

**Arts
and
Science
Undergraduate
Society —
Assembly**

Meeting #3

AGENDA

1. **Motion 1** – Approval of the Agenda
2. **Motion 2** – Approval of the Minutes
3. Speaker’s Business
4. Discussion Period
5. Executive Reports
6. Society Reports
 - a. **Business of ASUS Council**
 - b. **Business of the Sibling Societies**
7. Other Reports
 - a. **Business of the Senate**
 - b. **Business of Other Members (Academic Representatives)**
8. Statements by Members
9. Question Period
10. Old Business
11. New Business
 - a. **See attached motion sheet, motions 3 - 17.**
12. Speaker’s Last Word
13. Adjournment of the ASUS Assembly

MOTION SHEET

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

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on September 15th, as seen on the ASUS website.

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

3. That ASUS Assembly formally ratify Christian Luchin for the position of Assembly Speaker for the 2022 - 2023 academic year.

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 5 mins

4. That ASUS Assembly formally approve the changes to the ASUS Orientation Policy Manual as seen in Appendix A: "ASUS Orientation Policy Manual Changes."

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

5. That ASUS Assembly formally ratify the 2022 - 2023 Standing Committees, as seen in Appendix B: "Assembly Standing Committees."

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

6. That ASUS Assembly formally end consideration of the 2022 - 2023 Executive Office Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

7. That ASUS Assembly formally end consideration of the 2022 - 2023 Academics Commission Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

8. That ASUS Assembly formally end consideration of the 2022 - 2023 Community Outreach Commission Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

9. That ASUS Assembly formally end consideration of the 2022 - 2023 Equity Commission Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

10. That ASUS Assembly formally end consideration of the 2022 - 2023 Governance Office Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

11. That ASUS Assembly formally end consideration of the 2022 - 2023 Human Resources Office Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

12. That ASUS Assembly formally end consideration of the 2022 - 2023 Marketing and Communications Office Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

13. That ASUS Assembly formally end consideration of the 2022 - 2023 Services Commission Strategic Plan as seen in the linked [OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

14. That ASUS Assembly formally approve of the changes made to the Assembly Policy Manual, as seen in Appendix C: "Assembly Policy Manual Changes"

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

15. That ASUS Assembly formally approve the changes to the ASUS Community Outreach Commission Policy Manual as seen in Appendix D: "Community Outreach Commission Policy Manual Changes."

- MOVED BY: ELISABETH MCHARG
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

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

- MOVED BY: EMMA FARRELL
- SECONDED BY: ELISABETH MCHARG

Est Time: 2 mins

17. That ASUS Assembly formally approve the changes to the ASUS DSC Charter as seen in Appendix F: "DSC Charter Changes."

- MOVED BY: ALICIA PARKER
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Yara Hussein**, President

Dear Assembly,

I hope you're all doing well and remembering to take care of yourselves as the seasons change and midterms approach us! With many events and projects happening at ASUS, it's incredible to see the levels of engagement we have seen with students this past month. Before delving into my report, I would like to acknowledge the inspiring work and dedication demonstrated by the many ASUS volunteers. It's an absolute privilege to see the efforts and compassion that our volunteers continue to lead with which reminds us that none of this work would be possible without them! I'm excited to be providing you all with an update on what has been happening at ASUS and give you a snapshot into the President's portfolio.

Orientation

This week we will be interviewing for the new Head Gael! Before the end of the month, we will also have the new Chair team hired and undergoing their portfolio transition process! We are thrilled to be welcoming this new team and supporting them for the remainder of our term in office in their planning of welcoming the class of 2027! On a more operational side of Orientation turnover, we are working with Human Resources Officer Kristin Papaconstantinou on making the HR Office at the ASUS Offices more accessible it is currently on the third floor of the house. We are planning on switching the office spaces with the Head Gael office which is on the main floor of the house. If you have any input, suggestions, or questions on accessibility I look forward to supporting the incoming Head Gael in this office transition and ensure it's a seamless and fruitful process. We are also treading along with our feedback process and engaging with the Campus Affairs Commissioner on learning more about university wide Orientation feedback and room for improvement. This input will be critical in the onboarding and transition of the incoming Orientation team, and we look forward to working closely with them to ensure it is carefully considered.

Intern Council

Last week we had the pleasure of interviewing over a dozen first-year candidates, it's incredible to see first year engagement with ASUS positions and it has made us optimistic about the future of engagement within ASUS more broadly! I'm excited to be commencing our Intern Council meetings and empower the incoming Interns in their passion projects!

Academic Advocacy

As a continued project from previous years, we will be working with Wendy Craig again later this October on facilitating the Thought Exchange. Though this started during the virtual years for a more revitalized form of student feedback, we are hoping to continue it this virtual method this year coupled with in-person class visits in the later weeks of the semester.

With the announcement from the Faculty of Arts and Science regarding the temporary halt on admission to the Bachelor of Fine Arts program, Academics Commissioner Alicia Parker and I have been engaging in various conversations with Faculty and students from the program. Our focus is to ensure that students in the BFA program are being heard and are best supported both in their academics as well as in finding comfort in their community. We recognize the challenges that come with this news for these students and are committed to hearing feedback, advocating for them, and providing our supports.

National Day of Truth and Reconciliation

With a full week of programming held in the Reflection Room this past week, facilitated by Equity Commissioner Layla Haddad. Some of the programming included the opportunity for students to engage with Indigenous literature, cinema, and artwork, ASUS Council, volunteers, and students were encouraged to take the time to learn and reflect on what Indigeneity means to us and what we can do in our work. I encourage you all to continue these conversations and this learning beyond this day by making commitments to what you're doing in your capacities in revitalizing Indigenous cultures and in our pursuits of supporting Indigenous sovereignty. At ASUS, we are committed to continuing our efforts towards Indigeneity by working with QNSA and local Indigenous artists to bring their works to the Reflection Room and supporting their works.

Professional Development

The Professional Development team has been busy working with the FAS Advancement office in preparation for the Life After ArtSci event following the theme of "The ArtSci Momentum" which will be taking place in Toronto on November 3rd – mark your calendars! This full day event will have a variety of firm tours of various industries (such as financial, publishing, and marketing-based firms!) as well as a networking evening with notable Queen's

Alumni! Tickets will be going live this week and I highly encourage you to purchase your ticket and join us on this exciting trip. As always, please remember that financial assistance is available to alleviate any barriers from attending and getting involved.

Sexual Violence Prevention and Response

SVPR Director Kerry Roe and I are excited to be working with the Assistant Dean of Teaching and Learning in providing student feedback and input on this year's cyclical review of the university's Sexual Violence policy. Within the next month we will be hosting our first meeting for the inter-faculty SVPR Collation, Chaired by SVPR Director Kerry Roe. We look forward to hearing from our peers and mobilizing on a collective front. This Coalition invites any student who is involved in SPVR advocacy and work to attend, share, and learn with the goal of having a united student voice. If you would like to learn more about this coalition or if you're interested in joining, please reach out to Kerry or me.

