

Arts and Science Undergraduate Society of Queen's University

Services Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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PART 1: THE SERVICES COMMISSION

SECTION 1 | SERVICES COMMISSIONER JOB DESCRIPTION

1.01.01

The Services Commissioner shall strive to provide leadership and guidance for the Commission. They shall adhere to and follow official ASUS Policy as found in this manual and as interpreted by Council and the Assembly. The Services Commissioner is responsible to the elected Executive and the Assembly.

1.01.02

During the academic year the responsibilities of the Services Commissioner shall include, but are not limited by, the follow:

- i) Attending any and all meetings of Council;
- ii) Attending and reporting to Assembly;
- iii) Chairing Assembly subcommittees as required by Council;
- iv) Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
- v) Preparing and submitting to the Executive a strategic plan for the year;
- vi) Working with the Vice President to create a Commission-wide budget for the year;
- vii) Keeping records of monies spent, and to ensure that the budget is adhered to;
- viii) Responsible for having at least eight (8) office hours per week;
- ix) Preparing a transition report for their successor;
- x) Assessing and approving all expenditures exceeding \$100 to be made by any member of their Commission before the expenditure is made;
- xi) Ensuring that all Committee Chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is carried out in an environmentally friendly manner;
- xii) Meeting with individual Committee Chairs on a weekly basis for the purpose of assessing progress, reanalyzing goals, and dealing with problems;
- xiii) Ensuring that all advertisements are delivered by the appropriate deadlines;
- xiv) Ensuring that all committees remain on target with their budget;

- xv) Overseeing any negotiations concerning Imaginus, and co-signing all contracts;
- xvi) Coordinating the Imaginus Poster Sale including:
 - a) Ensuring that responsibilities are shared with the Engineering Society;
 - b) Ensuring that posters are placed around campus a week before the Sale;
 - c) Recruiting workers for Imaginus;
- xvii) Reviewing the Chair Handbook individuals will all of the Chairs;
- xviii) Booking rooms and banner space for Committee Chairs as necessary;
- xix) Investigating new opportunities for services;

1.01.03

Over the summer, the responsibilities of the Services Commissioner shall include, but not be limited by the following:

- i) Preparing and submitting to the Summer Executive a Strategic Plan for the year;
- ii) Writing to each Committee Chair during the summer to keep them updated;
- iii) Maintaining communication with the Summer Executive;

1.01.04

The Outgoing Services Commissioner shall ensure that the Incoming Services Commissioner has been introduced, or at least well aware of the following people and/or bodies:

- i) Catherine Nelson, Queen's University Room Reservations;
- ii) ASUS Assembly;
- iii) Imaginus;
- iv) Export Limited;
- v) Primetime Custom;
- vi) Chalmer's United Church.

1.01.05

The Services 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 SERVICES COMMISSIONER JOB DESCRIPTION

1.02.01

The Deputy Services Commissioner shall assist the Services Commissioner and shall adhere to and follow official ASUS Policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Services Commissioner is responsible to the Services Commissioner. A large objective of the Deputy Services Commissioner will be to alert all Queen's students, particularly those of Arts and Science, of all the services available through ASUS. The Deputy Services Commissioner shall strive to increase the prominence of these Services on Campus through advertising and promotions.

1.02.02

The responsibilities of the Deputy Services Commissioner shall include, but are not limited to:

- i) Meeting with the Services Commissioner weekly on progress and plan initiatives;
- ii) Oversee the following ASUS Services Programs by meeting on a regular basis for the purpose of updates on progress, problem areas, and future plans;
 - a. ASUS Peer Tutoring;
 - b. ASUS Mentorship Program;
 - c. ASUS Exchange Buddies;
- iii) Determining a budget for marketing within Services along with the Services Commissioner and Vice President of Operations;
- iv) Submitting a Strategic Plan to the Services Commissioner for the year;
- v) Holding a minimum of five (5) Office Hours per week;
- vi) Participating in the hiring of the Services Committee Chairs;
- vii) Planning and incorporating an engaging and creative activity into the monthly commission meetings to create an inclusive and friendly environment in which each Chair feels comfortable and connected with one another;
- viii) Being available as a resource for resolving any and all conflicts within the Services team;

