



Constitution

ARTS AND SCIENCE UNDERGRADUATE SOCIETY CONSTITUTION

MISSION STATEMENT

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ARTS AND SCIENCE UNDERGRADUATE SOCIETY

Mission Statement

The Arts and Science Undergraduate Society is dedicated to enhancing the academic experience of undergraduate students and offering a differentiated learning environment beyond the depth and breadth offered in the classroom course of study.

Objectives

The Arts and Science Undergraduate Society shall strive to:

- represent the diverse interests of Arts and Science students to external bodies;
- provide opportunities and experiences to students in both academic and non-academic endeavours;
- provide services relevant to the varied needs of the Society;
- make social contributions to the Queen's and Kingston Communities.

PREAMBLE TO THE ASUS CONSTITUTION

This Constitution shall be recognized to be the highest document on all matters of policy and conduct concerning the Arts and Science Undergraduate Society and its members. All other documents of the Society, such as policy statements and rules of order, shall be subject to interpretation in a manner that is consistent with this Constitution.

In recognition of the vast diversity among members of the Arts and Science Undergraduate Society including, but not limited to, ethnic, cultural, religious, gender, and orientations, sexual and otherwise, this Constitution shall be interpreted in a manner consistent with the Charter of Human Rights and Freedoms.

PART 1: INTERPRETATION

SECTION 1.01 DEFINITIONS

1.01.01

In this part and all other parts of the Constitution, unless the context requires otherwise:

Associations

- i) "Society" refers to the Arts and Science Undergraduate Society, whose acronym is "ASUS"; that is, the association whose membership consists of Society members;

Documents of Association

- ii) "Constitution" refers to the Constitution of the Society, which governs the affairs of the Society;
- iii) any cited Part, Section or Subsection herein carries the implicit connotation of pertaining to this Constitution, unless otherwise stated;

General

- iv) "Assembly" refers to the Assembly of the Society;
- v) "Assembly Policy" refers to a motion, resolution, statement, paper, platform, report, or position adopted by the Assembly in accordance with the requirements of this Constitution;
- vi) "Voting member" refers to any assembly member constitutionally entitled to vote on behalf of ASUS and any other assembly member who has had voting rights passed to them from a member who is constitutionally entitled to vote.
- vi) "Council" refers to the Council of the Society as described in Section 6.01;
- vii) "Executive" refers to the Executive of the Society as described in Subsection 2.02.01;
- viii) "Ex-officio member" refers to a member of a body who is part of it by virtue of holding another office;
- ix) "Faculty Board" refers to the Board of the Faculty of Arts and Science;
- x) "Member Society" refers to a school (CESA, PHEKSA, COMPSA) division or institute of the University recognized by the Society as a member Society;
- xi) "Student" refers to a person who is registered as a full-time or part-time student in the Faculty of Arts and Science at University;
 - a. "Full-time student" refers to a student taking three (3) or more Arts and Science credits;
 - b. "Part-time student" refers to a student taking less than three (3) Arts and Science credits;
- xii) "Society member" refers to a member of the Society as defined by Subsection 3.01.02;
- xiii) "University" refers to Queen's University at Kingston, Ontario;

- xiv) definitions given for words with the morphology of the singular shall also be the definitions for words with the morphology of the plural, and vice versa;
- xv) "good academic standing" refers to a student who is not on academic probation with the Faculty of Arts and Science. The determinants for a student being on academic probation are, and will remain, those of the Faculty of Arts and Science as they shall from time to time determine. These determinants should be listed under the academic regulations section of the current Faculty of Arts and Science calendar;
- xvi) if there is any ambiguity, the Arts and Science Undergraduate Society's Judicial Committee shall be consulted as defined by Subsection 9.01.02.

PART 2: THE SOCIETY AND THE EXECUTIVE OF THE SOCIETY

SECTION 2.01 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:

- i) to advance the interests of its members and of the University;
- ii) 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.

2.01.04

The Society derives its authority from the University through the Faculty Board.

2.01.05

The motto of the Society shall be *duc mentem ad libertatem* (translation: "lead the mind to freedom").

SECTION 2.02 THE EXECUTIVE OF THE SOCIETY

2.02.01

The Executive of the Society shall consist of a President and a Vice-President who must be Society members. They shall be ex-officio members of both Council and Assembly.

2.02.02

The President and Vice-President shall run as a team and shall be elected by members of the Society. The campaign and election shall be held in accordance with the ASUS Policy on Elections and Referenda. The members of the Executive team must be full-time students during the school term in which they run for office and full-time students during their term of office. All candidates for President and Vice-President must be in good academic standing, subject to approval by the Associate Dean of Studies, and remain so throughout their term of office.

2.02.03

Should the position of President become vacant, the Vice-President shall fill this position immediately. Should the position of Vice-President become vacant, the position shall be filled through appointment by Council, subject to ratification by a two-thirds (2/3) majority vote of the Assembly.

2.02.04

Should both the positions of President and Vice-President become vacant, the Assembly shall proceed in the manner outlined in Subsection 2.05.03.

SECTION 2.03 DUTIES OF THE EXECUTIVE MEMBERS

2.03.01

President: The duties of the President shall include the following, but shall not necessarily be limited thereby:

- 1) to chart the direction for the Society;
- 2) to arrange the time, place and agenda for all meetings of Council;
- 3) to preside over Council meetings according to Section 6.02 of the Constitution;
- 4) the time, agenda, and minutes for such meetings shall be the responsibility of the President;
- 5) to act as the Society spokesperson
- 6) to chair Society Annual Meetings and Society Special General Meetings according to Part 10 of the Constitution;
- 7) to supervise all activities of the Society and to be a ex-officio, non-voting member on any of its Committees, except when selected as a member of a Committee;
- 8) to coordinate representation of the Society to the Alma Mater Society (AMS);
- 9) to represent the Society to all external bodies.
- 10) to sit on the Orientation Committee Selection and supervising the Orientation Committee;
- 11) to supervise the Formal Committee and Committee and Thank Q Committee;
- 12) to be a voting member of ASUS Assembly, AMS Assembly, and of the Faculty Board;
- 13) to sit on the Academic Orientation and Curriculum Sub-Committees and Nominations sub-committees, with additional sub-committees possible at the discretion of the President;
- 14) to chair the Formal Selection, Head Gael Selection, and Long Term Planning Committees

2.03.02

Vice-President: The duties of the Vice-President shall include but shall not necessarily be limited to:

1. to preside over Council ,meetings according to Section 6.02 of the Constitution, in the absence of the President;
2. to chair Society Annual Meetings and Society Special General Meetings according to Part 10 of the Constitution, to chair Society Annual Meetings and Society Special General Meetings according to Part 10 of the Constitution;
3. to be a voting member of ASUS Assembly, AMS Assembly, and of the Faculty Board;
4. being responsible for the administration of the financial affairs of the Society including but not limited to:
 - a) writing all pay cheques;
 - b) administering the internal invoice system;
 - c) ensuring all external accounts are settled;

- d) processing all cheque requisitions and deposits
 - e) prepare and maintain a fiscally responsible yearly budget;
 - f) reviewing and evaluating on a yearly basis each line item in the ASUS budget;
 - g) bringing monthly budgetary updates of the Society to Council and Assembly for review and discussion;
5. overseeing and being an ex-officio member of the ASUS Jackets and ASUS Movie Theatre;
 6. sitting on Faculty Board curriculum sub-committees with additional sub-committees possible at the discretion of the Vice-President;
 7. working with the Business Manager in the management and maintenance of the ASUS finances;
 8. arranging the time, place and agenda for meetings of ASUS Vice-Presidents' Caucus.
 9. to chair the Board of Finance, composed of the Business Manager, Head Gael, Arts Adventure Camp Business Director, Science Discovery Camp Business Director, Formal Convener, Services Commissioner, and one Assembly Member;
 10. to act as a financial advisor to the Head Gael and to Orientation Committee.
 11. to assist the President in all his/her duties;

2.03.03

Formalization of Objectives

The Executive shall present to Assembly, by the first Assembly meeting in October, a general statement outlining their objectives for the upcoming year and providing an indication of the proposed means of achieving these objectives. This presentation shall be accompanied by the similar presentations of the Commissioners described in Subsection 6.03.07.

SECTION 2.04 ASUS CHIEF ADVISOR

2.04.01

The Chief Advisor shall serve as the chief advisor to the elected Executive and their Council.

The Chief Advisor shall serve as the Chair of Deputy Council.

The Chief Advisor shall be selected by the incoming Executive from current or past Commissioners or ASUS Board members. If no Commissioner or Board member agrees to the appointment, the Executive shall select a current Deputy Commissioner or member of ASUS Assembly. The selected individual must be approved by a two thirds (2/3) vote of the Assembly.

The Chief Advisor is responsible to the elected Executive.

2.04.02

Duties of the Chief Advisor

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

- i) observing meetings of Council if his/her presence is requested by a member of Council;
- ii) observing Assembly if desired/requested;
- iii) meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
- iv) preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-6 of the ASUS Policy Manual;
- v) holding six (6) office hours per week;
- vi) Meeting weekly with the Executive in an advisory context;
- vii) serving as the Chair of Deputy Council - meeting with all Deputy Commissioners on a weekly basis;
- viii) working with the Executive to determine year-long goals for the Deputy Council;
- ix) proposing long term individual or collaborative special projects to be undertaken by the Deputy Council to the Executive/Council.

SECTION 2.05 HONORARIA

2.05.01

All positions within the Society, with the exception of the Office, Business and Systems Managers, ASUS Camps staff, Head Gael, Summer Executive member, the Withinsight Chair, and the Assembly Scribe, are considered to be volunteer positions. Due to the nature of their responsibilities and commitment, the Executive, Commissioners, and Orientation Chairs of the Society shall be recognized by granting them honoraria. These honoraria are to maintain the accessibility of these positions to all students, irrespective of their financial situations and should not be considered salaries.

2.05.02

All honoraria shall be made a line item in the Society Budget.

2.05.03

Orientation Chair honoraria shall be made a line in the Orientation Budget.

2.05.04

Payments for Orientation Chair honoraria are to be made in one installment upon successful review by the Review Committee and upon submission of a completed transition manual.

2.05.05

Payments for the Executive and Commissioners are to be made in two equal installments, one by October 31 and one by March 15. Five hundred dollars (\$500.00) of the second installment is to be held back until after the completion of individual transition manuals.

2.04.06

The President and the Vice-President of the Society shall each receive an honorarium equivalent to \$8 000.00 and two tickets to the Arts and Science Formal. This honorarium shall be reviewed bi-annually by the Firing and Honoraria Evaluation Committee in accordance with Section 18.03.

2.05.07

The five Commissioners (Academics, Internal Affairs, Community Outreach, Services, and Marketing) shall each receive an honorarium of \$5 000.00, and two tickets to the Arts and Science Formal. This honorarium shall be reviewed bi-annually by the Review Committee in accordance with Section 18.03.

2.05.08

The four Orientation Chairs (Operations, Socio-Cultural, Fundraising, and Academics) shall each receive an honorarium of \$1000.00, and two tickets to the Arts and Science Formal. This honorarium shall be reviewed once by the Review Committee in late October in accordance with Section 18.03. However, they shall not be reviewed in mid-March as stated in Section 18.03.

2.05.09

Changes may be made, upon the recommendation of Council, only by referendum, or at the Society Annual Meeting or Society Special General Meeting.

SECTION 2.06 REMOVAL OF THE EXECUTIVE

2.06.01

The President and Vice-President shall be removed from office individually or as a team.

2.06.02

Such removal shall be effected by:

- i) a non-confidence vote by the Assembly. Such a vote must be the result of a motion that has had at least two (2) weeks written notice to all Assembly members. Notice is deemed to have been given if such a motion has been included in the Assembly agenda two weeks prior to the actual non-confidence vote. To be resolved, the non-confidence motion must be passed by a two-thirds (2/3) majority vote of the Assembly;
- ii) a referendum to impeach. Such a referendum shall be received at any time by the Assembly and must be supported by the signatures of ten percent (10%) of the members of the Society. Such a referendum shall be conducted by the Chief Electoral Officer, on a date selected by the Chief Returning Officer, separate from any other election or referendum. At least one (1) week written notice must be given in the *Journal*, but in no instance shall more than twenty (20) days of classes pass between submission of the impeachment papers and the date of the balloting. The wording of the ballot shall be: "(Names of President (and/or) Vice-President) shall cease to hold the positions of President (and/or) Vice-President of the Arts and Science Undergraduate Society."

