

**Arts
and
Science
Undergraduate
Society —
Assembly**

Transition Assembly
Meeting 1

AGENDA

1. **Motion 1** – Approval of the Agenda
2. **Motion 2** – Approval of the Minutes
3. Speaker’s Business
 - a. **Welcome and Land Acknowledgement**
4. Presentations
 - a. **Outgoing Governance Officer – Assembly Policy and Protocol**
5. Discussion Period
 - a. **Running in Elections as a Slate or an Individual**
6. Executive Reports
7. Society Reports
 - a. **Business of ASUS Council**
 - b. **Business of the Sibling Societies**
8. Other Reports
 - a. **Business of Year and International Representatives**
 - b. **Business of the Senate**
9. Statements by Members
10. Question Period
11. Old Business
12. New Business
 - a. **See attached motion sheet, motions 3 - 28.**
13. Speaker’s Last Word
14. Adjournment of the ASUS Assembly

PREAMBLE

Good evening and welcome to Assembly!

My name is Piper Veloso and I am the ASUS Governance Officer for the 2023 - 2024 year. I look forward to working together this year and advancing your ideas, plans and goals for the benefit of Arts and Science Students.

ASUS Assembly is the highest legislative body for the Arts and Science Undergraduate Society. We serve to enact positive change for not only Arts and Science Students, but also the students within our Sibling Societies. These include Computing (COMPSA), Physical Education and Kinesiology (PHEKSA), Concurrent Education (CESA) and the Dan School of Drama and Music (DSUS). All

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

With this, I would like to thank you for your report submissions and motions to this first Transition meeting. I cannot wait to witness the accomplishments of this year's Assembly. Please know that the Governance Office is a resource for you to feel supported in raising new ideas and discussion topics. I am always more than happy to connect via my office hours, Zoom or email.

Yours in governance,

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

ASUS acknowledges that Queen's University is situated on the territory of the Haudenosaunee & Anishinaabek.

MOTION SHEET

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

- MOVED BY: INCOMING GOVERNANCE OFFICER PIPER VELOSO
- SECONDED BY: INCOMING PRESIDENT AMAIYA WALTERS

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on March 2nd, as seen on the ASUS website.

- MOVED BY: INCOMING GOVERNANCE OFFICER PIPER VELOSO
- SECONDED BY: INCOMING PRESIDENT AMAIYA WALTERS

Est Time: 2 mins

3. That ASUS Assembly formally ratify Sarah Eklove for the position of Academics Commissioner for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPOPS THERESE DE RIVERA

Est Time: 2 mins

4. That ASUS Assembly formally ratify Binyat Akrem for the position of Community Outreach Commissioner for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPSA PRESTON HARRISON

Est Time: 2 mins

5. That ASUS Assembly formally ratify Nathaniel Dixon for the position of Equity Commissioner for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPOPS THERESE DE RIVERA

Est Time: 2 mins

6. That ASUS Assembly formally ratify Piper Veloso for the position of Governance Officer for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPSA PRESTON HARRISON

Est Time: 2 mins

7. That ASUS Assembly formally ratify Sheryn Basham for the position of Human Resources Officer for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPSA PRESTON HARRISON

Est Time: 2 mins

8. That ASUS Assembly formally ratify Helena Shimwell for the position of Marketing and Communications Officer for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPSA PRESTON HARRISON

Est Time: 2 mins

9. That ASUS Assembly formally ratify Cole Olidis for the position of Services Commissioner for the 2023 - 2024 academic year.

- MOVED BY: INCOMING PRESIDENT AMAIYA WALTERS
- SECONDED BY: INCOMING VPOPS THERESE DE RIVERA

Est Time: 2 mins

10. That ASUS Assembly formally close the 2022 ASUS Orientation budget, as seen in Appendix A: 2022 ASUS Orientation Budget Closing.

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: INCOMING VPOPS THERESE DE RIVERA

Est Time: 2 mins

11. That ASUS Assembly formally close the 2022 ASUS Camps budget, as seen in Appendix B: 2022 ASUS Camps Budget Closing.

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: INCOMING VPOPS THERESE DE RIVERA

Est Time: 2 mins

12. That ASUS Assembly formally open the 2023 ASUS Orientation budget, as seen in Appendix C: 2023 ASUS Orientation Budget Opening.

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2023 HEAD GAEL GEORGIA DEAN-SAVAGE

Est Time: 2 mins

13. That ASUS Assembly formally open the 2023 ASUS Camps budget, as seen in Appendix D: 2023 ASUS Camps Budget Opening.

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2023 CAMPS DIRECTOR (OPERATIONS) NATALIE VIEBROCK

Est Time: 2 mins

14. That ASUS Assembly formally approve the changes to the Elections and Referenda Policy Manual as seen in Appendix E: "Elections Policy Amendments."

- MOVED BY: 2022 - 2023 GOVERNANCE OFFICER CAITLIN SANKARAN-WEE
- SECONDED BY: INCOMING GOVERNANCE OFFICER PIPER VELOSO

Est Time: 2 mins

15. That ASUS Assembly formally establish the ArtSci Cup Policy Manual as seen in Appendix F: "ArtSci Cup Policy."

- MOVED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN
- SECONDED BY: 2022 - 2023 MARCOMMS OFFICER MONICA SZALAJKO

Est Time: 2 mins

16. That ASUS Assembly formally approve the changes to the VPOPS Policy Manual as seen in Appendix G: "VPOPS Policy Amendments (1)."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

17. That ASUS Assembly moves to remove the position of the ASUS Development Director reporting to the Vice President (Operations) as seen in Appendix H: "VPOPS Policy Amendments (2)."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

18. That ASUS Assembly moves to remove the Accounting Officer position reporting to Vice President Operations as seen in Appendix I: "VPOPS Policy Amendments (3)."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

19. That ASUS Assembly removes ASUS Peer Tutoring as a portfolio underneath the Academics Commissioner and move it underneath the Services Commissioner as seen in Appendix J: "Services Policy Amendments."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: INCOMING SERVICES COMMISSIONER COLE OLIDIS

Est Time: 2 mins

20. That ASUS Assembly formally approve the changes to the Gifts and Awards Policy Manual as seen in Appendix K: "Gifts and Awards Policy Amendments."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

21. That ASUS Assembly formally approve the changes to the Financial Policy Manual as seen in Appendix L: "Financial Policy Amendments."

- MOVED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

22. That ASUS Assembly formally approve the changes to the Vice President Society Affairs Policy Manual as seen in Appendix M: "VPSA Policy Amendments."

- MOVED BY: 2022 - 2023 VPSA EMMA FARRELL
- SECONDED BY: INCOMING C/O COMMISSIONER BINYAT AKREM

Est Time: 2 mins

23. That ASUS Assembly formally approve the changes to the Orientation Policy Manual as seen in Appendix N: "Orientation Policy Amendments."

- MOVED BY: 2022 - 2023 VPSA EMMA FARRELL
- SECONDED BY: 2022 - 2023 VPOPS ALOKA WIJESUNDARA

Est Time: 2 mins

24. That ASUS Assembly formally approve the changes to the Community Outreach Policy Manual as seen in Appendix O: "Community Outreach Policy Amendments."

- MOVED BY: 2022 - 2023 VPSA EMMA FARRELL
- SECONDED BY: INCOMING C/O COMMISSIONER BINYAT AKREM

Est Time: 2 mins

25. That ASUS Assembly formally recognize the Head Gael as a sitting, non-voting member of ASUS Assembly who is to present a report on the status of Orientation at the first ASUS Assembly of the year, then once per semester.

- MOVED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN
- SECONDED BY: 2022 - 2023 GOVERNANCE OFFICER CAITLIN SANKARAN-WEE

Est Time: 2 mins

26. That ASUS Assembly formally approve the changes to the Academics Policy Manual as seen in Appendix P: "Journal Editors in Chief Honoraria adjustment."

- MOVED BY: 2022 - 2023 ACADEMICS COMMISSIONER ALICIA PARKER
- SECONDED BY: 2022 - 2023 PRESIDENT YARA HUSSEIN

Est Time: 2 mins

27. That ASUS Assembly formally recognizes the division of DSC Support Deputy into two roles: DSC Deputy (Events) and DSC Deputy (Finance) as seen in Appendix Q: "Academics Policy Changes."

- MOVED BY: 2022 - 2023 ACADEMICS COMMISSIONER ALICIA PARKER
- SECONDED BY: INCOMING ACADEMICS COMMISSIONER SARAH EKLOVE

Est Time: 2 mins

28. That ASUS Assembly formally recognizes the removal of ASUS Peer Tutoring from Academics Policy.

- MOVED BY: 2022 - 2023 ACADEMICS COMMISSIONER ALICIA PARKER
- SECONDED BY: 2022 - 2023 SERVICES COMMISSIONER KANA OGAWA

Est Time: 2 mins

FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Amaiya Walters**, President

Dear Members of Assembly,

I hope that everyone is doing well and that the last few weeks of classes are going as smoothly as can be. I want to officially introduce myself: my name is Amaiya Walters, and I am excited to serve as the incoming ASUS President – Go ASUS 133! It's great to be back here with you all since February and to report to you all what I have been up to in the meantime.