- ix) Assisting with or spearheading other projects that may arise throughout the year;
- i) Organizing and facilitating the Imagnus Poster Sale in collaboration with the Engineering Society;
 - a) Distributing promotional material prior to each event and establishing creative advertising ideas to inform students around campus of the event;
 - b) Creating a work schedule to fill all advertising, set-up, takedown and overnight shifts and advertise these opportunities on social media;
 - c) Communicating with Imagnus representatives to fulfill all requirements of the Poster Sale contract;
 - d) Ensuring all shifts, room bookings and additional orders (i.e. tables) are prepared prior to the week of the event;
- ii) Volunteer Appreciation
 - a) Ensuring inclusive and positive atmosphere is maintained among all Chairs, Deputy Commissioners, and the Commissioner throughout the academic year;
 - b) Planning one Commission-wide social event each semester;
 - c) Helping to plan the volunteer appreciation event at the end of the academic year.

1.02.03

The summer responsibilities of the Deputy Services Commissioner shall include, but are not limited to:

- i) Preparing and submitting a Strategic Plan for the year;
- ii) Communicating with the Engineering Society and Imagnus to ensure the success of the Poster Sale in the first semester;
- iii) Assisting with the Strategic Plans for the Co-Chairs within the Services Commission.

1.02.04

The transition responsibilities of the Outgoing Deputy Services Commissioner shall include, but are not limited to:

- i) Preparing a detailed transition manual for the Incoming Deputy Services Commissioner in accordance with the ASUS transition policy.

SECTION 3 | JACKETS COMMITTEE

1.03.01

The aim of the ASUS Jackets Committee has three main objectives:

- i) To provide traditional Queen's leather jackets of the highest quality to the students and alumni in the faculty of Arts and Science;
- ii) To provide these jackets at a reasonable price, affordable to students;
- iii) Bearing in mind the second objective, to generate income for the Arts and Science Undergraduate Society;
- iv) A fourth objective, namely providing a similar service for other faculties and societies, could be considered only if those objective above were not compromised.

1.03.02

Membership of the Jackets Committee shall consist of the following roles:

- i) Two (2) Co-Directors;
- ii) Two (2) Logistics Coordinators;
- iii) Three (3) Marketing/Promotions Coordinators;
- iv) One (1) Traditions Coordinator.

1.03.03

The responsibilities of the Deputy Services Commissioner relating to the Jackets Committee shall include, but are not limited to:

- i) Verifying jacket orders;
- ii) Verifying and accounting for all deliveries of jackets and crests;
- iii) Ensuring that all receipts and order forms are properly completed;
- iv) Meeting with the Jackets Directors weekly to plan initiatives and update on promotional and advertising needs;
- v) Advertising each semester's deadline for Jackets ordering;
- vi) Assisting the Jackets Directors in planning a promotional event of once per semester;

- vii) Sitting in on Director meetings;
- viii) Setting volunteer time for fitting and distribution.

1.03.04

The responsibilities of the Jackets Committee Co-Directors shall include, but are not limited to:

- i) Reporting to the Services Commissioner on a regular basis;
- ii) Organizing regular meetings with the Jackets Committee;
- iii) Recruiting volunteers with the Services Commissioner, as required;
- iv) Building a proposed budget in consultation with the Services Commissioner;
- v) Setting and ordering distribution dates in conjunction with the contract signed in the summer by the Services Commissioner;
- vi) Establishing and coordinating a system for long distance ordering;
- vii) Compiling and sorting individual orders;
- viii) Verifying and forwarding all jacket orders to the manufacturer;
- ix) Ensuring that all receipts and order forms are properly completed;
- x) Maintaining financial records for ASUS Jackets;
- xi) Verifying and accounting for deliveries of all jackets and crests;
- xii) Overseeing the crest design contest with the Services Commissioner;
- xiii) Alumni Jackets Service
 - a. Coordinating with the Jacket Director(s) and various Queen's Alumni associations to market and increase the amount of alumni jacket orders;
 - b. Maintaining inventory of the ASUS Jacket Crests;
 - c. Placing orders on a rolling basis;
 - d. Planning a promotional event during or near Homecoming Weekend (ie: Alumni Jackets Photoshoot);
 - e. Maintaining financial records for the ASUS Alumni Jacket Service.

