

ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY

DUC MENTEM AD LIBERTATEM

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

AGENDA

1. **Motion #1** – Approval of the Agenda
2. **Motion #2** – Approval of the Minutes
3. Speaker's Business
 - i. **Land Acknowledgement**
 - ii. **Assembly Activity Instructions**
4. Discussion Period
 - i. **Return to in-person instruction**
 - ii. **Assembly Feedback**
5. Executive Reports
6. Society Reports
 - i. **Business of ASUS Council**
 - ii. **Business of the Sibling Societies**
7. Other Reports
 - i. **Business of the Senate**
 - i. **Business of Other Members (Academic Representatives, ASUS Reps. to the AMS, Year-Representatives)**
8. Statements by Members
9. Question Period
10. Old Business
11. New Business
 - i. **See attached motion sheet, motions 3-15.**
12. Speaker's Last Word
 - i. **Assembly Activity Wrap-Up**
13. Adjournment of the ASUS Assembly

MOTION SHEET

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

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on November 30th, as seen on the ASUS website.

- MOVED BY: KRISTEN SUTHERLAND
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

3. That ASUS Assembly formally approve the changes to the President Policy Manual as seen in *Appendix A: President Policy Manual Changes - Wellness Director.*

- MOVED BY: EMILY ROSS
- SECONDED BY: ALYTH ROOS

Est Time: 2 mins

4. That ASUS Assembly formally acknowledge the successful election of Team YEA (Team Yara Hussein as President, Emma Farrell as Vice-President Society Affairs, and Aloka Wijesundara as Vice-President Operations) as the 2022-2023 Arts and Science Undergraduate Society (ASUS) Executive.

- MOVED BY: ALYTH ROOS (2021-2022 PRESIDENT)
- SECONDED BY: BRANDON ALDOWRTH (2021-2022 VICE PRESIDENT/CFO)

Est Time: 3 mins

5. That ASUS Assembly formally ratify Caroline Jarrett as the ASUS Camps Director (Operations) for ASUS Summer Camps of 2022.

- MOVED BY: ALYTH ROOS
- SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

6. That ASUS Assembly formally ratify Olivia McElrea as the ASUS Camps Director (English) for ASUS Summer Camps of 2022.

- MOVED BY: ALYTH ROOS
- SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

DATE: FEBRUARY 15TH, 2022

- 7. That ASUS Assembly formally ratify Leah Smithson as the ASUS Camps Director (French) for ASUS Summer Camps of 2022.**

 - MOVED BY: ALYTH ROOS
 - SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

- 8. That ASUS Assembly formally acknowledge that ASUS will be moving to the Royal Bank of Canada (RBC) as the Society's primary financial institution.**

 - MOVED BY: BRANDON ALDWORTH
 - SECONDED BY: ALYTH ROOS

Est Time: 2 mins

- 9. That ASUS Assembly formally approve the changes to the Vice President (Society Affairs) Policy Manual, as seen in *Appendix B: Vice President (Society Affairs) Policy Manual Changes - ASUS Camps Restructuring.***

 - MOVED BY: BRANDON ALDWORTH
 - SECONDED BY: ALYTH ROOS

Est Time: 2 mins

- 10. That ASUS Assembly formally approve the changes to the ASUS Assembly Policy Manual as seen in *Appendix C: Assembly Policy Manual Changes.***

 - MOVED BY: CAITLIN HAYES
 - SECONDED BY: KRISTEN SUTHERLAND

Est Time: 2 mins

- 11. That ASUS Assembly formally approve the changes to the Governance Policy Manual as seen in *Appendix D: Governance Policy Manual Changes.***

 - MOVED BY: KRISTEN SUTHERLAND
 - SECONDED BY: CAITLIN HAYES

Est Time: 2 mins

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

 - MOVED BY: EMILY ARMSTRONG
 - SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

- 13. That ASUS Assembly formally approve the changes to the Academics Policy Manual as seen in *Appendix F: Academics Policy Manual Changes.***

 - MOVED BY: TIFFANY YUNG
 - SECONDED BY: ALICIA PARKER

Est Time: 2 mins

DATE: FEBRUARY 15TH, 2022

14. That ASUS Assembly formally approve the changes to the President Policy Manual as seen in *Appendix G: President Policy Manual Changes Part 2.*

- MOVED BY: ALYTH ROOS
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

15. That ASUS Assembly formally approve the changes to the ASUS Constitution as seen in *Appendix H: Changes to the ASUS Constitution.*

- MOVED BY: ALYTH ROOS
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

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FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



Dear Assembly,

I hope you are all doing well and enjoying being almost halfway through the semester! We cannot begin to express how excited we are with all the amazing work that has happened this semester. As we look towards the end of the year, there are still so many exciting events and experiences that still await and they are all thanks to the innovation, dedication and hard work of all of our volunteers. We appreciate you endlessly.

Transition

It is with great excitement that we introduce the new executives of ASUS! Emma, Yara and Aloka have already jumped right into transition and have been doing an incredible job. We have a plan set forward for the upcoming months on all the topics surrounding my portfolio to welcome the first three executives in over 30 years. Over the next few months we will be transitioning them into their roles and look forward to providing more updates on the status of the incoming council!

Return to Campus

Our central focus for this month has been actively advocating on topics surrounding the return to campus. This has ranged from having increased flexibility surrounding the return and ensuring content is still made available virtually in the instance that students are not able to attend class due to COVID symptoms. From consulting with our own networks to communicating with the faculty, we have also been advocating for more in-person opportunities for students upon return.

Orientation

Orientation has been in the process of completing its hiring for the upcoming year. With 36 incredible Orientation coordinators hired, we are getting ready to welcome the hundreds of gael that will be hired for the month of March. During this time, we will also be working on the annual O-week candy grams and promotional events for want tk be a Gael. In addition to all this preparation, we have also been engaging in ongoing advocacy surrounding the dates for orientation. We have been actively advocating alongside the AMS and other faculty societies to ensure orientation receives its own period of programming prior to the start of classes. We look forward to updating you in the near future.

SVPR Task Force

DATE: FEBRUARY 15TH, 2022

This month, the primary focus has been placed on the SVPR task force composed of a variety of DSCs and students. The committee's two task forces this month have included an Outreach component and a policy component. On the policy end, we are currently working to go through all queens policies surrounding SVPR and summarizing them to make them more accessible to students. For outreach, we are currently finalizing content for a new section of the ASUS website dedicated to SVPR information and supports. We are also working alongside our Director of Student Affairs Research, the Queen's journal and Barbara Lotan's office to create a publication titled the Story Behind the Numbers to empower survivors. In conjunction to this, I have been working with Kerry Roe from the governance office to support her amendments to city and university policies. Finally, we have also met with the dandelion initiative to cement our project for getting proper supports for business to engage in being active bystanders and supporting their needed policy changes. We look forward to engaging in all of this outreach in the coming months.

ThoughtExchange

ASUS has collaborated with Wendy Craig at the Faculty to release another ThoughtExchange this year! This ThoughtExchange is a follow up to the work from last year. The aim is to gauge how students have found the virtual year, the in-person transition and the changes we have experienced over the past two years. I encourage all of you to participate as well and I look forward to sharing the results with all of you.

Awards and Grants

The Arts and Science Undergraduate Research Fund is again open for submissions! They will be open until March 21st. If you have any questions, please do not hesitate to reach out. Additionally, we have also opened the Mark R. Wilson Award. This award is given to students in Arts and Science to commend their incredible work and contribution to student leadership on this campus. Nominations close March 12th.

Painting addition to the Reflection Room

The Reflection Room officially has added a new painting as its centerpiece! We look forward to opening the room back up for public use after the reading break to allow the community to see it as well. A tremendous thank you to Portia Chapman for beautiful work and talent in creating this piece of art.

Professional Development

Over the past month, Professional Development has hosted a variety of workshops ranging from coverletters to LinkedIn. They have also been hard at work planning for Life After ArtSci which will be taking place in March. This week they will be hosting a recruitment week alongside McKinsey as well as a workshop on summer job search. We look forward to seeing many of you attending.

Direct Reports

DATE: FEBRUARY 15TH, 2022

All the executive reports have been working incredibly hard to create engaging programming and advocating for students. Our Wellness Team hosted an instagram takeover that connected Arts and Science students with community stakeholders. They have also undergone a policy restructure to account for the amount of work they are hoping to accomplish. Meanwhile, they have also been communicating with Student Wellness to ensure we have a comprehensive understanding of what the in-person semester will look like. The Equity Director Yvonne will also be attending to deliver a variety of Equity policy changes that she has done in her review of all of ASUS' policy manuals. Finally, our Director Student Affairs Research is currently working to compile the data she acquired through her consultations on the student experience with SVPR. She will be engaging in similar practices for her International Students and Queen's perception surveys. This information will then be shared with Arts and Science students and made available through our website. All of their teams have been doing some truly incredible work and I look forward to watching their projects culminate this semester.

With the semester quickly speeding by, I would be remiss not to applaud the amazing work of every council member, volunteer and member of the ASUS community. As the year comes to a close and we return to campus, we could not be more excited to close off the year with wonderful memories and events. We still have so much to come! As always, if you have any questions or ideas, my inbox and door are always open!

All the best,

A handwritten signature in black ink, appearing to read 'Alyth', is centered within a light gray rectangular box.

Alyth Roos (she/her)
President
president@asus.queensu.ca



Dear Members of Assembly,

I hope you are all managing week six well! It's hard to believe that we are approaching the halfway point of this semester already – time truly flies when you're having fun. I know that this is a very busy time and I sincerely appreciate all of you being here tonight. I am including brief but critical updates from the Vice President's Office.

Transition

Alyth and I are absolutely thrilled to welcome our incoming Executive, Team YEA, as the 2022-2023 ASUS Executive. Yara Hussein, as President, Emma Farrell, as Vice President (Society Affairs), and Aloka Wijesundara (Operations) will be the first team of three ASUS Executive in decades. We look forward to the next months, which will include intense transition to ensure they feel comfortable taking on their new roles.

Financial Assistance and Grants

I am thrilled to announce that we have been able to grant all applications for financial assistance on ASUS vegan and leather jackets. Upon receiving a lower number of applications in the winter than fall, we were able to retroactively grant dozens more applications. Final disbursements will be provided to the ASUS Advisory Board. Financial assistance has also been granted for ASUS Peer Tutoring, Department Student Council Merchandise, and more.

In addition to this, the winter round of ASUS grants will be opening tomorrow! I highly encourage you all to let your societies and committees know. We have over \$5,000.00 in funding available for the Student Initiative Grant, the Professional Development Grant, the Committee Grant, the Department Student Council Grant, and the Sibling Society Grant. I look forward to seeing your applications!

COVID-19 Operations Update

We continue to prioritize the health and safety of those working out of the ASUS Office. Our Front Desk Team and Council have returned to the office, under strict guidelines of masking and sanitizing. I am eager to gradually reopen the office space to volunteers and arts and science students as it becomes safe to do so.

ASUS Camps

We are pleased to introduce our new leadership for ASUS Summer Camps! This summer, ASUS is lucky to have Caroline Jarrett as our Camps Director (Operations), Olivia McElrea as our Camps Director (English), and Leah Smithson as our Camps Director (French). We are confident that the team will be able to navigate the challenges and opportunities presented by the new leadership structure and hopeful return to in person day camps.

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Rapid Antigen Testing and Distribution of Masks

Our General Manager, Sean Thompson, has submitted a formal request to the Government of Ontario as part of the Provincial Antigen Screening Program. As a result, we are anticipating the delivery of rapid antigen test kits that will be distributed with priority to ASUS employees and volunteers working out of the ASUS Office. In addition, we are exploring the possibility of distributing high quality respirators to arts and science students. The Alma Mater Society of the University of British Columbia is an example of a similar initiative, for any who may be curious.

Financial Institution Change

As noted in motions presented this evening for Assembly's awareness, our General Manager, Sean Thompson, and I have begun the formal transition from the Bank of Montreal to the Royal Bank of Canada. We are confident that this change will cause little to disruption to Society activities, but it will benefit the Society in three distinct ways. First, cost savings will be achieved instantly. Second, the customer service and relationship team at RBC has made clear that a long term and productive relationship will remain in place. Third, we will be acquiring new financial tools that we believe will increase our efficiency.

Accounting Director

Danielle and I are looking ahead to issue food credits for our volunteers and employees this semester. Additionally, we continue to finalize financial and taxation records from last year.

Online Store

The online store continues to see use from Department Student Councils and ASUS Committees, and Isobel has been wonderful in coordinating with all groups.

