

**Arts
and
Science
Undergraduate
Society —
Governance
Office**

ASUS Assembly #2

AGENDA

1. **Motion 1** – Approval of the Agenda
2. **Motion 2** – Approval of the Minutes
3. Speaker's Business
 - a. **Welcome Land Acknowledgement**
4. **Motion 3** – Ratification of Assembly Speaker 2022 - 2023
5. Presentations
 - a. **Governance Officer – Assembly Policy and Protocol**
 - b. **ASUS VP 2021 - 2022 – GOB Report 2021 - 2022**
 - c. **ASUS VP 2021 - 2022 – Team AB Platform Recap 2021 - 2022**
 - d. **ASUS VPOPS – GOB Opening 2022 - 2023**
6. Speaker's Business
 - a. **Election of the Deputy Speaker**
7. Discussion Period
 - a. **Queen's and Kingston Relationship**
8. Executive Reports
9. Society Reports
 - a. **Business of ASUS Council**
 - b. **Business of the Sibling Societies**
10. Other Reports
 - a. **Business of the Senate**
 - b. **Business of Other Members (Academic Representatives)**
11. Statements by Members
12. Question Period
13. New Business
 - a. **See attached motion sheet, motions 3 - 15.**
14. Speaker's Last Word
15. Adjournment of the ASUS Assembly

PREAMBLE

Welcome back, Assembly.

I look forward to working together this year and advancing your ideas, plans and goals for the benefit of Arts and Science Students. After three years of uncertainty, I hope that you are having a great second week of classes in what may be the most normal year since 2020.

During this meeting, we will cover motions ranging from budget closings to ASUS Council Strategic Plans. You each play a crucial role in holding Assembly Members accountable to the students we serve. As such, please take the time to critically review the contents of each motion and offer respective feedback plus propose questions. We also have a number of discussion topics to be presented and I hope that as a group, we can generate fruitful and conducive conversation.

With this, I would like to thank you for your support, dedication and work over the past few months since Transition Assembly in April. I cannot wait to witness the accomplishments of this year's Assembly. Please know that the Governance Office is a resource for you to feel supported in raising new ideas and discussion topics. I am always more than happy to connect via my office hours, Zoom or email.

Yours in governance,



Caitlin Sankaran-Wee (She/Her/Hers)
Governance Officer
governance@asus.queensu.ca

ASUS acknowledges that Queen's University is situated on the territory of the Haudenosaunee & Anishinaabek.

MOTION SHEET

1. That ASUS Assembly formally approve this agenda and the consent agenda.

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

2. That ASUS Assembly formally approve the minutes from the last Assembly held on April 5th, as seen on the ASUS website.

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

3. That ASUS Assembly formally close the 2021 - 2022 General Operating Budget as seen in Appendix A: 2021 - 2022 General Operating Budget Closing.

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: YARA HUSSEIN

Est Time: 10 mins

4. That ASUS Assembly formally approve the ASUS Fall Election Timeline as seen in Appendix B: ASUS Governance 2022 Fall Election Timeline.

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

5. That ASUS Assembly formally open the 2022 - 2023 General Operating Budget as seen in Appendix C: 2022 - 2023 General Operating Budget Opening.

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: YARA HUSSEIN

Est Time: 10 mins

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6. That ASUS Assembly formally begin considering the 2022 - 2023 Executive Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

7. That ASUS Assembly formally begin considering the 2022 - 2023 Academics Commission Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

8. That ASUS Assembly formally begin considering the 2022 - 2023 Community Outreach Commission Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

9. That ASUS Assembly formally begin considering the 2022 - 2023 Equity Commission Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

10. That ASUS Assembly formally begin considering the 2022 - 2023 Governance Office Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

11. That ASUS Assembly formally begin considering the 2022 - 2023 Marketing Office Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

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12. That ASUS Assembly formally begin considering the 2022 - 2023 Human Resources Office Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

13. That ASUS Assembly formally begin considering the 2022 - 2023 Services Commission Strategic Plan as seen in the [linked OneDrive here](#).

- MOVED BY: YARA HUSSEIN
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

14. That ASUS Assembly formally approve the changes to the Academics Policy Manual as seen in Appendix D: "Academics Policy Manual Changes."

- MOVED BY: ALICIA PARKER
- SECONDED BY: YARA HUSSEIN

Est Time: 5 mins

15. That ASUS Assembly formally approve the changes to the DSC Charter as seen in Appendix E: "DSC Charter Changes."

- MOVED BY: ALICIA PARKER
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

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FROM THE OFFICE OF THE
PRESIDENT
ARTS & SCIENCE UNDERGRADUATE SOCIETY



PRESIDENT REPORT

Presented by **Yara Hussein**, President

Dear Assembly,

Hi friends and welcome back! It's hard to believe it has been a whole four months since we last met for our transition assembly. I hope you have all been settling well into your life back in Kingston and that your fall semester is off to a great start! With the return of students back and in welcoming the incoming class, it has been absolutely wonderful seeing how lively our campus has returned to be and I'm thrilled to see what the upcoming year has in store!

Council

With it being our official second week in office, we are grateful to have our Council be working alongside us all under the same roof! At the end of August, the team participated in the traditional ASUS Pre-week training which involved a series of trainings and team centered socials to welcoming the team. It has been an absolute pleasure to be officially working alongside this inspiring team and I couldn't be more confident in everything that the year ahead holds.

Direct Reports

Professional Development

The direct reports in the President's office have been working incredibly hard in planning for the year ahead and have excitingly started chipping away at their strategic plans. Over the summer we saw the hiring of the Professional Development Director, Aidan Carli, and the Coordinators, Isabelle Bannister and Berkeley Carrington! The team is working with the advancement office on finalizing the theme and speakers lists for the Fall summit, putting together the Alumni Mentorship Initiative alumni list, and exploring potential industries for collaborations. We're very excited to see the return in-person Life After ArtSci summits happening in Toronto this upcoming semester. I look forward to updating you all on this event at our next assembly.

Student Affairs Research

The Director of Student Affairs Research is continuing last year's perception of

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Queen's survey and report with this year's focus surrounding Alumni's perceptions and the Kingston Community's perception as well. This will act as an opportunity to fill in any gaps that last year's report may have missed. Moreover, DSAR Director Falck is also working on the comparative analysis report which will compare Queen's policies with partnering universities. We have commenced the literature review process and look forward to sharing what comes out of it.

Sexual Violence Prevention and Response

SVPR Director Roe has been hard at work in finalizing the ASUS SVPR informational video which she spearheaded and filmed throughout the summer! With the support of the Marketing and Communications Officer Szalajko, we are planning to release the video within the next week and circulate it amongst the student body. We are planning initiatives for consent week in collaboration with the SVPR Office and are in the process of finalizing meeting plans and objectives for the SVPR Coalition across the various faculty societies!

Orientation

As of last weekend, we have seen the successful completion of orientation! A huge congratulations to Head Gael Kate and the Chair team, Arielle Baguio, Callum Fraser, Michelle Hudson, and Vic Mills on their hard work and dedication in welcoming the incoming class and making it a memorable experience for thousands of students. As this was the first fully in-person orientation experience since 2019, we have been amazed by the efforts, dedication, and hard work of the 2022 orientation team.

Throughout orientation, ASUS Council had the pleasure of participating in various orientation events, such as the Queen's in the Park, Tricolour Open House, and Sidewalk Sale. It was an absolute thrill to engage with the incoming students about our Fall hiring, our support, services, and all the ways they can find a community and home at Queen's. Remarkably, we also got the opportunity to make up for lost time with many upper year students and connect with many of them for the first time too. It was also great to see our Commissioners Haddad, Parker, and Ogawa partake in the orientation tradition by speaking at these events sharing their experiences and promoting their portfolios!

Though we are just departing the orientation honeymoon phase, we will be diving right into Head Gael hiring with the Head Gael who will lead next year's orientation to be hired before the fall reading break. In the coming weeks, we will also be collecting feedback on this year's orientation experience on topics of equity, accessibility, preferences, and spaces for improvement. More

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specifically, incoming students, Gaels, Orientation Coordinators, and the Chair team. Additionally, Head Gael Kate and I are meeting with faculty to discuss the faculty's perceptions and hear their input as well. We will be working with the AMS and the Student Experience Office. If you have heard anything from students or wish to share your perspective on the orientation, please reach out to me, I'd love to hear more from you all!

Advocacy

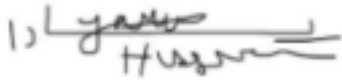
Throughout the summer we have been in discussions with Faculty with regards to academic programming for first year students as well as the needs and support for upper year students. We are eager to see considerable progress on a faculty level in regard to the approach to accommodation through the new accommodation platform Ventus and to see strides in the respect of student privacy and confidentiality. We look forward to hearing more from students about the usage of this system and invite you to share any input and feedback that you have or may hear.

A lot of our advocacy this year will be centered around navigating equity and accessibility in academic spaces. This comes in the form of the administrative and departmental level, which will oversee things such as the reporting and procedures processes, as well as the internationalizing curriculum through assessment of course learning objectives. This semester a large focus will be on sharing the under-utilized supports and services on campus as well as providing assistance in navigating the otherwise challenging procedures such as the academics appeals process. Academics Commissioner Parker and I have heard from a number of students about their anecdotal experiences and look forward to informing our advocacy efforts through this student feedback. Looking ahead at the rest of the month, Equity Commissioner Haddad and I are collaborating with the planning committee on Truth and Reconciliation Day on September 30th, to coordinate programming for the day. We look forward to sharing more information on our programming on social media in the coming weeks.

