

# ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY

DUC MENTEM AD LIBERTATEM

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

## AGENDA

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1. **Motion #1** – Approval of the Agenda
2. **Motion #2** – Approval of the Minutes
3. Speaker's Business
  - i. **Land Acknowledgement**
  - ii. **Assembly Activity**
4. Discussion Period
  - i. **The Student Experience Survey (see [here](#))**
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
  - i. **See attached motion sheet, motion 3.**
11. New Business
  - i. **See attached motion sheet, motions 4-9.**
12. Speaker's Last Word
13. Adjournment of the ASUS Assembly

# MOTION SHEET

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**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 February 15th, 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 ASUS Constitution first presented on February 15th, 2022, as seen in *Appendix A: Changes to the ASUS Constitution*.**

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

Est Time: 2 mins

**4. That ASUS Assembly formally approve the changes to the Information, Technology and Privacy Policy Manual, as seen in *Appendix B: Information, Technology and Privacy Policy Manual Changes*.**

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

Est Time: 2 mins

**5. That ASUS Assembly formally approve the changes to the Gifts and Awards Policy Manual, as seen in *Appendix C: Gifts and Awards Policy Manual Changes*.**

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

Est Time: 2 mins

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

- MOVED BY: YARA HUSSEIN
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

**7. That ASUS Assembly formally approve the changes to the President Policy Manual, as seen in *Appendix E: President Policy Manual Changes***

- MOVED BY: ALYTH ROOS
- SECONDED BY: YARA HUSSEIN

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Est Time: 2 mins

**8. That ASUS Assembly formally approve the changes to the Human Resources Policy Manual (Internal) as seen in *Appendix F: Human Resources Policy Manual (Internal) Changes***

- MOVED BY: OLIVIA OBONSAWIN
- SECONDED BY: BRANDON ALDWORTH

Est Time: 2 mins

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

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

Est Time: 2 mins

DATE: MARCH 8TH, 2022

FROM THE OFFICE OF THE  
**PRESIDENT**  
ARTS & SCIENCE UNDERGRADUATE SOCIETY



Dear Assembly,

I hope you are all enjoying your first week back on campus! It is with great pleasure that we welcome everyone back to a lively and energized environment. We have missed having everyone in the office and can't begin to express what seeing everyone on campus has meant to each of us. As we go into the last half of the semester, it is with great excitement to be returning to the many events that have not run over 2 years! While this year has included a lot of hurdles, it has been really inspiring to see so much passion, work and innovation behind all of these ideas. From formal to in-person interviews, returning to normalcy is an exciting process.

### **ThoughtExchange**

Thank you so much for everyone that participated in the ASUS and Faculty of Arts and Science ThoughtExchange. The goal was to get as many ideas and voices involved as possible. I will be sitting down with Wendy Craig over the remainder of my term to synthesize and analyze the information. At first glance, a variety of the concerns raised surrounded accessibility and communication. I look forward to sharing the findings with Assembly soon as well.

### **Sexual Violence Prevention and Response**

SVPR has been a central focus for me over the course of this semester and I am so happy to see so much passion in everyone's engagement. This assembly, we will be passing the SVPR Director role. The aim of this role is to ensure SVPR remains a central priority of ASUS regardless of the frequent and fast carry over seen within the society.

Additionally, we will be having our next task force meeting next week. The Policy Sub-committee is working on finalizing the accessible policy summaries and the outreach sub-committee is finalizing creating a publication to amplify the voices of survivors. We are aiming to have both of these projects done by April to ensure a strong carry over for the next semester.

Finally, we are still working to do outreach to the community to ensure SVPR is a priority long-term as well. I have had the pleasure of working with Community Outreach Commissioner Emily Armstrong and ACEP intern Kerry Roe on engaging with the community level to implement this project at the city level through trainings and project.

### **Return to Campus**

One of our central priorities has been supporting the return to campus as it is an exciting and confusing adjustment. Brandon and I had the pleasure of working with Meghan Hatch on the mask distribution for the semester. We had the pleasure of being one of the pick-up spots for Arts and Science students. This week we distributed over 500 boxes of masks. The opportunity to engage with students was energizing for ASUS.

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Beyond the physical distribution, we have been working with the faculty and the administration to ensure that we are dispersing relevant information on the return to campus and changing regulations. We have also been releasing communications throughout the semester on updates and the loosening regulations as well.

### **Class of 2024**

I have been working with Celina and Alicia to implement an end of the year 2024 event. We are currently exploring options ranging from a formal to a painting event that emulates the spirit of orientation. They will be releasing a google form this week to gain feedback on what events they would like to see. We are moving forward with a formal event to allow students to socialize and mingle with their class.

We are also continuing to work with the ASUS City Engagement Program to finalize their reports for the year. The city is currently working to promote the program and all of their projects. They will be releasing a survey and a report prior to the end of the semester to document their work this year.

### **ASUS Social**

In addition to the end of the gala, we will also be hosting an ASUS social! This will be an opportunity for all ASUS volunteers to get together. I will be sending out an update on timing in the coming weeks

### **Professional Development**

Congratulations to PD for hosting a great Mckinsey event. This event was focused on networking and getting involved in consulting. We look forward to maintaining this partnership year over year. We are currently finalizing the preparations for Life After ArtSci. It will be taking place March 15<sup>th</sup> in the Rose innovation room. It is being structured as an intimate conversation that focuses on engaging with one another in conversations surrounding professional development. Tickets will be going live on the ASUS website. We will also be releasing a lot of asynchronous content in the coming months to support students in their job search.

### **Director of Student Affairs Research**

The Director Rory is currently working to synthesize the data she acquired throughout the semester surrounding the Perception of Queen's and SVPR resources on campus. The reports will be finalized by the end of the semester and we will be releasing the findings on the ASUS website in the coming weeks.

### **Wellness Director**

The Wellness Team will be finalizing the resource hub on the website to be made accessible on the ASUS website. These supports will also expand the resources made available through the ONQ as well.

### **Equity Director**

Yvonne has now finalized policy changes on both a manual and a constitutional level. She is currently working on updating the ASUS Land Acknowledgement and doing outreach to Orientation to get feedback on the first impressions students have of ASUS as well.

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## **Interns**

Interns are all working on their respective projects with incredible engagement and excitement! They are divided in three groups working on marketing, outreach and mentorship. Feel free to follow queens.you for more information!

Thank you so much for reading my report! If there is anything that I can ever do, our doors are always open. We look forward to ending this year off with excitement and passion! Two months to go and we could not be more proud of our amazing team!

All the best,

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

Alyth Roos (she/her)

President

[president@asus.queensu.ca](mailto:president@asus.queensu.ca)

DATE: MARCH 8TH, 2022



Dear members of Assembly,

I hope you are all enjoying being back on campus! It seems to bring about a busier and brighter feeling to classes, and I hope you have all had positive experiences. I look forward to running into some of you across campus!

### **Transition**

The Executive team's transition continues to progress excellently. Team YEA's council hiring has been running smoothly, and we are eager to welcome their new team! Over the coming weeks, I will be specifically transitioning Vice President (Society Affairs) Emma Farrell and Vice President (Operations) Aloka Wijesundara on the exciting aspects of the Vice Presidential portfolios, and look forward to sharing some of my remaining experiences with both of them.