Sustainability

The winners of the sustainability essay contest have been selected and will be announced through the ASUS Sustainability Instagram page in the coming weeks. Her team is also working with our Community Outreach Commission, Marketing and Communications Office, and Executive Office to begin planning for a student move out support program set to take place in April.

Sponsorship

Katelin has begun collaborations with the Queen's Equity Conference, ASUS Professional Development team, and Community Outreach sponsorship portfolio, and we will be excited to share updates at next Assembly.

Information Technology

I continue to work through our Microsoft environment to enhance the information available to ASUS members, and am beginning conversations with Emily Armstrong and Tiffany Yung for optimization of Committee and DSC Co-Chairs/Presidents' access to their ASUS email and digital accounts.

Thank you to all those present this evening for your continued attention to the needs of students. I hope you all have the chance to recharge and prepare for the rest of the term during the upcoming Reading Week.

Have a great week six!

Respectfully submitted,

DATE: FEBRUARY 15TH, 2022

A handwritten signature in black ink that reads "B Aldworth". The signature is written in a cursive style with a large, stylized initial "B".

Brandon Aldworth (he/him)
ASUS Vice President
vp@asus.queensu.ca

ACADEMICS COMMISSIONER'S REPORT

PRESENTED BY **TIFFANY YUNG**, ACADEMICS COMMISSIONER

Dear Assembly,

I hope all of you had a wonderful January! The Academics Commission has certainly been busy with a variety of projects, preparations, and planning for the rest of the semester. With only two and a half months left in our roles, we have been reflecting on all that we have accomplished and what we would like to pass along to our successors.

Department Student Councils

Firstly, I would like to congratulate my Deputy of DSC Support, Emma Farrell, for becoming the Society's next Vice-President of Society Affairs in the 2022-2023 academic year! I cannot emphasize her phenomenal work ethic and preparation leading up to her absence during the election period and its impact in enabling the DSC portion of the Academics Commission to function properly. In that two-week period, I took on her role in addition to my traditional duties and worked incredibly closely with the DSCs to ensure that they had everything they needed. Many councils have taken on the selling of merchandise through the ASUS store to foster a continued sense of identity with their respective communities and build familiarity with their student bodies. Additionally, their flexibility has also allowed them to pivot into online events with ease. As I write this report, there are a scheduled 11 events set to be hosted in the month of February. These range from trivia nights to graduate speaker events. Some of the events that have already happened received a very positive response and attendance rate of 30+ students! At the time of the Assembly, a cross-collaboration yoga event between Life Science, Biology, and Biopsychology DSCs would have been hosted. I was very pleased and ecstatic to see this happen as cross-DSC collaboration was a part of my strategic plan for the Academics Commission this year.

As I alluded to in my introduction, transition is at the forefront of the Commission at the moment because the DSCs are the second round of individuals that will be selected/elected after the Executive team for the 2022-2023 year. Emma and I are currently working on tracking down the rest of the transition manuals from DSCs who have not handed them in yet to ensure that the incoming Co-Presidents have a strong idea of what this past year has been like. With that being said, DSC elections has also been a large part of this portfolio. I have been working with Kristen, the Governance Officer, and individually with the DSCs to answer or address any questions about DSC elections, the process, campaigning period, regulations, and promotion of the nomination period. If you will be returning in the Fall to Queen's, I strongly recommend considering running in your DSC election! This is an amazing opportunity for academic advocacy and bring your community together.

The most pressing thing for the DSCs as of right now is Majors Night, which will be hosted on February 10th on a platform called Brazen. The majority of the DSCs have already logged on, decorated their booths, and contacted everyone who will be attending. It is also through events like UGxDSC that they were able to connect with their department and receive any documentation or information that they need to distribute at this event. I am also excited to announce that this year, our sibling societies will also be in attendance. This was newly incorporated because they would be able to speak more to the intricacies of their program and assist any first years looking to switch in or out of the pathway. During last month's DSC Assembly, the Faculty also attended

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to deliver training to the DSCs on how to speak to the academic planning of their programs. The event will run from 4pm-7pm and I will be developing a report after that to deliver the strengths and weaknesses of our execution this year.

The DSC SVPR task force sub-committees also met throughout this time and were able to set some of their goals and assign additional work to be carried out before the full team meets in the upcoming weeks. I was able to be a part of the policy sub-committee and have been reviewing my sections of the Queen's SVPR policy to be presented at the next meeting.

Special Projects

As the semester begins to get busier, the Special Projects portfolio has certainly become the busiest it has been this year. Particularly, all of the journals have been receiving high volumes of submissions for their annual publication and their teams are hard at work reviewing them and also ensuring that they are able to meet their deadlines. The majority of the journals have already closed or will be closing their submission period by the end of February and will be working on arranging their publication to be released in March or early April. Politicus' order of Special Edition publications will also be arriving at the ASUS house shortly so be sure to stay tuned for their soft launch!

ASUS Review is also underway and deep into the developing of their content for the ASUS Review sessions during week 11 and week 12. After reflecting upon the advances made in the last semester, we will be opening the ticket sales in week 10 to ensure that we give students ample time to purchase a session and prepare or account for a good number of physical booklet copies to sell. We are also very optimistic that we will be hosting these sessions in person, so be sure to look out for its release!

ASUS Peer tutoring has also been working on its expansion to high school programming for the next year. We have reached out to CESA for a collaboration attempt to host this program because our consultations have indicated that majority of Con-Ed students have their VSC, mandatory documentation required to interact with high school students in this capacity, and would be the target demographic.

My Special Projects Deputy has also been organizing the WJ Barnes and TA Excellence awards to the student body and has been getting quite a few submissions. She has also reached out to all the departments to promote this opportunity. In the upcoming weeks, she will be arranging meetings for the committee to meet in order to select the finalists and eventual recipients of such awards.

Personal Projects

As I have been taking on my Deputy's role for much of the past few weeks, I have not been able to spend as much time as usual on my own projects. However, I have been actively working on my own transition manual and have completed the first phase of that process.

The largest project I am currently taking on is a restructuring of the Academics Commission for the years to come. Currently, I am looking to expand my commission from 2 deputies to three and add on more directors under the respective deputies. This past month has been filled with multiple consultations with a variety of different individuals within and outside of ASUS to ensure that these roles are properly introduced, executed, and has potential for meaningful growth. By the next time we speak, I will most likely have the policy ready to be implemented!

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Thank you very much for taking the time to read all the updates within the Academics Commission. While I will be working on all of these projects and preparations, I would like to emphasize that I am still a resource to all of you as an avenue for academic advocacy. The transition back to in-person classes is quickly approaching and the Executive team and I will continue to amplify student voices in all the spaces that we hold with the Faculty. Please never hesitate in reaching out to me with any questions or concerns related to academics and I would be more than happy to schedule a call or converse over email!

Best,

A handwritten signature in black ink, appearing to read 'Tiffany Yung', with a stylized, cursive script.

Tiffany Yung

Academics Commissioner

academics@asus.queensu.ca

COMMUNITY OUTREACH COMMISSIONER'S REPORT

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

Dear Assembly,

I hope that your last few weeks have gone well and that you're gearing up for a fun and relaxing reading break! CO has been busy in the last little bit so I'm excited to share some of our updates with you.

Committees

The committees have been hard at work reworking their events into online formats for the past month, and are now looking forward to planning some in-person events for March! Some events that they have held so far include the Alzheimer's Outreach Jeopardy night and speaker's series, the Community Living Kahoot and Valentine's candy sale, Lost Paws held their awareness week, Cancer Triad has been releasing content for cancer prevention month, Crohn's and Colitis is planning a trivia night, Autism Partnership did a paint night for kids with autism and has a candy jar fundraiser, Kids 4 Kids finished their send a message, share a smile campaign, Heart and Stroke is doing fitness circuits for heart month, Afterschool Buddies is planning a zoom HIIT workout session, and Partner's in Education is working on an awareness campaign.

Deputies

Elisabeth, the Sponsorship and Fundraising Deputy, has been working with the Supper Series Chair to plan and run this semesters Supper Series events! The first one was a big success and the second one is happening tonight so if you haven't had dinner yet I would highly recommend ordering from Tommy's. She also planned a fundraiser with Cogro that ran throughout last week in support of SACK and is working on finding more sponsors for the Silent Auction in March. Alexa, the Volunteer Support and Appreciation Deputy, ran a Zumba event for volunteers to promote wellness and staying active and it was a big success! She is also compiling information from the committees for the newsletter that will go out mid-semester.

Special Projects

Some other projects underway in the commission include working with President Roos and the Dandelion Initiative on a Safer Bars campaign to introduce their safer spaces SVPR training to the staff at restaurants and bars located on Princess St. In addition, I have been working with Katie and the CO commissions on creating good news stories that will highlight the amazing work that they do for the community in the local media. I have also been working with a local gardener to create a project through which we will distribute tomato seedlings to students at no cost and give them resources to help them learn how to grow their own produce! I am also exploring, with the help of my ACEP volunteer, compiling information on where and how to access affordable, fresh and healthy food in Kingston and tips on how to make produce last longer. Finally, I have been working on creating my transition manuals in preparation for the next Commissioner and updating some of the CO policy as it related to the committees.

As always please reach out if you have any thoughts on any of this or suggestions for more projects that we can take on.

DATE: FEBRUARY 15TH, 2022

Respectfully submitted,

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

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

EQUITY COMMISSIONER'S REPORT

PRESENTED BY **YARA HUSSEIN**, EQUITY COMMISSIONER

Dear Assembly,

I hope all of you had a wonderful January and a strong start to your Februarys! The Equity Commission has been busy planning our various events for the semester and finalizing some projects for the year. I am excited to share some exciting updates with you all since our last assembly!

Interim Equity Commissioner

I would like to give a huge thank you to my Deputy Committees Esther Kim who has done a phenomenal job of acting as the Interim Equity Commissioner while I was away during the past couple of weeks! While I was away, Esther had sat on the BIPOC Working Group (a new group born out of the HREO), as well as the FAS EDII Committee. She also supported the committees in their plannings

Committees

The Research and Recommendation committee has released their survey on Student Wellness Mental Health Services, I would highly encourage you to complete it when you get the chance, you can find it on their Instagram page. In order to mitigate an annual reoccurring issue with releasing the R&R reports into the Queen's Science Undergraduate Research Journal, we have decided to submit the R&R report from the 2020-2021 year into the QSURJ to allow for increased traction with the findings of the report. This year's committee will also be presenting their findings and recommendations at the March Faculty Bored meeting. Queer Space and the Disability and Neurodiversity Alliance are currently wrapping up hiring for their year long-term executive team member positions. We decided to pursue this avenue and extend the positions to allow the committees to strengthen their foundations, especially with their recent restructuring. The Students of Colour Collective is planning an in-person booth in mid-March which will hopefully act as a way to increase engagement with students of colour on campus. The Queen's Equity Conference is in the process of coordinating and finding speakers, workshops, and other plannings for the conference which will be taking place on March 20th. Excitingly, we are planning an in-person/hybrid conference to take place in the Biosciences Atrium. Additionally, the Down There Theatre production will be hosting a virtual event, with their production being premiered on March 26th! They have partnered up with the KFLA in hopes of donating ticket funds to their organization.

Equity Week

The Special Projects Deputy has been hard at work in organizing and planning for Equity Week which will take place in week 8 and will consist of a series of released podcasts on the theme of Identity. I am excited to share more about this at our next assembly!

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Projects

The SVPR Taskforce has been strongly coming together with many ideas and plans in the works. We had some professors sit at our last meeting, which was amazing. Academics Commissioner Yung, President Roos, and I will be proposing a policy at our next assembly regarding the long-term projections of this taskforce.

Equity Library

A huge thank you to our phenomenal receptionists who have transferred the entirety of the ASUS Equity Library onto the ASUS Store! This will hopefully improve accessibility to the library books and make the books more transparent on our website. Additionally, our blind book date campaign is live this week, I highly encourage you all to go check out a book through curbside pickup to accompany you during reading week!

Grants

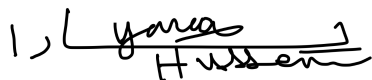
Since our last assembly in the Fall term, we have launched and closed the Equity and Accessibility grants! The Deputies and I are in the process of assessing the applications with the intention of distributing funds to the grant applicants by the end of week 6 at the latest. If we have more funds available afterwards, we will be launching another round of applications for both grants by week 7!

Transition

As I take on the transitions for executive alongside the incoming VPSA Emma Farrel and VPOPS Aloka Wijesundara, I would like to emphasize that although balancing the current obligations for the Equity Commission, I am committed to ensuring the smooth execution of all the Equity Commission projects and committees' initiatives as we wrap up the year. I am incredibly excited and very honored to be part of this process and journey and look forward to the next couple of months that I have with this beautiful commission and all of its volunteers.

