

Arts and Science Undergraduate Society of Queen's University

Policy Manual One:

The Executive, Standing Committees, and Organizations

Duc Mentem Ad Libertatem



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SECTION 1: EXECUTIVE JOB DESCRIPTION

1.01 GENERAL

The Executive shall strive to provide leadership and guidance for the Society. They shall endeavor to adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the assembly. The Executive is responsible to the Assembly and thereby the students in the faculty of Arts and Science. No Executive member may hold a paid summer position at ASUS other than the summer Executive position. Please refer to section 2.02 of the ASUS Constitution for a more detailed description of the responsibilities of the Executive.

1.02 JOINT RESPONSIBILITIES

The responsibilities of the Executive team shall include but shall not be limited by the following:

- i) ensuring the smooth running of the Society;
- ii) supervising all activities of the Society and being a non-voting member on any of its committees, except when selected as a member of a committee;
- iii) being voting members of ASUS Assembly;
- iv) being voting members of the Faculty Board of Arts and Science;
- v) being voting members of the Faculty Board Curriculum sub-committee;
- vi) interviewing for and selecting a Council;
- vii) supervising and directing members of Council;
- viii) supervising the interviewing and selection of committee chairs;
- ix) presenting to ASUS Assembly, in the first Assembly meeting in October, a general statement outlining their objectives for the upcoming year, and providing an indication of the proposed means of achieving them;
- x) periodically evaluating the performance of all active members of the Society;
- xi) periodically evaluating the progress towards attaining the goals laid out in the Executive's strategic plan for the year;
- xii) meeting with the Dean on a monthly basis;

xiii) being voting members of AMS Assembly.

xiv) writing a statement regarding a particular occurrence affecting the perception, reputation, and/or well-being of the society.

xv) The ASUS Executive is responsible for ensuring that policies developed within the society are developed with a thorough consultation process including all relevant stakeholders.

1.03 PRESIDENTIAL RESPONSIBILITIES

In addition to the joint responsibilities listed above each member of the Executive team has individual responsibilities for which they are accountable. The duties of the President shall include, but are not limited to:

- i) to chart the direction for the Society;
- ii) to arrange the time, place and agenda for all meetings of Council;
- iii) to preside over Council meetings according to Section 6.02 of the Constitution;
- iv) the time, agenda, and minutes for such meetings shall be the responsibility of the President;
- v) to act as the Society spokesperson;
- vi) to chair Society Annual Meetings and Society Special General Meetings according to Part 10 of the Constitution;
- vii) to supervise all activities of the Society and to be an ex-officio, non-voting member on any of its Committees, except when selected as a member of a Committee;
- viii) to coordinate representation of the Society to the Alma Mater Society (AMS);
- ix) to represent the Society to all external bodies;
- x) to sit on the Orientation Committee Selection and to supervise the Orientation Committee;
- xi) to supervise the Formal Committee and Thank Q Committee;
- xii) to be a voting member of ASUS Assembly, AMS Assembly, and of the Faculty Board;

xiii) to sit on the Academic Orientation, Curriculum Sub-Committees and Nominations subcommittees, with additional sub-committees possible at the discretion of the President;

xiv) to chair the Formal Selection, Head Gael Selection, and Long Term Planning Committees.

1.04 VICE-PRESIDENTIAL RESPONSIBILITIES

In addition to the joint responsibilities listed above, each member of the Executive team has individual responsibilities for which they are accountable. The duties of the Vice-President shall include, but not be limited to:

i) to preside over Council meetings according to Section 6.02 of the Constitution in the absence of the President;

ii) to chair Society Annual Meetings and Society Special General Meetings according to Part 10 of the Constitution;

iii) to be a voting member of ASUS Assembly, AMS Assembly, and of the Faculty Board;

iv) to be responsible for the administration of the financial affairs of the Society including but not limited to:

- a) Writing all paycheques;
- b) Administering the internal invoice system;
- c) Ensuring all external accounts are settled;
- d) Processing all cheque requisitions and deposits;
- e) Preparing and maintaining a fiscally responsible yearly budget;
- f) Reviewing and evaluating on a yearly basis each line item in the ASUS budget;
- g) Bringing monthly budgetary updates of the Society to Council and Assembly for review and discussion;

v) to oversee and to be an ex-officio member of the ASUS Jackets and ASUS Movie Theatre;

vi) to sit on Faculty Board curriculum sub-committees with additional sub-committees possible at the discretion of the Vice-President;

vii) to work with the Business Manager in the management and maintenance of the ASUS finances;

viii) to arrange the time, place and agenda for meetings of ASUS Vice-Presidents' Caucus;

- ix) to chair the Board of Finance, composed of the Business Manager, Head Gael, Camps Business Director, Formal Convener, Services Commissioner, and one Assembly Member;
- x) to act as a financial advisor to the Head Gael and to the Orientation Committee;
- xi) to assist the President in all his/her duties.

1.05 SUMMER EXECUTIVE

i) General

- a) Both the ASUS President and Vice-President are required to fulfill their roles in a full-time capacity (35 office hrs/wk) over the summer months. The summer months commence the first full week in May and run until the last full week in August.
- b) Both the ASUS President and Vice-President are entitled to two weeks' vacation. Vacation time can be taken at any point during the summer, however both members of the Executive cannot take their vacation at the same time.
- c) The ASUS President and Vice-President shall each receive a summer salary of \$8400 (\$15/hr for 560 office hrs), which is to be paid by ASUS in bi-weekly installments.
- d) Only if justified and passed by Assembly may one member of the Executive renounce their summer responsibilities. In this case, the member of the Executive who renounces their responsibilities will not receive their summer salary. Additionally, Assembly must be provided with a written plan to document how the Executive will accommodate for this absence to ensure the Society does not suffer as a result.

ii) Reporting

- a) A brief monthly update should be emailed to all members of Assembly no later than the first week of the months of June, July, and August.
- b) These updates are intended to keep the Executive's summer activities transparent and accountable and should highlight progress made on Executive's activities, Orientation Week, and ASUS Camps.
- c) An end of summer report should be emailed to all members of the Society no later than the final week of August

d) The end of summer report should outline the progress which has been made over the summer, and must contain updates on the Executive's activities, Orientation Week, ASUS Camps, and the seven Commissions and Offices;

e) Final updates outlining all of the work done throughout the summer shall be included in the reports of the President and Vice-President at the first Assembly in September. This report is intended to keep the Executive's summer activities transparent and accountable.

1.06 SUMMER RESPONSIBILITIES

The following lists shall serve as a foundation for the summer responsibilities of the President and Vice-President. The Executive shall not limit themselves to these responsibilities, and must actively seek out opportunities to improve the operations of the Society and the experiences of its members.

i) President:

The summer responsibilities of the President shall include, but not be limited to, the following:

a) Meet regularly with relevant members of the Faculty of Arts and Science and University administration, including the Dean of Arts and Science;

b) Meet weekly with the Head Gael, and provide operational support to the Head Gael and Orientation Committee in the planning of Orientation week;

c) Meet weekly with the ASUS Camps Directors, and provide operational support to the ASUS Camps staff;

d) Prepare, in coordination with the Vice-President, the Executive's strategic plan

e) Prepare and update the Commissioner and Chair handbooks;

f) Meet regularly with Council and the Human Resources Officer to provide guidance for their activities and support in the composition of their strategic plans;

g) Evaluate, in coordination with the Vice-President, ideas from the campaign platform and implement them accordingly;

h) Plan training week for ASUS Council.

ii) Vice-President:

The summer responsibilities of the Vice-President shall include, but not be limited to, the following:

- a) Prepare the Society's general operating budget;
- b) Work with a chartered accounting firm to complete a financial review of the Society's preceding academic year;
- c) Meet weekly with the Head Gael to provide financial support for the planning of Orientation week;
- d) Meet weekly with the ASUS Camps Directors to provide financial support;
- e) Prepare, in coordination with the President, the Executive's strategic plan;
- f) Meet regularly with Council and the Human Resources Officer to provide support in the creation of their respective budget proposals;
- g) Evaluate, in coordination with the President, ideas from the campaign platform and implement them accordingly;

1.07 TRANSITION

i) The outgoing President shall ensure that the incoming President has been introduced to or at least is well aware of the following people and or bodies:

- a) Dean of Arts and Science and their Executive Assistant
- b) Secretary to the Dean of Arts and Science
- c) Associate Dean of Studies for the Faculty of Arts and Science
- d) Dean of Student Affairs
- e) AMS President
- f) ASUS Assembly
- g) AMS Assembly
- h) Arts and Science Faculty Board
- i) Head Gael and the rest of the Orientation Committee
- j) Arts and Science Faculty Office Orientation Coordinator
- k) Formal Convenor(s)
- l) Director of Queen's Apartment and Housing

m) Camps Executive Director

ii) The outgoing Vice-President shall ensure that the incoming Vice-President has been introduced to or at least is well aware of the following people and or bodies:

- a) Dean of Arts and Science and their Executive Assistant
- b) Dean of Student Affairs
- c) AMS Vice-President Operations
- d) ASUS Assembly
- e) AMS Assembly
- f) Arts and Science Faculty Board
- g) ASUS Business Manager
- h) Bank of Montreal Manager and Supervisor of Customer Service Relations
- i) AMS General Manager
- j) Manager of Faculty Administration (Faculty Accounts)
- k) Director of Queen's Apartment and Housing

iii) The outgoing summer Executive shall ensure that the incoming summer Executive has been introduced to or at least is well aware of all of the aforementioned people and or bodies with the addition of and special emphasis on:

- a) Manager of Faculty Administration (Faculty Accounts)
- b) ASUS Camps Executive and Program Directors
- c) ASUS Camps Staff
- d) AMS General Manager
- e) ASUS Head Gael
- f) ASUS Orientation Chair
- g) ASUS Business Manager

SECTION 2: ARTS AND SCIENCE FORMAL COMMITTEE

2.01 AIM

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

2.02 MEMBERSHIP

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

2.03 COMMITTEE RESPONSIBILITIES

- 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.

2.04 CONVENOR RESPONSIBILITIES

- 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;
- 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 Policy Section C-4 of the ASUS Policy Manual.

2.05 VOLUNTEER RESPONSIBILITIES

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

2.06 FREE AND DISCOUNTED TICKETS

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

- a) Members of ASUS Council (8): 1 free ticket each
- b) Human Resources Officer: 1 free ticket
- c) Formal Convenor(s) for the current year: 1 free ticket
- d) Deputy Services Commissioner: 1 free ticket

ii) Additional Stipulations:

- a) Members receiving a free ticket may not sell or otherwise transfer their tickets.
- b) 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.

