



Policy Manual

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PART A: EXECUTIVE PORTFOLIO, STANDING COMMITTEES AND ORGANIZATIONS

SECTION A-1 EXECUTIVE JOB DESCRIPTION

I. GENERAL

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

II. JOINT RESPONSIBILITIES

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

1. ensuring the smooth running of the Society;
2. supervising all activities of the Society and being a non-voting member on any of its committees, except when selected as a member of a committee;
3. being voting members of ASUS Assembly;
4. being voting members of the Faculty Board of Arts and Science;
5. being voting members of the Faculty Board Curriculum sub-committee;
6. interviewing for and selecting a Council;
7. supervising and directing members of Council;
8. supervising the interviewing and selection of committee chairs;
9. presenting to ASUS Assembly, in the first Assembly meeting in October, a general statement outlining their objectives for the upcoming year, and providing an indication of the proposed means of achieving them;
10. periodically evaluating the performance of all active members of the Society;
11. periodically evaluating the progress towards attaining the goals laid out in the Executive's strategic plan for the year;
12. meeting with the Dean on a monthly basis;
13. being voting members of AMS Assembly.

III. PRESIDENTIAL RESPONSIBILITIES

In addition to the joint responsibilities listed above each member of the Executive team has individual responsibilities for which they are accountable. The duties of the President shall include but 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 an 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 to supervise the Orientation Committee;
- 11) to supervise the Formal 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, 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.

IV. VICE-PRESIDENTIAL RESPONSIBILITIES

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

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;
3. to be a voting member of ASUS Assembly, AMS Assembly, and of the Faculty Board;
4. to be 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) preparing and maintaining a fiscally responsible yearly budget;
 - f) reviewing and evaluating on a yearly basis each line item in the ASUS budget;
 - g) bringing monthly budgetary updates of the Society to Council and Assembly for review and discussion;
5. to oversee and to be an ex-officio member of the ASUS Jackets and ASUS Movie Theatre;
6. to sit on Faculty Board curriculum sub-committees with additional sub-committees possible at the discretion of the Vice-President;
7. to work with the Business Manager in the management and maintenance of the ASUS finances;
8. to arrange 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 the Orientation Committee;
11. to assist the President in all his/her duties.

V. SUMMER EXECUTIVE POSITION

a) GENERAL

- i) the ASUS summer position should be occupied by the Vice-President of the Society. If they are not available or do not wish to fill the position, then the President must do so. In this event, the President will temporarily become the financial officer of the Society, and will work in conjunction with the ASUS Business Manager to disburse funds throughout the summer, as required.
- ii) The ASUS summer position is a full-time position (37.5 hrs/week) starting the first full week in May and running until the last full week in August. There will be two weeks vacation, which can be taken at any point during the summer, however, no more than one week may be taken at any one time.
- iii) The person filling this position shall receive \$6000 (\$10/hr for 600 hrs) for the summer which is to be paid by ASUS.

b) REPORTING

- i) an interim report should be emailed to all members of Assembly detailing the activities and progress which has been made through the first half of the summer if Summer Assembly does not meet quorum. The interim report should contain submissions from Camps Executive, Orientation Summer Position, and Summer Executive.
- ii) A final report detailing all of the work done throughout the summer shall be submitted to the first Assembly in September. This report is intended to keep the individual filling this position accountable to ASUS Assembly.

c) SUMMER RESPONSIBILITIES

Following is a brief list of recommended activities to be carried out through the course of the summer. It is by no means a complete list, these suggestions should be used as such and should not limit the individual in any way. Each Executive and Council will have their own agendas and are encouraged to work together to come up with some special projects that could be worked on over the summer.

SUMMER POSITION:

The member of the Executive who fills the Summer Executive position has the following responsibilities for which s/he is accountable. The duties of the Summer Executive shall include but shall not necessarily be restricted to:

- 1. being the financial officer of the Society;
- 2. supervising and acting as financial manager and advisor to both Arts Adventure and Science Discovery;
- 3. running the office and maintaining normal office hours throughout the summer;
- 4. acting as counsel and liaison to any and all committees which are active over the summer;
- 5. supervising the Head Gael and the rest of the Orientation Committee;
- 6. planning and organizing summer Assembly in conjunction with the Internal Affairs Commissioner;
- 7. sending correspondence to members of Assembly and committee chairs;
- 8. compiling a final budget from the previous year which will be brought to Summer Assembly or included in the interim report emailed to all members of Assembly (as specified in Section A v b-i) for reception;
- 9. seeking out and investigating new opportunities for the Society;
- 10. keeping the Core clean;
- 11. creating a Chair Handbook for distribution in September;
- 12. co-ordinating all summer public relations for the Society including the Society pamphlet, and all necessary publications & displays;
- 13. compiling a comprehensive strategic plan for Council which will be brought to the first Assembly in the fall.
- 14. design a new or update an existing pamphlet detailing all areas of the Society.

PRESIDENT:

The President has the following responsibilities which are to be carried out over the summer:

- 1. planning for orientation frosh week;
- 2. designing and planning ASUS promotional and publicity strategy for the year in conjunction with the Commissioner of Services and Marketing;
- 3. aiding the Head Gael and the rest of the Orientation Committee in their preparation for Orientation week;
- 4. writing letters to Assembly members and committee chairs;
- 5. finding nominees for the Arts '50 scholarship;
- 6. preparing and submitting to the summer Executive a strategic plan for the year.

VICE-PRESIDENT:

The Vice-President has the following responsibilities which are to be carried out over the summer:

1. organizing financial system to be used in the upcoming year;
2. preparing and submitting to the summer Executive a strategic plan for the year.

VI. TRANSITION

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

1. Dean of Arts and Science and their Executive Assistant
2. Secretary to the Dean of Arts and Science
3. Associate Dean of Studies for the Faculty of Arts and Science
4. Dean of Student Affairs
5. AMS President
6. ASUS Assembly
7. AMS Assembly
8. Arts and Science Faculty Board
9. Head Gael and the rest of the Orientation Committee
10. Arts and Science Faculty Office Orientation Coordinator
11. Formal Convenor(s)
12. Director of Queen's Apartment and Housing
13. Withinsight Chair
14. Camps Executive Director

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

1. Dean of Arts and Science and their Executive Assistant
2. Dean of Student Affairs
3. AMS Vice-President Operations
4. ASUS Assembly
5. AMS Assembly
6. Arts and Science Faculty Board
7. ASUS Business Manager
8. Bank of Montreal Manager and Supervisor of Customer Service Relations
9. AMS General Manager
10. Manager of Faculty Administration (Faculty Accounts)
11. Director of Queen's Apartment and Housing

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

1. Manager of Faculty Administration (Faculty Accounts)
2. ASUS Camps Executive and Program Directors
3. ASUS Camps Staff
4. AMS General Manager
5. ASUS Head Gael
6. ASUS Orientation Fundraising Chair
7. Withingsight Chair
8. ASUS Business Manager

SECTION A-2 ARTS AND SCIENCE FORMAL COMMITTEE

The Arts and Science Formal Convenor and Committee, under the auspices of the Fourth-year class year executive shall be responsible for the graduating class Arts and Science Formal which is held in March.

1. SELECTION OF THE COMMITTEE

- i) Selection shall be done in the spring of each year, prior to the class' graduating year, following an advertising campaign, and is open to a member of any year. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.
- ii) The Convenor shall be selected by:
 - a) the past convenor or their delegate from the previous committee
 - b) the ASUS President
 - c) the president of the fourth year class year executive
 - d) a member of ASUS Assembly chosen at the first Assembly meeting
 - e) one member at large
- iii) The Committee shall consist of :
 - 1 Convenor who will act as Chair of the committee
 - 2 Operations
 - 4 Decorations
 - 1 Publicity/Food and Wine/Entertainment
 - 1 Treasurer who will be Vice-president of the graduating Year Society Executive
 - 1 Secretary
 - 1 Teardown Manager (not attending the formal)
 - 1 Fundraising
 - 1 Alcohol Awareness Chair
 - (any other assistants are considered volunteers)

2. THE FORMAL

The Formal shall be known as the Arts and Science Formal. The Formal shall be open to all graduating Arts and Science Undergraduate Society Members. An individual is only eligible to attend one formal as a "graduate" of Arts and Science. A complete list of graduates who attended the Arts and Science Formal shall be kept on file. Graduates Include:

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

3. FREE AND DISCOUNTED TICKETS

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

Members of ASUS Council (6):	2 free tickets each
Formal Theme Vote Winner (1):	2 free tickets each
ThankQ Committee Member (8):	1 half-price ticket each
ThankQ Double Shift Volunteer (varies):	Half price second (2 nd) ticket each
Formal Convenor (1 or 2):	2 free tickets each
Formal Committee Member (varies):	1 free ticket each

Head House Attendants:	2 free tickets each	
Deans and other VIPs (varies):	2 free tickets each	
Campus media (varies):	Press pass	
House attendants, set-up, tear-down:	1 half-price ticket each	
President of Graduating Year Society:	1 free ticket	
Presidents of CESA, PHESA (2-4):	1 free ticket each	
Member of QFA who has worked the event in a previous year		1 half-price ticket each

Additional Stipulations:

1. Combinations of the above may be earned to a maximum of one (1) free ticket.
2. ThankQ Committee members shall not earn additional ticket credit for ThankQ shift work.
3. Ticket credit may be carried over from year to year.
4. Members of ASUS Council, as special guests of the Formal Committee, may not sell or otherwise transfer their tickets.
5. Only two free tickets may be redeemed per formal.