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Yara Hussein". The signature is written in a cursive style with a horizontal line underneath the name.

Yara Hussein (she/her)
Equity Commissioner
equity@asus.queensu.ca

DATE: FEBRUARY 15TH, 2022

MARKETING AND COMMUNICATIONS OFFICER'S REPORT

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

Dear Assembly,

I hope you are all doing well and getting through midterms okay! Marketing and Communications has been off to a fun start this semester diving run into elections and now council hiring;

Marketing ResearchxCO

Marketing Research along with lots of communications with CO have been looking to reach out to the greater Kingston Community to share the wonderful projects and initiatives we have here going on at ASUS and to hopefully mend the relationship between Kingston residents and the Queen's student body. Be sure to look out for some familiar faces on local news outlets in the coming weeks!

Council Hiring

While bittersweet, we have started council takeovers to ring in the opening of council hiring for the 2022-2023 school year. Throughout the month of February, each member of council will be taking over our Instagram stories for people to ask questions and spark interest for people who are looking to apply! On the 17th, we will also have our annual connect with council, where prospective members can come chat with council!

DSC Faces of ASUS

With DSC's elections right around the corner, we want to bring back our Faces of ASUS campaign to highlight and inform other students of how great representing your DSC can be! Those will also be coming out in the February-March timeline.

CommunicationsxWellness

With the first part of the semester being online and causing a lot of students distress, we wanted to really highlight the importance of wellness and taking care of ourselves at all times. Our Communications team has been working on a wellness campaign that will feature each member of council showing how they take care of their mental and physical wellbeing and to hopefully inspire other students to do the same.

TikTok

Last but not least, we really want to give our TikTok one final push. Over the next couple months, we will be really increasing our postings on TikTok and hopefully see a gain in traction leading into the summer for next council to take over!

Hope you all have a wonderful reading week!

Respectfully submitted,



Katie Hunt (she/her)
Marketing and Communications Officer
marketing@asus.queensu.ca

DATE: FEBRUARY 15TH, 2022

SERVICES COMMISSIONER'S REPORT

PRESENTED BY **TINA HU**, SERVICES COMMISSIONER

Hi all members of assembly,

Hope all is well and everyone is enjoying the weather as it begins to warm up slightly. I am happy to be back at my post as commissioner and am excited to report our activities as of late!

Good Times Diner has been continuing to serve students and fight food insecurity on Queen's campus despite changes to provincial regulations. We have pivoted to less staff in the kitchen and reduced meal output to keep pace with the changes on an off campus. The team has been excited to collaborate with so many groups across campus to ensure that as many students as possible know of their mission.

The ASUS Mentorship Program and Exchange Buddies continue to look for innovative ways to engage their students through the online environment. They have done themed weeks, giveaways, and other initiatives to keep the attention of their students and deliver a fulfilling experience for their volunteers.

Textbook is launched and accepting textbooks from students! Please drop off your textbooks and complete the form to have them listed on the ASUS Store.

The Fall 2021 Jacket order has arrived—be sure to pick up your order at the house should you not have done so already! The Winter 2022 Jacket order has been submitted and students should expect their jackets to be ready for pick up early spring. The vintage collection continues to be on sale as well as crests, bars, and other embellishments. All requests for financial assistance were filled—thank you to all those who helped in that process!

Formal is still under preparations and is looking to plan a traditional this March—keep tuned for details!

Thank you for reading my report. If you have any questions, please feel free to contact me at services@asus.queensu.ca!

Best,
Tina



Tina Hu (she/her)

Services Commissioner

services@asus.queensu.ca

GOVERNANCE OFFICER'S REPORT

PRESENTED BY **KRISTEN SUTHERLAND**, GOVERNANCE OFFICER

Hello Members of Assembly,

Happy week 6! Hard to believe that we are already at this point in the semester. I hope that you are all keeping well and feeling excited to return back to our campus! The Governance Office has had a busy return to our new semester, and I am happy to be sharing some updates with you!

Elections

This past month the Governance Office executed the ASUS Winter Election! The ASUS Winter Election serves to elect students to the highest legislative body of the Society, ASUS Assembly! I would like to formally congratulate Yuxuan Zhao as International Representative, Femi Abiola as one-year Senator, and Franki-Lynne Mauro and Alice Brisbin as Class of 2025 Year Representatives! Each of these individuals put a lot of passion into their campaign, and I cannot wait to see what they do to represent students during their 2022-2023 academic year term! Additionally, the Winter Election sought to elect a new ASUS Executive under the new three-person structure. Team YEA ran a successful campaign, which will see Yara Hussein (President), Emma Farrell (Vice President Society Affairs), and Aloka Wijesundara (Vice President Operations) as your next ASUS Executive. Thank you so much to everyone who checked out campaigns, watched our open-forum, and voted!

However, we are not quite done with elections yet! The DSC Election is next up, with Nomination Period opening February 14th and running until February 24th. The Elections Team has been working collaboratively with the Academics Commission to ensure best possible engagement, and that the election can be another success! The Elections Team has been helping with marketing, in addition to taking care of the logistics of the election. We will have newly-elected DSC Co-Presidents by March 4th!

Policy

It has been an ongoing project in the Office to revamp policy content and structure, and this month has been no exception! Caitlin Hayes, the Governance Office's Deputy, has been working SO hard on going through each policy manual for the Society and ensuring content is updated, and that content is where it should be! There have been several areas of 'overlap' between one policy to another, and so we are working on streamlining policy to make it easier to find exactly what you are looking for when referring to policy! There will be a large push this next month to get these items ready to be reviewed and passed through!

Second-Year Intern Program

Throughout the year I have been meeting with my second-year intern Kerry Roe to assist on a policy project in collaboration with the City of Kingston. Kerry has identified wanting to work in the area of SVPR, and has been working on reviewing the University's Sexual Violence Policy. She has the ultimate goal of proposing several policy changes which I have been assisting on the logistics of this term, and she hopes to present these changes in addition to an accompanying report to the University Senate by end of term! It blows me away the incredible passion and dedication Kerry displays towards this project, and it has been a pleasure to be able to continue to assist her in this venture.

DATE: FEBRUARY 15TH, 2022

In closing, I am so looking forward to the next couple of weeks and cannot wait to share even more updates to come! As always, if you have any questions or concerns whatsoever, I am always more than happy to chat! Take care of yourselves as we move through week 6!

Yours in governance,

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

Kristen Sutherland (she/her)
Governance Officer
governance@asus.queensu.ca

DATE: FEBRUARY 15TH, 2022

ADVISORY BOARD REPORT

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

YEAR REPRESENTATIVE REPORTS

2022 YEAR REPRESENTATIVES

POSITION VACANT

2023 YEAR REPRESENTATIVES

POSITION VACANT

2024 YEAR REPRESENTATIVES

ALICIA PARKER AND CELLINA LOVISOTTO

Hello Members of Assembly!

We hope you all are having a great Week 6 and are looking forward to the reading week. We can't believe we're already halfway done the semester and will soon be moving on from these roles, but are excited for these last few assemblies.

We have been working hard this semester to support and reach out to our class, and have a few last exciting plans in the works before we're out of the role. This week we hosted our Class of 2024 Town Hall. We'd like to thank President Roos and Officer Sutherland for their support and attendance. We had the incredible opportunity to meet with representatives from Student Wellness Services, Academic Services, Off-Campus Living, and even the occasional student. We received some great advice from our panelists that we will be distributing via social media to second years in the coming weeks. We hope this will provide guidance for students on accessing mental health resources, finding academic help, and negotiate their housing into the next year. Additionally, we got to hear from President Roos on the possibility of an orientation-like event this spring to celebrate the Class of 2024 which we are excited to move forward with.

Coming out of our Town Hall, we are also working on delivering similar content in an asynchronous format in the form of a newsletter. We have received messages to include from a number of offices at Queen's and are excited to be sharing it with students! We are hoping to send this out immediately following reading week and are hoping to highlight potential involvement opportunities within ASUS as well to further include second years in student government.

DATE: FEBRUARY 15TH, 2022

We are looking forward to seeing everyone Tuesday, and wish everyone luck on any upcoming midterms or projects. Only a few more days until reading week!

All the best,

Alicia and Celina
Class of 2024 Representatives

2025 YEAR REPRESENTATIVES
POSITION VACANT

Concurrent Education Student Association Queen's University, Kingston



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

Hello everyone!

My name is Lexie Ingoldsby and I am the Vice President Internal for CESA. I am pleased to announce that there has been a new Vice President Internal elected for next year who will be sitting on ASUS Assembly. I am pleased to pass this position on to Hanna Slowikoska alongside her team Zach Galvani (Incoming President) and Avery Desrosiers (Incoming Vice President External).

January Events

January looked a little different than we pictured with some of our events moving online and other events being postponed until March. This past month our VP External (Paris Tomazic) successfully ran our Con-Ed spirit week online! We had an amazing turnout with over 60 students at our final coffeehouse event which was so nice to see all the Con-Ed students supporting and cheering on one another.

February Events

This month we started off with our annual Queen's Conference on Education. The QCE executive team did a phenomenal job planning and executing the weekend full of amazing speakers and opportunities to connect with delegates/speakers. We have also begun a "Winter Wellness" series which includes different types of fitness classes, journaling sessions, and movement breaks for Con-Ed students to participate in. We are also in deep planning stages on how we can transition back to in-person events for March while ensuring that the events we run are not too overwhelming for students.

Our incoming executive team has also begun to think about hiring timelines for CESA Council 2022-23. The first information session will be held on February 28th, 2022 around hiring for the Queen's Conference on Education executive team which is our first round of hiring!

Best of luck to everyone as we reach halfway through the semester, if you have any questions about CESA or about my report please let me know!

Lots of Con-Ed Love,

DATE: FEBRUARY 15TH, 2022

Lexie Ingoldsby

CESA VP Internal

vpinternal@cesa.queensu.ca

DATE: FEBRUARY 15TH, 2022



COMPUTING STUDENTS' ASSOCIATION

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: FEBRUARY 15TH, 2022

PHEKSA REPORT

Physical and Health Education and Kinesiology Students Association



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

Hi Everyone! Hope you're all doing well! Here are PHEKSA's February updates...

Orientation Hiring

Interviews were recently completed for the hiring of our 2nd year Orientation Leaders (Coaches) and 4th year 'Vets'! The final selections will be confirmed before the end of February!

PHEKSA Name Change

After a discussion with assembly, we have come to a consensus to *not* change PHEKSA's name at this time. While PHE is no longer a program here at Queen's, we decided that keeping the name would honour our schools and councils' history.

Alumni Panels

Our Career Committee has organized a 2-part Alumni Speaker series consisting of 'Junior' and 'Senior' graduates from the School of Kinesiology and Health Studies. This is the first event of its kind for PHEKSA and it's been part of a larger focus to support the professional growth of our students.

Comfort Food Contest

We've organized a faculty vs. student contest where individuals submit photos of their favourite home-cooked 'comfort food'. Submissions were open last week, and voting is happening this week on Instagram based off of creativity and appearance.

That's all from us! Have a wonderful reading week!

Cheers,

Stuart Mladen

Vice President of Operations

Physical and Health Education and Kinesiology Students Association

Queen's University

E: vpops@pheksa.queensu.ca

C: 647-468-0422

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

DATE: FEBRUARY 15TH, 2022

DSUS REPORT

Dan School Undergraduate Society

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

BUSINESS OF ACADEMIC REPRESENTATIVES

SOCIAL SCIENCES

PRESENTED BY CLARA CIVIERO.

Hello all,

There is nothing to report on my end at this point in the semester. I hope you all have a fantastic reading break!

Clara Civiero Clara
Class of 2022 (BAH PSYC)
Social Sciences Academic Representative

NATURAL AND PHYSICAL SCIENCES

PRESENTED BY MATHIE SMITH.

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

HUMANITIES

PRESENTED BY STEVEN FENN.

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

ARTS AND LANGUAGES

PRESENTED BY FLYNN EVES-WELCH.