2.07 CLEAN UP

- 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.

2.08 FUNDS

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.

2.09 SPONSORSHIP

i) 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.

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

iii) 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 3 ASUS ORIENTATION COMMITTEE

3.01 AIM

To introduce students to the academic, cultural and social aspects of university and Kingston life in an appropriate balance.

3.02 THE HEAD GAEL

The Head Gael is responsible to the President of the Society. The President shall be briefed on the ongoing of meetings.

3.03 SELECTION OF THE HEAD GAEL

- i) The Head Gael is to be selected before the sixth week of classes.

- ii) A selection committee shall select the Head Gael. The members of the selection committee shall be:
 - a) The ASUS President;
 - b) The ASUS Vice-President
 - c) Two (2) members of ASUS Assembly
 - e) The Chair of the Advisory Board

- iii) No previous Head Gael, Orientation Chair, or Orientation Coordinator may sit on the selection committee as the member(s) of ASUS Assembly or member at large.
- iv) Only members of the Selection Committee shall view application forms of applicants for the position of Head Gael.
- v) Only members of the Selection Committee shall be present for the deliberation and voting processes.
- vi) The Head Gael must be an in good academic standing in the Faculty of Arts and Science.
- vii) The Head Gael must be entering at least their third academic year in the September of Orientation for which the person is the Head Gael as per the Senate Guidelines set down by the Senate Activities Orientation Review Board (S.O.A.R.B.) in the Jackson Report (1991).

3.04 RESPONSIBILITIES OF THE HEAD GAEL

- i) To sit as a voting member on the selection committee of the Orientation Committee
- ii) To chair all Orientation Committee meetings
- iii) To be the leader and spokesperson for the Orientation Committee
- iv) To act as a liaison between the Orientation Committee and other persons or organizations namely: the administration, the AMS, the ASUS President, S.O.A.R.B., other faculty societies, the orientation leaders (Gaels), the media, and the city of Kingston.
- vi) To sit on the AMS Orientation Roundtable.

- vii) To ensure the smooth running of Orientation Week.

- viii) To personally supervise and co-ordinate the activity at the Nerve Center.

- ix) To assist the Orientation Committee with all Orientation Week events.

- x) To hold regular office hours at the ASUS Offices throughout the academic year.

- xi) To have transitioned with all of the members of the previous Orientation Committee before taking part in the selection of the Orientation Committee.

- xii) To occupy the Orientation Summer Position as outlined in 3 of the ASUS Policy Manual.

- xiii) To prepare a year end report on Orientation week, with help from and on behalf of the entire committee. This report should contain a summary of both the positive and negative aspects of the week including a preliminary financial report and feedback obtained from other relevant campus organizations. This report shall be brought to ASUS Assembly for receipt and then, pending receipt, be forwarded to relevant campus groups (including but not limited to S.O.A.R.B. and the Faculty Office).

- xiv) To be directly responsible to the Vice President for the processing and filing all cheque requisitions for the ASUS Orientation Committee. There is a reference to this section in section o, of section 3 of this Policy.

- xv) Preparing and executing a budget which abides by the following guidelines:
 - a) it should be based on the previous year's budget;
 - b) Money remaining after Orientation Week should be allocated 75%-25% to the incoming Orientation Committee. Such allocations will only be put into effect if there is at least \$5,000 for the incoming Orientation Committee
 - c) it should plan for zero profit with a 3% contingency and should be presented to ASUS Assembly in the second Assembly of March preceding the Orientation week in question. Included in the budget should be a line item of \$350 to cover office expenses incurred over the summer (i.e. phones and office space, etc.);

- d) some costs will not be known, especially if a new event is planned. An accurate estimation of this event must be included in the budget;
 - e) the final budget must be an accurate account of all revenues and expenditures and must be presented to ASUS Assembly by no later than the last Assembly in the February following the Orientation week in question.
 - f) The Vice-President is to be presented a copy of the OC budget to keep at the office
- xviii) Being a co-signer of the cheques with the Vice-President of ASUS
- xix) To hold five (2-5) office hours per week.

3.05 ORIENTATION SUMMER POSITION

- i) The ASUS Orientation summer position should be occupied by the Head Gael. In the event that the Head Gael is unable to fill the position (i.e. illness, required to withdraw temporarily, etc...) then one of the Orientation Chairs must do so. In this event, a selection committee will be struck consisting of the President of the Society, the Vice-President of the Society, one student Senator, and one other member of Assembly.
- ii) A weekly written report must be submitted to the Executive throughout the course of the summer. These reports are intended to keep the individual filling this position accountable to ASUS Assembly.
- iii) The ASUS Orientation summer position will consist of 560 hours which will be filled in 16 weeks at 35 hours a week. The individual filling this position shall receive \$15.00 an hour to be paid by the ASUS Orientation Committee. This pay shall be considered a line item in the ASUS Orientation Committee budget.

3.06 THE ORIENTATION COMMITTEE CHAIRS

The Orientation Committee Executive shall consist of the Head Gael and four (4) Orientation Chairs. The four chairs shall consist of the following:

- i) Academics and Campus Support Chair
- ii) Community Awareness Respect and Engagement (C.A.R.E.) Chair
- iii) Operations Chair
- iv) Socio-Cultural Chair

3.07 SELECTION OF THE ORIENTATION CHAIRS

- i) The new Orientation Committee Chairs are to be selected before the end of the tenth week of classes.
- ii) A selection committee shall select the four Chairs. The members of the selection committee shall be:
 - a) The new Head Gael;
 - b) The ASUS President
 - c) The ASUS Vice President
 - d) Two (2) members of ASUS Assembly
- iii) No previous Head Gael, Orientation Chair, or Orientation Coordinator may sit on the selection committee as the member of ASUS Assembly or member at large.
- iv) Only members of the Selection Committee shall view application forms of applicants for the position of Orientation Chairs.
- v) Only members of the Selection Committee shall be present for the deliberation and voting processes.
- vi) The Orientation Chairs must be in good academic standing in the Faculty of Arts and Science.

3.08 RESPONSIBILITIES OF THE ORIENTATION CHAIRS

The Orientation Chairs shall present to ASUS Council the scheduling and programming of the academic, cultural, fundraising, and social activities associated with the Orientation

programme. These recommendations will be made in a formal presentation no later than the fourth week in February.

Subject to the approval of the appropriate bodies, the Orientation Chairs shall also arrange and carry out the Orientation programme for the entering class and to report to ASUS Assembly and to the Faculty Board of the Faculty of Arts and Science.

i) The Academics and Campus Support Chair shall be responsible for:

- a) Acting as a committee member
- b) Ensuring smoothly operated academic events
- c) Working in conjunction with the Faculty Office and the Academic Orientation Committee to plan all of the academic events for the week
- d) Sitting on the Academic Orientation Committee
- e) Holding one (1) office hours per week.

ii) The C.A.R.E Chair shall be responsible for:

- a) Acting as a committee member
- b) Organizing the Orientation Week Sidewalk Sale
- c) Supervising and coordinating events relating to The ASUS Orientation Fundraising Project on campus and in the greater Kingston community
- d) Organizing fundraising initiatives and campaigns for The ASUS Orientation Fundraising Project throughout the year
- e) Holding one (1) hours per week.

iii) The Operations Chair shall be responsible for:

- a) Acting as a committee member
- b) Supervising all purchases:

- i) All purchases shall be done by a committee member with the permission of the Operations Chair;
 - ii) The coordinators that require purchases shall submit lists of the supplies required to their chair;
 - iii) A complete list of all supplies needed shall be compiled by the middle of August. This allows the committee to bulk buy and save funds;
 - iv) The Operations Chair shall then price out all the items to make sure that the committee is still on budget;
 - v) All purchases shall be bought on account and if possible these accounts shall be made payable after Orientation week;
 - vi) Wherever possible, cash should not be given out to purchase goods. A reimbursement policy should be enforced;
 - vii) No goods purchased without the approval of the Operations Chair shall be reimbursed.
 - viii) ensuring smooth logistics for the week (i.e. room bookings, communications, transportation, etc.)
- c) Holding one (1) hours per week.

iv) The Socio-Cultural Chair shall be responsible for:

- a) Acting as a committee member
- b) Organizing and facilitate events which promote interaction between incoming students, Queen's University, and the city of Kingston.
- c) Organizing all socio-cultural events
- d) Providing the Orientation Committee with regular event reports
- e) Trying to plan a wide range of events that meet the diverse needs of all members of the incoming class
- f) Holding one (1) hours per week.

3.09 ORIENTATION COMMITTEE

- i) The Orientation Committee shall consist of no more than thirty seven (37) members, in addition to the Orientation Committee Chairs and the Head Gael, numbering no more than forty two (42) members in total.
- ii) Committee Members must be in good academic standing in the Faculty of Arts and Science.
- iii) The Orientation Committee shall be chosen by the Head Gael and Chairs by the last weekend of November, in accordance with ASUS Hiring Policy
- iv) The Orientation Committee shall be organized in the following five (5) subcommittees, each led by the respective Orientation Committee Chair:
 - a) Academics and Campus Support
 - b) C.A.R.E (Community, Awareness, Respect, and Engagement)
 - c) Head Gael ;
 - d) Operations ;
 - e) Socio-Cultural.
- v) Committee members shall be assigned to a subcommittee at the discretion of the Head Gael and Orientation Chairs.

3.10 ORIENTATION LEADERS (GAELS)

- i) Gaels must be in good academic standing in the Faculty of Arts and Science.
- ii) Gaels must attend all mandatory training or will be required to resign as orientation leaders at the discretion of the Head Gael
- iii) The Head Gael is responsible for ensuring that the above policies are widely known and adhered to in consultation with Residence Life, the Residence Society, and the Faculty of Arts and Science (the Associate Dean of Studies and the Orientation Coordinator).
- iv) The number of Gaels hired by the Orientation Committee shall be at the discretion of the Head Gael, dependent on enrolment data as provided by the University Registrar and the Faculty of Arts and Science.

3.11 ORIENTATION CARE EVENT VOLUNTEER TEAM

- i. Members of the volunteer team must be in good academic standing in the Faculty of Arts and Science..

- ii. Volunteers must attend all mandatory training as determined by the Head Gael
- iii. Volunteers will assist in the organization of the CARE fundraising event. Responsibilities include but are not

limited to:

- a. Creating and maintaining a positive, respectful and inclusive environment for the participants of the event.
- b. Acting responsibly and attentive at all activities they may be supervising, ensuring to report and respond to injuries immediately.
- c. Ensuring participant safety to the best of their ability.
- d. Assisting in the set-up and take-down of activities, as needed.

