education, through both co-curricular and extra-curricular programs. The Commission should also take an active role in the planning and conduct of educational research and the development of the Society academics and education policy.

SECTION 6.05 | GOVERNANCE OFFICE

6.05.01

The Governance Office shall be concerned with matters relating to the internal administration and operation of the Society. The Governance Office shall always remain an unbiased Office and resource for information and the operation of the Society. The Governance Office shall oversee all governance matters relating to the Assembly, the Advisory Board, and committees related either directly or indirectly to the Assembly or Advisory Board.

SECTION 6.06 | COMMUNITY OUTREACH COMMISSION

6.06.01

The Community Outreach Commission shall be concerned with providing and developing services for the students of the Faculty of Arts and Science, and improving relations with the City of Kingston by providing services which both benefit the community and

encourage interaction between Arts and Science students and members of the Kingston community.

SECTION 6.07 | SERVICES COMMISSION

6.07.01

The Services Commission shall undertake the responsibility to run all services provided by the Society to their fullest potential. The Commission shall seek to generate revenue for the purposes of Society activities, while also providing unique experiences to Arts and Science students.

6.07.02

Without limiting the generality of the foregoing, the purpose and the function of the Services Commission shall be to administer the operations of the Jackets Committee, Imaginus Poster Sale, ASUS Trips, Exchange Buddies, Good Times Diner, and any other service that the Assembly may see fit to establish.

SECTION 6.08 | MARKETING OFFICE

6.08.01

The Marketing Office shall undertake all promotions and advertising projects desired by the Society to its fullest potential. The Office's mission shall be to provide creative and effective forms of marketing for committees and clubs within the Society. The Office will strive to foster an excitingly innovative atmosphere amongst all its teams.

SECTION 6.09 | THE EQUITY COMMISSION

6.09.01

The Equity Commission shall advocate on topics of equity and social justice, including, but not limited to, the intersections of environmental justice, privilege, gender identification, patriarchy, sexual orientation, sexual assault, disability, mental health, culture, ethnicity, race and religion, as related to both the Society and Society members at large. The Commission shall strive to provide an accountable, accessible and inclusive space within the Society for all students regardless of identity, and to act as a resource that is knowledgeable on the equity structures of the university.

SECTION 6.10 | HUMAN RESOURCES OFFICE

6.10.01

The Human Resources Officer (HRO) shall be concerned with affairs regarding employee and volunteers' experiences. This shall include, but not be limited to: the hiring process, conflict resolution, training, volunteer appreciation, and evaluations. The Human Resources Office shall act as a liaison for all Arts and Science undergraduate students, and as an objective third party or as a resource when necessary.

SECTION 6.11 | COMMITTEES

6.11.01

With the exception of regulations which may be contained within this Constitution and specific regulations which may be applied to any Committee, all Society and/or Assembly Committees shall function in accordance with the regulations governing committees as contained in Robert's Rules of Order, revised in its most recent edition.

6.11.02

Standing Committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. The Committee shall continue to exist until otherwise decided by the Assembly.

6.11.03

Special Committees are established for the purpose of examining issues where no appropriate Standing Committee exists. Their memberships and terms of reference shall be determined by a resolution of the Assembly. A Special Committee shall be considered disbanded following the reception of its final report by the Assembly.

PART 7: SOCIETAL ORGANIZATIONS

SECTION 7.01 | DEPARTMENTAL STUDENT COUNCIL (DSC)

7.01.01

A Department Student Council (DSC) is a committee of undergraduate students that specialize, major, medial, or minor in one of the departments of the Faculty of Arts and Science. A DSC is organizationally and financially responsible to ASUS, as they are a part of ASUS. The Academics Commissioner shall have the power to intervene in organizational related matters of a DSC. The Academics Commissioner and the Vice-President of the Society shall have the power to intervene in financial related matters of a DSC.

7.01.02

An amount equivalent to \$1 per Arts and Science student shall be allocated to the DSC Fund in the Society Budget. Each DSC shall receive an allocation from this fund at the discretion of the Academics Commissioner and the ASUS Vice-President.

7.01.03

All Departmental Student Councils (DSC's) must follow all parameters set out in the DSC Charter as ratified by ASUS Assembly, to be found in the policy document entitled DSC Charter.

7.01.04

All DSC Presidents and Co-Presidents shall be elected based on the parameters outlined in Part 4: Section 4.01.09 of this Constitution.

PART 8: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS

SECTION 8.01 | GENERAL

8.01.01

There shall be two (2) types of meetings of Society members:

- i) Annual General Meetings;
- ii) Society Special General Meetings.