Dear Members of Assembly,

Fine Arts DSC

- In the process of updating our budget as we negotiate the Fine Arts Department taking on the costs for Queen's Virtual Studios/WIX website domain and Business Premium Plan for the DSC
- The goal of this switch is to have the website available permanently as a domain for BFA students to highlight their work, the 4th year exhibitions, and to use to supplement the Fine Arts at Queen's page since many of the older domains that were linked have since been discontinued

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-Guest Speaker Event with Brian Hoad was a remarkable success, 26 attendees, which is triple what we normally see at these events and accounts for about 20% of our program

-” After Undergrad” Panel February 8th, 21 attendees, again we are excited to see the increase in participation in online events. The goal of this event was to help undergraduate students ask questions and see what different paths are available to students once they complete their Fine Arts degrees

Arts & Languages Cluster

-e-mails have been sent out to connect and a Google Form has been distributed to gauge interest in different sorts of ideas for our cluster event

-only one of the DSC Co-Presidents from the cluster has responded to the Google Form; unsure as to whether that is because it has been overlooked in inboxes, or sent to a junk folder

- I will be reaching out on Slack to the other cluster members to try and get into contact with them, and sending a follow up e-mail to try and see if the message just got lost in their inboxes

-I will send Tiffany an update once I get into contact with people via Slack

Flynn Eves-Welch

Fine Arts DSC Co-President and Arts and Languages Academic Representative



BUSINESS OF THE ALMA MATER SOCIETY

FIRST-YEAR ASUS REPRESENTATIVE TO THE AMS

EMELIA PATTERSON

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

ASUS REPRESENTATIVE TO THE AMS

DANTE CALOIA

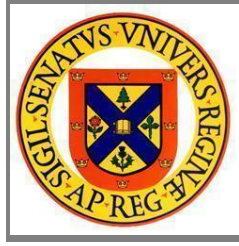
Dear Members of Assembly,

I'm Looking forward to another ASUS assembly! Crazy that we're already in the second semester. Time really does fly! For this semester I don't have too many goals in terms of my contributions to ASUS, but I would like to bring more attention to the University's handling of COVID. Mainly, I think it's unfair that we paid the same for online and I think this is something that definitely needs to be addressed. Although we're on the homestretch with covid, there's still a lot to talk about. See you at the assembly!

Dante Caloia

ASUS Representative to the AMS

DATE: FEBRUARY 15TH, 2022



BUSINESS OF THE SENATE

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

Appendices

Appendix A: President Policy Manual Changes - Wellness Director

PART 4 SECTION 2 | WELLNESS DIRECTOR

4.02.01

The Wellness Director is responsible for the promotion of **all aspects of health (i.e., mental, physical, emotional, social, and intellectual)** for students on campus, as well as the significance of intersectionality as it pertains to wellness. The Director shall be responsible for identifying differing issues pertaining to student wellness through conducting research and formulating an Annual Wellness Report regarding the current climate of wellness on campus. The Director shall seek to create opportunities for Arts and Science students to learn more about the importance of wellness through the creation of campaigns, events and the Annual Wellness Report, as well as additional special projects as determined by the Executive. **The Director should maintain and continue to foster relationships with other wellness services and groups on campus to ensure a collaborative approach.**

4.02.02

The ASUS Wellness Director shall liaise with the ASUS President, Student Wellness Services and the Faculty of Arts and Science through their duties in order to promote effective discussion with relevant bodies on the topic of wellness and its impact on the student experience. **The Director should also connect with other student leaders and groups.**

4.02.03

The Director **will** promote various campaigns and initiatives pertaining to the topic of wellness each semester; **this should include initiatives targeted at various aspects of wellness.**

4.02.04

The ASUS President and ASUS Vice-President shall oversee the hiring process and sit on the hiring panel.

4.02.05

The responsibilities of the ASUS Wellness Director shall include, but is not be limited to:

- i) Meet semi-regularly with a Student Wellness Services delegate, and act as a liaison between Student Wellness Services and the ASUS President;
- ii) Holding five (5) office hours at ASUS Office. At least (1) office hours shall be held during the office hours of the President;
- iii) Developing a strategic plan and budget with the Executive;
- iv) Conducting research pertaining to student wellness along with the Executive, Faculty of Arts and Science, and Student Wellness Services pertaining to the experience and concerns of Arts and Science students regarding the topic of wellness;
- v) Planning and executing resources, events, initiatives and campaigns pertaining to mental and physical wellbeing that supports the unique interests and needs of Arts and Science students;
- vi) Formulating the Annual ASUS Wellness Report regarding the current climate of wellness on campus, **specifically mental and physical health**, and present the report to the Faculty of Arts and Science before the end of the twelve week of classes.

4.02.06

The membership of the Wellness team shall consist of:

- 1) One (1) Wellness Director;
- 2) Five (5) Coordinators;
- 3) Three to five (3-5) Event Volunteers (based on certain conditions outlined below).

The five (5) Coordinator roles will consist of:

- 1) One (1) First Year Representative;
- 2) One (1) Internal Events Coordinator;
- 3) One (1) External Events Coordinator;
- 4) One (1) Marketing Coordinator;
- 5) One (1) Outreach Coordinator.

The three to five (3-5) volunteers will be hired if the following criteria is met:

- i) Classes and events are to be held on campus with greater than 50% capacity;
- ii) The Wellness Director deems that the additional assistance for in-person events would be beneficial.

4.02.07

The Wellness Coordinators shall uphold the Wellness Director's mandate of promoting various aspects of health on campus, as well as the significance of intersectionality as it pertains to wellness. The Wellness Coordinators shall work to aid the Wellness Director in organizing events, communicating with other wellness services and groups, conducting research, and executing initiatives pertaining to wellness on campus. Each year, at least five (5) Coordinators will be hired.

4.02.08

The Wellness Event Volunteers shall uphold the mandates and standards outlined by the Wellness Director and Wellness Coordinators to ensure appropriate and effective execution of events on campus. The Wellness Event Volunteers will assist in the planning and executing of events in a responsible, professional, and friendly manner. Each year, around three to five (3-5) Volunteers may be hired depending on need.

4.02.09

The ASUS President and ASUS Wellness Director shall oversee the hiring process and sit on the hiring panel.

4.02.10

The responsibilities of the ASUS Wellness Coordinators shall include, but are not be limited to:

- 1) Meeting with and reporting to the Wellness Director on a weekly basis and to be responsible to the Wellness Director;
- 2) Assisting the Wellness Director in planning and executing resources, events, initiatives and campaigns pertaining to wellbeing that support the unique interests and needs of Arts and Science students including but not limited to: wellness concerns pertaining to queer, trans, BIPOC, disabled students, holistic approaches to health and physical wellness on campus, and stressors associated with academia;
- 3) Assist the Wellness Director during regular consultations with various health and wellness groups including Student Wellness Services;

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- 4) Assist the Wellness Director in conducting research pertaining to student wellness along with the Executive, Faculty of Arts and Science, and Student Wellness Services pertaining to the experience and concerns of Arts and Science students regarding the topic of wellness;
- 5) Assist the Wellness Director and the Executive in compiling research data to bring forward to the Faculty of Arts and Science to develop tangible solutions to wellness issues on campus;
- 6) Assist the Wellness Director in the creation of the ASUS Wellness Report;
- 7) Work on any related special projects the Director and/or Coordinators deem necessary, in consultation with the Executive and Equity Commissioner.

4.02.11

The responsibilities of the ASUS Wellness Volunteers shall include, but are not be limited to:

- 1) Meeting with and reporting to the Wellness Director and Wellness Coordinators on a weekly or biweekly basis and to be responsible to the Wellness Director;
- 2) Assisting the Wellness Team in planning and executing resources, events, initiatives and campaigns pertaining to wellbeing that support the unique interests and needs of Arts and Science students including but not limited to: wellness concerns pertaining to queer, trans, BIPOC, disabled students, holistic approaches to health and physical wellness on campus, and stressors associated with academia;
- 3) Informing the Wellness Team about any concerns or feedback from the events in order for improvements to be made in the future.

Appendix B: Vice President (Society Affairs) Policy Manual Changes - ASUS Camps Restructuring

PART 3: ASUS CAMPS

SECTION 1 | GENERAL

2.01.01

The Arts and Science Undergraduate Society shall run a not-for-profit summer day camp for children aged 4-8, hereafter called ASUS Camps, which shall have the following objectives:

- i. Stimulate interest in the arts and sciences through dynamic programming and interdisciplinary curriculum
- ii. Provide campers with positive role models
- iii. Introduce campers to Queen's University and ASUS
- iv. Encourage campers to continue studies in the arts and sciences in their high school careers
- v. Provide a challenging and rewarding employment and leadership opportunity to ASUS members

2.01.02

Camps Leadership shall have a membership of:

- i. ~~One (1) Business Director~~
- ii. ~~One (1) Program Director~~
- iii. One (1) ASUS Camps Director (Operations)
- iv. One (1) ASUS Camps Director (English)
- v. One (1) ASUS Camps Director (French)
- vi. A number of additional Counsellors and 1:1 Counsellors that will, at minimum, comply with the required ratio of campers to camp personnel, as stated by the Ontario Camps Association
- vii. A number of Leaders in Training (LIT) volunteers, as determined by the ASUS Camps General Director

2.01.03

~~The Business Director and Program Director are to be selected before the tenth week of classes~~

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The Camps Directors are to be selected before the second week of classes in the Winter term.

The Directors will be selected by a selection committee comprised of:

- i. ~~The ASUS President, and~~
- ii. ~~The ASUS Vice-President~~
- iii. The ASUS Vice President (Society Affairs)
- iv. The ASUS Vice President (Operations)
- v. One (1) member of ASUS Assembly

2.01.04

The Counsellors are to be selected before the eighth tenth week of classes in the Winter term

The Counsellors and 1:1 Counsellors will be selected by a selection committee comprised of:

- i. ~~The incoming Business Director~~
- ii. ~~The incoming Program Director~~
- iii. ~~The incoming ASUS Vice President~~
- iv. The Camps Director (Operations)
- v. The Camps Director (English)
- vi. The Camps Director (French)

2.01.05

Members of ASUS shall be given preference for all paid positions within the camp, however applications from undergraduate students who are not members of ASUS can be accepted.

2.01.06

The Leaders in Training will be selected by a selection committee comprised of:

- i. ~~The ASUS Camps Business Director~~
- ii. ~~The ASUS Camps Program Director~~
- iii. The Camps Director (Operations)
- iv. The Camps Director (English)
- v. The Camps Director (French)

2.01.07

The confirmation of successful applicants pends the submission of a Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

SECTION 2 | RESPONSIBILITIES

2.02.01

The responsibilities of the Business Director shall include, but not be limited to:

- i. Developing an ASUS Camps strategic plan
- ii. Creating and maintaining a yearly operating budget in cooperation with the ASUS Vice President, complete with budget lines for each item
- iii. Meeting with the ASUS Executive on a weekly basis to provide operational and financial updates
- iv. Soliciting sponsorship from both existing and potential partners
- v. Ensuring that all coordinators and counsellors have submitted a VSS with PSOD to the ASUS President
- vi. Logging and reporting staff hours and vacation days to the ASUS Vice President for the purpose of payroll
- vii. Organizing and overseeing camp registration and scheduling
- viii. Providing receipts as requested by schools and parents
- ix. Recruiting students to participate in the ASUS Camps LIT Program
- x. Updating web content regularly
- xi. Ensuring the long-term financial health and stability of ASUS Camps

2.02.02

The responsibilities of the Program Director shall include, but not be limited to:

- i. Working in conjunction with staff members to develop curriculum and programming in accordance with Ontario Curriculum Standards
- ii. Ensuring a high quality of program delivery
- iii. Determining scheduling for campers and staff

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- iv. **Overseeing operational logistics, including room and event booking**
- v. **Being capable of teaching or working all ASUS Camps programs**
- vi. **Developing engaging curriculum material pertaining to both the arts and sciences**
- vii. **Assisting all staff with programming and activities during camp**
- viii. **Developing arts and science-themed workshops based on curriculum guidelines**
- ix. **Designing a workshop package and distributing it to local schools**
- x. **Developing a workshops schedule and coordinating logistics**
- xi. **Gathering and preparing materials for workshops as well as daily camp activities**
- xii. **Maintaining a running inventory of all supplies**

2.02.03

The joint responsibilities of the Business and Program Director shall include, but not be limited to:

- i. **Ensuring the safety of all campers and staff**
- ii. **Making decisions on staff structure based on financial ability in conjunction with the ASUS Vice President**
- iii. **Conducting hiring of counsellors along with the selection committee in accordance with ASUS Policy and Constitution**
- iv. **Attending to all staff concerns and inquires and, if needed, referring staff to the ASUS Human Resources Officer**
- v. **Monitoring and reviewing staff conduct and performance**
- vi. **Conducting monthly and end-of-summer evaluations**
- vii. **Ensuring that all coordinators and counsellors have submitted a VSS with PSOD to the ASUS President**
- viii. **Updating web content regularly**

2.02.01

The responsibilities of the ASUS Camps Director (Operations) shall include, but not be limited to:

- i. **Creating, maintaining, and adhering to an operating budget, in cooperation with the ASUS Vice President (Operations), complete with budget lines for each expenditure and revenue;**

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- ii. Soliciting sponsorship and funding from both existing and potential partners;
- iii. Organizing and overseeing camp registration and scheduling;
- iv. Corresponding and collaborating with the ASUS Store to market ASUS Camps;
- v. Providing receipts as requested by schools and parents;
- vi. Making decisions on staff structure based on financial ability in conjunction with the ASUS Vice President (Society Affairs);
- vii. Ensuring that all staff have submitted a Vulnerable Sector Screening to the ASUS Human Resources Officer;
- viii. Regularly updating and maintaining the ASUS Camps website, social media, and registration portals;
- ix. Ensuring the long-term financial health and stability of ASUS Camps; and
- x. Assisting the Camps Director (English) and Camps Director (French) with their duties as required.