Thank you for reading my report and listening to my updates. If you have any questions, concerns, additional thoughts about anything in my report or if you wish to just chat, please don't hesitate to reach out to me on president@asus.queensu.ca or by dropping by the ASUS Offices anytime throughout the week.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Yara Hussein", with a horizontal line underneath the name.

Yara Hussein

ASUS President

President@asus.queensu.ca

VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

Presented by **Emma Farrell**, Vice President of Society Affairs

Dear Assembly,

Welcome back! It is unbelievable how fast the last four months have passed us by. It is with inexplicable excitement that I welcome you back to campus for the first year of what is hopefully all in-person ASUS Assemblies since the 2019-2020 academic term. I hope you are all enjoying the last little bit of warm weather before pumpkin spiced lattes and turtlenecks become commonplace once again.

On September 1st, Yara, Aloka, and I released our End-of-Summer Executive Report which detailed all that we had accomplished in the latter half of the summer, while our Midsummer Report detailed the beginning two months. I hope to provide updates here on what I have been up to since, but also look ahead to what we have been working on that is coming up this month and next.

Hiring | The ASUS Fall Hiring Period officially began as of August 29th, with many positions closing on September 16th. We have hundreds of positions open, all complying with our “no experience necessary policy”. We are very excited to welcome a new group of volunteers to ASUS this fall and cannot wait to connect with everyone.

Excitingly, we have been boothing at a number of Orientation events such as Queen’s in the Park, Sidewalk Sale, in addition to other AMS organized events like Tricolour Open House. This opportunity to connect directly with Incoming and Upper-Year students has been incredibly fulfilling, and I am happy to report that it has been reflected in application numbers for the year. As we hire first-year interns, committee members, and other vacant positions, I will continue to update this body on the successes of the year and improvements we find necessary for the next hiring period in the Winter Semester.

On the note of hiring, we will be boothing more outside of the ASUS Office next week as a final push for positions. By the time of this Assembly, we will have completed two full days of boothing and on Friday, September 16th, we will be having a Welcome Back BBQ in front of the ASUS Office from 12:00-2:00pm. We will be handing out free hotdogs/hamburgers to welcome students back to campus after what has undoubtedly been a tumultuous three years of learning.

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Training | With hiring comes training of volunteers so they can be well equipped for their roles. In coordination with our HR Officer, Kristin Papaconstantinou, and Deputy of Training and Analytics Julia McGregor, we have set a date and are in the process of organizing all logistics for what will hopefully be an engaging and in-person volunteer training day.

We are also working to fulfill one aspect of Yara, Aloka, and I's platform goals and Kristin's strategic planning goals of introducing a new way to track training and encourage volunteers to apply what they have learned to their ASUS position. This will involve removing code words or questions from forms as proof of completion and introducing writing, video, or other creative submissions.

ACEP | With general hiring of volunteers, we are also hiring for 16 second-year students to be involved in our ASUS City Engagement Program. We are opting to expand the program this year and are working with the City of Kingston and the new project lead to coordinate and adapt our communications to showcase to students and Kingston residents alike the incredible work these ACEP interns are doing for the community.

Camps | ASUS Camps has officially wrapped up their final week of programming and I am so proud of all that they have accomplished this summer. I truly cannot thank the three directors, Livi McElrea, Leah Smithson, and Caroline Jarrett enough for their dedication, hard work, and incredible enthusiasm when working with hundreds of campers over the past eight weeks. We

feel grateful to have provided this camp experience to members of the Queen's and Kingston community and will use what we have learned to improve operations and programming for next year!

Sustainability | In the sustainability realm, the Sustainability Director Katelin Boles has been working hard to plan two initiatives for Orientation: t-shirt scrap collection and a broom stick buy-back program all intended to reduce waste associated with participating as an Incoming Student or an Orientation Leader. We have recently welcomed two auditors to the team, both of which are entirely new positions this year. These two individuals will work alongside the Director and Coordinators to audit various internal ASUS events throughout the year and provide suggestions on how we can further improve our operations to make them more holistically sustainable.

Wellness | We are in the process of filling our wellness team through fall hiring by onboarding four new coordinators to the team, expanding it from last year. Moreover, we have been planning for Mental Illness Awareness Week in October alongside the Wellness Director, Megan Crosby.

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While these are just a few updates and snapshots of my portfolio, I hope they provide you with an idea of what the past month has been like, aside from having the opportunity to help out and attend all ASUS Orientation events, along with recently going through pre-week with ASUS Council.

Thank you for taking the time to read my report. If you have any questions or would like to chat, please feel free to reach out anytime at vpsa@asus.queensu.ca or by stopping by the ASUS Office at 183 University Ave. I am wishing you the best as we embark on this new and exciting academic year together!

Respectfully submitted,

A handwritten signature in cursive script that reads "Emma Farrell".

Emma Farrell

Vice President (Society Affairs)

vpsa@asus.queensu.ca

VICE PRESIDENT OF OPERATIONS REPORT

Presented by **Aloka Wijesundara**, Vice President of Operations

Dear Assembly,

I hope that you are doing well as we begin a new school year with an exciting buzz that has taken over campus as most students return to in-person classes. If the past four months have been of any indication, I know that this school year will be a memorable one filled with incredible ASUS events and initiatives. As the ASUS Vice President of Operations, this Assembly meeting is particularly special for me, as we officially open the General Operating Budget for the 2022-23 school year. It has been an honour and privilege to work with our different commissions and offices to build a financial road map that will best serve the Arts and Science student body of Queen's. While I am very much looking forward to presenting the budget at this assembly, I also want to take this opportunity to highlight some of the ongoing projects and initiatives in the Operations portfolio, along with a brief recount of the summer.

First off, the end of the summer and the past few weeks have been focused on providing the Orientation team with logistical support. This has included distributing bursaries to incoming students and orientation leaders; these efforts will continue throughout the month of September as we process a large amount of bursary applications. Furthermore, the Executive was happy to be present and assisting at various Orientation Week events, such as Coverall Painting, Carnival, and more! I want to thank the Orientation team for their wonderful work in putting on the first largely in-person Orientation Week since 2019. ASUS Council also worked diligently to put on multiple booths at Queen's in the Park and Sidewalk Sale to promote hiring opportunities to students. In addition to that, I was able to support the efforts led by our Services Commission to hold a successful early bird jacket fitting at Sidewalk Sale and sell used textbooks to raise money for the Canadian Cancer Society.

Yara, Emma, and I have also had the opportunity to work on another exciting project with wonderful support from our General Manager, Sean Thompson: ASUS Welcome Back Barbecue! This event will be held on September 16th from 12PM - 2PM, and is made possible by donations from our wonderful partners at M&M Food Mart and FreshCo. We hope to see you all there for some free

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food and mingling – consider this your official invitation!

Over the coming months, my focus will be on ensuring the smooth transition to the school year for all my direct reports in the Online Store, Accounting, and IT portfolios. I am also incredibly excited to welcome a newly hired team of receptionists to the ASUS House! With interviews conducted in the end of August, they will soon be trained and working right out of our Office. In addition to that, the Fall semester will be a pivotal time for several projects under the Operations portfolio. Namely, we will be hoping to close off our discussion on the potential dissolution of the Services Commission over the coming months and prepare a final recommendation to next year's Executive. I will also be continuing research on improving access to financial bursaries for Arts and Science students, with the end goal of creating a concrete plan to make the Queen's Arts and Science experience more affordable to students.

As always, please feel free to reach out to me with any ideas, thoughts, and questions as we move into the school year. I wish you well as we move into fall and hope to see you at ASUS events and initiatives in the coming months!

Yours,

A handwritten signature in black ink that reads "Aloka". The signature is stylized with a cursive font and a horizontal line underneath the name.

Aloka Wijesundara

ACADEMICS REPORT

Presented by **Alicia Parker**, Academics Commissioner

Good evening Members of Assembly!

I hope you all had a wonderful first week back and are enjoying your return to classes, clubs, student government, and all that you do here on campus. As we conclude our second week of classes I am thrilled to share about the incredible work that has been done within the Academics Commission since we last spoke, 5 months ago.

As discussed in the summer reports, our DSCs, journals, services, and myself have all been busy drafting our strategic plans and budgets for the year ahead. We are already so excited for all the events and opportunities coming up this semester, and we hope to see you there. We are particularly excited to see a return to in-person programming and to have our reoccurring events—such as ASUS Review sessions and Politicus' Professor Debate—take place in-person for the first time since 2019. We also have a number of first-time events planned for the year, including a speaker series from Queen's Journal of Ethnic and Racial Studies.

In the last week, I have had the pleasure of attending a number of Orientation events to celebrate the Class of 2026! It's been incredibly exciting to introduce our newest peers to the journals, DSCs and academic services we have to offer. This past weekend my DSC Deputy Becca and I had the opportunity to speak with students at Academics 101. We are also incredibly proud of our Deputy of Journals & Scholarship who has been an Orientation Coordinator this year—congratulations Alli!

Throughout the summer I have been attending regular meetings with the Associate Deans of Academics and Teaching and Learning alongside the executive. It has been an excellent forum to discuss the student experience surrounding pain points. We have discussed the integration of the new accommodation portal Ventus, student representation in decision making spaces, and student experience during course selection and exams. I look forward to continuing to share student perspectives and to collaborating with the Faculty to improve students' academic experiences.

In the next few weeks, one of our primary goals is to finish building the 2022-2023 team. Whether students are interested in helping students write

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academic appeals or hosting events through DSCs, we have a position for everyone. We are especially excited to hire our first-year intern to round off the Academics Core team. Aside from hiring, we are also working hard to relaunch our ASUS Peer Tutoring service. It officially relaunched this past Monday, and we look forward to welcoming both tutors and tutees to the platform. ASUS Peer Tutoring is the most financially accessible tutoring on campus, and we are incredibly proud to offer this service to students. We are also hiring our ASUS Peer Tutoring Director for the upcoming year.