4. PRIORITY TICKETS

Priority tickets will be sold to those people who have contributed a competitive number of hours to the Formal construction. Additional hours of work as determined by the committee are required before the tickets shall be distributed. Hours shall be tabulated on an individual basis. Tickets for members of the committee shall be included in the budget.

5. CLEAN UP

Take down and clean up of the Formal shall be the responsibility of the second and third year students. The third year students shall, at this time, save any materials which may be used for construction in the following year. Advertising for the takedown hours crew will be paid for by the third year society Executive. Those participating will be exempted from their formal construction hours for two (2) tickets.

All costs associated with the clean up are the responsibility of the third year Society Executive, this to include rental of the premises for any additional period of time, the cost of a vehicle to transport material, and any further expenses. A list of materials which are to be kept for future Formals shall be provided by the Convenor to the President of the third Year Class. A meeting of the Year Society with the Formal Committee will occur at least one week prior to the Formal.

6. FINANCES

The fourth year class shall be responsible for funding the formal annually. Monies shall be raised through social events, other fundraisers, and ticket sales. The fourth year executive shall be responsible for any debts incurred by the formal. The committee shall submit a proposed budget in January and a final budget in September.

7. GUESTS

The following people will be invited as guests of the Society by written invitation no later than February 1:

- i) Dean of Arts and Science and guest
- ii) Associate Dean of Studies and guest
- iii) Principal and guest
- iv) University Chaplain and guest
- v) Honorary President of ASUS and guest

8. ASUS LINK

The President of ASUS shall be briefed of the ongoing of the Arts and Science Formal Committee meetings and shall be available for assistance and advice on any matters concerning the Arts Formal Policies.

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

10. Any sponsorship of the Arts and Science Formal must be approved by the Convenor and the President of the Arts and Science Undergraduate Society.

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

12. The alcohol purchased by the Formal Committee for the Formal will be for use/sale only to the guests of the Formal. Alcohol will be served only at the Formal location.

13. HOUSE ATTENDANTS

There will be two (2) students selected by an application process to oversee the smooth running of the Formal on the evening of the event. Advertising for these positions will be paid for from the Formal Budget.

SECTION A-3

ASUS ORIENTATION COMMITTEE

AIMS:

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

I. THE HEAD GAEL

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

Selection

- a) The Head Gael is to be selected before the sixth week of classes.
- b) A selection committee shall select the Head Gael. The members of the selection committee shall be:
 - i) The Head Gael from the previous year;
 - ii) The President of the Society;
 - iii) One student Senator;
 - iv) One other member of ASUS Assembly;
 - v) One member at large.
- c) Only members of the Selection Committee shall be present when the voting takes place.
- d) The Head Gael must be in good academic standing in the Faculty of Arts and Science.
- e) The Head Gael must be entering at least his or her third academic year in the September of Orientation for which the person is the Head Gael as per the Senate Guidelines set down by the Senate Activities Orientation Review Board (S.O.A.R.B.) in the Jackson Report (1991).
- f) If possible, and at the discretion of the selection committee, the Head Gael shall have been a past Orientation Coordinator.

Responsibilities

- a) To sit as a voting member on the selection committee of the Orientation Committee
- b) To chair all Orientation Committee meetings
- c) To keep a record of the minutes of all meetings
- d) To be the leader and spokesperson for the Orientation Committee
- e) To act as a liaison between the Orientation Committee and other persons or organizations namely: the administration, the AMS, the ASUS President, S.O.A.R.B., other faculty societies, the orientation leaders (Gaels), the media, and the city of Kingston.
- f) To sit on the AMS Roundtable as a voting member.
- g) To ensure the smooth running of Orientation Week.
- h) To personally supervise and co-ordinate the activity at the Nerve Center.
- i) To assist the Orientation Committee with all Orientation Week events.
- j) To hold regular office hours at the Core throughout the academic year.
- k) To have transitioned with all of the members of the previous Orientation Committee before taking part in the selection of the Orientation Committee.
- l) To occupy the Orientation Summer Position as outlined in A-3 of the ASUS Policy Manual.
- m) To prepare a year end report on Orientation week, with help from and on behalf of the entire committee. This report should contain a summary of both the positive and negative aspects of the week including a preliminary financial report and feedback obtained from other relevant campus organizations. This report shall be brought to ASUS Assembly for receipt and then, pending receipt, be forwarded to relevant campus groups (including but not limited to S.O.A.R.B. and the Faculty Office).
- n) To be responsible for processing and filing all cheque requisitions for the ASUS Orientation Committee

- o) To provide to the Business Manager all financial records pertaining to the ASUS Orientation Committee. These submissions shall take the form of a monthly report to the Business Manager. This report shall contain all financial records processed and filed in accordance with section n)

II. THE ORIENTATION COMMITTEE

The Orientation Committee is responsible to the Head Gael.

Members

Academics Chair
Fundraising Chair
Operations Chair
Socio-Cultural Chair

Selection

- a) The new Orientation Committee is to be selected before the end of the tenth week of classes.
- b) A selection committee shall select the four student members of the Orientation Committee. The members of the selection committee shall be:
 - i) The new Head Gael;
 - ii) The President of the Society;
 - iii) Two members who were members of a previous Orientation Committee.
 - iv) One member of the Society who was the previous year neither an Orientation Chair nor on the Orientation Committee.
- c) Only the members of the Selection Committee shall be present when the voting takes place.
- d) Members of the Orientation Committee Executive must be in good academic standing in the Faculty of Arts and Science.

Responsibilities

The Academics Chair shall be responsible for:

- a) acting as a committee member
- b) ensuring smoothly operated academic events
- c) working in conjunction with the Faculty Office and the Academic Orientation Committee to plan all of the academic events for the week
- d) Events may include: Library Tour, Guest Speaker, Frosh/Prof colloquium, Traditions of Queen's, Arts Science and Opportunities, or others.
- e) sitting on the Academic Orientation Committee

The Fundraising Chair shall be responsible for:

- a) acting as a committee member
- b) organizing the Orientation Week Sidewalk Sale
- c) supervising and coordinating the Shinerama event

The Operations Chair shall be responsible for:

- a) acting as a committee member
- b) preparing and executing a budget which abides by the following guidelines:
 - i) it should be based on the previous year's budget;
 - ii) Money remaining after Orientation Week should be allocated 75%-25% to the incoming Orientation Committee and the new Year Society respectively. Such allocations will only be put into effect if there is at least \$5,000 for the incoming Orientation Committee

- iii) it should plan for zero profit with a 3% contingency and should be presented to ASUS Assembly in the second Assembly of March preceding the Orientation week in question. Included in the budget should be a line item of \$350 to cover office expenses incurred over the summer (i.e. phones and office space, etc.);
- iv) some costs will not be known, especially if a new event is planned. An accurate estimation of this event must be included in the budget;
- v) the final budget must be an accurate account of all revenues and expenditures and must be presented to ASUS Assembly by no later than the last Assembly in the February following the Orientation week in question.
- vi) The Vice-President is to be presented a copy of the OC budget to keep at the office
- c) The Loan: An interest free loan of \$5 000 shall be made available to the Orientation Committee payable back to ASUS after the week
- d) supervising all purchases:
 - i) All purchases shall be done by a committee member with the permission of the Operations Chair;
 - ii) The coordinators that require purchases shall submit lists of the supplies required to their chair;
 - iii) A complete list of all supplies needed shall be compiled by the middle of August. This allows the committee to bulk buy and save funds;
 - iv) The Operations Chair shall then price out all the items to make sure that the committee is still on budget;
 - v) All purchases shall be bought on account and if possible these accounts shall be made payable after Orientation week;
 - vi) Wherever possible, cash should not be given out to purchase goods. A reimbursement policy should be enforced;
 - vii) No goods purchased without the approval of the Operations Chair shall be reimbursed.
- e) being a co-signer of the cheques with the Vice-President of ASUS
- f) ensuring smooth logistics for the week (i.e. room bookings, communications, transportation, etc.)
- g) providing the Orientation Committee with regular logistical and financial reports