2.02.02

The responsibilities of the ASUS Camps Director (English) shall include, but not be limited to:

- i. Working in conjunction with staff members to develop curriculum and programming in accordance with Ontario Curriculum Standards;
- ii. Ensuring a high quality of program delivery;
- iii. Developing engaging curriculum material pertaining to both the arts and sciences;
- iv. Assisting and overseeing all staff with the delivery of programming and activities during camp;
- v. Creating a comprehensive program plan to outline the activities, themes and materials needed for each week;
- vi. Designing a workshop package and distributing it to local schools;
- vii. Developing a workshops schedule and coordinating logistics of its delivery;
- viii. Gathering and preparing materials for workshops as well as daily camp activities;
- ix. Communicating the expectations, schedule, and pertinent information surrounding camps programming to parents;
- x. Maintaining a running inventory of all supplies;

- xi. Coordinating with any external stakeholders related to programming such as special guests or off-campus field trips;
- xii. Assisting the Camps Director (Operations) and Camps Director (French) with their duties as required.

2.02.03

The responsibilities of the ASUS Camps Director (French) shall include, but not be limited to:

- i. Leading the development and delivery of French camps programming to French campers;
- ii. Overseeing and ensuring the quality of all French camps programming;
- iii. Assisting with translation and communication between campers, parents, Camps Directors, and the ASUS Executive;
- iv. Working in conjunction with staff members to develop curriculum and programming in accordance with Ontario Curriculum Standards;
- v. Creating a comprehensive program plan to outline the activities, themes and materials needed for each week;
- vi. Developing engaging curriculum material pertaining to both the arts and sciences;
- vii. Assisting and overseeing all staff with the delivery of programming and activities during camp;
- viii. Developing arts and science themed workshops based on curriculum guidelines;
- ix. Designing a workshop package and distributing it to local schools;
- x. Developing a workshops schedule and coordinating logistics of its delivery;
- xi. Gathering and preparing materials for workshops as well as daily camp activities;
- xii. Communicating the expectations, schedule, and pertinent information surrounding camps programming to parents;
- xiii. Maintaining a running inventory of all supplies;
- xiv. Coordinating with any external stakeholders related to programming such as special guests or off-campus field trips;
- xv. Assisting the Camps Director (Operations) and Camps Director (English) with their duties as required.

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- xvi. Liaising with the French Department when needed in order to ensure a strong delivery of French content;

2.02.04

The joint responsibilities of the ASUS Camps Directors shall include, but not be limited to:

- i. Developing an ASUS Camps Strategic Plan;
- ii. Ensuring the safety of all campers and staff;
- iii. Leading the vision and direction of ASUS camps and its staff;
- iv. Meeting with the ASUS Executive regularly to provide operational and financial updates;
- v. Overseeing the registration of campers and all relevant marketing strategies;
- vi. Responding to all parent and camper requests and queries in a professional and timely manner;
- vii. Conducting hiring of Counsellors in accordance with ASUS Policy and Constitution;
- viii. Attending to all staff concerns and inquiries and, if needed, referring staff to the ASUS Human Resources Officer;
- ix. Monitoring and reviewing staff conduct and performance;
- x. Conducting monthly and end-of-summer evaluations of Counsellors; and
- xi. Filling in and supporting camps programming as needed.
- xii. Communicating with the University Camps Compliance Oversight Group, the Alma Mater Society, and all other relevant parties to ensure the safe operation of camps.

2.02.05

The responsibilities of counsellors include, but are not limited to:

- i. Creating and maintaining a positive rapport with all campers
- ii. Acting as a positive role model for all campers
- iii. Supervising and assisting campers during all programs and activities
- iv. Assisting in the planning and organization of weekly programming
- v. Being actively aware of camper dietary restrictions and medical needs
- vi. Recording attendance and incident reports of campers

vii. Attending regular meetings and training session

2.02.06

There shall be at least one (1) 1:1 Counsellor at ASUS Camps. The responsibilities of the 1:1 Counsellor shall include, but not be limited to:

- i. Providing individualized support to campers identified by their parent/guardian as having special needs
- ii. Adapting programming and activities, when necessary, to accommodate campers with special needs
- iii. Seamlessly integrating campers identified by their parent/guardian as having special needs into all camp programming and activities
- iv. Maintaining communication and a strong rapport with the parents/guardians of campers with special needs
- v. Fulfilling all other counsellor responsibilities, ~~as outlined in section A-4.09.~~

2.02.07

ASUS Camps shall facilitate a Leader In Training (LIT) volunteer program every summer. Kingston Youth between the ages of 14-18 seeking volunteer hours may participate in the LIT program. LIT's will be eligible for verification of volunteer hours upon their completion of their term with ASUS Camps.

The responsibilities of the LITs include, but are not limited to:

- i. Creating and maintaining a positive rapport with all campers
- ii. Acting as a positive role model for all campers
- iii. Supervising and assisting campers during all programs and activities
- iv. Being actively aware of camper dietary restrictions and medical need
- v. Directly reporting to the ASUS Camps Directors

SECTION 3 | TRAINING & TERMS OF WORK

2.03.01

All staff are required take part in ASUS Camps-organized training (unless otherwise stated) prior to the start date of camp. This training shall include, but not be limited to:

- i. First Aid and CPR training; staff may provide a pre-earned certificate that is current and was delivered by a provider recognized by the Workplace Safety and Insurance Board

- ii. Identifying and Reporting Child Abuse by Family and Children's Services for Frontenac, Lennox and Addington
- iii. Behaviour management techniques and steps to respond to bullying
- iv. Workplace Hazardous Materials Information System (WHMIS) training
- v. Camp emergency response procedures
- vi. All trainings set out by the ASUS Human Resources Officer

2.03.02

The terms of work for all ASUS Camps staff are stipulated in their respective contracts. Staff contracts must be signed by all parties before the employment start date of the respective staff member. The contract shall include, but not be limited to, sections on: remuneration, terms and conditions, and termination.

SECTION 4 | FINANCES AND LOGISTICS

2.04.01

The finances of ASUS Camps will be maintained by the ~~Business Director~~ Camps Director (Operations), ~~Business General~~ Manager and Vice President (Operations) of the Society. The camp shall ~~have its own bank account but shall~~ remain financially accountable to ASUS through the Vice President (Operations).

2.04.02

ASUS Camps shall be funded through external sponsorship, university funding, government funding, other grants, and camper fees charged to the participants.

2.04.03

Camper fees shall be determined by the ~~Business Director~~ Camps Director (Operations) and Vice President (Operations) each year. Fees should be maintained as low as possible to maximize the accessibility of the camp to families.

2.04.04

Bursaries will be made available for campers that demonstrate a need for financial aid. The number of bursaries distributed will be determined by a bursary selection committee, composed of the ~~Business Director~~ Camps Director (Operations), ~~Program Director~~, Camps Director (English), Camps Director (French), and ASUS Vice President (Operations).

2.04.05

A proposed budget for the camp shall be presented to ASUS Assembly for approval at the last Assembly of the Winter semester.

2.04.06

The following guidelines shall be followed for Camps registration:

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- i. Registered campers shall be between the ages of 4-8. Exceptions to this age range can be made at the discretion of the ~~Program and~~ **Business Director Camps Director (Operations)**
- ii. The number of campers in each session shall be determined by the **Business Director Camps Director (Operations)** and must conform to the required ratios of campers to camp personnel, as stated by the Ontario Camps Association
- iii. ASUS Camps shall make bursaries available to those with demonstrated financial need, with these stipulations:
 - a. The bursary program shall be advertised on the ASUS Camps website. Due to the high volume of bursary applicants, individuals will be assessed on a case-by-case basis as funds allow. The **Business Director Camps Director (Operations)** shall set a deadline for bursaries that precedes the start date of ASUS Camps;
 - b. Because of the sensitive nature of bursary applications, the information shall be restricted to the bursary selection committee, which shall be composed of the **Business Director Camps Director (Operations)**, ~~Program Director~~, **Camps Director (English)**, **Camps Director (French)**, and **ASUS Vice President (Operations)**.

2.04.07

The ASUS Camps Cancellation Policy shall be as follows:

- i. ASUS Camps shall collect a \$50.00 deposit per week per child upon registration. This deposit is non-refundable and a camper will not be registered until receipt of this deposit.
- ii. ASUS Camps shall collect the remainder due, for all weeks, on the first day of the first week in which the camper is registered.
- iii. In the event that a camper wishes to cancel their registration after camp has begun, this camper will be issued a full refund, minus deposit, for each week in which they are registered, provided those weeks have not already commenced
- iv. In the event that a camper wishes to cancel their registration in a week that has already begun, a refund shall not be issued unless there are extenuating circumstances as decided by the **Business Director Camps Director (Operations)**.
- v. If the **Business Director Camps Director (Operations)** decides that extenuating circumstances did exist, they must issue a request for a refund to the ASUS Vice President **(Operations)**, detailing the reasons for the issues

Appendix C: Assembly Policy Manual Changes

PART 1: MEETINGS

SECTION 1.01 | ASSEMBLY MEETINGS AND QUORUM

1.01.01

The Assembly will meet at least eight (8) times during the course of the regular school year, September to April. Meetings will be held in accordance with the ~~Rules of Order as outlined in Part II of the ASUS Policy Manual~~ **Rules of Order (Assembly Procedure) Policy Manual**.

1.01.02

The Scribe of the Assembly, together with the Governance Officer, shall be responsible for keeping minutes of all regular meetings of the Assembly and for ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members.

1.01.03

The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a two-thirds (2/3) majority of members present. A motion to enter closed session can only be introduced by a member of Assembly. If such a motion is passed, all persons not either voting or ex-officio members of the Assembly shall leave the room as long as the session remains closed, including all proxies. At the discretion of the Executive, they may move to have some members that would normally be excluded from closed session remain. Motions to have each of these individual members remain must be separately moved and approved by a two-thirds (2/3) majority. No expenditures shall be approved during a closed session.

1.01.04

Quorum shall be half (1/2) of all voting members plus one (1). If half of all voting members is not a whole number, then the next highest whole number shall constitute quorum. Proxy votes will not count, except in the case of Year Presidents, the CESA Representative, the COMPSA Representative, and the PHEKSA Representative who may send a representative in their place. Such a representative must be an elected member of the Year Executive or member Society, respectively. If quorum is not maintained, the meeting shall be adjourned. The time and the names of present members shall be recorded in the minutes. Quorum is not required for Discussion Periods or the Speaker's Last word.

1.01.05

Motions of the meetings of Assembly shall be decided by a majority of votes, with each Assembly member entitled to one (1) vote. In the case of an equality of votes, the motion shall fail to pass. Individual secret ballot votes are only reserved for such circumstances **as outlined in Section 8 of the Rules of Order (Assembly Procedure) Manual**, ~~as outlined in Section I-30 of the ASUS Policy Manual and cannot be used in any other circumstances.~~

1.01.06

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In the event of a situation that requires the immediate attention of the Assembly during a time that it cannot convene, the Executive shall request that the Governance Officer organize a proxy vote for the Assembly. Motions will be distributed to the Assembly by the Governance Officer two days in advance of voting. After this two day period has elapsed, the Governance Officer shall distribute the motions in poll form to the Assembly using an online polling method. Voting on this poll shall be open for 24 hours before it is closed, at which point the Governance Officer will report the results to the Assembly. If a member is unable to cast a vote in the poll, they shall contact the Governance Officer in advance of the voting period to register their vote via phone or Email.

SECTION 1.02 | NOTICE OF ASSEMBLY MEETINGS

1.02.01

Notice of regular meetings shall be made to members of the Assembly at least two (2) weeks before each meeting.