Finally, as we all settle into our routines this semester, I want to emphasize the Academics Commission is here to support all Arts and Science students here at Queen's. Please feel welcome to stop by to chat about your courses, academic experience, or ask any questions you may have. Whether you're looking for help finding a class or need support with an academic grievance, my door is always open.

For incoming students, welcome to Queen's and for returning students, welcome back. We are so glad to be sharing campus with you all this year and hope to see you stop by the ASUS House.

Respectfully submitted,
Alicia Parker

Academics Commissioner

COMMUNITY OUTREACH REPORT

Presented by **Elisabeth McHarg**, Community Outreach Commissioner

Dear Assembly,

I hope you all had a lovely summer, and a great start to the 2022-2023 academic year. I am very excited to see what this year brings!

Summer Responsibilities

Over the summer, I worked with the Community Outreach co-chairs and deputies, as well as with Vice President of Society Affairs, Emma and Vice President of Operations, Aloka, to create a strategic plan and budget for the upcoming year. The co-chairs of each committee have been working with their respective organizations to modify their volunteer programs to revert to an in person format and come up with ways to continue to raise funds and awareness, while providing fun and engaging events to the student body.

Emma and I have also worked closely together over the past few months to finalize our ideas and plans moving forward for the ASUS Community Engagement Program (ACEP). We are currently hiring for 16 volunteers, where these individuals will work closely with the City of Kingston on topics they are passionate about. We are also exploring the idea of broadcasting this hard work and research in new ways to ensure the broader Queen's and Kingston communities are aware of this initiative, and the students are getting the recognition they deserve.

During the Orientation Period the past few weekends, the Community Outreach Commission was able to participate in the renowned, Queen's in the Park. The deputies and co-chairs worked very hard at this event engaging with Incoming Students and promoting the various initiatives and events that the Community Outreach Commission has to offer! We are very grateful to the ASUS Orientation team for making this event come to life and allowing our team to be involved in the Incoming Students' Orientation experience, it is wonderful to see the level of engagement after the past few years of an online/hybrid format.

First Couple Weeks in the Office

Much of my first few weeks have been spent settling into the offices, ensuring that my co-chairs are having a smooth transition into their roles, and meeting with the Community Outreach deputies, Anna and Sara, to discuss their portfolios and upcoming plans. Sara and I have been working closely to create

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brand guidelines for our Community Outreach social media platforms, as well as brainstorming new and innovative training days and socials for the Commission. We plan to host some events tailored to the deputies and co-chairs, as well as the broader volunteer base.

Anna and I have been working closely with Tommy's Kingston to finalize our biweekly Supper Series program that will be beginning in mid-October. We have also implemented a brand-new Instagram page for this committee to highlight each week's event and various details regarding the committee and volunteer hiring! Please give us a follow at @supperseriesqueens for more information about our upcoming events.

Finally, I am incredibly excited to announce that we have officially partnered with Kingston Home Base as the Community Outreach Organization of the Year. This organization strives to provide individual support and services to those in need through transitional housing, emergency shelters, a youth services hub, a housing help center, and permanent housing. Their belief is that everyone should have a bed to sleep in, food to sustain them, and the dignity and right to have a place of their to call home. Anna and I are so excited to be collaborating with this new local organization through fundraising and raising awareness for their services.

Hiring

The Community Outreach co-chairs are currently amid hiring their volunteers and committee members, while Anna and I are hiring the Supper Series chair, committee members, general volunteers and drivers. As well, as forementioned, Emma and I are hiring volunteers for ACEP. This initiative has undergone a structural change and we have expanded the program from 8 volunteers to 16 to ensure that there is more cohesion across the board and a greater sense of community within.

I am very excited to meet all the amazing volunteers who will be joining the Community Outreach Commission!

Upcoming Weeks

In the next couple of weeks, Community Outreach will be selling T-shirts through the ASUS store as a fundraiser for our Organization of the Year, Kingston Home Base. I will be working closely with Monica, our Marketing and Communications Officer to solidify dates and times where we will be taking new promotional photos for these shirts to be posted on the ASUS store. Once volunteers are hired, committees will be working with their teams to start planning events,

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fundraisers, and awareness campaigns for the Fall Semester. I am so proud of all the amazing work that the Community Outreach co-chairs and deputies have done these past few months and cannot wait to see all of their ideas come to life this year!

Thank you for taking the time to read the first Community Outreach Assembly report of the academic year. If you have any questions about the Community Outreach Commission, or just want to chat, please do not hesitate to reach out at community@asus.queensu.ca.

Respectfully submitted,

Elisabeth McHarg (she/her)

Community Outreach Commissioner

EQUITY REPORT

Presented by **Layla Haddad**, Equity Commissioner

September 15th Assembly Report

Good afternoon Members of Assembly!

I am excited to see you all after the long but enjoyable summer at this first assembly to start off the school year!

As the summer has just come to an end and the school year has begun, all committee co-chairs have completed their strategic plans and budget plans for the next 8 months. Their ideas are full of passion and excitement for each of their committee values and goals, which is more than I could hope for as the Commissioner. In terms of Equity Commission hiring, the Deputy of Committees position has reopened, and all committee member positions have just opened, which will all close on the evening of Sept 16th.

As Orientation has finally wrapped, I feel compelled to include collaborations between the Equity Commission and the ASUS Orientation Team. I was lucky enough to have the ASUS council advertise the Equity Commission, and pass out the Equity Commission stickers, at the Queen's in the Park event (as I was pre-occupied with being on the Orientation Roundtable). I also had the opportunity to speak at the "How Do You Deal?" event to share my own personal experiences at Queen's having to do with mental health, community and identity. In addition to this, I was able to share what the Equity Commission does and what opportunities the Commission provides to Arts and Science students during both their first year and the rest of their time at Queen's. I am excited to collaborate with the next Head Gael and with Vice President Aloka to implement more Equity grants and expand the Academics and Campus Support Budget for Orientation Week 2023.

In terms of upcoming projects, I am currently beginning the planning for acknowledging the National Day of Truth and Reconciliation on September 30th. In addition to this, the planning of Equity Town Halls and the Equity Caucus will all Faculty Society Equity Representatives has begun with the first equity caucus most likely occurring at the end of September, beginning of October. I will also be running a training for all Equity Commission members on "Anti-Oppression, Anti-Racism and Allyship", as well as how the Equity Commission works in general. These are all very exciting projects that my deputy and I are really looking forward to implementing in the upcoming months.

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Thank you for taking the time to read this first Equity Commission report of the 2022/23 school year and I look forward to seeing you all soon.

Warmly,

A handwritten signature in black ink, appearing to read 'Layla Haddad', written in a cursive style.

Layla Haddad (she/her/hers)

Equity Commissioner 2022-2023

equity@asus.queensu.ca

Arts and Science Undergraduate Society | ASUS

MARKETING & COMMUNICATIONS REPORT

Presented by **Monica Szalajko**, Marketing & Communications Officer

Hello Members of Assembly,

I hope that everyone has had a relaxing and fulfilling summer! I myself really used the break to my advantage and spent my time seeing friends and preparing for the upcoming year! I am so excited to finally be able to work in the office and be able to call the ASUS house my second home.

The ASUS Marketing and Communications office has definitely had a productive summer! Hiring for general team members is ongoing, which includes graphics, photography, and videography. We hope to introduce many students into ASUS with these positions, it is a great opportunity to explore MarComms opportunities. I had designed and ordered a number of promotional materials meant to distribute to first year students. This included a ASUS notebook, a phone back card holder and a sticker. I hope with first years using the merchandise around campus they gain an immediate introduction into ASUS so that a relationship can be maintained during the year and the rest of their time at Queens. On the topic of first years we recently had orientation week which was incredibly exciting, I really enjoyed speaking to many first years about the MarComms office and about ASUS in general. My two lovely deputies, members of the photography team, and myself were also busy taking photos and videos of the events. This was important to our office to have marketing materials and to be able to capture memorable moments from first year that the incoming students can look back on. I am very appreciative of those members on the team for taking time out of both their final weekend before the start of the school year and the first weekend of the year, to support the MarComms office.

Additionally, a lot of planning has been done for the upcoming year in terms of content creation, and marketing inspiration for various events and initiatives. One goal of the Marcomms team is to create content that is engaging and intriguing. I'd love for more photo and video based content to promote various ASUS initiatives. The ways I intend to fulfill this goal are outlined in my strategic plan. I aim to do all I set out to complete, and hopefully expand past my initial ideas.

Thursday, September 15th, 2022

Now as the semester begins the rest of the team and myself are looking forward to actually putting plans into action and begin creating and communicating with the rest of ASUS to make this an unforgettable year in the MarComms office. Please do not hesitate to reach out to me for any questions, concerns, or discussions surrounding the marketing and communications office at marketing@asus.queensu.ca. See you all so soon!

Best,

Monica Szalajko (she/her/hers)

A handwritten signature in grey ink, appearing to be 'MS', located below the name Monica Szalajko.

Marketing and Communications Officer

Marketing@asus.queensu.ca

Thursday, September 15th, 2022

GOVERNANCE REPORT

Presented by **Caitlin Sankaran-Wee**, Governance Officer

Dear Assembly,

Hope the transition back to school has been smooth for each of you.

Hiring

Within the Governance office, applications for Elections Coordinators and Chief Archivist are ongoing.

Assembly

Our team is accepting suggestions on potential guest speakers for select Assembly meetings. Feel free to Slack or email me if you have a suitable candidate in mind to further increase the professional development aspect of Assembly.

