

Arts and Science Undergraduate Society of Queen's University

Advisory Board Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
Date of last revision:	01-24-2022

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1.01.01

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

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

1.01.02

In this part of the Constitution, unless the context requires otherwise:

- i) "Board" refers to the Advisory Board of the Arts and Science Undergraduate Society
- ii) "Board Policy" refers to any motion, resolution, statement, paper, platform, report, or position adopted by the Board in accordance with the requirements of this section of the ASUS Constitution.;
- iii) "Chair" refers to the Chair of the Advisory Board;
- iv) "Responsibilities" refers to any responsibilities of a member of Council, member of the Board, or member of the Society, as outlined in the ASUS Constitution and Policy,

Strategic Plans, platform points during campaigns, and Openly Stated Objectives and Initiatives;

1.01.03

The composition of the Board can only be changed by a change in ASUS Policy, passed through the normal policy process. Membership of the ASUS Advisory Board shall be as follows:

- a) one (1) one-year alumni member;
- b) one (1) two-year alumni member;
- c) seven (7) one-year ASUS members;
- d) three (3) two-year ASUS members.

i) The one-year alumni member shall be a recent ASUS alumni, and the two-year alumni member shall be a long-standing ASUS alumni. Ideal ASUS alumni candidates will have held a position within ASUS, including but not limited to Student Senator, Year-Representative, Executive, or member of Council.

ii) The two-year alumni member shall be hired during the 2021/2022 academic year, while the one-year alumni member shall be hired during the 2022/2023 academic year. The purpose of this is to ensure a staggered hiring period, in an effort to mitigate the negative effect of frequent turnover. Thus, there will always be an alumni member to enter into the following academic year to inform the incoming Advisory Board members of the work of the previous Board, and ensure a continuation of work from the year prior.

iii) Each voting member shall receive one vote on all Board decisions except for the ASUS President and Vice-President, who will not receive any votes on adjudicative matters, as described in section 15.01.01.

- i) To assist in carrying out its duties, the Board may call upon, in a non-voting capacity, persons such as:
 - a) all former ASUS Executive members;
 - b) the ASUS Services Commissioner;
 - c) the Dean of Arts and Science (or designate);
 - d) the ASUS Business Manager;
 - e) a Scribe, who will be provided by the executive
 - f) any members, as from time-to-time, the Board sees fit to include.

1.01.04

The ASUS Advisory Board shall meet on a minimum of a monthly basis for the purpose of discussing Board matters and responsibilities. If decided by the majority of the Members present, meetings shall be open to the public to better allow for public input. Meeting times and locations, as well as meeting minutes, shall be posted on the ASUS website alongside all other Board related documents.

1.01.05

In order to serve the Society in a way that promotes both financial sustainability and strategic planning, members of the ASUS Advisory Board shall have the following general responsibilities:

- i) to control and direct funds designated to the Board, subject to any restrictions;
- ii) to annually create a Society-wide long-term strategic plan, based on five (5) year projections;
- iii) to assign its members to report on the work being done in each ASUS Commission and Office four (4) times per academic year. This will include the submission and discussion of written reports twice each academic year, and a mandatory interview meeting between Council members and Advisory Board twice each academic year;
- iv) to critically examine Council Members' proposed strategic plans in order to comment on the plans when they are proposed to Assembly;
- v) to critically examine the Society's proposed General Budget in order to comment on the Budget when it is proposed to Assembly.
- vi) overseeing the procedure followed in the running of the Society Elections and Referenda.

1.01.06

The Chair shall use Section 3 ASUS Financial Assistance Fund, from the Financial Policy Manual to come to financial aid decisions.

1.01.07

It shall be noted that the ASUS Advisory Board is not a completely autonomous body but rather it is a body within the Society which has delegated authority from ASUS Assembly for all matters contained within Board Policy. Any decisions made by the Board of Directors may be overturned by Assembly by a two-thirds (2/3) majority. Furthermore, the Board shall recognize the supremacy of ASUS Assembly and its final legislative authority in all matters of the Society.