2.06.03

If a non-confidence vote or an impeachment referendum is resolved in the affirmative, the Assembly shall proceed under the ASUS Policy on Elections and Referenda to elect a new Executive team. Not more than twenty (20) days of classes shall pass before the new President and Vice-President take office. Throughout the interim period, the duties of the Executive shall be carried out by such person(s) as appointed by Assembly.

2.06.04

If a non-confidence vote or an impeachment referendum removing only the President or the Vice President is resolved in the affirmative, ASUS shall proceed with the measures outlined in section 2.02.03

2.06.03

Should the position of President become vacant, the Vice-President shall fill this position immediately. Should the position of Vice-President become vacant, the position shall be filled through appointment by Council, subject to ratification by a two-thirds (2/3) majority vote of the Assembly.

PART 3: MEMBERSHIP

SECTION 3.01 MEMBERSHIP

3.01.01

The following shall be member Societies of the Society:

- i) Concurrent Education Student Association (CESA);
- ii) Physical and Health Education and Kinesiology Student Association (PHEKSA);
- iii) Computing Students' Association (COMPSA).

3.01.02

Members of the Society shall be ordinary members, affiliated members, or honorary members.

- i) Ordinary members shall be all students of the Society who are enrolled in at least one course in the Faculty of Arts and Science, and who have paid the student interest fee of both the AMS and ASUS, as outlined in Subsection 3.03.01;
- ii) Honorary members shall include the Chancellor, the Rector, the Principal, the Dean of Arts and Science, Trustees of the University, employees of the Society who are not ordinary members, and such other members as selected through Society Annual Meetings, referenda, or Assembly. Such honorary members may also be ordinary members, if they comply with paragraph i) of this subsection;
- iii) The Society may create Honorary Life Memberships of the Society through Society Annual Meetings, Society Special General Meetings or referenda.

3.01.03

Members of the Arts and Science Undergraduate Society are also members of the Alma Mater Society.

3.01.04

Each student may belong to a member Society or affiliated Society, as well as to the Society. They shall enjoy the rights and privileges of both Societies.

SECTION 3.02 RIGHTS, PRIVILEGES AND OBLIGATION

3.02.01

The rights and privileges of ordinary and affiliated members of the Society, as described in Subsection 3.01.02, shall include the right:

- i) to vote in all Society elections and referenda;
- ii) to hold offices or positions of employment within the Society, subject to any restriction of the office or position as outlined by ASUS policy;
- iii) to attend meetings of the Society subject to the Rules of Procedures as prescribed by the ASUS Policy on Rules of Order;
- iv) to move or second motions at such meetings;
- v) to speak for or against any motions at such meetings;

- vi) to vote at Society Annual Meetings or Society Special General Meetings;
- vii) to gain admission to and/or actively participate in any Society sponsored event and/or program subject to the restrictions of the particular event or program.

3.02.02

The rights and privileges of honorary members, as described in Subsection 3.01.02, shall include the right:

- i) to attend Society Annual Meetings or Society Special General Meetings subject to the Rules of Procedures as prescribed by the ASUS Policy on Rules of Order;
- ii) to move or second motions at such meetings;
- iii) to speak for or against any motions at such meetings.

3.02.03

Members shall resign by resignation in writing, which shall be effective upon acceptance by the Assembly. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied, or that which became payable by them to the Society prior to the acceptance of their resignation.

SECTION 3.03 ASUS SPECIFIC FEE

3.03.01

There shall be a fee to be paid by every ordinary member of the Society, to aid in accomplishing Society objectives. The Society fee shall be established by a majority vote of the Society members at a Society Annual Meeting, Society Special General Meeting or by referendum, and shall be reviewed each spring by Council.

3.03.02

The allocation of Society funds shall be set by budget each year, subject to majority approval by the Assembly. Any expenditure not accounted for in the Society Budget must first be approved by Assembly, subject to Subsection 12.01.04.

PART 4: ELECTIONS AND REFERENDA

SECTION 4.01 GENERAL ELECTIONS

4.01.01

Elections for the positions of President and Vice-President (team), Senators, Year Society Executive Teams (for second year, third year, and fourth year), and ASUS Representatives to the AMS shall be held by ballot on two (2) consecutive days. The election shall be held no later than the sixth week of classes in the Winter Term, to correspond with the AMS election whenever possible, and in accordance with the ASUS Policy on Elections and Referenda. The Arts and Science Undergraduate Society will use the AMS online voting system wherever possible and adhere to the rules and procedures set out in AMS Policy and Constitution. The use of a 'paper-election' is at the discretion of the Chief Electoral Officer and the Internal Affairs Commissioner, should problems with the AMS online voting system arise, and can be called at any time.

4.01.02

All candidates must be in good academic standing and members of the Society as per Section 3.01.02.

4.01.03

Each ordinary member shall be eligible to cast one (1) vote for one (1) Executive team (President and Vice-President). The election shall be decided by a majority vote.

4.01.04

Each ordinary member shall be eligible to cast votes for the offices of Representative to the AMS (one term) and Student Senator (one term).

4.01.05

Each ordinary member shall be eligible to cast one (1) vote for the Year Society Executive Team of their graduating year. The election shall be decided by a majority vote.

4.01.06

One (1) or two (2) representatives to the Senate shall be elected annually to serve a two-year term, subject to Subsection 5.01.01 paragraph v).

4.01.07

No Executive member shall run for re-election to their position if they have served a one-year term.

4.01.08

No person shall run for re-election to the positions of Representative to the AMS or Senator, if they have served two (2) one-year terms, or one (1) two-year term.

4.01.09

No person shall run for a position where the duration of the term of the position exceeds the duration of the person's undergraduate career. Further, no person shall run for more than one (1) voting position on ASUS Assembly, as per Subsection 5.01.01

4.01.10

Nominees who hold an Executive, Council, Assembly, Chair, or Committee position within ASUS must take a leave of absence from that position until the election is over. Nominees who are running unopposed are not required to take a leave of absence from their position.

4.01.11

The ASUS Chief Electoral Officer (CEO) shall, in the final instance, be responsible for all Society elections and referenda and shall be ratified by a two-thirds (2/3) majority vote of the Assembly. This person shall be accountable to the Internal Affairs Commissioner.

4.01.12

The ASUS Chief Returning Officer (CRO), who shall be appointed by the Internal Affairs Commissioner before March 31 of each year, and shall be ratified by a two-thirds (2/3) majority vote of the Assembly. This person shall be accountable to the Internal Affairs Commissioner.

4.01.13

The responsibilities of the Chief Electoral Officer and ~~of~~ the Chief Returning Officer are outlined in the ASUS Policy on Elections and Referenda.

4.01.14

The CRO shall announce the results of an election to the candidates involved immediately after they become known. The results may be made public only after notification has been given to the candidates. Should the candidates not be immediately available, the results shall be made public no less than one hour after the results have been confirmed by the CRO.

4.01.15

Publication of the results of the election in the *Journal* at the earliest possible date shall constitute a public announcement of the results.

4.01.16

The CRO shall vote twenty-four (24) hours in advance of the election and place his/her ballot in a sealed envelope to be entrusted to the CEO. This envelope will be opened only in the case of a tied vote. Should there be more than two (2) candidates or teams of candidates, the CRO shall indicate his/her order of preference on the ballot.

4.01.17

All campaigns for elections and referenda shall occur in accordance with the ASUS Policy on Elections and Referenda.

4.01.18

Any complaint concerning the conduct of an election, referendum or recount, including the conduct of the CRO, shall be presented in writing to the CEO no later than seventy-two (72) hours after the announcement of the results. The CEO and the Judicial Committee Liaison shall have the authority to determine the validity of the complaint. The CEO and the Internal Affairs Commissioner shall have the authority to act on the complaint as they deem most appropriate.

4.01.19

A recount shall take place if twenty-five (25) ordinary members of the Society submit a petition to the CRO within forty-eight (48) hours of the announcement of the results of an election or referendum. The CRO shall complete the recount within forty-eight (48) hours of the submission of the petition. Each candidate or team of candidates must provide a scrutineer for the recount. The results of a recount are final.

SECTION 4.02 YEAR EXECUTIVE ELECTIONS

4.02.01

The Year Executives shall be elected by the members of that year in a general election to be held before the end of the twentieth week of classes, as outlined in the ASUS Year Society Policy. The first-year Executive election shall be held before the end of the fifth week of classes in the Fall Term.

4.02.02

The Permanent Year Executive (see ASUS Constitution Section 7.05) shall be elected in their fourth year, preferably in the spring at the same time as the Year Society elections.

4.02.03

The CRO, through the Internal Affairs Commissioner, shall be responsible for the administration of the election.

4.02.04

All campaigning for Year Executive elections must follow the guidelines set in the ASUS Policy on Elections and Referenda.

SECTION 4.03 REFERENDA

4.03.01

Assembly shall set the dates of the referenda of the Society, in conjunction with the AMS whenever possible, well in advance of these finalized dates.

4.03.02

A referendum on any issue within the purview of ASUS may be called at any time by Assembly. A referendum may be called by a member of the Society (by written request to the CRO, supported by signatures of at least five percent (5%) of current Society members) to run in conjunction with an ASUS by-election, AMS or ASUS general election, or AMS or ASUS referendum.

4.03.03

The responsibilities of the CEO and CRO are outlined in the ASUS Policy on Elections and Referenda.

4.03.04

The campaign for a referendum must follow the guidelines outlined in the ASUS Policy on Elections and Referenda.

4.03.05

The results of a referendum shall be announced immediately. Publication of the results in the *Journal* at the earliest possible date shall constitute a full public announcement.

4.03.06

A recount shall take place if twenty-five (25) members of the Society submit a petition to the CRO within forty-eight (48) hours of the announcement of the results of the referendum. The CRO shall complete the recount within forty-eight (48) hours of the submission of the petition. The results of a recount are final.

PART 5: MEMBERSHIP TO ASSEMBLY

SECTION 5.01 MEMBERSHIP OF THE ASSEMBLY

5.01.01

The voting members of Assembly shall be the:

- i) President of the Society;
- ii) Vice-President of the Society;
- iii) four (4) Year Presidents or their delegates, who must be members of the Year Executive;
- iv) four (4) Year Vice-Presidents or their delegates, who must be members of the Year Executive;
- v) Representatives to the AMS, the number of which shall be determined by the AMS Constitution, Subsection 5.01.02;
- vi) five (5) Student Senators: three (3) on a two-year term and two (2) on a one-year term;
- vii) four (4) Departmental Student Council Representatives, one (1) from each division;
- viii) one (1) CESA Representative;
- ix) one (1) PHEKSA Representative;
- x) one (1) COMPSA Representative.

A member may hold a maximum of one (1) voting position on Assembly at any time.

5.01.02

The non-elected, non-voting members of the Assembly shall include:

- i) a) a Speaker who shall be appointed by the new voting members of Assembly as soon as possible after they have been installed. The Speaker shall chair all meetings of the Assembly, and shall enforce the Rules of Order as outlined in Part H of the ASUS Policy Manual; he will also act as the Chief Electoral Officer of ASUS elections.

b) a Deputy Speaker from the voting members of the Assembly who will assume the duties of the Speaker in the event of his/her absence;
- ii) a Scribe who shall be a paid employee of the Society;
- iii) the Commissioners as outlined in Section 6.03;
- iv) an Honourary President, who shall be a graduate, a member of the academic or administrative staff of the university, or a friend of the university. This person shall be appointed annually upon the recommendation of the Council;
- v) the Rector;
- vi) the undergraduate student trustee.

SECTION 5.02 TERMS OF REFERENCE OF THE ASSEMBLY

5.02.01

The Assembly is the ultimate decision-making body for the policy and political affairs of the Society. The Assembly has full power, within the restrictions of the Constitution, to create, alter and/or terminate any policy statements, which are considered to be Society policy, and to deal with any reports, recommendations and/or conclusions of any groups, committees, and organizations which fall within the purview of the Assembly.