- xiv) Assisting the Services Commissioner in liaising with Sibling Society and Faculty Society orders.

1.03.05

The Jackets Co-Directors are each ascribed an honorarium of \$375, pending review from the Services Commissioner. All honorarium shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

1.03.06

The responsibilities of the Jackets Committee Marketing/Promotions Coordinator shall include, but are not limited to:

- i) Creating and scheduling all advertising for the ordering and distribution of jackets;
- ii) Consulting with and booking all ads placed for ASUS Jackets with the Services Commissioner and Deputy Services Commissioner;
- iii) Attending regular meetings with the Jackets Committee and update on promotions and advertising;
- iv) Advertising each semester's deadline for ordering and distribution dates;
- v) Assisting Jackets Committee with sales, orders, and distribution throughout the year.

1.03.07

The responsibilities of the Jackets Committee Operations Coordinator shall include, but are not limited to:

- i) Working with the Jackets Co-Directors to create a schedule for the ordering and distribution periods;
- ii) Compiling and sorting individual orders to be sent for approval to the Jackets Co-Directors;
- iii) Establishing the ordering and distribution process;
- iv) Booking spaces as needed for the distribution and ordering periods;
- v) Maintaining contact with suppliers throughout the year in order to be updated on their progress;

- vi) Ensuring that all orders placed and money given are accounted for and to be overseen by the Jackets Director, Deputy Services Commissioner, and Services Commissioner;
- vii) Creating distribution plan for jackets not collected during the distribution period;
- viii) Assisting the Jackets Committee with sales, orders, and distribution throughout the year.

1.03.08

The specifications for the Arts and Science Faculty Jacket are as follows:

- i) The Arts and Science Jacket shall have the words Arts and Science in the colour red and be made of leather with a zipped front, button cuffs, and a shirt type collar;
- ii) The word "QUEEN'S" will appear on the back of the jacket in a straight horizontal line. The letters will be 3' x 2' block letters;
- iii) The year of graduation will be placed in a suitable position between the shoulder and elbow on the left sleeve;
- iv) The Year Crest shall be worn on the left breast of the jacket.

1.03.09

The specifications for the wearing of the Arts and Science Faculty Jacket are as follows:

- i) First-year students shall be permitted to wear the jacket without any additional crests or insignia following the successful completion of First Term Exams with a passing average.

1.03.10

The specifications for the Arts and Science Faculty Jacket Crest are as follows:

- i) The Pass Crest
 - a) The Queen's University Coat of Arms shall be worn in a suitable position between the shoulder and the elbow on the right sleeve following successful completion of all first-year exams with an overall passing average.
- ii) The Arts and Science Motto
 - a) The Arts and Science Motto shall be worn above the Pass Crest on the right sleeve.

- iii) Discipline Bars and Department Crests
 - a) Discipline bars shall be worn beneath the year of graduation on the left sleeve;
 - b) Department Crests shall be worn on the right chest or lower back of the jacket.
- iv) Extracurricular Activity Bars
 - a) Extracurricular Activity Bars shall be worn beneath the Pass Crest on the right sleeve;
 - b) A star and subsequent stars shall be awarded after first earning a chenille 'A' as follows"
 - i. One star shall be awarded for attaining 21 points'
 - ii. Additional stars shall be awarded for each subsequent 8 points.
- v) ASUS Achievement Award
 - a) The ASUS Achievement Award shall be presented as per Section 6.4 of ASUS Policy. The Award shall be chenille 'ASUS' and shall be worn centered above the waist band of the jacket.
- vi) Flag
 - a) A flag may be worn centered on the waist band of the jacket.
- vii) Other Bars
 - a) Other bars not aforementioned may be worn on the waist band of the jacket.

SECTION 4 | ASUS EXCHANGE BUDDIES

1.04.01

The aim of ASUS Exchange Buddied shall be

- i) To pair upper year Arts and Science students with international and exchange students studying at Queen's with the goal of promoting communication and welcoming international and exchange students into the Queen's University and Kingston Community.

1.04.02

Membership of the ASUS Exchange Buddied committee shall include the following roles:

- i) Two (2) Co-Chairs;

- ii) Up to three (3) members may be selected as necessary, including at least one (1) Operations Manager and one (1) Social Coordinator.