3.12 REPORTING

- i) The Head Gael, along with the Orientation Committee chairs (representing the Orientation Committee members) shall present a detailed budget to Assembly as per Section 3 subsection III (Operations Chair responsibilities) of the ASUS Policy Manual. Assembly should ensure that the budget is complete, accurate, and consistent taking into account both expected revenue and anticipated participation.
- ii) The Orientation Registration fee should be maintained at as low a level as possible in order to lessen the financial burden on incoming students.

3.12 TRANSITION

- i) Each Chair is responsible for preparing a transition report as per Section C-5 of the ASUS Policy Manual. This report shall be completed and submitted to the ~~Governance~~ the Human Resources Officer no later than the end of the twelfth week of classes.
- ii) The ASUS President shall set up a meeting with the newly selected Orientation Committee Chairs at which time copies of the previous committee's transition reports shall be distributed. The rules and structure of the committee, and ASUS' role in it, should be explained followed by a brief, impartial description of all of the groups and organizations that the committee will deal with.
- iii) Each newly selected member of the Orientation Committee should immediately meet with the previous Chair to discuss her/his transition report, the position itself, and the events of the previous year.

- iv) In order to keep track of the activities of the committee centralized files shall be kept at the ASUS Offices to allow for easy reference and for a complete history of Orientation to be available for future Committees.

SECTION 4 ASUS CAMPS POLICY

4.01 AIM

The Arts and Science Undergraduate Society shall run a not-for-profit summer day camp for children aged 4-8, hereafter called ASUS Camps, which shall have the following objectives:

- i) Stimulate interest in the arts and sciences through dynamic programming and interdisciplinary curriculum
- ii) Provide campers with positive role models
- iii) Introduce campers to Queen's University and ASUS
- iv) Encourage campers to continue studies in the arts and sciences in their high school careers
- v) Provide a challenging and rewarding employment and leadership opportunity to ASUS members

4.02 MEMBERSHIP

- i) One (1) General Director
- ii) One (1) Workshop and Supplies Coordinator
- iii) One (1) Programming Coordinator
- iv) A number of additional Counsellors and 1:1 counsellors that will, at minimum, comply with the required ratio of campers to camp personnel, as stated by the Ontario Camps Association
- v) A number of Leaders in Training (LIT) volunteers, as determined by the ASUS Camps General Director

4.03 SELECTION

- i) The Directors will be selected by a selection committee comprised of:
 - a) The ASUS President, and
 - b) The ASUS Vice-President

The selection of the Directors should be completed by no later than the end of the sixth week of classes in the Fall semester. The confirmation of successful applicants pends the submission of a

Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

ii) The coordinators will be selected by a selection committee comprised of:

- a) The ASUS Camps General Director
- b) One of the ASUS President or the ASUS Vice President

The selection of the coordinators should be completed by no later than the end of the tenth week of classes in the Fall semester. The confirmation of successful applicants pends the submission of a Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

iii) The Counsellors and 1:1 Counsellors will be selected by a selection committee comprised of:

- a) The incoming General Director
- b) The incoming Workshop and Supplies Director
- c) The incoming Curriculum Coordinator

The selection of ~~coordinators and~~ counsellors should be completed by no later than the end of the eighth week of classes in the Winter semester. The confirmation of successful applicants pends the submission of a Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

iv) Members of ASUS shall given preference for all paid positions within the camp, however applications from undergraduate students who are not members of ASUS can be accepted.

v) The Leaders in Training will be selected by a selection committee comprised of:

- a) The ASUS Camps General Director
- b) The ASUS Camps Programming Coordinator
- c) The ASUS Camps Workshop and Supplies Coordinator

The confirmation of successful applicants pends the submission of a Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

4.04 GENERAL DIRECTOR RESPONSIBILITIES

The responsibilities of the ~~Business~~ General Director shall include, but not be limited to:

- i) Developing an ASUS Camps strategic plan
- ii) Creating and maintaining a yearly operating budget in cooperation with the ASUS Vice President, complete with budget lines for each item
- iii) Meeting with the ASUS Executive on a weekly basis to provide operational and financial updates

- iv) Soliciting sponsorship from both existing and potential partners
- v) Making the final decision on staff structure based on financial ability in conjunction with the ASUS Vice President
- vi) Conducting hiring of coordinators and counsellors along with the hiring committee in accordance with ASUS Human Resources Policy
- vii) Attending to all staff concerns and inquires and, if needed, referring staff to the ASUS Human Resources Officer
- viii) Ensuring that all coordinators and counsellors have submitted a VSS with PSOD to the ASUS President
- vi) Logging and reporting staff hours and vacation days to the ASUS Vice-President for the purpose of payroll
- x) Organizing and overseeing camp registration and scheduling
- xii) Providing receipts as requested by schools and parents
- xiii) Organizing outreach initiatives in conjunction with the Workshop and Supplies Coordinator
- xiv) Overseeing the development of daily camp programming by the Programming Coordinator
- xv) Recruiting students to participate in the ASUS Camps LIT Program
- xvi) Overseeing operational logistics, including room and event booking
- xvii) Updating web content regularly
- xviii) Ensuring the long-term financial health and stability of ASUS Camps

4.05 START AND END DATE OF THE GENERAL DIRECTORS

- i) Hire date - May 1 (volunteer)
- ii) May 1 - September 1 (salary)
- iii) September 1 – October 31 (volunteer)

4.06 COORDINATOR RESPONSIBILITIES

There shall be two coordinator positions: Programming Coordinator and Workshops and Supplies Coordinator. The responsibilities of the respective coordinator positions include, but are not limited to:

- i) Programming Coordinator:
 - a) Developing engaging curriculum material pertaining to both the arts and sciences

- b) Developing arts and science-themed workshops based on curriculum guidelines in conjunction with the Workshops and Supplies Coordinator
- c) Promoting ASUS Camps through workshop activities during the months of January-June with the General Director and the Workshop and Supplies Coordinator
- d) Assisting all staff with programming and activities during camp
- e) Ensuring a high quality of program delivery
- f) Being capable of teaching or working all ASUS Camps programs
- g) Conducting hiring of counsellors along with the hiring committee in accordance with ASUS Human Resources Policy
- h) January-April: Preparation and promotion of ASUS Camps, hiring of counsellors
- i) May-June: preparing for camp, performing workshops, and participating in camp outreach initiatives
- j) July-August: fulfilling the responsibilities of a camp counsellor, as outlined in section 4.08.

ii) Workshops and Supplies Coordinator

- a) Designing a workshop package and distributing it to local schools
- b) Promoting ASUS Camps through workshop activities during the months of January-June with the General Director and the Programming Coordinator
- c) Coordinating with local schools and arranging payment of all workshops
- d) Developing a workshops schedule and coordinating logistics
- e) Collaborating with the Programming Coordinator to develop engaging and educational workshops based on curriculum guidelines
- f) Gathering and preparing materials for workshops as well as daily camp activities
- g) Maintaining a running inventory of all supplies
- h) Conducting hiring of counsellors along with the hiring committee in accordance with ASUS Human Resources Policy
- h) January-April: Preparation and promotion of ASUS Camps, hiring of counsellors
- i) May-June: preparing for camp, performing workshops, and participating in camp outreach initiatives
- j) July-August: fulfilling the responsibilities of a camp counsellor, as outlined in section 4.08

4.07 START AND END DATE OF THE PROGRAMMING AND WORKSHOP AND SUPPLIES COORDINATORS

- i) Hire date - May 1 (volunteer)
- ii) May 1 - September 1 (salary)

4.08 COUNSELLOR RESPONSIBILITIES

The responsibilities of counsellors include, but are not limited to:

- i) Creating and maintaining a positive rapport with all campers
- ii) Acting as a positive role model for all campers
- iii) Supervising and assisting campers during all programs and activities
- iv) Assisting in the planning and organization of weekly programming
- v) Being actively aware of camper dietary restrictions and medical needs
- vi) Recording attendance and incident reports of campers
- vii) Attending regular meetings and training session

4.9 1:1 COUNSELLOR RESPONSIBILITIES

There shall be at least one (1) 1:1 Counsellor at ASUS Camps. The responsibilities of the 1:1 Counsellor shall include, but not be limited to:

- i) Providing individualized support to campers identified by their parent/guardian as having special needs
- ii) Adapting programming and activities, when necessary, to accommodate campers with special needs
- iii) Seamlessly integrating campers identified by their parent/guardian as having special needs into all camp programming and activities
- iv) Maintaining communication and a strong rapport with the parents/guardians of campers with special needs
- v) Fulfilling all other counsellor responsibilities, as outlined in section 4.08.

4.10 LEADER IN TRAINING (LIT) PROGRAM

ASUS Camps shall facilitate a Leader In Training (LIT) volunteer program every summer. Kingston Youth between the ages of 14-18 seeking volunteer hours may participate in the LIT program. LIT's will be eligible for verification of volunteer hours upon their completion of their term with ASUS Camps.

a) The responsibilities of the LITs include, but are not limited to:

- i) Creating and maintaining a positive rapport with all campers
- ii) Acting as a positive role model for all campers
- iii) Supervising and assisting campers during all programs and activities
- iv) Being actively aware of camper dietary restrictions and medical need
- v) Directly reporting to the ASUS Camps Director

4.11 TRAINING

All staff are required take part in ASUS Camps-organized training (unless otherwise stated) prior to the start date of camp. This training shall include, but not be limited to:

- i) First Aid and CPR training; staff may provide a pre-earned certificate that is current and was delivered by a provider recognized by the Workplace Safety and Insurance Board
- ii) Identifying and Reporting Child Abuse by Family and Children's Services for Frontenac, Lennox and Addington
- iii) Behaviour management techniques and steps to respond to bullying
- iv) Workplace Hazardous Materials Information System (WHMIS) training
- v) Camp emergency response procedures

4.12 TERMS OF WORK

The terms of work for all ASUS Camps staff are stipulated in their respective contracts. Staff contracts must be signed by all parties before the employment start date of the respective staff member. The contract shall include, but not be limited to, sections on: remuneration, terms and conditions, and termination.