Transition

Over the past couple of months, I have learned a great deal about the structure, impact, and overall workings of this lovely faculty society through my transition with President Yara Hussein. I am external to ASUS besides a few volunteer positions I have held within the Equity Commissioner previously, and I am grateful to have President Hussein to lead me through the portfolio and responsibilities of the President to ensure I am well equipped for May 1st and beyond. I have been able to meet some of the members of faculty and administration that the President has a close working relationship with, and I have had the pleasure of sitting in on meetings and assemblies as well. President Hussein has led me through the unique relationships the President has with the members of ASUS Council, other Faculty Presidents, and leaders within the AMS. I have a better appreciation and understanding of the complexities of this role and the tremendous impact I can make during my term, and I am beyond excited to officially begin in May. Vice-President Farrell and Vice-President Wijesundara have also played an immense role in my transition, and I am so grateful to be transitioned by Team YEA!

Hiring

As of last week, we have officially hired all seven members of the incoming Council and are looking forward to working with them and providing them support in their roles. I want to congratulate and introduce Piper Veloso, Sarah Eklove, Binyat Akrem, Cole Olidis, Helena Shimwell, Sheryn Basham, and Nathaniel Dixon! Although newly hired, Therese, Preston and I are already proud

of our team and are confident they will be a fantastic team. Council members are slowly starting their transitions with their soon-to-be predecessors, and I know that the current council will do an amazing job in teaching them the ins and outs of their portfolios. Preston, Therese, and I are in the process of hiring Direct Report positions while helping members of incoming council with their deputy and co-chair hiring. We are hoping to complete hiring of these positions by the second week of April; however, we may need to extend it to the third week, depending. Kristin Papaconstantinou, the current Human Resources Officer has been a tremendous support to Therese, Preston, and me as well as to the incoming council. Thank you for all the work you have put into this hiring period – we truly appreciate all you do.

Looking Ahead

Preston, Therese, and I are looking forward to implementing aspects of our platform in various portfolios very soon. We have many ideas on how we can best support students and build a more equitable and accessible community both within ASUS and the greater community. We want to ensure financial accessibility and transparency, which will be largely under Therese's portfolio; however, all of ATP has been discussing tangible ways to ensure this. We are also in the planning stages of consultations with equity-deserving student groups to ensure we have a strong understanding of the needs of these communities. This will aid us in creating a more detailed strategic plan for this upcoming and one that focuses on all aspects of equity.

I want to thank everyone in the 2022-2023 ASUS community for creating and continuing to foster a positive and welcoming space. You leave behind big shoes to fill! This year's council has done fantastic work – work that ASUS 133 hopes to continue in a few weeks' time. Preston, Therese, and I are excited to take on our roles in May and look forward to sharing updates with you all throughout the summer months and beyond.

If you have any questions or concerns regarding the upcoming year, please do not hesitate to reach out to me. Additionally, if there is anything I can do to support you, please let me know and I will do my best within my capacity to do so. I am here to represent students and want to stress that my door is open for you all. My current email is newpres@asus.queensu.ca; however, as of May 1st, you can email me at president@asus.queensu.ca. Good luck to everyone as they wrap up classes and enter into the exam period.

Thursday, March 30th, 2023

ROSE EVENT COMMONS

Respectfully submitted,

Amaiya Walters (she/her/hers)

Incoming President

newpres@asus.queensu.ca



VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

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

Presented By Preston Harrison, Incoming Vice-President Society Affairs

Members of Assembly,

I hope everyone is having a great week, staying healthy, eating and getting enough rest! Especially as the school year comes to a close with exams and final papers. It is an honour to deliver my first-ever report to the amazing incoming council team and legendary outgoing council. After the council cottage weekend, I'm delighted to say I am even more excited to work with everyone next year and continue to develop these wonderful relationships. I am certain we will extend our reach to positively impact the student life across campus next year. I am truly grateful and humbled to be working alongside Therese, Amaiya and this beautifully diverse team of the incoming council. I appreciate being in the position to develop relationships with the greater student society. I will utilize my position as beacon of change and growth. As we prepare to embark on this journey together, we will go through many challenges representing the student body of Arts and Science, as it is the biggest faculty on campus, but it is important to know we are not alone. We have each other to lean on, so don't be afraid to ask for your help. That being said, I wanted to thank and appreciate all the individuals as we begin this new journey together.

Transition

Since obtaining the position of ASUS VPSA, I have had the pleasure of working with the current VPSA Emma Farrell. During the transition period, she has been nothing but pleasant and helpful to me in grasping a proper understanding of my position and responsibilities. She has allowed me to join meetings to gain a greater knowledge of the diverse portfolios and structures within ASUS. As a person new to ASUS, Emma has made it easy for me to comprehend my role and the various roles of the council. I also had the opportunity to meet with faculty members and hear pitches from clubs interested in working with ASUS. I am

excited to collaborate with to accomplish a more inclusive campus so that everyone feels a part of from the moment they move in on campus.

As the transition period for everyone has been an emotional rollercoaster, I hope everyone continues to enjoy their roles and stays curious to learn more and do more within their positions just as I am. As I have had the time to understand my role and the opportunities it possesses. Emma, my exec team Amaiya and Therese, have inspired me with a vision where the ASUS has the potential to function as a hub that demonstrates diversity, inclusion and most importantly positivity so that everyone who steps foot in the ASUS building will have a sense of fresh air. I do not take the responsibilities of my role lightly and neither should anyone here as we have the power to leave a legacy that students will remember. We created a space they can call their second home. On that note, I am excited to continue learning about the position of VPSA and ASUS in the incoming year.

Hiring

One of the best memories so far was the third-round interviews and the reactions from everyone. However, I am happy to have finally formed our formidable team. We are excited to see what new creative ideas these individuals bring to life, and we cannot wait to see everyone bloom in their new positions. We are eager to welcome Sarah Eklove, Binyat Akrem, Nathaniel Dixon, Piper Veloso, Sheryn Basham, Helena Shimwell and Cole Olidis as our new council, we are here to support you, and of course celebrate your accomplishments as we are a team wishing for everyone's success! Your respective Commissions and Offices are going to enjoy working with you as you all are great leaders that care for others. The executive office continues with the hiring process as we cannot wait to fill all positions and welcome every director, coordinator, and team member to the ASUS community throughout this time. As we continue to build and extend our reach it is the student leaders that promote positive change that keeps ASUS thriving.

Visions for the Year Ahead

Over the last few weeks of our transitional period, we will be completing ASUS Spring Hiring, finishing our transition meetings, and beginning to plan for the year ahead. As these positions are heavily detailed and filled with many responsibilities, everyone should prioritize learning more about your position and those you will be developing relations with. As I will be doing so over the summer getting familiar with all facets of society and the relation to prepare for next to properly execute my role to the best of my ability.

I am looking forward to working closely with Alyssa B, Juno Radulovic and Natalie Viebrock our ASUS Camps Directors as they put tremendous hours in preparation for ASUS camps this summer. I have never imagined myself being in this position nevertheless working closely with camp with kids ages 4-8. I love kids and I am excited to help with the camp as much as possible. ASUS camps give Queens one of the best ways to develop a better relationship with the Kingston community. In addition to having volunteers, it brings forth valuable leaders in the community that can change the Kingston community's outlook on young adults. I hope to enhance this relation to something even greater through different community events working to encourage a positive Kingston and Queen's community interaction and relation.

All that being said, I am looking forward to the future of what this council can create. Therese, Amaiya and I remain to lead with an equitable foot forward as we continue to advocate for equity, transparency and positive relations with the Kingston community and academic community. We hope to collaborate with faculty members, community stakeholders, and student leaders to bring our platform ideas to fruition. I am humbly ready to take on the new challenges that this position brings forth while becoming comfortable with the unknown. We hope to continue to grow the reach that was done in ASUS's 132nd year.

If you have any questions regarding this report or the year ahead, or if there is anything that I can do to support you, please feel free to reach out at newvpsa@asus.queens.ca until May 1st or at vpsa@asus.queensu.ca beyond that date. I wish everyone success on their exams but more importantly make sure to take care of your mental health and well-being. Let's end the school year on a positive note.

Respectfully,
Preston Harrison
Preston Harrison (He/Him/His)
Incoming Vice President (Society Affairs)
newvpsa@asus.queensu.ca



VICE PRESIDENT OF OPERATIONS REPORT

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

Dear Members of the Assembly,

I hope that you've all been well as we approach finals season and wrap up the end of this academic year. I would like to congratulate Piper Veloso, who is running this transition Assembly as our incoming Governance Officer. As we begin, I would also like to take the opportunity to re-introduce myself upon starting my report. My name is Therese de Rivera and I am the Incoming Vice President of Operations for the 2023/24 academic year.

I've previously had the privilege of being part of the Marketing and Equity Offices since my second year at Queen's, serving as Social Media Director and Co-Chair for the Disability and Neurodivergence Alliance. I found not only a genuine love for ASUS through these roles but also a passion for contributing to positive change in the school community. I believe I speak for all of team ATP when I say that we are beyond grateful for the opportunity to take on these executive roles, and we are eager to continue promoting an inclusive and diverse environment for Queen's students. Spending this past year with ASUS makes me hopeful of our contributions to the community, and builds excitement to lead in the same manner as the many passionate, driven, and hardworking leaders that I have had the pleasure of connecting with over this past year alone. I am extremely grateful.