1.04.03

The selection of the ASUS Exchange Buddies committee shall adhere to the following regulations:

- i) The Chairs shall be chosen by the Incoming Services Commissioner;
- ii) The members shall be selected by the Chairs and the Services Commissioner, if necessary;
- iii) All Chairs and Committee Members shall be selected in accordance with Part 3 of the Human Resources Policy Manual.

1.04.04

The responsibilities of the ASUS Exchange Buddies Operations Manager shall include, but are not limited to:

- i) Establishing the goals of the position for the year with the Services Commissioner;
- ii) Working with the Marketing Office in promoting the program to students;
- iii) Receiving applications from potential Queen's University volunteers and conducting interviews with the Social Coordinator and Services Commissioner as necessary;
- iv) Registered international exchange students as participants as approved by the Dean of Student Affairs;
- v) Pairing Queen's students with international exchange students;
- vi) Assisting in all events being organized for ASUS Exchange Buddies;
- vii) Compiling and submitting a transition manual for the Incoming ASUS Exchange Buddies Operation Coordinator in accordance with the timeline set out by the Human Resources Officer.

1.04.05

The responsibilities of the ASUS Exchange Buddies Social Manager shall include, but are not limited to:

- i) Planning and running activities and events for the ASUS Exchange Buddies volunteers and participants;

- ii) Maintaining the financial records and administration for all activities of the program;
- iii) Conducting interviews of potential Queen's University volunteers with the Operation Manager and Services Commissioner, as necessary;
- iv) Communicating with volunteers and program participants regarding upcoming program events;
- v) Comprising and submitting a transition manual for the Incoming ASUS Exchange Buddies Social Coordinator before March 31 as per Section 6 of the ASUS Policy.

1.04.06

Funds for the ASUS Exchange Buddies shall be allocated as a line item in the ASUS Operating Budget.

SECTION 5 | GOOD TIMES DINER

1.06.01

The Arts and Science Undergraduate Society shall operate a hot meal service throughout the entire academic year, in cooperation with Chalmer's United Church. This service shall be open to all members of Queen's University. This service shall strive to provide nutritious meals, while providing a safe and welcoming atmosphere. Within the setting of the soup kitchen we hope to provide the foundation for students to establish long lasting social networks of their peers within Queen's University. Although the Good Times Diner operates using the facilities at Chalmer's United Church, the soup kitchen is not affiliated with any religious denomination.

1.06.02

Good Times Diner operates on a budget of approximately \$34,000 annually. These funds come from ASUS Membership Fees, AMS opt-out fees, and various grants/sponsorships.

1.06.03

Membership of the Good Times Diner Executive Committee shall include the following roles:

- i) Two (2) Co-Director;
- ii) An Executive Committee consisting of:
 - a) One (1) Logistics Coordinator;
 - b) One (1) Sponsorship Coordinator;
 - c) One (1) Take-Home Coordinator;

- d) Two (2) Distributions Coordinator;
 - e) Three (3) Marketing Coordinators;
- iii) A team of 50 to 80 volunteers.

1.06.04

The Executive Committee Members shall be hired by the Co-Directors. This will be done by following Part 3 of the Human Resources Policy Manual.

1.06.05

The responsibilities of the Good Times Diner Co-Directors shall include, but are not limited to:

- i) Determining the vision and objectives of the Good Times Diner in conjunction with the Services Commissioner and the Vice President of Operations;
- ii) Determine a breakdown of which Co-Director will oversee which Executive Committee members in conjunction with the Services Commissioner;
- iii) Acting as the Manager on Duty for one shift a week. Exceptions to attendance can be arranged with the rest of the Good Times Diner Executive Committee;
- iv) Preparing and maintaining a fiscally responsible yearly budget with the Vice President of Operations and Services Commissioner and to ensure the Committee's finances are incorporated into ASUS's financial structure;
- v) Plan and budget all Meal Service meals;
- vi) Create grocery lists to be given to the Distributions Coordinators;
- vii) Plan volunteer appreciations for all members of the Good Times Diner team;
- viii) Support the creation of volunteer training materials;
- ix) Manage all issues and concerns with Volunteers in the kitchen;
- x) Meeting weekly with the Services Commissioner to report updates and progress;
- xi) Complete a detailed transition manual at the end of the term.

