

Arts and Science Undergraduate Society of Queen's University

Equity Policy Manual



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Table of Contents

PART 1: THE EQUITY COMMISSION	2
SECTION 1 EQUITY COMMISSIONER JOB DESCRIPTION	3
SECTION 2 DEPUTY EQUITY COMMISSIONER (CONFERENCES & VOLUNTEERS) JOB DESCRIPTION	6
SECTION 3 DEPUTY EQUITY COMMISSIONER (SPECIAL PROJECTS & COMMITTEES) JOB DESCRIPTION	7
SECTION 4 EQUITY COMMISSION CHAIRS	8
SECTION 5 RESEARCH AND RECOMMENDATION COMMITTEE	9
SECTION 6 QUEEN'S EQUITY CONFERENCE	11
SECTION 8 QUEER SPACE	12
SECTION 9 STUDENTS OF COLOUR COLLECTIVE	13
SECTION 10 DISABILITY AND NEURODIVERSITY ALLIANCE	13
SECTION 11 ASUS EQUITY GRANT	14
SECTION 12 ASUS ACCESSIBILITY GRANT	16

PART 1: THE EQUITY COMMISSION

SECTION 1 | EQUITY COMMISSIONER JOB DESCRIPTION

1.01.01

The Equity Commissioner shall consider matters of equity and social justice as related to, whether individually or collectively, members of the Society and students at large. The Commissioner shall strive to provide a safe, inclusive and welcoming space for all students, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, gender identification, sexual orientation, sexuality, political ideology, age, marital status, family status and (dis)ability, and shall provide Society members with resources and materials pertinent to matters of individual and social justice as described.

1.01.02

The Equity Commission shall strive to obtain information and student opinions regarding social justice, diversity, and equity, and shall present these findings to ASUS Council and ASUS Assembly and, if necessary, the student body at large. The Equity Commission shall be knowledgeable in the equity structures at Queen's University and shall act as a resource and referral guide for Society members. The Equity Commissioner shall seek to educate the Queen's community on matters of equity and social justice through accessible, interactive, and thought-provoking events and outreach initiatives. The Equity Commissioner will strive to incorporate principles of diversity and acceptance on campus through events and committees that educate and engage the Queen's community in issues of equity and social justice.

1.01.03

The Equity Commissioner shall provide leadership and guidance for their Commission. They shall adhere to all ASUS policies, as interpreted by Council and the Assembly. The Equity Commissioner is responsible to the elected Executive and Assembly. The responsibilities of the Equity Commissioner shall include, but are not limited to the following:

- i) Attending any and all meetings of Council;
- ii) Attending and reporting to Assembly;
- iii) Meeting weekly with the Executive and Council for the purposes of updating each other on progress, problem areas, and future plans;
- iv) Preparing and submitting to the Summer Executive a strategic plan for the year;
- v) Working with the Vice President and Deputy Equity Commissioner (Committees) to create a budget for the year;

- vi) Ensuring that at least two office hours per week coincide with those of both the Equity Deputy Commissioners, for the purposes of updating each other on progress, problem areas, and future plans, as well as to work with both Deputy Commissioners to achieve the mandates of the Equity Commission;
- vii) Chairing monthly Commission wide meetings and bi-weekly chair meetings for the purposes of updating each other on progress, problem areas, and future plans;
- viii) Ensuring that all Equity Chairs submit an Event Planning Package before each event for the purposes of approving expenditures and ensuring that the event is carried out in an equitable and environmentally friendly manner;
- ix) Assessing and approving all expenditures exceeding \$100 to be made by any member of their Commission before the expenditure is made;
- x) Updating the Equity Commission pages on the ASUS website; xi. Meeting with respective Faculty Societies and other groups, such as Four Directions Aboriginal Centre, Queen's University International Centre, Queen's Equity and Human Rights Offices, etc., for the purposes of collaboration on problem areas and future plans;
- xi) Preparing a transition report for their successor;
- xii) Familiarizing Equity Chairs with the Chair Handbook;
- xiii) Scheduling and holding a minimum of fifteen (15) office hours a week;
- xiv) In coordination with the HRO Coordinating mandatory education workshops in conjunction with the Queen's Human Rights Office, the Queen's Equity Office, and the Dean of Student Affairs Office for ASUS volunteers including, but not necessarily limited to, the Executive, Council, and Chairs;
- xv) This training must occur before classes begin in September for the Executive and Council, and as soon as possible during the fall semesters schedules permit for chairs and volunteers;
- xvi) Actively seeking other forms of training, workshops, and information through collaboration with, but not limited to, the Dean of Student Affairs Office, Queen's Human Rights Office, and the Principal's special advisor on diversity; xvii. Organizing, overseeing, and executing at least two annual events promoting equity on campus and beyond;
- xvii) When approached with a matter of concern relating to equity, the Equity Commissioner is to act as a confidential resource to students in conjunction with