Transition

Since the election of 'ATP', Amaiya, Preston, and I have been working in transition with the current ASUS executives; Yara, Emma, and Aloka (Team YEA). It has so far been a pleasure, and their passion for ASUS has inspired me in many ways as I transition into my role as the Vice President of Operations. Consequently, much of my work has been closely tied to Aloka, with whom I regularly meet one-on-one to go over training in more detail. We have since

covered much more than I could have imagined, ranging from the ASUS budget to accompanying Aloka during her meetings with accounting directors, community partners, and our lovely general manager at ASUS, Sean, who I look forward to working with more in the coming year.

I have learned so much over my meetings with Aloka and know that there is still so much more for me to take in. However, she has been incredible at answering all my questions and sharing her knowledge to the best of her ability while also being patient, and providing me with endless support. Each day transitioning with ASUS has been a special learning opportunity and I am extremely fortunate to work with our incoming team as I learn more about our projected goals.

Hiring

Amaiya, Preston, and I are thrilled to have our incoming council present at this assembly. We are so proud of each one of these individuals who showed great passion, ambitions, and new ideas throughout our hiring process. They have stood out to our team as natural leaders and I look forward to working with them in the coming year. Once again, I am beyond excited to congratulate Helena Shimwell, Binyat Akrem, Nathaniel Dixon, Sheryn Bashry, Piper Veloso, Sarah Eklove, and Cole Olidis as the ASUS incoming council.

Director, Co-Chair, and Manager roles are currently also open as Team ATP looks forward to another round of interviews to support the council.

Visions for the Year Ahead

Something that Amaiya, Preston, and I emphasized throughout our elections was a call for diversity, equity, and inclusion on campus. While we have many ideas on how we can best bring our ideas to life, I also know that anything involving change comes with time. From my role in operations, I hope to make improvements to our financial accessibility and transparency for the student body. While the current council has been excellent at doing so, I believe the most effective way to make improvements is to continue YEA's efforts and meet with incoming council and executives to discuss what can be improved on or changed. I also hope that in terms of transparency, we can expand outreach and take on further suggestions from our student body outside of ASUS as well.

I also look forward to working with student services further, who Team ATP I had the pleasure of meeting for the first time over this past week. We had great discussions regarding ideas to improve such as the transition, EDII concerns, health, etc. of incoming Arts and Science Undergraduate students and I hope

that the time Amaiya, Preston, and I spend over the summer will allow us all to reflect on what we can do to support students, faculty, and ASUS alike.

While my visions for the year may seem somewhat brief, at this point I recognize that there is still so much more learning for me to do as I transition into my role. As team ATP leads ASUS into its 133rd year, I hope for us to keep our goals we came into the role with strong, and effectively implement them into ASUS next year. Once again, I am so grateful and ecstatic for the opportunities, solutions, and new ideas to come working alongside this amazing team!

Sincerely,

A handwritten signature in black ink that reads "Therese de Rivera". The signature is written in a cursive, flowing style.

Therese de Rivera (she/her)
Incoming Vice President of Operations
newvpops@asus.queensu.ca

ACADEMICS REPORT

Presented by **Sarah Eklove**, Academics Commissioner

Members of Assembly,

Hi everyone! It was so lovely to begin to get to know each of you and I am looking forward to creating a powerful and headstrong team with you for the upcoming year. My name is Sarah Eklove, I am a third year Con-Ed student, and I am the incoming Academics Commissioner for the 2023/2034 school year. In my second year at Queen's I became a volunteer with the ASUS Appeals Resource Centre, and became the co-chair of DNA under the equity commission. With both of these experiences combined I found my interest in leadership and in academic assistance and helping students in trying times in their academic career. This past year I was the Co-Chair of the AARC and admired the work my volunteers did and enjoyed growing a community of student leaders who were interested in the same type of leadership I was! I also was intrigued with the work Alicia was doing and wanted to follow in her footsteps. This year, I am so excited to continue working in the Academics commission and to work with the rest of council.

Transition:

This week, Alicia and I have begun talking about transition! I am extremely grateful to have worked with Alicia and get to know her throughout the year, and see that she is going to be a very helpful person to have in this process of becoming the Academics Commissioner. She is very responsive, knowledgeable and extremely supportive. Alicia and I have crafted a schedule to begin having in person transition meetings and have agreed that I will shadow her in the meetings she has from here on out. We have yet to have any meetings, but this upcoming week we are going to meet at least twice, and I will be sure to take note and ask all the questions I have prepared. Today I signed into the new academic commissioner email and will check that email going forward. This transition is extremely exciting and I cannot wait to learn more about the position, ease some of my anxieties and feel so confident about the upcoming year.

Hiring:

In terms of hiring, I have written questions to be reviewed for my deputy and co-chair positions. I have lots of positions to hire for, but doing these ones first will ensure the hiring of the Editors- in- chiefs and other positions. We have received a great amount of submissions for these roles and I am eager to

interview everyone and create a strong team! I am hoping to send out emails to offer interviews early this week to the applicants and get started with those interviews ASAP!

Planning:

I am extremely excited about this upcoming school year and stepping into this position. There are some elements within the Academics Commission that I hope to see improve, and as I learn more about the current workings of the commission, I am sure I will have more things I would hope to add or reform.

Firstly, I would hope to see further growth and outreach in the academic services. For example, potentially adding more positions to the AARC (such as marketing) and working with the faculty to include financial appeals into the service. I hope to maintain the success that APT and ASUS Review has, and hope to continue to see these services grow.

On the topic of growth, I plan on marketing the services more, and promoting them to first year/incoming students specifically. The co-chairs and directors of the services work very hard to hire a team and run their clubs, but it is futile if it is not reaching students in need. Working with marketing, and coming up with creative ways to increase engagement within the arts and science students, I will hopefully see growth and positive expansion of the services.

I am again so excited to be taking on this role and learn from my peers. I am so grateful to have such a wonderful outgoing team to mentor me and am lucky for the amazing incoming team that is supporting me in this transition and being so warm and helpful. There are endless amounts of opportunities to make a positive change in the academic lives of students at Queen's and I hope to be a force in that change!

Respectfully submitted,

Sarah Eklove

Incoming Academics Commissioner newacademics@asus.queensu.ca

COMMUNITY OUTREACH REPORT

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

Members of Assembly,

Hope everyone is doing great during such busy times! I would like to introduce myself once again, my name is Binyat Akrem, and I am excited to have the opportunity to serve as the Community Outreach Officer for the upcoming academic year! While I do not have any prior experience serving on the Council, I am eager to learn and bring my passion for Community Outreach to this role. Over the past few years, I have volunteered with various community organizations & worked on many passion projects associated with giving back to communities, as well as helping to plan and execute events that fostered positive relationships between different groups of people. I believe that this experience has prepared me well for the role of Community Outreach Officer, where I will have the opportunity to work with students and community members to create impactful and meaningful events that bring people together. I am truly honored to be able to take on this role and am excited to work with the rest of the Executive and Council to build upon the great work that has been done before me.

Transition:

I am delighted to report that my transition with VP Emma has been exceptionally successful. Throughout the transition period, Emma and I have been working closely on various aspects, she helped me get in contact with Emily, a previous Community Outreach Commissioner to help with strategic and any further inquiries I may have throughout transition.

We held our first transition meeting on Friday the 24th! I am grateful for Emma's guidance throughout this transition, as she has provided me with a thorough and comprehensive overview of the Office's operations. Her support has made me feel comfortable and confident in my new role.

Hiring:

I am excited to report that Community Outreach is preparing to begin the hiring process for our Deputy position. While the interview process has not yet begun, I am excited about the prospect of finding a talented individual who will bring their unique qualities and ideas to the role and help us to achieve our goals. I am confident that we will be able to find the perfect candidates and take our Community Outreach efforts to new levels of excellence!

Visions for the Year Ahead:

ASUS Garden: In addition to working on the ASUS garden, I want to expand our community outreach efforts by partnering with local gardening organizations to host workshops and educational events on sustainable gardening practices. I believe that this will not only benefit our immediate community but will also have a positive impact on the environment.

Collaboration with Community Outreach Committees: I want to work closely with all 11 of our Community Outreach Committees to enhance their impact and reach. One way to achieve this would be to provide additional resources and support to each committee, such as access to funding, marketing resources, and guidance on organizing successful events.

Engaging with Local Schools: Another area of focus for community outreach efforts could be engaging with local schools. This could involve partnering with teachers and school administrators to provide after-school programming, mentorship opportunities, and career guidance sessions for students.

Community Clean-Up Events: I want to organize community clean-up events in collaboration with local environmental organizations. These events will not only help keep our community clean but also create opportunities for people to come together and make a positive impact.

Mental Health Awareness: I believe that mental health is a critical issue that requires our attention. To address this, I want to partner with mental health organizations to organize workshops and events that raise awareness about mental health and provide resources for people who are struggling.

Community Engagement Through Social Media: I want to leverage social media to engage with our community and increase participation in our outreach efforts. This could involve creating social media campaigns, organizing online events, and using social media to promote our existing outreach programs.

Overall, my goal is to build stronger connections between ASUS and our community by increasing engagement, expanding outreach efforts, and creating meaningful partnerships with the local committees. I have so many other ideas that I am so excited to implement & I believe that by focusing on these areas, a positive impact can be made and create a more vibrant and inclusive community for all!