### **ASUS Grants**

Grants are currently live, and will be closing at the end of this week. Please let your teams know about these opportunities - I am eager to work with the granting committees to provide this funding to our amazing student leaders.

### **ASUS Camps**

Hiring of ASUS Camps Counsellors is well underway, and it has been my pleasure to support the Directors in this exciting time. Camps Director (Operations) Caroline Jarrett and I will be working on the budget and registration components of camp in our upcoming meetings, and I will report to Assembly as details are finalized.

### **Rapid Antigen Testing and Distribution of Masks**

I am pleased to announce that the distribution of masks, in coordination with Meghan Hatch of the Faculty of Arts and Science, went very smoothly. We were able to provide over 500 boxes of masks to students from the ASUS Office, and countless more from Mac Corry. Alongside this, thanks to our General Manager Sean's diligence, we now have some rapid antigen test kits available at the office. If you or your team members are in need, please have them get in touch with me to arrange a pickup.

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As always, if you have any questions, my inbox and office are always open. I welcome any queries or conversations, and I would be pleased to discuss any topics included in my report or otherwise. Thank you all for reading my report and attending this evening's Assembly, and best of luck with week eight!

Respectfully submitted,

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](mailto:vp@asus.queensu.ca)



# ACADEMICS COMMISSIONER'S REPORT

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PRESENTED BY **TIFFANY YUNG**, ACADEMICS COMMISSIONER

Dear Assembly,

I hope you all had a very restful and relaxing break! As we all transition back to the bustling on-campus life, the Academics Commission has been working incredibly hard to bring back the community that we have lost to COVID-19 over the past two years. I would like to take this time to applaud and truly thank my commission for committing themselves to continuously hosting in-person events in the very busy month of March. While it may be easy to sometimes forget, all of us are still full-time students with our own academic priorities and so to see all these amazing leaders working twice as hard to bring back in-person events is very admirable and much needed after delivering remote events for so long!

## **Department Student Councils**

Since we last spoke, the DSC/PSC elections are now in full swing! Myself, DSC Deputy, elections team and Governance Officer worked to promote the nomination package before and during the nomination period to ensure that we were able to secure as many candidates as possible. I also attended the all-candidates meeting over Reading Break to discuss any questions about the responsibilities of a DSC Co-President and have been regularly answering inquiries about the role. I would like to also thank the Governance Office and elections team for handling many of the logistical aspects of the election and can attribute much of its success to their hard work! As many of you may have seen, we have now entered the campaign period, so I highly encourage many of you to investigate on social media the various DSC Co-President candidates for your program and vote on the voting days! For the DSCs that did not receive any nomination packages to run in the election, my DSC Deputy and I will be accepting submissions or recommendations of candidates from the Faculty or current DSC Co-Presidents. I will then pass these along to the incoming Academics Commissioner and their DSC Deputy to interview for the role.

In terms of events, the DSCs are certainly one of the busiest set of committees at this time. Currently, there are a wide range and variety of events that are looking to be hosted in March. Some to look out for is Fine Art's speaker event with Professor Dan Hughes, Global Development's online conference, Classics' Trivia Night, Chemistry's Drinks with Profs, Art History's speaker series on life after Art History, History's Blog writing contest, Physic's merchandise sale, and Life Science's formal. We are looking at an array of in-person and online events until the end of the year, but it is very comforting to see that they are ending on a strong note after such a stressful and turbulent year. All of them are going through the AMS sanctioning process and doing their best to facilitate the social bonds that existed pre-COVID while keeping KFLA's public health guidelines in mind. I highly encourage all of you to follow your own DSC's social media pages to be updated on their upcoming events or chat with your friends to find out what opportunities there are for you to attend! These events will also be updated on the ASUS calendar on our website, so also feel free to check that resource regularly as well.

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## **Special Projects**

The four journals are currently hyper focused on their annual publication being released within the next month and a half. Politicus officially had their launch of the Special Issue and released their publication online and distributed physical copies to their teams, I wholeheartedly congratulate them on this success and look forward to their annual publication. QJERS, UR, and QSURJ are also amidst their publishing process. All journals have officially closed their submissions and are going through the Editorial Board process to analyze, vote, and distinguish which submissions will officially make their final publication. This is a very busy and exciting time for them and some teams have also had the wonderful option to have in-person meetings for their Editorial Board, which truly does reshape the experience students have with ASUS.

ASUS Review and ASUS Peer Tutoring have also been very successful and working hard towards their goal. Particularly, both are invested in hosting in-person events at the end of the semester. The ASUS Review sessions are taking a look at booking out rooms on campus to host half of their review sessions in person and half online to preserve the accessibility piece while bringing back the liveliness of in-person delivery. This will be the first time ASUS Review has run an in-person session in two years, so this project is highly anticipated. ASUS Peer Tutoring is also hoping to host an in-person event with the theme of “Meet the Tutors” where we will be able to provide a space for tutors and tutees to meet in person and share a connection that is typically not offered through zoom. It will humanize the entire experience and hopefully improve the quality of the tutoring services delivered.

As the semester wraps up, the teaching award committees will be hosting a final meeting where we will decide the final recipients of the WJ Barnes Award and TA Excellence Award. On behalf of my co-chair Alicia and myself, we would like to thank all of the students and Assembly members who were involved with the process. Reading through all of the submissions and interviewing all the students does showcase all the amazing teaching practices that should be highlighted by the Society and we genuinely hope that this inspires other Faculty members to go above and beyond in the realm of Teaching and Learning.

## **Personal Projects**

March is truly a bittersweet time in this role as I am currently working through to complete Phase 2 and Phase 3 of my transition manual. I have the opportunity to reflect on all the successes and shortcomings of the past academic year and reminisce in all the amazing memories I have made within the Academics Commission. I look forward to thoroughly preparing the next Academics Commission in the upcoming weeks for this role and officially handing over this position to my successor. I am also not the only individual at this stage within my commission, I am excited to announce that nearly all of the DSCs have officially handed in their transition manuals and the majority of Special Projects committees are on track to submit one before the end of the month. This is quite a historic milestone, as the Academics Commission has not tracked or required transition manuals from the DSCs in the past and have limited success in Special Projects’ transition manuals. I would like to thank my two deputies for assisting me in this change and reassure everyone that this will definitely make a difference in preparing next year’s Academics Commission on all fronts.

Transition manuals are only one part of the long transition process, which is why I have been working on organizing a DSC training day at the end of the month. This will be for all successfully elected or hired DSC Co-Presidents for the 2022-2023 academic year. I would like to host this event in-person and deliver all of the training that is required. Our Vice-President, incoming VP Operations, incoming VP Society Affairs/outgoing

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DSC Deputy, incoming and outgoing Human Resources Officer, incoming Academics Commissioner, and myself will be in attendance as well and responsible for delivering the training that day. I would like to thank those individuals for their assistance in organizing this event with me!