5.02.02

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

- i) debating and dealing with any reports, including their recommendations and conclusions; with motions, as submitted by the Council, Assembly, or the ASUS student body-at-large; with policy decisions regarding the official stance of the Society on any issue within the purview of Assembly; and with the granting of allocations of all funds assigned to grants in the current Council;
- ii) representing the Society where it is deemed necessary;
- iii) carrying out various duties in the interest of the Societal student body.

5.02.03

The Assembly shall be directly responsible for the actions and activities of the various Commissions, as outlined in Sections 6.04, 6.05, 6.06, 6.07, and 6.08; all Assembly Committees, and any groups and organizations that are within the jurisdiction of the Assembly.

5.02.04

The decisions of the Assembly shall be binding on the Executive. Representatives to the AMS and Student Senators may choose to follow Assembly decisions.

SECTION 5.03 ELECTION AND REMOVAL OF ASSEMBLY MEMBERS

5.03.01

The President, Vice-President, Representatives to the AMS, and Student Senators shall be elected by the full Societal membership in a general election or a by-election, as outlined in the ASUS Policy on Elections and Referenda.

5.03.02

The Year Presidents and Vice-Presidents shall be elected annually by their respective years in an election, as outlined in Subsection 4.02.01.

5.03.03

The Departmental Student Council shall be elected as outlined in Subsection 8.01.06.

5.03.04

The CESA Representative shall be elected by the members of CESA.

5.03.05

The PHEKSA Representative shall be elected by the members of PHEKSA.

5.03.06

The COMPSA Representative shall be elected by the members of COMPSA.

5.03.07

Each Assembly member is expected to act in the best interest of their constituency.

5.03.08

All Assembly members, with the exception of the President and Vice-President, who are removed subject to Section 2.05, are subject to removal from Assembly on the following grounds:

- i) absence or lateness at three (3) or more duly-called meetings;
- ii) theft, fraud, or embezzlement of funds;
- iii) ineligibility to be a member;
- iv) just cause.

5.03.09

The Internal Affairs Commissioner is charged with formally notifying the Assembly when a member is absent from both his/her second and third meeting.

5.03.10

The Internal Affairs Commissioner shall be responsible for determining if an Assembly member is ineligible for their position, and shall notify Assembly as such. Upon this notification that seat on Assembly shall be deemed to be vacant and shall be filled in accordance with Subsection 5.03.17. This determination may be appealed by the Assembly member to the ASUS Judicial Committee, which shall have the final right of determination.

5.03.11

If an Assembly member is absent or considerably late for three (3) meetings of Assembly, without prior notice given in accordance with Section 25.2.2 of the ASUS Policy Manual, he or she shall be summoned before the next Assembly meeting to provide an explanation for each instance of absence or truancy. The rest of Assembly will be given the opportunity to question him or her, and then Assembly shall vote on the expulsion of that member from their position. Expulsion shall be by a non-seconded Motion of Removal moved by the Internal Affairs Commissioner. This motion shall be subject to debate and must be passed by a two-thirds majority vote of Assembly by secret ballot.

5.03.12

In the case where an Assembly member is eligible for removal through Subsection 5.03.08, parts ii) and iv), an Assembly member may make a seconded Motion of Removal. Notice of such a motion must be given to Assembly and the person named at least two weeks before the motion is to be considered. The named member shall be summoned to that Assembly meeting to account for his or her actions. The rest of Assembly will be given the opportunity to question him or her, and then the motion shall be subject to a debate. The motion must be passed by a two-thirds vote of the Assembly by secret ballot.

5.03.13

Subsections 5.03.11 and 5.03.12 do not apply to the Executive of the Society, whose removal from office is governed by Section 2.05. The Executive and Commissioners may be disciplined according to Section 25.2.9 of the ASUS Policy Manual.

5.03.14

The text of a Motion of Removal shall be as follows: “(Name of person) shall cease to hold the office of (name of office), on the grounds of (relevant part of Subsection 5.03.08).”

5.03.15

When a member of Assembly is removed by Assembly according to Subsections 5.03.11 or 5.03.12, the offending member’s seat shall be declared vacant, and shall be filled in accordance with

Subsection 5.03.17. An Assembly member who is removed subject to Subsection 5.03.08 part ii) or resigns while subject to a Motion of Removal on that part shall be ineligible to run for any ASUS office for one calendar year.

5.03.16

An Assembly member shall resign his or her position in writing to the Internal Affairs Commissioner. The Internal Affairs Commissioner is responsible for notifying Assembly of any resignations at the Assembly meeting immediately after the resignation is received. At the point that Assembly is notified of the resignation, the resigning member's seat shall be declared vacant, and shall be filled in accordance with Subsection 5.03.17.

5.03.17

In the event that a seat on Assembly is declared vacant, that seat shall be filled as follows:

- i) Year President and Vice Presidents shall be replaced in accordance with Subsections 7.03.03 and 7.03.04;
- ii) Academic Representatives shall be replaced in the same way they are normally elected in Section 8.01;
- iii) CESA, PHEKSA, and COMPSA Representatives shall be replaced in accordance with the Constitutions of their respective Associations;
- iv) Representatives to the AMS and Student Senators shall be replaced by election of the full Society membership at the next ASUS General Election or ASUS Fall By-Election. The executive may nominate an interim Representative or Senator to serve in the vacant position until the next general election or by-election. Such a nomination must be made in consultation with the other AMS Representatives or Student Senators, as the case may be, and must be ratified by a two-thirds vote of the Assembly.

SECTION 5.04 ASSEMBLY MEETINGS AND QUORUM

5.04.01

The Assembly will meet at least ten (10) times during the course of the regular school year, September to April. Meetings will be held in accordance with the Rules of Order as outlined in Part H of the ASUS Policy Manual.

5.04.02

The Scribe of the Assembly, together with the Internal Affairs Commissioner, shall be responsible for keeping minutes of all regular meetings of the Assembly and for ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members.

5.04.03

The meetings of the Assembly shall be open to the public; however, there shall be recourse to closed sessions if so decided by a majority of members present. If such a motion is passed, all persons not either voting or ex-officio members of the Assembly shall leave the room as long as the session remains closed. No expenditures shall be approved during a closed session.

5.04.04

Quorum shall be half (1/2) of all voting members plus one (1). If half of all voting members is not a whole number, then the next highest whole number shall constitute quorum. Proxy votes will not count, except in the case of Year Presidents, the PHEKSA Representative, the CESA Representative, and the COMPSA Representative, who may send a representative in their place. Such a representative must be an elected member of the Year Executive or member Society, respectively. If quorum is not maintained, the meeting shall be adjourned and the time and names of the members present shall be recorded in the minutes.

5.04.05

Motions of the meetings of Assembly shall be decided by a majority of votes, with each Assembly member entitled to one (1) vote. In the case of an equality of votes, the Speaker shall cast the deciding vote in the negative. All votes at such meetings shall be taken by ballot if so demanded by any Assembly member present, but if no demand is made, the vote shall be taken in the usual way by a show of hands.

SECTION 5.05 NOTICE OF ASSEMBLY MEETINGS

5.05.01

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

5.05.02

The President and the Vice-President of the Society shall have the power to call, at any time, a special meeting of the Assembly. Further, such meetings shall be called by the Internal Affairs Commissioner upon receipt of a petition to do so signed by ten (10) Assembly members. Notice of a special meeting of the Assembly shall be forty-eight (48) hours.

5.05.03

Notwithstanding Subsection 5.05.02, the President of the Society, in the case of an emergency, may call a special meeting of the Assembly at any time without being subject to the forty-eight (48) hours notice requirement.

SECTION 5.06 AGENDA, PROPER NOTICE OF MOTIONS

5.06.01

Any member of the Society wishing to have items placed on the agenda of the regular meeting of the Assembly must give written notice to the Internal Affairs Commissioner twenty-four (24) hours before the agenda shall be made available for Assembly members and for the general public. The agenda shall be available for Assembly members and for the general public at least seventy-two (72) hours prior to a regular meeting.

5.06.02

Any item or motion included on an agenda prepared in accordance with Subsection 5.06.01 shall be deemed to have had proper notice unless required otherwise in this Constitution.

5.06.03

Full minutes of every meeting of the Assembly shall be taken and kept by the Scribe and shall be made public. All personal reports and other confidential matters contained in the minutes, reports or agenda, however, are to be clearly marked 'CONFIDENTIAL', unless otherwise decided by Assembly.

5.06.04

With the exception of the reports of Special Committees, copies of all reports to be considered must be distributed to the members of Assembly at least forty-eight (48) hours prior to the meeting at which the report is to be considered. If copies are not made available by this time, the report shall not be considered, except with the consent of two-thirds (2/3) of the voting members present.

5.06.05

Reports of the Special Committees must be submitted to the Society office one (1) week prior to the date of consideration by the Assembly.

5.06.06

Budgets and other financial decisions must be presented to members of Assembly for consideration in accordance with Section 5.06.01.

SECTION 5.07 RULES OF ORDER

5.07.01

A copy of Part H of the ASUS Policy Manual on Rules of Order, which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting they attend after election or acclamation. These rules shall be amendable by a two-thirds (2/3) majority vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.

5.07.02

The reference source for all points of order to procedure not covered in Part H of the ASUS Policy Manual on Rules of Order shall be Bourinot's Rules of Order, revised in its most recent edition, except where it contradicts this Constitution.

SECTION 5.08 DUTIES OF ASUS REPRESENTATIVES TO THE AMS

5.08.01

The duties of an ASUS Representative to the AMS shall include the following, but shall not necessarily be limited thereby:

- i) to be a voting member of ASUS and AMS Assemblies;
- ii) to be available to sit on ASUS and AMS Standing Committees.

The AMS is the organization that represents all students regardless of their faculty or year affiliations. An ASUS Representative's primary responsibilities are to bring the concerns of ASUS to AMS Assembly and to report to ASUS Assembly on AMS proceedings.

5.08.02

In the event of vacant position that cannot be filled in the interim period after the fall by-election and before winter election the Assembly reserves the right to appoint an individual.

SECTION 5.09 DUTIES OF ASUS STUDENT SENATORS

5.09.01

The duties of an ASUS Student Senator shall include the following, but shall not necessarily be limited thereby:

- i) to be a voting member of ASUS Assembly, the University Senate, and the Faculty Board of Arts and Science;
- ii) to be available to sit on ASUS and Senate Standing Committees.

The Senate is the senior academic governing body of the University. ASUS Student Senators bring concerns to the Senate from ASUS Assembly, but their main responsibilities are to vote on academic policy with the best interests of the University in mind and to report to Assembly on Senate proceedings.

PART 6: COUNCIL, COMMISSIONS AND COMMITTEES

SECTION 6.01 COUNCIL

6.01.01

The following shall be the voting members of the Council:

- i) the Commissioners;
- ii) the Executive;
- iii) such other persons as may be appointed by the President and approved by a two-thirds (2/3) majority vote of the Assembly.

6.01.02

Council is the executive body of the Assembly and is primarily responsible for providing the initiative and, where appropriate, the responses to all political and policy matters that fall within the purview of the Society during its term of office. Council shall attempt to clarify issues for the Assembly, identify and deal with campus problems, and handle administrative details involving the Society.

6.01.03

Without in any way restricting the generality of the foregoing, the Council shall fulfill its mandate by:

- i) coordinating the work of the various Commissions which are represented in the membership of Council;
- ii) reviewing reports which come forward from the various Commissioners and Committees of the Assembly with a view to adding in their presentation at Assembly;
- iii) preparing reports based on both its own initiative and in response to other reports and/or situations of concern to the Society or the Societal body in general;
- iv) preparing policy drafts for consideration by the Assembly;
- v) working towards the specific goals of the current Assembly and Executive;
- vi) being both an initiating and a responsive body.

As much as possible, the Council will be both an initiating and a responsive body.

6.01.04

No decision of the Council which is made under the authority of the delegated powers from the Assembly shall continue to stand unless reaffirmed by a majority vote of the Assembly at its first meeting following the period when such powers were delegated. This in no way detracts from the powers of Council as listed in this section.