Arts and Science Undergraduate Research Fund

The Arts and Science Undergraduate Research Fund (ASURF) is officially live and [accepting applications!](#) If you are interested in research or know someone who may be interested, I invite you to consider applying and sharing this with your peers! This opportunity is also available to all students in Arts and Sciences, Concurrent Education, Kinesiology, and Computing. If you have any questions about the application process or would like to learn more, please reach out to me.

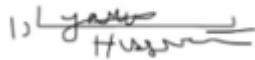
Kingston City Relations

I really appreciated the fruitful conversation we had at our last ASUS Assembly regarding city relations and thank you to those of you who reached out with additional thoughts afterwards. Your input has been truly valuable! In relaying the input of ASUS Assembly in conversations with the Rector and the AMS External Affairs Commissioner about this topic, the AMS will be hosting a panel with the City Council Candidates up for election right on campus to encourage student voice in the upcoming municipal elections. This will be incredibly timely as Homecoming will be in that following week as well. ASUS will be sharing more information regarding this AMS organized initiative, more specifically on how students can vote and have their voice heard in the election. I look forward to sharing more information with you all soon.

Looking ahead, at the end of the month, we'll be attending this year's Meet and Greet event organized by the Advancement Office. ASUS will have a booth at the event and we're particularly excited for the prospect of engaging with Queen's alumni about our work and the student opportunities at ASUS!

Thank you for reading my report and listening to my updates. If you have any questions, concerns, additional thoughts about anything in my report or if you wish to just chat, please don't hesitate to reach out to me on president@asus.queensu.ca or by dropping by the ASUS Offices anytime throughout the week!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Yara Hussein', with a horizontal line underneath.

Yara Hussein
ASUS President
President@asus.queensu.ca

VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

Presented by **Emma Farrell**, Vice President of Society Affairs

Dear Assembly,

I hope that you all had a wonderful month of September and are excited for all of the possibilities this new season and this new school year will offer. This month has truly flown by with so many exciting initiatives and planning within the VPSA portfolio. It has been incredible to begin working with everyone in the ASUS Office and getting the opportunity to build community in a fully in-person setting, one that we have not been able to for many years now. With that, I am eager to share with you my updates for this past month, while also giving you a glimpse into what October will bring.

Hiring | September has been an extremely busy month within the Human Resources Office. It has been a pleasure to support our Human Resources Officer, Kristin, and her team with welcoming hundreds of volunteers to the Society, primarily through our Fall Hiring Period. With this, we opened dozens of positions and have seen a surge in engagement with many committee hiring numbers reverting to levels of engagement we saw in the 2019-2020 year. We will continue to monitor this engagement in conjunction with our Director of Workforce Development to adapt our hiring practices for future years to maximize uptake. With all this being said, hiring is not over yet. We have recently drafted timelines for Orientation hiring, with Head Gael and Orientation Chair applications currently open, and Orientation Coordinator positions opening shortly after the Chair team is officially onboarded. It is exciting to know that we will begin our planning process to welcome the Class of 2027 sooner than we think!

Within that same vein of hiring, council just completed First-Year Intern Program hiring and by the time of Assembly, will have welcomed ten new tenacious, eager, and enthusiastic individuals onto our Intern Council team. During these interviews, we were truly overwhelmed by the incredible passion that all of the applicants brought to the table. It has been more than reassuring to know that we have so many wonderful future student leaders within our community, many of which I hope to see more of in the coming year.

Onboarding | With hiring comes the onboarding of volunteers through volunteering agreements for honoraria volunteers specifically. This year, we have reworked the structure of the Human Resources Office and have been working diligently with Katilyn Chevrier, the Director of Workforce Development,

to begin this process which was previously under the HRO portfolio directly. We are in the process of updating contracts to reflect new policies relating to confidentiality and email usage, while also making sure they reflect the most updated pay grids in accordance with HRP. Importantly, Kristin and I are in the process of curating a new system for transition of volunteers as we migrate to the more widespread use of "position manuals". This will be especially important during the Spring Hiring Period, however piloting this new system will occur this Fall with Orientation specifically.

Volunteer Training | By the time of Assembly, we will have completed our first in-person volunteer training in at least three years. Despite being in-person, we are committed to making this training as accessible as possible by working with the Marketing and Communications Office to record all aspects of it. I want to recognize the incredible efforts of Julia McGregor, our Deputy of Training and Analytics, in working with Kristin to organize this very successful day of training. Julia, Kristin, and I are working to adapt our training tracking system from last year in

addition to finding innovative ways of implementing our platform goals of encouraging students to apply the training they receive to their everyday life, and their role in ASUS specifically.

ASUS City Engagement Program | I am delighted to share two new exciting updates for ACEP this month. First, the City of Kingston has recently chosen the project lead for the program this year who is Dajana Turkovic within their Office of Strategy, Innovation, and Partnerships. Dajana took part in the program last year and was extremely impressed with the many projects that the members took on. The Community Outreach Commissioner, Elisabeth, and I are meeting with her soon to develop the project groups for the upcoming year, with the hope that the program can officially launch in early November. Additionally, we are hoping to expand the program this year to include students beyond just second-year students; this is a piece of policy that you will surely see at today's assembly.

Sustainability | In the realm of Sustainability, our Director Katelin Boles has been working with her team on various projects after her two Orientation initiatives proved an overwhelming success. Katelin and her Sustainability Coordinators, Katie and Elizabeth, have made immense progress on taking inventory of the decorations closet within the office. The goal of this project is to accession items, organize them, and have a running inventory list for volunteers to access. This will be done in the hopes that we can increase the use of items we already have, rather than buying more decorations or office supplies, which has historically occurred year after year. This list will overall increase the sustainability of office operations in a facet of them which has been overlooked for far too long. Further to this, the team is continuing to research

options for battery, Brita, and electronic waste disposal bins within the office itself while also planning for exciting initiatives in the month of November regarding waste clean-up and delivering sustainability messaging to students.

On a different note, I sat on the first of three Sustainability Action Fund Granting Committee meetings run by the Commission of Environmental Sustainability within the AMS. This committee has provided an excellent opportunity to see what other groups within the Queen's committee are doing in the realm of sustainability. As such, we will use this knowledge to better our own initiatives and to collaborate with other groups to amplify the messaging on sustainability around campus.

Wellness | It has been lovely to work with Megan Crosby, our Wellness Director, in hiring and planning for wellness initiatives in the upcoming months. This past week, we hired four new Wellness Coordinators making up the five-person team this year. Our first team meeting will have occurred by the time of Assembly where we will brainstorm ideas and receive input on events we already plan to run. I am incredibly excited to work with the team this year though planning for initiatives like Nutrition Month, volunteer appreciation efforts relating to wellness, in addition to collaborations between wellness and sustainability.

Personal Projects | Lastly, it has been incredibly exciting to realize some personal goals and passion projects throughout this month, while setting aside time to plan for upcoming projects that span beyond just one direct report or one singular facet of the Society. Some salient projects include supporting Marketing in particular as we increase inter-office collaboration and increased video content through Governance videos promoting Assembly, Archives videos for ASUS' Birthday, and posts showcasing Volunteers of the Month within the HR Office.