Elections

Along with Chief Returning Officer, Piper Veloso, the Office has outlined the three elections timelines for the year. Please find attached the proposed timeline for the Fall Election in the appendix at the end of the agenda.

Policy

ASUS Council has received training on making reform proposals and writing policy in an effective, efficient and equitable manner. I look forward to reviewing these amendments and presenting them to Assembly for your approval.

Thank you for taking the time to read my report.

Yours in governance,



Caitlin Sankaran-Wee (She/Her/Hers)

Governance Officer

governance@asus.queensu.ca

SERVICES REPORT

Presented by **Kana Ogawa**, Services Commissioner

Dear Assembly,

I hope you had a wonderful summer and that you are having a great start to the school year! As we approach Week 3, I am beyond excited for the eventful season Services Commission will continue to experience!

Summer Initiatives

Over the summer, I have worked closely with Aloka, and the Services Commission Executives to formulate and complete a strategical plan and budget that reflects our upcoming initiatives. Our team has spent countless of hours fleshing out creative ideas for each portfolio, which I am enthusiastic to see come to fruition. Throughout August, Committees have been busy hiring their team. The ASUS Mentorship Program (AMP) and Exchange Buddies now have full teams that have been working tremendously hard to welcome first-year mentees, and exchange students on campus, respectively. All other Committees are currently in the process of hiring.

Orientation

The Services Commission played an active role in ASUS Orientation, to promote the available Services to incoming students. The Services team came together to organize a booth for Queen's in the Park, where we introduced first-year students to the current events and opportunities happening within the Commission, including the Jackets year crest design competition and AMP mentee registration. Additionally, for the Sidewalk Sale, the Jackets Co-Directors Phoebe Schneider and Vonara Pathirana conducted a successful early bird fitting and crest/bar sale, which received a lot of interest. In conjunction, the Textbook Service organized a Textbooks Sale, where donated textbooks were sold for two dollars, with the proceeds going to the Canadian Cancer Society. Gaurav Kumar, the Textbooks Director, worked tremendously hard organizing and selling over 100 textbooks. Finally, I had the amazing opportunity to participate in the Traditions Ceremony, to talk about the unwavering ArtSci Jackets traditions and the sense of community it fosters. To welcome Exchange Students to campus, the Exchange Buddies Co-Chairs Elise Gork and Erika Spagnuolo worked closely with NEWTS Orientation and provided an excellent speech to incoming exchange students.

Thursday, September 15th, 2022

Imaginus Poster Sale

Spearheaded by the Services Deputy Commissioner Cole Olidis, the Imaginus Poster Sale in collaboration with the Engineering Society has come back after a three-year hiatus! The Poster Sale is currently operating from Monday September 12th to Friday September 16th, with great response in engagement from the student population. Cole has been nothing but amazing leading the operations and marketing of this traditional event.

September Initiatives

Moving forward, the Services Commission is working towards starting our first Good Times Diner meal service and conducting Regular Season In-Person Jacket Fittings from September 27th to 29th. A Textbooks pop-up sale is scheduled to occur in the upcoming weeks. Finally, Exchange Buddies will conduct their first social event – watching the Queen’s Football Game!

I am so fortunate to have such a hardworking, passionate, and selfless team who are eager to provide services that benefit the student population. I cannot wait to witness what we will accomplish together in the upcoming months.

If you have any questions, concerns, or just want to chat, please do not hesitate to reach out to me! I am always here for you! Thank you so much for taking the time to read my report.

Kindly,



Kana Ogawa (she/her/hers)
Services Commissioner
services@asus.queensu.ca

Thursday, September 15th, 2022

ADVISORY BOARD REPORT

Presented by **Jacob Johnston**, Chair of Advisory Board

Dear Assembly,

I hope you are all having a great start to the school year.

Over the summer, the ASUS Advisory Board had our first board meeting, where we elected our chair and deputy chair. As well, myself, the Advisory Board Deputy Chair and the Governance Officer put together a handbook for board members to use as a reference as they transition into their new roles.

Most AB members have now been able to introduce themselves to their assigned councilors and are in the process of scheduling their upcoming September check-in meetings. Additionally, the board held their September monthly meeting on Wednesday, September 7th. We will continue to host meetings over zoom on the first Wednesday of every month. The minutes and agenda for our meetings are accessible for your reference on the ASUS website.

Thank you for taking the time to read my report. Should you have any questions or requests for the Advisory Board, please do not hesitate to reach out at board@asus.queensu.ca.

All the best,



Jacob Johnston
Chair of the ASUS Advisory Board

YEAR REPRESENTATIVES REPORTS

2023 YEAR REPRESENTATIVES

Position Vacant

2024 YEAR REPRESENTATIVES

Position Vacant

2025 YEAR REPRESENTATIVES

Presented by Franki-Lynne Mauro & Alice Brisbin

NO REPORT SUBMITTED.

2026 YEAR REPRESENTATIVES

Position Vacant

Thursday, September 15th, 2022



CONCURRENT EDUCATION STUDENT ASSOCIATION (CESA) REPORT

Presented by **Hanna Slowikowska**, Vice-President Internal

NO REPORT SUBMITTED.

Thursday, September 15th, 2022



COMPUTING STUDENTS' ASSOCIATION (COMPSA) REPORT

Position Vacant

Thursday, September 15th, 2022



**PHYSICAL AND HEALTH EDUCATION
AND KINESIOLOGY
STUDENTS ASSOCIATION (PHEKSA)
REPORT**

Presented by **Natalie Pryor**, Vice President of Operations

NO REPORT SUBMITTED.

Thursday, September 15th, 2022

BUSINESS OF ACADEMIC REPRESENTATIVES

SOCIAL SCIENCES REPORT

Position Vacant

NATURAL & PHYSICAL SCIENCES REPORT

Presented by **Colleen Tordoff**, Natural and Physical Sciences
Academic Representative

NO REPORT SUBMITTED.

Thursday, September 15th, 2022

HUMANITIES REPORT

Presented by **Dillon Chicoski**, Humanities Academic Representative

Dear Members of Assembly,

I hope that everyone's summer went well, and that moving back to Kingston – where applicable – went without incident. I am looking forward to the year ahead of us and to getting back to work.

As the Humanities Academics Representative, I have managed to connect with most of the Department Student Councils in my cluster. I will be working to rectify any areas where communication is lacking within the cluster. My goal is to increase the collaboration between members of the humanities cluster and to that end, we have already done the preliminary planning for an event in November. Additional initiatives and events are being considered to strengthen the ties between the humanities, though these will need to be worked on more once the hiring of all associated Department Student Councils is completed.

As part of the Assembly, I hope to serve as an advocate for the students I represent. I also hope to be a productive and active part of the whole, since I think the first sentiment is one most if not all of you would share. There is never a shortage of problems facing students, so this goal alone I think will keep me more than occupied throughout the year.

Sincerely,

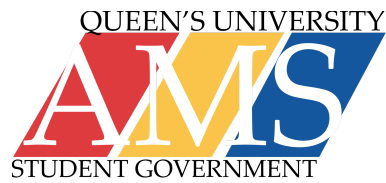
Dillon A. J. Chicoski
Humanities Academics Representative

Thursday, September 15th, 2022

ARTS & LANGUAGES REPORT

Position Vacant

Thursday, September 15th, 2022



BUSINESS OF THE ALMA MATER SOCIETY

**FIRST-YEAR ASUS REPRESENTATIVE
TO THE AMS**

Position Vacant

ASUS REPRESENTATIVE TO THE AMS

Position Vacant

Thursday, September 15th, 2022



BUSINESS OF THE SENATE

Presented by **Robert Hughes & Femi Abiola**

NO REPORT SUBMITTED.

Thursday, September 15th, 2022

APPENDICES

APPENDIX A

2021 - 2022 General Operating Budget

The 2021 - 2022 General Operating Budget may be viewed [here](#).

Thursday, September 15th, 2022

APPENDIX B

ASUS Governance 2022 Fall Election Timeline

The 2022 Fall Election Timeline may be viewed [here](#).

Thursday, September 15th, 2022

APPENDIX C

2022 - 2023 General Operating Budget

The 2022 - 2023 General Operating Budget may be viewed [here](#).

APPENDIX D

Academics Policy Manual Changes

Updated to reflect the current Academics Team structure, incorporate 2021-2022 Equity Director's feedback, and more accurately demonstrate the operating structure of the ASUS Appeals Resource Centre.

SECTION 1 | ACADEMICS COMMISSIONER JOB DESCRIPTION

1.01.01

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

1.01.02

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

- i) Attending the meetings of Council;
- ii) Attending the meetings of, and reporting to Assembly;
- iii) Chairing subcommittees as required by Council and selected by Assembly;
- iv) Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas, and future plans;
- v) Keeping records of money spent and ensure that the established budget is adhered to;
- vi) Meeting with committee chairs on a regular basis for the purposes of updating each other on progress, problem areas and future plans;
- vii) Preparing a transition report for their successor;
- viii) Ensuring that all committee chairs submit a list of supplies before each event for the purpose of approving expenditures and ensuring that the event is being carried out in an equitable, accessible, and environmentally friendly manner;
- ix) Holding fifteen (15) office hours per week;

1.01.03

Committees the Academic Commissioner will sit on shall include, but are not limited to:

- i) W.J. Barnes Teaching Award Committee;
- ii) Teaching Assistant Excellence Award Committee;
- iii) ASURF Granting Committee;
- iv) Group Grants Committee;
- v) Academics Committee;
- vi) Arts & Science Curriculum Committee;
- vii) Arts & Science Faculty Board
- viii) Arts & Science Board of Studies

1.01.04

Over the summer, the responsibilities of the Academics Commissioner include, but are not limited to:

- i) Preparing Department Student Council and committee publicity for Orientation Week;
- ii) Preparing to publish the Department Student Council Manuals;
- iii) Preparing and submitting a Strategic Plan for the year;
- iv) Working with the ASUS Vice President to create a budget for the year, including the amount allocated to the Department Student Council budgets;
- v) Maintaining communication with the sitting Academic Journal Editors-In-Chief, ASUS Review Director, ASUS Peer Tutoring Director, Deputy Academics Commissioners, and the Academic Representatives;
- vi) Maintaining communication with the ASUS Executive.

