

Arts and Science Undergraduate Society of Queen's University

Assembly Policy Manual



Responsibility:	Governance Officer
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Table of Contents

PART 1: MEETINGS	4
SECTION 1.01 ASSEMBLY MEETINGS AND QUORUM	4
SECTION 1.02 NOTICE OF ASSEMBLY MEETINGS	5
SECTION 1.03 AGENDA, PROPER NOTICE OF MOTIONS	6
SECTION 1.04 RULES OF ORDER	7
SECTION 1.05 DUTIES OF ASUS REPRESENTATIVES TO THE AMS	7
SECTION 1.06 DUTIES OF ASUS STUDENT SENATORS	7
SECTION 1.07 COMMITTEES	8
PART 2: YEAR REPRESENTATION	9
SECTION 2.01 THE YEAR REPRESENTATIVES	10
SECTION 2.02 MEMBERSHIP	10
SECTION 2.03 SELECTION OF YEAR REPRESENTATIVES	10
SECTION 2.04 PERMANENT YEAR COUNCIL	11
PART 3: AMENDMENTS	11
SECTION 3.01 AMENDMENTS	11
PART 4: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS	13
SECTION 4.01 GENERAL	13
SECTION 4.02 ANNUAL GENERAL MEETINGS	15
PART 5: ASSEMBLY MINUTES/ SCRIBE	16
SECTION 1 GENERAL	16

PART 1: MEETINGS

SECTION 1.01 | ASSEMBLY MEETINGS AND QUORUM

1.01.01

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

1.01.02

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

1.01.03

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

1.01.04

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

1.01.05

Motions of the meetings of Assembly shall be decided by a majority of votes, with each Assembly member entitled to one (1) vote. In the case of an equality of votes, the motion shall fail to pass. Individual secret ballot votes are only reserved for such circumstances as outlined in Section 8 of the Rules of Order (Assembly Procedure) Manual.

1.01.06

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

SECTION 1.02 | NOTICE OF ASSEMBLY MEETINGS

1.02.01

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

1.02.02

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

1.02.03

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

SECTION 1.03 | AGENDA, PROPER NOTICE OF MOTIONS

1.03.01

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

1.03.02

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

1.03.03

Full minutes of every meeting of the Assembly shall be taken and kept by the Scribe and shall be made public no later than four business days following a regular meeting on the ASUS website. All personal reports and other confidential matters contained in the minutes, reports or agenda, however, are to be public, unless otherwise decided by Assembly, notwithstanding matters of debate within closed session which are to remain confidential unless decided by a two-thirds (2/3) vote from Assembly.

1.03.04

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

1.03.05

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

1.03.06

Budgets and other financial decisions must be presented to members of Assembly for consideration after it is reviewed by the Vice President Operations/CFO.

SECTION 1.04 | RULES OF ORDER

1.04.01

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

1.04.02

The reference source for all Points of Order not covered in the Rules of Order (Assembly Procedure) Manual shall be Robert's Rules of Order, revised in its most recent edition, except where it contradicts the ASUS Constitution.

SECTION 1.05 | DUTIES OF ASUS REPRESENTATIVES TO THE AMS

1.05.01

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

- i) to be a voting member of ASUS and AMS Assemblies;

- ii) to be available to sit on ASUS and AMS Standing Committees.

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

ASUS representatives are to only count as members of the Society that provides them plurality representation for them. It is the responsibility of the ASUS President and the Governance Officer to approve the number of representatives subject to run in the fall elections.

- i) The number of representatives is based on student enrollment from the University Registrar's office.
- ii) The AMS Assembly Policy Section 1.02 is to be referenced for the calculated number of representatives to be elected annually

SECTION 1.06 | DUTIES OF ASUS STUDENT SENATORS

1.06.01

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

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

1.06.02

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

SECTION 1.07 | COMMITTEES

1.07.01

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

1.07.02

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

1.07.03

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

1.07.04

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

1.07.05

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

1.07.06

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

1.07.07

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

1.07.08

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

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

PART 2: YEAR REPRESENTATION

SECTION 2.01 | THE YEAR REPRESENTATIVES

2.01.01

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

2.01.02

The responsibilities of the Year Representatives shall be the following;

- i.) To foster awareness of ASUS opportunities and issues within the class;
- ii.) To attend as a pair each meeting of ASUS Assembly;
- ii.) To represent the class' interests at ASUS Assembly;

iv.) Formulate a strategy to have free and open communication with the members of the class, enabling both outreach and the receipt of feedback.

2.01.03

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

SECTION 2.02 | MEMBERSHIP

2.02.01

Every member of the Assembly, except Senators who are elected for a two (2) year term, shall be a member for one (1) year. The Governance Office shall make every effort to have all four (4) academic years represented at Assembly.

2.02.02

Members belong to a year based on the following:

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

SECTION 2.03 | SELECTION OF YEAR REPRESENTATIVES

2.03.01

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

SECTION 2.04 | PERMANENT YEAR COUNCIL

2.04.01

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

2.04.02

The duties of the Permanent Year Representatives shall include:

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

PART 3: AMENDMENTS

SECTION 3.01 | AMENDMENTS

3.01.01

Unless otherwise stated in this Constitution, any Part, Section, Subsection or paragraph may only be amended following two (2) readings held at two (2) separate regular meetings of the Assembly. Proper notice of such a motion to amend need be given. Amendments may also occur with one (1) reading at a Society Annual Meeting or Society Special General Meeting.

3.01.02

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

3.01.03

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

3.01.04

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

3.01.05

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

3.01.06

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

3.01.07

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

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

PART 4: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS

SECTION 4.01 | GENERAL

4.01.01

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

- i) Annual General Meetings;

ii) Society Special General Meetings.

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

4.01.03

All members of the Society:

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

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

4.01.04

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

4.01.05

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

4.01.06

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

- i) Due notification of the lack of quorum at the meeting must be made in publications and other appropriate ways within one (1) week after the adjournment of the meeting;
- ii) Should any members of the Society disagree with any decision made at the meeting, they may present a petition containing the signatures of one hundred (100)

members of the Society asking for a replacement Society Annual Meeting or Society Special General Meeting.

- a) The petition shall be received within two (2) weeks after the adjournment of the impugned meeting,
- b) The replacement Society Annual Meeting or Society Special General Meeting shall be held one (1) week after the receipt of the petition,
- c) The quorum at such a replacement Society Annual Meeting or Society Special General Meeting shall be fifty (50) members of the Society, and, if present, the replacement Society Annual Meeting or Society Special General Meeting may review any decision of the impugned meeting and by a majority vote confirm or reflect it,
- d) If no quorum is present at the replacement Society Annual Meeting or Society Special General Meeting, then it cannot convene and the decisions of the impugned meeting shall become binding.

4.01.07

Any Society member may place a motion on the agenda for General Meetings provided that:

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

4.01.08

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

4.01.09

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

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

4.01.10

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

SECTION 4.02 | ANNUAL GENERAL MEETINGS

4.02.01

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

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

4.02.02

It is recommended that the Society Annual General Meeting be held in or about the second week of March, and shortly before the Transition Assembly. As well the meeting should take place on the same day as regular Assemblies to increase the turnout of members at large.

4.02.03

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

SECTION 4.03 | SOCIETY SPECIAL GENERAL MEETINGS

4.03.01

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

PART 5: ASSEMBLY MINUTES/ SCRIBE

SECTION 1 | GENERAL

5.01.01

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