To mark our 250 follower count and give back to the student body, the @asusacademics Instagram hosted a \$50 Tricolour Outlet giftcard giveaway. We had over 20 submissions in terms of engagement and have issued the giftcard to the winner this week. In the upcoming weeks, the Academics Instagram will host two more giveaways with one being MCAT prep books and the other being LSAT prep books. We understand that it is popular for many students to prepare and take the MCAT and/or the LSAT at the end of summer and so our team thought that this would be very beneficial for many students. Additionally, we do recognize that these prep books are often very expensive and so it is important to us that we can assist at least one student in alleviating the financial pressures of pursuing higher education even if it is in the form of a small gesture.

I am ecstatic to announce that the Academics Commission EDII report 2022 has been released and up on the ASUS websites under the “Updates” section or you can find it here:

<https://www.queensasus.com/news/acs-edii-report-2022>. Throughout the entire process, I was amazed by all the hard work and dedication that was shown by all of these EDII Directors. It is not often that I am able to engage with DSC council members on a 1-to-1 basis and so this experience was very important but eye-opening for me as well. I am also very proud of all the successes they have had and the changes they were able to make in their respective departments. If you have a few minutes to spare, I genuinely encourage you to give the report a read! The original intentions if this report were to ensure that with the influx of EDII Directors, Representatives, and positions, the Academics Commission would not fall participate in performative activism and with the evidence of all the accomplishments listed in the report, I am confident that we were able to achieve that goal. There are still many more steps and advocacy attempts to be made in the sphere of equity within the ArtSci academic experience, but the work that has been completed this past academic year is only the beginning!

The next report that I will be working on is Majors Night. On February 10<sup>th</sup>, Majors Night took place on a platform called Brazen from 4-7pm. We welcomed a wide range of first year students to come chat with various DSC Co-Presidents and their councils. Drawing from the feedback I received at our last DSC Assembly and the survey released to first-year students that attended, I will review all the strengths and weaknesses of the event and make recommendations for future Majors Nights.

This month is certainly an intense and bittersweet period filled with exciting new prospects of hiring and incoming teams but also saying goodbye to the wonderful projects that our team has worked on over the past year. It is quite difficult for me to believe that I was hired nearly a year ago to the day! I am looking forward to finishing off my term on a strong note and passing it off to my successor. Like always, if you have any questions, concerns, or requests related to academics, please never hesitate in reaching out to me!

Best,

A handwritten signature in black ink, appearing to read 'Cuffey', written in a cursive style.

DATE: MARCH 8<sup>TH</sup>, 2022

Tiffany Yung

Academics Commissioner

[academics@asus.queensu.ca](mailto:academics@asus.queensu.ca)

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# COMMUNITY OUTREACH COMMISSIONER'S REPORT

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

Dear Assembly,

I hope you have all enjoyed being back on campus and are hanging in there during the craziness of the end of the semester! CO has been busy planning the final events of the year and wrapping things up as we look towards transitioning a new team!

## **Committees**

The committees have been planning some final events for the year, some of which include the Heart & Stroke Athlete Auction, the Crohn's and Colitis Conference, the Alzheimer's Outreach sticker sale, the Partner's in Education Tumbler Cup Sale, and many more!

## **Deputies**

I have been working closely with Elisabeth on the Silent Auction, which is happening throughout this week and is featuring many exciting items from local businesses! We will be in the ARC throughout the week to promote this event and all funds raised will be donated to SACK. Her and Caitlin have also been busy planning and running Supper Series. We have three more left for the year so I highly encourage you to order in! We are also looking to sell some green hats for St. Patrick's Day in support of SACK. Alexa and I have been working on planning some end of the year volunteer appreciation events, as well as a lunch for all of our organization representatives to attend. She has also been busy putting together the newsletters and is gearing up for our volunteer of the semester nominations.

## **Special Projects**

One project that I have been working on and will be starting in April is working with a local gardener to distribute tomato seedlings to students who are interested in growing their own produce at no cost. I will be looking to partner with the AMS Foodbank to spread the word about this and we will be receiving around 100 tomato plants for this program! I have also been working with the Marketing Officer, Katie, to share good news stories about students through local media channels, this is currently still in the works but we are hoping to have some stories shared before the end of the semester. Finally, I have been in communication with Helen, the Sustainability Director, as well as Alyth and Brandon, in order to help out with waste diversion efforts during move-out.

As always please reach out if you want to know more about what Community Outreach is doing, or if you have any ideas to help grow our projects!

Sincerely,



Emily Armstrong (she/her)

DATE: MARCH 8<sup>TH</sup>, 2022  
Community Outreach Commissioner  
[community@asus.queensu.ca](mailto:community@asus.queensu.ca)

# EQUITY COMMISSIONER'S REPORT

PRESENTED BY **YARA HUSSEIN**, EQUITY COMMISSIONER

Dear Assembly,

I hope all of you had a restful reading break and are as eager as I am to finish off this semester with a strong sense of accomplishment. March is most certainly the busiest for the Equity Commission and I am incredibly excited to be supporting the wonderful committees on their projects and initiatives this upcoming month! Although the month ahead is very busy, I will keep this report short as the next report will be much heftier!

## **Committees**

Save the dates! The Queen's Equity Conference will be held in the Biosciences Atrium on March 20<sup>th</sup> the following weekend, make your way over to the Screening Room where Down There theatre production on March 26<sup>th</sup>. You can check out the committee's Instagram accounts for more information on ticket sales. I've been supporting the committees with their budget plans alongside the support of Vice President Aldworth. The volunteers have been working tirelessly this year to put on these two events and we are so excited to see them come to life in person this month!

## **Equity Week**

Deputy of Special Projects Aliya Kermali has been hard at work in coordinating this year's Equity Week. With the theme centralized around Identity, this year's Equity Week will take place from March 14<sup>th</sup> – 18<sup>th</sup> with the release of an educational podcast series as well as a booth to take place at the ARC. Follow the @asusequity page to keep track of what will be happening. Additionally, my wonderful First Year Intern Jolin has been spearheading our Commission's Instagram takeovers for all of our committees and core team as a way to showcase what the Commission has been working on this year.

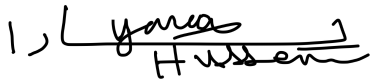
## **FAS EDII Council**

As I have mentioned in previous reports, I have the opportunity of sitting on the Faculty of Arts and Science EDII Implementation committee and although there haven't been many updates on this committee, we recently have been involved in conversations about the future of this committee and more broadly, EDII within the Arts and Science Faculty. The Equity Director, Elliot Chappel, will be spearheading a new EDII Council which will include Faculty department heads and the incoming Equity Commissioner. I look forward to seeing the growth and the work of this Council. If anyone has any ideas or things they wish to see come out of this council please let me know and I will happily relay it to Elliot!

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!

DATE: MARCH 8TH, 2022

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Yara Hussein', with a horizontal line drawn through the middle of the signature.

Yara Hussein (she/her)  
Equity Commissioner  
[equity@asus.queensu.ca](mailto:equity@asus.queensu.ca)



DATE: MARCH 8TH, 2022

# MARKETING AND COMMUNICATIONS OFFICER'S REPORT

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

Dear Assembly,

I hope you all had a wonderful reading week and are ready for the final push of the school year! Marketing and Communications has been full steam ahead with many cool projects and excited to fill you all in:

## **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/Transition**

Council hiring for the upcoming school year is coming to a close and we are very eager and excited to begin transitioning the new crew. Over the next week or so, we will officially have our successor and will start the process of preparing them for the role.