4.13 FINANCES

- i) The finances of ASUS Camps will be maintained by the Business General Director, Business Manager and Vice-President of the Society. The camp shall have its own bank account but shall remain financially accountable to ASUS through the Vice-President.
- ii) ASUS Camps shall be funded through external sponsorship, university funding and camper fees charged to the participants.
- iii) Camper fees shall be determined by the General Director and Vice-President each year. Fees should be maintained as low as possible to maximize the accessibility of the camp to families.

iv) Bursaries will be made available for campers that demonstrate a need for financial aid. The number of bursaries distributed will be determined by a bursary selection committee, composed of the ~~Business~~ General Director, and ASUS Vice-President.

v) A proposed budget for the camp shall be presented to ASUS Assembly for approval at the last Assembly of the Winter semester

4.14 ASUS CAMPS REGISTRATION

i) Registered campers shall be between the ages of 4-8. Exceptions to this age range can be made at the discretion of the ~~Program and Business~~ General Directors.

ii) The number of campers in each session shall be determined by the ~~Business~~ General Director and must conform to the required ratios of campers to camp personnel, as stated by the Ontario Camps Association

iii) ASUS Camps shall make bursaries available to those with demonstrated financial need.

a) The bursary program shall be advertised on the ASUS Camps website. Due to the high volume of bursary applicants, individuals will be assessed on a case-by case basis as funds allow. The General Director shall set a deadline for bursaries that precedes the start date of ASUS Camps.

b) Because of the sensitive nature of bursary applications, the information shall be restricted to the bursary selection committee, which shall be composed of the General Director, and ASUS Vice President.

4.15 ASUS CAMPS CANCELLATION POLICY

i) ASUS Camps shall collect a \$50.00 deposit per week per child upon registration. This deposit is non-refundable and a camper will not be registered until receipt of this deposit.

ii) ASUS Camps shall collect the remainder due, for all weeks, on the first day of the first week in which the camper is registered.

iii) In the event that a camper wishes to cancel their registration after camp has begun, this camper will be issued a full refund, minus deposit, for each week in which they are registered, provided those weeks have not already commenced

iv) In the event that a camper wishes to cancel their registration in a week that has already begun, a refund shall not be issued unless there are extenuating circumstances as decided by the Business Director.

v) If the Business Director decides that extenuating circumstances did exist, they must issue a request for a refund to the ASUS Vice-President, detailing the reasons for the issues

SECTION 5 - YEAR REPRESENTATIVE POLICY

5.01 PURPOSE

The purpose of the Year Representative Position shall be:

- i) To foster awareness of ASUS opportunities and issues within the Class
- ii) To represent the class' interests at ASUS Assembly and at the Year Representative Forum.

5.02 DUTIES AND RESPONSIBILITIES OF THE YEAR REPRESENTATIVES

- i) The Year Representatives' duties shall include the following but not necessarily be limited to:
 - a) Be an active member of ASUS Assembly.
 - b) Be an active member of the Year Representative Forum
 - c) Submit a final report for the ASUS Society Annual Meeting
 - d) Formulate a strategy to have free and open communication with the members of the class, enabling both outreach and the receipt of feedback
 - e) Assist in promoting opportunities for getting involved in ASUS throughout the year to members of the class
 - f) Prepare a transition manual for successors outlining outreach strategies and other initiatives that will be passed on to the succeeding representatives

5.03 REMOVAL FROM OFFICE AND SUBSEQUENT REPLACEMENT

- i) Year Representatives may be removed from office on the grounds outlined in Section 5.03.11 of the ASUS Constitution.

5.04 YEAR REPRESENTATIVE FORUM

- i) The purpose of the Year Representative Forum is to provide a venue for year representatives to collaborate and coordinate on outreach efforts
- ii) The Year Representative Forum shall consist of the following members:
 - a) The ASUS Governance Officer
 - b) All currently sitting Year Representatives
- iii) The Year Representative Forum shall meet on a biweekly basis on an alternating basis from ASUS Assembly
- iv) The Year Representative Forum shall be overseen by the Governance Officer. His/her duties shall include but not be limited to the following:
 - a) To organize and inform members of meeting times;
 - a) To propose discussion topics and potential initiatives to the Year Representative Forum;

- b) To set the agenda for each meeting with input from the Year Society Representatives
- c) To act as a link between the Year Representatives and ASUS to facilitate outreach efforts proposed by the Year Representatives
- d) Act as an advisor for policy matters to the Forum
- e) Assist in the transition of new Year Representatives into their roles

SECTION 6 – ASUS DELEGATES CAUCUS

6.01. AIM

To discuss in an informal setting the issues and motions being brought forth to the Alma Mater Society Assembly and how they relate to and affect ASUS. The Caucus shall in no way influence a member to vote for or against certain motions and the Caucus should not be seen in any way as a bloc vote.

6.02. MEMBERSHIP

- i) Members shall include:
 - a) President and Vice-President of the Society
 - b) 7 ASUS Representatives to the AMS

SECTION 7 – ASUS PRESIDENTS' CAUCUS

7.01. AIM

The aim of the ASUS Presidents' Caucus is to discuss in an informal setting the issues of ASUS and the member associations (CESA, COMPSA, and PHEKSA).

7.02. MEMBERSHIP

- i) Members will include:
 - a) The ASUS President
 - b) The CESA President
 - c) The COMPSA President
 - d) The PHEKSA President
 - e) Other members that the Presidents' invite to discuss specific topics that may include, but are not limited to the ASUS Vice President, the Association Representatives to ASUS Assembly, ASUS Representatives to the AMS, the Academic Representatives of ASUS, or Departmental Student Council Chairs.

7.03 RESPONSIBILITIES

- i) The ASUS Presidents' Caucus shall meet monthly throughout the academic year, and where possible, through the summer as well. ii) Emergency meetings may be called of the ASUS Presidents' Caucus if a time sensitive issue has been raised.

iii) A closed session may be enacted such that only the President for each Society or Association is allowed to attend.

SECTION 8 - REMEMBRANCE DAY COMMITTEE

8.01. AIM

To raise student awareness of Remembrance Day and promote and support the Royal Canadian Legion through a poppy campaign held every year prior to November 11th.

8.02 MEMBERSHIP

i) Members will include:

- a) 2 Chairs
- b) Unlimited members at the discretion of the Chairs

8.03 SELECTION

The Chairs will be selected by the Executive in October of each year. Preference will be given to students of Arts and Science but any Queen's student may run for the position.

8.04 RESPONSIBILITIES

i) Chairs:

- a) To recruit a large volunteer base to sell poppies on campus.
- b) To coordinate sales with the Royal Canadian Legion.
- c) To sell poppies on campus on a donation basis and donate the proceeds to the Royal Canadian Legion.
- d) To ensure that all poppy boxes are signed in and out to members.
- e) To coordinate a volunteer appreciation event for the members of the committee.

ii) Members:

- a) To serve as poppy sales volunteers and to promote Remembrance Day and the Royal Canadian Legion through said sales.
- b) To report to the Chairs and to assist in committee events.

iii) Funds for volunteer appreciation will be distributed at the discretion of the executive of the society.

SECTION 9 - ASUS CHIEF ADVISOR JOB DESCRIPTION

9.01 GENERAL

The ASUS Chief Advisor shall serve as the chief advisor to the elected Executive and their Council. Additionally, the Chief Advisor shall serve as the Chair of Deputy Council. They shall be appointed by the incoming Executive in accordance with Section 11 (IV), and

confirmed by a two thirds (2/3) vote of the Assembly. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Chief Advisor is responsible to the elected Executive.

9.02 RESPONSIBILITIES

During the school year the responsibilities of the Chief Advisor shall include but shall not be limited to the following:

- i) General:
 - a) Observing meetings of Council if his/her presence is requested by a member of Council;
 - b) Observing Assembly if desired/requested;
 - c) Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
 - d) preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-5 of the ASUS Policy Manual;
 - e) holding six (6) office hours per week;

- ii) Specific:
 - a) serving as the Chair of Deputy Council and meeting with all Deputy Commissioners on a weekly basis;
 - b) working with the Executive to determine year-long goals for the Deputy Council;
 - c) proposing long term individual or collaborative special projects to be undertaken by the Deputy Council to the Executive/Council;

9.03. SUMMER RESPONSIBILITIES

i) Over the summer the responsibilities of the Chief Advisor shall include but shall not be limited to the following:

- a) maintaining communication with all Deputy Commissioners;
- b) maintaining communication with the ASUS Summer Executive.

9.04. SELECTION AND APPOINTMENT

The Chief Advisor shall be selected by the incoming Executive from current or past Commissioners or ASUS Board members. If no Commissioner or Board member agrees to the appointment, the Executive shall select a current Deputy Commissioner or member

of ASUS Assembly. The selected individual must be approved by a two thirds (2/3) vote of the Assembly.

SECTION 10 - ASUS DEPUTY COUNCIL

10.01. AIM

The ASUS Deputy Council meets bi-weekly, for the purpose of Deputy Commissioners and Interns updating each other on progress and events. Additionally, members propose and undertake initiatives and special projects for the benefit of the society as a whole. The Deputy Council is chaired by the Chief Advisor, who then reports to the Executive, by whom all initiatives must be approved. Council may also propose initiatives to the Chief Advisor for consideration by the Deputy Council.

10.02. MEMBERSHIP

i) The member will include:

- a) Chief Advisor (Chair)
- b) Intern to the President
- c) Intern to the Vice-President
- d) Deputy Academics Commissioner
- f) Deputy Marketing Commissioner
- g) Deputy Community Outreach
- h) Equity Commission Deputy

10.03. RESPONSIBILITIES

i) Chair:

- a) To organize and inform members of meeting times;
- b) To call a meeting a minimum of once every two weeks;
- c) To propose discussion topics and potential initiatives to the Deputy Council;
- d) To set the agenda for each meeting;
- e) To update Deputy Council on what is happening in Council (if relevant/necessary) as it is relayed to him/her by the Executive;
- f) To update the Executive on the activities of Deputy Council.

ii)

Members:

- a) To attend all meetings called by the Chair;
- b) To give a report to the Chief Advisor and the rest of Deputy Council as to what they are doing within their Commission;

- c) To propose discussion topics and potential initiatives to the Chief Advisor and the rest of Deputy Council.

SECTION 11 - ASUS CORE RECEPTIONIST

11.01. GENERAL

The ASUS Core Receptionists is responsible for greeting and engaging with visitors to the Core. The receptionist will answer visitor questions, and direct visitors to the appropriate ASUS people, office or offices as requested by the visitor, so long as the visitor is permitted. There shall always be exactly one receptionist working while the ASUS Core is open.