Another mechanism to foster internal cohesion and collaboration will be Deputy Caucus this year. By the time of Assembly, meetings for the year have been organized. I am very optimistic about the prospects of this project, especially as our deputy team has been finally filled.

This month I have initiated a personal goal that while small, will hopefully be impactful for ASUS volunteers. The goal is to increase the presence of the Executive within events and volunteer appreciation efforts, particularly through Volunteer of the Month. We will be sending both cards and messages to these volunteers in hopes of connecting with a wider range of people and recognizing their efforts within ASUS on a larger scale.

The last project that has been ongoing in the summer and September has been developing an internal Crisis Response Plan for ASUS. While we always strive to prevent and to mitigate crises, they can be avoided in their totality. As such, I

am working to develop a plan to respond to crises if they arise. The latter half of the month has involved a great deal of research into what other companies in the business world and what other student governments already have in place for crisis management in hopes that we can use these as a model. It is my hope that this plan is complete by late October.

Thank you for reading my report. It has been so fulfilling to get the chance to connect with so many of you this month. If you have any questions, please do not hesitate to reach me at vpsa@asus.queensu.ca.

Respectfully submitted,

A handwritten signature in black ink that reads "Emma Farrell". The signature is written in a cursive, flowing style.

Emma Farrell

Vice President (Society Affairs)

vpsa@asus.queensu.ca

VICE PRESIDENT OF OPERATIONS REPORT

Presented by **Aloka Wijesundara**, Vice President of Operations

Dear Members of Assembly:

I hope that you are all doing well and are excited for reading week! The past couple of weeks have been a whirlwind of getting into a new routine as classes pick up, expanding our ASUS family, and learning so much along the way. Please continue to read for some more detailed updates from since we last met:

Recent Updates

We have just completed hiring and training for our receptionist team and I am very excited to welcome nine new members to the ASUS family! Receptionists play an integral role in the smooth running of the Society. We were able to coordinate a receptionist training day, where successful candidates received information on various operational procedures such as Reflection Room booking, cashbox/POS drop-off and pick up, utilizing various communication methods, and more. I am looking forward to helping create an enriching work experience for our newest employees and also integrate more team bonding opportunities to their experience with ASUS this year as typically, receptionists have been a more loosely formed team due to the individual nature of their roles.

ASUS also held a very successful back to school barbecue on September 12th with the incomparable support from our General Manager and Council, along with community food partners. With their help, we were able to serve over 500 students with a range of options including hamburgers and hotdogs, with halal and vegetarian options being made available. This event was such a wonderful highlight of the year so far, and we hope to hold more initiatives as such to give back to the Queen's community. There is truly nothing more rewarding than seeing the smile on someone's face after being served!

Financial Aid

Since we last met, we have made some great progress on issuing more financial aid bursaries for Arts and Science students, including over \$5000

issued for orientation leaders who participated in various capacities such as Gaels and Orientation Coordinators. We will also continue to assess financial assistance applications made from first year students past the August 25th deadline in an attempt to accommodate all those who may be in need of assistance.

Direct Report Updates

It has been incredibly thrilling to see and support the incredible work done by our Services Commission led by Kana Ogawa. Kana's team has been working very hard to ensure the successful start of many services. We have just completed our in-person fall jacket fittings, and have also made available the online order form to increase accessibility. I look forward to distributing financial assistance in collaboration with the granting committees composed of Advisory Board members to ensure that all students who would like a jacket are able to access them. I have also been able to connect the Dean of Arts and Science with our Exchange Buddies team to organize a student-led social event for international and exchange students in late fall - more details to come soon! In addition to that, our IT Director, Store Manager, and Accounting Director have been working diligently to fulfill their duties as things gear up in the school year. Our IT Director has introduced a new process to streamline password resets and other IT-related request processes to ensure efficiency. The Store Manager is looking forward to working closely with the Services Commissions' Textbooks Director to also create a more streamlined process for textbook sales. Lastly, the Accounting Director has been working diligently to process a large amount of reimbursements, and have completed the issuing of food credits to Orientation Leaders.

Thank you for reading through to the end of this report. As always, please do reach out with any questions, concerns, and ideas you may have - I am always willing and eager to be a listening ear. As we move into reading week, my main focus for the rest of the semester will be on project planning regarding financial aid and literacy. If you would like to contribute in any way or share any experiences and thoughts that may enhance these projects, please do not hesitate to reach out. I wish you a well-deserved and rejuvenating reading week.

Yours sincerely,

Aloka Wijesundara

ACADEMICS REPORT

Presented by **Alicia Parker**, Academics Commissioner

Dear Members of Assembly,

I hope you are all doing well and have enjoyed your first month back on campus and in classes. I'm sure you are all looking forward to a restful Reading Week, and I wish you all safe travels. The Academics Commission has had a busy first month with the DSCs, journals, and services launching numerous exciting events and initiatives.

Department Student Councils

The DSCs have officially had their second DSC Assembly, attended their first Faculty Board, and began their monthly meetings with DSC Deputy, Becca. We are already impressed by their enthusiasm and passion for their roles. The Psychology, Health Studies, Math & Stats, and Classics DSCs have already hosted their first events. This upcoming month we already have events planned from the LLCU DSC and Sociology DSC. I would strongly encourage you to follow along with their events [here](#).

Many of our DSCs are also wrapping up hiring. It has been an extremely successful Fall Hiring Season for the DSCs and we are thrilled to see their teams fill up. Additionally, we are currently hiring DSC Co-Presidents for Art History, Economics, Film & Media, Physics, Religious Studies, Chemistry, and Geography. This is an incredible opportunity to represent your peers!

Journals

The four academic journals are also making great progress. The Queen's Journal of Ethnic and Racial Studies and the Undergraduate Review are still hiring for their teams. Politicus has opened submissions for their upcoming special issue, which can be submitted [here](#). The Queen's Science Undergraduate Research Journals is moving ahead with the publishing of their 6th Volume.

Supports & Resources

The ASUS Appeals Resource Center has completed hiring of their AARC Volunteers. The service is also currently working on updating their resource

guides to reflect the changes from September 23, Faculty Board. We are excited to update these resources for undergraduate students looking for support navigating Arts & Science policies.

ASUS Review is currently hiring course facilitators for their Fall 2022 offerings. We are excitedly planning for a return to in-person programming for our Final Review Sessions, and will have more information to share with first-year students soon!

ASUS Peer Tutoring has experienced a successful relaunch in the last 3 weeks. We already have processed 228 Tutee applications and 47 Tutor applications. We appreciated your patience as we worked through your applications, it is a manual process that takes a little bit of time. We look forward to continuing to support students, and encourage upper-year students to apply to become tutors!

Finally, we also have opened up applications to be the Deputy of Supports and Resources. This is an exciting opportunity to support these three academic peer services as well as chair the upcoming teaching awards!