## **O-Week Faces of ASUS**

With Orientation week hiring right around the corner, we want to bring back our Faces of ASUS campaign to highlight and inform other students of how great being part of this team can be!

## **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 the next council to take over!

## **Hot Ones**

Council has taken on a very fun collaboration with the Good Times Diner team to do a final council video and recreate the very famous TV show concept Hot Ones. We are so excited to show this fun project to the world!

Best of luck with the rest of the semester!

Respectfully submitted,



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

DATE: MARCH 8TH, 2022

# SERVICES COMMISSIONER'S REPORT

PRESENTED BY **TINA HU**, SERVICES COMMISSIONER

Hi all members of assembly,

Hope all is well! I hope everyone is enjoying being back on campus. Here are my updates for the commission this month.

Good Times Diner has increased volunteers back up the regular capacity and has increased meal capacity. Cailey and Jordan have built up a number of partnerships across campus to build a larger audience for the diner and have been largely successful.

This week the Jacket team is doing vintage jacket booting in the ARC this week! We are looking for ways to increase engagement with students and build the accessibility of jackets to students.

Formal is booked for April 9<sup>th</sup>, 2022!! Welcome back to the most coveted events for the graduating class! 100 early bird tickets go on sale this Monday. The formal will be hosted at the Four Points Hotel in Downtown Kingston.

Textbook, AMP, and Exchange Buddies programming have all been consistent and going well.

The incoming commissioner is to be transitioned soon and I am excited for them to get to know the ropes!

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

Best,



Tina Hu (she/her)

Services Commissioner

[services@asus.queensu.ca](mailto:services@asus.queensu.ca)

# GOVERNANCE OFFICER'S REPORT

PRESENTED BY **KRISTEN SUTHERLAND**, GOVERNANCE OFFICER

Members of Assembly,

It is hard to believe that this is our last regular meeting of Assembly before our Annual General Meeting! The year has truly flown by, but I have so enjoyed our time together on Assembly (and I hope you have too!). I am excited to share some exciting updates below.

## **Elections**

We just wrapped up our third and final election of the year! The Department Student Council (DSC) Elections ended on March 4th, and a huge congratulations goes out to the many newly-elected DSC Co-Presidents! We had 21 Nomination Packages submitted, which was exciting as we begin to re-engage with students as we make our way back to normalcy! Reflecting back on each of our elections, I am happy with how each ran, and am so grateful to each member of my Elections Team! None of this would have been possible without Robel, Vineeth, Jack, Piper, or Kaiya! They brought such passion and dedication to their roles, and it was a pleasure to work with each of them. We tried new things, and learned some valuable lessons to pass onto the incoming Governance Officer!

## **Policy**

Caitlin, the Deputy Governance Officer, and myself have been continuing to work away on policy to ensure each policy is reviewed and changes are passed this year! There have been several areas in policy that are either no longer applicable, are duplicate across several manuals, or that make reference to a policy manual or section of policy that no longer exist. This has been a large undertaking, but I am so grateful to Caitlin and it will make a huge difference for the Governance team next year! The ultimate goal is to make policy more accessible and digestible!

## **Advisory Board**

Since the Advisory Board Policy Manual changes were passed at Assembly to include alumni members onto the Board, I have been reaching out to several individuals, namely within the Queen's Advancement Office, to share this opportunity with alumni. The opportunity will be circulated around several alumni newsletters in order to gain a pool of interested applicants. I hope to have a number of interested alumni so that I can undertake the hiring of these individuals with the incoming Governance Officer!

On another note, meetings with the Advisory Board have been going incredibly well, and I and all of Council have been incredibly grateful for their insight and direction! It is an incredibly strong board full of passionate individuals, and three will be carrying on with the Board next year!

## **Archives**

Chloe, our Chief Archivist, is now able to get back into the ASUS Archives after campus being closed for the first half of the semester. We both look forward to getting back into the space and digging up more fun pieces of ArtSci history to share with students! If you ever have anything you want to have searched for, Chloe is more than happy to hear from you at [archives@asus.queensu.ca](mailto:archives@asus.queensu.ca)!

Thank you for taking the time to read through my report! As always, if you have any questions or concerns, please do not hesitate to reach out to me through my email below!

DATE: MARCH 8TH, 2022

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](mailto:governance@asus.queensu.ca)

DATE: MARCH 8TH, 2022

# ADVISORY BOARD REPORT

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

NO REPORT SUBMITTED.

# YEAR REPRESENTATIVE REPORTS

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## 2022 YEAR REPRESENTATIVES

*POSITION VACANT*

## 2023 YEAR REPRESENTATIVES

*POSITION VACANT*

## 2024 YEAR REPRESENTATIVES

*ALICIA PARKER AND CELLINA LOVISOTTO*

Dear Members of Assembly,

We hope everyone enjoyed a restful reading break and a smooth transition back to in-person learning! We have exciting initiatives as we approach the end of the semester and are looking forward to these last few assembly meetings.

### **Newsletter**

Creating a newsletter specifically designed for second year students was one of our goals that we hoped to implement into second semester. We wanted to provide the Class of 2024 with key opportunities including events and volunteer positions while relaying important information occurring within the Queen's Community. We believe this will be an effective way to reach our class from a virtual standpoint and assist in sharing greater opportunities available. We have collected information from the Off-Campus Living Advisor, Student Wellness Services and Academic Services to provide students with information about resources on-campus. We have also included upcoming ASUS opportunities as we approach the end of the semester and begin to transition out of our roles.

### **End of Year Event**

Although our class missed the opportunity of an in-person orientation week, we still feel the importance of highlighting our accomplishments in our unique class. Through productive conversations with Alyth, we have formulated a google form to gauge interest in hosting an End of Year Event specifically for the Class of 2024. We have included the long lasting tradition of coverall painting along with the option of a formal / night time event allowing students to connect with one another across all faculties. We are excited to hear everyone's thoughts and feel this will be a memorable event to close our second year at Queen's!

DATE: MARCH 8TH, 2022

Thank you for taking the time to read our report, and we look forward to seeing you all at Assembly!

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 hope that everyone is having a smooth transition back to in-person classes and is happy to be back on campus!

### **February Events**

Overall we had a successful month with virtual events and the beginning stages of planning for in-person events in March. In February we began with our annual Queen's Conference on Education which was very successful for only being the second time this conference has run virtually. As well, we began our "Winter Wellness" series which included fitness classes for the month of February and more sessions coming in March. As well, the incoming CESA Executive team has begun their hiring for CESA Council 2022-23 beginning with our Queen's Conference on Education 2023 executive team and First round of CESA Council hiring. Interviews will be taking place in March and once the first round of hiring is complete, second round hiring information night and applications will begin!