The Socio-Cultural Chair shall be responsible for:

- a) acting as a committee member
- b) To organize and facilitate events which promote interaction between incoming students, Queen's University, and the city of Kingston.
- c) Events may include: Frosh Parade, Carnival Day, Frosh Night Out, Tour of the Town, Entertainer, Frosh Olympics, Gael Group Photos, Concert, Closing Ceremonies, Show us your ASUS, Semi Formal, or others.
- d) organizing all socio-cultural events
- e) providing the Orientation Committee with regular event reports
- f) trying to plan a wide range of events that meet the diverse needs of all members of the incoming class
- g) providing

III. RESPONSIBILITIES OF THE ENTIRE COMMITTEE

- a) To present to ASUS Council the scheduling and programming of the academic, cultural, fundraising, and social activities associated with the Orientation programme. These recommendations will be made in a formal presentation no later than the fourth week in February.
- b) Subject to the approval of the appropriate bodies, arranging and carrying out the Orientation programme for the entering class and to report to ASUS Assembly and to the Faculty Board of the Faculty of Arts and Science.

IV. ORIENTATION COMMITTEE

- a) Committee Members must be in good academic standing in the Faculty of Arts and Science.
- b) Committee Members, numbering no more than thirty five, shall be selected by the Orientation Committee Executive in consultation with the ASUS President. Selection shall occur no later than the last week of November.
- c) At the discretion of the Orientation Committee Executive, Committee Members shall be slotted into the following committees:
 - i) Academics Coordinators;
 - ii) Fundraising Coordinators;
 - iii) Head Gael Coordinators;
 - iv) Operations Coordinators;
 - v) Socio-Cultural Coordinators.

V. ORIENTATION LEADERS (GAELS)

- a) Gaels must be in good academic standing in the Faculty of Arts and Science.
- b) Gaels who are appointed to a position as Floor Senior or Residence Council within the residence system at Queen's University must resign their positions as Orientation leaders.
- c) The Head Gael is responsible for ensuring that the above policies are widely known and adhered to in consultation with Residence Life, the MCRC, the Jean Royce Hall council, and the Faculty of Arts and Science (the Associate Dean of Studies and the Orientation Coordinator).

VI. REPORTING

- a) The Orientation Committee shall report to Assembly before the end of February at which time they shall present their philosophy for the upcoming Orientation week, a summary of the events and a general outline of the costs that would be involved.
- b) The Orientation Committee shall present a detailed budget to Assembly as per Section A-3 subsection III (Operations Chair responsibilities) of the ASUS Policy Manual. Assembly should ensure that the budget is complete, accurate, and consistent taking into account both expected revenue and anticipated participation.
- c) The Orientation Registration fee should be maintained at as low a level as possible in order to lessen the financial burden on incoming students.
- d) The Head Gael, on behalf of the entire Orientation Committee, shall present a final report and recommendations to ASUS Assembly by the middle of October as per Section A-3 subsection I (responsibility (m)) of the ASUS Policy Manual.

VII. TRANSITION

- a) Each Chair is responsible for preparing a transition report as per Section C-6 of the ASUS Policy Manual. This report shall be completed and submitted to the Internal Affairs Commissioner no later than the end of the fifth week of classes.
- b) The ASUS President shall set up a meeting with the newly selected Orientation Committee Executive at which time copies of the previous committee's transition reports shall be distributed. The rules and structure of the committee, and ASUS' role in it, should be explained followed by a brief, impartial description of all of the groups and organizations that the committee will deal with.
- c) Each newly selected member of the Orientation Committee should immediately meet with the previous Chair to discuss her/his transition report, the position itself, and the events of the previous year.
- d) In order to keep track of the activities of the committee centralized files shall be kept at the Core to allow for easy reference and for a complete history of Orientation to be available for future Committees.

VIII. ORIENTATION SUMMER POSITION

The ASUS Orientation summer position should be occupied by the Head Gael. In the event that the Head Gael is unable to fill the position (i.e. illness, required to withdraw temporarily, etc...) then one of the Orientation Chairs must do so. In this event, a selection committee will be struck consisting of the President of the Society, the Vice-President of the Society, one student Senator, and one other member of Assembly.

A proposal must be submitted to the newly elected Assembly in March, detailing the individual's strategy for the summer term. A weekly written report must be submitted to the Executive throughout the course of the summer. These reports are intended to keep the individual filling this position accountable to ASUS Assembly.

The ASUS Orientation summer position will consist of 560 hours which will be filled in 16 weeks at 35 hours a week. The individual filling this position shall receive \$12.00 an hour to be paid by the ASUS Orientation Committee. This pay shall be considered a line item in the ASUS Orientation Committee budget.

Following is a brief list of recommended activities to be carried out through the course of the summer. It is by no means a complete list, these suggestions should be used as such and should not limit the individual in any way. Each Orientation Committee will have their own agendas and are encouraged to work together to come up with some special projects that could be worked on over the summer.

Head Gael:

- order the frosh t-shirts.
- order the Gael hats and t-shirts.
- publish the Frosh Handbook, Gael Handbook, and Academic Survival Guide.
- report to an Executive member of the Society on a weekly basis.
- keep in contact with all external bodies involved with the week--namely, the AMS Roundtable, the administration, the S.O.A.R.B., etc.
- report to the members of the Orientation Committee on a regular basis.

Operations:

- tie up all logistical ends that were not completed over the year.
- book all spaces that have not been booked
- make arrangements for vans to be picked up on time before the week begins.
- ensure that all health permits are received for events at which food will be served.
- ensure that all necessary licenses are acquired before the week.
- ensure that all financial matters are directed to the Vice-President of the Society and/ or the Operations Chair of the Orientation Committee.

Socio-Cultural:

- ensure that all events are taken care of and are "fine tuned".
- communicate to coordinators any changes or problems that occur with any of their events.

Academics:

- ensure that all events are taken care of and are "fine tuned".
- communicate to coordinators any changes or problems that occur with any of their events

Fundraising:

- keep in close contact with the members involved with Shinerama, and assist them in any task (i.e. mail-outs, telephone calls, etc.)
- keep in close contact with the members involved with the Sidewalk Sale, making sure that mail-outs occur, and organizations are slotted.

SECTION A-4 ASUS CAMPS

PART I: GENERAL

1. The Arts and Science Undergraduate Society shall annually hold two non-profit daycamp programs for youth entitled Arts Adventure and Science Discovery.
2. These two programs shall operate independently, each camp having the following objectives:

ASUS Arts Adventure shall endeavor to:

- i) inspire in youth an appreciation for and interest in the humanities, social sciences, and fine arts through dynamic, interdisciplinary curriculum
- ii) highlight to youth the relevance of a liberal arts education
- iii) introduce the university to young adults as a nonthreatening, stimulating environment
- iv) encourage students to continue studies in the arts throughout their high school careers
- v) provide a challenging and rewarding employment and leadership opportunity to undergraduate Arts students at Queen’s University.

ASUS Science Discovery shall endeavor to:

- i) offer programs for area youth that stimulate their interest in science, technology, and engineering through challenging and interactive curriculum
- ii) provide positive role models in science and engineering
- iii) introduce high school students to the university environment in a non-threatening and fun manner
- iv) encourage students to continue studies in the science throughout their high school careers
- v) provide a challenging and rewarding employment and leadership opportunity to undergraduate Science students at Queen’s University.

3. The Business Director shall ensure that all counselors are currently certified in both first aid and CPR and if they are not to provide appropriate training at the camps expense.