Commissioner Projects

Over the past month, I have been working on updating the Academic Support Portal (previously known as the Academic Assistance Process). The portal will be launching on the ASUS onQ in the next few weeks. I have also been keeping up with our weekly meetings with faculty, whether that be discussing accommodations with Student Services or student representation on Faculty Bodies with Associate Dean of Teaching & learning. In light of amplifying student voices, we are looking forward to hosting DeansxDSC and UGxDSC in November as an opportunity for the Department Student Council Presidents to share their ideas on relevant issues and ideas with relevant Faculty members.

I also had the pleasure of meeting with ASO with President Yara, which was an excellent opportunity to consider how we can further support for online students in the Faculty.

Majors Night planning has also resumed, with Becca and I working with Faculty to establish beneficial resources and programming for the Class of 2026 to select their programs this upcoming Spring.

Respectfully Submitted,

Alicia Parker
Academics Commissioner

COMMUNITY OUTREACH REPORT

Presented by **Elisabeth McHarg**, Community Outreach Commissioner

Dear Assembly,

I hope you are all doing well. The Community Outreach Commission has been busy, and I cannot wait to update you all!

Hiring

All our committees have either hired their Executive Team Members and General Volunteers or are currently in the process of doing so. It is so exciting to see the Commission grow and for all the Co-Chairs to build their committees. My Deputy of Volunteer Support and Appreciation, Sara, and myself are currently working on planning our Community Outreach wide training day which will act as a chance for the volunteers to learn more about ASUS, Community Outreach, and the various other committees they may not be a part of! We are also undergoing hiring for first-year interns. I cannot wait to welcome them to our Core team and get them onboarded with their first initiatives! Vice President Emma Farrell and I are also currently hiring for the ASUS City Engagement Program and cannot wait to connect them with their city counterparts. Lastly, I am very excited to announce that the Commission will be launching a first-year volunteer program. This initiative will allow first-years to sign up for various Committee events that spark their interest and help where needed. I am so excited to meet all these individuals and gain new, fresh perspectives in the Community Outreach Commission.

Fundraising

We have many fundraisers lined up for the month of October, which is very exciting and lovely to see the Commission's plan come to life. The Deputy of Sponsorship and Fundraising, Anna, and I have been connecting with the Organization of the Year, Kingston Homebase, representatives to create fun and enticing fundraisers for the student body to engage with. Anna and I have also been working very closely to plan our first Supper Series which is taking place Tuesday, October 4th, 2022, from 5-9pm. We are so excited and grateful to be partnering with Tommy's once again. Our Kids4Kids Co-Chairs, Nethmi and Muhammed, are working hard to get the collaboration with YGK Thrift going again for this year. They are hoping to have their committee volunteer in the store and help raise funds for Almost Home. Finally, some of the committees

including After School Buddies, Crohn's and Colitis, Autism Partnership and Partners in Education have Halloween themed fundraisers planned for their respective organizations at the end of the month.

Other Initiatives

Some other things that the Community Outreach Commission has been up to, is Sara, has been in contact with the Wellness Director, Megan, to create a Wellness guide again this year. As well, we have been in contact with Chloe Grande, who is an Eating Disorder Recovery Writer and Speaker about potential collaborations this year around exam season. I am currently looking ahead to seeing about hosting a Town Hall on Housing which will highlight many important aspects of living in Kingston, and the various resources available to students. Nearing the end of the month, the Commission will also be hosting a Community Outreach Week which will aim to raise awareness for the various causes and respective charities we support, as well as the importance of getting involved in the Kingston community and how students too, can make a difference.

Thank you for taking the time to read through my report. I am beyond excited to continue to meet all the volunteers within the Community Outreach Commission and witness all the events Committees are planning come to life! If you have any questions, comments, or ideas for Community Outreach please reach out at community@asus.queensu.ca!

Kindly submitted,

Elisabeth McHarg

Community Outreach Commissioner 2022-23

EQUITY REPORT

Presented by **Layla Haddad**, Equity Commissioner

Good evening Members of Assembly!

I hope your first few weeks of school have been great and you have all settled into a nice routine to ensure your success for the school year.

Within the first few weeks of the semester, the Equity Commission, as well as myself, have been involved in a couple interesting initiatives. The Equity Commission Deputy of Special Projects, Jolin, and I worked on creating a few events for the National Day of Truth and Reconciliation. These events took place over the week of September 26th to September 30th, with the first event being a Reading Circle featuring Indigenous stories, authors and poets, the second event being a Film Viewing featuring Indigenous films, filmmakers and actors, and the third event was a Listening Party of Indigenous podcast creators, artists and bands. These all took place in the Reflection Room of Kingston Hall offering a safe space for Indigenous students and for non-Indigenous students who want to learn more about Indigeneity. Although attendance was lower than anticipated, the Reflection Room in Kingston Hall will remain a space for students to work, sit and feel comfortable. I am also hoping to create a study space in this room for marginalized students in collaboration with Yellow House to ensure this would be a safe space for these marginalized students, and to create a community they would feel comfortable in.

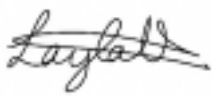
In terms of hiring, the Disability and Neurodiversity Committee is currently hiring another Co-Chair. Engagement has been low thus extensions have been applied to these applications as well as to all other committee hiring. Queer Space has begun their interviewing process and will be hiring executive members soon. Queen's Equity Conference has had a lot of engagement in terms of application submissions and will begin interviews in Week 5 of the semester. The Down There committee has been having a few issues with engagement as well thus their hiring period has been extended until October 17th. The Deputy of Committees position will have been filled by the time Oct 6th Assembly occurs which is exciting and bi-weekly co-chair meetings will begin occurring between each of the committees and the Deputy of Committees.

The Deputy of Special Projects and I have decided on the dates we will be hosting Equity Week. This amazing week will be from November 14th to

November 18th and will essentially be all day events featuring each of the committees and fundraising for the Equity Commission's Charity of the Year, the Integrated Care Hub. Another exciting initiative that I will be taking part in is facilitating the Anti Oppression, Anti-Racism and Allyship training at the ASUS Volunteer Training on Saturday, Oct 1st. On another note, the Equity Library has been updated, new books have been added and changes will be made to the ASUS Website for increased accessibility to sign the books out.

Thank you for taking the time out of your busy lives to read this report!

Warmly,



Layla Haddad (she/her/hers)

Equity Commissioner 2022-2023

equity@asus.queensu.ca

Arts and Science Undergraduate Society | ASUS

GOVERNANCE REPORT

Presented by **Caitlin Sankaran-Wee**, Governance Officer

Dear Assembly,

Happy (almost) Reading Week! It is a pleasure to meet with you again.

Hiring

The Governance Office is thrilled to welcome several new individuals to our team. We have hired Christian Luchin as Assembly Speaker, Allen Zha as Chief Electoral Officer and Kerik Vincent Clarke as Chief Archivist.

Elections

The Fall Election has begun and there is one candidate running for the position of ASUS Senator. We invite you to tune into the Open Forum. This event will be held on Wednesday, October 5th at 7 PM at the Zoom link found at @asusgovernance on Instagram.

As always, feel free to reach out with any questions, comments or suggestions.