6.01.05

Each member of Council shall submit a year-end review of events for the purposes of documenting the history of the Society. These reports shall be submitted to Queen's Archives by the Internal Affairs Commissioner as a record of what transpired each year.

SECTION 6.02 COUNCIL MEETINGS

6.02.01

The Council shall meet weekly during the Fall and Winter Terms. The time, agenda, and minutes for such meetings shall be the responsibility of the President.

6.02.02

Meetings of the Council shall be in camera; however, all major decisions taken by Council will be reported at the Assembly meeting following the Council meeting at which the decision was taken, and will not be considered Society policy until such decisions are ratified by a majority vote of the Assembly.

6.02.03

Quorum for Council meetings will be a majority of the members. Motions at Council meetings shall be decided by a majority of the votes, with each member of Council having one (1) vote. In the case of an equality of votes, the motion shall be deemed to have been defeated.

SECTION 6.03 THE COMMISSION SYSTEM

6.03.01

The Executive shall appoint Commissioners to the Commissions referred to in this part, and to such other Commissions as may be established by the Executive and the Assembly from time to time. Applications to any position on any Commission are open to all members of the Society, and only members of the Society, unless otherwise specified. All Commissioner positions shall be filled in accordance with Part 17: ASUS Hiring Policy.

6.03.02

The Executive shall appoint Commissioners, subject to ratification at an Assembly meeting by a two-thirds (2/3) majority of the members present and voting. All candidates for Commissioner must be in good academic standing, subject to approval by the Associate Dean of Studies. Commissioners shall be removed from office only upon a two-thirds (2/3) majority of Assembly members present and voting upon a motion to do so, which has had at least two (2) weeks written notice to all Assembly members.

6.03.03

Each Commissioner shall be responsible to the Assembly for the activities and affairs which should and/or do occur under the jurisdiction of their Commission. The Commissioners should attempt so far as is reasonably possible, to carry out the directives of the Executive, the Assembly, and this Constitution.

6.03.04

In order to fulfill its mandate, as outlined in Sections 6.04 to 6.08, various Committees will be organized under the Commission as is felt to be necessary by the Commissioner, the Executive, or the Assembly. Standing Committees as outlined in Section 6.09 will also be the responsibility of the respective Commissioner under whose jurisdiction they fall.

6.03.05

All members of each Commission shall be appointed only in accordance with Part 17: ASUS Hiring Policy.

6.03.06

Each Commissioner shall report to the Assembly about the activities of their Commission including its Committees. The Assembly has the right to reverse any decision taken by a Commissioner, and no decision shall be presented as Society policy before it has been approved as such by a majority vote of the Assembly.

6.03.07

Each Commissioner shall present to the Assembly, at the first Assembly meeting in October, a general statement outlining the objectives of the Commission for the upcoming year and providing an indication of the proposed means of achieving these objectives. This presentation shall be accompanied by the similar presentation of the Executive described in Subsection 2.03.03.

6.03.08

Each Commission shall consist of the Commissioner, various Chairs, various Special and/or Standing Committees and Chairs as designated to the Commission by the Executive, the Assembly or the Commissioner, and such persons as the Commissioner may from time to time see fit to appoint.

SECTION 6.04 ACADEMICS COMMISSION

6.04.01

The Academics Commission shall consider matters of an academic or educational nature within the Society affecting members of the Society. The Commission shall strive to enhance the academic experience of members of the Society. The Commission shall recommend policy concerning programs of an academic or educational nature to be provided by the Society.

6.04.02

Without limiting the generality of the foregoing, one of the purposes and functions of the Academics Commission shall be to administer the Departmental Student Council (DSC) system and the Academic Council, to improve the quality of formal education, to preserve and develop academic freedom, and to expand the learning environment to include the society outside the institutions of formal education, through both co-curricular and extra-curricular programs. The Commission should also take an active role in the planning and conduct of educational research and the development of the Society academics and education policy.

SECTION 6.05 INTERNAL AFFAIRS COMMISSION

6.05.01

The Internal Affairs Commission shall be concerned with matters relating to the internal administration and operation of the Assembly and various organizations, groups and committees related either directly or indirectly to the Assembly. This includes such organizations, groups and committees as the Assembly may from time to time see fit to refer to the Internal Affairs Commission.

SECTION 6.06 COMMUNITY OUTREACH COMMISSION

6.06.01

The Community Outreach Commission shall be concerned with providing and developing services for the students of the Faculty of Arts and Science, and to improve relations with the City of Kingston by providing services which will benefit the community and encourage the interaction of Arts and Science students with members of the Kingston community.

SECTION 6.07 SERVICES COMMISSION

6.07.01

The Services Commission shall undertake the responsibility to run all services provided by the Society to their fullest potential. The Commission shall seek to generate revenue for the purposes of Society activities, while also providing unique experiences to Arts and Science students.

6.07.02

Without limiting the generality of the foregoing, the purpose and the function of the Services Commission shall be to administer the operations of the Jackets Committee, Imaginus Poster Sale, ASUS Movie Theatre, and Frost Week. The Commission shall also strive to seek out new initiatives for the provision of services for Society members, and for the generation of revenue outside of the Society specific fees.

SECTION 6.08 MARKETING COMMISSION

The Marketing Commission shall undertake all promotions and advertising projects desired by the Society to its fullest potential. Through the use of five Committees – Communications, Graphic Design, Promotions, Photography, and Newsletter Team – the Commission shall seek to provide its marketing services as creatively and effectively as possible.

SECTION 6.09 ASUS DEPUTY COUNCIL

6.09.01

The following shall be the voting members of the Deputy Council:

- i) the Deputy Commissioners
- ii) the Executive Interns
- iii) The Chief Advisor

6.09.02

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

6.09.03

Without in any way restricting the generality of the foregoing, the Deputy Council shall fulfill its mandate by:

- i) coordinating the work of the various Deputy Commissions which are represented in the membership of Deputy Council;
- ii) reviewing and deciding whether to pursue initiatives which come forward from Council or other members of the Society;
- iii) preparing reports or proposals based on both its own initiative and in response to other reports and/or situations of concern to the Society or the Societal body in general;
- iv) working towards the specific goals of the current Council and the betterment of the Society overall.

As much as possible, the Council will be both an initiating and a responsive body.

6.09.04

Deputy Council Meetings

- i) The Council shall meet weekly during the Fall and Winter Terms. The time, agenda, and minutes for such meetings shall be the responsibility of the Chief Advisor.

- ii) Quorum for Deputy Council meetings will be a majority of the members. Motions at Deputy Council meetings shall be decided by a majority of the votes, with each member of Deputy Council having one (1) vote. In the case of an equality of votes, the motion shall be deemed to have been defeated.

SECTION 6.10 COMMITTEES

6.10.01

With the exception of regulations which may be contained within this Constitution and specific regulations which may be applied to any Committee, all Society and/or Assembly Committees shall function in accordance with the regulations governing committees as contained in Bourinot's Rules of Order, revised in its most recent edition.

6.10.02

Standing Committees are established to consider continuing issues. Once established, they shall serve continuously with progressive changes in membership. The Committee shall continue to exist until otherwise decided by the Assembly.

6.10.03

Special Committees are established for the purpose of examining issues where no appropriate Standing Committee exists. Their memberships and terms of reference shall be determined by a resolution of the Assembly. A Special Committee shall be considered disbanded following the reception of its final report by the Assembly.

6.10.04

The terms of reference of any Committee are set by the Assembly and may only be extended or reduced by Assembly through a motion with proper notice.

6.10.05

All Assembly Sub-Committee appointments shall be made by the Assembly. Assembly members must express their intention to be nominated or to nominate a colleague for a Sub-Committee during the appropriate time at the Assembly meeting. The Assembly Speaker will invite nominations at the said meeting of Assembly. Assembly will then select the Committee in accordance with Bourinot's Rules of Order, revised in its most recent edition.

6.10.06

All other Committees shall be selected in accordance with Part 17: ASUS Hiring Policy. Upon selection, Committee Chairs shall present to Assembly a general statement outlining the objectives of the Committee for the upcoming year and provide an indication of the proposed means of achieving these objectives. This statement shall be included in the Assembly package for reception only.

6.10.07

A Committee may, by its own decision, have closed or open meetings; however, if closed, the Committee must decide to what extent confidential matters may be discussed outside the Committee. It may also hold open hearings and/or receive written submissions from any member of the Society.

6.10.08

A Committee report, which shall be presented to the Assembly by the Chair, shall be that of the majority of the Committee. The signature of the Committee Chair shall attest to the authenticity of the report. No report shall be accompanied by any counter statement or protest by the minority, unless it appears as an appendix to the majority report.

6.10.09

Reports and their accompanying recommendations may be received by a motion of the Assembly. Any report not received shall be considered not to exist. Should the final report not be received, the Committee shall be instructed to write another report.

6.10.10

Reports may be approved in principle, separate from their accompanying recommendations, by a motion of Assembly. A report that is received according to Subsection 6.09.08 does not necessarily have to be approved. Reports are approved in principle while their recommendations are approved, subject to a majority vote of the Assembly, separately as specific policy resolutions. Should there be more than one recommendation, each recommendation shall be considered for approval on an individual basis, and the Assembly shall only be bound by those recommendations that are approved. A report without any recommendation requires no further proceedings with reference to it, subsequent to its reception of the Assembly.

6.10.11

Without in any way limiting the generality of the foregoing, the five Standing Committees of the Society shall be:

- i) the Academic Council, which shall oversee the operation of the Departmental Student Council system as outlined in Section B-5 of the ASUS Policy Manual;
- ii) the ASUS Jackets Committee, which shall make available for purchase the official Arts and Science jacket(s) as outlined in Section E-2 of the ASUS Policy Manual;
- iii) the ASUS Head Gael and the Orientation Committee, who/which shall plan, administer and oversee ASUS Orientation. The Head Gael and the Orientation Committee shall attempt to promote an awareness in students of their place in the Kingston community, and to foster a responsible attitude toward the community in all orientation activities;
 - a) the Orientation Committee shall consist of the Academic Chair, Operations Chair, Socio-Cultural Chair and the Fundraising Chair, appointed in accordance with Section A-3 of the ASUS Policy Manual. All candidates for the Orientation Committee must be in good academic standing, subject to approval by the Associate Dean of Studies;
 - b) the Assembly may from time to time submit specific recommendations and/or directions concerning the duties of the Orientation Committee and/or the manner in which they are to be carried out;
- iv) the Arts and Science Formal Committee, as referred to in Section A-2 of the ASUS Policy Manual;
- v) the Judicial Committee.

SECTION 6.10 OFFICERS

6.10.01

The Executive shall appoint Officers to the Offices referred to in this part, and to such other Offices as may be established by the Executive and the Assembly from time to time. Applications to any position within an Office are open to all members of the Society, and only members of the Society otherwise specified. All Office positions shall be filled in accordance with the ASUS Employee Policy Manual.

6.10.02

Each Officer shall be responsible to the Executive for the activities and affairs which should and/or do occur under the jurisdiction of their Office. The Officers should attempt so far as is reasonably possible, to carry out the directives of the Executive, the Assembly and this Constitution.

6.10.03

In order to fulfill its mandate, as outlined in Section 6.10, various committees will be organized under the Office as is felt to be necessary by the Officer, the Executive, or the Assembly. Standing Committees as outlined in Section 6.10 will also be the responsibility of the respective Officer under whose jurisdiction they fall.

6.10.04

All members of each Office shall be appointed only in accordance with the ASUS Employee Policy Manual.

6.10.05

Each Officer shall report to the Executive about the activities of their Office including its committees. The Assembly has the right to reverse any decision taken by an Officer, and no decision shall be presented as Society policy before it has been approved as such by majority vote of the Assembly

6.10.06

Each Office shall consist of the Officer, various Chairs, various special and/or standing committees and Chairs as designated to the Office by the Executive, the Assembly or the Officer, and such person as the Officer may from time to time see fit to appoint.

PART 7: YEAR SOCIETIES

SECTION 7.01 THE YEAR SOCIETY

7.01.01

The name of each year shall be "Arts and Science" or "ArtSci" followed by the year in which a member of that year, enrolled in a four (4) year program, may be expected to graduate.