the ASUS Executive through consultation with appropriate bodies, such as Queen's Human Rights Office;

- xviii) Actively seeking areas for improvement so as to ensure that ASUS remains a voice for the diverse student population that it represents. The Equity Commissioner must act as an external representative of the Society and its constituents by advocating for students on topics of equity and social justice to university administration;
- xix) Sitting on Equity Caucus in order to keep other faculties updated on proceedings of the Equity Commission;
- xx) Maintaining a comprehensive collection of resources pertaining to Equity and Social Justice in order to provide information and support to anyone who requires such material;
- xxi) Hiring and Supervising all Chairs for the various Committees within the Equity Commission in conjunction with the Equity Deputy Commissioner;
- xxii) Working with Chairs over the summer to create Committee specific strategic plans, which outline the purpose and logistics of the events;
- xxiii) Ensuring that these events are focused on matters of equity and social justice, and reflect the mandate of each Committee.

1.01.04

The Summer responsibilities of the Equity Commissioner shall be, but are not limited to:

- i) Preparing and submitting to the summer Executive a strategic plan for the year;
- ii) Maintaining communication with the summer executive;
- iii) Communicating with each Committee Chair over the summer months for the purpose of keeping them updated on all summer activities;
- iv) Preparing for the upcoming year through research on equity issues and dialogue with knowledgeable individuals in areas of social justice.

1.01.05

The outgoing Equity Commissioner shall ensure that the incoming Equity Commissioner has been introduced to and is well aware of the following people and or bodies:

- i) Room Reservations;
- ii) Student Life Centre;

- iii) Representatives from relevant diversity and equity groups on campus;
- iv) Queen's Human Rights Office;
- v) Queen's University Equity Office;
- vi) AMS Social Issues Commissioner.

1.01.06

The Equity Commissioner shall be financially compensated in accordance with Human Resource Policy (HRP) Salary Grid 10.03.01 and Honoraria grid 9.05.02.

SECTION 2 | DEPUTY EQUITY COMMISSIONER (COMMITTEES) JOB DESCRIPTION

1.02.01

The Deputy Equity Commissioner (Committees) shall uphold the Equity Commission's mandate of providing a safe, inclusive and welcoming space for all students and in educating the Queen's community on issues of equity and social justice. The Deputy Equity Commissioner (Committees) shall work to aid the Equity Commissioner in organizing and supporting the Equity Commission's six committees and all volunteers. These six committees include Disability and Neurodiversity Alliance, Queen's Equity Conference, Queer Space, Research and Recommendation, and Students of Colour Collective. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Equity Commissioner shall be selected in accordance with Part 15 of the ASUS Constitution before the hiring of any Equity Commission positions.

1.02.02

The responsibilities of the Deputy EQU Commissioner (Committees) shall be, but are not limited to:

- i) Participating in the hiring of the Equity Commissioner Co-Chairs;
- ii) Holding five (5) office hours;
- iii) Meeting weekly with the Equity Commissioner by ensuring that at least two office hours coincide with that of the Commissioner;
- iv) Acting as the liaison between the six Equity Commission committees and the Equity Commissioner; updating the Equity Commissioner as needed and ensuring that the Committee Co-Chairs are supported throughout the planning process;

- v) Keeping track of budget, expenses and revenue for all committees throughout the planning stages;
- vi) Meeting with all the Committee Co-Chairs on a regular basis with the Equity Commissioner for the purposes of updating each other on progress, problem areas and future plans;
- vii) Assessing all committee event planning forms within the Equity Commission to ensure that the events are being planned in a way that prioritizes intersectionality and sustainability;
- viii) Assisting the Equity Commissioner in coordinating training and supporting materials (eg. Co-chair handbook) for all of the Equity Commission Volunteers;
- ix) Participating in and helping with organizing projects so deemed by the Equity Commissioner;
- x) Assist the Equity Commissioner and the Equity Commission committees in the promotion of events and initiatives.