1.01.05

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

- i) Academic Committee;
- ii) ASUS Assembly;
- iii) Faculty Board;

- iv) Curriculum Committee;
- v) Head, Career Services;
- vi) Board of Studies.

1.01.06

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

SECTION 2 | DEPUTY ACS COMMISSIONER (DSC SUPPORT) JOB DESCRIPTION

1.02.01

The Deputy Academics Commissioner (DSC Support) shall assist the Academic Commissioner and shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (DSC Support) is responsible to the Academics Commissioner.

1.02.02

During the school year the responsibilities of the Deputy Academics Commissioner (DSC Support) shall include, but not be limited to the following:

- i) To keep track of attendance for all Department Student Council Assembly Members;
- ii) To record and distribute the Assembly minutes to Department Student Council Assembly Members;
- iii) To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
- iv) To assist in coordination and communication between various advocacy bodies including, but not limited to, faculty associations, the Alma Mater Society, and Student Senators;
- v) To coordinate monthly meetings with each Departmental Student Council. This responsibility includes, but is not limited to, performing the following tasks:
 - a) Collecting information relevant to current DSC activities through strategic plan and budget reviews prior to each meeting;
 - b) Taking notes during each meeting;
 - c) Updating the Academics Commissioner on relevant Departmental Student Council happenings;
- vi) To review all Departmental Student Council Event Planning Packages (EPPs);

- vii) To develop and maintain a Department Student Council Training Manual to be completed by the first Assembly of the Academic year;
- viii) To be a member of Academic Committee;
- ix) To hold a minimum of five (5) office hours per week;
- x) To serve as a Student Representative on the following bodies, where required:
 - a) Board of Studies
 - b) Curriculum Committee
 - c) Other Faculty of Arts and Science Committees as required
- xi) To help in the planning and running of Major's Night in conjunction with Career Services and the Faculty of Arts and Science. This responsibility includes, but is not limited to:
 - a) Communicating and organizing Department Student Council involvement;
 - b) Contacting and securing contracts with vendors and relevant suppliers;
 - c) Coordinating marketing and promotions targeted at first year students;
- xii) To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (DSC Support).
- xiii) Be a member of the Academics Core Team
 - a) Complete any tasks set by the Commissioner
 - b) Attend weekly meetings with the Core Team

SECTION 3 | DEPUTY ACS COMMISSIONER (JOURNALS AND SCHOLARSHIP) JOB DESCRIPTION

1.03.01

The Deputy Academics Commissioner (Journals and Scholarship) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (Journals and Scholarship) is responsible to the Academics Commissioner.

1.03.02

The responsibilities of the Deputy Academics Commissioner (Journals and Scholarship) shall include, but are not limited to:

- i. Assist the Academics Commissioner with the management of the Academic Journal Committees; which includes but is not limited to:
 - a. Scheduling and leading all committee bi-weekly meetings;

- b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Journal happenings;
- ii. Communicating with external sources to coordinate journal publications;
- iii. To develop programming, events, and resources pertaining to postgraduate education opportunities;
- iv. To hold a minimum of five (5) office hours per week.
- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Journals & Scholarship).
- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

SECTION 4 | DEPUTY ACS COMMISSIONER (Supports and Resources) JOB DESCRIPTION

1.04.01

The Deputy Academics Commissioner (Supports and Resources) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (Supports and Resources) is responsible to the Academics Commissioner.

1.04.02

The responsibilities of the Deputy Academics Commissioner (Supports and Resources) shall include, but are not limited to:

- i. Facilitating the operation of the W.J. Barnes Teaching Award and the Teaching Assistant Excellence Award, which includes but is not limited to:
 - a. Coordinating with the First-Year Intern to the Academics Commission to create and implement marketing strategies and coordinate award evaluations;
 - b. Creating a nomination form for students to submit nominations online;
 - c. Chair a five person committee that will deliberate the educators nominated, after auditing those particular classes; Communicating with external sources to have the award engraved with the winning Professor and Teaching Assistant name;
- ii. Assist the Academics Commissioner with the management of ASUS Peer Tutoring; and ASUS Review, which includes but is not limited to:
 - a. Scheduling and leading all committee bi-weekly meetings;
 - b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Support happenings;
- iii. To develop programming, events, and resources pertaining to academic supports available to undergraduate Arts and Science students;
- iv. To hold a minimum of five (5) office hours per week.
- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Supports and Resources).

- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

SECTION 5 | DEPARTMENT & PROGRAM STUDENT COUNCILS

1.05.01

A Department Student Council (DSC) is a committee of undergraduate students that specialize, major, medial, or minor in one of the departments of the Faculty of Arts and Science. A DSC is organizationally and financially responsible to ASUS, as they are a part of ASUS.

1.05.02

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner. The Academics Commissioner and the Vice-President of the Society shall have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.05.03

DSCs must operate in a manner that is consistent with the policies outlined in the DSC Charter.

1.05.04

A Program Student Council (PSC) is a committee made up of a minimum of two Arts and Science Undergraduate Students that belong to the designated Program of the PSC. Falling under a smaller category of Departmental Student Councils, the PSC is organizationally and financially responsible to ASUS.

1.05.05

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.05.06

The Academics Commissioner and the Vice-President of the Society shall also have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.05.07

A PSC's role will follow a similar structure to the DSC running events for academic and social cohesion within the program. They will also work to communicate with their Program Coordinator and advocate for student academic concerns.

SECTION 6 | ACADEMIC COMMITTEE

1.06.01

The aim of the Academic Committee shall be to supervise and administer the Department Student Council in accordance with the guidelines of the Faculty of Arts and Science by-laws, and to represent students' interests within each Academic Division on ASUS Assembly as voting members of that body.

1.06.02

Membership of the Academic Committee shall be awarded to:

- i) Four (4) Academic Representatives: one (1) from Physical and Natural Sciences, one (1) from Artistic Studies, Languages and Linguistics, one (1) from Social Sciences, and one (1) from Humanities;
- ii) The Academics Commissioner, who will prepare the agenda of each meeting;
- iii) The Deputy Academics Commissioner (DSC Support), who shall keep the minutes of each meeting.

1.06.03

The chair shall be the Academics Commissioner, who will also prepare agendas for each meeting. The Deputy Academics Commissioner shall keep minutes of each meeting.

1.06.04

The members shall be representatives of each of the four (4) Academic disciplines within the Arts and Science Faculty: One (1) from Physical and Natural Sciences, one (1) from Artistic Studies, Languages and Linguistics, one (1) from Social Sciences, and one (1) from Humanities, as outlined in the DSC Charter

1.06.05

The responsibilities of the Academic Committee are as follows:

- i) To meet at least once per month;
- ii) To communicate/represent the interests of the students in their respective divisions and to report to Academics Committee the activities of and concerns brought to them by the DSCs of their respective divisions;
- iii) To report to Academic Committee on the business of each DSC within their respective division, as well as what was discussed at the meetings of the Academic Council;
- iv) To maintain open communication and a point of resource between the DSC Presidents of their respective divisions, and the Academic Council, the Academics Commissioner, ASUS Council, and ASUS Assembly.

SECTION 7 | JOURNAL COMMITTEES

Thursday, September 15th, 2022

1.07.01

Two Editors-in-Chief will be hired for each committee by the Incoming Academics Commissioner and Incoming Deputy Academics Commissioner (**Journals & Scholarship Special Projects**) in March, or if need be, as soon as possible in September.

1.07.02

The responsibilities for Editors-in-Chief will be, but are not limited to:

- i) Meeting bi-weekly with the Academics Commissioner and Deputy Academics Commissioner (**Special Projects Journals & Scholarship**) to report the status of the publication and relevant activities of the committee;
- ii) Hiring a Committee and/or Editorial Board by the end of September;
- iii) Overseeing the publication of one issue per year;
- iv) To be ultimately responsible for all facets of the publication, ensuring that ASUS receives a final publication no later than the end of classes in the Winter Term;
- v) Having ultimate veto power over the acceptance or denial of submissions;
- vi) Chairing all meetings of the Committee and/or Editorial Board;
- vii) Producing an annual strategic plan and budget that includes all events, marketing, and printing of the publication no later than September 1st;
- viii) Preparing a detailed transition manual for their successor(s) no later than April 1st;
- ix) Holding at least five hours of transition meetings between Incoming and Outgoing Editors-in-Chief before the end of the academic year;
- x) **Completing the previous year's volume and aiding in distribution as required.**

1.07.03

All submissions must be from undergraduate students at Queen's University;

1.07.04

Submissions to the journal can be made in the following ways:

- i) Individual student submission by the established deadline
- ii) Nomination by a Teaching Assistant
- iii) Nomination by a Professor;

1.07.05

Normally, work of any nature should be submitted to the Editor-in-Chief through email or some submission forum.

1.07.06

Work should include both a title and the author's name. If work is unable to be sent through email, hard copies can be delivered to the Academic Commissioner's mailbox at the ASUS offices.

1.07.07

When work is given to the Editorial Board the author's name shall be excluded, with the submission remaining anonymous until after it is published either online or in print.