11.02. HIRING AND TERMS OF EMPLOYMENT

The ASUS Core Receptionist will be hired as a work study position at the beginning of September in accordance with Part 17 of the ASUS Constitution. This person will be employed by ASUS from September until April of each school year. The salary and hours of operation will be determined such that they can fund exactly one receptionist for every hour that the ASUS Core is open.

11.03. RESPONSIBILITIES

The responsibilities of the Receptionist shall include but are not limited to the following:

- i) greeting and welcoming visitors to the ASUS Offices;
- ii) helping visitors in the ASUS Offices to find or contact ASUS volunteers or employees, or other persons within the ASUS Offices;
- iii) keeping track of supplies needed (such as cleaning products, paper towels, etc.), and ensuring that these supplies are obtained;
- iv) carrying out small maintenance tasks as they arise;
- v) reminding Council members that they should always have a positive and welcoming attitude while at work;
- vi) helping visitors in the ASUS Offices find locations within the ASUS Offices, as appropriate;
- vii) when appropriate, answering visitor questions to the best of the receptionist's knowledge, and directing visitors to the appropriate ASUS employee or volunteer for further information;
- viii) maintaining a friendly demeanor;
- ix) ensuring visitors to the ASUS Offices are aware of the receptionist's ability to aid them, where appropriate;
- x) maintaining a reasonable knowledge of which groups, ASUS employees, and ASUS volunteers are in the ASUS Offices, and especially which Council members are within the ASUS Offices;
- xi) maintaining a reasonable knowledge of current ASUS activities, who to contact for these activities, and how to contact them;
- xii) accepting applications for committees and positions on behalf of the President;
- xiii) answering the phone (general line);

xiv) completing administrative tasks assigned by Council (photocopying, printing, etc); xv) placing mail in appropriate Council member/committee chair's mailboxes; xvi) maintaining bulletin boards on first floor including

- a) the monthly calendar;
- b) advertisements;
- c) newsletters;

xiv) maintaining the application boxes on first floor including:

- a) refilling low piles;
- b) discarding those past their deadline;

xv) filing old documents; xvi) organizing the kitchen area.

11.04. FUNDS

Funds for this position will be allocated as a line item in the ASUS Operating Budget.

SECTION 12 - ASUS ASSEMBLY SCRIBE

12.01 GENERAL

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. The scribe will also be responsible for the general aesthetic maintenance of the Policy and Constitution.

12.02 HIRING AND TERMS OF EMPLOYMENT

The ASUS Scribe will be advertised starting in the Summer and hired by the Executive as a work-study position by the end of the second week of classes in accordance with Part 17 of the ASUS Constitution. This person will be employed by ASUS from September until April of each school year. The hourly wage and salary cap will be set by the Work Study Program. Hours will be determined such that one scribe shall be present for each hour of assembly and the scribe can fulfill all other additional responsibilities assigned by the Governance Officer. Hours logged by the scribe are subject to approval of the Vice-President and Governance Officer.

12.03 RESPONSIBILITIES

The responsibilities of the Scribe shall include but are not limited to the following:

- i) Keeping full minutes of all regular meetings of the Assembly
- ii) Ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members
- iii) All items recorded by the scribe, personal reports and other confidential matters contained in the minutes shall be made public, unless otherwise decided by Assembly.
- iv) Maintaining a general knowledge of Assembly proceedings.
- v) Making non-substantive edits to the Policy and Constitution as directed by the Governance Officer. This work must be done in person at the ASUS Core.

12.04. FUNDS

Funds for this position will be allocated as a line item in the ASUS Operating Budget.

SECTION 13 - ASUS FIRST YEAR COUNCIL

13.01. AIM

The ASUS First Year Council meets bi-weekly throughout the Fall and Winter semesters for the purpose of updating each other on their respective portfolios. Additionally, members propose and undertake collective initiatives and special projects for the benefit of the Society as a whole. These initiatives and projects shall include, but not be limited to, strategies that intend to better-engage first year students with the Society. The First Year Council is chaired by a member of the Executive, by whom all initiatives must be approved. Commissioners and Deputy Council may also propose initiatives to the Executive for consideration by the First Year Council. ASUS Council shall work to educate Interns on the diverse functions of the Society, act in the capacity of a mentor, and facilitate opportunities for professional development.

13.02. MEMBERSHIP

The membership is comprised of:

- i) Member of the Executive (Chair)
- ii) Intern to the President
- iii) Intern to the Vice-President
- iv) Intern to the Academics Commissioner
- v) Intern to the Governance Officer
- vi) Intern to the Marketing Commissioner
- vii) Intern to the Community Outreach Commissioner
 - i) Intern to the Equity Commissioner
 - ix) Intern to the Services Commissioner
 - x) Intern to the Human Resources Officer

13.03. RESPONSIBILITIES

i) Chair:

- a. To organize and inform members of meeting times;
- b. To call a meeting a minimum of once every two weeks;
- c. To propose discussion topics and potential initiatives to the First Year Council;
- d. To set the agenda for each meeting;
- e. To update First Year Council on what is happening in Council.

ii) Members:

- a. To attend all meetings called by the Chair;
- b. To give a report to the Chair and the rest of First Year Council as to what they are doing within their portfolio;
- c. To propose discussion topics and potential initiatives to the Chair and rest of First Year Council.

iii) ASUS First Year Interns will be mandated to participate in at least one (1) regular office hour per week with their commissioner present

Section 14: ASUS TREASURER

14.01: General

The ASUS Treasurer shall work with the ASUS Vice-President to ensure the financial health and well-being of the Society.

14.02: Hiring

The ASUS Treasurer shall be hired by the end of the winter semester of each academic year. A committee comprised of the incoming Vice-President, the Chair of the Advisory Board, and one (1) member of Assembly shall be responsible for hiring the Treasurer.

14.03: Responsibilities

The responsibilities of the ASUS Treasurer shall include, but not be limited to:

- ii) Assisting the Vice-President with their daily operations.
- iii) Assisting the ASUS Business Manager with their daily operations.
- iv) Holding five (5) office hours at the ASUS Core. These office hours shall be held during the office hours of the Vice-President.
- v) Dealing with cheque requisition forms on a weekly basis. This includes, but is not limited to:
 - a. Collecting cheque requisition forms.

- b. Contacting and notifying individuals that their cheques are ready to be picked from the ASUS Core or that their direct deposit has been sent to their bank account.
- c. Inputting the information into an excel document which will then be shared with the Vice-President and Business Manager at the end of every month
- d. Giving cheque requisition forms to the Vice-President for record keeping purposes.
- vi) Collecting and counting deposited money on a weekly basis. This can only be done in conjunction with, or in the presence of, either the Vice-President or the ASUS Business Manager. The information will then be placed in an excel document, which shall be sent to the Vice-President and Business Manager at the end of every month.
- vii) Ensuring that Commissioners, Committees, DSCs, the Orientation Committee, and the Camp Directors are spending responsibly and are adhering to their original budgets and strategic plans. It shall be the Treasurer's responsibility to notify the Vice-President and Business Manager if they have concerns with any expenses made by ASUS volunteers.
- viii) The ASUS Treasurer will also be a resource to the Head Gael and the Camps Directors.

SECTION 15: INFORMATION TECHNOLOGY DIRECTOR

15.01. GENERAL

The Information Technology Director shall be responsible for managing the Society's IT framework and equipment. They shall be responsible for adhering to the various governing documents of the Society relating to the sharing of private and personal information, as well as the ASUS Policy Manual and Constitution.

15.02. RESPONSIBILITIES

During the academic year, the responsibilities of the IT Director shall include but not be limited to the following:

- i) Managing and developing the Society's IT framework and hardware;
- ii) Educating volunteers and employees of the ASUS of appropriate procedures to report IT support issues;
- iii) Maintaining workstations used by ASUS Executive, Commissioners,

- Officers, and Directors; iv) Working with various ASUS clubs and/or committees to ensure effective usage of IT services;
- v) Collaborating with the Alma Mater Society IT Office on the deletion of email accounts that have been inactive for 6 months or longer, as well as the creation of new email accounts;
 - vi) The IT Director is required to keep on file the name and email of every ASUS account holder and pass that information along to the IT Office of the Alma Mater Society;
 - vii) Managing and updating the Society's IT framework and hardware as deemed necessary;
 - viii) Overseeing the wellbeing of all Society IT hardware including but not limited to printers, computers, monitors, routers, modems, or software;
 - ix) Managing all website content from ASUS teams, clubs, and committees, that is hosted on the Society webpage and affiliated webpages;
 - x) Updating the slider on the main page of website with content submitted by Marketing Commissioner;
 - xi) Sit as a member of the University IT Services Student Advisory Committee

15.03. MANAGING ACCOUNTS

The ASUS IT Director shall be responsible for managing and overseeing all active accounts within the society.

- i) The designated account holder must use discretion when allowing other group members access to their group account;
- ii) The IT Officer is required to keep on file the name and email of every ASUS account holder and pass that information along to the IT office of the Alma Mater Society;
- iii) At the end of a user's term, the user is required to send an email to the IT Officer relinquishing their access to the account, allowing for it to be transitioned to the new user. This email will contain the information of the new account owner, including the Queen's email address at which the new user can be contacted and the name of the new account holder/user.

15.04. PRIVACY & PERSONAL INFORMATION

Due to the sensitive nature of information given to the IT Director, the position holder must remain compliant with the governing documents of the ASUS,

Queen's University, and the Province of Ontario outlining the collection and distribution of personal or private information;

15.05. TRANSITION

The outgoing IT Director shall ensure that the incoming IT Director is adequately informed on, but not limited to, the information listed below:

- i) All passwords for accounts managed within the Society; ii) The IT framework and hardware within the Society; iii) The Society website and design process; iv) Holding training sessions for 5 hours for transition.

SECTION 16 CAREER PROJECT CO-DIRECTORS LIAISON OFFICER

16.01 GENERAL

The ASUS Career Project Co-Directors are responsible for the organization of events and initiatives that aim to inform students of professional and academic pathways in arts and science. The ASUS Career Projects Co-Directors shall liaise with the ASUS President and in conjunction with Career Services so the two units can collaborate effectively. They will be responsible for the organization of Arts and Science Majors Night and cognate specific Career Nights, in collaboration with cognate academic representatives.

16.02 HIRING

The ASUS Career Project Directors (2) Liaison Officer shall be hired by the end of the winter semester of each academic year. The incoming President and Vice-President shall oversee the hiring process and sit on the hiring panel.

The committee shall be selected by the Career Project Directors, according to Part 17 of the ASUS Constitution.