1.06.07

The responsibilities of the Good Times Diner Logistics Coordinator shall include, but are not limited to:

- i) Act as the main point of contact for all Volunteers;
- ii) Develop and lead training for all Volunteers prior to their first shift;
- iii) Complete the scheduling of Volunteers and Executive Committee Members on a month by month basis using Sling Scheduling;
 - a. Typical scheduling for a Meal Service should be as follows:
 - i. One (1) Co-Director;
 - ii. One (1) Executive Committee Member;
 - iii. Eight (8) Volunteers assigned to Meal Service.
 - b. Typical scheduling for a Meal Service with Take-Home Kits should be as follows:
 - i. One (1) Co-Director;
 - ii. One (1) Take-Home Coordinator;
 - iii. One (1) Executive Committee Member;
 - iv. Two (2) Volunteers assigned to Take-Home Kits;
 - v. Five (5) Volunteers assigned to Meal Service.
- iv) Support shift coverage should a Volunteer or Executive Committee Member be unable to attend;
- v) Manage the online registration system, Set More, for meal bookings in conjunction with the Co-Directors and Take-Home Coordinators;
- vi) Attend at least two kitchen shifts per month;
- vii) Prepare a detailed transition manual;
- viii) Receive an honorarium following the successful completion of all tasks following the Human Resources Policy Part 9.

1.06.08

The responsibilities of the Good Times Diner Sponsorship Coordinator shall include, but are not limited to:

- i) Assist in the training of all volunteers;
- ii) Organizing and coordinating sponsorship requests for Good Times Diner meal services;

- iii) Liaison with interested groups to find a sponsorship solution that is mutually beneficial to both Good Times Diner and the sponsoring group;
- iv) Send completed invoices to sponsoring groups to ensure timely collection of finances;
- v) Attend at least two kitchen shifts per month;
- vi) Prepare a detailed transition manual.

1.06.09

The responsibilities of the Good Times Diner Marketing Coordinators shall include, but are not limited to:

- i) Introducing new marketing tactics;
- ii) Work closely with the Co-Directors to ensure graphics are meeting brand expectations;
- iii) Working to design creative and innovative ways to advertise events and further the brand on campus and engage with students;
- iv) Updating social media platforms such as Facebook and Instagram accounts on a weekly basis;
- v) Attend at least two kitchen shifts per month;
- vi) Prepare a detailed transition manual.

1.06.10

The responsibility of the Good Times Diner Distributions Coordinators shall include, but are not limited to:

- i) Have reliable access to a vehicle;
- ii) Receive the grocery lists from the Co-Directors and Take-Home Coordinator;
- iii) Complete grocery shopping as needed utilizing an ASUS credit card;
- iv) Submit receipts to the Vice President of Operations;
- v) Submit reimbursement requests for mileage following the CRA Reasonable Per-Kilometer Allowance;

vi) Receive a honorarium following the successful completion of all tasks following the Human Resources Policy Part 9.

1.06.11

The responsibility of the Good Times Diner Take-Home Coordinator shall include, but are not limited to:

i) Be onsite for each Take-Home meal;

ii) Plan and budget all Take-Home meals;

iii) Create grocery lists to be given to the Distributions Coordinators;

iv) Develop a recipe card template in conjunction with the Marketing Coordinators to be updated weekly with the instructions;

v) Ensure recipe cards are printed;

vi) Ensure proper containers are available to produce Take-Home meals;

vii) Receive a honorarium following the successful completion of all tasks following the Human Resources Policy Part 9.

SECTION 6 | ASUS MENTORSHIP PROGRAM (AMP)

1.07.01

To help better integrate first and second-year students into the ethos and social fabric of Queen's University and the City of Kingston. First and second-year students are paired to upper-year students in September at the start of the school year, and the upper-year student will act as a mentor to the first and second-year student throughout the entire school year. The main purpose of this mentor-mentee relationship is to ensure that mentees adapt to Queen's University as fast and as comfortably as possible. The figurative jump from high school to university is a difficult transition (especially socially) for hundreds of first and second-year students each year, and as such, the upper-year mentor would try to ensure that their mentee is exposed to the countless social opportunities that the University and the City of Kingston have to offer in a safe, responsible, and fun manner.