Thursday, March 30th, 2023

ROSE EVENT COMMONS

Best Regards,

Binyat Akrem (she/her)
Incoming Community Outreach Commissioner
21bma1@queensu.ca

EQUITY REPORT

Presented by **Nathaniel Dixon**, Equity Commissioner

ASUS ASSEMBLY - March 30th 2023

Nathaniel Dixon, Incoming Equity Commissioner

Dear Members of Assembly,

I hope everyone's doing well on this fine Thursday evening. I would like to first thank ASUS for allowing me the opportunity to serve as the Incoming Equity Commissioner for the 2023-2024 academic school year. My name is Nathaniel Dixon, and I am a third-year Concurrent Education Biology student. I'm incredibly excited to start working with the lovely council team we have assembled this year.

Transition

As of Tuesday, I have begun my transition period with the outgoing Equity Commissioner (Lalya Haddad). I've completed a full day of shadowing Loyal and have begun discussing tips and tricks regarding my role as the Equity Commissioner. So far, we have touched on hiring, responsibilities and management, the strategic plan, budgeting and special projects.

Hiring

The hiring application for the Equity Commission will have to be extended due to some vacant positions. Once the application positions have been filled, I will begin the interview process. My interview questions have recently been approved by Kristin Papaconstantinou (Outgoing Human Resource Officer). Following the completion of the interviews, successful applicants will begin their transition periods for the 2023-2024 academic school year.

Planning

Entering this position, one of my main goals and vision I am hoping to implement into the 2023-2024 academic year is a protocol to deal with racism, discrimination and any incidents/issues that result in students directly feeling unwell or uneasy. Following this year's AMS electoral candidate incident, I feel as though a protocol needs to be in place to deal with situations such as those where students who are directly affected are provided and given the support and resources they need and deserve rather than being left alone to deal with it on their own. Additionally, I look forward to strengthening and supporting the committees within the Equity Commission, expanding my knowledge from the external stakeholders I have the opportunity to work with throughout the

2023-2024 academic school year. Thank you for allowing me this time to share my ideas with you all. If you have any questions or concerns, please do not hesitate to reach me. I am incredibly excited to work with you all the next year and feel honoured to do so.

Respectfully submitted,

Nathaniel Dixon (He/Him)
Incoming Equity Commissioner
newequity@asus.queensu.ca

GOVERNANCE REPORT

Presented by **Piper Veloso**, Governance Officer

Members of Assembly,

I hope everyone is having a great Week 11, despite the increasingly busy time. I want to take this moment to officially introduce myself. My name is Piper Veloso and I am the incoming Governance Officer for the 2023-2024 school year. I have had the incredible privilege of being a part of the office since my first year at Queen's, starting as First Year Intern to the Governance Officer, and most recently serving as Chief Returning Officer. In both of my roles, I have been fortunate to work with incredibly inspiring leaders. I want to thank Kristen Sutherland (2021-2022) and Caitlin Sankaran-Wee (2022-2023) the two previous Governance Officers who have shaped my experience and have prepared me for this role. In my experience with the office, my passion and dedication only grew and I am honored to be able to take on this role and build upon the work of the previous Governance Officers. Furthermore, I look forward to working with the ambitious and like minded individuals that make up the Executive team and Council.

Transition

Since being hired, I have had the opportunity to get to know the other members of council. It has been great getting to know them and I am excited to work alongside them. I have started my transition with Caitlin Sankaran-Wee, firstly, with this Transition Assembly. I look forward to learning more about the other functions of the office and getting comfortable in my role.

Hiring

The Deputy Governance Officer, Chief Returning Officer, and Chief Electoral Officer positions have all closed on the ASUS website. ASUS Assembly speaker, Advisory Board Directors (7), and Chief Archivist position application has been extended and will be closing on March 29th. I plan to review applications and offer interviews as soon as I have access to my email and the Breezy platform. I look forward to building a Governance Core team to support the many functions of the office!

Visions for the Year Ahead

I was fortunate enough to be a part of the elections team in both my first and second year. Through my positions, I was able to gain a good understanding of the importance of elections and the role that it plays for the society. Therefore, I want to continue increasing student engagement across all election periods. More specifically, I want to raise student awareness for the positions available during the Fall and Winter elections. As for the Department Student Council election, I want to work closely with the Academics Commissioner to reach students who are currently a part of Department Student Councils to increase engagement. Specifically related to the elections process, I want to implement a formalized policy dispute process and a formalized graphic request process for a more streamlined approach. Finally, I want to modernize election policy to reflect the evergreen nature of ASUS.

Similarly to elections, I want to increase student engagement for Assembly. Assembly is a vital component for the understanding of student issues and societal operations. Caitlin Sankaran-Wee has done a wonderful job this past year by providing catering and inviting special guests, such as Dean Barbra Crow. I want to build on what she has started by fostering a welcoming and inclusive space to host Assembly members and Arts and Science students.

The Advisory Board plays a crucial role in holding commissioners and officers accountable. I want to guide and direct these meetings and make for a more collaborative environment. I want to work on strengthening and enhancing cross-commission-office work and overall, maintain direct long-term sustainability and transparency for the society.

As for the Archives, I want to make it more visible to Arts and Science students. Archives are the part of the office that goes unnoticed from students, yet it is an integral part of ASUS. Record keeping and institutional memory is one of the most difficult challenges ASUS faces as an organization. Therefore, I will work with the Chief Archivist to help maintain, coordinate, and promote record-keeping in order for documents to be more accessible for years to come and I want to showcase pieces from the Archives to students.

I've covered my vision for each function that the Governance Office oversees. Overall, I want to utilize social media and technology to maintain connections and advertise the office. I am also hoping for all Governance events to be hosted in person. In this case, marketing will be an important resource to engage students and increase participation. I also want to make these events accessible and inclusive for everyone.

To close things off, I want to reiterate how fortunate I am to play a part in the internal administration and operation of ASUS. I am incredibly grateful for the opportunity to share my goals with members of the Assembly, so that each of you can hold me accountable. I look forward to officially starting this new role and I hope the office will aid and impact many individuals in their journey beyond academics.

Please do not hesitate to reach out if you have any questions, comments or concerns and I look forward to getting to know you all in the year ahead!

All the best,

Piper Veloso (she/her)
Incoming Governance Officer

MARKETING & COMMUNICATIONS REPORT

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

March 27, 2023

Assembly Report - Incoming Marketing and Communications Officer

Members of Assembly,

First and foremost, I hope that everyone is happy and healthy during one of the busiest times of the year. I also wanted to mention that I had an amazing time getting to know everyone at the cottage weekend and a huge thank you for all the planning and hard work that went into making the weekend memorable. I'll take this opportunity to introduce myself to everyone here, my name is Helena Shimwell, I'm currently in my second year of political studies and history, and I am so excited and grateful to be the incoming marketing and communications officer for the 2023-2024 school year. I'm super excited to take my previous experience as the In-Kind Sponsorship Coordinator for QFLIP and a Brand Ambassador for the Cure Cancer Classic and apply the skills and knowledge I have gained from these positions to the role of Marketing and Communications Officer. I feel incredibly honoured to be working with like-minded, hardworking and inspiring executive and council members and I cannot wait to see what we can accomplish, together.

Transition

Currently, I am waiting to start the transition process with Monica, which I am hoping we can get started on soon, as hiring is set to begin sometime this week and I am looking forward to getting comfortable in my new role on ASUS council.

Hiring

Applications for the Marketing and Communications Deputy (communications) and Marketing and Communications Deputy (creative) have closed. I plan to review applications and offer interviews as soon as I have access to my incoming email and Breezy. In addition, I have submitted my interview questions for both positions to HR and am just waiting for them to be approved.

If all goes well, I am hoping to conclude my deputy interviews by the end of this weekend and make position offers.

Visions for the year ahead

There are several different goals I have for this upcoming year, all of which, are aimed at spreading the ASUS mandate across campus, increasing engagement of students, and making sure events, programs, resources and opportunities are well known and well supported by the student body.

One of my primary goals, is to have ASUS advertising be more accessible to the entire student body, as some students at Queen's do not use, or do not follow ASUS on social media, meaning that they are unaware of the ASUS mandate, important information which we pass along to students, or the wonderful resources, programs and opportunities, made available by ASUS. To improve accessibility of ASUS marketing, I would like to implement more on-campus advertisement, through having posters and graphics around campus and a white board or bulletin board in the library (by the security front desk), which shows what ASUS is up to, displays need-to-know information, and lists the events happening each week. In addition to this, I would like to have important ASUS social media posts available for student viewing on OnQ homepages, as well as through student emails, as these are platforms students are required to check regularly for class announcements and content. So long as there is good communication with faculty, administration and library staff, I think this is a feasible plan for making ASUS marketing more accessible.

My next goal, is to re-vamp the ASUS Instagram and tiktok accounts, making them more eye-catching, popular and modern. I think sometimes with the ASUS Instagram colour scheme, the posts sort of get repetitive, and its hard to differentiate between what each one is advertising or explaining. I think we should have a colour scheme which differentiates between the resources, opportunities, services and programs offered by ASUS, so students know what category we are talking about when they see a post with a certain colour scheme. This could be keeping with the tradition red, white and black ASUS colours, using a variety of shades and fonts, or we could go with a different set of colours altogether, depending on what the Marketing and Communication Office and the rest of Council, thinks would look the nicest and help ASUS events to stand out. For the ASUS tiktok, I feel we should be posting more frequently, using popular sounds and capturing a variety of ASUS events using the app. This would make ASUS seem more approachable and relatable to students. It also helps with spreading awareness of ASUS events and Council mandate, as many students are frequent users of tiktok.