16.03. MEMBERSHIP

- i. 2 (Two) Co-Directors

16.04 CO-DIRECTOR RESPONSIBILITIES

The responsibilities of the ASUS Career Project Co-Directors Liaison Officer shall include, but are not be limited to:

- i. Meet regularly with a Career Services delegate, and act as a liaison between Career Services and the ASUS President;
- ii. Holding three (3) office hours at ASUS Office. These office hours shall be held during the office hours of the President.
- iii. Organizing and executing a faculty Majors Night
- iv. Working in conjunction with DSCs and Career Services to coordinate program four (4) career information nights for each academic cognate: Social Sciences, Natural and Physical Sciences, Humanities, and Artistic Studies, Languages, and Linguistics.
- v. Facilitating the “It All Adds Up” campaign.
- vi. Act as a resource for crossover from university to the professional world for graduating students, through strategic planning with Career Services;
- vii. Develop annual plan and key goals for the coming year
- viii. Promote career services events, services, and resources through ASUS, including Major Maps

16.05 MAJORS NIGHT

- i. Create a strategic plan and event timeline;
- ii. Communicate regularly with the ASUS President and Career Services Majors Night Coordinator
- iii. Coordinate with Department Student Councils and Department Undergraduate Chairs
- iv. Coordinate with ASUS and the Faculty of Arts and Science Marketing Offices to advertise and promote Majors Night, including: posters, handouts, and social media
- v. Organizing all logistics for the event;
- vi. Plan for project evaluation;
- vii. Creating and adhering to a budget for the event and sourcing internal and external funding

16.06 COGNATE CAREER NIGHTS

- i. Create strategic plan and event timeline;
- ii. Communicate regularly with the ASUS President and the Career Services Employment Relations Team

- iii. Coordinate with ASUS Academic Representatives and Department Student Councils
- iv. Coordinate with ASUS and the Faculty of Arts and Science Marketing Offices to advertise and promote Cognate Career Nights, including: posters, handouts, and social media.
- v. Organizing all logistics for the event;
- vi. Plan for project evaluation;
- vii. Creating and adhering to a budget for the event and sourcing internal and external funding
- viii.

SECTION 17 FACILITIES DIRECTOR

17.01 GENERAL

The ASUS Facilities Director shall be responsible for overseeing all physical space owned and/or operated by ASUS. They shall report directly to the ASUS Executive and will strive to ensure that all physical space used by ASUS is in good working order and complies with all health, safety, and building regulations established by Queen's University. They shall undertake and/or assist in ASUS renovation projects and continually seek to improve study space.

17.02 HIRING

The ASUS Facilities Director shall be hired by the end of the winter semester of each academic year. The incoming President and Vice-President shall oversee the hiring process and sit on the hiring panel.

17.03 RESPONSIBILITIES

The responsibilities of the ASUS Facilities Director shall include, but not be limited to:

- i. Performing bi-weekly maintenance inspections of the ASUS Offices and Red Room.
- ii. Ensuring all accessible entrances are unobstructed.
- iii. Holding five (5) office hours at the ASUS Offices or Kingston 201. These office hours shall be held during the office hours of one member of the Executive.

- iv. Serving as the primary point of contact between ASUS and the following groups:
 - a. Physical Plant Services
 - b. Student Life Centre Facilities Officer
 - c. AMS Facilities Officer
 - d. Queen's Campus Security
 - e. Queen's Postal Services
 - f. Queen's Environmental Health and Safety
- v. Working in conjunction with the Vice-President over the summer to create the housing and Red Room budget.
- vi. Identifying any maintenance issues within the ASUS Offices or Red Room Kingston 201, contacting the necessary body to have them addressed, and facilitating additional cleaning with PPS if necessary.
- vii. Issuing out keys for the ASUS Offices and Kingston 201 to the appropriate individuals and ensuring that all keys are returned at the end of the key holder's term.
- viii. Providing recommendations to the executive regarding necessary furniture and storage upgrades to the ASUS Offices.
- ix. Bearing the responsibility for the cleanliness, running, development, and bookings of the ASUS Red Room.
- x. Ensuring that health and safety standards are reached for the facilities as well monitoring the entrances to make sure they are accessible.
- xi. Logging in and updating all security codes used to access the ASUS Offices, as well as removing all outdated codes.
- xii. Training volunteers and employees with security code access on how to arm and disarm the alarm system.
- xiii. Creating, updating, and disseminating emergency evacuation routes and procedures.
- xiv. Working with the ASUS Executive to identify areas of improvement, repair, and revitalization as necessary.
- xv. Meeting bi-annually with the Queens University Fire Marshall to ensure that all relevant fire codes are up to date. As well as bi-annual meetings with Environmental Health & Safety.

- xvi. Applying to grants and other sources of funding to for renovating Arts and Science study spaces on campus.
- xvii. Ensuring that the house rules outlined in section C-2.03 of the ASUS Policy Manual are upheld and updated when necessary.

17.04 TRANSITION

- i. The outgoing Facilities Director shall ensure that the incoming Facilities Director has been introduced to or at least is well aware of the following people and or bodies:
 - a. Queen's University Physical Plant Services;
 - b. Queen's Campus Security;
 - c. Queen's Postal Services;
 - d. Student Life Centre Facilities Officer;
 - e. The outgoing ASUS Executive to become familiar with any ongoing facility projects.
- ii. The outgoing Facilities Director is required to hold training sessions with the incoming Facilities Director for a total of 5 hours.

SECTION 18 THE ASUS STORE MANAGER

18.01 General

The ASUS Store Manager shall work with the ASUS Vice President to manage the day-to-day operations of the ASUS Store.

18.02 Hiring

The ASUS Store Manager shall be hired by the end of the winter semester of each academic year. The incoming President and Vice President shall oversee the hiring process and sit on the hiring panel.

18.03 Responsibilities

During the academic year, the responsibilities of the ASUS Store Manager shall include but not be limited to the following:

- i. Managing and maintaining the product request form on the ASUS website
- ii. Adding new products on a weekly basis to the ASUS Store, in coordination with the Web Design Deputy and the ASUS Vice President

- iii. Modifying existing products on the ASUS Store at the discretion of the ASUS committees using the ASUS Store
- iv. Removing old products from the ASUS Store upon the conclusion of the specified sales period set out by the ASUS committees using the ASUS Store
- v. Sending final order numbers of each product to each of the ASUS committees using the ASUS Store
- vi. Reconciling monthly bank statements and PayPal deposits with order purchases, and filling out deposit forms for processing for the ASUS Treasurer
- vii. Maintaining website branding and appearance, in coordination with the Web Design Deputy and the Marketing Commissioner
- viii. Holding five (5) office hours at the ASUS Offices. At least half of these office hours shall be held during the office hours of the Vice President.

SECTION 19 - ADVISORY BOARD OPERATING PROCEDURE

19.01. AIM

The ASUS Advisory Board shall serve as a Society aid and oversight body for strategic and financial planning. They shall strive to accomplish this on both an annual and long term basis.

The ASUS Advisory Board oversees and manages the Board Discretionary Fund (BDF), and is responsible for the Society's investment prospects.

The ASUS Advisory Board aims to maintain accountability within the executive and commissioners by collaborating on their respective strategic plans.

The ASUS Advisory Board shall conduct internal reviews of selected ASUS Committees to ensure their continued success.

The ASUS Advisory Board shall act as the adjudicative panel of the Society. The ASUS Advisory Board may exercise jurisdiction over the following, as per Part 15 of the ASUS Constitution:

- i) any breach of the ASUS Governance Documents;
- ii) all matter of Constitutional interpretation;
- iii) maintaining and revising ASUS Policy and Constitution.

19.02. MEMBERSHIP

The Board shall consist of eleven (11) voting members, including nine (9) advisors as well as the two (2) ASUS executives, but may still function in the interim period before

vacant positions are re-filled. The composition of the Board may be changed by three-quarters (3/4) majority vote by the Society Annual Meeting.

- i) The members of the Board shall include:
 - a) ASUS President;
 - b) ASUS Vice-President;
 - c) three (3) two-year student Advisors to be hired by the Selection process outlined in 19.03; and
 - d) six (6) one-year student Advisors to be hired by the Selection process outlined in 19.03.
- ii) Each voting member will receive one vote on all Board decisions except for the ASUS President and Vice-President, who will not receive votes on any adjudicative matters, as described in section 15.01.01 of the ASUS Constitution. The Chair of the Advisory Board is not eligible to vote.

The process for determining the Chair is outlined in Policy Section 19.06.

19.03. SELECTION

- i) Applicants for Advisor shall be hired in accordance with Section 17 of the ASUS Constitution.
- ii) The Advisory Board Selection Committee shall be struck by Assembly no later than the beginning of March. If any member of the Selection Committee is also a part of the incoming Executive they will be replaced by a voting member of Assembly. The Selection Committee and it shall be composed of:
 - a) one (1) outgoing member of the ASUS Executive;
 - b) one (1) voting members of Assembly; and
 - d) one (1) outgoing Advisor from the Board.
- iii) One-year term Advisors shall be selected annually. Two-year term Advisors shall be selected on opposing years to maintain institutional continuity.
- iv) No one, including the Chair, who is reapplying to the Advisory Board may sit on the Selection Committee.
- v) The following positions are not eligible to concurrently serve as members of the Advisory Board:
 - a) ASUS Commissioners;

- b) ASUS Deputy Commissioners;
 - c) ASUS Committee Chairs;
 - d) Members of Assembly;
 - e) Head Gael;
 - f) Orientation Chairs;
 - g) Orientation Coordinators.
- vi) Past chairs of the Advisory Board are ineligible to reapply to serve as a member of the Board following their term.

19.04. REPLACEMENT OF VACANT POSITIONS

- i) In the event that a position is vacated before the end of its term, the Chair will inform the Advisory Board immediately and the Chair and deputy will organize hiring of an interim Advisor according to section 19.03.
- ii) Training the interim Board member is the responsibility of the Chair.
 - iii) If the resignation is one month prior to the beginning of the hiring period for the following year, a new Advisor will not be hired to fill the vacant position.
- iv) In the event the Chair resigns, the Deputy Chair automatically assumes the role of Chair. A new Deputy Chair will be elected in accordance with section 19.06.
- v) The ASUS Marketing Commission shall advertise any vacancies beginning at least one week before the position is to be filled at ASUS Assembly.

19.05. ELECTION OF THE CHAIR

- i) The incoming Advisory Board members shall join the last meeting of the previous year's Board, hereafter called the transition meeting. At this meeting, the Chair shall be elected from amongst the members of the incoming Board.