8.01.02

The Annual General Meeting and Society Special General Meetings shall be held on the University campus in a location determined by the Governance Officer. Such meetings shall be chaired by the President of the Society. The President may, at their discretion, turn the Chair over to any other member of the Society. These meetings shall run in accordance with Part 4 of the Assembly Policy Manual.

PART 9: BUDGETS

SECTION 9.01 | BUDGETS

9.01.01

There shall be a Society Budget prepared by the Vice-President Operations in collaboration with the other current Executive members which sets out the budget for the whole Society based on the Society's Fiscal Year (May 1 to April 30). The Society General Operating Budget shall be presented by the Vice-President Operations at ASUS Assembly in the Fall Semester of the Fiscal Year.

9.01.02

The Society General Operating Budget shall outline a strategic vision for the operation of the Society, including all include those matters associated with the Assembly, the Executive, the Commissions and the operation of the Society office. The Society shall not run a deficit. The Society Budget shall be approved by a majority vote of the Assembly, and the Assembly shall be responsible for ensuring that it is properly adhered to.

9.01.03

Assembly shall approve, by a majority vote, the budgets of all Society organizations.

9.01.04

All expenditures made outside of the Society Budget shall be approved by a two-thirds (2/3) majority vote of the Assembly at two (2) consecutive meetings.

SECTION 9.02 | FISCAL ACCOUNTABILITY

9.02.01

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

9.02.02

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

9.02.03

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

9.02.04

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

9.02.05

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

9.02.06

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

PART 10: TRANSITION

SECTION 10.01 | TRANSITION

10.01.01

The Executive shall be retired at the close of the fiscal year of the Society (April 30), during which they held office. At that time, the Executive-elect shall assume the powers vested in the offices of the Executive.

10.01.02

The Assembly shall be retired at the Society Annual Meeting. At that time, the Assembly-elect shall assume the powers vested in the body of the Assembly. The prior Executive shall, at the same time, cease to hold the status of Assembly members and the Executive-elect shall stand in their stead. Representatives that sit on AMS Assembly shall continue their terms until the end of the academic year, when the representatives-elect shall assume their positions on AMS Assembly.

10.01.03

The Executive, prior to the election of their successors, shall ensure that the Transition Manual is up to date. Further, during the transition period, the Executive-elect shall refer to said Transition Manual.

PART 11: ASUS ADVISORY BOARD

SECTION 11.01 | GENERAL

11.01.01

There shall be an ASUS Advisory Board which shall be the body responsible for the annual and long-term strategic planning and financial sustainability of the Society while also maintaining and revising the ASUS Human Resources Policy. The Advisory Board shall also function as the adjudicative panel of the Society and may exercise jurisdiction regarding:

- i) any breach of the Governance Documents or any violation of an appropriately published rule or regulation of the Society. An appropriately published rule shall be defined by:
 - a) incorporation into the Constitution, ASUS Policy Manual, handbook, or similar publication or document of the Society, or any member or affiliated Society;
- ii) a question of Constitutional interpretation which is brought forward from the Assembly by the Speaker of the Assembly and/or any Members of the Assembly;
- iii) a question of Constitutional interpretation which is brought forward by any member of the Society and/or Members of its affiliated Societies;
- iv) a Speaker's ruling from the Assembly which is contested by a member of the Assembly, a member of the Society, and/or Members of its affiliated Societies;
- v) "Alumni" refers to any student who has graduated from the Queen's University Faculty of Art & Science, and held a position within ASUS during their time at Queen's University;

PART 12: ASUS STAFF POLICY

SECTION 12.01 | CLASSIFICATION OF EMPLOYEES

12.01.01

The Society shall employ a General Manager on a part-time, year round basis. Each year, the breakdown of specific responsibilities may be negotiated between the ASUS General Manager and Vice President, as deemed fit by the individuals in the position, and in line with the hours they are salaried to work for the Society. With that being said, The General Manager shall have the ultimate responsibility for the financial and administrative well-being and longevity of the society. While the Vice President may perform some responsibilities, the General Manager shall be ultimately accountable for remittances, reconciliations, taxes, forms, and banking, and must always make the Society's longevity their priority. In addition to being an effective steward of the Society's finances, the General Manager must also guide each Society leadership team towards their goals of long term growth. They should be present and involved in all aspects of the Society, and they must directly and regularly report their activities to the ASUS Vice President. Further policy, including specific responsibilities, can be found in the General Manager Policy Manual.

12.01.02

The Society shall employ a maximum of eight (8) to ten (10) ASUS Core Receptionists on a part-time basis for eight (8) months of the year. This position shall be a work-study position.

12.01.03

The Society shall employ ASUS Camps Directors and Staff.

SECTION 12.02 | ACCOUNTABILITY OF EMPLOYEES

12.02.01

All employees shall by default be accountable to ASUS Council through the ASUS Executive. It is the responsibility of the Executive to ensure that the people filling these positions meet the needs of the Society and that they are satisfied in their positions.