### **March Events**

This month we are planning to have some in-person events again. Our largest event of the month is our Con-Ed Formal which will be taking place on March 25, 2022 at the Renaissance Downtown Kingston. Bursary applications for formal are currently open and we will be starting ticket sales next week. For the first few days of sales, tickets will only be open to Con-Ed students and then if there are still remaining tickets we will open it up for Con-Ed students to bring guests if they wish. We are also looking into having other annual events in-person this month such as our Inter-Year Dodgeball tournament pending booking availabilities. With this, we are also ensuring that we are keeping some events online for accessibility purposes to ensure that we are creating events that all students feel comfortable attending.

Best of luck to everyone as we enter the second half of the semester and as always, if you have any questions about CESA or about my report please let me know!

Lots of Con-Ed Love,



DATE: MARCH 8TH, 2022

Lexie Ingoldsby

CESA VP Internal

[vpinternal@cesa.queensu.ca](mailto:vpinternal@cesa.queensu.ca)

DATE: MARCH 8TH, 2022



# **COMPUTING STUDENTS' ASSOCIATION**

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

DATE: MARCH 8TH, 2022

# **PHEKSA REPORT**

## **Physical and Health Education and Kinesiology Students Association**



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

Hi Everyone! Hope you all had a great reading week! Here are PHEKSA's March updates...

### **PHEKSA Executive Elections**

Last week, candidates for PHEKSA's Executive Election were hard at work during the campaign period. Voting took place Thursday and Friday for PHEKSA's next President, Vice-President of Operations, Vice President of University Affairs, and Finance Commissioner, and the results will be announced early this week!

### **Sustainability Fund**

PHEKSA has been working diligently to organize the distribution of reusable water bottles to Kin students for a discounted price. Half of all proceeds will be donated to a charitable organization promoting sustainable action!

### **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.

### **Midterm Care Packages**

To help students unwind and take get through the tough middle weeks of the semester, PHEKSA has prepared a supply of free midterm care packages! Packages include treats, self-care items, and more!

That's all from us!

Cheers,

**Stuart Mladen**

Vice President of Operations

---

Physical and Health Education and Kinesiology Students Association

Queen's University

E: [vpops@pheksa.queensu.ca](mailto: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: MARCH 8TH, 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

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## SOCIAL SCIENCES

*PRESENTED BY CLARA CIVIERO.*

Dear Members of Assembly,

Nothing to report at this time. Thank you!

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 Updates:**

-Our most recent Guest Speaker event had 46 participants-43 without including hosts/presenters; this participation is unprecedented; we even had the presenter invite some guests

-We have a Print Exchange scheduled so that Fine Arts Students can exchange their work; this has all been planned to be organized/conducted online, and we aren't having an event for the exchange

-We are conducting faculty/prof interviews in a similar style to "X questions with X person" interviews with Vogue; total participants not determined yet. We are hoping to post these to our program page that way future or current students can get to know their instructors

DATE: MARCH 8TH, 2022

-We are having a “scavenger hunt” by having passwords that students can get by asking profs key questions, and the more passwords you get, the more points you earn. We are giving away prizes from left over merch/goodies from previous years

**Arts & Languages Cluster Updates:**

-channel has been made on Slack to send out reminders to the cluster to give feedback for cluster event ideas

-minimal planning options ideal, since we are all fairly busy within our own DSCs

-Smore Kit/Virtual Campfire idea

-Cluster Sticker idea (laptop stickers are quite popular), and making sticker png/transparency available to all DSCs in the cluster if they want to distribute it to students or use it for any sort of advertising or merchandise

-solidifying idea within the next week ideally; if there is not a lot of feedback, I may just proceed based on the people who do respond

Sincerely,

Flynn Eves-Welch

Fine Arts DSC Co-President and Academic Representative for Arts & Languages Cluster

DATE: MARCH 8TH, 2022



## **BUSINESS OF THE ALMA MATER SOCIETY**

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

***EMELIA PATTERSON***

Dear Assembly,

I hope you all had a restful reading week and have had a safe and productive first week of in-person classes! I am looking forward to a great end of the semester, full of wrapping up projects as well as the exciting AMS Rector Election coming up on March 20-21!

Since the last ASUS assembly meeting, the AMS has had several meetings, including our Corporate General meeting and a general assembly meeting before reading week. We have another Corporate General meeting on April 4th, and our Annual General Meeting on March 10th. I am looking forward to hearing what the other members have been up to and what is going on with clubs!

In terms of committee happenings, the scholarship committee is meeting on March 10th as well to vote on the recipients of the Norman, Ian, and Lorna Rogers scholarships.

Lastly, we have been following the goings-on of the AMS Rector Election closely, and are looking forward to the final election (March 20-21!) and speaking with the candidates to better understand their platforms.

Have a great semester and stay safe everyone!

Emelia Patterson

First Year Representative to the AMS

DATE: MARCH 8TH, 2022

***ASUS REPRESENTATIVE TO THE AMS***  
***DANTE CALOIA***

Dear Members of Assembly,

I'm looking forward to another productive assembly this week! I hope that we continue to discuss COVID-19 and the student experience, and especially how we can make the transition from online to in-person as smooth as possible. I also look forward to participating on the WJ Barnes selection committee again this semester.

Dante Caloia

ASUS Representative to the AMS



DATE: MARCH 8TH, 2022



## BUSINESS OF THE SENATE

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

NO REPORT SUBMITTED. REPORT WILL BE GIVEN VERBALLY.

## Appendices

# Appendix A: 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.**

# Appendix B: Information, Technology and Privacy Policy

## Manual Changes

### SECTION 2 | ASUS ETHICAL PURCHASING POLICY

#### 2.02.01

This section constitutes purchasing policy for the Vice-President of The Arts and Science Undergraduate Society and any individual who is charged with spending ASUS student dollars through all ASUS accounts (ASUS General, ASUS Jackets, Departmental Student Councils, and the Permanent Year Society).

#### 2.02.02

The Arts and Science Undergraduate Society is committed to conducting business with suppliers that value and engage in fair and sustainable operating practices. ASUS is committed to ensuring that student dollars support only businesses and organizations that espouse these principles.

#### 2.02.03

Minimum guidelines established by the International Labour Organization (ILO), the United Nations (UN) Universal Declaration of Human Rights and the UN convention of the Rights of the Child will serve as the guiding principles of this policy. Specifically, statutes relating to the following issues will guide this policy:

- i) Working Hours
- ii) Overtime Compensation
- iii) Forced Labour
- iv) Health and Safety
- v) Non-discrimination
- vi) Harassment or Abuse
- vii) Freedom of Association
- viii) Child Labour

#### 2.02.04

All contracts made with businesses and suppliers will include a specific statement of endorsement, including their obligation towards ensuring their suppliers and contractors abide by these principles.

#### 2.02.05

The ASUS Executive will be charged with jointly enforcing this policy and evaluating potential and current businesses regarding their adherence to it.

DATE: MARCH 8TH, 2022

2.02.06

The Executive may deny any purchase using Society funds that they deem inappropriate, as per Section 2.03.01 iii and 2.03.02 iii of the Constitution.

2.02.07

The Society shall not purchase alcohol, tobacco, or other controlled and restricted substances. The Society shall not partake in gambling using funds raised from students.

The Society shall not promote or fund events which are illegal, promote the violation of the Queen's Code of Conduct, or are of an unethical or immoral nature.