7.01.02

The objectives of a Year Society shall be as follows:

- i) to serve as a unifying body for its members;
- ii) to initiate and organize activities for its members;
- iii) to act as a liaison between its members and other student organizations.

7.01.03

Each year organization shall derive its authority from the Society, and shall recognize the pre-eminence of the Society.

SECTION 7.02 MEMBERSHIP

7.02.01

Every ordinary member of the Society, except as provided in Subsection 7.02.02, shall be a member of one (1) year. There shall at any one time be four (4) years in the Society.

7.02.02

Members belong to a year based on the following:

- i) a student in the Faculty of Arts and Science who begins his/her post-secondary studies at the University shall initially be a member of the first year;
- ii) after one (1) academic year at the University, a student shall become a member of the second year, and proceed in the same manner until they are no longer an undergraduate student in the Faculty of Arts and Science;
- iii) a member of the year who leaves the Society for one (1) academic year or less and subsequently returns shall remain a member of the same year, if they so choose;
- iv) a student who re-enters the Society after more than one (1) academic year as a non-member, or who transfers into an upper year of the Faculty of Arts and Science shall become a member of the appropriate year as determined by their academic progress.

SECTION 7.03 THE COUNCIL OF THE YEAR SOCIETY

7.03.01

Each Year Society Council shall consist of a President and a Vice-President (the Executive), a Secretary, up to two (2) Public Relations Officers, up to two (2) Social Conveners, and other members-at-large as determined by the Year Society Executive.

7.03.02

The members of each Year Society Executive shall be elected in accordance with Section 4.02 of this Constitution and with the ASUS Policy on Elections and Referenda. The remainder of the Year Council shall be hired in accordance with Part 17: ASUS Hiring Policy by the Year President, the Year Vice-President, and one (1) member of ASUS Council. All candidates must be in good academic standing and members of the Society as per Subsection 3.01.02, and members of that year as per Subsection 7.02.02. If one (1) Year Society Executive position is not filled at the time of hiring, the hiring process may be commenced by the member filling the other Executive position.

7.03.03

Should the position of President become vacant, the Vice-President shall fill this position immediately.

7.03.04

Should the position of President and Vice-President become vacant before November 1, a by-election shall be held. After November 1, the remaining Council members shall be empowered to select a replacement, subject to ratification by a two-thirds (2/3) majority vote of said remaining Council members.

7.03.05

Should any position on the Council other than President become vacant, the remaining Council members shall be empowered to select a replacement, subject to ratification by a two-thirds (2/3) majority vote of said remaining Council members.

7.03.06

Any member of the Council may be removed from office by a two-thirds (2/3) majority vote of those present and voting at a Year Society General Meeting. Notice of such a meeting shall be given in accordance with Subsection 10.01.07.

SECTION 7.04 DUTIES OF THE COUNCIL OF THE YEAR SOCIETY

7.04.01

The duties of the President shall include the following, but shall not necessarily be limited thereby:

- i) to preside over all Year Society meetings;
- ii) to represent the Year Society to ASUS as a voting member of ASUS Assembly;
- iii) to oversee all activities undertaken by the Year Society Council;
- iv) to be an active member of the Year Society Presidents' Caucus.

7.04.02

The duties of the Vice-President shall include the following, but shall not necessarily be limited thereby:

- i) to preside over all Year Society meetings in the absence of the President;
- ii) to record and track all financial transactions of the Year Society made through ASUS.

7.04.03

The duties of the Secretary shall include the following, but shall not necessarily be limited thereby:

- i) to keep all records of Year Society activities.

7.04.04

The duties of the Public Relations Officer(s) shall include the following, but shall not necessarily be limited thereby:

- i) to organize all publicity for Year Society-sponsored activities.

7.04.05

The duties of the Social Convenor(s) shall include the following, but shall not necessarily be limited thereby:

- i) to organize all social events sponsored by the Year Society;
- ii) to sit on the ASUS Social Committee.

SECTION 7.05 PERMANENT YEAR COUNCIL

7.05.01

The Permanent Year Council shall consist of the President and Vice-President (the Executive), elected in the winter term pending their graduation. The positions are to be held for the duration of five years unto which they can then be passed on.

7.05.02

The duties of the Permanent Year President shall include:

- i) facilitating communication with Queens University Alumni Association;
- ii) reporting regularly to the Standing Committee on Classes, Reunions and Affinities of the QUAA via the Classes and Reunions Unit of Alumni Relations and Annual Giving, keeping them informed of the class activities;
- iii) attending Alumni Events;
- iv) determining how subsequent elections for the class will be handled every five years;
- v) writing at least one letter to the class annually;
- vi) sending thank you notes to members of the class that have assisted activities and functions;
- vi) keeping class bank account;
- vii) being accessible to classmates (return phone calls, correspondence, emails).

7.05.03

The duties of the Permanent Year Vice-President shall include:

- i) providing columns and class information to all four issues of the Alumni Review magazine annually;
- ii) writing all class memorials and confer with family or parents on behalf of the Class;
- iii) notifying Alumni Records of address/information changes or death of classmates;
- v) publicizing all class events;

vi) heading the Class Fundraising efforts and may hire volunteers to assist.

7.05.04

The Executive may hire as many of their years graduates as they see fit to help plan the major reunion activity (every five years) and at least one “Reunion Warm-up event”.

SECTION 7.06 GENERAL MEETINGS

7.06.01

A General Year Society Meeting may be called at any time by petition of twenty-five (25) members of that year.

7.06.02

A Society Special General Meeting may be called at any time subject to Section 10.03.01.

7.06.03

Any decision made at a General Year Society Meeting may overrule a decision made by the Year Society Council.

PART 8: SOCIETAL ORGANIZATIONS

SECTION 8.01 DEPARTMENTAL STUDENT COUNCIL (DSC)

8.01.01

The responsibilities of the Departmental Student Councils (DSCs) include, but are not limited to:

- i) organizing, promoting, and running academic and social events for the students of their department;
- ii) representing the students of their department at Faculty Board and at departmental meetings;
- iii) co-ordinating the administration of the USAT evaluations;
- iv) ensuring the provision of a class representative for each class within their department;
- v) acting as a liaison between the students of their department and ASUS;
- vi) preparing and submitting a budget to the Academics Commissioner, to receive funding for events;
- vii) ensuring the annual election of the following year's six Academic Representatives.
- viii) Participating in DSC Assembly, to be held at least once each semester and adhering to all principles in DSC constitution

8.01.02

Six percent (6%) or more, according to need, of the Society specific fee (described in Subsection 3.03.01) paid by each ordinary member shall be allocated to the DSC in the Society Budget. Each DSC receives a share of this four percent.

8.01.03

Each DSC shall present a preliminary budget to the Academics Commissioner no later than the end of September. Each budget shall be reviewed by the Academics Commissioner, the ASUS Vice-President, and the Academic Council. The Society shall reserve the right to allocate the funds according to necessity.

8.01.04

Each DSC shall submit a final budget/summary to the Academics Commissioner by March 31 of each year.

8.01.05

Any funds remaining in the DSC account at the end of the fiscal year shall be rolled into the DSC Special Allocation Fund for future use. The DSC Special Projects Fund shall be administered by the Vice-President of the Society in conjunction with the Academics Commissioner and a member of the ASUS Grants Committee, and shall abide by the criteria outlined in Section G-6 of the ASUS Policy Manual.

8.01.06

The Departmental Student Councils shall be grouped into four (4) divisions composed of the following:

- i) Artistic Studies and Languages and Linguistics: Art, Drama, and Music, French, German, Chinese, Japanese, Russian, and Spanish and Italian;
- ii) Humanities: English, Classics, Film, History, Philosophy, and Religious Studies;
- iii) Biological Sciences and natural and physical sciences: Biochemistry, Biology, Life Sciences, Anatomy and Cell Biology, Microbiology and Immunology, Pathology and Molecular Medicine, Physiology, and Pharmacology and Toxicology, Chemistry, Computing, Geographic Information Science, Geological Sciences, Mathematics and Statistics, Environmental Studies, and Physics
- iv) Social Sciences: Economics, Geography, Political Studies, Psychology, Sociology, and Women's Studies.

8.01.07

Representatives from each DSC shall meet at the DSC assembly, no later than March 15 of each year to elect four (4) representatives to serve as voting members of Assembly. All further guidelines can be found in the DSC Assembly Constitution document. In the case of a tie, or when the run-off results in a tie, the speaker shall cast the deciding vote.

8.01.08

Acclamation may occur in the event of one (1) nominee, with or without quorum.

8.01.09

The four (4) representatives elected to Assembly, as outlined in Subsection 8.01.06, shall be members of the Academic Council.

8.01.10

The Academics Commission, along with the Vice-President of the Society, shall determine a figure to be included in the Society Budget for the DSC Special Allocation Fund. This account will serve as a fund for the DSC Executives to apply for more funding outside of the mandatory share from the six percent (6%) of student fees already allotted. The DSC Executives shall submit an application, to be sent to the Academics Commissioner, no later than November 15 of the Fall Term and February 5 of the Winter Term, and shall be notified of their application status no later than one (1) week from these dates. The amount allotted is subject to the Academics Commissioner's and Vice-President's approval, and shall also be discussed with the Academic Council if desired. The following conditions apply to the DSC Special Allocation Fund:

- i) it is not mandatory that all DSCs receive a share of this account;
- ii) DSC Executives may apply for a maximum amount to be determined by the Academics Commissioner, and the Vice-President DSC Executives may apply for funding in both terms;
- iii) the Fund shall have money available to be applied for in two rounds: the Fall Term and the Winter Term;
- iv) DSC Executives shall not receive any funding unless it is evident they have made an effort to attend Faculty Board;
- v) DSC Executives shall submit an application form to the Academics Commissioner, including a proposal of how the money would be spent.

- vi) DSCs will receive their money based on a cheque requisition; all receipts must be submitted in order to be reimbursed for the cost of the event(s).

8.01.11

All Departmental Student Councils (DSC's) must follow all perimeters set out in the DSC Constitution as ratified by both ASUS Assembly and the DSC assembly, to be found in the policy document entitled DSC Assembly Constitution.

SECTION 8.02 INTRAMURAL SPORTS PROGRAM

8.02.01

There shall be a Society Bews Stick, elected annually from the Year Executive Bews Sticks, by the Year Executive Bews Sticks. The responsibilities of the Society Bews Stick shall include the following, but not necessarily be limited thereby:

- i) to be the ASUS Representative to Bews Council.

8.02.02

There shall be a Society Women's Intramural Committee (WIC) Stick, elected annually from the Year Executive WIC Sticks, by the Year Executive WIC Sticks. The responsibilities of the Society WIC Stick shall include the following, but not necessarily be limited thereby:

- i) to be the ASUS Representative to WIC Council.

PART 9: ASUS NON-ACADEMIC DISCIPLINE

SECTION 9.01 ASUS JUDICIAL COMMITTEE

9.01.01

There shall be an ASUS Judicial Committee which shall be the adjudicative panel of the Society, and which shall exercise jurisdiction over all matters of inappropriate behaviour and/or illegalities concerning or involving ASUS members and the Society. The ASUS Judicial Committee may exercise jurisdiction regarding:

- i) all matter of Constitutional interpretation
- i) any breach of this Constitution, or any violation of an appropriately published rule or regulation of the Society. An appropriately published rule shall be defined by:
 - a) incorporation into the Constitution, ASUS Policy Manual, handbook, or similar publication or document of the Society, or any member or affiliated Society;
- iii) maintaining and revising the ASUS Policy Manual and Constitution

9.01.02

The ASUS Judicial Committee shall also be responsible to the Society for all matters of Constitutional interpretation, for adjudication on Speaker's Rulings which may be contested from the Assembly, and for overseeing the procedure followed in the running of the Society elections and referenda. Without restricting the generality of the foregoing, the ASUS Judicial Committee may exercise jurisdiction regarding:

- i) a question of Constitutional interpretation which is brought forward from the Assembly by the Speaker of the Assembly and/or any members of the Assembly;
- ii) a question of Constitutional interpretation which is brought forward by any member of the Society and/or members of its affiliated Societies;
- iii) a Speaker's ruling from the Assembly which is contested by a member of the Assembly, a member of the Society, and/or members of its affiliated Societies;
- iv) grievances arising from all Society elections and referenda

9.01.03

The ASUS Judicial Committee shall consist of:

- i) a Chair;
Committee Members;
 - a) The size of the Committee shall at be the digression of the Chair but must include a minimum of two members.
 - b) One of which, will also act as Elections Liaison;

The members shall be appointed pursuant to the procedures set out in Section 9.03.