PART II: STAFFING

1. Each camp will be overseen by an ASUS Business Director who will be responsible for the overall financial operations of their respective camp. The Business Director will report to the ASUS Summer Executive (as per section A-1, Part V, C#2 of the ASUS Policy Manual).
2. **Arts Adventure Camp Business Director**

The Business Director for the Arts Adventure Camp’s responsibilities are as follows:

Finances:

- making yearly operating budget for overall program and financial statements
- revising said budget to accommodate amount of funding and subsidy received prior to official start date
- creating separate budgets for outreach programs, workshops and camps
- performing banking activities such as: deposits, writing cheques, consolidating books
- meeting with the ASUS Business Manager and ASUS Vice President on a weekly basis to ensure proper bookkeeping practices and fiscal responsibility
- paying all accounts payable

- collecting accounts receivable
- maintain accounting books according to the Generally Accepted Accounting Practices (GAAP)
- maintain accurate records of staff hours
- oversee payroll according to Ontario Standards
- provide staff with proper tax forms (TD1, T4, etc)
- remit tax forms
- provide receipts for schools and parents
- make all financial decisions on spending
- ensure the long-term financial health of Arts Adventure

Sponsorship and Branding

- oversee the creation of a sponsorship package
- create a detailed list of potential sponsors
- make/maintain personal contact with sponsors
- ensure sponsors receive proper recognition on promotional materials
- ensure agreements with sponsors are met
- submit applications for wage subsidy programs: Work-study, SWEP, KEYS, ISE, HRSDC, etc.
- writing interim and final reports for funding
- develop a strategy to improve Arts Adventure's fiscal position
- research possible new funders

Professional Appeal

- assist Website Co-ordinator with Arts Adventure website
- inform Website Co-ordinator to update website regularly with pictures, news, etc.
- develop Arts Adventure marketing plan
- develop Arts Adventure strategic plan in conjunction with ASUS President and ASUS General Manager
- develop Arts Adventure financial plan with the ASUS Vice President, ASUS General Manager and ASUS Business Manager
- develop and present projected budget at ASUS Assembly
- update Arts Adventure's constitution and objectives as necessary
- approve all Arts Adventure formal documentation

Personnel

- make final decision on staff structure based on financial ability
- advertise staff hiring according to ASUS Policy
- co-ordinate staff hiring and design interview procedures as per ASUS Hiring Policies
- provide training opportunities for staff including: First Aid and CPR certification, conflict resolution, classroom management, crisis management, communication and teambuilding workshops
- facilitate staff concerns and inquiries
- monitor and review staff conduct and performance
- chair weekly staff meetings with Program Director
- conduct monthly and end-of-summer evaluations

General:

- ensuring the quality of program delivery during the summer
- be capable of teaching or working all Arts Adventure programs (ie. Imagination Station and Arts Adventure, etc.)
- maintain positive relationships with the Faculty of Arts and Science, ASUS Executive Council, and members of the Arts Adventure Advisory Board.

- Negotiate business and legal contracts
- Be capable of delegating some of these responsibilities to other staff members
- Accept any responsibilities that are not outlined here

Start and End Date: May 1, 2006 – September 1, 2006

Hours per Week:

The Program Director will work 35 hours a week and is can expect to spend between 4-8 hours of volunteer time each week.

Hourly Wage: \$14.00/hour

\$500.00 from the final portion of pay shall be withheld until a transition manual is submitted and approved by the Summer Executive.

3. Science Discovery Camp Business Director

The Business Director for the Science Discovery Camp's responsibilities are as follows:

Science Discovery Business Director Job Description

Finances:

- making yearly operating budget for overall program and financial statements
- revising said budget to accommodate amount of funding and subsidy received prior to official start date
- creating separate budgets for outreach programs, workshops and camps
- performing banking activities such as: deposits, writing cheques, consolidating books
- meeting with the ASUS Business Manager and ASUS Vice President on a weekly basis to ensure proper bookkeeping practices and fiscal responsibility
- paying all accounts payable
- collecting accounts receivable
- maintain accounting books according to the Generally Accepted Accounting Practices (GAAP)
- maintain accurate records of staff hours
- oversee payroll according to Ontario Standards
- provide staff with proper tax forms (TD1, T4, etc)
- remit tax forms
- provide receipts for schools and parents
- make all financial decisions on spending
- ensure the long-term financial health of Science Discovery

Sponsorship and Branding

- oversee the creation of a sponsorship package
- create a detailed list of potential sponsors
- make/maintain personal contact with sponsors
- ensure sponsors receive proper recognition on promotional materials
- ensure agreements with sponsors are met
- submit applications for wage subsidy programs: Work-study, SWEP, KEYS, ISE, HRSDC, etc.
- oversee the applications for Actua member funds
- writing interim and final reports for funding
- ensure the long-term financial health of Science Discovery

Sponsorship and Branding

- oversee the creation of a sponsorship package
- create a detailed list of potential sponsors

- make/maintain personal contact with sponsors
- ensure sponsors receive proper recognition on promotional materials
- ensure agreements with sponsors are met
- submit applications for wage subsidy programs: Work-study, SWEP, KEYS, ISE, HRSDC, etc.
- writing interim and final reports for funding
- develop a strategy to improve Science Discovery's fiscal position
- research possible new funders

Professional Appeal

- assist Website Co-ordinator with Science Discovery's website
- inform Website Co-ordinator to update website regularly with pictures, news, etc.
- develop Science Discovery's marketing plan
- develop Science Discovery's strategic plan in conjunction with ASUS President and ASUS General Manager
- develop Science Discovery financial plan with the ASUS Vice President, ASUS General Manager and ASUS Business Manager
- develop and present projected budget at ASUS Assembly
- update Science Discovery's constitution and objectives as necessary
- approve all Science Discovery's formal documentation

Personnel

- work in conjunction with the Science Discovery Business Director to decide on the structure of the staff
- advertising staff positions and hiring according to ASUS Policy
- co-ordinate staff hiring and design interview procedures as per ASUS Hiring Policies
- provide training opportunities for staff including: First Aid and CPR certification, conflict resolution, classroom management, crisis management, communication and teambuilding workshops
- facilitate staff concerns and inquiries
- monitor and review staff conduct and performance
- chair weekly staff meetings
- conduct monthly and end-of-summer evaluations

General:

- ensuring the quality of program delivery during the summer
- be capable of teaching or working all Science Discovery programs (ie. Discovery Kids, Science/Computer Discovery, outreach, etc.)
- maintain positive relationships with the Faculty of Arts and Science, ASUS Executive Council, Actua and members of the Science Discovery Advisory Board.
- Negotiate business and legal contracts
- Be capable of delegating some of these responsibilities to other staff members
- Accept any responsibilities that are not outlined here

Start and End Date: May 1, 2006 – September 1, 2006

Hours per Week:

The Program Director will work 35 hours a week and is can expect to spend between 4-8 hours of volunteer time each week.

Hourly Wage: \$14.00/hour

\$500.00 from the final portion of pay shall be withheld until a transition manual is submitted and approved by the Summer Executive.

4. The Business Directors will be selected by a committee that will include the ASUS Summer Executive, the outgoing Business Director or her/his staff delegate and two Members of Assembly (one from the Arts concentration, and the other from the Sciences concentration). The selection of the Business Directors should be completed by no later than the end of the fourth week of class. In selecting the Business Directors, preference should be given to members of the Arts and Science Undergraduate Society, in accordance with Section A-4, Part II, #10 of this Policy Manual.
5. The salary of the Business Directors will be paid for by their respective camp. The Business Directors will work throughout the school year to organize and run a comprehensive fundraising campaign in order to provide sufficient funds for the two camps to operate.
6. Arts Adventure and Science Discovery will each have a Program Director who will be responsible for all of the programming aspects of their respective camp. The program director will be responsible to the ASUS Summer Executive.

Arts Adventure Camp Program Director

7. The Program Director of the Arts Adventure Camp's duties will include but are not limited to:

Personnel

- work in conjunction with the Arts Adventure Business Director to decide on the structure of the staff
- co-ordinate staff hiring and design interview procedures as per ASUS Hiring Policies
- provide training opportunities for staff including: First Aid and CPR certification, conflict resolution, classroom management, crisis management, communication and teambuilding workshops
- facilitate staff concerns and inquiries
- monitor and review staff conduct and performance
- chair weekly staff meetings
- conduct monthly and end-of-summer evaluations

Programming:

Workshops:

- assist Workshop co-ordinator with all responsibilities including:
 - developing a workshop strategy
 - developing the workshop schedule
 - being in contact with the school boards
 - invoicing schools
- keep track of schools with outstanding balances and inform the Arts Adventure Business Director of these schools
- oversee all workshops logistics in conjunction with the Arts Adventure Business Director (ie. Car rental, insurance, etc.)

Camps:

- work in conjunction with staff members to develop camp curriculum
- ensure camp curriculum is in accordance with Ontario Curriculum Standards
- set schedules for the summer
- oversee all aspects of camp registration (ie. Brochure design, camper information collection, and understanding MS Access Database)
- oversee camp operation logistics (ie. Room bookings, equipment rental, etc)
- providing receipts upon payment

General:

- ensuring the quality of program delivery during the summer
- be capable of teaching or working all Arts Adventure programs (ie. Imagination Station, Arts Adventure, outreach, etc.)
- maintain positive relationships with the Faculty of Arts and Science, ASUS Executive Council, Actua and members of the Science Discovery Advisory Board.
- Negotiate business and legal contracts
- Be capable of delegating some of these responsibilities to other staff members
- Accept any responsibilities that are not outlined here

Start and End Date: May 1, 2006 – September 1, 2006

Hours per Week:

The Program Director will work 35 hours a week and is can expect to spend between 4-8 hours of volunteer time each week.