In addition to this, more so on the communication side of things, one of my goals is to move the Indigenous land acknowledgment included in all ASUS

communications to the beginning of all ASUS emails, as this ensures that people are seeing the land acknowledgment before proceeding to the contents of the email. I think this is important, as having the land acknowledgement at the end of the email means that many people stop reading after the signature of the person who has sent the email. This makes the Indigenous land acknowledgement seem like an afterthought, which is disrespectful to Indigenous communities, populations and Indigenous Queen's students. This is a simple fix, which moves toward increased acknowledgement and awareness of Indigenous land rights.

One final goal I would like to touch on, is having feedback surveys from different commissions, as well as students, in order to figure out what is or is not working in terms of marketing. I would like to know what kind of posts generate the most turnout at events or prompt people to use ASUS resources and take advantage of the various opportunities advertised through ASUS. This can better direct the marketing and communications office on which of our strategies are working and which need improvement. It can also give us important information on what each commission needs, in terms of marketing resources, which helps us to distribute resources equitably between commissions.

I hope this provides an accurate picture of what I seek to accomplish as Marketing and Communications Officer for this coming year. If you have any questions, concerns or comments please do not hesitate to reach out! Looking forward to getting started with ASUS 2023-24 council!

Best wishes,

Helena Shimwell (she/her)
Incoming Marketing and Communications Officer

SERVICES REPORT

Presented by **Cole Olidis**, Services Commissioner

March 27th, 2023

Assembly Report - Incoming Services Commissioner

Hello Assembly,

My name is Cole Olidis (He/Him), and I am the Incoming Services Commissioner for the Arts and Science Undergraduate Society. I am thrilled to be taking on this role! Over the past two years I have been both the First Year Intern and Deputy in the Services Commission and I am incredibly privileged to continue my work in the Commission as Commissioner. I would like to thank all those in ASUS but in specifically the previous two Services Commissioners, Tina Hu (2021-2022) and Kana Ogawa (2022-2023) for allowing me to develop my skills and shape my passion and dedication to Services!

I am currently in my second year of my BAH in a joint major of Psychology and Health Studies. I currently work with ASUS, Queen's Relay for Life as a Registration Coordinator, and the Alma Matter Society as a Brand Ambassador in the Marketing Office. With my skills from these positions, I look forward to best leading and facilitating the continued growth of the Services Commission to ensure a successful year ahead! I look forward to getting to work with Incoming Council and Executives to continue to support so many important student services and initiatives at ASUS and Queen's!

Transition

It has been great to get to know the other members of Incoming Council since being hired. I have begun transition with outgoing Services Commissioner, Kana Ogawa. We have started to discuss more about each Service, and I look forward to continuing transition with Kana over the next little bit.

Hiring

Hiring in the Services Commission was extended for multiple positions for the next academic year including Deputy Services Commissioner, Exchange Buddies Co-Directors (2), Formal Co-Conveners (2), Good Times Diner Co-Directors (2), and Jackets Co-Directors (2) with the extended postings closing again on March 29th, 2023. I look forward to hiring a Services Executive Team to help run various initiatives throughout the year!

Vision for the Year

I look forward to spearheading various new initiatives and am excited to continue to grow current services within my time as Commissioner. This year, I hope to increase engagement within current services, create a stronger community for Arts and Science students, and ensure that student dollars are being effectively utilised to maximise the benefit students receive.

One of my biggest goals is to increase Good Times Diner to be able to benefit more students. Good Times Diner's sign-up sheet fills incredibly quickly due to the success of the Service. I would like to add Good Times Diner Take-Home Kits. These kits would include everything students need to go home and make their own healthy, nutritious meal. This would allow Good Times Diner to be able to support more students to ensure that more people are able to access the incredible Service. With this, an expansion to the Good Times Diner Executive Team would be included allowing for more students to get involved and develop valuable working skills.

To aid in building community within Arts and Science students, I would like to work with the to be hired Formal Co-Conveners to host an event at the end of the Fall 2023 academic term. This event will be geared for all Arts and Science students in any year to attend. I hope this will help build a sense of community and allow students to have an enjoyable event to celebrate all their hard work in the first term of the academic year! Further for community, I would like to see the ASUS International Banquet hosted by Exchange Buddies to happen again next year. It was a successful event this year with over 100 guests and great feedback of being able to connect to other students.

Additionally, I would like to ensure that student dollars are being maximised to ensure that students are getting the most from their student fees. As students are funding the initiatives that take place with ASUS, it is important to me to ensure they can have equal access to events with financial aid. Not being able to pay for something should not impact a student's experience with ASUS. I would like to work to ensure that everything being planned is doing so in a way which find low prices without compromising quality to ensure that student dollars are being respected.

To allow new initiatives this year, I plan to include a special projects line within my budget to be used when new ideas not originally planned comes up to ensure ASUS Students are able enjoy new and exciting initiatives.

I look forward to taking on the role of Services Commissioner this year! I cannot wait to get started with hiring my team to get the Commission rolling for the 2023-2024 academic year. I am excited to implement my ideas for ASUS and to best represent Arts and Science students here at Queens. I am most exciting

for getting to work with Incoming Council and Executives next year and to be in the ASUS House with them all! Please feel free to reach out to me with any questions, comments, or just to say hi to get to know each other while working together this year!

Thank you,
Cole Olidis (He/Him)
Incoming Services Commissioner
newservices@asus.queensu.ca

YEAR REPRESENTATIVES REPORTS

2024 YEAR REPRESENTATIVES

Position Vacant

2025 YEAR REPRESENTATIVES

Position Vacant

2026 YEAR REPRESENTATIVES

Position Vacant



CONCURRENT EDUCATION STUDENT ASSOCIATION (CESA) REPORT

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

Hello Everyone!

I hope everyone's having as good a week 11 as is possible! May your grace periods be long, and your essay word counts be short. My name is Maeve Stemp, and I am the incoming Vice President Internal for the Concurrent Education Students' Association. I am very excited to be working with my team next year to increase CESA's financial accessibility, incorporate EDI+I consideration and accountability in all our practices, and collaborate with other faculties!

Transition

I am in the process of transition with my predecessor Hannah Slowikowska. We have been focusing primarily on hiring, and will be meeting again after our second round hiring to continue the transition to discuss organizing the strategic plans for the positions under my umbrella and planning for Con Ed Camp!

Hiring

After a busy week, our executive has finished hiring and put together our first round hires for council! We are excited to have confidently filled the roles of treasurer, marketing and design director, events director, equity commissioner, academics commissioner, sustainability commissioner, and wellness commissioner. We are now in the written application period of second round hiring, for all the umbrellas under each of these positions. We will be conducting interviews next week, and I am confident that we will be just as proud of our new hires as we are of our current team!

Vision for the Year Ahead

Next Year, our team wants to focus on transparency. We hope to create a culture of clarity and honesty between students, faculty and greater University bodies. For us, this means continuing to foster open communication to the Con-Ed Community by setting up a calendar for events and initiatives and being timely with emails and opportunities for students. We're also committed to standardizing the bursary process across all Con-Ed events, and will uphold financial transparency within CESA so students know what their money is going towards! We also hope to demystify the Bachelor of Education (B.Ed.) 5th Year of our program so that undergraduate students know what to expect and can prepare for that transition.

As well, we also hope to increase engagement in the Con Ed Community. We hope to amplify student voices and opportunities for involvement to enrich the Con-Ed experience! For us, this means expanding involvement opportunities within CESA so that there are lots of ways to get involved in something that you are passionate about. We will also strive towards increasing accessibility for Con-Ed Events so that they can hold greater capacities of students who wish to participate, and that ample notification is given prior to event sign-ups and dates. We also look forward to creating opportunities for resources building and experiences that will broaden horizons through workshops and qualifications such as First-Aid Training and High-Five Certifications!

Finally, our team will be striving towards accountability. we hope to uphold professional, equitable, and accessible standards to support professional development and growth as Teacher Candidates. For us, this means continuing equitable practices and training within CESA council and hiring to ensure fair opportunities for all Con-Eddies. We also plan to uphold CESA responsibilities and expectations, which will allow council meetings and programming to run smoothly. Finally, we hope to continue re-examining the Con-Ed PSYC100 Requirement with the Faculty of Education, as well as advocating for the Bachelors of Fine Arts Con-Ed Students, and the future of the program.

Please feel free to reach out to discuss any ideas you may have about inter-faculty events, or any questions you may have. Looking forward to working with all of you!

Have a great rest of your semester,

Maeve Stemp

CESA VPI

newvpinternal@cesa.queensu.ca



COMPUTING STUDENTS' ASSOCIATION (COMPSA) REPORT

Presented by **Owen Rocchi**, Vice President (Student Affairs)

NO REPORT SUBMITTED.



PHYSICAL AND HEALTH EDUCATION AND KINESIOLOGY STUDENTS ASSOCIATION (PHEKSA) REPORT

Presented by **Payton Rix**, Vice President of Operations

NO REPORT SUBMITTED.

INTERNATIONAL REPRESENTATIVE REPORT

Position Vacant



BUSINESS OF THE ALMA MATER SOCIETY

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

Position Vacant

ASUS REPRESENTATIVE TO THE AMS

Position Vacant



BUSINESS OF THE SENATE

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

ASUS Senator Transition Meeting Report

Hello Assembly Members,

I hope you are all doing well.