1.02.02

The President and the Vice-President of the Society shall have the power to call, at any time, a special meeting of the Assembly. Further, such meetings shall be called by the Governance Officer upon receipt of a petition to do so signed by ten (10) Assembly members. Notice of a special meeting of the Assembly shall be forty-eight (48) hours.

1.02.03

~~Notwithstanding Subsection 5.05.02, the~~ The President of the Society, in the case of an emergency, may call a ~~special meeting of the Assembly~~ Special Meeting of the Assembly at any time without being subject to the forty-eight (48) hours notice requirement.

SECTION 1.03 | AGENDA, PROPER NOTICE OF MOTIONS

1.03.01

Any member of the Society wishing to have items placed on the agenda of the regular meeting of the Assembly must give written notice to the Governance Officer seventy-two (72) hours before the agenda shall be made available for Assembly members and for the general public. The agenda shall be available for Assembly members and for the general public at least seventy-two (72) hours prior to a regular meeting.

1.03.02

Any item or motion included on an agenda prepared in accordance with Subsection 5.06.01 shall be deemed to have had proper notice unless required otherwise in this Constitution.

1.03.03

Full minutes of every meeting of the Assembly shall be taken and kept by the Scribe and shall be made public no later than four business days following a regular meeting on the ASUS website. All personal reports and other confidential matters contained in the minutes, reports or agenda, however, are to be

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public, unless otherwise decided by Assembly, notwithstanding matters of debate within closed session which are to remain confidential unless decided by a two-thirds (2/3) vote from Assembly.

1.03.04

With the exception of the reports of Special Committees, copies of all reports to be considered must be distributed to the members of Assembly at least forty-eight (48) hours prior to the meeting at which the report is to be considered. If copies are not made available by this time, the report shall not be considered, except with the consent of two-thirds (2/3) of the voting members present.

1.03.05

Reports of the Special Committees must be submitted to the Society office one (1) week prior to the date of consideration by the Assembly.

1.03.06

Budgets and other financial decisions must be presented to members of Assembly for consideration **after it is reviewed by the Vice President Operations/CFO.** ~~in accordance with Section 5.06.01.~~

SECTION 1.04 | RULES OF ORDER

1.04.01

A copy of ~~Part I of the ASUS Policy Manual on Rules of Order~~ **the Rules of Order (Assembly Procedure) Manual**, which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting they attend after election or acclamation. These rules shall be amendable by a two-thirds (2/3) majority vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.

1.04.02

The reference source for all ~~points of order to procedure~~ **Points of Order** not covered in ~~Part I of the ASUS Policy Manual on Rules of Order~~ **the Rules of Order (Assembly Procedure) Manual** shall be Robert's Rules of Order, revised in its most recent edition, except where it contradicts ~~this Constitution~~ **the ASUS Constitution**.

SECTION 1.05 | DUTIES OF ASUS REPRESENTATIVES TO THE AMS

1.05.01

The duties of an ASUS Representative to the AMS shall include the following, but shall not necessarily be limited thereby:

- i) to be a voting member of ASUS and AMS Assemblies;
- ii) to be available to sit on ASUS and AMS Standing Committees.

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The AMS is the organization that represents all students regardless of their faculty or year affiliations. An ASUS Representative's primary responsibilities are to bring the concerns of ASUS to AMS Assembly and to report to ASUS Assembly on AMS proceedings.

SECTION 1.06 | DUTIES OF ASUS STUDENT SENATORS

1.06.01

The duties of an ASUS Student Senator shall include the following, but shall not necessarily be limited thereby:

- i) to be a voting member of ASUS Assembly, the University Senate, and the Faculty Board of Arts and Science;
- ii) to be available to sit on ASUS and Senate Standing Committees.

1.06.02

The Senate is the senior academic governing body of the University. ASUS Student Senators bring concerns to the Senate from ASUS Assembly, but their main responsibilities are to vote on academic policy with the best interests of the University in mind and to report to Assembly on Senate proceedings.

SECTION 1.07 | COMMITTEES

1.07.01

The terms of reference of any Committee are set by the Assembly and may only be extended or reduced by Assembly through a motion with proper notice.

1.07.02

All Assembly Sub-Committee appointments shall be made by the Assembly. Assembly members must express their intention to be nominated or to nominate a colleague for a Sub-Committee during the appropriate time at the Assembly meeting. The Assembly Speaker will invite nominations at the said meeting of Assembly. Assembly will then select the Committee in accordance with Robert's Rules of Order, revised in its most recent edition.

1.07.03

Upon selection, Committee Chairs shall present to Assembly a general statement outlining the objectives of the Committee for the upcoming year and provide an indication of the proposed means of achieving these objectives. This statement shall be included in the Assembly package for reception only.

1.07.04

A Committee may, by its own decision, have closed or open meetings; however, if closed, the Committee must decide to what extent confidential matters may be discussed outside the Committee. It may also hold open hearings and/or receive written submissions from any member of the Society.

1.07.05

A Committee report, which shall be presented to the Assembly by the Chair, shall be that of the majority of the Committee. The signature of the Committee Chair shall attest to the authenticity of the report. No report shall be accompanied by any counter statement or protest by the minority, unless it appears as an appendix to the majority report.

1.07.06

Reports and their accompanying recommendations may be received by a motion of the Assembly. Any report not received shall be considered not to exist. Should the final report not be received, the Committee shall be instructed to write another report.

1.07.07

Reports may be approved in principle, separate from their accompanying recommendations, by a motion of Assembly. A report that is received does not necessarily have to be approved. Reports are approved in principle while their recommendations are approved, subject to a majority vote of the Assembly, separately as specific policy resolutions. Should there be more than one recommendation, each recommendation shall be considered for approval on an individual basis, and the Assembly shall only be bound by those recommendations that are approved. A report without any recommendation requires no further proceedings with reference to it, subsequent to its reception of the Assembly.

1.07.08

Without in any way limiting the generality of the foregoing, the five Standing Committees of the Society shall be:

- i) the Academic Council, which shall oversee the operation of the Departmental Student Council system;
- ii) the ASUS Jackets Committee, which shall make available for purchase the official Arts and Science jacket(s);
- iii) the ASUS Head Gael and the Orientation Committee, who/which shall plan, administer and oversee ASUS Orientation. The Head Gael and the Orientation Committee shall attempt to promote an awareness in students of their place in the Kingston community, and to foster a responsible attitude toward the community in all orientation activities;
 - a) the Orientation Committee shall consist of the Academic Chair, Operations Chair, Socio-Cultural Chair and the Fundraising Chair,. All candidates for the Orientation Committee must be in good academic standing, subject to approval by the Associate Dean of Studies;
 - b) the Assembly may from time to time submit specific recommendations and/or directions concerning the duties of the Orientation Committee and/or the manner in which they are to be carried out;
- iv) the Arts and Science Formal Committee;

PART 2: YEAR REPRESENTATION

SECTION 2.01 | THE YEAR REPRESENTATIVES

2.01.01

The responsibilities of the Year Representatives shall be found in Section A-6.02 of the ASUS policy manual.

One team of two (2) Year Representatives for each undergraduate class shall be elected to sit on ASUS Assembly for the duration of one (1) academic year.

2.01.02

The responsibilities of the Year Representatives shall be the following;

- i.) To foster awareness of ASUS opportunities and issues within the class;
- ii.) To attend as a pair each meeting of ASUS Assembly;
- ii.) To represent the class' interests at ASUS Assembly;
- iv.) Formulate a strategy to have free and open communication with the members of the class, enabling both outreach and the receipt of feedback.

2.01.03

Year-Representatives may be removed from office on the grounds outlined under Section 5.03 of the ASUS Constitution.

SECTION 2.02 | MEMBERSHIP

2.02.01

Every ordinary member of the Assembly Society, except Senators who are elected for a two (2) year term, as provided in Subsection 7.02.02, shall be a member of for one (1) year. The Governance Office shall make every effort to have all four (4) academic years represented at Assembly. There shall at any one time be four (4) years in the Society.

2.02.02

Members belong to a year based on the following:

- i) a student in the Faculty of Arts and Science who begins their his/her post-secondary studies at the University shall initially be a member of the first year;
- ii) after completion of one year of full time studies, or two years of part time studies, the student shall become a member of the second year. Students shall progress in this manner until the fourth year, which a student will remain a member of for the duration of his or her undergraduate career.

SECTION 2.03 | SELECTION OF YEAR REPRESENTATIVES

2.03.01

Each Year Representative Delegation shall consist of two members of a year elected as a team to represent their year before ASUS Assembly

SECTION 2.04 | PERMANENT YEAR COUNCIL

2.04.01

The Permanent Year Council shall consist of the President and Vice-President (the Executive), elected by the graduating class at the Society Annual Meeting. The positions are to be held for a duration of five years.

2.04.02

The duties of the Permanent Year Representatives shall include:

- i) facilitating communication with Queen's University Alumni Association;
- ii) reporting regularly to the Standing Committee on Classes, Reunions and Affinities of the QUAA via the Classes and Reunions Unit of Alumni Relations and Annual Giving, keeping them informed of the class activities;
- iii) attending Alumni Events;
- iv) determining how subsequent elections for the class will be handled every five years;
- v) writing at least one letter to the class annually;
- vi) sending thank you notes to members of the class that have assisted activities and functions;
- vii) keeping class bank account;
- viii) being be accessible to classmates (return phone calls, correspondence, emails)

PART 3: AMENDMENTS

SECTION 3.01 | AMENDMENTS

3.01.01

Unless otherwise stated in this Constitution, any Part, Section, Subsection or paragraph may only be amended following two (2) readings held at two (2) separate regular meetings of the Assembly. Proper

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notice of such a motion to amend need be given. Amendments may also occur with one (1) reading at a Society Annual Meeting or Society Special General Meeting.

3.01.02

For a constitutional amendment to pass there needs to be a two thirds majority vote in favor by Assembly for both readings

3.01.03

The Governance Officer must be informed of any proposed constitutional amendment before Assembly takes place. This is to ensure that it is necessary to change the Constitution rather than the Policy Manual.

3.01.04

If a constitutional amendment is amended by ASUS Assembly during its second reading it is thus considered a new reading and the reading at which the amendment occurred is therefore recognized as the constitutional amendment's first reading.

3.01.05

The amendments will be published as a supplement to this Constitution on at least an annual basis.

3.01.06

Until such amendment is given effect, this Constitution shall remain in force and be binding upon the Society as regards to any party acting on the faith thereof.

3.01.07

The Constitution shall be reviewed every three years. The Constitutional Review Committee shall be struck by Assembly. The Committee's aim is to ensure that the Constitution reflects the goals and direction of the society. The committee shall be composed of:

- i) Governance Officer (Chair)
- ii) ASUS President
- iii) ASUS Vice President
- iv) Equity Commissioner
- v) One (1) Year Representative
- vi) One (1) ASUS Senator
- vii) One (1) Representative to the AMS
- viii) One (1) Academic Representative

PART 4: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS

SECTION 4.01 | GENERAL

4.01.01

There shall be two (2) types of **General Meetings** ~~meetings~~ of Society members:

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

Hereinafter, when referring to Annual General Meetings or Special General Meetings, the term "General Meeting" will be used.

4.01.03

All members of the Society:

- i) may be present at any General Meeting;
- ii) may speak to any motion under consideration;
- iii) may move or second motions;
- iv) may exercise their voting privileges.

Each member of the Society shall be entitled to only one (1) vote per motion at General Meetings, so long as they have paid all dues or fees.

4.01.04

Society members are not entitled to vote by proxy at General Meetings.

4.01.05

Motions at all General Meetings shall be decided by a majority of votes present in person, unless otherwise required by this Constitution. Secret ballots shall not be permitted at a General Meetings unless the justification for a secret ballot ~~be in~~ **is in** compliance with ~~the ASUS Policy Manual~~ **Section 8 of the Rules of Order (Assembly Procedure) Manual**. A declaration by the ~~Chair~~ **Speaker** that a resolution has been carried or not carried, and an entry to that effect in the minutes of the meeting, shall be admissible in evidence ~~as prima facie~~ without proof of the number or proportion of the votes accorded in favor or against such a resolution. In the case of an equality of votes, the ~~Chair~~ **Speaker** shall be entitled to a deciding vote. In such cases, the ~~Chair~~ **Speaker** shall vote to maintain the status quo where possible.