1.02.03

The transition responsibilities of the Deputy EQU Commissioner (Committees) shall be, but are not limited to:

- i) To complete a transition manual for the incoming Deputy Equity Commissioner (Committees) and ASUS in accordance with the ASUS transition policy.

SECTION 3 | DEPUTY EQUITY COMMISSIONER (SPECIAL PROJECTS) JOB DESCRIPTION

1.03.01

The Deputy Equity Commissioner (Special Projects) shall uphold the Equity Commission's mandate of providing a safe, inclusive and welcoming space for all students and in educating the Queen's community on issues of equity and social justice. The Deputy Equity Commissioner (Special Projects) will work to coordinate Special Projects each semester and to ensure intersectionality and sustainability throughout event and project planning. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Equity Commissioner (Special Projects) shall be selected in accordance with Part 15 of the ASUS Constitution before the hiring of any Equity Commission positions.

1.03.02

The responsibilities of the Deputy EQU Commissioner (Special Projects) shall include but are not limited to:

- i) Meeting weekly with the Equity Commissioner by ensuring that at least two office hours coincide with that of the Commissioner;
- ii) Working to implement Special Projects. Special Projects initiate projects and initiatives within the Equity Commission that strives to create spaces for marginalized students here at Queen's;
- iii) Creating a strategic plan and budget in the summer for Special Projects;
- iv) Planning one (1) or two (2) events during each semester that uphold the Special Projects mandate including at least one initiative that works to support marginalized students during the first-year transition;
- v) Ensuring that the events being planned are planned in a way that prioritizes intersectionality and sustainability;
- vi) Participating in and helping to organize projects so deemed by the Equity Commissioner;
- vii) Assist the Equity Commissioner and the Equity Commission Volunteers in the promotion of events and initiatives.

1.03.03

The transition responsibilities of the Deputy Equity Commissioner (Special Projects) shall include but are not limited to:

- i) Completing a transition manual for the Incoming Deputy Equity Commissioner (Special Projects) and ASUS in accordance with the ASUS transition policy.

SECTION 4 | EQUITY COMMISSION CO-CHAIRS

1.04.01

The Equity Commissioner and the Deputy Commissioner (Committees) will hire the Chair(s) in March of each year.

1.04.02

The responsibilities of the EQU Committee Chairs shall include, but are not limited to:

- i) Meeting with and reporting to the Equity Commissioner on a bi-weekly basis and to be responsible to the Equity Commissioner and Deputy Equity Commissioners (Committees);
- ii) Recruiting and hiring Committee Members for the Committee;

- iii) Organizing weekly committee meetings to facilitate and update one another on the planning of events;
- iv) Keeping track of committee expenses and all budget-related transactions;
- v) Submitting cheque requisitions, deposits and any other budget-related paperwork in a timely manner;
- vi) Developing educational initiatives and events each semester that relate to the goals and mandate of each committee as well as the climate of campus;
- vii) Submitting EPP (Event Proposal Packages) to the Committees Deputy prior to planning events;
- viii) Resolving logistical problems or disputes during events;
- ix) Updating and reporting to the Commissioner and Deputy Commissioners on the events being planned;
- x) Staying up to date on resources and initiatives in order to act as a resource for Arts and Science students as well as committee members;
- xi) Completing a transition manual for the incoming Chair(s) and ASUS in accordance with the ASUS Transition Policy;

SECTION 5 | RESEARCH AND RECOMMENDATION COMMITTEE

1.05.01

The Research and Recommendation Committee provides students with opportunities to engage in research and critical thinking on equity-related matters. The team works to draft a report each year that addresses topical and relevant issues facing the society and its members. The team will strive to approach all research and report drafting in an intersectional manner. The R&R Committee will conduct primary research through the means of interviews and surveys on campus, in which the data will be used to produce a well-researched and rounded report. The goal of this committee is to produce a report that is accessible to all and provides the necessary recommendations to the institution and student body.