Hourly Wage: \$14.00/hour

\$500.00 from the final portion of pay shall be withheld until a transition manual is submitted and approved by the Summer Executive.

Science Discovery Camp Program Director

8. The Program Director of the Arts Adventure Camp's duties will include but are not limited to:

Personnel

- work in conjunction with the Science Discovery Business Director to decide on the structure of the staff
- co-ordinate staff hiring and design interview procedures as per ASUS Hiring Policies
- provide training opportunities for staff including: First Aid and CPR certification, conflict resolution, classroom management, crisis management, communication and teambuilding workshops
- facilitate staff concerns and inquiries
- monitor and review staff conduct and performance
- chair weekly staff meetings
- conduct monthly and end-of-summer evaluations

Programming:

Workshops:

- assist Workshop co-ordinator with all responsibilities including:
 - developing a workshop strategy
 - developing the workshop schedule
 - being in contact with the schoolboards
 - invoicing schools
- keep track of schools with outstanding balances and inform the Business Director of these schools
- oversee all workshops logistics in conjunction with the Science Discovery Business Director (ie. Car rental, insurance, etc.)

Camps:

- work in conjunction with staff members to develop camp curriculum
- ensure camp curriculum is in accordance with Ontario Curriculum Standards
- set schedules for the summer
- oversee all aspects of camp registration (ie. Brochure design, camper information collection, and understanding MS Access Database)

- oversee camp operation logistics (ie. Room bookings, equipment rental, etc)
- providing receipts upon payment

General:

- ensuring the quality of program delivery during the summer
- be capable of teaching or working all Science Discovery programs (ie. Discovery Kids, Science/Computer Discovery, outreach, etc.)
- maintain positive relationships with the Faculty of Arts and Science, ASUS Executive Council, Actua and members of the Science Discovery Advisory Board.
- Negotiate business and legal contracts
- Be capable of delegating some of these responsibilities to other staff members
- Accept any responsibilities that are not outlined here

Start and End Date: May 1, 2006 – September 1, 2006

Hours per Week:

The Program Director will work 35 hours a week and is can expect to spend between 4-8 hours of volunteer time each week.

Hourly Wage: \$14.00/hour

\$500.00 from the final portion of pay shall be withheld until a transition manual is submitted and approved by the Summer Executive.

7. The Program Directors will be selected by a committee that is comprised of the ASUS Summer Executive, the Business Director and an elected ADC Arts, Humanities, Languages or Social Science representative. The Science Discovery Program Director will be selected by a committee that is comprised of the ASUS Summer Executive, the Business Director and an elected ADC Natural, Physical or Life Science representative. These hirings should be completed within the first ten weeks of classes. Preference should be given to members of the Arts and Science Undergraduate Society, in accordance with Section A-4, Part II, #10 of this Policy Manual.
8. The size and structure of the balance of the staff shall be at the discretion of the Business and Program Directors in consultation with the ASUS Executive.
9.
 - i) Arts Adventure counselors shall be selected by a committee comprised of the Arts Adventure Business Director, the Arts Adventure Program Director and one member of ASUS Assembly. The selection of counselors should be completed before the end of the fourth week of classes in the winter term. Counselors must be made aware of the volunteer commitment their job entails throughout the school year.
 - ii) Science Discovery counselors shall be selected by a committee comprised of the Science Discovery Business Director, the Science Discovery Program Director and one member of ASUS Assembly. The selection of counselors should be completed before the end of the fourth week of classes in the winter term. Counselors must be made aware of the volunteer commitment their job entails throughout the school year.
10. All staff will be selected in accordance with Part 17 of the ASUS Constitution (Hiring Policy).
11. The Business and Program Directors must complete a transition manual by the end of the employment period describing the past year's events for the purpose of assisting new directors in their positions. \$500.00 of pay shall be withheld from each Business and Program Director until a transition manual is submitted to and approved by the Summer Executive.

12. Arts and Science students will be given preference for all positions within the camp, however applications from students who are not Arts and Science students can be accepted. Only one position in each camp can be filled by a non-Arts and Science student.

PART III: FINANCES

1. The finances of the ASUS Camps will be maintained by the Business Directors and the Business Manager of the Society. The two camps will be financially independent, having their own bank account. The ASUS Camp Business Directors will be co-signers on their respective accounts with the ASUS Vice-President and the Society Business Manager.
2. Both Arts Adventure and Science Discovery shall be funded through external sponsorship, university funding and tuition fees charged to the participants.
3. Tuition fees shall be determined by the Business Directors each year for their respective camps. Tuition should be maintained as low as possible to maximize the accessibility of the camps to families.
4. Bursaries will be made available for students that demonstrate a need for financial aid. The number of bursaries distributed will be determined by the Business Director and Program Director of each camp based on available funds.
5. A proposed budget for each camp shall be presented to ASUS Assembly for approval in the spring session.
6. A summary of the program and a financial report of each camp will be presented to the ASUS Assembly and the respective Advisory Council each year during the fall term.
7. Each camp will be levied a \$750 administrative fee each summer which will be used to pay for office expenses (i.e. phones and rent) with the rest being used to help subsidize the ASUS summer Executive positions.

PART IV: THE ARTS ADVENTURE ADVISORY COUNCIL

1. The direction of the Arts Adventure program shall be guided by an Advisory Council comprised of the ASUS Vice-President, the Dean or Associate Dean of the Faculty of Arts and Science (or delegate), the Arts Adventure Business Director and the Arts Adventure Program Director, and Faculty members from Arts and Science, the Faculty of Education, and/or the School of Music. The Council shall meet bi-yearly and be informed of the camp's progress through mailed correspondence.
2. The purpose of the Advisory Council is to:
 - i) provide continuity from year to year
 - ii) aid in the long-term planning of goals and objectives
 - iii) consult on the curriculum development, finances, fund-raising, marketing strategies, and administrative procedures of the camp
3. The Business Director shall invite members to the Committee each spring for the first meeting. Advisory Council members are welcome and encouraged to serve on the committee for more than one year.

PART V: ARTS ADVENTURE STRUCTURE

1. The Program Director, at their discretion, shall appoint each instructor to one of seven portfolios, including but not limited to: Workshop Coordinator, Supplies Coordinator, Special Needs Coordinator, Special Programs Coordinator, Website/Donations Coordinator, Media Coordinator and Lunch Program Coordinator.
 - a) Funds received from summer initiatives will be earmarked for specific areas of the camp decided collectively by the Business Director, Program Director and Instructors. Generally, funds will be used towards the bursary program, camp material costs and field trip costs. Arts Adventure Camp will prioritize the use of funds based on the financial situation at the beginning of the summer.

PART VI: ARTS ADVENTURE REGISTRATION

1. Registered students shall be divided into two groups depending on age in both the Arts Adventure Camp and the Science Discovery Camp. The two new sections shall be “tyke level” grades K-3 and “high school level” grades 4-8. The ratio of students to counselor shall not exceed 7:1 for the tyke level and 10:1 for the high school level.
2. The number of campers in each session shall be determined by the Program Director.
3. The Program Director will make it a priority to attain gender-parity each session pending the constrictions of applicants.
4. Arts Adventure shall make bursaries available to those with demonstrated financial need.
 - a) The bursary program shall be advertised in the summer camp pamphlet, and during the Workshop Outreach Program to both teachers and students. Due to the high volume of bursary applicants, individuals will be assessed on a case-by-case basis as funds allow. Parents should be notified that many families cannot afford the camp, and that donations are accepted to put towards the bursary program.
 - b) Because of the sensitive nature of bursary applications, the information shall be restricted to the Business Director and the Program Director. The selection of bursary awards shall be the responsibility of the Business Director, who shall be in contact with the sponsoring agencies of the Kingston community on a regular basis.

PART VII: ARTS ADVENTURE CURRICULUM

1. The Arts Adventure program shall be structured in the following manner:
 - a) Workshop Outreach Program: workshops in grades K through 8 classrooms throughout Kingston and the surrounding area organized and run by staff.
 - b) Summer Camp: targets students entering grades SK through 8. The Imagination Station program, SK-3, runs for eight weeks throughout July and August. Arts Adventure, grades 4-8, shall offer two week-long curricula to alternate throughout the summer, each week providing complementary activities to the other week (thus encouraging two-week enrollment for a complete session).
2. The ASUS Arts Adventure Program shall introduce the Humanities, Social Sciences, Languages and Fine Arts to youth through an interactive, interdisciplinary curriculum.
3. The Arts Adventure program shall make use of Queen’s facilities, such as the Agnes Etherington Art Centre, the Student Art Gallery, the Drama Department, Psychology Labs, Music Labs, Maps Library, Film Department, Stauffer and Douglas Libraries.

