

Arts and Science Undergraduate Society of Queen's University

DSC Charter



Responsibility:	Governance Officer & Academics Commissioner
Approved by:	Assembly
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PART 1: DEFINITIONS AND DISTINCTIONS

SECTION 1 | DEFINITIONS

1.01.01

“Society” refers to the Arts and Science Undergraduate Society, whose acronym is “ASUS”; that is, the association whose membership consists of Society members.

1.01.02

“Constitution” refers to the Constitution of the Society, which governs the affairs of the Society.

- i) Any cited Part, Section, or Subsection herein carries the implicit connotation of pertaining to this Constitution, unless otherwise stated.

1.01.03

General terms are as follows:

- i) “DSC” refers to the Department Student Councils of the Society.
- ii) “DSC Assembly” refers to the Department Student Council Assembly.
- iii) “Assembly Policy” refers to a motion, resolution, statement, paper, platform, report, or position adopted by the Assembly in accordance with the requirements of this Charter.
- iv) “Voting Member” refers to any member constitutionally entitled to vote on behalf of ASUS and any other Assembly Member who has had voting rights passed to them from a member who is constitutionally entitled to vote.
- v) “Executive” refers to the Executive of the Society.
- vi) “Faculty Board” refers to the legislative subcommittee of the Board of Trustees governing all curricular matters of the Faculty of Arts & Science.
- vii) “Sibling Society” refers to a school division or institute of the University recognized by the Society as a Member Society including CESA, COMPSA, and PHEKSA.
- viii) “Student” refers to a person who is registered as a full-time or part-time student in the Faculty of Arts and Science at Queen’s University:
 - a) “Full-Time Student” refers to a student taking 9.0 units or more of Arts and Science courses per semester
 - b) “Part-Time Student” refers to a student taking less than 9.0 units of Arts and Science courses per semester.

- ix) “Society Member” refers to a member of the Society
- x) “University” refers to Queen’s University in Kingston, Ontario.
- xi) “Good Academic Standing” refers to a student who is not on academic probation with the Faculty of Arts and Science. The determinants for a student being on academic probation are, and will remain, those of the Faculty of Arts and Science, as they shall from time or time determine. These determinants should be listed under the academic regulations section of the current Faculty of Arts and Science calendar.

1.01.04

Definitions given for words with the morphology of the singular shall also be the definitions for words with the morphology of the plural, and vice versa.

PART 2: THE SOCIETY AND DEPARTMENT STUDENT COUNCILS

SECTION 1 | THE SOCIETY

2.01.01

The name of the Association shall be the Arts and Science Undergraduate Society of Queen’s University.

2.01.02

The purpose of the Society shall be to advance the interests of its Members and of the University, and to represent its Members in matters concerning them in their capacity as Arts and Science students.

2.01.03

The Society is a member of the Alma Mater Society of Queen’s University, Incorporated, and recognizes the superiority of that organization and its Constitution.

SECTION 2 | THE DEPARTMENT STUDENT COUNCILS

2.02.01

A Department Student Council is a committee of undergraduate students that specialize, major, medial, minor or pursue a certificate 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) 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, English, and Dan School of Drama and Music Departments.

- ii) Natural and Physical Sciences, consisting of the Environmental Studies, Physics, Chemistry, Geology, Mathematics and Statistics, Life Sciences, Biochemistry, Biopsychology, Biology, and Biotechnology Departments.
- iii) 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

Representative must be elected to represent each of the three (3) disciplinary divisions:

- i) Humanities
- ii) Natural and Physical Sciences
- iii) Social Sciences

3.03.02

The four (4) Representatives will be elected by DSC Assembly at their first meeting in September.

3.03.03

It is mandatory that the Academic Representatives sit on the following bodies:

- i) ASUS Assembly
- ii) Curriculum Committee
- iii) Any other subcommittee they may be elected to, including, but not limited to:
 - a) The W.J. Barnes Teaching Excellence Award
 - b) The ASUS Teaching Assistant Excellence Award
 - c) ASUS Scholarships

3.03.04

The responsibilities and duties of the Academic Representatives include, but are not limited to:

- i) Ensuring that the policies governing the Department Student Councils as put forth by the Faculty of Arts and Science are adhered to by the Departmental Executives;
- ii) Reviewing any academic policy governing Arts and Science students as put forth by the Arts and Science Faculty Board and the University Senate;
- iii) Voting as a Member of ASUS Assembly, and to represent the interests of the students in their respective divisions when making decisions on Assembly, and

to report to ASUS Assembly on the activities of the Department Student Councils of their respective divisions;

- iv) Attend Department Student Council Meetings, and to communication and represent the interests of the students in their respective departmental division on that body, as well as maintain open communication with the Department Student Council Executives of their respective divisions.
- v) Be a point of contact between the Department Student Council Executives, the Academics Commissioner, and ASUS Assembly.

PART 4: HIRING AND TERMINATION

SECTION 1 | POLICY

The rules and regulations which govern the hiring and termination procedures of Members of the Society's Department Student Councils are as follows:

4.01.01

All hiring for positions within the Department Student Councils adheres to Section 2 of the ASUS Human Resources Policy Manual. Efforts will be made to select persons who possess the skills necessary to perform their work to the highest standards of competence and efficiency, with deference to the fact that the Arts and Science Undergraduate Society is a no experience necessary organization. Each Department Student Council shall recruit and hire full or part-time students of the Faculty of Arts and Science who are in good academic standing. Furthermore, DSCs shall practice interview-based hiring policies, and will only conduct elections for year-representative positions.