2.02.08

The Executive reserves the right to cancel any event or refuse funding to events which they deem of an unethical or immoral nature, subject to appeal to the Advisory Board.

# Appendix C: Gifts and Awards Policy Manual Changes

## PART 1: AWARDS

### SECTION 1 | MARK R. WILSON AWARD

#### 1.01.01

The Mark R. Wilson Award shall be considered to be the highest tribute the Society may pay to an Arts and Science student for valuable and distinguished service to the University in non-athletic extra-curricular activities. Formerly the Arts and Science Undergraduate Award, the award renamed on February 4, 1999 to honour Mark R. Wilson, ArtSci '99 (Geography & Politics), who was tragically killed by a drunk driver in July of 1998. Mark Wilson was a remarkable student who contributed extensively to Queen's via his involvement in ASUS (as DSC Communications Coordinator, ASUS Representative to the AMS, and '99 Year Society Secretary), the Geography DSC, Queen's Model Parliament, Queen's Young PCs, and Queen's Christian Fellowship. Mark's contributions to the University community were outweighed only by his personal commitment to his friends and family.

#### 1.01.02

The award may recognize exceptional service in a single area or project or contributions over a wide range of activities. Any student at the University may submit a nomination. Each recipient of an award shall be presented with a plaque. The ASUS awards shall be presented annually, ~~as per Section 11.01 of the Constitution.~~

#### 1.01.03

The Selection Committee for the Mark R. Wilson Award will be composed of the following:

- i) Four (4) members of ASUS Assembly
- ii) The President of ASUS
- iii) One member of ASUS Council (Chair)

#### 1.01.04

The Committee shall be appointed by ASUS Assembly before January 15. If any member of the Selection Committee is nominated for an award, the executive shall replace them with a new appointment.

#### 1.01.05

The duties of the Chair of the Committee shall be, but are not limited to:

- i) To inform the campus at large that any member of the Queen's community may nominate any member of ASUS for an award through campus organizations as early as possible in the winter term.
- ii) To convene and chair all meetings of the Selection Committee. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.

DATE: MARCH 8TH, 2022

- iii) To notify the campus through the Journal or other publication of the decision of the Selection Committee.

#### 1.01.06

The Selection procedure for this committee shall be as follows:

- i) The Chair shall be a non-voting member and all other members shall have one vote each.
- ii) All nominations should be received by the Chair by the appointed deadline set by the committee.
- iii) At their first meeting the Selection Committee shall examine the nominations received and members may make additional nominations.
- iv) Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee.
- v) The number of awards given in a year shall be decided by the Selection Committee, but the number may be limited so as not to jeopardize the distinction of the award. The award shall not be awarded simply because a person holds or has held a certain position or office on campus.
- vi) The Committee shall reach its final decision before the Society's Annual General Meeting.
- vii) The voting procedure shall consist of two rounds:
  - a) To eliminate candidates.
  - b) To choose award winners.
- viii) A negative vote of one-third (rounding up) by voting members shall eliminate a nominee from further consideration. In the case where a voting member wishes to appeal the elimination of a nominee during round one, an appeal procedure shall be instituted at the discretion of the Chair, in consultation with the committee. In the second round, if a nominee receives a positive vote of two thirds (rounding down) by voting members, the nominee shall win the ASUS award.

#### 1.01.07

The presentation of the awards is to be made at the Society's Annual General Meeting. The cost of the awards shall be allocated from the budget of the retiring executive. The names of the recipients shall be inscribed on a plaque to be hung in the ASUS office

## SECTION 2 | W.J. BARNES TEACHING EXCELLENCE AWARD

#### 1.02.01

The W.J. Barnes Teaching Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual for teaching excellence. The award shall be presented to

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deserving members of the Faculty of Arts and Science who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Volunteer Appreciation Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.02.02

The award shall be selected ~~according to Section H-2, Part V of this Policy Manual~~ by a Selection Committee **which** will be composed of the following:

- i. Two (2) Chairs:
  - a. The Deputy Academics Commissioner (Special Projects)
  - b. The Academics Commissioner
- ii. Three (3) Committee Members:
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination during the academic year that they hold their role.

#### 1.02.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.02.04

The duties of the Chair of the Committee shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing and Communications Office, that any student may nominate any instructor of the Arts and Science Faculty for the award;
- ii. To convene and chair all meetings of the Selection Committee;
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee;
- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.02.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term;
- ii. Any member of Faculty acting as the central instructor of the course may be nominated. This includes, but is not limited to: Assistant, Associate, and Adjunct Professors. Teaching Assistants are not eligible for this award;
- iii. At their first meeting, the Selection Committee shall examine the nominations received;
- iv. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee;

DATE: MARCH 8TH, 2022

- v. In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees;
- vi. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term;
- vii. The Committee shall reach its final decision before the third week of March.

#### 1.02.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque.

#### 1.02.07

The cost of the awards shall be allocated from the budget of the Academics Commission

### SECTION 3 | TEACHING ASSISTANT EXCELLENCE AWARD

#### 1.03.01

The Teaching Assistant Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual in their undergrad, masters or PhD for their excellence in their role as a teaching assistant. The award shall be presented to deserving Teaching Assistant in the Arts and Sciences who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Special Awards Gala, and every effort should be made to widely recognize the achievements of the winners and all nominees.

#### 1.03.02

The award shall be selected ~~according to Section H-2, Part V of this Policy Manual~~ by a Selection Committee **which** will be composed of the following:

- i. Two (2) Chairs
  - a. The Deputy Academics Commissioner
  - b. The Academics Commissioner
- ii. Three (3) Committee Members
  - a. The Academics Commission First-Year Intern
  - b. One (1) Academic Representative from ASUS Assembly
  - c. One (1) voting member of ASUS Assembly

Members of the Selection Committee may not submit a nomination while in their role.

#### 1.03.03

The Academic Representative and the voting member of Assembly will be selected by ASUS Assembly by Week 6 or the second meeting of ASUS Assembly, whichever comes first.

#### 1.03.04



DATE: MARCH 8<sup>TH</sup>, 2022

The Deputy ACS Commissioner's responsibilities in regard to the TA Excellence Award shall be, but are not limited to:

- i. To inform campus at large early each term, through the ASUS Marketing Commission, that any member of the Queen's community may nominate any Teaching Assistant of the Arts and Science for the award.
- ii. To convene and chair all meetings of the Selection Committee.
- iii. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
- iv. To notify the campus through The Journal or other publication of the decision of the Selection Committee.

#### 1.03.05

The Selection procedure for this committee shall be as follows:

- i. Nominations will be accepted in both terms. All nominations should be received by the Co-Chairs by the ninth week of classes in each term;
- ii. At their first meeting, the Selection Committee shall examine the nominations received;
- iii. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee;
- iv. In reaching a decision, the committee member should consult with the nominator. The evaluation procedure shall be standard across nominees;
- v. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term;
- vi. The Committee shall reach its final decision before the third week of March.

#### 1.03.06

The presentation of the awards is to be made at the ASUS Volunteer Appreciation Gala. The names of the recipients shall be inscribed in a plaque.

#### 1.03.07

The cost of the awards shall be allocated from the budget of the Academics Commission.