4. The Arts Adventure program shall invite Queen's faculty and other members of the Kingston community as guest speakers for areas in which their expertise and experience are of educational value to the camp.
5. The Imagination Station curriculum shall not include Field Trips. Contingent upon funding and the Executive's discretion, Arts Dramatic and Arts Visual Camps curriculum may include field trips.
6. The curriculum should afford participants the opportunity to engage in hands-on projects such as writing and/or performing plays, producing short films, conducting psychological experiments, conducting archaeological digs, participating in political debates and creating paintings or sculptures.
7. The curriculum shall be presented in a fun, engaging and meaningful manner.
8. This camp shall not duplicate programs offered in the Kingston vicinity, but rather will be unique in its curriculum and focus.

PART VIII: THE SCIENCE DISCOVERY ADVISORY COUNCIL

1. The direction of the Science Discovery program shall be guided by an Advisory Council comprised of the ASUS Vice-President, the Dean or Associate Dean of the Faculty of Arts and Science (or delegate), the Science Discovery Business Director and the Science Discovery Program Director, faculty members from Arts and Science and the Faculty of Applied Science. The Council shall meet bi-yearly and be informed of the camp's progress through mailed correspondence.
2. The purpose of the Advisory Council is to:
 - i) provide continuity from year to year
 - ii) aid in the long-term planning of goals and objectives
 - iii) consult on the curriculum development, finances, fund-raising, marketing strategies, and administrative procedures of the camp
3. The Business Director shall invite members to the Committee each spring for the first meeting. Advisory Council members are welcome and encouraged to serve on the committee for more than one year.

PART IX: SCIENCE DISCOVERY CURRICULUM

1. The Science Discovery program is comprised of three components:
 - a) Science Discovery Olympics: a competition for high school students with events from various scientific disciplines to be held each spring.
 - b) Workshop Outreach Program: workshops in grade 8, 9 and 10 classrooms throughout Kingston and the surrounding area organized and run by staff. An extended workshop program which targets additional age groups can be implemented at the discretion of the Program Director.
 - c) Summer Camp: targets students entering grades 9, 10, and 11. It runs for eight weeks throughout the months of July and August. Science Discovery shall offer one and two week programs for students in the summer.

2. The curriculum shall be presented in a fun, engaging and meaningful manner. Field Trips will be organized for the students; however, field trips for the tyke level shall not exceed 30 minute radius outside the Kingston area.
3. The number of campers in each session shall be determined by the Program Director.
4. The Program Director will make it a priority to attain gender-parity each session pending the constrictions of applicants.

SECTION A-5 ASUS THANK-Q COMMITTEE

AIM:

To organize and run the current graduating class' fundraising campaign in conjunction with Alumni Affairs.

MEMBERSHIP:

The President of the fourth year Year Society
Two (2) additional members of the fourth year Year Society
Two (2) members of ASUS Assembly
The ASUS President
Two (2) members-at-large
Alumni Affairs contact (Chair)

SELECTION:

The committee will be struck at the request of Alumni Affairs. The Year Society representatives shall be selected by the Graduating Class year Society. ADC representatives shall be selected by ASUS Assembly. The members-at-large shall be selected according to Section C-7 (Members at large). The Alumni Affairs contact is chosen by the Alumni Affairs office.

RESPONSIBILITIES:

1. To conduct a referendum to select the recipient of the Class Gift in conjunction with the Formal Theme Referendum.
2. To promote awareness of Thank-Q among graduating students, making use of Formal ticket sales as an opportunity to acquaint students to the Thank-Q program.
3. To solicit volunteers for the Thank-Q Phone-A-Thon.
4. To assist in training sessions and act as volunteers for the Thank-Q Phone-A-Thon.

FUNDS:

The work of the committee will be entirely funded by the Alumni Affairs office. No funds from the ASUS operating budget will be allotted to the Thank-Q Committee.

SECTION A-6 STUDENT ISSUES COMMITTEE

AIM: To solicit the views of Arts and Science students on an ongoing basis in order to inform ASUS decisions.

MEMBERSHIP: 1 Chair
 Five Members

SELECTION:

Selection of the Chair shall be made by the incoming Executive in March according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To formulate survey questions based on issues raised by the Committee, Council, ASUS Assembly, or the student body at large.
2. To survey the views of students through any of the following methods:
 - (i) telephone solicitation.
 - (ii) e-mail solicitation.
 - (iii) any other reasonable method of surveying student views.
3. To keep the following in mind when surveying students:
 - (i) Confidentiality is essential. For instance, when telephoning students the Chair shall select the telephone numbers, and provide them to committee members without names. The Committee member will not ask surveyed students for their name, but simply ask if they are an Arts and Science student before proceeding with questions.
 - (ii) The goal of soliciting the views of Arts and Science students only.
 - (iii) The necessity of being cordial at all times in dealing with students.
4. To effectively compile all of the relevant information that is gathered from surveys and focus groups, and present it to Council, and subsequently ASUS Assembly.
5. To meet with and report to the President regularly.
6. To prepare a transition report in March of the outgoing term for the incoming Chair.
7. To prepare a year-end report for the Annual General Meeting.

Members

1. To work in conjunction with the Chair to effectively compile the information that is gathered from surveys and focus groups.

FUNDS:

Funds are allocated as a line item in the ASUS budget in March.

SECTION A-7 YEAR SOCIETY POLICY

I. Purpose of the Society

1. To foster spirit and awareness in the class.
2. To fundraise for the graduating year Formal.
3. To represent the class' interests at ASUS Assembly and at Presidents' Caucus and Vice-Presidents' Caucus.
4. To make charitable contributions on behalf of the class.

II. Composition of the Year Society Council

The council shall consist of a president and vice-president (the Executive), a secretary, up to two social conveners, up to two Public Relations officers and other members-at-large as determined by the Year Society Executive.

III. Co-ordination of the Year Societies

The Year Societies shall be coordinated by the ASUS President and Vice-President.

The ASUS President's duties shall include the following but not necessarily be limited thereby:

1. Advise and provide support to the Year Societies.
2. Act as a liaison between the Year Societies and ASUS.
3. Chair the Year Presidents' Caucus bi-weekly meetings.
4. Assist the Year Society Presidents' in setting financial goals for the year.
5. Facilitate transition for newly-elected Year Societies.
6. Facilitate a transaction of \$1,000 from ASUS to the 1st Year, Year Society.
7. Familiarize the Year Society executive with The Core, as well as, ASUS Policy and Constitution.

The ASUS Vice-President's duties shall include the following but not necessarily be limited thereby:

1. Facilitate loans between Year Societies in conjunction with ASUS.
2. Ensure the financial stability of the Year Societies by collecting monthly financial reports outlining all revenue and expenditures.
3. Audit the Year Societies at the end of each Council term.
4. Make available the year-end financial statements of the Year Societies.
5. Facilitate financial transition.
6. Facilitate a transaction of \$1,000 from ASUS to the 1st Year, Year Society.

IV. Duties and Responsibilities of the Year Society Officers

The President's duties shall include the following but not necessarily be limited thereby:

1. Preside over Year Society Council Meetings.
2. Be an active member of ASUS Assembly.
3. Be an active member of the Year Society Presidents' caucus.
4. Submit a final report for the ASUS Annual General Meeting.
5. Liaise with corresponding Year Societies in other Faculty Societies, especially with the aim to collaborate on fundraising projects (e.g. Cover Your Crest).
6. Set financial goals for the year society in conjunction with the ASUS President.
7. Be responsible for the establishment and co-ordination of a Year Society 'e-mail listing'.
8. Set financial goals for the Year Society in conjunction with the ASUS Vice-President's, including goals of how much money is expected to be raised and through what methods.

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

1. Sit on ASUS Assembly in the absence of the President.

2. Preside over Year Society Council meetings in the absence of the President.
3. Act as Treasurer of the Artsci Formal in fourth year.
4. Assume the position of President, should the position become vacant.
5. Be co-signer of the year Council account.
6. Coordinate and keep up to date the financial transactions between the Year Society and ASUS.
7. Submit a monthly financial report to the Year society, as well as the ASUS President and Vice-President.