1.07.08

The Editors-in-Chief may designate Committee member(s) who are exceptions to this rule, so long as they are not involved in the selection and editorial process

1.07.09

Any author may appeal the decision to deny their submission should they choose, in accordance with the following:

- i) Upon delivery of the standardized letter of denial to unsuccessful applicants, those applicants will have 48 hours to file an official complaint;
- ii) Complaints must be made in writing, such as email or written letter, and submitted to the Editor(s)-in-Chief within the 48-hour deadline;
- iii) Complaints must clearly state a reason for appeal such as bias, undue process, or otherwise;
- iv) Upon receipt of the complaint, the Editor(s)-in-Chief must call an emergency meeting of the Editorial Board no later than 48 hours after the complaint deadline;
- v) The Editorial Board, through a blind majority vote, may overturn its decision of denial for the submission or have its decision stand;
- vi) All decisions of the Editorial Board during the appeal process are final.

1.07.10

The Academics Commissioner and Deputy Academics Commissioner (**Special Projects Journals & Scholarship**) will be responsible for coordinating the publishing of each journal

1.07.11

Each Committee must provide a final draft of their journal on a date chosen by the Academics Commissioner and Deputy Academics Commissioner (**Special Projects Journals & Scholarship**)

1.07.12

Printing rules will be as follows:

- i) All print contributors will **have the option to** receive a copy of their respective journal;
- ii) ASUS will receive a copy for the Academics library;
- iii) Queen's Archives will receive a copy to add to their collection;
- iv) The number of issues printed past the number of required recipients is at the discretion of the Academics Commissioner;
- v) An online version of each publication will be made accessible to all students via the ASUS website no later than April 30th.

SECTION 8 | THE UNDERGRADUATE REVIEW

1.08.01

The aim of the Arts and Science Undergraduate Review shall be to create an annual print publication showcasing exceptional and creative work by Queen's undergraduate students. To positively contribute to the Queen's arts communities and collaborate with groups and individuals that practice a variety of approaches, perspectives, and art forms on campus.

1.08.02

Membership of the Undergraduate Review shall include:

- i) Two (2) Editors-in-Chief
- ii) Ten to twelve (10-12) Editorial Board Members, number to be determined by the Editors-in-Chief.

SECTION 9 | POLITICUS

1.09.01

Politicus is a peer reviewed undergraduate research journal at Queen's University that seeks to showcase innovative ideas across the discipline and to inspire the minds of students through healthy debate and informative interaction. As students develop within today's political climate, there is no shortage of controversial topics to cover. Simultaneously, the social media age has made it easier than ever to share and express theories and opinions. In combining these two realities, Politicus aims to maximize the potential of the student body by acting as the central hub for political buzz on campus and to formulate well-informed ideas and arguments by offering a legitimate space within the academic institution

1.09.02

Membership of the Politicus shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Ten to twelve (10-12) Editorial Board Members;
- iii) Panel of Referees--exclusively comprised of members of the University's faculty.

1.09.03

All members of the Politicus team are not permitted to make any submissions to Politicus' publication(s) for the academic year that they hold the position.

SECTION 10 | QUEEN'S SCIENCE UNDERGRADUATE RESEARCH JOURNAL (QSURJ)

1.10.01

The Queen's Science Undergraduate Research Journal (QSURJ) shall be an online peer-reviewed and faculty-reviewed undergraduate research journal. It shall be a student-run initiative with the purpose of providing undergraduate students opportunities to publish research as well as review articles.

1.10.02

Membership of the Queen's Science Undergraduate Research Journal shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Thirteen to sixteen (13-16)Committee Members;
- iii) Eight to ten (8-10) Editorial Board Members;
- iv) Faculty Review Board.

1.10.03

Each submitted manuscript will undergo a two-tier review process:

- a. Tier 1 will involve review by two undergraduate students;
- b. Tier 2 will consist of review by at least one faculty member;

Both parties operate independently of each other and of the student submitting the article, ensuring an unbiased critical review of the manuscript;

1.10.04

The final decision to publish the manuscript will be made by the Editors-In-Chief based on the comments of the Undergraduate and Faculty Review Boards;

1.10.05

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Students must be the first author, co-authors can be faculty or students at Queen's University or other academic institutions.

SECTION 11 | QUEEN'S JOURNAL OF ETHNIC AND RACIAL STUDIES (QJERS)

1.11.01

The Queen's Journal of Ethnic and Racial Studies (QJERS) aims to foster conversations relating to settler colonialism, systems of oppression that communities of colour face, and explore the field of intersectionality in relation to race. Through their annual publication and events, QJERS will encourage Arts and Science students to engage **topics related to ethnicity and race** ~~with ethnic and racial topics~~ that will enhance their academic perspectives.

1.11.02

Membership of the Queen's Journal of Ethnic and Racial Studies shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Five to six (5-6) Editorial Board Members;
- iii) Four to five (4-5) Support Staff;
- iv) Panel of Referees.

Preference will be given to self-identifying students of colour for all available positions.

1.11.03

Editors-in-Chief Responsibilities shall include, but are not limited to:

- i) Communicating with the Editorial Board, Panel of Referees, and consultative bodies;
- ii) Keeping track of submissions and status of review;
- iii) Promoting the journal to internal and external stakeholders and representing the journal at events and functions;
- iv) Acting as Chairs of the Editorial Board;
- v) Fostering a community of undergraduate scholars on topics relating to ethnic and racial studies and its cross-sections with other disciplines within the Faculty;

- vi) Keeping updated financial records of the journal and providing the Academics Commissioner with monthly financial updates;
- vii) Organizing fundraisers for the journal and locating grants and other sources of revenue for the journal;
- viii) Submitting a strategic plan and budget in the summer for the academic year to the ASUS Academics Commissioner;
- ix) Assuring the content of the journal is respectful to ethnic and racial culture and history;
- x) Ensuring that submissions are representative of the racialized student population;

1.11.04

There shall be at minimum 2 Editors-in-Chief, of which **at least** one will be a self-identifying student of colour;

- i) In the event that no self-identifying students of colour submit an application for any position designated for only students of colour, the ASUS Academics Commission and ASUS Talent Acquisition Deputy are tasked with engaging in active recruiting for the positions before considering any non-applicants of colour;
 - a) Social media advertising, posters, and booths to encourage increased participation with the Queen's community of colour;

1.11.05

Content & Consultation Coordinator(s) will be a part of the support staff of the journal and report to the Editors-in-Chief;

1.11.06

Content & Consultation Coordinator(s) should be able to interact appropriately with ethnic and racial systems of knowledge and be educated on colonial history and systems of oppression;

1.11.07

Content & Consultation Coordinator(s) shall be responsible for the following:

- i) Reviewing the grammar and appropriate academic standards for submissions and format of the articles submitted to the journal;
- ii) Reviewing the submissions of other mediums submitted to the journal and formatting them appropriately;
- iii) Attending Editorial Board meetings as ex-officio non-voting member when available;

- iv) Working with the Editors-in-Chief and consultative bodies in assuring that the content of the journal is respectful to ethnic and racial culture and history;

1.11.08

Content & Consultation Coordinator(s) will be hired by the Editors-in-Chief and the positions must be filled by self-identifying students of colour only;

1.11.09

If no such students come forward, the positions of Content & Consultation Coordinator(s) will not be filled.

1.11.10

Director(s) of Indigenous Affairs will be a part of the support staff of the journal and report to the Editors-in-Chief.

1.11.11

Director(s) of Indigenous Affairs will be hired by the Editors-in-Chief and preference will be given to self-identifying Indigenous students.

1.11.12

The Director(s) of Indigenous Affairs shall be responsible for the following:

- i) Hosting events related to Indigeneity to ensure proper awareness and education about Indigenous topics;
- ii) Ensuring that the Indigenous portion of the publication is respectful and representative of Indigenous culture, history, and ways of being;
- iii) Committing to constant and effective consultation with Indigenous bodies and representatives on campus, including (but not limited to): The Queen's Native Student's Association, Four Directions Aboriginal Student Centre, and the Indigenous Affairs Deputy in the Social Issues Commission of the Alma Mater Society;
- iv) Promoting and using the Reflection room as a space for Indigeneity.

1.11.13

Submissions to the journal shall be open to students who have any kind of academic piece or artistic piece that contributes appropriately to the conversation within ethnic and racial studies, including topics surrounding settler colonialism;

1.11.14

Types of submissions that will be accepted are:

- i) An original piece of research on ethnic or racial studies;
- ii) Pieces, scholarly or artistic, that communicate or appreciate communities of colour;
- iii) A term paper or major work. Sections of an undergraduate thesis;
- iv) Any other critical forms of writing/creative pieces on ethnic and racial studies.

1.11.15

The submission process for works will be as follows:

- i) All submissions will first be culturally vetted by the Content & Consultation Coordinator(s). Submissions not approved at this stage will not undergo further review;
- ii) All submissions will then go to the Editorial Board for review. Edits and comments will be provided to the author, who will have 7 days to make appropriate changes and re-submit to the Editorial Board. Submissions may be re-sent to the author with additional requests for changes at the discretion of the Editorial Board;
- iii) All purely academic essays must then be referred to the Panel of Referees. The Editorial Board will determine whether or not a submission outside of the realm of an academic essay requires feedback from the Panel of Referees and/or individual(s) from the mentioned consultative bodies who do not already sit on the Editorial Board;
- iv) After the submission has been evaluated by the Panel of Referees, if appropriate, the author shall receive the evaluated copy of their written work with comments from the Editors-in-Chief;
- v) Authors shall be informed through a standardized letter of commission or denial within 72 hours of the Editorial Board Meeting where the decision was reached, which shall be signed by the Editors-in-Chief on behalf of the Editorial Board.