1.05.02

The membership of this committee shall consist of:

- i) Two (2) Co-Chairs;

- ii) Five - Seven (5-7) Committee Members.

SECTION 7 | QUEEN'S EQUITY CONFERENCE

1.07.01

The Queens Equity Conference strives to educate members of the Queens and Kingston communities on issues of social justice, tolerance, respect, and the future of creating a safer and more accountable social climate. Keynote speakers, student speeches, and a variety of intriguing and interactive activities allow the delegates to listen, network, and discuss in order to collaboratively broaden their perspectives about social issues facing our community, and more broadly our world. The Queens Equity Conference strives to increase one's understanding of the ways in which oppression and privilege operate in our world today, and how to take action in order to create a more accountable and respectful future.

1.07.02

The membership of this committee shall consist of:

- i) Two (2) Co-Chairs;
- ii) Volunteers.

1.07.03

The responsibilities of the Committee Chairs shall include, but are not limited to:

- i) Arranging the location of the conference;
- ii) Booking any catering for meals, if required;
- iii) Arranging speakers and workshops;
- iv) Organizing and implementing publicity for the conference;
- v) Arranging for all relevant materials for the presenters;
- vi) Organizing any related social events;
- vii) Ensuring efficient and continuous communication with the Equity Commissioner, and the rest of the ASUS Council;
- viii) Meeting with, and reporting to, the Equity Commissioner on a regular basis;
- ix) Leading fundraising initiatives within the Queen's, and Kingston communities;

- x) To prepare a report about the conference upon completion of the event;
- xi) To prepare a transition manual for their successor;
- xii) To hire committee members/volunteers, meet regularly with them, delegate responsibilities as required, and oversee all volunteer work;
- xiii) To help set up the conference on the day of the event, as well as remaining after the end of the event to ensure proper cleanup is completed;
- xiv) To arrange for any necessary transportation for delegates to the conference location, if required;
- xv) To prepare any manuals, handouts, or other delegate material, if required/desired;
- xvi) To keep the cost of the conference as accessible as possible;
- xvii) To look into any way to help subsidize conference costs for students, or to establish free admission to specific students, in a system to be determined by the Chair, the Equity Commissioner, and the ASUS Council;
- xviii) To ensure the budget delegated to the committee, as well as any funds raised by the committee from outside sources is managed responsibly and efficiently

SECTION 8 | QUEER SPACE

1.08.01

Queer Space (QS) acts as a safe space for queer students within the Faculty of Arts and Science, and more broadly at Queen's. QS will aim to advocate for LGBTQ2S+ and racialized communities at Queen's. QS organizes events that focus on creating a community for queer students with an emphasis on wellness, professional development, and more casual events to encourage engagement. QS will also work towards educating the student body and community about queer issues, gender identity/diversity and sexual/romantic orientation. They will facilitate a number of accountable and resourceful events for all students and community members that aim to dismantle myths surrounding the gender binary and sexual identity/diversity. The committee creates events that highlight the multifaceted nature of gender and gender-based oppression, as well as collaborating with fellow social justice related groups on campus to promote education and activism. QS will operate using an accountable and intersectional approach to event planning and their advocacy in general. QS develops a framework of initiatives based on spotlighting specific issues that

correlate to the current socio-political climate and University culture, in order to productively target gender oppression and injustice in our community.

1.08.02

The membership of this committee shall consist of:

- i) One (1) or two (2) Chair(s)

- ii) Three to twelve (3-12) Committee Members

SECTION 9 | STUDENTS OF COLOUR COLLECTIVE

1.09.01

The Students of Colour Collective (SoCC) aims to advocate and act as a safe space for racialized students within Arts and Science to organize initiatives and events that focus on amplifying the voices of racialized students through an intersectional approach. The SoCC will mainly operate to create safe spaces for ethnic and racialized folks, at Queen's through panels, forums, creative workshops, as well as through collaborative measures with other social justice groups on campus and within the community at large. SoCC will strive to educate students on the intersectional issues faced by racialized communities, while also creating safe spaces for all racialized individuals.