The Internal Affairs Commissioner and /or the Deputy of Internal Affairs may attend Committee meetings with the consent of the Judicial Committee and shall attend at the request of the Judicial Committee.

9.01.04

The ASUS Judicial Committee shall be a part of the Internal Affairs Commission so to remain organized. The Internal Affairs Commission shall have no influence over the Committee.

9.01.05

Procedure governing the functioning of the ASUS Judicial Committee is such that:

- i) all decisions shall be affected by the members sitting alone;
- ii) quorum shall consist of half the Committee members and the Chair;
- iii) majority opinion will decide a question, while an even division of opinion fails to do so;

9.01.06

The ASUS Judicial Committee may make, by approval of fifty percent of its members, rules:

- i) for regulating the procedures of the Committee;
- ii) defining the official duties of each of the members of the Committee.

Judicial Committee shall submit an outline of each proposed modification to ASUS Assembly. Any rules made pursuant to this subsection shall be ratified by a majority vote of the Assembly and shall subsequently be published.

9.01.07

The ASUS Judicial Committee may impose such sanctions as it deems appropriate in light of the seriousness of the offense. Without limiting the generality of the foregoing, the following sanctions may be imposed by the Committee:

- i) restitution;
- ii) in the case of Assembly members, suspension of privileges and/or probation.
The ASUS Judicial Committee may also refer cases which it deems out of its realm of jurisdiction to the AMS Prosecutor's Office or other relevant body.

9.01.08

If for any reason, including a case where there is a conflict of interest, the Chair of the ASUS Judicial Committee is unable to sit as Chair in a meeting of the Committee, the Speaker of ASUS Assembly may assume the position of Chair.

Anyone involved in the dispute may bring the issue of conflict of interest before the ASUS Judicial Committee, but it remains the exclusive responsibility of the Committee to determine the validity of the claim. The individual in question will be excluded from voting if a conflict of interest is found to exist.

9.01.09

The ASUS Judicial Committee shall act as revisionary body. The ASUS Judicial Committee will hold the responsibility of interpreting, reviewing and revising the roles and/or positions described herein and recommending these changes to assembly. Including but not necessarily limited to the following:

- i) The Executive of the Society
- ii) The Commissions and appointed Commissioners
- iii) The Deputies
- iv) The Committees and appointed Chairs
- v) The Societal Organizations
- vi) And any other aspect of the Society The Judicial Committee sees fit for review.

The Judicial Committee shall be responsible for harmonizing Constitution and Policy with the subjects under review. The ASUS Judicial Committee will rule on whether a discrepancy between a subjects action(s) and Constitution or Policy will result in punitive action against any subject under review or in alteration of Constitution or Policy by The Judicial Committee.

Any subject summed for review shall meet with the Judicial Committee upon the request of the Judicial Committee.

SECTION 9.02 CLERK OF THE JUDICIAL COMMITTEE

9.02.01

There shall be a Clerk of the ASUS Judicial Committee who shall be a functionary of the Society through the Internal Affairs Commission.

9.02.02

The Clerk of the ASUS Judicial Committee shall be responsible for:

- i) delivery of all forms, notices and documents as may be required by the Committee;
- ii) attending all Committee proceedings;
- iii) distribution of all decisions;
- iv) keeping accurate minutes of Committee meetings and maintaining the files for all Committee cases;
- v) performance of such other duties as may be delegated to them by the Committee, or the Internal Affairs Commissioner.

9.02.03

The Clerk of the ASUS Judicial Committee shall be appointed pursuant to the procedures set out in Section 9.03.

9.02.04

If the Clerk position is left vacant, the Chair of the ASUS Judicial Committee shall appoint one (1) member to assume this position.

SECTION 9.03 APPOINTMENT AND REMOVAL

9.03.01

The Chair of the ASUS Judicial Committee shall be selected in March of each year by both:

- i) the retiring Chair of the ASUS Judicial Committee;
- ii) the incoming Internal Affairs Commissioner.

9.03.02

The Committee members shall be chosen in March of each year by both:

- i) the incoming Chair;
- ii) the incoming Internal Affairs Commissioner;

If the Committee membership cannot be filled in March of each year, the application process shall be reopened in September of the same calendar year.

9.03.03

Members of the Judicial Committee shall not be members of any Year Executive, Representatives on either ASUS or AMS Assemblies, Student Senators or the Speaker of ASUS Assembly.

9.03.04

The term of office of the ASUS Judicial Committee and of the Clerk is from May 1 of the year in which they are appointed until April 30 of the following year, subject to Subsection 9.03.02. If the application process is reopened and the Committee is struck in September of the same calendar year, then the term of office will be effective from that date until April 30 of the following year.

9.03.05

A member of the ASUS Judicial Committee may be removed from office by a two-thirds (2/3) majority vote of all members of the Assembly, at a meeting where proper notice of such motion has been given.

9.03.06

The Assembly shall consider whether or not the ASUS Judicial Committee member in question is guilty of:

- i) behaviour unbecoming of such an office holder;
- ii) an inability to perform his/her duties satisfactorily.

9.03.07

The Assembly will consider a motion that a member of the ASUS Judicial Committee be removed from office:

- i) on the receipt of a petition signed by at least two percent (2%) of the members of the Society requisitioning such a motion;
- ii) at the meeting subsequent to the receiving of a written notice of a motion from a member of Assembly.

9.03.08

A member of the ASUS Judicial Committee may resign on two (2) weeks written notice to the Internal Affairs Commissioner.

9.03.09

Should there be a vacancy on the ASUS Judicial Committee because of proceedings under Subsections 9.03.05 or 9.03.08, the position will be filled as soon as possible according to the procedure outlined in Subsection 9.03.02. Should the office of the Chair become vacant, the Committee shall elect a replacement from its members and select another member pursuant to Subsection 9.03.01. Should the position of Judicial Committee Clerk become vacant, the Internal Affairs Commissioner will fill the position until a replacement can be found.

PART 10: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS

SECTION 10.01 GENERAL

10.01.01

There shall be two (2) types of meetings of Society members:

- i) Society Annual Meetings;
- ii) Society Special General Meetings.

10.01.02

Society Annual Meetings and Society Special General Meetings shall be held on the University campus in a location determined by the Assembly. Such meetings shall be chaired by the President of the Society. The President may, at their discretion, turn the Chair over to any other member of the Society.

10.01.03

Society Annual Meetings and Society Special General Meetings may, from time to time, be adjourned to any future time or to a different place. Such business may be transacted from the point in the original meeting at which such announcement took place. No notice shall be required for the motion for adjournment. The motion for adjournment may be made notwithstanding that quorum is not present.

10.01.04

All members of the Society:

- i) may be present at any Society Annual Meeting or Society Special General Meeting;
- ii) may speak to any motion under consideration;
- iii) may move or second motions;
- iv) may exercise their voting privileges.

Each member of the Society shall be entitled to only one (1) vote per motion at Society Annual Meetings and Society Special General Meetings, so long as they have paid all dues or fees.

10.01.05

Society members are not entitled to vote by proxy at Society Annual Meetings or Society Special General Meetings.

10.01.06

Motions at all Society Annual Meetings and Society Special General Meetings shall be decided by a majority of votes present in person, unless otherwise required by this Constitution. All votes at such meetings shall be taken by secret ballot if so demanded by any member present, but if no such demand is made, the vote shall be taken by a show of hands. A declaration by the Chair that a resolution has been carried or not carried, and an entry to that effect in the minutes of the meeting, shall be admissible in evidence as prima facie without proof of the number or proportion of the votes accorded in favour or against such a resolution. Should a secret ballot be demanded, it shall be taken in such a manner as the Chair shall direct. In the case of an equality of votes, the Chair shall be entitled to a second or deciding vote. In such cases, the Chair shall vote to maintain the status quo where possible.

10.01.07

Notice of the time and place of Society Annual Meetings and Society Special General Meetings shall be given by placing two (2) advertisements in the *Journal*. The first such advertisement shall appear

ten (10) or more days before the time fixed for the holding of the meeting; the second such advertisement shall appear with the ten (10) days prior to the meeting. (See also Subsection 10.01.12.)

10.01.08

Quorum at Society Annual Meetings and Society Special General Meetings shall be fifty (50) members of the Society. Should there be no quorum at such a meeting, business may proceed as usual, subject to the following:

- i) due notification of the lack of quorum at the meeting must be made in the *Journal* and other appropriate ways within one (1) week after the adjournment of the meeting;
- ii)
 - a) should any members of the Society disagree with any decision made at the meeting, they may present a petition containing the signatures of fifty (50) members of the Society asking for a replacement Society Annual Meeting or Society Special General Meeting,
 - b) the petition shall be received within two (2) weeks after the adjournment of the impugned meeting,
 - c) the replacement Society Annual Meeting or Society Special General Meeting shall be held one (1) week after the receipt of the petition,
 - d) the quorum at such a replacement Society Annual Meeting or Society Special General Meeting shall be fifty (50) members of the Society, and, if present, the replacement Society Annual Meeting or Society Special General Meeting may review any decision of the impugned meeting and by a majority vote confirm or reflect it,
 - e) if no quorum is present at the replacement Society Annual Meeting or Society Special General Meeting, then it cannot convene and the decisions of the impugned meeting shall become binding.

10.01.09

In accordance with Section 3.02, any Society member may place a motion on the agenda for Society Annual Meetings and Society Special General Meetings provided that:

- i) there is a mover and a seconder who are both Society members;
- ii) the motion with mover and seconder is submitted in writing to the Internal Affairs Commissioner on or before the seventh (7th) day before the day of the meeting.

10.01.10

The agenda for all Society Annual Meetings and Society Special General Meetings shall be available to all Society members at least five (5) days before the meeting.

10.01.11

Motions may be added to the agenda by presenting the motion to the Chair at the beginning of the Society Annual Meeting or Society Special General Meeting. The motion will be accepted if:

- i) it is the Chair's opinion that there were reasonable circumstances which prevented the motion from being submitted before the agenda deadline;
- ii) a two-thirds (2/3) majority vote of the members present at the meeting agree to consider the motion.

10.01.12

Notice to the effect of Subsection 10.01.09, 10.01.10, 10.01.11 shall be included in all *Journal* advertisements described in Subsection 10.01.07.

10.01.13

Unless otherwise specified, Society Annual General Meetings and Society Special General Meetings may deal with any matters normally dealt with by the Assembly. The decisions of Society Annual Meetings and Society Special General Meetings shall be binding on Assembly Policy.

SECTION 10.02 SOCIETY ANNUAL MEETINGS

10.02.01

The Society Annual Meeting shall be held once every year at a time and place set by Assembly. Notwithstanding the above, the date of such meeting must be:

- i) within the period of time described as the "Winter Term" in the University calendar;
- ii) after the Executive and Assembly election.

10.02.02

For the purposes of guidance, but not so as to bind Assembly beyond the requirements of Subsection 10.02.01, it is recommended that the Society Annual Meeting be held in or about the second week of March, and shortly before the first meeting of the New Assembly.

SECTION 10.03 SOCIETY SPECIAL GENERAL MEETINGS

10.03.01

The President or Vice-President of the Society shall have the power to call, at any time, a Society Special General Meeting. Such meetings may also be called at the discretion of the Assembly and shall be called upon receipt by the Internal Affairs Commissioner of a petition to do so signed by one hundred (100) members of the Society.

PART 11: AWARDS

SECTION 11.01 MARK R. WILSON AWARD

11.01.01

There shall be an award called the Mark R. Wilson Award, formerly known as the ASUS Award. It shall be awarded annually to deserving members of the Society at the Society Annual General Meeting, as per Section G-1 of the ASUS Policy Manual.