Yours in governance,



Caitlin Sankaran-Wee (She/Her/Hers)
Governance Officer
governance@asus.queensu.ca

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

MARKETING & COMMUNICATIONS REPORT

Presented by **Monica Szalajko**, Marketing & Communications Officer

Hello Assembly,

I hope everyone has had a great and productive first few weeks of school! The marcomms office has been transitioning well and I'm so excited to share what we've been working on!

I am very thrilled to say we have hired all our general team members! They have jumped into their position quickly having their team meetings with their managers. The past few weeks, everyone was able to learn more about their role and how the team will operate for the remainder of the year. We are very excited to have more seamless communication through our team as everyone is understanding their roles more.

The Marcomms deputies have been working on their timelines for the year, and coming up with new initiatives for the team. For example we will begin promoting a headshot service for all ArtSci students in the month of October. We hope this service will be utilized heavily as an opportunity for ArtSci students to have professional headshots taken prior to job hiring. In addition to this the photography team will be working towards coordinating with all ASUS officers and commissioners for their team headshots, to have a cohesive, image filled directory up on our website. Additionally, the video team will be planning projects for the year including filming videos explaining various offices and commissions. Market research will be releasing their first questionnaire to students soon so the team will be able to then utilize that information for various future marketing plans. We will be incentivizing students to complete these questionnaires with a giveaway of gift cards. Our website director has been working on updating the directory and making changes related to all the different offices and commissions. Our social media manager has also been working on utilizing some of our less prominent social media this month such as linkedin. She is also planning various social media plans to increase engagement.

We have also ordered three pieces for our first launch of artsci merch, this includes a bucket hat, totebag, and shirt. We are super excited to begin photo/video shoots for marketing material, as well as getting these items on sale in time for homecoming.

Thank you all for taking the time to read through this report. I am thrilled to continue to work with every member of this incredible office and witness all we were able to accomplish! If you have any questions, comments, or ideas for the Marketing and Communications Office please reach out at marketing@asus.queensu.ca!

Best,

Monica Szalajko (she/her/hers)

A handwritten signature in black ink, appearing to be 'MS' or similar initials, written in a cursive style.

Marketing and Communications Officer

Marketing@asus.queensu.ca

SERVICES REPORT

Presented by **Kana Ogawa**, Services Commissioner

Dear Arts and Science Students,

It is hard to believe that we are already finished with a month of school – time is flying by so fast! I hope everyone is doing well, and enjoying the Fall weather!

I am very excited to provide you with updates highlighting some of the wonderful initiatives conducted by the Services Commission in September.

Imaginus Poster Sale

The Imaginus Poster Sale in collaboration with the Engineering Society which ran from September 12th to the 16th was a great success. This was the first Poster Sale since the COVID-19 pandemic, and many students were happy to see this traditional event come back to Queen's. In combination with the Engineering Society, we were able to generate a revenue of \$ 16,000. I would like to provide a huge thank you to the Services Deputy Cole Olidis for his hard work spearheading this initiative, and all of the student volunteers for their support.

Exchange Buddies

The Exchange Buddies Team has matched more than 80 exchange students with 60 buddies! Co-Chairs Elise Gork and Erika Spagnuolo have done a great job fostering a welcoming and comfortable environment for exchange students to the Queen's community. On September 17th, they organized an event to cheer on the Queen's Football Game, which was an excellent bonding experience.

Good Times Diner

On September 25th, Good Times Diner –led by Co-Directors McKinley Zavitz and Vincent Dinh—successfully ran their first meal service of the year at Chalmers United Church. They were able to provide free nutritious meals to approximately 45 students. In the upcoming future, they plan to increase the number of meals, and introduce another service on Wednesdays.

Jacket Fittings

The Jackets Team led by Phoebe Schneider and Vonara Pathirana conducted Jacket Fittings at the ARC from September 26th to 29th. The team's strong

marketing presence has led to more than 100 jacket orders being made! The team will focus on invoicing the orders in the upcoming weeks. We are very excited for students to get their jackets –a significant part of Queen’s culture and tradition—at the end of this semester.

In summary, the Services Commission is off to a great start! I cannot wait to see what we will continue to accomplish as a team. If you have any questions or concerns, please do not hesitate to reach out to me. Please take care!

Kindly,

Kana Ogawa (she/her/hers)

A handwritten signature in black ink, appearing to be 'KO' with a stylized flourish extending to the right.

Services Commissioner
services@asus.queens.ca

ADVISORY BOARD REPORT

Presented by **Jacob Johnston**, Chair of Advisory Board

Dear Assembly,

Since the Assembly's last meeting, Advisory Board members met with their council members to discuss their goals and plans for the year ahead. These meetings are crucial to the advisory board's task of strategic planning for the society.

The Advisory Board's October monthly meeting will take place Wednesday, October 5th at 6:00pm via Zoom. Assembly members can continue to find the agenda and minutes for our meetings on the ASUS website.

Thank you for taking the time to read my report. Should you have any questions or requests for the Advisory Board, please do not hesitate to reach out at board@asus.queensu.ca.

All the best,



Jacob Johnston
Chair of the ASUS Advisory Board

YEAR REPRESENTATIVES REPORTS

2023 YEAR REPRESENTATIVES

Position Vacant

2024 YEAR REPRESENTATIVES

Position Vacant

2025 YEAR REPRESENTATIVES

Presented by **Franki-Lynne Mauro & Alice Brisbin**

Good Evening Members of Assembly,

It is wonderful to be back in person with all of you. Since returning to class, we as year representatives have brainstormed ways to get more involved in terms of communicating with our fellow members of the class of 2025. Our first step towards collecting feedback from our peers was to launch an Instagram Questions campaign, which provides an accessible way for students to get involved and express any concerns or comments.

Following this, we will create a feedback form for members of the class of 2025 to access at all times. We want to ensure that we are constantly representing the changing values of the student body and we want to ensure they feel safe reaching out and voicing concerns. The feedback form will be anonymous with the option to leave your name/email. We hope that with this anonymous approach students will feel more inclined to be completely honest.

Our next steps are working towards the fulfilment of these concerns and requests. We will take these into consideration and plan our school year according to these concerns. Beyond this, we hope to host more social events to connect with the class of 2025 ArtSci community.

We feel that our peers still may not fully understand what our role is and what we can do to support them. In order to combat this, we have brainstormed the idea of hosting a booth one afternoon at the beginning of November. At this booth, we will have a question box, contact information and information about ASUS/Assembly. We will both be in attendance and hope to host this booth in an area with heavy student traffic such as the ARC or outside of Stauffer.

Thank you for taking the time to read our report, we look forward to fulfilling these goals.

All of the best,

Franki and Alice
Class of 2025 Representatives

2026 YEAR REPRESENTATIVES

Position Vacant



CONCURRENT EDUCATION STUDENT ASSOCIATION (CESA) REPORT

Presented by **Hanna Slowikowska**, Vice-President Internal

NO REPORT SUBMITTED.



COMPUTING STUDENTS' ASSOCIATION (COMPSA) REPORT

Position Vacant



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

Presented by **Natalie Pryor**, Vice President of Operations

NO REPORT SUBMITTED.