1.09.02

The membership of this committee shall consist of:

- i) One (1) or two (2) Chair(s) at least one of whom must identify as a student of colour

- ii) Three to twelve (3-12) Committee Members

SECTION 10 | DISABILITY AND NEURODIVERSITY ALLIANCE

1.10.01

The Disability and Neurodiversity Alliance (DNA) focuses on creating safe and accessible spaces, opportunities, and initiatives for students with disabilities to navigate their academics and university experiences. This group works to represent students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions. The main objectives of this committee are to use an intersectional approach in addressing and combatting ableism, raising awareness on issues faced by students with disabilities, and promote disability justice while opposing oppression in all forms. DNA is committed to addressing accessibility within the educational setting, campus environment, and beyond.

1.10.02

The membership of this committee shall consist of:

i) One (1) or two (2) Chair(s)

ii) Three to twelve (3-12) Committee Members

SECTION 11 | ASUS EQUITY GRANT

1.10.01

The ASUS Equity Grant exists to remove financial barriers and support students' equity related initiatives and advocacy work. The ASUS Equity Grant provides financial bursaries to equity-deserving undergraduate Arts and Science students who are seeking extra support for their contributions, initiatives, advocacy work, and/or equity labour in accordance with ASUS' mission statement.

1.10.02

The ASUS Equity Grant is open to all Arts and Science undergraduate students and ASUS members.

1.10.03

The Equity Commissioner and their two (2) Deputies will be responsible for primary evaluation of applications. The Equity Commissioner and their Deputies shall be responsible for allocating funds to applicants. Applications will be reviewed by the Advisory Board before funds are distributed.

1.10.03

The Equity Commissioner and their two (2) Deputies should meet two times in each semester, totaling two Equity Grant committee meetings per semester and two distribution periods per semester. Application decisions will be reviewed by the ASUS Advisory Board before distribution of funds.

1.10.04

Applications for the ASUS Equity Grant must be made available once during the fall term and once during the winter term, and every effort must be made to ensure that as many members of the Society are aware about the applications as possible, including, but not limited to, the use of:

1. The ASUS Website;
2. ASUS Social Media Platform;
3. ASUS Newsletter;
4. Sibling Society Specific Media; and

5. Advertising in tandem with event, tradition, or ASUS activity requiring money for participation.

1.10.05

The application shall include the following information:

1. Applicant's full name;
2. Applicant's email address;
3. Applicant's identity (I.e., racialized, queer etc.)
4. A requested funding amount in; and
5. A space to provide reasoning for their application.

1.10.06

The grant committee must consider the following criteria when evaluating the deservedness of a bursary applicant, where applicable. The impact the following criteria has in determining the allocation amount to an applicant shall be at the discretion of each committee:

1. The degree to which an individual student will benefit from the initiative;
2. The quality and effort put into the application;
3. Demonstration of financial need;
4. Applicant is part of an equity-deserving community;
5. Justification for financial assistance deservedness; and

1.10.07

As the granting committee chairperson, the ASUS Equity Commissioner shall:

1. Compile applications for the ASUS Equity Grant, omitting personal identification information including name, email, phone numbers, and other easily identifiable pieces of information that will sacrifice the applicant's privacy;
2. Provide both the Deputies and the Advisory Board members with applications to review prior to the meeting to increase efficiency; and
3. Contact applicants regarding the status of their application following the review process.

1.10.08

The funding for the ASUS Equity Grant will be held in the ASUS General Account; and will appear under the Equity Commission's budget in the General Operating Budget. The following conditions apply for funding to ASUS Equity Grant:

1. A total of \$3,000 should be allocated each year to the ASUS Equity Grant each year, with \$1,500 for each semester
2. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and
3. Any money allocated to the Equity Grant that is not used in the fiscal year will remain in the ASUS General Account and carryover into the following fiscal year.

1.10.09

If there are disagreements that arise in allocation, they should be settled by a vote or at the discretion of the Vice President Operations/ CFO.

1.10.10

Allocated funding for initiatives will remain in the possession of the Society until needed. When funding is needed, successful applicants must make the purchase on their own accord and then contact the Vice President Operations/ CFO who will provide a reimbursement cheque for the costs. If this method of reimbursement is not suitable for the applicant, they can contact the Vice President Operations/ CFO to make alternate arrangements. The Vice President Operations/ CFO shall keep record of bursary allocations and record all expenses in the accounting system.