SECTION 12 | ASUS REVIEW

1.12.01

ASUS Review seeks to provide undergraduate students with a course review program that emphasizes smart and healthy studying. The program will strive to maintain academic integrity

by conducting review sessions for courses with the approval of the course coordinators. As the program is run exclusively by students, it will also offer a chance for students to prepare and conduct professional-level teaching sessions for their peers.

1.12.02

Membership of ASUS Review shall include:

- i) Two (2) Directors;
- ii) Two (2) Facilitators per course.

1.12.03

Directors will be hired before the end of each academic year by the Incoming Academic Commissioner and Incoming Deputy Academics Commissioner (~~Special Projects~~ **Supports & Resources**), and be done with sufficient time to allow for the timely hiring of the ASUS Review Facilitators.

1.12.04

ASUS Review Facilitators will be hired before the end of each academic year by the Incoming Academics Commissioner and Incoming Deputy Academics Commissioner (~~Special Projects~~ **Supports & Resources**).

In the case that a Developer Team will be required to create an entirely new Review session, such as a new professor completely changing the course or the successful partnership with a professor to add a new course to the Review session list, the ASUS Review Director (Internal) may submit a proposal to the Academics Commissioner, Human Resources Officer, and Vice-President Operations for a distribution of the Tier 4 level Honoraria to each member of the Developer Team.

1.12.05

The ASUS Review Director (Internal) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of **Supports & Resources** ~~Special Projects~~;
- ii. To help hire and train Incoming Developers;
- iii. To set-up and hold bi-weekly meetings with each Developer Team;
- iv. To ensure that the developers remain on time and well organized;
- v. To collect all of the Developer Team's materials required for the Review session
- vi. To prepare a transition manual for the Incoming Director (Internal) prior to April 1st of their academic year;
- vii. Act as a support system for the ASUS Review Director (External)
- viii. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

The ASUS Review Director (External) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of **Supports & Resources** ~~Special Projects~~;
- ii. To act as the main liaison between the developers and the course instructors;
- iii. To promote ASUS Review to respective on-campus groups
- iv. To submit the Event Planning Package for each Review session that takes place
- v. To submit all necessary materials and forms to the ASUS Store within a reasonable time period prior to the Review sessions
- vi. To actively recruit and reach out to professors with regard to starting new ASUS Review Sessions for their courses
- vii. To prepare a transition manual for the Incoming Director (External) prior to April 1st of their academic year;
- viii. Act as a support system for ASUS Review Director (Internal)
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

SECTION 13 | ASUS PEER TUTORING

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

- i. To attend meetings on a bi-weekly basis with the **Deputy of Supports & Resources** ~~Special Projects~~;
- ii. Coordinating marketing efforts with the Marketing Office in order to increase the number of tutors and tutees;
- iii. Promoting the bursary program;
- iv. Ensuring a well-functioning website;
- v. Assisting with the planning and operation of group study sessions;
- vi. To inform the surrounding high schools of the availability of tutoring;
 - a. High school students are not eligible for the bursary program;
- vii. Upon request, suggest alternative routes for academic assistance if no tutor is unavailable for a student;
- viii. To prepare a transition manual for the Incoming Director prior to April 1 st of their academic year;
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

Peer Tutoring shall operate under these rules:

- i. Tutors are paid \$15 an hour by the student at each session;
- ii. It is the tutee's responsibility to contact their tutor and arrange meeting times. Meetings should be held in public venues or on an online platform, in accordance with suggestions listed in the Tutor Training Manual;
- iii. It is the individual's responsibility to report any dissatisfaction with either the tutee or the tutor to the Director, through individual contact;

- iv. Vulnerable Sector Checks are required for high school tutors;
- v. The applicant's average in the desired course, with a minimum of A- on their transcript (with the exception of CISC courses, which require a minimum of B+).

SECTION 14 | ASUS APPEALS RESOURCE CENTRE

1.12.01

The ASUS Appeals Resource Centre (AARC) aims to provide peer-to-peer support for students who are undergoing the appeals process. It works with student volunteers who are knowledgeable in the appeals process and trained by existing academic resources to provide support. The aim is to work alongside the student throughout the process to help them put forward their best case possible. Furthermore, by providing a student lens, the resource strives to make academic regulations comprehensive and student friendly as well as ease student stress through an often-difficult procedure. This service is not to be held liable for any lost cases but merely serve as an additional support system to students. It will be strictly limited in its function, and will never serve as an advocate for students.

1.12.02

The AARC team would consist of 2-3 co-chairs and a team of student volunteers. The Co-Chairs will operate from May until the April of the following year. The volunteer team would operate from September to May of the following year. ~~These volunteer positions would operate from September to the September of the following year.~~ Unlike other ASUS positions, Former ASUS executive and Council members are all welcome to apply for this role to help facilitate the degree of knowledge and time needed for this volunteer-based service.

1.12.03

The responsibilities of the co-chairs shall include, and be strictly limited to:

- i. Undergo training from the Ombudsoffice and Student Academic Success Services prior to assuming the role;
- ii. Provide students with a clear explanation on existing academic regulations pertaining to their situation;
- iii. Explain to Arts and Science students the overarching appeals process and the steps it includes;
- iv. Proof read student appeal letters by using check-lists provided by SASS and the Ombudsoffice

The responsibilities of the student volunteers shall include, and be strictly limited to:

- i. Undergo training from the Ombudsoffice and Student Academic Success Services prior to assuming the role;
- ii. Provide students with a clear explanation on existing academic regulations pertaining to their situation;
- iii. Explain to Arts and Science students the overarching appeals process and the steps it includes;

- iv. Proof read student appeal letters by using check-lists provided by SASS and the Ombudsoffice
- v. ~~Periodical meetings with the Academics Commissioner and President as check-ins on an as-needed bases;~~
- vi. Refer students to other sources of help and assistance as necessary;
- vii. Work with each student ~~for three hours~~ to help support them as they complete the appeals process. **Support may include:** ~~These three hours would consist of:~~
 - a. ~~0.5 hours allotted to e~~ **Explaining** and introducing the appeals process
 - b. ~~0.5 hours allotted to go over~~ **Reviewing** regulations
 - c. ~~1.5 hours allotted to R~~ **Reviewing** the students' appeals letter with the resources provided by the Ombuds Office and SASS
 - d. ~~0.5 hours for any further clarification or~~ **Answering** questions.

APPENDIX E

DSC Charter Changes

SECTION 1 | THE SOCIETY

2.01.01

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

2.01.02

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

2.01.03

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

SECTION 2 | THE DEPARTMENT STUDENT COUNCILS

2.02.01

A Department Student Council is a committee of undergraduate students that specialize, major, medial, or minor **or pursue a certificate** in one of the departments of the Faculty of Arts and Science. A DSC is organizationally and financially responsible to ASUS, as they are a part of ASUS.

2.02.02

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner.

2.02.03

The Academics Commissioner and the Vice-President of the Society shall have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

2.02.04

The mandatory responsibilities of the DSCs include, but are not limited to:

- i) Organizing, promoting, and running academic and social events for the students of their department.
- ii) Preparing for and attending each and every meeting of the Faculty Board of Arts and Science. Each DSC is responsible for nominating one (1) representative to attend this meeting of the Faculty Board, should one of the Co-Presidents be unable to attend.
- iii) Coordinating the administration of the USAT evaluations.
- iv) Acting as liaisons between the students and faculty members of their respective departments.

- v) Preparing and submitting a strategic plan and budget to the Academics Commissioner, to receive funding for events.
- vi) Participating in DSC Assembly, to be held once a month and adhering to all principles in the DSC Charter.
- vii) Holding monthly meetings with the ASUS Deputy Academics Commissioner (DSC Support).
- viii) Preparing a transition manual for the Incoming Co-Presidents and proving it to them before April 1st.
- ix) Holding at least five (5) hours of transition meetings between the Incoming and Outgoing Co-Presidents before the end of the academic year.

2.02.05

The DSC's shall be grouped into four (4) divisions composed of the following:

- i) Humanities, consisting of the Philosophy, History, Classics, Religious Studies and English Departments.
- ii) Arts and Languages, consisting of the Fine Arts, Film and Media, Drama & Music, Art History, French, and Languages, Literature, and Cultures Departments.
- iii) Natural and Physical Sciences, consisting of the Environmental Studies, Physics, Chemistry, Geology, Geography and Planning, Mathematics and Statistics, Life Sciences, Biochemistry, Health Studies, and Biology Departments.
- iv) Social Sciences, consisting of the Economics, Gender Studies, Development Studies, Psychology, Political Studies, and Sociology Departments.

SECTION 3 | DSC FINANCES

The Finances of the Society's Department Student Councils shall be as follows:

2.03.01

An amount equivalent to \$1 per Arts and Science student shall be allocated to the DSC fund in the Society Budget. Each DSC shall receive an allocation from this fund at the discretion of the Academics Commissioner and the ASUS Vice President.

2.03.02

Each Department Student Council shall present a preliminary budget to the Academics Commissioner no later than the end of August. Each budget shall be reviewed by the Academics Commissioner and the ASUS Vice President. No Department Student Council

will receive any Society allocated funds until a budget and strategic plan are submitted to the Academics Commissioner.

2.03.03

Should a Department Student Council President or designate be absent from one (1) meeting of either DSC Assembly, monthly meeting, or Faculty Board without notifying the Academics Commissioner or Deputy Academics Commissioner (DSC Support) the Academics Commissioner will issue a written warning to the DSC President explaining the nature of the absence and consequences of a subsequent absence.

2.03.04

Should a DSC President or designate be absent from two (2) meetings of either DSC Assembly, monthly meeting, or Faculty Board without notice or explanation to the Academics Commissioner or Deputy Academics Commissioner (DSC Support), their access to funding shall be prohibited at the discretion of the ASUS Vice President until a letter of explanation has been submitted by the DSC and a meeting between the Academics Commissioner and the ASUS Executive has been held.