1.07.02

Membership of the ASUS Mentorship Program (AMP) shall include the following roles:

i) One (1) Director;

ii) Two (2) Logistics Coordinators;

- iii) One (1) Marketing/Promotions Coordinator;
- iv) One (1) Development and Sustainability Coordinator;
- v) Thirty to Fifty (30-50) Mentors.

1.07.03

The Executive Committee Members shall be hired by the Director and Deputy Services Commissioner. This will be done by following Part 3 of the Human Resources Policy Manual.

1.07.04

The Mentors shall be hired by the Director and a member of the Executive Committee. This will be done by following Part 3 of the Human Resources Policy Manual.

1.07.05

The responsibilities of the ASUS Mentorship Program Director shall include, but are not limited to:

- i. Coordinating the hiring of the other AMP executive team members during May;
- ii. Create a budget and strategic plan for the upcoming academic year in consultation with the Deputy Services Commissioner;
- iii. Coordinating the hiring of AMP mentors prior to the start of the academic year (i.e., June through till September);
- iv. Creating a program timeline for the academic year including all major events and deadlines;
- v. Organizing regular executive meetings throughout the academic year to check in on coordinator portfolios and ensuring program events/requirements are up to date;
- vi. Working with the Development and Sustainability Coordinator to organize AMP Mentor training in September;
- vii. Facilitating communication and partnerships between AMP and other ASUS Services;
- viii. Attending regular meetings with the Deputy Services Commissioner and keeping them updated on information pertaining to the program and its facilitation;
- ix. Complete a detailed transition manual at the end of the term.

1.07.06

The responsibilities of the ASUS Mentorship Program Logistics Coordinators shall include, but are not limited to:

- i. Assist in the matching process of mentors and mentees throughout the academic year;
- ii. Brainstorm events and cross-collaboration opportunities with other ASUS and Queen's programs for the academic year;
- iii. Work with the Director to ensure events have properly been planned and sanctioned;
- iv. Maintain accurate records of all mentors and mentees in the program.

1.07.07

The responsibilities of the ASUS Mentorship Program Marketing/Promotions Coordinator shall include, but are not limited to:

- i. Creating a marketing plan at the start of the academic year;
- ii. Creating and overseeing the Instagram account to market initiatives;
- iii. Making graphics for all AMP events and working with the rest of the executive team to ensure accurate information.

1.07.08

The responsibilities of the ASUS Mentorship Program Development and Sustainability Coordinator shall include, but are not limited to:

- i. Creating and hosting mandatory mentor training in September and January with support from the Director and Deputy Services Commissioner, including topics such as:
 - a. What is AMP;
 - b. Mentor Expectations;
 - c. Resources Available on Campus and in Kingston;
 - d. Common Situations Faced by Mentors;

- e. How to Handle Disclosure.
 - ii. Send out a monthly newsletter to mentors and mentees registered in the program;
 - iii. Liaison with under-performing Mentors to ensure Mentees can benefit from a match in the program;
 - iv. Facilitating communication with Mentors and Mentees, acting as a primary point of contact for questions and concerns.

SECTION 7 | ASUS FORMAL COMMITTEE

1.08.01

The Arts and Science Formal shall be held annually for that years graduating class to celebrate their graduation. The formal shall be planned by a committee of hired volunteers and managed by two co-chairs who will report to the Services Commissioner. The formal will be open to all arts and science students with preference given to graduating students. Graduates Include:

- i) Fourth year honours students
- ii) Third year B.A. or B.Sc. students who are not completing an honours degree
- iii) Those students planning to convocate in the fall of that year

1.08.02

Membership of the Committee shall consist of :

- i) Two (2) Conveners who will act as Chairs of the committee
- ii) An operations coordinator
- iii) A marketing coordinator
- iv) A sponsorship and finance coordinator

1.08.03

The responsibilities of the committee shall include:

- i) Organizing and executing a formal for the graduating class in arts and science during the winter term of every year;
- ii) Advertising the formal;
- iii) Deciding, in conjunction with the Formal Committee, the theme of formal;
- iv) Organizing the sale of tickets.