4.01.06

Quorum at General Meetings shall be two (2) percent of the Society. Should there be no quorum at such a meeting, business may proceed as usual, subject to the following:

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- i) Due notification of the lack of quorum at the meeting must be made in publications and other appropriate ways within one (1) week after the adjournment of the meeting;
- ii) Should any members of the Society disagree with any decision made at the meeting, they may present a petition containing the signatures of one hundred (100) members of the Society asking for a replacement Society Annual Meeting or Society Special General Meeting.
 - a) The petition shall be received within two (2) weeks after the adjournment of the impugned meeting,
 - b) The replacement Society Annual Meeting or Society Special General Meeting shall be held one (1) week after the receipt of the petition,
 - c) The quorum at such a replacement Society Annual Meeting or Society Special General Meeting shall be fifty (50) members of the Society, and, if present, the replacement Society Annual Meeting or Society Special General Meeting may review any decision of the impugned meeting and by a majority vote confirm or reflect it,
 - d) If no quorum is present at the replacement Society Annual Meeting or Society Special General Meeting, then it cannot convene and the decisions of the impugned meeting shall become binding.

4.01.07

~~In accordance with Section 3.02, any~~ Any Society member may place a motion on the agenda for General Meetings provided that:

- i) There is a mover and a seconder who are both Society members;
- ii) The motion with mover and seconder is submitted in writing to the Governance at least five (5) days before the meeting.

4.01.08

The agenda for all General Meetings shall be available to all Society members 5 days before the meeting.

4.01.09

Motions may be added to the agenda by presenting the motion to the Chair at the beginning of the General Meeting. The motion will be accepted if:

- i) It is the Chair's opinion that there were reasonable circumstances which prevented the motion from being submitted before the agenda deadline;
- ii) A two-thirds (2/3) majority vote of the members present at the meeting agree to consider the motion.

4.01.10

~~Notice to the effect of Subsections 10.01.09, 10.01.10, 10.01.11 shall be included in all Journal or other publications advertisements described in Policy.~~

4.01.11 4.01.10

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Unless otherwise specified, General Meetings may deal with any matters normally dealt with by the Assembly. The decisions of General Meetings shall be binding on Assembly Policy, including but not limited to Constitution and Policy. Second readings for amendments to the Constitution are not needed at these meetings in order to be binding.

SECTION 4.02 | ANNUAL GENERAL MEETINGS

4.02.01

The Annual General Meeting shall be held once every year at a time and place set by the ASUS Governance Officer. Notwithstanding the above, the date of such meeting must be:

- i) Within the period of time described as the "Winter Term" in the University calendar;
- ii) After the Executive and Assembly election.

4.02.02

~~For the purposes of guidance, but not so as to bind Assembly beyond the requirements of Subsection 4.02.01, It~~ it is recommended that the Society Annual **General** Meeting be held in or about the second week of March, and shortly before the ~~first meeting of the New Assembly~~ **Transition Assembly**. As well the meeting should take place on the same day as regular Assemblies to increase the turnout of members at large.

4.02.03

Incoming Council, Deputies and a Co-President from each Department Student Council shall be present for the Annual General Meeting to increase interest and participation in the meeting,

SECTION 4.03 | SOCIETY SPECIAL GENERAL MEETINGS

4.03.01

The President or Vice-President(s) of the Society shall have the power to call, at any time, a ~~Society Special General Meeting~~ **Special Meeting of the Assembly**. Such meetings may also be called at the discretion of the Assembly and shall be called upon receipt by the Governance Officer of a petition to do so signed by one hundred (100) members of the Society.

PART 5: ASSEMBLY **MINUTES/ SCRIBE**

SECTION 1 | GENERAL

5.01.01

The ~~Scribe of the Assembly~~ **Scribe**, together with the Governance Officer, shall be responsible for keeping minutes of all regular meetings of the Assembly and for ensuring the duplication and distribution of all

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minutes, papers, and reports or other documents to Assembly members. ~~The scribe will also be responsible for the general aesthetic maintenance of the Policy and Constitution.~~

5.01.02

~~The ASUS Scribe Assembly Scribe will be advertised starting in the Summer or beginning of the Fall term and hired by the Executive Governance Officer as a work study position. All efforts shall be made to have the Assembly Scribe hired by the end of the second week of classes in accordance with Part 17 of the ASUS Constitution. This person will be employed by ASUS from September until April of each school year. The hourly wage and salary cap will be set by the Work Study Program. Hours will be determined such that one scribe shall be present for each hour of assembly Assembly and the scribe Assembly Scribe can fulfill all other additional responsibilities assigned by the Governance Officer. Hours logged by the scribe are subject to approval of the Vice-President Operations/CFO and Governance Officer.~~

5.01.03

- ~~i) The responsibilities of the Scribe shall include but are not limited to the following:~~
- ~~ii) Keeping full minutes of all regular meetings of the Assembly~~
- ~~iii) Ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members~~
- ~~iv) All items recorded by the scribe, personal reports and other confidential matters contained in the minutes shall be made public, unless otherwise decided by Assembly~~
- ~~v) Maintaining a general knowledge of Assembly proceedings.~~
- ~~vi) Making non-substantive edits to the Policy and Constitution as directed by the~~
- ~~vii) Governance Officer. This work must be done in person at the ASUS Core.~~

5.01.04

~~Funds for this position will be allocated as a line item in the ASUS Operating Budget.~~

Appendix D: Governance Policy Manual Changes

SECTION 3 | ASSEMBLY SCRIBE JOB DESCRIPTION

1.03.01

The Assembly Scribe will be advertised starting in the Summer or beginning of the Fall term and hired by the Governance Officer as a work-study position. All efforts shall be made to have the Assembly Scribe hired by the end of the second week of classes. This person will be employed by ASUS from September until April of each school year. The hourly wage and salary cap will be set by the Work Study Program. Hours will be determined such that one scribe shall be present for each hour of Assembly and the scribe Assembly Scribe can fulfill all other additional responsibilities assigned by the Governance Officer. Hours logged by the scribe are subject to approval of the Vice-President Operations/CFO and Governance Officer.

1.03.02

- i) The responsibilities of the Scribe shall include but are not limited to the following:
- ii) Keeping full minutes of all regular meetings of the Assembly
- iii) Ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members
- iv) All items recorded by the scribe, personal reports and other confidential matters contained in the minutes shall be made public, unless otherwise decided by Assembly
- v) Maintaining a general knowledge of Assembly proceedings.

1.03.03

Funds for this position will be allocated as a line item in the ASUS Operating Budget.

SECTION 4 | CHIEF ARCHIVIST JOB DESCRIPTION

1.04.01

The Chief Archivist shall, with the support and guidance of the Governance Officer, be responsible for holding five (5) office hours per week and managing the items/documents/data belonging to the ASUS Archives. This includes;

- i.) Scanning/digitizing materials within the ASUS Archives to be organized and cataloged in virtual formats;
- ii.) Planning and completing any special projects to showcase archival material;

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- iii.) Completing a Transition Manual at the end of the term to support the transition of the incoming Chief Archivist;
- iv.) Collecting and cataloging all information pertaining to the society since its creation in 1890, this also shall include any information pertaining to the Levana society up to 1967;
- v.) Arranging and organizing all materials in an accessible manner according to ASUS records retention policy so students and faculty may use the archives and the material it contains;
- vi.) Provide reference services to individuals, organizations, governments and any other groups interested in the holdings of the ASUS archives;
- vii.) Provide educational outreach when possible to advertise the ASUS archives and collect further material for inclusion into the archives.
- vii.) Review items submitted to the Archives, in order to determine if such material is suitable for inclusion into the archives;
- vii.) Ensuring that material prone to deterioration will first be photographed for inclusion into the ASUS archives, and then sending the materials Queen's University Archives for its preservation.

SECTION 3 | HOUSE RULES

1.03.01

~~The ASUS Offices will have clearly specified hours of operation. After that time, the facility is closed to the general public;~~

1.03.02

~~Keys are only to be issued to the following people: ASUS Council, the General Manager, the ASUS Camps Business Director and Program Director(s) and the Orientation Committee Chairs. Keys are not to be copied or lent out by any persons except the Executive, the General Manager, or the Governance Officer. Any Society member who copies or lends out his/her key will have his/her key privileges revoked;~~

1.03.03

~~All doors must be locked and all lights, computers and office equipment must be turned off when the last person with a key leaves the building;~~

1.03.04

~~The serving and consumption of alcohol on the premises is expressly forbidden. Smoking is forbidden inside the house;~~

1.03.05

~~All users of the house should dispose of trash in an environmentally friendly manner (i.e. recycle aluminum cans, glass and plastic bottles, styrofoam, boxboard, polystyrene, cardboard and paper, photocopy or write on the back side of paper that has been used only on one side, etc.);~~

1.03.06

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~~Any Society group may use either the Lounge or the Boardroom for workspace or meetings. The group must reserve the space by filling out the appropriate room booking schedule;~~

~~1.03.07~~

~~Outgoing mail must be left with the General Manager and the General Manager must be provided with a list of the items to be mailed and their approximate sizes to ensure appropriate billing;~~

~~1.03.08~~

~~All individuals or groups using the facilities of The Core are responsible for keeping them clean. Any individual or groups found not cleaning up after themselves will have their privileges to use The Offices' facilities revoked.~~

Appendix E: Community Outreach Policy Manual Changes

SECTION 6 | ALZHEIMER'S OUTREACH

1.06.01

The Alzheimer's Outreach committee (AO) aims to raise awareness for Alzheimer's and dementia in the Queen's community and fundraise for the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington. AO facilitates this outreach through on-campus and off-campus initiatives. On-campus, the committee runs awareness and fundraising initiatives. Off-campus, the committee additionally runs a Volunteer Program pairing Queen's student volunteers with a community member living with Alzheimer's or dementia. All proceeds from annual fundraisers are donated to the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington at the end of each school year

1.06.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;
- iii) Thirty (30) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

1.06.03

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 the Alzheimer's Society of Kingston, Frontenac, Lennox, and Addington charities related to Alzheimer's determined by the Chairs.

SECTION 7 | AUTISM PARTNERSHIP

1.07.01

The Autism Partnership committee (AP) is dedicated to supporting individuals in the Queen's and Kingston communities impacted by Autism Spectrum Disorders (ASD). The club consists of two main branches aimed at targeting the focal tenets of ASD advocacy: the Executive Committee, which facilitates fundraising, awareness, and outreach activities; and volunteer programs, consisting of the Puppy Pals and Homework Helpers ~~Awesome Possums and Buddy~~ Program. The Executive Committee is responsible for organizing fundraising and awareness initiatives. The two volunteer programs are designed to provide programming for children on the autism spectrum through a one-on-one pairing with a Queen's student in order to help tutor them in the Homework Helper Program ~~Buddy Program~~, or through a weekly drop-in centre with the opportunity for engagement with dogs trained to support those with ASD in the Puppy Pals ~~Awesome Possums~~ program. The overall goal of the two volunteer programs is to provide an enriching and safe environment for children with ASD to promote social and personal development. All fundraised proceeds are donated to Autism Ontario at the end of each year.

1.07.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including at least one Volunteer Coordinator;
- iii) Twenty to forty-five (20-45) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

1.07.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to Autism Ontario.

SECTION 8 | CANCER TRIAD

1.08.01

Cancer Triad (CT) focuses their efforts around 3 objectives: fundraising, awareness, and volunteering. The fundraising and awareness initiatives are primarily carried out by the Cancer Triad Committee. These initiatives support the Kingston chapter of the Canadian Cancer Society, as well as Movember Canada. The committee's major undertaking in the fall semester is the ASUS Movember campaign, which involves fundraising to support prostate cancer research. The committee also supports other cancer-based fundraising and awareness initiatives on campus, such as Relay for Life and Bladder Cancer Canada's Kingston chapter. Cancer Triad strives to provide a framework for passionate students to have a positive impact on both the Queen's and greater Kingston healthcare communities. Cancer Triad volunteers work closely with the volunteer coordinator to plan and execute activities that positively impact individuals within Kingston Health Sciences Centre (KHSC) to positively impact individuals in the cancer ward.

1.08.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;
- ii) Twenty (20) committee members, the number of which shall be determined by the committee chairs;
- iii) Five to ten (5-10) Volunteers, the number of which shall be determined by the Chairs

1.08.03 Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised throughout the year shall be donated towards causes and/or charities directly related to Cancer, with the specific charities being chosen by the chairs at the start of the year.

SECTION 9 | COMMUNITY LIVING

1.09.01

The Community Living Committee (CL) aims to raise awareness about the importance of an inclusive and accessible environment and break down stigmas surrounding living with a disability. The club has two main branches: the Executive committee and the volunteers. The committee is responsible for organizing and executing fundraising and awareness initiatives to raise funds for Community Living Kingston and highlight the importance of an accessible and inclusive environment. In addition to fundraising and raising awareness, the CL F4H club provides a volunteer program between Queen's students and individuals living with an intellectual disability. The Community Living volunteer program is unique in that it offers a range of volunteer opportunities. These include: being paired one-on-one with an individual, volunteering in a daycare, or running group activities. Together, ASUS Community Living Committee and Community Living Kingston strive to promote inclusion for everyone, at Queen's and the greater Kingston area.