My name is Yuxuan Zhao (she/her), a third-year student majoring in History. I am the incoming ASUS Senator for the 2023-2024 school year. I look forward to working with the amazing team for the year ahead!

In the past year, I served as the international representative at ASUS, which provided me with a better understanding of how to serve the student community. As an active listener, I heard students' voices and concerns and directed them to the appropriate resources. I also assisted them by filing inquiries and asking questions on their behalf.

Moving forward, I will use my experience from the previous year to continue supporting the student body at Queen's. During this past year, I observed a disconnection between the student body and the school, with many students being uncertain about current matters related to school governance. To address this issue, I intend to make contributions toward connecting students with the school. Specifically, I aim to provide regular updates to students about important matters discussed in meetings through my social media page. I will also continue to communicate with students and report their concerns to the Assembly and the Senate when necessary. In order to do so, I will send out surveys to ask for students' feedback and any input.

Thank you and take care.

Thursday, March 30th, 2023

ROSE EVENT COMMONS

Sincerely,
Yuxuan Zhao
Incoming ASUS Senator

APPENDICES

APPENDIX A

2022 ASUS Orientation Budget Closing

[Please click here.](#)

APPENDIX B

2022 ASUS Camps Budget Closing

[Please click here.](#)

APPENDIX C

2023 ASUS Orientation Budget Opening

[Please click here.](#)

APPENDIX D

2023 ASUS Camps Budget Opening

[Please click here.](#)

APPENDIX E

Elections Policy Amendments

PART 3: ELECTIONS TIMELINE

SECTION 1 | TIMELINE

3.01.01

The proposed elections timeline shall be approved by a majority vote of ASUS Assembly.

3.01.02

Any changes to the timeline must be approved by the Chief Electoral Officer, as well as a majority vote of ASUS Assembly.

3.01.03

The Nomination Period shall last a minimum of ten (10) days. In terms of the Executive Election, should no team of three nominate themselves by the end of the nomination period, the nomination period will be extended for a maximum of two more weeks.

PART 4: REGULATIONS

SECTION 3 | CAMPAIGN PERIOD

4.03.01

The following formula shall determine the election expense limit per candidate team:

$\$75 \times (\text{number of people on team}) \times (\text{number of teams running for the position}) / (\text{number of slots open for position})$

4.03.02

The Campaign Period shall be governed by the following additional regulations:

- i) All campaigning must follow the Student Code of Conduct and the spirit of ASUS policy. All campaign materials must be approved by the Chief Returning Officer prior to use. These materials may be approved in advance of the Campaign Period but may not be posted until the period has begun;
- ii) Candidates are responsible for ensuring that posters abide individual building policies;
- iii) All space used for campaign purposes must be booked through the ASUS Elections Team, and must comply with any potential sanctioning timelines and guidelines.

- iv) No campaign materials may be placed on utility poles, trees, or any off-campus spaces;
- v) The distribution of food of any kind, stickers, or the use of chalk is not permitted during the campaign;
- vi) Class talks may occur in-person or virtually at the discretion of professors

APPENDIX F

ArtSci Cup Policy

[Please click here](#) to review the proposed ArtSci Cup Policy.

APPENDIX G

VPOPS Policy Amendments (1)

PART 2: VICE PRESIDENT OPERATIONS/CFO OFFICE MEMBERS

SECTION 2 | ASUS STORE MANAGER

2.02.03

During the academic year, the responsibilities of the ASUS Store Manager shall include but not be limited to the following:

- i) Managing and maintaining the product request form on the ASUS website;
- ii) Adding new products on a weekly basis to the ASUS Store, in coordination with the Web Design Deputy and the ASUS Vice President;
- iii) Modifying existing products on the ASUS Store at the discretion of the ASUS committees using the ASUS Store;
- iv) Removing old products from the ASUS Store upon the conclusion of the specified sales period set out by the ASUS committees using the ASUS Store;
- v) Sending final order numbers of each product to each of the ASUS committees using the ASUS Store;
- vi) ~~Reconciling monthly bank statements and PayPal deposits with order purchases, and filling out deposit forms for processing for the ASUS Accounting Clerk;~~ **Managing the ASUS Used Textbook Exchange Service, which includes responsibilities such as;**
 - a. Posting textbook products on the store;**
 - b. Keeping track of textbook inventory;**
 - c. Submitting reimbursement requests for students whose used books have sold on the ASUS Store;**
- vii) Maintaining website branding and appearance, in coordination with the Web Design Deputy and the Marketing Commissioner;
- viii) Holding five (5) office hours at the ASUS Offices. At least half of these office hours shall be held during the office hours of the Vice President.

APPENDIX H

VPOPS Policy Amendments (2)

SECTION 4 | ASUS DEVELOPMENT DIRECTOR

2.04.01

The role of the Development Director is to develop and implement a strategic plan to raise vital funds for ASUS. The Development Director sits underneath the Vice President Operations/CFO and is responsible for bringing in revenue streams including grants, donations, and special events, ensuring that ASUS has a cohesive strategy for sponsorship, and working to build relationships with sponsors and donors alongside the ASUS Vice President. The Development Director will work, collaborate and partner with members throughout the Society including, but not limited to the ASUS Executive, ASUS Council, ASUS Head Gael, and the Professional Development Team. The Development Director will also be responsible for maintaining consistent communication with the Faculty of Arts and Science Advancement Office alongside the Vice President to ensure that there is a strategic direction set to secure alumni donation and sponsorships. The overarching goal of the Development Director shall be to aid the Vice President Operations/ CFO in securing the financial sustainability of the Society and aiding the Society's long term financial growth.

2.04.02

The ASUS Development Director shall be hired by the end of the winter semester of each academic year. A committee composed of the incoming President, incoming Vice President, and Head Gael, shall be responsible for the hiring of the Development Director.

2.04.03

The Responsibilities of the Development Director shall include, but not be limited to:

- i) Working 6 office hours per week for the September—April period;
- ii) Ensuring that ASUS has a cohesive strategy for sponsorship across Orientation, committees, and Commissions/Offices;
- iii) Building and maintaining relationships with donors and sponsors, and creating meaningful engagement with sponsors;
- iv) Coordinating centralized sponsorship and donation efforts within ASUS, including direct oversight of sponsorship for Society wide events alongside the ASUS Vice President;
- v) Consistently collaborating with the Vice President Operations/ CFO to explore opportunities for donors to contribute to revenue in addition to the Society's traditional revenue streams
- vi) Directly collaborating with the ASUS Head Gael in sponsorship efforts for ASUS Orientation;
- vii) Acting as a direct liaison with the AMS in collaborating with their sponsorship efforts;

viii) Maintaining regular communication and establishing a positive working relationship with the Faculty of Arts and Science Advancement Office, alongside the ASUS Vice President, to ensure that alumni donation and sponsorship efforts are coordinated through the year; ix) Maintaining an internal database of ASUS alumni for future communications relating to donations, sponsorships, and society initiatives;

x) Coordinating grant applications across ASUS, and seeking out opportunities to secure funding from external sources to support ASUS' Operations;

xi) Collaborating with the Queen's University Alumni Association and the Queen's University Student Alumni Association as appropriate;

xii) Partnering with the Marketing Office in the creation of campaigns and marketing materials intended to improve and promote sponsorship and donor engagement

2.04.04

12 month term from May 1st of the outgoing academic year to May 1st of the following academic year.

2.04.05

An honorarium of \$800 will be awarded to the Development Director 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.

2.04.06

Summer Responsibilities are as follows:

i) Working 2 hours per week for the May – August period;

ii) Collaborating with the ASUS Executive to ensure that summer goals are set

iii) Familiarizing themselves with ASUS Financial Operations as well as the transition manual received from their predecessor;

iv) Assisting the Vice President with any preparation for the Fall, especially in regards to coordinating Fall sponsorship and additional donor revenues;

v) Assisting the ASUS Head Gael with any preparation and organization of Orientation Week sponsorship and donations;

2.04.07

Transition Responsibilities are as follows:

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.

ii) Preparing a detailed transition manual for the incoming ASUS Development Director

APPENDIX I

VPOPS Policy Amendments (3)

SECTION 5 | ASUS ACCOUNTING OFFICERS

2.05.01

The Accounting Officer(s) shall work with the Finance Director to maintain accurate reporting of financial transactions of the Society.

2.05.02

The Accounting Officer position shall be a volunteer position with an expected time commitment of three (3) hours per week.

2.05.03 At the discretion of the Vice President Operations/CFO, a minimum of one (1) and maximum of three (3) Accounting Officer(s) may be hired each academic year. Where more than one (1) Accounting Officer is hired, the responsibilities outlined in 2.05.03 will be divided or shared at the discretion of the Vice President Operations/CFO.

2.05.04

The Accounting Officer(s) shall be hired by the end of September of each academic year, and will hold their position until the end of April each academic year. The Vice President Operations/CFO and Finance Director shall oversee the hiring process and sit on the hiring panel.