BUSINESS OF ACADEMIC REPRESENTATIVES

SOCIAL SCIENCES REPORT

Presented by **Nicholas McIlmoyle**, Social Sciences Academic Representative

No REPORT SUBMITTED.

NATURAL & PHYSICAL SCIENCES REPORT

Presented by **Colleen Tordoff**, Natural and Physical Sciences
Academic Representative

No REPORT SUBMITTED.

HUMANITIES REPORT

Presented by **Dillon Chicoski**, Humanities Academic Representative

Dear Members of Assembly,

I hope that the first few weeks of school have gone without incident for everyone.

As I said I would do in my last report, I have been working to rectify any shortcomings in the communications between the different DSCs within the Humanities cluster. I reached out to the only DSC in my cluster I had yet to get in contact with, however, this was to no success. Hopefully, I will have an opportunity to speak with them at the DSC Assembly the night before ASUS Assembly. In any event, I will be reaching out to the DSC co-presidents I am in contact with to set up a date for fully planning our Inter-Humanities Colloquium now that hiring is winding down. As part of this process, I hope to also advocate for further events to take place amongst the Humanities although these would be events with no budgetary requirements.

There is currently little else worth reporting.

Sincerely,

Dillon A. J. Chicoski
Humanities Academics Representative

ARTS & LANGUAGES REPORT

Position Vacant

INTERNATIONAL REPRESENTATIVE REPORT

Yuxuan Zhao

Hello Assembly,

I hope things is going well for you all. I wish everyone in the assembly a relaxing and fun reading week!

First few weeks

It is hard to believe that we are already in week five of the fall semester. Over the past few weeks, I helped with answering questions regarding housing, course changes, as well as getting access to health insurance. I sent out bi-weekly check-ins on my Instagram page (vote_yuxuan) to see how people are doing with everything. I got a lot of responses, which allowed me to know the good and bad things that our students were experiencing. It is important to keep in mind that as a student representative, I should take the initiative to talk and reach out to others in the Queen's community, not the other way around.

Current matters

As an international representative at ASUS, one of my goal for this academic year is to promote connections between the student body and the school. Letting students to participate in student government is a good way to form this connection. Because active participation enables students to know important information, stay informed about current events, and making them feel a part of the community. But I've noticed that there has long been a problem with low student participation in student government and elections. I was able to get some thoughts from students regarding their reasons for not running for any positions during the recent fall election.

Some students think that running for elections requires more time than expected. The entire process would take a long time, starting with candidates filling out nomination packages that indicated their interests, followed by meetings, debates, and the campaigning period. In addition, some people are

result-driven, and if they put in so much effort but were not elected, they may be disappointed.

Another possible reason is the time commitment and responsibility one should undertake after winning the election. There are concerns over whether they are capable of doing a great job with their duties, and whether they will be able to balance their academics and student governance.

Moving Forward

I am currently working on putting the frequent asked questions together to compose a Queen's Encyclopedia that covers multiple aspects of student life at Queen's University and in Kingston. These include academics, housing, health, entertainment. After talking to a lot of people, especially first year international students, I discovered that everyone has varying degrees of difficulty accessing the information they need. Although reading through school websites and talking to students in the upper years can answer some questions. There may still be some unsolved questions and thus cause confusions. Therefore, I decided to compile a written work to answer as many questions as possible.

Thank you for reading. Have a great evening!

Yuxuan Zhao
International representative



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 **Robert Hughes & Femi Abiola**

No REPORT SUBMITTED.

APPENDICES

APPENDIX A

ASUS Orientation Policy Manual Changes

The current Orientation Policy states: "No previous Head Gael, Orientation Chair, or Orientation Coordinator may sit on the selection committee as the member(s) of ASUS Assembly or member at large."

The proposed updates clarify that Selection Committee members cannot have been a Head Gael, OC or Coordinator within the same Orientation cycle.

SECTION 1 | ASUS ORIENTATION COMMITTEE

1.01.01

The aim of this committee is to introduce students to the academic, cultural and social aspects of university and Kingston life in an appropriate balance.

1.01.02

The Orientation Committee Executive shall consist of the Head Gael and four (4) Orientation Chairs. The four chairs shall consist of the following:

- i) Academics and Campus Support Chair
- ii) Community Awareness Respect and Engagement (C.A.R.E.) Chair
- iii) Operations Chair
- iv) Socio-Cultural Chair

1.01.03

The new Orientation Committee Chairs are to be selected before the end of the tenth week of classes.

A selection committee shall select the four Chairs. The members of the selection committee shall be:

- i) The new Head Gael;
- ii) The ASUS President

- iii) The ASUS Vice President
- iv) Two (2) members of ASUS Assembly

Further stipulations include:

- i) No previous Head Gael, Orientation Chair, or Orientation Coordinator **within the same Orientation cycle** may sit on the selection committee as the member of ASUS Assembly or member at large;
 - a) The two members of Assembly or member at large must not be applying for Gael or Orientation Coordinator for the upcoming year.
- ii) Only members of the Selection Committee shall view application forms of applicants for the position of Orientation Chairs;
- iii) Only members of the Selection Committee shall be present for the deliberation and voting processes;
- iv) The Orientation Chairs must be in good academic standing in the Faculty of Arts and Science.

APPENDIX B

Assembly Standing Committees

Please find [here the Standing Committees composition](#).

APPENDIX C

Assembly Policy Manual Changes

AMS Assembly strives to have one Assembly member per 500 students under the AMS. These changes are set to apply to the following school year (2023 - 2024). We have around 10,000 students in ArtSci, meaning that we would need around 20 representatives. We plan to include our sibling societies who have around six reps in total. DSC presidents may also be included.

SECTION 1.05 | DUTIES OF ASUS REPRESENTATIVES TO THE AMS

1.05.01

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

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

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

1.05.02

AMS Assembly strives to have one Assembly member per 500 students under the AMS. With approximately 10,000 ArtSci students, ASUS is to be represented at AMS Assembly by 20 representatives. Sibling societies and DSC presidents may be included in the ASUS Rep. count to total 20 students.

APPENDIX D

Community Outreach Commission Policy Manual Changes

SECTION 16 | FIRST YEAR VOLUNTEER PROGRAM

20

1.16.01

The First Year Volunteer Program is co-chaired by the Community Outreach Commissioner and Deputy Community Outreach Commissioner (Volunteer Support and Appreciation). This program allows first year students to engage with the variety of Community Outreach Committee events to assist in the success of the event, with the aim for them to apply for positions on the committees in the future.