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

1. Take minutes at all meetings.
2. Make accessible the minutes to all members of the Council before the next meeting.
3. Be responsible for all Council correspondence.
4. Establish and maintain records of events and the on goings of the Year Society, a copy of which is to be given to the incoming Year Society executive and the Internal Affairs Commissioner.
5. Report to the Year Society President and Vice-President and attend all meetings of the Year Society.

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

1. Plan and co-ordinate the execution of all social events (i.e. Barn Bash, Coffee House, Smokers, etc.).
2. Sit on the ASUS Social Committee.
3. Serve as the Year Society link between on- and off- campus establishments.
4. Report to the Year Society President and Vice-President and attend all meetings of the Year Society.

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

1. Coordinate all publicity for Year Society Activities (i.e. banners, posters, AMS Communications What's Happening Page, etc.).
2. Maintain a link with the ASUS Marketing Commission to develop unity in advertisements.
3. Maintain a Year Society web site, unless this duty is assumed by Year Society members-at-large.
4. Work with the ASUS Web Master to maintain a Year Society website.

The duties of the WICS (2) and BEWS (2) shall include the following but not necessarily be limited thereby:

1. Be responsible for coordinating the year's activities in the Intramural Athletic programs.
2. Be responsible for the distribution of letters.
3. Be responsible for the Intramural cheque deposits.
4. Report to the Year Society President and Vice-President and attend all meetings of the Year Society.

The duties of the CESA (1) and PHEKSA (1) representatives shall include the following but not necessarily be limited thereby:

1. Represent the interests of their individual student societies to the Year Society.
2. Maintain strong ties between the Year Societies and their individual societies.
3. Advertise Society and Year Society events in their Faculty/School Society offices.
4. Report to the Year Society on the activities of their Faculty/School Society.
5. Report to the Year Society President and Vice-President and attend all meetings of the Year Society.

V. Duties of the Year Society

Each Year Society must:

1. Designate a charity to which the Year Society will donate 10% of its assets at the end of their fourth year, provided that a minimum of \$500 has been raised.)

2. Paint the year crest as soon as possible after the Year Society executive elections have taken place, weather permitting.
3. Be responsible for representation at the bi-annual Kids 4 Kids “Cover Your Crest”.
4. Ensure smooth transition of authority to the following year’s Council in March via election and a general transition meeting.
5. Meet targeted financial goals as set by Presidents’ Caucus.

The first year Year Society shall:

1. Establish traditions for the Class.

The second year Year Society shall:

1. Give \$1000.00 to the first year Executive as a loan to be repaid when in fourth year.
2. Continue traditions established in the first year.
3. Arrange the logistics of the crest painting for the first Year Society. In the absence of a second year society, the ASUS President is to fulfill this duty.

The third year Year Society shall:

1. Coordinate the Artsci formal takedown.
2. Give \$1000.00 to the fourth year Year Society.
3. Coordinate the construction storage site with the Formal Committee Operations Chair
4. The 3rd year, Year Society shall continue traditions established in their 1st Year.

The fourth year Year Society shall:

1. Work with the Artsci Formal Committee (ie. fundraising, construction).
2. Collect \$1000.00 from the third year Year Society to help fund the Formal.
3. Select at least two (2) members, in addition to the Year Society President to sit on the ASUS ThankQ Committee.
4. Promote awareness of the ThankQ Graduating Class Gift Campaign and work as volunteers for the ThankQ Phone-A-Thon.

The Permanent Year Council shall:

1. The permanent Year Council shall ensure that the crest is sandblasted within one year of being elected. In the absence of permanent year council it shall be the ASUS president’s duty.
2. Be responsible for the money which is left in the books by the end of the fourth year. All remaining money shall be kept by the ASUS Business Manager.
3. Act as the liaison between the Year Society and the University after graduation.

VI. Removal From Office and Subsequent Replacement.

1. Members of the Year Societies may be removed from office on the grounds outlined in Section 5.03.11 of the ASUS Constitution.
2. Should the position of the President become vacant, the Vice-President shall assume the presidency immediately.
3. Should any other position on the Council become vacant, remaining Council members shall be empowered to select a replacement, subject to ratification by a 2/3 majority of the remaining Council members.

VII. Elections

All Year Society Elections shall be run according to the ASUS Policy on Elections and Referenda (Section C-3).

VIII. Smoker Booking Policy

This policy is attempting to accomplish the following goals:

1. To encourage undergraduates to use campus pubs for social events.
2. To protect the Society and individuals from potential conflict of interest situations.
3. To protect the Society and individuals from harassment and problems that may arise when working with bar management.

The purpose of the following procedure is to ensure the aforementioned goals.

1. The Summer Executive shall work with year Society presidents to book smokers prior to the beginning of September.
2. All dates will be allotted to Year Societies in an equal manner, although Year Societies shall not necessarily take priority over other areas of ASUS.
3. In the event of a shortage of dates, the President's caucus shall meet to ensure an equitable distribution of dates among Year Societies
4. If such an instance arises, whereby a society president is unable to attend a meeting, a member of their executive may be sent as a proxy. This proxy has the same voice and voting rights during the meeting as the absent president.
5. All tri and all-fac smokers must adhere to criteria set out by the AMS Smoker Policy Guideline prior to any year society's acceptance of participating organizing such a function off or on campus. This AMS Smoker Policy is reviewed and accepted or rejected each year by the new President's caucus.
6. Members of the Year Society may under no circumstances accept or solicit gifts from establishments with whom the Year Society may conduct business.
7. Members of the Year Society are discouraged from securing employment with a local, off-campus business with which the Year Society conducts business.
8. Representatives from the Year Society and the Pub must sign a Smoker contract where applicable.
9. All smokers are to be reported by Year Society Presidents to the ASUS Executive and the President's Caucus.

IV. Year Crest Policy

Each Year Society Executive will be responsible for organizing the painting of their year crest in the Fall of each year.

The Year Society must advertise in the Queen's Journal at least one week prior to the scheduled date that the Crest will be painted.

A poster campaign to increase awareness of the event must coincide with the advertising.

Participation in the painting of the crest will not be limited to the Year Society Executive and Council. All Arts and Science students of the year will be able to, and are invited, to participate in the painting of the Crest.

X. Intramural/Intercollegiate Athletics Points Towards Faculty Letters

Section I: For BEWS and WIC

1. Every member of Arts and Science shall be awarded participation points for participating in intramural athletics as provided in the schedule below:
 - a) Team sports (as indicated in the Recreation/Intramural Handbook)
 - i. member of team (50% attendance)2
 - ii. member of semi-final team3
 - iii. member of runner-up team4
 - iv. member of championship team5

- b) Tournament Sports (as indicated in the Recreation/Intramural Handbook)
 - i. participation (enters and does not default)1
 - ii. quarter-finalist2
 - iii. semi-finalist3
 - iv. runner-up4
 - v. champion5

- c) Individual sports (as Indicated in the Recreation/Intramural Handbook)
 - i. competitor (enters and does not default)1
 - ii. finalist (or 4th, 5th, 6th place)2
 - iii. third place3
 - iv. runner-up in an event4
 - v. champion in an event5

Section II

1. Every member of Arts and Science who functions as an athletic stick shall receive eight (8) participation points. (50% attendance at Bews/Wic meetings)

2. Every member of Arts and Science who functions as a faculty stick shall receive four (4) participation points. (50% attendance at Bews/Wic meetings)

SECTION A-8

ASUS REP CAUCUS

AIM:

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

MEMBERSHIP:

President and Vice-President of the Society
8 ASUS Representatives to the AMS

The chair shall be elected by the Caucus at its inaugural meeting. There is no set quorum but all members are encouraged to attend. Meetings are to be held bi-weekly – generally one-half hour before AMS Assembly is scheduled to commence.

SECTION A-9 ASUS SOCIAL COMMITTEE

AIM:

To organize a series of social events and volunteer appreciation for the chairs and directors involved with the Arts and Science Undergraduate Society and to insure of no overlap of events between the year societies.

MEMBERSHIP: 1 Chair
 2 Social Convenors from each year society
 Open membership for remaining positions

SELECTION:

The Chair shall be chosen in March of each year by the incoming Executive. Recruitment for the volunteers is ongoing throughout the year. The committee shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with and report to the Marketing Commissioner and Services Commissioner regularly.
2. To be responsible for at least two major events, one to be held each term.
3. To be responsible for all the financial transactions of the committee.
4. To ensure that all of the events are sufficiently publicized.
5. To prepare a year-end report for the Annual General Meeting.
6. To prepare a transition report in March of the outgoing term for the incoming Chair.

Members

1. To report to and meet with the Chair at regularly scheduled meetings.
2. To assist in all events that the Social Committee undertakes.
3. To report the planned events of their respective year societies.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget and are to be used for the events of the committee.