## Appendix D: Equity Policy Manual Changes

### SECTION 12 | ASUS ACCESSIBILITY GRANT

#### 1.10.01

The ASUS Accessibility Grant exists to remove financial barriers and support students' equity related initiatives and advocacy work. The ASUS Accessibility Grant provides financial bursaries to undergraduate Arts and Science students with disabilities (including but not limited to, students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions) who are seeking extra support to make their campus experiences more accessible in accordance with ASUS' mission statement.

#### 1.10.02

In accordance with the ADA definition of disability, a person who has a physical or mental impairment that substantially limits one or more major life activities. This can include but is not limited to: students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions

#### 1.10.03

The ASUS Accessibility Grant is open to all Arts and Science undergraduate students and ASUS members.

#### 1.10.04

The Equity Commissioner and their two (2) Deputies will be responsible for primary evaluation of applications. The Equity Commissioner and their Deputies shall be responsible for allocating funds to applicants. Applications will be reviewed by the Advisory Board before funds are allocated.

#### 1.10.05

The Equity Commissioner and their two (2) Deputies should meet two times in each term, totaling two Accessibility Grant committee meetings per semester, and one distribution period per semester. Application decisions will be reviewed by the ASUS Advisory Board before funds are allocated.

#### 1.10.06

Applications for the ASUS Accessibility Grant must be made available once during the fall term and once during the winter term, and every effort must be made to ensure that as many members of the Society are aware about the applications as possible, including, but not limited to, the use of:

1. The ASUS Website;
2. ASUS Social Media Platform;
3. ASUS Newsletter;
4. Sibling Society Specific Media; and
5. Advertising in tandem with event, tradition, or ASUS activity requiring money for participation.

#### 1.10.07

The application shall include the following information:

DATE: MARCH 8TH, 2022

1. Applicant's full name;
2. Applicant's email address;
3. A requested funding amount in; and
4. A space to provide reasoning for their application.

#### 1.10.08

The grant committee must consider the following criteria when evaluating the deservedness of a bursary applicant, where applicable. The impact the following criteria has in determining the allocation amount to an applicant shall be at the discretion of each committee:

1. The degree to which an individual student will benefit from the initiative;
2. The quality and effort put into the application;
3. Demonstration of financial need;
4. Applicant has a disability as identified by 1.10.02;
5. Justification for financial assistance deservedness; and

#### 1.10.09

As the granting committee chairperson, the ASUS Equity Commissioner shall:

1. Compile applications for the ASUS Accessibility Grant, omitting personal identification information including name, email, phone numbers, and other easily identifiable pieces of information that will sacrifice the applicant's privacy;
2. Provide both the Deputies and the Advisory Board members with applications to review prior to the meeting to increase efficiency; and
3. Contact applicants regarding the status of their application following the review process.

#### 1.10.10

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

1. A total of \$1,000 should be allocated each year to the ASUS Accessibility Grant each year, with \$500 for each semester
2. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and
3. Any money allocated to the Accessibility Grant that is not used in the fiscal year will remain in the ASUS General Account and carryover into the following fiscal year.

#### 1.10.09

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If there are disagreements that arise in allocation, they should be settled by a vote or at the discretion of the Vice President Operations/ CFO.

#### 1.10.10

Allocated funding for initiatives will remain in the possession of the Society until needed. When funding is needed, successful applicants must make the purchase on their own accord and then contact the Vice President Operations/ CFO who will provide a reimbursement cheque for the costs. If this method of reimbursement is not suitable for the applicant, they can contact the Vice President Operations/ CFO to make alternate arrangements. The Vice President Operations/ CFO shall keep record of bursary allocations and record all expenses in the accounting system.

# Appendix E: President Policy Manual Changes -Striking the Equity Director and Implementing a SVPR Director

## SECTION 2 | SEXUAL VIOLENCE PREVENTION AND RESPONSE DIRECTOR

### 3.02.01

The Sexual Violence Prevention and Response Director will be tasked with amplifying the existing resources, supporting outreach and working with policies to improve the SVPR experiences of students at Queen's. They will work closely with the President, Vice President Society Affairs, and Equity Commissioner to implement society, university, and city-wide change.

### 3.02.02

The SVPR Director's role will work to ensure SVPR efforts remain a priority of the society. This work will be occurring both internally to ASUS as well as through outreach to the university and the city. The role will ensure it is familiar with existing policies and work to make them more accessible to students long-term.

### 3.02.03

The SVPR Director will also liaise with the Queen's Equity and Human Rights Office to pursue collaboration and improve the Society. The SVPR Director will specifically seek to consult with Indigenous groups and stakeholders on campus to determine how we can best incorporate Indigeneity into ASUS practices and events and seek to implement any recommendations. Further, the director will focus on Society-wide educational efforts in collaboration with the Human Resources Office.

### 3.02.04

The Director will also have the freedom to engage in personal projects in collaboration with the Executive and Equity Commission, while also fulfilling their established roles and requirements.

### 3.02.05

The ASUS President, ASUS Vice-President of Society Affairs, and ASUS Equity Commissioner shall oversee the hiring process and sit on the hiring panel.

### 3.02.06

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

- i) Holding five (5) office hours per week. At least one (1) office hour shall be held during the office hours of the President. The remaining four (4) hours are flexible around the prevailing work during the week;
- ii) Chair and assemble a task force made up of DSC presidents, ASUS volunteers and interested administration and faculty. The task force will work to establish programming and changes for the society and at Queen's overarchingly. They will also sub-divide the task force into subcommittees if needed to work on specific projects such as policy, social media and more.

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iii) Working to establish a working relationship with the Queen's Sexual Violence Prevention and Response Office and Human Rights and Equity Office to stay updated on the policies and programming being implemented in their respective offices;

iv) Establish a relationship with the city contacts that oversee SVPR and businesses to ensure we implement city-wide projects and trainings surrounding Sexual Violence Prevention and Response;

v) Work with the Human Resources Office to ensure that all HR Harassment and Discrimination policies at ASUS are updated and in line with the university and employment regulations to best support our volunteers;

vi) Collaborate and meet with the Sexual Assault Centre Kingston on a semesterly basis to maintain a working relationship and amplify their resources as needed;

vii) Work with relevant parties to get feedback on existing SVPR structures and attempt to remedy any flaws by working directly with policies. The aim would be to ensure that all policies are clear, accessible and equitable to SVPR access.

viii) Update the SVPR portion of the ASUS website as needed to ensure the information is accurate and accessible when possible

ix) Facilitate and liaise SVPR trainings such as Bystander Intervention within ASUS and at the university level;

X) Act as a rerouter for resource for ASUS volunteers and students within the Faculty of Arts and Society.

### 3.02.07

12-month term from May 1st of the outgoing academic year to May 1st of the following academic year (i.e. May 1, 2020 - May 1, 2021).

### 3.02.08

#### Summer Responsibilities:

i) Work with the ASUS Executive and Equity Commissioner to assess central priorities for SVPR for the school year;

ii) Make connections with relevant groups in the Queen's Community and in the city to ensure successful completion of their work in the Academic year;

iii) Work with the Executive and Equity Commissioner to ensure successful completion of Strategic Plans and budgeting.