1.16.02

Membership of this program shall be as follows:

- i. Community Outreach Commissioner;
- ii. Deputy Community Outreach Commissioner (Volunteer Support and Appreciation);
- iii. Community Outreach Committee Co-Chairs;
- iv. Ten to twelve (10-12) First year student volunteers, the number of which shall be determined by the Community Outreach Commissioner and the Deputy Community Outreach Commissioner (Volunteer Support and Appreciation);

1.16.03

The First-Year Volunteer Program is co-chaired by the Community Outreach Commissioner and Deputy Community Outreach Commissioner (Volunteer Support and Appreciation). These co-chairs will inform the Committee Co-Chairs of the program and connect them with the first year student volunteers. The Co-Chairs will be responsible for handing out sign-up sheets for their events prior to. The responsibilities of the first years involved in the program shall include but are not limited to:

- i. Complete all ASUS mandated training and attend the Community Outreach Volunteer training day;
- ii. Sign-up to for various Community Outreach Committee and Commission-wide events;
- iii. Attend and assist at various Community Outreach Committee and Commission-wide events and fundraising initiatives.

APPENDIX E

Community Outreach Commission Policy Manual Changes

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~~ 16 ACEP volunteers, which will focus on topics including but not limited to:
 - 1. Volunteer to the President (2)
 - 2. Volunteer to the Vice President (Operations) (2)
 - 3. Volunteer to the Academics Commissioner (2)
 - 4. Volunteer to the Equity Commissioner (2)
 - 5. Volunteer to the Governance Officer (2)
 - 6. Volunteer to the Human Resources Officer (2)
 - 7. Volunteer to the Marketing and Communications Officer (2)
 - 8. Volunteer to the Services Commissioner (2)

iii) City Staffers

iv) ASUS Council Members

3.03.03

The ACEP is chaired by a member 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~~ 16 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 all students second-year and above. ~~Second-year~~ students as an immersive opportunity. The responsibility of the volunteers will be:

1. To attend all bi-weekly group meetings called by the Chair for further collaboration and discussion;
2. To report to the Chair and the rest of the ACEP volunteers as to what they are doing within their portfolio;
3. To meet bi-weekly with member of the Kingston City Council;
4. To work alongside a member of the Kingston City Council and carry out a project, initiative or shadow experiences under their portfolio;
5. To engage in 1-2 hours of independent work on their project per week;
6. To meet bi-weekly with their respective Commissioner, Officer, or Executive;
7. Liaise with and seek out support from other members within the Society for their initiatives to ensure a collaborative work space;
8. If necessary, to meet with other ACEP volunteers and ASUS Council members to finish their projects in a timely fashion;
9. 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:

1. A completed project in the topic of their choice
2. A larger collaborative project and/or report on behalf of the cohort of nine volunteers
3. An established bond and mentorship alongside a City Staffer and a member of ASUS Council
4. 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:

1. Engagement with city issues and topics
2. Larger outreach to different city-wide supports and institutions
3. Bridging gaps between city and university relations
4. Strategies to engage students with the city of Kingston
5. A stronger understanding of professional development opportunities
6. 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:

1. To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
2. To provide them with insight on opportunities and experiences offered in Kingston and beyond
3. To support and work alongside the volunteer on a project or initiative that falls under their portfolio
4. 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:

1. To facilitate one-on-one ~~bi-weekly~~ **monthly** meetings with their volunteers for approximately 1 hour
2. To mentor them on the opportunities that exist in ASUS and beyond.
3. To assist and provide additional insight on the project at hand
4. 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
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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	Continue weekly recurring meetings along with the bi-weekly group check-in points Begin discussions on group-wide report
December	Finish the semester with a semester-wide feedback session on the program and its format Institute needed changes for the second semester Reschedule meetings as needed based on a switch in student schedules
January	Begin second semester with a welcome back engagement opportunity (tour of city hall?) Begin second semesters recurring meetings with ongoing bi-weekly check-ins
February	Continue weekly recurring meetings along with the bi-weekly group check-in points Aim to complete a first draft of the report by the end of the month
March	Continue weekly recurring meetings along with the bi-weekly group check-in points Finalize the report with final edits

April	Launch the report publicly Host an end of the year city engagement experience Administer an end of the year feedback session for next year's program
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APPENDIX F

DSC Charter Changes

SECTION 2 | THE DEPARTMENT STUDENT COUNCILS

2.02.01

A Department Student Council is a committee of undergraduate students that specialize, major, medial, or minor in one of the departments of the Faculty of Arts and Science. A DSC is organizationally and financially responsible to ASUS, as they are a part of ASUS.

2.02.02

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner.

2.02.03

The Academics Commissioner and the Vice-President of the Society shall have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

2.02.04

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

- i. Organizing, promoting, and running academic and social events for the students of their department.
- ii. Preparing for and attending each and every meeting of the Faculty Board of Arts and Science. Each DSC is responsible for nominating one (1) representative to attend this meeting of the Faculty Board, should one of the Co-Presidents be unable to attend.
- iii. Coordinating the administration of the USAT evaluations.
- iv. Acting as liaisons between the students and faculty members of their respective departments.
- v. Preparing and submitting a strategic plan and budget to the Academics Commissioner, to receive funding for events.
- vi. Participating in DSC Assembly, to be held once a month and adhering to all principles in the DSC Charter.
- vii. Holding monthly meetings with the ASUS Deputy Academics Commissioner (DSC Support).

- viii. Preparing a transition manual for the Incoming Co-Presidents and proving it to them before April 1st.
- ix. Holding at least five (5) hours of transition meetings between the Incoming and Outgoing Co-Presidents before the end of the academic year.

2.02.05

The DSC's shall be grouped into **three (3)** ~~four (4)~~ divisions composed of the following:

- i. Humanities, consisting of the Philosophy, History, Classics, Religious Studies, **Fine Arts, Film & Media, Art History, French Studies, Languages, Literature, Culture, Indigenous Studies**, and English Departments.
- ii. Arts and Languages, ~~consisting of the Fine Arts, Film and Media, Drama & Music, Art History, French, and Languages, Literature, and Cultures Departments.~~
- iii. Natural and Physical Sciences, consisting of the Physics, Chemistry, Geology, ~~Geography and Planning~~, Mathematics and Statistics, Life Sciences, Biochemistry, ~~Health Studies~~, **Biopsychology**, and Biology Departments.
- iv. Social Sciences, consisting of the **Health Studies, Environmental Studies, Geography, Politics, Philosophy and Economics**, Economics, Gender Studies, Development Studies, Psychology, Political Studies, and Sociology Departments.

SECTION 3 | DSC FINANCES

The Finances of the Society's Department Student Councils shall be as follows:

2.03.01

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

2.03.02

Each Department Student Council shall present a preliminary budget to the Academics Commissioner no later than the end of August. Each budget shall be reviewed by the Academics Commissioner and the ASUS Vice President. No Department Student Council will receive any Society allocated funds until a budget and strategic plan are submitted to the Academics Commissioner.

2.03.03

Should a Department Student Council President or designate be absent from one (1) meeting of either DSC Assembly, monthly meeting, or Faculty Board without notifying the Academics Commissioner or Deputy Academics Commissioner (DSC Support) the Academics Commissioner will issue a written warning to the DSC President explaining the nature of the absence and consequences of a subsequent absence.

2.03.04

Should a DSC President or designate be absent from two (2) meetings of either DSC Assembly, monthly meeting, or Faculty Board without notice or explanation to the Academics Commissioner or Deputy Academics Commissioner (DSC Support), their access to funding shall be prohibited at the discretion of the ASUS Vice President until a letter of explanation has been submitted by the DSC and a meeting between the Academics Commissioner and the ASUS Executive has been held.