12.02.02

The General Manager is accountable to the ASUS Council directly through the Vice-President of the Society.

SECTION 12.03 | EMPLOYEE EVALUATION

12.03.01

The ASUS Vice-President will conduct a performance review of the General Manager in November, February and April.

SECTION 12.04 | HIRING

12.04.01

Advertising for full-time employee positions shall be placed in campus and external media. Advertising shall include information on the nature of the position, expected starting date, reference to compensation, necessary qualifications, deadline date for applications, mailing address and any other information that ASUS Council deems relevant. Applications should be submitted to the relevant hiring platform which is overseen by the Human Resources Officer. ASUS will ensure that proper accessibility and accommodation are prioritized within the hiring processes to ensure equitable access to ASUS roles for all Arts and Science students.

12.04.02

The Hiring Committee for full-time employee positions shall consist of the President and Vice-President of the Society, the Governance Officer, and any other person(s) Council deems necessary.

12.04.03

Where possible, all qualified applicants shall be interviewed by the full Hiring Committee; however, applications may be pre-screened so that interviews are limited to only the best qualified candidates.

12.04.04

The successful candidate(s) will be informed by telephone, followed by an offer of employment letter which will stipulate a response deadline date. The names of unsuccessful candidates will not be released.

12.04.05

Several situations in ASUS policy require a hiring panels to be comprised of specific individuals (e.g. Outgoing Governance Officer, Outgoing executive member, etc.). In such a situation where one or more individuals required are not available the following shall occur:

- i) The Human Resources Officer shall approve a hiring panel of different composition.
- ii) Any individuals hired from the process in question shall be subject to the ratification of Assembly

PART 13: SOCIETY VALUES, MISSIONS AND COMMITMENTS

13.01.01

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

- i. Sustainability
- ii. Accessibility
- iii. Indigenization

13.02.01

- i) Society members, volunteers, and employees shall adhere to all sustainability policies outlined in the Constitution and respective Policy Manuals.
- ii) ASUS shall strive to appropriately recycle and/or dispose of all materials that are no longer necessary to the activities of the Society, including but not limited to:
 - a. Electronics;
 - b. Equipment;
 - c. Promotional materials;
 - d. Decorations;

- e. Food waste; and
 - f. Other byproducts of office activities.
- iii) When ordering materials in bulk, the purchaser must prepare a waste diversion plan for end of life of the materials. The purchaser is encouraged to consult with the Sustainability Director prior to making the order.
- iv) Ordering of promotional materials or single-use materials, including but not limited to pamphlets, business cards, and office supplies, are encouraged to be constructed of a material that can be recycled.
- v) Paper use should continue to be reduced wherever possible and eliminated in cases where accessibility is not sacrificed.
- vi) There shall be sustainability rules for all events organized by ASUS, as follow:
 - a. Event planners must review the sustainability section included in the Event Proposal Form (EPP);
 - b. Events must include receptacles for proper recycling of paper, plastic, compost, and garbage, in addition to any other specific waste generated by the event activities;
 - c. Event planners should consult with their Commissioner/Officer/Executive to make use of decorations or materials that other committees may be able to repurpose for their event;
 - d. Waste diversion plans should be developed for any excess of food at events. This may include:
 - i. Committee members or event organizers;
 - ii. Food banks; and
 - iii. Other community partners.
 - e. Tickets for events should be offered virtually.

13.03.01

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

- i. ASUS Meetings
- ii. ASUS Spaces
- iii. Positions and Hiring

13.03.02

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

- i. Close captions

- ii. Recordings of online meetings
- iii. Detailed meeting minutes to be made available

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

13.03.03

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

13.03.04

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

13.04.01

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

- i. Ongoing Land Acknowledgements
- ii. The Reflection Room

13.04.02

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

- i. Opening of Events
- ii. Assembly Meetings
- iii. Through ASUS virtual correspondences and email signatures

13.04.03

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

PART 14: CONFLICT OF INTEREST

SECTION 14.01 | DEFINITION

14.01.01

A conflict of interest shall be defined as when a member of the Society is impacted directly by a particular decision of a body that said person is a member of.

SECTION 14.02 | ASSEMBLY

14.02.01

Any member of ASUS Assembly who sees themselves as having a conflict of interest with an upcoming motion and/or nomination committee shall declare that they have a conflict. This shall be recorded in the minutes.

14.02.02

Members of Assembly may choose to abstain from voting on any motion. This shall be recorded in the minutes.

SECTION 14.03 | HIRING

14.03.01

ASUS shall follow the conflict of interest policy of the ASUS Constitution. It will be at the member's discretion as to when they believe there is a perceived conflict of interest.