1.08.04

The responsibilities of the Formal Convener shall include:

- i) Organizing regular meetings with the formal committee;
- ii) Organizing a date and venue for the formal;
- iii) Creating and adhering to an operating budget which will be approved by the Society Executive;
- iv) Deciding on the price and discounted price of tickets in collaboration with the Vice President Operations and Services Commissioner;
- v) Regular meetings with the Services Commissioner;
- vi) Meetings with the Vice-President to review formal financials, registration, and bursaries;
- vii) Signing off on any expenses over \$200.00;
- viii) Completing a transition manual in accordance with Part 7, Section 2, Subsection 7.02.01 of the Human Resources Policy Manual.

1.08.05

Volunteer responsibilities shall include:

- i) Assist the Formal Committee at the event, particularly assisting with admission and coat check
- ii) Be available to assist with any issues that may arise during the night as directed by the ASUS Formal committee

iii) Attend training the day of formal to be briefed on duties for the night

Preference will be made to graduates who are unable to purchase a formal ticket

1.08.06

The following individuals will receive free or discounted tickets as specified below. This ticket policy supersedes any other policy or promises made.

- i) Members of ASUS Council (8): 1 free ticket each
- ii) Human Resources Officer: 1 free ticket
- iii) Formal Convenor(s) for the current year: 1 free ticket
- iv) Deputy Services Commissioner: 1 free ticket

Additional Stipulations:

- i) Members receiving a free ticket may not sell or otherwise transfer their tickets.
- ii) Formal Committee members are able to reserve their free ticket for either the following year if there is a conflict of commitment or their graduating year.

1.08.07

Clean-up responsibilities shall include:

- i) Take down and clean up of the Formal shall be the responsibility of the formal committee;
- ii) All costs associated with the clean up are the responsibility of the formal committee, as allocated in their budget, subject to ratification by assembly.

1.08.08

The Vice-President will allocate funds annually in the budget under Formal. The budget shall be agreed upon by the Formal conveners and the Vice-President, subject to the ratification of ASUS Assembly. The Formal Convenor shall meet with the Vice-President of the Society biweekly during the winter term and when necessary.

1.08.09

The Formal Convenor and Formal Committee will under no circumstances accept or solicit the donations or gifts of any organization or business to the Committee members.

1.08.10

Any sponsorship of the Arts and Science Formal must be approved by the Convener and the Vice President (Operations) of the Arts and Science Undergraduate Society.

1.08.11

The purpose of sponsorship of the Arts and Science Formal shall be to reduce the cost of the Formal tickets to all graduating students who attend the Formal, or provide a discount to all Formal goers for the service rendered. Finally, official sponsors may also donate to the Arts and Science Graduating Year charity in lieu of discounts and donations to the Formal.

SECTION 8 | ASUS TEXTBOOK SERVICE

That ASUS Assembly moves to remove the ASUS Textbook Service as a portfolio of the Services Commission in Section 8, and re-institute it under the responsibility of the ASUS Store Manager reporting to the Vice President (Operations).

SECTION 8 | ASUS PEER TUTORING

The ASUS Peer Tutoring Director's responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Supports & Resources;
- ii. Coordinating marketing efforts with the Marketing Office in order to increase the number of tutors and tutees;
- iii. Promoting the bursary program; iv. Ensuring a well-functioning website; v. Assisting with the planning and operation of group study sessions;
- vi. To inform the surrounding high schools of the availability of tutoring; a. High school students are not eligible for the bursary program;
- vii. Upon request, suggest alternative routes for academic assistance if no tutor is unavailable for a student;
- viii. To prepare a transition manual for the Incoming Director prior to April 1 st of their academic year; Page 49 of 65 Thursday, March 30 th , 2023 ROSE EVENT COMMONS
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year. Peer Tutoring shall operate under these rules:
 - i. Tutors are paid \$15 an hour by the student at each session;

ii. It is the tutee's responsibility to contact their tutor and arrange meeting times. Meetings should be held in public venues or on an online platform, in accordance with suggestions listed in the Tutor Training Manual;

iii. It is the individual's responsibility to report any dissatisfaction with either the tutee or the tutor to the Director, through individual contact;

iv. Vulnerable Sector Checks are required for high school tutors;

v. The applicant's average in the desired course, with a minimum of A- on their transcript (with the exception of CISC courses, which require a minimum of B+).