**SECTION 11.02 W.J. BARNES TEACHING EXCELLENCE AWARD OF THE ARTS
AND SCIENCE UNDERGRADUATE SOCIETY**

11.02.01

There shall be a W.J. Barnes Teaching Excellence Award of the Arts and Science Undergraduate Society. Any student at the University may submit a nomination. It shall be awarded annually at the Society Annual General Meeting as per Section G-2 of the ASUS Policy Manual.

SECTION 11.03 ASUS SCHOLARSHIPS

11.03.01

There shall be an ASUS Scholarship awarded annually to at least one (1), and up to three (3) graduating students of the Faculty of Arts and Science, who have displayed academic achievement and extra-curricular involvement. It shall be awarded annually at the Annual Awards Reception hosted by the Faculty of Arts and Science as per Section G-3 of the ASUS Policy Manual.

SECTION 11.04 ASUS VOLUNTEER OF THE YEAR AWARD

11.04.01

There shall be an ASUS Volunteer of the Year Award awarded annually to the individual who demonstrates exceptional enthusiasm, personal development, and dedication to the Society and its mandate in his/her capacity as a volunteer, as per Section G-8 of the ASUS Policy Manual.

PART 12: BUDGETS

SECTION 12.01 BUDGETS

12.01.01

There shall be a Society Budget prepared by the Vice-President which sets out the budget for the whole Society based on the Society's fiscal year (May 1 to April 30).

12.01.02

The Society Budget shall include those matters associated with the Assembly, the Executive, the Commissions and the operation of the Society office. The Society shall not run a deficit. The Society Budget shall be approved by a majority vote of the Assembly, and the Assembly shall be responsible for ensuring that it is properly adhered to.

12.01.03

Assembly shall approve, by a majority vote, the budgets of all Society organizations.

12.01.04

All expenditures made outside of the Society Budget shall be approved by a two-thirds (2/3) majority vote of the Assembly at two (2) consecutive meetings.

SECTION 12.02 FISCAL ACCOUNTABILITY

12.02.01

The Vice-President shall submit monthly financial reports of all financial transactions to be reviewed by Assembly.

12.02.02

Should any issues arise from the financial reports, Assembly shall strike a Committee consisting of one (1) member-at-large, one (1) ASUS Rep to the AMS, one (1) Student Senator, and one (1) Academic Representative to review all financial receipts and expenses made available by the Vice-President.

12.02.03

All financial officers from Society organizations shall submit regular reports to the Vice-President as to current standings as well as future expenses. These organizations shall include, but are not limited to, Orientation Committee, Camps, Formal Committee, Jackets Committee, Year Societies, and the Undergraduate Review.

12.02.04

The Vice-President shall perform an audit of all the fiscal reports and accounts of the Society organizations before the end of his/her term and report the findings to Assembly.

12.02.05

Final records and receipts from each of the Society's financial officers shall be kept on file for at least seven years.

12.02.06

All outstanding accounts (i.e. Orientation and Formal) shall be transferred to the Vice-President at the end of the Society fiscal year to be finalized by the Executive member who fulfills the Summer Position.

12.02.07

There shall be a Permanent Year Society account administered by the Vice-President of the Society. Each Permanent Year Vice-President will receive a book of cheque requisition forms which will

be used to obtain funds from the account. The Society Vice-President shall send monthly statements to each Permanent Year Executive detailing the current standing of the account.

12.02.08

All Society financial subsidiaries shall have business accounts so that the cheques are submitted to the Society Vice-President on a monthly basis.

SECTION 12.03 SURPLUS

12.03.01

The main revenue sources for the Society shall be ASUS Jackets, Imaginus Poster Sale, and student interest fees. All events that are run by student fee contribution (i.e. Orientation and Formal) shall aim to levy the lowest possible charge and try to budget for zero; contingency notwithstanding.

12.03.02

Should surplus exceed five (5%) of the total operating budget of an organization, a Committee shall be struck from Assembly to decide on the allocation of the excess funds.

- i) This Committee shall be chaired by the Vice-President of the Society, and be made up of one (1) ASUS Representative to the AMS, one (1) Student Senator, one (1) Academic Representative, and one (1) member-at-large.
- ii) All allocation decisions made by the above Committee must be approved by Assembly before funds are distributed.

SECTION 12.04 DEBT REPAYMENT

12.04.01

Financial subsidiaries, such as Orientation and Jackets bring in revenue to the Society under most circumstances (in the case of Orientation this means surplus under five percent (5%) of the total operation budget); however, should one operate on a loss in a particular fiscal year, the debt shall be absorbed by ASUS.

12.04.02

Should the Formal incur a loss, ASUS will initially cover the cost of resolving the debts. It will be the responsibility of the Formal Committee and the graduating Year Executive to fundraise as much as possible before the end of the Society fiscal year to pay back ASUS.

12.04.03

Since the long-term financial viability of ASUS Camps depend on donations collected, revenue will not be transferred back to the Society at the end of the fiscal year, but will instead be contributed towards the fundraising of the following year's Camp.

12.04.04

Should any financial subsidiary of ASUS close for any reason, all surplus left in the account is automatically transferred back to the Society.

PART 13: TRANSITION

SECTION 13.01 TRANSITION

13.01.01

The Executive shall be retired at the close of the fiscal year of the Society (April 30), during which they held office. At that time, the Executive-elect shall assume the powers vested in the offices of the Executive.

13.01.02

The Assembly shall be retired at the Society Annual Meeting. At that time, the Assembly-elect shall assume the powers vested in the body of the Assembly. Notwithstanding Subsection 13.01.01 and paragraphs i) and ii) of Subsection 5.01.01, however, the prior Executive shall, at the same time, cease to hold the status of Assembly members and the Executive-elect shall stand in their stead.

13.01.03

The Executive, prior to the election of their successors, shall ensure that the Transition Manual is up to date. Further, during the transition period, the Executive-elect shall refer to said Transition Manual.

PART 14: AMENDMENTS

SECTION 14.01 AMENDMENTS

14.01.01

Unless otherwise stated in this Constitution, any Part, Section, Subsection or paragraph may only be amended following two (2) readings held at two (2) separate regular meetings of the Assembly. Proper notice of such a motion to amend need be given. Amendments may also occur with one (1) reading at a Society Annual Meeting or Society Special General Meeting.

14.01.02

The amendments will be published as a supplement to this Constitution on at least an annual basis.

14.01.03

Until such amendment is given effect, this Constitution shall remain in force and be binding upon the Society as regards to any party acting on the faith thereof.

PART 15: LONG-TERM PLANNING

SECTION 15.01 LONG-TERM PLANNING

15.01.01

A Long-Term Planning Committee struck at the first ASUS Assembly of the Fall, shall meet once monthly throughout the year, and shall report back to Assembly.

15.01.02

This Committee shall be co-chaired by the President and the Vice-President of the Society, and consist of three (3) members of Assembly, one (1) member-at-large, and the ASUS General Manager.

15.01.03

The mandate of this Committee shall be to place the Society into a long-term context, and develop recommendations for change both structurally and fiscally.

15.01.04

The Long-Term Planning Committee will examine the revenue-generating nature of the Society, and try to develop new ways of facilitating income while at the same time ensuring a maximum service to students at the lowest possible charge.

15.01.05

This Committee will also develop recommendations for an increased Faculty/ASUS relationship to ensure a better working union.

15.01.06

This Committee will annually seek input from members of Council, both past and present, to get recommendations for future ventures, as well as to receive constructive criticism on the current Society's structure and policies.

PART 16: ASUS STAFF POLICY

SECTION 16.01 CLASSIFICATION OF EMPLOYEES

16.01.01

The Society shall employ a General Manager on a full-time basis for 8 months of the year.

16.01.02

The Society shall employ a Business Manager on a part-time, year round basis.

16.01.03

The Business Manager shall:

- vii) maintain complete records of all main Society transactions;
- viii) reconcile bank statements and update savings account records each month;
- ix) keep a record of all employees and ensure that the appropriate salary deductions are made and remitted to Revenue Canada each month;
- x) prepare R.O.E. forms for all terminating employees and file with Revenue Canada;
- xi) prepare T4 slips for all employees and file with Revenue Canada each year;
- xii) keep E.H.T. records and file each year;
- xiii) be a co-signer on chequing and savings accounts;
- xiv) assist the VP to make any changes to the bookkeeping system to facilitate the smooth operation of ASUS;
- xv) be knowledgeable of all taxes and their potential impact on ASUS;
- xvi) aid in the ASUS Camps, permanent Year and DSC accounts.

SECTION 16.02 ACCOUNTABILITY OF EMPLOYEES

16.02.01

The General Manager shall be accountable to ASUS Council through the ASUS Executive. It is the responsibility of the Executive to ensure that the General Manager is meeting the needs of the Society and that s/he is satisfied in the position. The ASUS Executive shall meet monthly with the General Manager. The Internal Affairs Commissioner and the General Manager shall meet weekly to ensure the smooth operation of the office.

16.02.02

The Business Manager is accountable to the ASUS Council directly through the Vice-President of the Society.

SECTION 16.03 EMPLOYEE EVALUATION

16.03.01

To reinforce the value of communication and feedback, ASUS Council will conduct Performance reviews of the General Manager in November, February and April. The main purpose of this Performance Review and Development Plan is to encourage meaningful communication between ASUS Council and the ASUS General Manager concerning goals and priorities, level of performance and training and development needs. Upon completion of the Review by Council, the Executive will present the Performance Review in person to the General Manager. The performance review will remain entirely confidential and will be kept locked in the files of the ASUS Executive. In addition, the General Manager will review the performance of the ASUS Executive and Internal Affairs Commissioner as managers. The

ASUS Vice-President will conduct a performance review of the Business Manager in November, February and April.

16.03.02

This evaluation is expected to be a two-way discussion in which the employee is expected to voice opinions and suggestions regarding the efficient operation of the ASUS Office.

SECTION 16.04 HIRING

16.04.01

Advertising for full-time employee positions shall be placed in campus and external media. Advertising shall include information on the nature of the position, expected starting date, reference to compensation, necessary qualifications, deadline date for applications, mailing address and any other information that ASUS Council deems relevant. Applications should be submitted to the President of the Society.

16.04.02

The Hiring Committee for full-time employee positions shall consist of the President and Vice-President of the Society, the Internal Affairs Commissioner, and any other person(s) Council deems necessary.

16.04.03

Where possible, all qualified applicants should be interviewed by the full Hiring Committee; however, applications may be prescreened so that interviews are limited to only the best qualified candidates.

16.04.04

The successful candidate(s) will be informed by telephone, followed by an offer of employment letter which in turn, will stipulate a date before which a written response will be required. The names of unsuccessful candidates will not be released.

PART 17: ASUS HIRING POLICY

SECTION 17.01 HIRING PRINCIPLES

17.01.01

The Arts and Science Undergraduate Society shall not discriminate between applicants on the basis of race, nationality or ethnic origin, religion, gender, sexual orientation, age, or physical ability.

17.01.02

Efforts will be made to select persons who possess the skills necessary to perform their work to the highest standards of competence and efficiency.

17.01.03

The Arts and Science Undergraduate Society shall recruit and hire full-time or part-time students of any Faculty who are in good academic standing. However, only full-time or part-time undergraduate students of the Faculty of Arts and Science may be hired for the positions of Commissioner, Formal Convener, and Head Gael. All other hired positions within the Arts and Science Undergraduate Society shall be open to all students, without exception, unless mandated otherwise by Assembly.

SECTION 17.02 PRE-RECRUITMENT PROCEDURES

17.02.01

Prior to filling positions, the Selection Committee shall review the position to ensure that it is still current and viable. Any changes to the ASUS Policy Manual or Constitution with respect to the positions shall be made prior to the hiring process.

17.02.02

An updated job description and transition manual shall be made available to applicants through the ASUS General Manager.

17.02.03

The Selection Committee shall establish the criteria to be used in hiring individuals for the position/s in question.

17.02.04

All members of the Selection Committee shall familiarize themselves with the work of the Committee for which they are hiring.