2.05.05 The responsibilities of the Accounting Officer(s) shall include, but not be limited to:

- 1) Supporting the Finance Director in their daily operations;
- 2) Supporting the Vice President Operations/CFO in their daily operations;
- 3) Meeting with the Finance Director regularly, as agreed upon;
- 4) Assisting the Finance Director in inputting expenses, invoices, payroll, bills, and other records into the Society Accounting Software;
- 5) Assisting the Finance Director in administering reimbursements to ASUS Council and volunteers through the Cheque Requisition Process;
- 6) Supporting the Finance Director in, or engaging in personally interesting, special projects or other financial reporting demands as deemed necessary by the Vice President Operations/CFO.

SECTION 5 | IT Director

2.05.01

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

2.05.02

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

2.05.03

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

- i. Managing access to all Society emails under the ASUS Microsoft Suite;
- ii. Maintaining all e-mail profiles under the ASUS Microsoft Suite;
- iii. Responding to IT-related inquiries by members of the Society.

2.05.04

Holding five (5) office hours at the ASUS Offices. At least one (1) of these office hours shall be held during the office hours of the Vice President.

APPENDIX J

Services Policy Amendments

SECTION 7 | ASUS FORMAL COMMITTEE

1.08.10

Any sponsorship of the Arts and Science Formal must be approved by the Convener and the President **Vice President (Operations)** of the Arts and Science Undergraduate Society.

SECTION 8 | ASUS TEXTBOOK SERVICE

~~1.09.01~~

~~The Textbook Exchange Service is a new service that will provide a hub for students to buy and sell second-hand textbooks. The service will alleviate the burden of purchasing and selling textbooks by streamlining the sale of second-hand books at ASUS.~~

~~1.09.02~~

~~Membership of the ASUS Textbook Service shall include the following roles:~~

- ~~a. One (1) Director;~~
- ~~b. Two (2) Logistics Coordinators;~~
- ~~c. One (1) Marketing/Promotions Coordinator~~

Proposed policy change: That ASUS Assembly moves to remove the ASUS Textbook Service as a portfolio of the Services Commission in Section 8, and re-institute it under the responsibility of the ASUS Store Manager reporting to the Vice President (Operations).

SECTION 8 | ASUS PEER TUTORING

The ASUS Peer Tutoring Director's responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Supports & Resources;
- ii. Coordinating marketing efforts with the Marketing Office in order to increase the number of tutors and tutees;
- iii. Promoting the bursary program; iv. Ensuring a well-functioning website; v. Assisting with the planning and operation of group study sessions;
- vi. To inform the surrounding high schools of the availability of tutoring; a. High school students are not eligible for the bursary program;
- vii. Upon request, suggest alternative routes for academic assistance if no tutor is unavailable for a student;
- viii. To prepare a transition manual for the Incoming Director prior to April 1 st of their academic year;

ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year. Peer Tutoring shall operate under these rules:

- i. Tutors are paid \$15 an hour by the student at each session;
- ii. It is the tutee's responsibility to contact their tutor and arrange meeting times. Meetings should be held in public venues or on an online platform, in accordance with suggestions listed in the Tutor Training Manual;
- iii. It is the individual's responsibility to report any dissatisfaction with either the tutee or the tutor to the Director, through individual contact;
- iv. Vulnerable Sector Checks are required for high school tutors;
- v. The applicant's average in the desired course, with a minimum of A- on their transcript (with the exception of CISC courses, which require a minimum of B+).

APPENDIX K

Gifts & Awards Policy Amendments

SECTION 6 | QUEEN'S STUDENTS AWARDS OFFICE PARTNERSHIP

The ASUS Vice President (Operations), with consultation of the ASUS Executive, must ensure that at least one financial award must be facilitated through the Queen's Student Awards Office in each academic year.

i. All ASUS awards facilitated through the Queen's Student Awards Office are funded from either student fees or revenue collected from ASUS Services.

ii. Vice President (Operations) must communicate with the Student Awards Office at the start of term to ensure that ongoing awards commitments are being fulfilled.

iii. In the event that there is no ongoing awards commitment, Vice President (Operations) must ensure the continuation of the ASUS Membership Bursary through the Student Awards Office.

APPENDIX L

Financial Policy Amendments

PART 2: FINANCIAL TEAM

SECTION 1 | COMPOSITION

2.02.01

The Financial Team is comprised of:

- 1) Vice President Operations/ CFO
- 2) ASUS Accounting Directors (x4)
- ~~3) Accounting Officers (x2)~~
- 4) General Manager (Permanent Staff)

APPENDIX M

VPSA Policy Amendments

SECTION 2 | WELLNESS DIRECTOR

3.02.01

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.

3.02.02

The ASUS Wellness Director shall liaise with the ASUS Vice President (Society Affairs), 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.

3.02.03

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.

3.02.04

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

3.02.05

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.

3.02.06

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 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.

3.02.07

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.

3.02.08

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.

3.02.09

The ASUS Vice President (Society Affairs) and ASUS Wellness Director shall oversee the hiring process and sit on the hiring panel.

3.2.10

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;
- 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.

3.2.11

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.

~~SECTION 3 | ASUS CITY ENGAGEMENT PROGRAM~~

~~3.03.01~~

~~The ASUS City Engagement Program (ACEP) aims at integrating students both within ASUS and the city of Kingston. Volunteers work closely with a member of the Kingston City Council to learn and aid a specific project under their portfolio. The ACEP volunteers meet biweekly as a collective to update each other on their respective portfolios in addition to working and planning initiatives and special projects geared to improving relationships between Arts and Science students and the greater Kingston community. They will also receive ongoing support from a member of ASUS Council with insight into their project topic.~~

~~3.03.02~~

~~The membership is comprised of:~~

- ~~i) Member of the Executive (Chair)~~
- ~~ii) All nine ACEP volunteers, which will focus on topics including but not limited to:—~~
 - ~~a. Volunteer to the President~~
 - ~~b. Volunteer to the Vice-President~~
 - ~~c. Volunteer to the Academics Commissioner~~

- d. ~~Volunteer to the Community Outreach Commissioner~~
- e. ~~Volunteer to the Equity Commissioner~~
- f. ~~Volunteer to the Human Resources Officer~~
- g. ~~Volunteer to the Marketing Officer~~
- h. ~~Volunteer to the Services Commissioner~~
- i. ~~Volunteer to the Governance Officer~~
- iii) ~~City Staffers~~
- iv) ~~ASUS Council Members~~

3.03.03

The ACEP is chaired by a member of the Executive, by whom all initiatives must be approved. The Chair will be responsible for overseeing and facilitating conversation, supporting initiatives and gaining feedback on the experience of the volunteers. The responsibilities of the chair will include but are not limited to:

- a) ~~To organize and inform members of meeting times;~~
- b) ~~To call a meeting a minimum of once every two weeks;~~
- c) ~~To propose discussion topics and potential initiatives to the volunteers by setting the agenda for each meeting;~~
- d) ~~Facilitating a mid-year feedback session to gain feedback and modifications needed on the overall program;~~
- e) ~~Strive to offer the volunteers the opportunity to reflect on their projects and~~
~~—— consider ways in which their portfolios can be expanded as well~~
~~as areas of~~
~~—— overlap between their projects and those of other members of~~
~~ACEP or other~~
~~—— branches of the Society;~~
- f) ~~To provide support and guidance for the volunteers and their projects that they undertake throughout the year within ACEP;~~
- g) ~~To provide opportunities and experiences for the volunteers to familiarize themselves with and learn more about Kingston;~~
- h) ~~Offer meaningful professional development skills opportunities;~~
- i) ~~To oversee and facilitate the creation of the end of year report.~~

3.03.04

The nine volunteers will be responsible for integrating into the program by engaging with the established resources. The role has a time commitment of 1-3 hours a week. This program will be open for Second year students as an immersive opportunity. The responsibility of the volunteers will be:

- a. ~~To attend all bi-weekly group meetings called by the Chair for further collaboration and discussion;~~
- b. ~~To report to the Chair and the rest of the ACEP volunteers as to what they are doing within their portfolio;~~
- e. ~~To meet bi-weekly with member of the Kingston City Council;~~
- d. ~~To work alongside a member of the Kingston City Council and carry out a project, initiative or shadow experiences under their portfolio;~~

- e.—To engage in 1-2 hours of independent work on their project per week;
- f.—To meet bi-weekly with their respective Commissioner, Officer, or Executive;
- g.—Liaise with and seek out support from other members within the Society for their initiatives to ensure a collaborative work space;
- h.—If necessary, to meet with other ACEP volunteers and ASUS Council members to finish their projects in a timely fashion;
- i.—To complete a year-end report in conjunction with all ACEP volunteers that summarizes the work that they have completed through the Program;

The central takeaways for the volunteer will include but are not limited to:

- a.—A completed project in the topic of their choice
- b.—A larger collaborative project and/or report on behalf of the cohort of nine volunteers
- e.—An established bond and mentorship alongside a City Staffer and a member of ASUS Council
- d.—Stronger integration into Queen's and the City of Kingston

A volunteer's project can be defined as any initiative, advocacy aim, operational task or shadowing taken on by the volunteer through their interactions with the City Staffer. The project's aim, goals and scope can be established between the volunteer and the staffer to increase flexibility. These projects and tasks will be shared with the chair throughout the semester to encourage transparency. The elements of a strong project may include but is not limited to:

- a.—Engagement with city issues and topics
- b.—Larger outreach to different city-wide supports and institutions
- e.—Bridging gaps between city and university relations
- d.—Strategies to engage students with the city of Kingston
- e.—A stronger understanding of professional development opportunities
- f.—Insight into a new and unique portfolio of interest
- g.—Long-term planning and consultation for the city