SECTION 12 | ASUS ACCESSIBILITY GRANT

1.10.01

The ASUS Accessibility Grant exists to remove financial barriers and support students' equity related initiatives and advocacy work. The ASUS Accessibility Grant provides financial bursaries to undergraduate Arts and Science students with disabilities (including but not limited to, students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions) who are seeking extra support to make their campus experiences more accessible in accordance with ASUS' mission statement.

1.10.02

In accordance with the ADA definition of disability, a person who has a physical or mental impairment that substantially limits one or more major life activities. This can include but is not limited to: students who identify as disabled, autistic, neurodivergent, deaf, or Deaf, or students with chronic illness, mental illness, or other long-term conditions

1.10.03

The ASUS Accessibility Grant is open to all Arts and Science undergraduate students and ASUS members.

1.10.04

The Equity Commissioner and their two (2) Deputies will be responsible for primary evaluation of applications. The Equity Commissioner and their Deputies shall be responsible for allocating funds to applicants. Applications will be reviewed by the Advisory Board before funds are distributed.

1.10.05

The Equity Commissioner and their two (2) Deputies should meet two times in each semester, totaling two Accessibility Grant committee meetings per semester, and one distribution period per semester. Application decisions will be reviewed by the ASUS Advisory Board before funds are distributed.

1.10.06

Applications for the ASUS Accessibility Grant must be made available once during the fall term and once during the winter term, and every effort must be made to ensure that as many members of the Society are aware about the applications as possible, including, but not limited to, the use of:

1. The ASUS Website;
2. ASUS Social Media Platform;
3. ASUS Newsletter;
4. Sibling Society Specific Media; and
5. Advertising in tandem with event, tradition, or ASUS activity requiring money for participation.

1.10.07

The application shall include the following information:

1. Applicant's full name;
2. Applicant's email address;
3. A requested funding amount in; and
4. A space to provide reasoning for their application.

1.10.08

The grant committee must consider the following criteria when evaluating the deservedness of a bursary applicant, where applicable. The impact the following criteria has in determining the allocation amount to an applicant shall be at the discretion of each committee:

1. The degree to which an individual student will benefit from the initiative;

2. The quality and effort put into the application;
3. Demonstration of financial need;
4. Applicant has a disability as identified by 1.10.02;
5. Justification for financial assistance deservedness; and

1.10.09

As the granting committee chairperson, the ASUS Equity Commissioner shall:

1. Compile applications for the ASUS Accessibility Grant, omitting personal identification information including name, email, phone numbers, and other easily identifiable pieces of information that will sacrifice the applicant's privacy;
2. Provide both the Deputies and the Advisory Board members with applications to review prior to the meeting to increase efficiency; and
3. Contact applicants regarding the status of their application following the review process.

1.10.10

The funding for the ASUS Accessibility Grant will be held in the ASUS General Account and will appear under the Equity Commission's budget in the General Operating Budget. The following conditions apply for funding to the ASUS Accessibility Grant:

A total of \$3,000 should be allocated each year to the ASUS Accessibility Grant each year, with \$1,500 for each semester.

Increasing the Accessibility Grant total and allocation amount from 1,000 each semester to 1,500 makes the grant more accessible to students. Prior to this change, the Accessibility Grant was only able to help five individual students or three student groups a semester, as individuals were eligible to earn up to \$200 per successful application, while student groups could earn \$300 for a successful application. Therefore, by increasing the allocation amount, we are now fully able to help up to seven individual students or five student groups, with the remaining money being allocated to applicants who may not have met the full criteria.

1. Specific breakdown of funding is up to the discretion of the ASUS Vice President Operations/ CFO; and
2. Any money allocated to the Accessibility Grant that is not used in the fiscal year will remain in the ASUS General Account and carryover into the following fiscal year.

1.10.09

If there are disagreements that arise in allocation, they should be settled by a vote or at the discretion of the Vice President Operations/ CFO.

1.10.10

Allocated funding for initiatives will remain in the possession of the Society until needed. When funding is needed, successful applicants must make the purchase on their own accord and then contact the Vice President Operations/ CFO who will provide a reimbursement cheque for the costs. If this method of reimbursement is not suitable for the applicant, they can contact the Vice President Operations/ CFO to make alternate arrangements. The Vice President Operations/ CFO shall keep record of bursary allocations and record all expenses in the accounting system.