Note: The election of the new Chair is the only motion to which incoming Board members may vote, and shall only be voted on by the incoming Board members.

- ii) Upon being hired, the incoming Advisors will be informed of the opportunity to nominate themselves for the position of Chair.

iii) Members of the incoming Board wishing to be elected as Chair shall present their names to the previous Chair, who shall call upon them to make statements. Voting shall take place by secret ballot.

iv) The position of Chair and Deputy Chair may not be held by the President or Vice-president on the Incoming Board.

19.06. ELECTION OF THE DEPUTY CHAIR

i) At the transition meeting, a Deputy Chair shall be elected.

ii) Upon being hired, the incoming Advisors will be informed of the opportunity to nominate themselves for the position of Deputy Chair.

iii) Members of the Board wishing to be elected as Deputy Chair shall present their names to the Chair, who shall call upon them to make statements. Voting shall take place by secret ballot.

iv) The position of Deputy Chair may not be held by the President or Vice-President on the Incoming Board.

v) The Deputy Chair shall assume the role of Chair when the Chair is temporarily unable to meet the responsibilities of the position.

19.07 PORTFOLIOS

i) An Advisor shall be assigned to a portfolio and shall be responsible for meeting with their respective member(s) of ASUS Council at least once a month to be kept up to date with the activities of their portfolios, as well as review policy, strategic plans, and budgets.

ii) Advisors shall be assigned to the following portfolios

a) The Academics Commission.

b) The Community Outreach Commission.

c) The Governance Office.

d) The Human Resources Office

e) The Marketing Office.

f) The Services Commission.

g) The Equity Commission.

h) The Executive (2).

- iii) The portfolio liaison for Commissions and the Executive shall be the respective Commissioners and Executives.
- iv) The Chair will serve as Advisor to the Governance Officer. The remaining eight will serve as Advisors to the Commissioners.
- v) Each member of the Board shall inform the Chair of their top three ordered preferences within one week of the transitional meeting. The chair will allocate commissions based on preference, and inform the Advisors within two weeks of the transitional meeting.

19.08. RESPONSIBILITIES OF BOARD MEMBERS

- i) Advisors shall be responsible for familiarizing themselves with the different components of their respective portfolios and the Society as a whole.
- ii) Advisors shall be responsible for:
 - a) Attending and being prepared for all Board of Advisory Board meetings;
 - b) Understanding the budgeting processes of the Society;
 - c) Understanding the financial state of the Society;
 - d) Being informed on the affairs of the Society as a whole; and
 - f) Reporting issues arising in their portfolio to the Board to discuss resolutions.
- iii) Advisors shall be responsible for meeting with their respective commissioner or executive at least once a month to discuss:
 - a) Progress against the strategic plan;
 - b) Key updates and issues; and
 - c) Any significant budgetary concerns.

These meetings shall serve to maintain accountability.

- iv) At each meeting all Advisors will update the Board on their portfolio via a written report submitted to the Chair no less than seventy-two (72) hours in advance of the meeting. This will include an evaluation of their portfolio based on the objectives set in yearly strategic plans and long-term strategic plans.
- v) Receive written requests from any member of ASUS to interpret the ASUS Constitution and Policy or rule on a grievance from ASUS Assembly or ASUS Elections and Referenda.
- vi) Submit written proposals to ASUS Assembly to suggest necessary revisions to ASUS Policy and / or Constitution.

19.09. RESPONSIBILITIES OF THE CHAIR

- i) The Chair shall be responsible for the preparation of all Board agendas. Furthermore, they shall provide the Agenda to all Board members at least 48 hours prior to each Board meeting.
- ii) The Chair is responsible for:
 - a) chairing all Board meetings and directing the discussions of the Board;
 - b) ensuring the Board follows Constitution and Policy.
- iii) The Chair shall actively encourage all Advisors to meet the requirements of their position, and shall act as a resource to the Advisors.
- iv) The Chair shall serve as an ex-officio member of ASUS Assembly to communicate the matters of the Board. The Chair is responsible for drafting written reports to be included in each ASUS Assembly Package.
- v) Be responsible for recording all changes made to ASUS Policy and Constitution, and all decisions of the Advisory Board that affect other members of the Society. This includes, but is not limited to, ruling on ASUS Constitution and Policy (such as breaches of, or questions of interpretation), and decisions regarding the suspension privileges of Directors or Assembly Members. These records shall:
 - a) Be recorded within an electronic folder stored with the Governance Officer
 - b) Be typed in electronic files.
 - c) Be handed down from each Outgoing Chair to Incoming Chair.

19.10. MEETINGS OF THE BOARD

All meetings of the Board, subject to Board Policy, shall be open to non-Board members unless otherwise decided by a majority of the Advisors present. If a meeting is closed to the public the reason therefore shall be announced at the next Board meeting.

- i) The Board shall meet within the first month of each semester, at which point the Board shall determine a recurring meeting time for the rest of the semester. Board meetings must be set so that all voting members may attend. When this is not possible, the Board shall determine a meeting time that suits as many voting members as possible, provided quorum is obtained.
- ii) Quorum for all meetings of the Board shall be two-thirds (2/3) of all voting members.

iii) Each meeting of the Board shall be posted on the Advisory Board page of the ASUS Website no later than one week prior to the meeting.

iv) All motions passed by the Board shall require a simple majority of the voting members present, unless otherwise stated in this policy manual. In the event of a tie vote, the Chair shall be permitted to the deciding vote.

19.11. ADVISOR DISMISSAL

i) Any concerns pertaining to an Advisor's performance or conduct should be brought directly to the attention of the Human Resources Officer, who will abide by the Policy outlined in Section 18.02 of the ASUS Constitution

ii) The Board will consider a motion that an Advisor be removed from office on the receipt of a petition signed by at least two percent (2%) of the Members of the Society requisitioning such a motion or; The Advisor in question should be brought to Assembly. A 2/3 vote by Assembly is required to dismiss the Advisor in question.

iii) After a dismissal occurs, the Board is required to notify Assembly at their next meeting. The position will be filled in accordance with section 19.05.

19.13. STANDING COMMITTEES OF THE BOARD

i) Standing Committees are permanent committees of the Board, established to address specific needs or concerns of the Society.

ii) Chairs of each committee are responsible for giving a written report to the Board on their activities and progress at each meeting.

iii) Chairs will be elected at the first meeting of each committee. The ASUS Executive are ineligible to chair standing committees. Membership of each committee will be determined at the first meeting of the incoming Advisory Board in April.

iv) Committees shall meet on a monthly basis, or more frequently if needed to fulfill their duties.

v) The standing committees of the Advisory Board are:

- a) Strategic Planning (L-3.02);
- b) Long-term Financial Planning (L-2.03);
- c) Governance Committee (L-5.02).
- d) Personnel Committee

- vi) Before the conclusion of their terms, each Chair must complete a transition manual detailing the work completed during the year and identifying short- and long-term goals, strengths, weaknesses and threats relevant to their portfolio.

SECTION 20 - FINANCIAL RESPONSIBILITIES

20.01. BOARD DISCRETIONARY FUND

- i) The Board shall have full discretion over the funds designated to the Board, and full discretion over the revenues generated by fees, when they are designated to the Board.
- ii) The Board's control over these funds and revenues shall be subject to all Board and Assembly Policies, and subject to the instructions and/or limitations associated with any specific funds, such as endowments, designated for oversight by the Board.
- iii) The Board may only use their designated funds and fees:
 - a) To serve the students, promote the Society, and ensure long-term financial sustainability in general.
 - b) For Society-run and operated initiatives, unless otherwise approved by Assembly.
- iv) The Board shall maintain a reserve fund in a high-interest savings account for all undirected, unused funds, until such a time as the Board decides to allocate these funds. These investments will be under the portfolio of the Long Term Financial Planning Committee.
- v) Should the Executive require funding beyond that within the Special Projects line of their annual General Operating Budget, they are able to do so only after expressed consent and approval from the Board.

20.02. SOCIETY BUDGET

- i) The Board shall review the Society's proposed General Operating Budget each year before Assembly, keeping the Board long-term strategic plan in mind as per Section L3.01.
- ii) The Chair can speak on behalf of the Advisory Board's support for the proposed General Operating Budget when it is presented to ASUS Assembly.

20.03. LONG-TERM FINANCIAL PLANNING COMMITTEE

- i) The Board will strike the Long-Term Financial Planning Committee at the transition meeting, which shall be comprised of:
 - a) The ASUS Vice-President;
 - b) Three (3) other Advisors.
- ii) This committee must receive reports from the BMO investment advisor at least once per month to monitor investments and ensure that they continue to accrue profit.
- iii) The committee shall do an investment review at the end of each fiscal year.

SECTION 21 – STRATEGIC PLANNING

21.01. LONG-TERM STRATEGIC PLANNING

The Advisory Board develops the Society-wide long-term strategic plan and recommends the overall strategic direction for the Society. The Board also monitors progress in regard to these long-term targets and uses results as they become available as indicators to maintain or change the strategic course of the Society. The long-term strategic plan shall serve as a guiding vision for yearly Executive and Commissioner strategic plans.

- i) The Board shall strike a Strategic Planning Committee (SPC) for the purposes of spearheading and drafting the long-term strategic plan. The membership shall be composed of the:
 - a) ASUS President;
 - b) Three (3) Advisors.
- ii) The long-term strategic plan shall encompass all aspects of the Society through:
 - a) Analyzing the Society's long-term strengths, weaknesses, opportunities and threats.
 - b) Establishing a limited number of strategic priorities and goals to support the achievement of long-term strategic targets.
 - c) Evaluating opportunities for expansion within existing ASUS services as well as for the development of new services.
 - d) Conducting viability analyses of services, commissions, or committees whose futures are in question.
 - e) Including specific timelines for the completion of goals or implementation of recommendations.

- iv) The Board shall assess progress on strategic goals on a yearly basis such that adjustments to the long-term strategic plan can be made if necessary.
- v) Each year, the revised long-term strategic plan shall be presented to the incoming ASUS Council prior to the end of April.
- vi) A new Society strategic plan shall be created every three (3) years.
- vii) During the creation and any subsequent revisions to the long-term strategic plan the Board shall consult widely and broadly with all areas of the Society.
- viii) The Society long-term strategic plan shall be presented to Assembly each year prior to the Society Annual Meeting.