SECTION 17.03 RECRUITMENT

17.03.01

All positions shall be considered suitably advertised, if they are advertised for at least one week in campus publications and across campus. The Hiring Committee should strive to achieve two weeks of advertising to ensure a wide variety of applicants.

17.03.02

Attempts shall be made to advertise for positions in the PHEKSA, CESA, and COMPSA offices as well as in the offices of special interest groups.

SECTION 17.04 APPLICATIONS

17.04.01

With the exception of Orientation, Formal, Science Discovery Staff, Arts Adventure Camp, and Judicial Committee, volunteer/member positions shall be unlimited and open to all students upon completion of a volunteer information form. Interviews for these positions shall be conducted at the discretion of the Chair/Commissioner/Executive if it is not in the interest of the Committee to have unlimited membership.

17.04.02

A copy of volunteer information forms shall be forwarded to the ASUS General Manager to update the ASUS data base.

17.04.03

For all positions other than volunteer/member positions, application forms shall be compiled by the Selection Committee/Chair/Commissioner/Executive.

17.04.04

All application forms must include the following:

- a brief job description
- detailed information on the application procedure, including the due date of the application form
- interview dates
- method of acknowledgment of application
- the name of a contact person on the Selection Committee

17.04.05

Application forms may address the specific needs of the Committee concerned but must request the following information of the applicant:

- name, address, phone number, year and discipline
- why s/he is interested in the position
- why s/he is a suitable candidate for the position
- ideas for the position and work of the Committee
- the name of a reference, or reference letters (at the discretion of the Selection Committee)
- copy of her/his class/commitment schedule

17.04.06

Resumes may be required of the applicant, at the discretion of the Selection Committee.

17.04.07

Applications shall be made available at the Core. All attempts shall be made to make applications available at the PHEKSA and CESA Offices.

17.04.08

Applications must be submitted to the ASUS General Manager by the due date indicated on the Application form. The General Manager shall indicate the date and time of receipt of the application.

17.04.09

Late applications will be accepted in the event of extenuating circumstances, at the discretion of the Hiring Committee.

SECTION 17.05 NOTIFICATION TO APPLICANTS

17.05.01

Names of candidates and corresponding interview times must be posted at least 24 hours in advance of their interview times. If this can not be achieved, the Selection Committee must contact each candidate personally by phone to notify them of their interview time.

17.05.02

The Selection Committee should make every attempt to accommodate the scheduling needs of applicants by considering the class/commitment schedule attached to the application form while scheduling interview times.

SECTION 17.06 INTERVIEW PRINCIPLES

17.06.01

Interviews must be conducted by at least two interviewers.

17.06.02

All applicants will be asked the same questions, by the same interviewers, with the exception of Gael Interviews. Additional questions beyond the common core questions may be asked for the purposes of clarification, at the discretion of the Selection Committee.

17.06.03

The Selection Committee shall establish interview questions in advance of the scheduled interviews, taking into consideration the criteria established before the application period.

17.06.04

The following types of questions should be incorporated into the interview:

- questions relating to personal goals and experiences
- questions relating to the operation of the Committee/Commission/position
- questions relating to the potential responsibilities of the candidate
- questions relating to the managerial/leadership style of the candidate
- questions relating to the skills and life experiences of the applicant

17.06.05

All questions must be within the guidelines of the Charter of Rights and Freedoms and/or the Ontario Human Rights Code. No questions deemed sexist, racist, homophobic, or classist may be asked of the candidates.

SECTION 17.07 THE INTERVIEW

17.07.01

At the commencement of the interview, the Selection Committee shall:

- introduce themselves
- state academic standing stipulation
- provide a brief description of the position, including time commitment, salary (if appropriate), and responsibilities
- state when the applicant will be notified about the decision of the Selection Committee
- state that everyone interviewed will be asked the same questions
- provide an opportunity for the candidate to ask questions
- affirm that the interview is intended to assess the candidate's suitability of the position
- inform the candidate that members of the Selection Committee will be taking notes during the interview
- state when second interviews will be taking place, if applicable

17.07.02

At the conclusion of the interview, the Selection Committee shall give the applicant an opportunity to ask any question or add comments.

17.07.03

Members of the Selection Committee shall make a written evaluation of the candidate during and after the interview.

17.07.04

The Selection Committee shall leave an appropriate amount of time between interviews to debrief on the previous candidate and to review the application form of the next candidate.

17.07.05

Interviews should give all candidates the same reception so as not to allow applicants to benefit from familiarity.

SECTION 17.08 REFERENCE CHECKS

17.08.01

References shall be used to confirm the decision of the Hiring Committee. If appropriate, reference checks may also be used as a deciding factor to differentiate between two similar candidates.

17.08.02

The Chair of the Selection Committee or his/her designate shall contact each applicant's reference prior to notifying candidates of the Committee's decision.

17.08.03

References will be asked to comment on the strengths and weaknesses of the candidate for the position.

17.08.04

References that are housemates, relatives, and/or partners shall not be considered appropriate. References should preferably reside in Kingston.

SECTION 17.09 SELECTION

17.09.01

Selection of the candidate shall be made on the basis of merit and will be made by those members present at all of the interviews.

17.09.02

The Selection Committee may take the liberty of requesting second interviews or interactive interviews. Successful candidates to the next stage of the process must be notified by telephone.

17.09.03

Should only one person apply for a position, the application period may be extended (before interviews are conducted), or the sole applicant may be hired at the discretion of the Selection Committee.

SECTION 17.10 NOTIFICATION OF HIRING DECISION

17.10.01

The Selection Committee shall notify all applicants regarding its decision within twenty-four hours of the last interview. If this is not possible, the Selection Committee shall notify all candidates of the extended deliberation period.

17.10.02

The Selection Committee shall contact the successful applicant(s) first to ensure that they will accept the position.

17.10.03

Unsuccessful candidates shall be contacted by telephone or by letter (where appropriate) after the Selection Committee has contacted the successful applicants.

SECTION 17.11 CONFIDENTIALITY

17.11.01

Original copies of all applications and interview notes shall be kept for one year by Executive in a locked cabinet.

17.11.02

Photocopied applications must be shredded at the conclusion of the hiring process.

17.11.03

After one year, all applications and interview notes must be shredded.

SECTION 17.12 APPLICATION PROCEDURE FOR INDIVIDUALS RESIDING OUTSIDE KINGSTON OR ON EXCHANGE

17.12.01

Any Arts and Science student, who is residing more than 200km from Kingston during the hiring process for a given position, will be permitted to submit an application via email, provided they will be returning to Kingston to fulfill the requirements of the position.

17.12.02

If the candidate is selected for an interview, this will be conducted through a conference call with all members of the Selection Committee present.

17.12.03

The candidate will be required to provide a home or permanent residence phone number (not a hotel) at which they can be reached.

17.12.04

The candidate will be expected to have consistent and reliable access to email throughout the application process and will be expected to meet the same deadlines as all other candidates.

17.12.05

The application process (both written and interview) will not be extended or otherwise adjusted to accommodate these applicants.

PART 18: ASUS POLICY ON FIRING AND HONORARIA EVALUATION

SECTION 18.01 PRINCIPLES, DEFINITIONS, AND COMMITTEE

18.01.01

This section constitutes the firing policy for all volunteers receiving honoraria from the Society, except for the Executive. This section also constitutes the policy on the evaluation of honoraria for all volunteers receiving honoraria from the Society.

18.01.02

The ASUS Committee on Firing and Honoraria Evaluation shall consist of five (5) voting members of Assembly, excluding the Executive, and shall hereafter be referred to as “the Committee” within this part of the Constitution. The Committee shall be struck at the first meeting of the New Assembly. Assembly shall first elect a Chair, and then the four (4) remaining members. All five (5) members will be voting members of the Committee, and a simple majority shall constitute a decision of the Committee. In the case of the consideration of firing, the student being reviewed by the Committee shall hereafter be referred to as “the defendant,” and the student(s) approaching the Committee for the consideration shall hereafter be referred to as “the complainant(s).”

18.01.03

The decisions of the Committee do not need to be ratified by the Assembly. Decisions of the Committee may be appealed, as per Section 18.04.

18.01.04

All meetings of the Committee shall be in-camera. Should an appeal be made to Assembly, that meeting of the Assembly shall be in-camera, and members of the Committee shall be permitted to make all relevant evidence available to members of the Assembly.

18.01.05

The Assembly and Council must be officially notified of any decisions of the Committee at their first sitting following the decision.

18.02 FIRING

18.02.01

The Committee shall not be approached to consider firing 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 defendant. Each warning shall be followed by at least a two (2) week period for improvement and evaluation of improvement. The Committee may only be approached by the direct supervisor(s) of the defendant. 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 at the Committee’s discretion to assess whether a situation constitutes an extreme circumstance.

18.02.02

The defendant must be informed in writing by the complainant(s) that they are approaching the Committee.

18.02.03

The Committee must consult extensively before making any decisions. The Committee may consult through any reasonable means it deems appropriate.

18.02.04

Those people consulted will differ based on the schedule listed in Subsection 18.05.01, as differentiated by position. The Committee must always consult the defendant and complainant(s) and shall seek the broadest input possible. It is at the Committee’s discretion to consult further.

18.02.05

All evaluation must rate performance based on the job description of the defendant as specified in the ASUS Policy Manual.

18.02.06

Should the Committee find the defendant to be sufficiently delinquent in their responsibilities as specified in the ASUS Policy Manual, then the Committee may vote to fire the defendant with a simple majority of its members. Should the Committee decide there is insufficient justification to fire the defendant, it may instead issue a formal written reprimand in addition to written notification of its decision.

18.02.07

Should the Committee decide to fire the defendant, the defendant must first be given the opportunity to resign. Should the defendant choose not to resign, the Committee must provide written notification of the firing to the defendant, Council, and then to the Assembly.

18.03 EVALUATION OF HONORARIA

18.03.01

All honoraria awarded by the Society shall be reviewed by the Committee twice a year, once in late October and once in mid-March, before the honoraria are awarded.

18.03.02

A volunteer will not be awarded his/her honorarium unless it is approved by the Committee.

18.03.03

Each recipient of an honorarium shall submit a self-evaluation, based on his/her job description as specified in the ASUS Policy Manual. This self-evaluation must be considered as part of the Committee's decision.

18.03.04

The Committee shall solicit evaluations of each recipient from the relevant parties listed in Subsection 18.05.01. Such evaluations may only be considered with respect to the recipient's job description as specified in the ASUS Policy Manual.

18.03.05

The Committee may choose to award the entire honorarium, part of the honorarium, or none of the honorarium for a given recipient. The Committee may not increase the honorarium of a recipient beyond the amount specified in the Society Budget. A separate vote of the Committee shall be conducted for each recipient of an honorarium, and a simple majority shall decide the honorarium assessment for that recipient.

18.03.06

The Committee must provide written notification of its assessments of honoraria to the recipients and to the Assembly and Council.

18.04 APPEAL PROCEDURE

18.04.01

All decisions of the Committee regarding firing and honoraria may be appealed.

18.04.02

A decision of the Committee regarding firing and honoraria may be appealed to Assembly. Assembly may overturn the rulings of the Committee with a two-thirds (2/3) majority vote.

18.05 RELEVANT PARTIES FOR CONSULTATION

18.05.01

Essential parties for consultation:

Executive

- All Commissioners;
- IT Director
- Web Chair

President

- Vice-President;
- Head Gael;
- Formal Convenor;
- Camps Executive Director;
- All Year Presidents.

Vice-President

- Business Mgr.
- President

Commissioners

- Executive;
- All Chairs;

- All Other Commissioners.

IT Director

- Executive
- Web Chair
- All Commissioners

Web Chair

- Executive
- IT Director
- All Commissioners

PART 19: THE ASUS RED ROOM

19.01 DEFINITION

19.01.01

ASUS shall own and operate the Red Room of Kingston Hall as a student activity space. This space shall exist primarily for the use of Arts and Science students. Every effort will be made to allow other groups on campus to utilize this space at the discretion of the Society.

19.02 RED ROOM BOOKING PROCEDURE

19.02.01

The Society shall manage and control the use of the Red Room. All bookings should be brought to the attention of the General Manager. No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use. ASUS reserves the right to cancel any bookings should Council deem it absolutely necessary.