3.03.05

The City Staffers will be responsible for engaging and integrating their respective volunteers into the Kingston municipality and its many opportunities. Their role will be to extend their area of expertise to the volunteers and provide mentorship, insight and support. Their responsibilities would include but are not limited to:

- a.—To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
- b.—To provide them with insight on opportunities and experiences offered in Kingston and beyond
- e.—To support and work alongside the volunteer on a project or initiative that falls under their portfolio
- d.—To be understanding and adaptive to the bandwidth of the student's workload as they engage in this immersive program

3.03.06

ASUS Council shall work to educate the volunteers on the diverse functions of the Society, act in the capacity of a mentor, help them to reflect on their work and contributions to the city and facilitate opportunities for professional development. Their responsibilities would include but are not limited to:

- a. To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
- b. To mentor them on the opportunities that exist in ASUS and beyond.
- c. To assist and provide additional insight on the project at hand
- d. To include them on any areas of interest in their portfolio

Monthly Overview

Week	Events
1	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project
2	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative
3	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project
4	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative

Monthly Overview

Month	Events
August	Finalize policy for the role Finalize job description Confirm sub-project topics Confirm names of City Staffers Get final confirmation of program format
September	Market the positions Open hiring Engage and finalize hiring Connect and introduce members to their City Staffer virtually
October	Have a first launch group meeting (group-wide city tour) Begin the weekly recurring meetings with bi-weekly group check-in points Students begin work on their project

November	<p>Continue weekly recurring meetings along with the bi-weekly group check in points</p> <p>Begin discussions on group-wide report</p>
December	<p>Finish the semester with a semester-wide feedback session on the program and its format</p> <p>Institute needed changes for the second semester</p> <p>Reschedule meetings as needed based on a switch in student schedules</p>
January	<p>Begin second semester with a welcome back engagement opportunity (tour of city hall?)</p> <p>begin second semesters recurring meetings with ongoing bi-weekly check-ins</p>
February	<p>Continue weekly recurring meetings along with the bi-weekly group check in points</p> <p>Aim to complete a first draft of the report by the end of the month</p>
March	<p>Continue weekly recurring meetings along with the bi-weekly group check in points</p> <p>Finalize the report with final edits</p>
April	<p>Launch the report publicly</p> <p>Host an end of the year city engagement experience</p> <p>Administer an end of the year feedback session for next year's program</p>

APPENDIX N

Orientation Policy Amendments

SECTION 3 | REMUNERATION

1.03.01

A salary of ~~\$9,240.00~~ will be allocated to the ~~The~~ Head Gael ~~will be paid for~~ for a 16 weeks (4 months) ~~during the~~ summer position, at ~~\$16.50~~ 17.25 per hour and 35 hours per week. This pay shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.02

~~A salary of \$2,880.00~~ Pay for six weeks starting the first week of August until the second week of September will be allocated to each of the Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair, at ~~\$16.00~~ 17.00 per hour and 30 hours per week. This pay shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.03

An honorarium of \$1,000 will be awarded to each of the Head Gael, Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair. The honorarium will be paid out in two installments of \$500 each, one at the conclusion of the Fall Semester they are hired, and one the following Fall Semester after the completion of a transition manual to their respective successor. These honoraria shall be considered a line item in the ASUS Orientation Operating Budget.

1.03.04

An honorarium of \$125 will be award to each of the Orientation Coordinators (40) and will be paid out in one installment at the conclusion of the Orientation period.

1.03.04 5

The Head Gael shall receive a \$100 food credit at the conclusion of Orientation Week. Each of the Academics and Campus Support Chair, Community, Awareness, Respect, and Engagement Chair, Operations Chair, and the Socio-Cultural Chair, shall receive a \$50 food credit. Each of the Orientation Coordinators (~~36~~ 40) shall receive a \$25 food credit. These food credits shall be included as a line item in the ASUS Orientation Operating budget, and distributed as a cheque voucher from the ASUS Orientation Account at the conclusion of Orientation Week.

APPENDIX O

Community Outreach Policy Amendments

SECTION 15 | SUPPER SERIES COMMITTEE

1.15.01

Supper Series is a biweekly event wherein the commission partners with a local restaurant to provide food delivery service to students and Kingston residences. A portion of the profits from food orders are then donated to the Community Outreach Committees and their respective organizations. The Supper Series Committee will be responsible for taking orders, keeping track of finances, and making deliveries during Supper Series, as well as collaborating with other Community Outreach Committees and the partnering local restaurant to market and plan Supper Series.

1.15.02

Membership of this committee shall be as follows:

- i) Deputy Community Outreach Commissioner (Sponsorship and Fundraising);
- ii) One Chair;
- iii) Five to ten (5-10) Committee Members, the number of which shall be determined by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising)
- iv) 2-6 drivers, the number of which shall be determined by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising).

1.15.03

The Supper Series Committee is chaired by the Deputy Community Outreach Commissioner (Sponsorship and Fundraising) and a Supper Series Chair. The Chairs (Deputy Community Outreach Commissioner [Sponsorship and Fundraising] and Supper Series Chair) will be responsible for overseeing the committee and ensuring the success of each event. The responsibilities of the ~~chairs~~ Chairs will include but are not limited to:

- i) Training the Committee Members and Drivers prior to the start of the first Supper Series event;
- ii) Scheduling a minimum of 10 Supper Series during the duration of the year whenever possible;
- iii) Maintaining communication with the restaurant partner throughout the year and ensuring a positive relationship is upheld;

- iv) Ensuring that all funds get deposited via completed e-transfer or manual credit entry before the delivery of food items;
- iv) Ensuring that all transactions are recorded throughout the Supper Series events and that the appropriate sum of money gets delivered to the restaurant partner no later than 2 weeks following the event;
- v) Submitting all marketing requests at least 2 weeks prior to the event.

1.15.04

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 divided between the organizations outlined in Sections 2.6 – 2.26.

APPENDIX P

Journal Editors in Chief Honoraria adjustment

Section 7

1.07.02

The Editors in Chief for Undergraduate Review, Politicus, the Queen's Science Undergraduate Research Journal, and the Queen's Journal of Ethnic and Racial Studies are all volunteer roles subject to no honoraria. As such, students in all faculties other than the Faculty of Arts and Science are permitted to hold these non-honoraria positions.

APPENDIX Q

Academics Policy Changes

SECTION 2 | DEPUTY ACADEMICS COMMISSIONER (DSC EVENTS) JOB DESCRIPTION 1.02.01

The Deputy Academics Commissioner (DSC Events) 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 Events) is responsible to the Academics Commissioner.

1.02.02

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

1. To keep track of attendance for all Department Student Council Assembly Members;
2. To record and distribute the Assembly minutes to Department Student Council Assembly Members;
3. To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
4. To assist in coordination and communication between various advocacy bodies including, but not limited to, faculty associations, the Alma Mater Society, and Student Senators;
5. To co-coordinate Departmental Student Council monthly meetings with Deputy Academics Commissioner (DSC Finance) ~~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. Alternating note taking during each meeting with Deputy Academics Commissioner (DSC Finance);
 - c. Updating the Academics Commissioner on relevant Departmental Student Council happenings;
6. To review all Departmental Student Council Event Planning Packages (EPPs);
7. To develop and maintain a Department Student Council Training Manual with Deputy (DSC Finance) to be completed by the first Assembly of the Academic year;
8. To be a member of Academic Committee;
9. To hold a minimum of ~~five~~ **ten** (5 ~~10~~) office hours per week;
10. To serve as a Student Representative on the following bodies, where required:
 - a. ~~Board of Studies~~
 - b. Curriculum Committee
 - c. Other Faculty of Arts and Science Committees as required
11. 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;
12. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (**DSC Events**).
 13. 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 ACADEMICS COMMISSIONER (DSC FINANCE) JOB DESCRIPTION 1.03.01

The Deputy Academics Commissioner (DSC Finance) 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 Finance) is responsible to the Academics Commissioner.

1.32.02

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

1. To keep track of budgets for all Department Student Council Assembly Members;
2. To distribute monthly revenue reports to Department Student Councils;
3. To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
4. To co-coordinate Departmental Student Council monthly meetings with Deputy Academics Commissioner (DSC Events). This responsibility includes, but is not limited to, performing the following tasks:
 - a. Collecting information relevant to current DSC activities through budget reviews prior to each meeting;
 - b. Requesting revenue reports from Vice President Operations prior to each meeting;
 - c. Alternating note taking during each meeting with Deputy Academics Commissioner (DSC Events);
 - d. Updating the Academics Commissioner on relevant Departmental Student Council happenings;
5. To review all Departmental Student Council reimbursement requests;
6. To develop and maintain a Department Student Council Training Manual with DSC Deputy (DSC Events) to be completed by the first Assembly of the Academic year. This package will include the Financial Manual prepared in collaboration with Vice-President, Operations which outlines merchandise ordering guidelines, ASUS Grants information, and financial requests processes.
7. To be a member of Academic Committee;
8. To hold a minimum of ten (10) office hours per week;
9. To serve as a Student Representative on the following bodies, where required:
 - a. Curriculum Committee
 - b. Other Faculty of Arts and Science Committees as required
10. 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;
11. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (DSC Finance).
 12. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team