Section 22 - ASUS COMMITTEE REVIEW

22.01 MANDATE

The Advisory Board shall be responsible for conducting internal reviews of selected ASUS committees. The Board shall seek to analyze the efficacy of selected committees and based on the results of the review, provide constructive recommendations to enhance the committee moving forward.

22.02 COMMITTEE SELECTION

- i) Two (2) ASUS committees shall be selected for review each academic year at the advisement of the ASUS Executive and pending the approval of the Advisory Board.
- ii) Additional ASUS committees may be reviewed if deemed necessary by the Advisory Board.

22.03. REVIEW PANEL MEMBERSHIP

- i) Membership of each review panel shall be comprised of three (3) Advisors and one (1) member of the ASUS Executive. Members of the panel shall be selected at the transitional meeting at the end of the preceding academic year. Advisors may serve on the review panel for more than one committee.
- ii) The Advisor whose portfolio includes the ASUS committee under review must serve as one of the three Advisors on the review panel.
- iii) All review panels in an academic year must be chaired by the same Advisor. The Chair may not be a member of the ASUS Executive.

- iv) Relevant Commissioners and Committee Chairs shall be available for informational purposes, but can not sit as a member of the review panel.

22.04. REVIEW PROCESS

- i) The review panel shall follow the following three steps when conducting the committee review:
 - a) Information-gathering;
 - b) Analysis; and
 - c) Report.
- ii) The report of the review panel must include, but not necessarily be limited to, the following sections:
 - a) Overview;
 - b) SWOT analysis;
 - c) Guiding principles;
 - d) Recommendations; and
 - e) Conclusion.
- iii) Upon completion, the findings of the review panel shall be approved by the Advisory Board as a whole, and then presented as a written report to ASUS Assembly.
- iv) The commission under review must provide a written report to the Advisory Board following up on the recommendations of the board, three (3) months after the receipt of the initial board report. The AB can request future follow up reports on an as hoc basis after the three (3) month period.

Section 23 GOVERNANCE COMMITTEE

23.01. RESPONSIBILITIES

The Governance Committee focuses on the internal working of the Advisory Board, including development and review of all Board policy and procedure.

The Governance Committee shall:

- i) Conduct a full review of Board policy in the ASUS Policy Manual;
- ii) Propose amendments or additions to Board policy as necessary;

- iii) Conduct a full review of the sections of the ASUS Constitution pertaining to the Board;
- iv) Conduct a full review of any other relevant Board documents.

23.02. MEMBERSHIP

- i) Membership:
 - a) Advisory Board Chair; and
 - b) Two (2) Advisors.

SECTION 24 -SOURCE OF AUTHORITY AND AMENDING FORMULA

24.01. BOARD RELATION TO ASSEMBLY

- i) The Board shall be recognized as having delegated authority from the Assembly for all matters contained within Board Policy.
- ii) Notwithstanding subsection L-5.01-i), the Board recognizes the supremacy of the Assembly, and its final legislative authority in all matters of the Society.
- iii) Any decision made by the Board may be overturned by Assembly by a 2/3 majority.

24.02. AMENDING FORMULA

- i) Amendments to Constitution and Policy regarding the Board must be approved by a two-thirds (2/3) majority of Assembly, with the exception of 15.01.03 of the ASUS Constitution, and 19.02 of Policy, both of which may only be changed by a threequarters (3/4) majority vote of the Society Annual Meeting.
- ii) The Board must be given two weeks notice before Assembly may amend Constitution or Policy regarding the Board. It is the responsibility of the Governance Officer.

24.03 PERSONNEL COMMITTEE

Mandate

- i) The Board shall strike a Personnel Committee for the purposes of oversight, review, and establishment of policy pertaining to all volunteers and employees of the Society.

Membership

- i. ASUS President;
- ii. ASUS Vice-President;
- iii. Chairperson of the Board;
- iv. Two (2) advisors;
- v. ASUS Human Resources Officer (non-voting)

Responsibilities:

- i. Regularly provide recommendations to the Advisory Board on updates to the ASUS Human Resources Policy Manual;
- ii. Conduct a yearly review of ASUS hiring practices and policies;
- iii. Ensure policies continue to reflect current employment and workplace legislation;
- iv. Review remuneration framework and specific wage/salary/honoraria rates;

Provide recommendations to the ASUS Executive regarding updates to position descriptions in the ASUS Policy Manual to be put forward at ASUS Assembly

Section 25 ASUS HUMAN RESOURCES OFFICER

25.01 GENERAL

The Human Resources Officer (HRO) shall be concerned with affairs regarding the volunteer experience. This shall include, but not be limited to: the hiring process, conflict resolution, training, volunteer appreciation, and evaluations. The HRO shall act as a liaison for all Arts and Science undergraduate students, and act as an objective third-party or as a resource when necessary.

25.02 HIRING

This position will be filled by the end of winter semester of each academic year. The Human Resources Officer will remain a separate body to the Society's employees and volunteers. The Human Resources Officer will be selected by a committee, composed of one voting member of ASUS Assembly, the President-elect, and the Vice-President-elect. During their term, the Human Resources Officer cannot concurrently hold another position within the Society.

25.03 RESPONSIBILITIES

During the academic year the Human Resources Officer shall:

- i) hold eight (8) office hours per week.
- ii) deal confidentially with any internal conflicts or issues within the society by acting as a confidential mediator to resolve any disputes within ASUS;
- iii) be available to any and all applicants to ASUS positions. Any hiring conflicts will also be dealt with by this position;
- iv) consult any member of ASUS Council or knowledgeable bodies on campus for more information or expertise on an issue that arises, if required. For example, the Queen's Equity Office, the Queen's Human Rights Office, or the Queen's Human Resources Office;
- v) meet outside of office hours with anyone who is unable to attend the HR office hours;
- vi) coordinate effective and informative, mandatory educational Conflict Resolution, in conjunction with the Queen's Human Resources Office, for the Executive and Council. This training must occur once in each semester: before classes begin in September for the Executive and Council;
- vi) Coordinate effective and informative mandatory training prior to the start of classes in the fall term for the Executive and Council. This training must include sessions on:
 - a) Anti-Oppression, to be presented by the AMS Social Issues Commissioner or a delegate;
 - b) Accessibility, to be presented by a member of the Queen's University Equity

Office;

c) Positive Space, to be presented by a representative of the Queen's University

Positive Space Program;

d) Conflict Resolution, to be presented by the ASUS Human Resources Officer.

e) Mental Health Anti-Stigma Awareness, to be presented by a representative of the Mental Health Awareness Committee (MHAC) and/or Health, Counselling, and Disability Services (HCDS);

f) Intercultural Competence, to be presented by a representative from the Queen's University International Centre (QUIC).

viii) Coordinate effective and informative, mandatory training each fall term for all Chairs, Directors, and Deputies, with the support of the Equity Commissioner. This training must include sessions on:

a) Anti-Oppression, to be presented by the AMS Social Issues Commissioner (or a delegate), or the ASUS Equity Commissioner;

b) Accessibility, to be presented by a representative of the Queen's University

Equity Office;

c) Mental Health Anti-Stigma Awareness, to be presented by a representative of the Mental Health Awareness Committee and/or Health, Counselling, and

Disability Services;

d) Conflict Resolution, to be presented by the ASUS Human Resources Officer.

ix) At the discretion of the Human Resources Officer, additional training for all Chairs, Directors, and Deputies may include, but not be limited to:

a) Positive Space, to be presented by a representative of the Queen's University

Positive Space Program;

c) Intercultural Competence, to be presented by a representative from the Queen's University International Centre.

x) create the office hour schedules for receptionists and Council each semester;

xi) ensure all interview questions are in accordance with ASUS policy;

xii) maintain an active knowledge of which Society volunteer positions exist, are created, are open, need to be filled, or will need to be filled; xiii) keep Society volunteer applications on file for one (1) year, and destroy them after that year is complete; xiv) approve interview questions before applicants are interviewed.

xv) organizing at least one (1) Volunteer Appreciation Dinner

xvi) facilitate the honorarium review process

Section 26 DEPUTY HUMAN RESOURCES OFFICER (VOLUNTEER APPRECIATION)

26.01 General

The Deputy Human Resources Officer (Volunteer Appreciation) is directly accountable to the Human Resources

Officer (HRO) and shall assist the HRO in fulfilling the breadth of the office's mandate. The Deputy's primary role will be overseeing volunteer-related responsibilities of the office.

26.02 Hiring

The position of Deputy HRO shall be filled by the end of the winter semester of each academic year. The Deputy HRO shall be selected by a committee composed of the incoming Human Resources Officer and the incoming President.

26.03 Responsibilities

During the academic year, the responsibilities of the Deputy HRO shall include, but not be necessarily limited to:

- i) Holding five (5) office hours per week
- ii) Coordinating the Volunteer of the Month program
- iii) Facilitating the selection process for the Volunteer of the Year Award
- iv) Organizing the ASUS Volunteer Appreciation Gala
- v) Collecting data from application forms to develop recruitment strategies
- vi) Organizing recruitment events in both the fall and winter semester
- vii) Maintaining an up-to-date list of all ASUS volunteers
- viii) Support the HRO with other aspects of the office, as requested and deemed necessary

Section 27 DEPUTY HUMAN RESOURCES OFFICER (TALENT ACQUISITION)

27.01 General

The Deputy Human Resources Officer (Volunteer Appreciation) is directly accountable to the Human Resources Officer (HRO) and shall assist the HRO in fulfilling the breadth of the office's mandate. The Deputy's primary role will be overseeing recruiting new talent into the society.

27.02 Hiring

The position of Deputy HRO shall be filled by the end of the winter semester of each academic year. The Deputy HRO shall be selected by a committee composed of the incoming Human Resources Officer and the incoming President.

27.03 Responsibilities

During the academic year, the responsibilities of the Deputy HRO shall include, but not be necessarily limited to:

- i) Holding five (5) office hours per week,
- ii) Coordinating Fall and Winter Hiring Events as necessary,
- iii) Help advertise specific positions for the society using social media and other forms of recruitment,
- iv) Work to ensure all positions receive adequate number of applicants,
- v) Help approve committee level interview questions,
- vi) Assist the Human Resources Officer in coordinating the annual volunteer training,
- vii) Use data from hiring period to create annual Hiring Report in April, to be submitted to the Advisory Board, with the objective of representing long-term trends in hiring and recruitment and informing recruitment strategy for the following season,
- viii) Meet with the Human Resources Officer on a weekly basis,
- ix) Answer emails and questions that interested students may have about getting involved,
- x) Support the HRO with other aspects of the office, as requested and deemed necessary.