2.03.05

Department Student Councils will always receive a minimum two-hundred dollar (\$200) allotment, which can be expanded at the discretion of the Academics Commissioner and the Vice President.

2.03.06

In the event a Department Student Council has a deficit at any time during the academic year, the ASUS Vice President and Academics Commissioner will have the option to freeze the respective DSC's financial account until a meeting between the DSC Co-Presidents, the ASUS Vice President, and the Academics Commissioner has been held to decide on a financial plan for the remainder of the year.

2.03.07

Department Student Councils must have all of their reimbursements processed by the end of the academic year. Reimbursements until September 1st of the following academic year will be accepted at the discretion of the ASUS Vice President. Any requests for reimbursements after the aforementioned date will be void.

2.03.08

Failure to adhere to the principles in the Department Student Council Charter may result in prohibited access to a DSC bank account and possible unsanctioning of events, or in some cases, the termination of DSC Executives, to be determined by the Academics Commissioner and ASUS Vice President.

2.03.09

Due to the unique nature of the Miller Club and Physics DSC with regard to their relationship between the Arts and Science Undergraduate Society (ASUS) and the Engineering Society (EngSoc), these two groups must adhere to all policy and guidelines set by both Societies. To facilitate transparency between the respective faculty societies the following practices will be applied to both the Miller Club and Physics DSC:

- i. They will be allowed to have full jurisdiction over the bank account that is housed with EngSoc;
- ii. The Academics Commissioner, DSC Support Deputy, and Vice-President Operations will be allowed access to view the balance within the bank account both over the summer during the creation of strategic plans and throughout the school year;
- iii. In order to promote equitable funds to DSCs, the allocation amount distributed by ASUS may be impacted depending on the existing funding that the groups have;
- iv. All rules and regulations of the DSC Charter and ASUS Financial Policy still apply.

2.03.10

Budget surplus remaining at the end of the year (up to 15% of the amount of the approved budget) will be held on behalf the DSC for the following year's budget. The maximum amount that can be held on behalf of the DSC is \$500, but surplus year over year may not accrue in excess of this amount.

Example: Budget \$5,500, Spend \$500, Surplus of \$500 Held

Example: Budget \$1,000, Spend \$750, Surplus of \$150 Held

PART 3: GOVERNING BODIES AND ACADEMIC REPRESENTATIVES

SECTION 1 | DSC ASSEMBLY

The rules and procedures surrounding the ASUS Department Student Council Assembly shall be as follows:

3.01.01

The Voting Members of the Assembly shall include:

- i) The Society President.
- ii) The Academics Commissioner.
- iii) Twenty-seven (27) Department Student Council Representatives, one (1) from each Department Student Council.

3.01.02

The Non-Elected and Non-Voting Members of the Assembly shall include:

- i) A Speaker who shall be appointed by the Voting Members of DSC Assembly during the last Department Student Council Assembly of the previous academic year. The Speaker shall chair all meetings of the Assembly, and shall enforce the ASUS Rules of Order Assembly Procedures Manual.
- ii) The Deputy Academics Commissioner, who will take minutes during each meeting of Assembly.

iii) The Governance Officer.

3.01.03

The Department Student Council Assembly is a tier below ASUS Assembly and both to and is accountable to ASUS Assembly, which is the ultimate decision making body for policy and governance affairs of the Society.

3.01.04

The DSC Assembly has the power, within the restrictions of the DSC Charter and ASUS Constitution to create, alter, and terminate any policy statements which are considered to be DSC policy, and to deal with any reports, recommendations, or conclusions of any groups, Department Student Councils, and ad-hoc committees which fall under the purview of DSC Assembly.

3.01.05

Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfil its mandate by:

- i) Debating and addressing any reports, motions, or policy decisions that are presented to the Assembly.
- ii) Representing the Department Student Councils where it is deemed necessary.
- iii) Carrying out various duties in the interest of the Departmental Student Body.

3.01.06

The Assembly will meet once a month during the course of the regular school year (September to April). The Deputy Academics Commissioner (DSC Support) shall be responsible for keeping minutes of all regular meetings of the Department Student Council Assembly and preparing them for distribution by the Governance Officer.

3.01.07

Quorum shall be half of all Voting Members plus one. Proxy votes will be counted. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the Meeting's minutes.

3.01.08

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

3.01.09

The Academics Commissioner shall have the power to call, at any time, a Special Meeting of the Department Student Council Assembly. Notice of the Special Meeting of the Department Student Council Assembly shall be at least forty-eight (48) hours.

3.01.10

Any Member of any Department Student Council must give written notice to the Governance Officer twenty-four (24) hours before the agenda shall be made available

for Assembly members. The agenda shall be available for Assembly Members at least forty-eight (48) hours prior to a regular meeting.

3.01.11

Full minutes of every meeting of the Assembly shall be taken and kept by the Deputy Academics Commissioner and shall be made public to each Department Student Council and their Representatives no later than four (4) business days following a regular Meeting of Assembly.

3.01.12

All other remaining operations, structure, or notices of Assembly shall follow the ASUS Rules of Order Assembly Procedures Manual.

SECTION 2 | FACULTY BOARD

The rules and regulations which govern the Society's representation on the Arts and Science Faculty Board are as follows:

3.02.01

The functions of Arts and Science Faculty Board shall include:

- i) To recommend to the University Senate programs of study leading to degrees, and for-credit diplomas and certificates, and the conditions of admission;
- ii) To submit to the University Senate names for both ordinary and honorary degrees;
- iii) To recommend the sessional dates, subject to the approval of the Senate;
- iv) To deal with class failures;
- v) To exercise academic supervision over students;
- vi) To make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University;
- vii) To pass such regulations and bylaws as may be necessary for the exercise of the functions of the Faculty.

3.02.02

These functions shall be exercised by the Arts and Science Faculty Board either by motion duly moved and passed, or by bylaw.

3.02.03

Regular monthly meetings will be held at 3:30PM on the second Friday of each month from September to May, inclusive, unless otherwise ordered by special motion or by the Dean of the Faculty.

3.02.04

Attendance at Faculty Board is mandatory. Every department in the Faculty must be represented at all regular and special meetings. Department Student Council Co-Presidents must ensure that if they are not available to attend a regular or special meeting of the Arts and Science Faculty Board, a representative from their DSC or proxy is sent in their place.

3.02.05

If a Department Student Council fails to have a representative present at one (1) Faculty Board Meeting, their access to their bank account will be limited until a notice of explanation has been submitted to the Academics Commissioner and ASUS Executive, and is approved by these individuals.

SECTION 3 | ACADEMIC REPRESENTATIVES

The rules and regulations which govern the Academic Representatives are as follows:

3.03.01

Once Representative must be elected to represent each of the four (4) disciplinary divisions:

- i) Arts and Languages
- ii) Humanities
- iii) Natural and Physical Sciences
- iv) Social Sciences

3.03.02

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

3.03.03

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

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

3.03.04

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

- i) Ensuring that the policies governing the Department Student Councils as put forth by the Faculty of Arts and Science are adhered to by the Departmental Executives;
- ii) Reviewing any academic policy governing Arts and Science students as put forth by the Arts and Science Faculty Board and the University Senate;
- iii) Voting as a Member of ASUS Assembly, and to represent the interests of the students in their respective divisions when making decisions on Assembly, and to report to ASUS Assembly on the activities of the Department Student Councils of their respective divisions;
- iv) Attend Department Student Council Meetings, and to communicate and represent the interests of the students in their respective departmental division on that body, as well as maintain open communication with the Department Student Council Executives of their respective divisions.
- v) Be a point of contact between the Department Student Council Executives, the Academics Commissioner, and ASUS Assembly.

PART 4: HIRING AND TERMINATION

SECTION 1 | POLICY

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

4.01.01

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

4.01.02

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

Department Student Council's discretion to assess whether a situation constitutes an extreme circumstance.

4.01.03

Removal of the Department Student Council Executives shall be effected by a non-confidence vote by the Department Student Council Assembly. Such a result must be a result of a motion moved by the ASUS President and seconded by the Academics Commissioner with at least two (2) weeks of written notice given to all DSC Assembly Members prior to the non-confidence vote. To be resolved, the non-confidence motion must be passed by a two-thirds (2/3) majority of the members in attendance at the DSC Assembly Meetings.

4.01.04

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

PART 5: ELECTIONS

SECTION 1 | POLICY

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

5.01.01

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

5.01.02

The Nomination Period shall:

- i) Last at least a total of ten (10) days
- ii) Include the All-Candidates meeting, during which the Elections Team shall explain the following to the candidates:
 - a) ASUS policy on Department Student Council Elections;

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

5.01.03

The Verification Period shall:

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

5.01.04

The Campaign Period shall:

- i) Not commence until 12:00AM on the day following the Verification Period;
- ii) Last three a minimum of five (5) business days;
- iii) Cease by 12:00AM the day before the first Voting Day. Each candidate or team of Candidates will be required to remove all election material produced on their behalf for the purposes of the Election by 8:00PM on this day.

5.01.05

Campaign Restrictions are as follows:

- i) All DSC Elections are subject to the Campaign Period Regulations stated in Part 4, Section 3 of the ASUS Elections and Referenda Policy Manual.

5.01.06

Voting Day procedures are as follows:

- i) All DSC Elections are subject to the Voting Day Regulations stated in section 9 of the ASUS Elections and Referenda Policy Manual.

5.01.07

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

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

5.01.08

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

5.01.09

Recounts shall be governed by the following provisions:

- i) A recount shall be conducted automatically if the margin of victory constitutes one percent (1%) or less of the total votes cast, or ten votes or less in all cases.