2.03.05

Department Student Councils will always receive a minimum two-hundred dollar (\$200) allotment, which can be expanded at the discretion of the Academics Commissioner and the Vice President.

2.03.06

In the event a Department Student Council has a deficit at any time during the academic year, the ASUS Vice President and Academics Commissioner will have the option to freeze the respective DSC's financial account until a meeting between the DSC Co-Presidents, the ASUS Vice President, and the Academics Commissioner has been held to decide on a financial plan for the remainder of the year.

2.03.07

Department Student Councils must have all of their reimbursements processed by the end of the academic year. Reimbursements until September 1st of the following academic year will be accepted at the discretion of the ASUS Vice President. Any requests for reimbursements after the aforementioned date will be void.

2.03.08

Failure to adhere to the principles in the Department Student Council Charter may result in prohibited access to a DSC bank account and possible unsanctioning of events, or in some cases, the termination of DSC Executives, to be determined by the Academics Commissioner and ASUS Vice President.

2.03.09

Due to the unique nature of the Miller Club and Physics DSC with regard to their relationship between the Arts and Science Undergraduate Society (ASUS) and the Engineering Society (EngSoc), these two groups must adhere to all policy and guidelines set by both Societies. To facilitate transparency between the respective faculty societies the following practices will be applied to both the Miller Club and Physics DSC:

- i. They will be allowed to have full jurisdiction over the bank account that is housed with EngSoc;
- ii. The Academics Commissioner, DSC Support Deputy, and Vice-President Operations will be allowed access to view the balance within the bank account both over the summer during the creation of strategic plans and throughout the school year;
- iii. In order to promote equitable funds to DSCs, the allocation amount distributed by ASUS may be impacted depending on the existing funding that the groups have;

- iv. All rules and regulations of the DSC Charter and ASUS Financial Policy still apply.

2.03.10

Budget surplus remaining at the end of the year (up to 15% of the amount of the approved budget) will be held on behalf the DSC for the following year's budget. The maximum amount that can be held on behalf of the DSC is \$500, but surplus year over year may not accrue in excess of this amount.

Example: Budget \$5,500, Spend \$500, Surplus of \$500 Held

Example: Budget \$1,000, Spend \$750, Surplus of \$150 Held

PART 3: GOVERNING BODIES AND ACADEMIC REPRESENTATIVES

SECTION 1 | DSC ASSEMBLY

The rules and procedures surrounding the ASUS Department Student Council Assembly shall be as follows:

3.01.01

The Voting Members of the Assembly shall include:

- i. The Society President.
- ii. The Academics Commissioner.
- iii. Twenty-seven (27) Department Student Council Representatives, one (1) from each Department Student Council.

3.01.02

The Non-Elected and Non-Voting Members of the Assembly shall include:

- i. A Speaker who shall be appointed by the Voting Members of DSC Assembly during the last Department Student Council Assembly of the previous academic year. The Speaker shall chair all meetings of the Assembly, and shall enforce the ASUS Rules of Order Assembly Procedures Manual.
- ii. The Deputy Academics Commissioner, who will take minutes during each meeting of Assembly.
- iii. The Governance Officer.

3.01.03

The Department Student Council Assembly is a tier below ASUS Assembly and both to and is accountable to ASUS Assembly, which is the ultimate decision making body for policy and governance affairs of the Society.

3.01.04

The DSC Assembly has the power, within the restrictions of the DSC Charter and ASUS Constitution to create, alter, and terminate any policy statements which are considered to be DSC policy, and to deal with any reports, recommendations, or conclusions of any groups, Department Student Councils, and ad-hoc committees which fall under the purview of DSC Assembly.

3.01.05

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

- i. Debating and addressing any reports, motions, or policy decisions that are presented to the Assembly.
- ii. Representing the Department Student Councils where it is deemed necessary.
- iii. Carrying out various duties in the interest of the Departmental Student Body.

3.01.06

The Assembly will meet once a month during the course of the regular school year (September to April). The Deputy Academics Commissioner (DSC Support) shall be responsible for keeping minutes of all regular meetings of the Department Student Council Assembly and preparing them for distribution by the Governance Officer.

3.01.07

Quorum shall be half of all Voting Members plus one. Proxy votes will be counted. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the Meeting's minutes.

3.01.08

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

3.01.09

The Academics Commissioner shall have the power to call, at any time, a Special Meeting of the Department Student Council Assembly. Notice of the Special Meeting of the Department Student Council Assembly shall be at least forty-eight (48) hours.

3.01.10

Any Member of any Department Student Council must give written notice to the Governance Officer twenty-four (24) hours before the agenda shall be made available for Assembly members. The agenda shall be available for Assembly Members at least forty-eight (48) hours prior to a regular meeting.

3.01.11

Full minutes of every meeting of the Assembly shall be taken and kept by the Deputy Academics Commissioner and shall be made public to each Department Student Council and their Representatives no later than four (4) business days following a regular Meeting of Assembly.

3.01.12

All other remaining operations, structure, or notices of Assembly shall follow the ASUS Rules of Order Assembly Procedures Manual.

SECTION 2 | FACULTY BOARD

The rules and regulations which govern the Society's representation on the Arts and Science Faculty Board are as follows:

3.02.01

The functions of Arts and Science Faculty Board shall include:

- i. To recommend to the University Senate programs of study leading to degrees, and for-credit diplomas and certificates, and the conditions of admission;
- ii. To submit to the University Senate names for both ordinary and honorary degrees;
- iii. To recommend the sessional dates, subject to the approval of the Senate;
- iv. To deal with class failures;
- v. To exercise academic supervision over students;
- vi. To make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University;
- vii. To pass such regulations and bylaws as may be necessary for the exercise of the functions of the Faculty.

3.02.02

These functions shall be exercised by the Arts and Science Faculty Board either by motion duly moved and passed, or by bylaw.

3.02.03

Regular monthly meetings will be held at 3:30PM on the second Friday of each month from September to May, inclusive, unless otherwise ordered by special motion or by the Dean of the Faculty.

3.02.04

Attendance at Faculty Board is mandatory. Every department in the Faculty must be represented at all regular and special meetings. Department Student Council Co-Presidents must ensure that if they are not available to attend a regular or special meeting of the Arts and Science Faculty Board, a representative from their DSC or proxy is sent in their place.

3.02.05

If a Department Student Council fails to have a representative present at one (1) Faculty Board Meeting, their access to their bank account will be limited until a notice of

explanation has been submitted to the Academics Commissioner and ASUS Executive, and is approved by these individuals.

SECTION 3 | ACADEMIC REPRESENTATIVES

The rules and regulations which govern the Academic Representatives are as follows:

3.03.01

~~One~~ Representative must be elected to represent each of the **three (3)** ~~four (4)~~ disciplinary divisions:

- i. ~~Arts and Languages~~
- ii. Humanities
- iii. Natural and Physical Sciences
- iv. Social Sciences

The fourth representative can be elected from any division.