### 3.02.9

#### Transition Responsibilities

i) Engage in a thorough assessment of the work that has been completed and what is still left to complete in the Society.

ii) Prepare a detailed transition manual for the incoming SVPR Director and a report with updates on the status of SVPR goals and priorities.

iii) Ensure any Action Plans or other documents created in their term are properly delivered to the incoming Executive, Equity Commissioner, and any other relevant bodies as well as made publicly available prior to being removed from their role.

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# **Appendix F: Human Resources Policy Manual (Internal) Changes**

Click [here](#) to view.

# Appendix G: Changes to the Vice President Operations Policy Manual

## PART 1 | JOB DESCRIPTION AND RESPONSIBILITIES

### SECTION 1 | ASUS ACCOUNTING DIRECTOR CO-DIRECTORS

#### 2.01.01

The ASUS Accounting Co-Directors shall jointly work with the ASUS Vice President (Operations)/CFO and General Manager to ensure the financial health and well-being of the Society appropriate financial reporting, transaction, and health of the Society.

#### 2.01.02

The ASUS Accounting Co-Directors shall be hired by the end of the winter semester of each academic year. A committee comprised of the incoming Vice President (Operations)/CFO, the Chair of the Advisory Board, and one (1) member of Assembly shall be responsible for hiring the ASUS Accounting Co-Directors.

#### 2.01.03

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

- i. Assisting the Vice President (Operations)/CFO with their daily operations
- ii. Assisting the ASUS General Manager with their daily operations
- iii. Holding five (5) office hours. At least one (1) of these office hours shall be held during the office hours of the Vice President (Operations)/CFO.
- iv. The Accounting Co-Directors will also be a resource to members of the Society as inquiries pertain to their portfolio.
- v. Dealing with ASUS Cheque Requisition and Debit and Credit forms on a weekly basis. This includes, but is not limited to:
  - a. Compiling cheque requisition and debit and credit forms
  - b. Inputting reimbursement expenses into QuickBooks (Accounting Software)
  - c. Monitoring Debit and Credit Card usage through QuickBooks
  - d. Contacting and notifying individuals regarding reimbursement, or that their direct deposit/ Interac E-Transfer has been sent to their bank account
- vi. Inputting expenses, revenue reports, invoices, payroll, bills, and other financial records into the Vice President (Operations)/CFO's Accounting Software
- vii. Assisting the Vice President (Operations)/CFO in maintaining the General Operating Budget Expense Tracker after the projections have been approved.
- viii. Collecting and counting deposited money on a weekly basis. This can only be done in conjunction with, or in the presence of, either the Vice President (Operations)/CFO or the ASUS General Manager. The information will then be tracked and made available to the Vice President (Operations)/CFO and General Manager regularly



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- ix. Ensuring that Commissioners and Officers, Committees, DSCs, the Orientation Committee, and the Camp Directors are spending responsibly and adhering to their original budget and strategic plan. It shall be the Accounting Director's responsibility to notify the Vice President (Operations)/CFO if they have concerns with any expenses made by ASUS volunteers or employees.

#### 2.01.04

The responsibilities of the ASUS Accounting Co-Director (Reimbursements) shall include, but not be limited to:

- i. Handling ASUS Reimbursement Requests and Debit and Credit forms on a weekly basis. This includes, but is not limited to:
  - a. Accepting incoming reimbursement request and debit and credit forms;
  - b. Contacting the submitting individual or Commissioner/Officer with any questions of clarification pertaining to the request;
  - c. Alerting the Vice President (Operations)/CFO of any unusual or suspicious information included in the request;
  - d. Inputting expenses into QuickBooks (Accounting Software);
  - e. Initiating the reimbursement through Interac E-Transfer (via the online banking platform), cheque, or other payment method as determined by the Vice President (Operations)/CFO; and
  - f. Contacting and notifying individuals regarding reimbursement, or that their direct deposit/ Interac E-Transfer has been sent to their bank account.
- ii. Monitoring account activity and usage through QuickBooks;
- iii. Answering any queries surrounding the reimbursement system; and
- iv. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from reimbursements.

#### 2.01.05

The responsibilities of the ASUS Accounting Co-Director (Compensation) shall include, but not be limited to:

- i. Handling ASUS honoraria and food credit distribution on a monthly basis. This includes, but is not limited to:
  - a. Accepting incoming distribution requests from the Vice President (Operations)/CFO and Human Resources Officer;
    - i. Food credits will generally be distributed in October and February of each academic year.
    - ii. Honoraria will generally be distributed in December and April of each academic year.
  - b. Inputting expenses into QuickBooks (Accounting Software);
  - c. Initiating the distribution through Interac E-Transfer (via the online banking platform), cheque, or other payment method as determined by the Vice President (Operations)/CFO; and

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- d. Contacting and notifying individuals regarding distribution, or that their direct deposit/Interac E-Transfer has been sent to their bank account.
- ii. Monitoring account activity and usage through QuickBooks;
- iii. Answering any queries surrounding the distribution of compensatory credits; and
- iv. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from compensation.

#### 2.01.06

The responsibilities of the ASUS Accounting Co-Director (Budgeting) shall include, but not be limited to:

- i. Supporting members of the Society who engage in budgeting processes with the development of their operating budgets;
- ii. Assisting the Vice President (Operations)/CFO in maintaining the General Operating Budget live spending updates (to be made available on the website) after the projections have been approved by ASUS Assembly.
- iii. Ensuring that Commissioners and Officers, Committees, DSCs, the Orientation Committee, and the Camp Directors are spending responsibly and adhering to their original budget and strategic plan.
- iv. Notifying the Vice President (Operations)/CFO if they have concerns with any expenses made by ASUS volunteers or employees;
- v. Monitoring account activity and usage through QuickBooks;
- vi. Answering any queries surrounding the distribution of compensatory credits; and
- vii. Maintaining accurate and complete information surrounding accounting records of expenditures resulting from compensation.

#### 2.01.07

The ASUS Accounting Co-Directors shall hold a 12-month term from May 1st of the outgoing academic year to April 30th of the following academic year.

#### 2.01.08

An honorarium of \$500 will be awarded to the Accounting Co-Directors should they complete all required duties. The honorarium will be paid out in two installments, one at the conclusion of the fall semester, and the second at the conclusion of the winter semester after successful completion of transitional duties.

#### 2.01.09

The Summer responsibilities for the Accounting Co-Directors shall include, but are not limited to:

- i. Collaborating with the ASUS Vice President (Operations)/CFO to ensure that summer goals are set;
- ii. Familiarizing themselves with ASUS Financial Operations as well as the transition manual received from their predecessor; and
- iii. Assisting the Vice President (Operations)/CFO with any preparation for the Fall, especially in regards to Orientation Week.

#### 2.01.10

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The Transition responsibilities for the Accounting Co-Directors shall include, but are not limited to:

- i. Ensuring that all analytical content has been passed to relevant bodies for consumption and use, including outgoing Council, incoming Council, and the incoming and outgoing Executive. Any sharing of information will occur in accordance with ASUS Human Resources Policy; and
- ii. Preparing a detailed transition manual for the incoming ASUS Accounting Co-Directors.