4.01.02

All terminations of hired positions within the Department Student Councils shall adhere to Section 4 of the ASUS Human Resources Policy Manual. The Department Student Council shall not be approached to consider termination unless sub-par performance has persisted beyond at least one (1) verbal and at least one (1) written warning issued by the direct supervisor(s) of the individual. Each warning shall be followed by a two (2) week period for improvement and evaluation of improvement. In extreme circumstances, including but not limited to allegations of fraud, theft, or other criminal action, the Committee may waive the above requirements for initial approach. It is the Department Student Council's discretion to assess whether a situation constitutes an extreme circumstance.

4.01.03

Removal of the Department Student Council Executives shall be effected by a non-confidence vote by the Department Student Council Assembly. Such a result must be a result of a motion moved by the ASUS President and seconded by the Academics Commissioner with at least two (2) weeks of written notice given to all DSC Assembly

Members prior to the non-confidence vote. To be resolved, the non-confidence motion must be passed by a two-thirds (2/3) majority of the members in attendance at the DSC Assembly Meetings.

4.01.04

In extreme circumstances, under the discretion of the ASUS President and Academics Commissioner, the above requirement of a non-confidence vote may be waived if a DSC Executive Member is operating the DSC in such a way that they have become a liability to students or the Society. These extreme circumstances include, but are not limited to, fraud, theft, criminal action, the use of hazing activities towards students, or the voluntary act of operating financially without the knowledge of the Academics Commissioner (as per Part 2, Section 3 of the DSC Charter Policy Manual). Decision to waive this requirement will mandate a written statement from the President of the Society to be sent to the twenty-seven (27) Department Student Councils explaining the choice. Should a member of the Assembly then wish to overturn the action, a motion must be passed by two-thirds (2/3) majority vote of the members in attendance at an Assembly Meeting.

PART 5: ELECTIONS

SECTION 1 | POLICY

The rules and regulations which govern the elections and referenda procedures of the Society's Department Student Council Executives are as follows:

Department Student Council Executives are subject to the policies outlined in the Election & Referenda Policy Manual.

5.01.01

The timeline for the Election shall be determined by the ASUS Chief Returning Officer and the ASUS Chief Electoral Officer in consultation with the Governance Officer and within the restrictions set forth in Department Student Council Elections Policy and the ASUS Policy on Elections and Referenda.

5.01.02

The Nomination Period shall:

- i) Last at least a total of ten (10) days
- ii) Include the All-Candidates meeting, during which the Elections Team shall explain the following to the candidates:
 - a) ASUS policy on Department Student Council Elections;
 - b) All other relevant regulations;
 - c) Answers to any relevant questions candidates may have;

- d) The elections timeline;
 - e) Any other information as deemed relevant by the Academics Commissioner.
- iii) Require a Letter of Candidacy from the nominated candidates, explaining their eligibility and qualifications, as well as a brief summary of their platform. This letter must be set to the ASUS Chief Returning Officer and is subject to the following conditions:
- a) The Letter of Candidacy must declare the level of the candidate's concentration within the Department of Interests (i.e., either a Major, Minor, Medial or Certificate);
 - b) Nominees must be current members of the Arts and Science Undergraduate Society. No one may be nominated for a position where the term of that position exceeds the duration of his or her Undergraduate program at Queen's University;
 - c) If there are no nominees for the candidacy of a position by the end of the Nomination Period, it shall be to the discretion of the Incoming and Outgoing Academics Commissioner to appoint Incoming Co-Presidents via a formal hiring process.

5.01.03

The Verification Period shall:

- i) Follow the Nomination Period
- ii) Be at least one day long
- iii) Have no campaigning permitted
- iv) Include the All-Candidates Meeting
- v) During the period, the Chief Returning Officer shall ensure that all Letters of Candidacy are complete, as per Part 5, Section 1, Subsection 2 of the DSC Charter Policy Manual.

5.01.04

The Campaign Period shall:

- i) The expense limit per executive candidate team is \$30.
 - a. All expenses must be tracked, whether that be in the form of a physical copy or electronic copy. These must be shared with the election team if necessary.
- ii) Not commence until 12:00AM on the day following the Verification Period;

- iii) Last three a minimum of five (5) business days;
- iv) Cease by 12:00AM the day before the first Voting Day. Each candidate or team of Candidates will be required to remove all election material produced on their behalf for the purposes of the Election by 8:00PM on this day.

5.01.05

Campaign Restrictions are as follows:

- i) All DSC Elections are subject to the Campaign Period Regulations stated in Part 4, of the ASUS Elections and Referenda Policy Manual.

5.01.06

Voting Day procedures are as follows:

- i) All DSC Elections are subject to the Voting Day Regulations stated in section 4 of the ASUS Elections and Referenda Policy Manual.

5.01.07

The results and announcements of the Department Student Council Elections shall be governed by the following restrictions:

- i) The Governance Officer shall gather the vote count before any public announcement is made. The candidate(s) with the most votes are elected;
- ii) The Governance Officer shall announce the results of an election immediately after they become known, on the condition that they are given to the candidates before the public. Should the candidates not be immediately available, the results will be made public no less than one hour after the results have been confirmed.

5.01.08

In the case of any violations, disputes, appeals, and/or special stipulations, DSC Elections are subject to the rules stated in sections 10 through 13 of the ASUS Elections and Referenda Policy Manual.