1.09.02

Membership of this committee shall be as follows:

- i) Two (2) Chair(s);
- ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs, including one Volunteer Coordinator;
- iii) Fifteen to thirty (15-30) Volunteers, the number of which shall be determined by the volunteer coordinator at the organization.

1.09.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to Community Living Kingston charities related to supporting individuals with disabilities.

SECTION 10 | CROHN'S AND COLITIS

1.10.01

The Crohn's and Colitis (CC) committee has three primary goals: to raise awareness for Inflammatory Bowel Disease (IBD), to raise funds for Crohn's and Colitis Canada, and to provide a support network for Queen's students who are diagnosed with IBD. In partnership with Crohn's and Colitis Canada's Kingston chapter, CC hosts educational events for Queen's students and the Kingston community to increase awareness and decrease stigma surrounding IBD. In addition, the committee organizes a variety of fundraising events. The overall goal of this committee is to foster an inclusive environment and breakdown the stigma surrounding IBD.

1.10.02

Membership of this committee shall be as follows:

- i) Two (2) Chairs;

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ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs.

1.10.03 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 charities that specialize in Crohn's and Colitis.

SECTION 11 | HEART AND STROKE

1.11.01

The Heart and Stroke committee (HS) aims to inspire students to make positive changes in their life through promoting healthy eating, active living, and increasing awareness about heart disease and mental health. HS works with the Heart and Stroke Foundation's Kingston chapter both on Queen's campus and in the Kingston community to achieve this goal. On campus, the committee organizes fundraising and awareness initiatives, such as the annual DOGA event and Athlete Auction fundraiser. Additionally, the HS student volunteers work in the Kingston community with representatives from the Heart and Stroke foundation to execute events such as the Big Bike Campaign and other educational presentations at local high schools. All proceeds collected through these various initiatives are donated to the Kingston chapter of the Heart and Stroke Foundation.

1.11.02

Membership of this committee shall be as follows:

i) Two (2) Chairs;

ii) Committee members, the number of which shall be determined by the committee chairs;

iii) Five to fifteen (5-15) volunteers, the number of which shall be determined by the Chairs

1.11.03

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 through fundraising shall be donated to the Kingston Chapter of the Heart and Stroke Foundation.

SECTION 12 | KIDS 4 KIDS

1.12.01

The main goal of Kids 4 Kids (K4K) is to raise awareness for the Child Life programs in Kingston. The Child Life programs work to improve sick children's welfare when admitted to a hospital. The Kids 4 Kids executive team is responsible for organizing and executing fundraising events throughout the school year. These events aim to raise awareness on campus for the importance of child life programs and fundraise for ~~Almost Home Children's Outpatient Clinics (COPC) in Kingston~~. In addition, the Co-Chairs and ~~volunteer executive~~ committee are responsible for planning events in the COPC to provide diversionary and engaging activities for the children and support for the families. ~~The volunteer team is responsible for supporting Almost Home and their operations as needed.~~

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1.12.02

Membership of this committee shall be as follows:

i) Two (2) Chair(s);

ii) Ten to twelve (10-12) committee members, the number of which shall be determined by the committee chairs;

iii) Ten to fifteen (10-15) Volunteers, the number of which shall be determined by the Chairs

1.12.03

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 **Almost Home -charities related to child life programs.**

SECTION 13 | LOST PAWS

1.13.01

ASUS Lost Paws (LP) works with local animal rescue organizations, including the Kingston Humane Society and Kingston Animal Rescue, to improve the quality of life of shelter animals. The club's three main goals are to fundraise, raise awareness, and volunteer in the community. Awareness Week and Critters on Campus are two of the main events that raise funds for these organizations and unite Queen's students with the Kingston community. The events also spread awareness of local animal issues, such as overpopulation, and encourage animal adoption and fostering options. An added benefit of the LP events is that they give students the opportunity to destress through animal interaction. In addition to fundraising efforts, Lost Paws offers a daily opportunities for Queen's students to volunteer at the Kingston Humane Society to provide socialization and exercise that the animals need to remain healthy and fit for adoption **as well as opportunities for students to volunteer to support pet owners in the community through the local walks program.**

1.13.02

Membership of this committee shall be as follows:

i) Two (2) Chairs;

ii) Eight to twelve (8 -12) Committee Members;

iii) Suggested number of volunteers: 120

1.13.03

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to charities related to animal welfare.

Appendix F: Academics Policy Manual Changes

SECTION 2 | DEPUTY ACS COMMISSIONER (DSC SUPPORT) JOB DESCRIPTION

1.02.01

The Deputy Academics Commissioner (DSC Support) shall assist the Academic Commissioner and shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (DSC Support) is responsible to the Academics Commissioner.

1.02.02

During the school year the responsibilities of the Deputy Academics Commissioner (DSC Support) shall include, but not be limited to the following:

- i) To keep track of attendance for all Department Student Council Assembly Members;
- ii) To record and distribute the Assembly minutes to Department Student Council Assembly Members;
- iii) To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
- iv) To assist in coordination and communication between various advocacy bodies including, but not limited to, faculty associations, the Alma Mater Society, and Student Senators;
- v) To coordinate monthly meetings with each Departmental Student Council. This responsibility includes, but is not limited to, performing the following tasks:
 - a) Collecting information relevant to current DSC activities through strategic plan and budget reviews prior to each meeting;
 - b) Taking notes during each meeting;
 - c) Updating the Academics Commissioner on relevant Departmental Student Council happenings;
- vi) To review all Departmental Student Council Event Planning Packages (EPPs);
- vii) To develop and maintain a Department Student Council Training Manual to be completed by the first Assembly of the Academic year;
- viii) To be a member of Academic Committee;
- ix) To hold a minimum of five (5) office hours per week;
- x) To serve as a Student Representative on the following bodies, where required:

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- a) Board of Studies
 - b) Curriculum Committee
 - c) Other Faculty of Arts and Science Committees as required
- xi) To help in the planning and running of Major's Night in conjunction with Career Services and the Faculty of Arts and Science. This responsibility includes, but is not limited to:
- a) Communicating and organizing Department Student Council involvement;
 - ~~b) Contacting and securing contracts with vendors and relevant suppliers;~~
 - c) Coordinating marketing and promotions targeted at first year students;
- xii) To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (DSC Support).
- xiii) Be a member of the Academics Core Team
- a) Complete any tasks set by the Commissioner
 - b) Attend weekly meetings with the Core Team

SECTION 3 | DEPUTY ACS COMMISSIONER (~~SPECIAL PROJECTS~~ JOURNALS AND SCHOLARSHIP) JOB DESCRIPTION

1.03.01

The Deputy Academics Commissioner (~~Special Projects~~ Journals and Scholarship) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (~~Special Projects~~ Journals and Scholarship) is responsible to the Academics Commissioner.

1.03.02

The responsibilities of the Deputy Academics Commissioner (~~Special Projects~~ Journals and Scholarship) shall include, but are not limited to:

- i. Assist the Academics Commissioner with the management of the Academic Journal Committees; ~~ASUS Peer Tutoring, and ASUS Review~~, which includes but is not limited to:
 - a. Scheduling and leading ~~Attending~~ all committee bi-weekly meetings;
 - b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Journal happenings;
- ii. Communicating with external sources to coordinate journal publications;
- iii. ~~Assisting the Academics Commissioner with any new or special projects;~~ To develop programming, events, and resources pertaining to postgraduate education opportunities;
- iv. To hold a minimum of five (5) office hours per week.

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- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Journals & Scholarship).
- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

SECTION 4 | DEPUTY ACS COMMISSIONER (~~SPECIAL PROJECTS~~ Supports and Resources) JOB DESCRIPTION

1.03.01

The Deputy Academics Commissioner (~~Special Projects~~ Supports and Resources) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (~~Special Projects~~ Supports and Resources) is responsible to the Academics Commissioner.

1.03.02

The responsibilities of the Deputy Academics Commissioner (~~Special Projects~~ Supports and Resources) shall include, but are not limited to:

- i. Facilitating the operation of the W.J. Barnes Teaching Award and the Teaching Assistant Excellence Award, which includes but is not limited to:
 - a. Coordinating with the First-Year Intern to the Academics Commission to create and implement marketing strategies and coordinate award evaluations;
 - b. Creating a nomination form for students to submit nominations online;
 - c. Chair a five person committee that will deliberate the ~~educators~~ Professors and Teaching Assistants nominated, after auditing those particular classes; Communicating with external sources to have the award engraved with the winning Professor and Teaching Assistant name;
- ii. Assist the Academics Commissioner with the management of ~~the Academic Journal Committees,~~ ASUS Peer Tutoring, and ASUS Review, which includes but is not limited to:
 - a. Scheduling and leading ~~Attending~~ all committee bi-weekly meetings;
 - b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Support happenings;
- iii. ~~Assisting the Academics Commissioner with any new or special projects;~~ To develop programming, events, and resources pertaining to academic supports available to undergraduate Arts and Science students;
- iv. To hold a minimum of five (5) office hours per week.
- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Supports and Resources).
- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

Appendix G: President Policy Manual Changes Part 2

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

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

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

- i) The Reflection Room will be available with priority given to groups to utilize for events and bookings every day of the week from 7PM to 10PM;
 - ii) All bookings should be brought to the attention of the Executive. The QNSA Liaison Executives must also be informed on the bookings and usage of the space.
 - iii) All groups who reserve the room shall be sent a confirmation notice upon booking and shall subsequently receive a notice of booking approval;
 - iv) All bookings can only be made three days in advance by non-indigenous groups. If a group wishes to book it earlier in advance, this will also require the approval of the QNSA Liaison.
 - v) Priority for booking the room will be as follows:
 - a) Indigenous students and student groups on campus
 - b) ASUS and the Faculty of Arts and Science
 - c) Sibling Societies
 - d) AMS register clubs
 - e) The University with convocation taking precedence
 - vi) No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use;
 - vii) During the summer months, the Reflection Room will be utilized for Convocation;
 - viii) From 10am-5pm, the space will be open to Arts and Science students for studying. Particular outreach will be made to Indigenous students through portals such as QNSA and Four Directions.
- 1.05.04 The Society shall manage and control the use of the Reflection Room. All bookings should be brought to the attention of the Executive or QNSA Liaison Executives. No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use. ASUS reserves the right to cancel any bookings should it be deemed absolutely necessary.

SECTION 4 | QNSA LIAISON

4.05.01 The Queen's Native Student Association (QNSA) Liaison shall ~~collaborate as a consultant~~ consult with the Executive of the Society in matters related to issues affecting Indigenous students in the Faculty of Arts and Science, including policy, operations, initiatives, and goals.

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

- 1) Fostering relationships between the Society and the QNSA,
- 2) Providing insight on policy or operational decisions of the Executive,
- 3) Collaborating on events or initiatives to promote Indigeneity within the Society,
- 4) Bringing attention to QNSA events for which the Executive and Society may participate, and
- 5) Communicating Society hiring and engagement opportunities to QNSA members.

4.05.03 The QNSA 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.

4.05.04 The QNSA Liaison shall ~~be an appointed position~~ be appointed on a monthly basis from QNSA members by the QNSA Executive. In order to provide equal opportunity to members for compensation, get unique perspectives and avoid overburdening members, each month shall have a new QNSA representation fill the Liaison role. If a member has already held the role, they are permitted to serve as the Liaison again within the academic term. ~~The position holder will be appointed by the Co-Chairs of QNSA in May of each academic year, and will hold their position until the end of April each academic year.~~

4.05.05 The QNSA Liaison shall receive ~~an honorarium of \$200~~ a payment of \$25.00 per consultation which may be a maximum of an hour in time, subject to approval from the Vice President (Operations). The payment will be made following the consultation and will be coordinated by the Vice President (Operations). ~~The honorarium will be paid in two installments – at the conclusion of the fall semester and at the conclusion of the winter semester. All honorarium shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.~~

Appendix H: Changes to the ASUS Constitution

Section 2.03.01

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;**

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.

13.04.01 HIRING

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 President of the Society 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.**

PART 14: THE ASUS REFLECTION ROOM

SECTION 14.01 | DEFINITION 14.01.01

ASUS shall own and operate the Reflection Room of Kingston Hall as a student activity space. 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. **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.**