EVENTS: i) Singing Frog
 ii) Pot-Luck Dinners
 iii) Year End Chair Appreciation
 **Along with any other viable events which can be specified by the Chair.

SECTION A-10

REMEMBRANCE DAY COMMITTEE

AIM:

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

MEMBERSHIP:

2 Chairs

Open Membership for remaining positions

SELECTION:

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

RESPONSIBILITIES:

Chairs:

1. To recruit a large volunteer base to sell poppies on campus.
2. To coordinate sales with the Royal Canadian Legion.
3. To sell poppies on campus on a donation basis and donate the proceeds to the Royal Canadian Legion.
4. To ensure that all poppy boxes are signed in and out to members.
5. To coordinate a volunteer appreciation event for the members of the committee.
6. To prepare a report for ASUS Assembly following November 11th.

Members:

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

Funds:

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

SECTION A-11

IT DIRECTOR

AIM:

To ensure that cost effective operation and maintenance of the CORE's Computer systems and of the ASUS server (asus.queensu.ca) and to act as the supervisor for the Web Chair, IT Committee, and Web Committee.

SELECTION:

The IT Director shall be selected in March of each year by the incoming Executive and the outgoing IT Director in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

The IT Director shall:

1. meet every second week with the Executive.
2. be "on-call" in the case of computer emergencies and troubleshooting.
3. keep a log of all modifications made to the computer system.
4. create and maintain user accounts on the server for ASUS-related Internet use.
5. update the ASUS webpage as submissions are made by the Webpage Chair.
6. Supervise the Web Chair and Web Committee to maintain updated ASUS Web.
7. make all attempts to ensure computer security and ensure continued automation of this process
8. update the computer and server software and hardware, when funds permit, to keep the system current.
9. ensure that all computer and server software and accessories are licensed and properly stored.
10. ensure that the server and Core network are connected and compatible.
11. ensure that campus electronic mail and the Internet is accessible from the Core.
12. Complete a transition manual for the incoming ~~Systems Manager~~ IT Director by March 31, as per Section C-6 of the ASUS Policy Manual.
13. To head the IT Committee and be the highest authority on IT in ASUS
14. To help the incoming Executive hire a Web Chair, Web Committee and IT Committee.
15. The IT Director should be consulted on all IT purchasing done in ASUS to ensure a continuum of service and long term compatibility.
16. Prepare an annual report to be presented to Assembly near before the end of the IT Director's term

FUNDS:

The IT Director shall receive an honorarium in accordance with Part 2.04 of the ASUS Constitution to appear as a line item in the ASUS Operating Budget

Section A-12 IT COMMITTEE

MEMBERSHIP: IT Director (Chair)
Members (Unlimited)

AIM:

To work under the direction of the IT Director and to assist them in all of his/her duties as they see fit.

SELECTION:

The IT Committee will be selected by the incoming IT Director. The Members shall be selected according to Section 17 of the ASUS Constitution.

RESPONSIBILITIES:

1. To assist the IT Director as he/she sees fit according to his/her duties outlined in Section A-10 of ASUS Policy.

SECTION A-13 WEB COMMITTEE

AIM:

To adequately compile Society information and program/update the ASUS Webpage at *www.asus.queensu.ca* on a regular basis to keep the student body up-to-date with regards to ASUS and all of its activities and committees.

MEMBERSHIP: Chair
IT Director (ex officio)
Members (if necessary)

SELECTION:

The Chair will be selected by incoming Executive with assistance from out going IT Director in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with and report to the IT Director on a regular basis.
2. To supervise the gathering of all information for the Webpage.
3. To promote the Webpage to all Arts and Science students.
4. To develop and maintain the main ASUS Webpage, and to compile and forward all feedback received from the Webpage to the IT Director.
5. To prepare a transition report in March of the outgoing term for the incoming Chair

Members

1. To meet with the Chair on a regular basis, and make any necessary updates and any changes that need to be made to the Webpage.
2. To create additional pages to the ASUS Webpage, and maintain these Webpages on a regular basis.

A-14 BOARD OF FINANCE

AIM:

To create an environment of communication and understanding between the different financial departments of the Society and the Vice President and to create cohesion between the groups.

MEMBERSHIP: Vice President (Chair)
Business Manager
Head Gael (or appointee)
Arts Adventure Camp Business Director
Science Discovery Business Director
Formal Convener (or appointee)
Services Commissioner
One Member of Assembly

RESPONSIBILITIES:

Chair

1. To organize and inform members of meeting times. The committee is to meet a minimum of once a month.
2. To call an emergency meeting should the need arise.
3. To present a financial report to members of the committee on the overall health of the Society.
4. To ensure that all groups are aware of the finance related resources that are available to them through the Executive and the Business Manager.

Members

1. To attend all meetings called by the Chair.
2. To prepare a report on the financial status of their group and to provide it in writing to the Vice President one week prior to the scheduled meeting.
3. To prepare a financial update for the committee using their proposed budget numbers as a comparison.
4. To make the Vice President aware of any upcoming events that may require use of security services at the Core.
5. The Member from the Assembly is to attend the meeting and prepare a written report of the meeting to present at Assembly.

SECTION A-15 ASUS CHIEF ADVISOR JOB DESCRIPTION

I. GENERAL

The Chief Advisor shall serve as the chief advisor to the elected Executive and their Council. Additionally, the Chief Advisor shall serve as the Chair of Deputy Council. He/she shall be appointed by the incoming Executive in accordance with Section **A-14 (IV)**, and confirmed by a two thirds (2/3) vote of the Assembly. He/she shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Chief Advisor is responsible to the elected Executive.

II. RESPONSIBILITIES

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

GENERAL

1. observing meetings of Council if his/her presence is requested by a member of Council;
2. observing Assembly if desired/requested;
3. meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
4. preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-6 of the ASUS Policy Manual;
5. holding six (6) office hours per week;

SPECIFIC

1. Meeting weekly with the Executive in an advisory context;
2. serving as the Chair of Deputy Council - meeting with all Deputy Commissioners on a weekly basis;
3. working with the Executive to determine year-long goals for the Deputy Council;
4. proposing long term individual or collaborative special projects to be undertaken by the Deputy Council to the Executive/Council;

III. SUMMER RESPONSIBILITIES

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

1. maintaining communication with all Deputy Commissioners;
2. maintaining communication with the ASUS Summer Executive.

IV. SELECTION AND APPOINTMENT

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

SECTION A-16

ASUS DEPUTY COUNCIL

AIM:

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.

MEMBERSHIP:

- Chief Advisor (Chair)
- Intern to the President
- Intern to the Vice-President
- Deputy Academics Commissioner
- Deputy Internal Affairs Commissioner
- Deputy Marketing Commissioner
- Deputy Society Affairs Commissioner (Health Initiatives)
- Deputy Society Affairs Commissioner (Social Issues)

RESPONSIBILITIES:

Chair

5. To organize and inform members of meeting times;
6. To call a meeting a minimum of once a week;
7. To propose discussion topics and potential initiatives to the Deputy Council;
8. To set the agenda for each meeting;
9. To update Deputy Council on what is happening in Council (if relevant/necessary) as it is relayed to him/her by the Executive;
10. To update the Executive on the activities of Deputy Council.

Members

6. To attend all meetings called by the Chair;
7. To give a report to the Chief Advisor and the rest of Deputy Council as to what they are doing within their Commission;
8. To propose discussion topics and potential initiatives to the Chief Advisor and rest of Deputy Council.

PART B: ACADEMICS COMMISSION

SECTION B-1 ACADEMICS COMMISSIONER JOB DESCRIPTION

IV. GENERAL

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

V. RESPONSIBILITIES

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

GENERAL

6. attending all meetings of Council;
7. attending and reporting to Assembly;
8. chairing Assembly sub-committees as required by Council and selected by Assembly;
9. meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
10. preparing and submitting to the Executive a strategic plan for the year;
11. working with the VP to create a budget for the year, including the amount in the DSC Special Allocations Fund and the DSC budgets
12. keeping records of money spent and ensure that budget is adhered to;
13. meeting with committee chairs on a regular basis for the purposes of updating each other on progress, problem areas and future plans;
14. preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-6 of the ASUS Policy Manual;
15. attending Faculty Board;
16. attending AMS Academic Caucus;
17. sitting on Faculty Board Curriculum Committee;
18. sitting on other Faculty Board committees as decided by ASUS Council;
19. taking action on important academic issues such as teaching evaluation or exam policies, even where these issues do not fall under the formal portfolio of the Academics Commission at ASUS;
20. ensuring that all committee chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is being carried out in an environmentally friendly manner.
21. holding eight (8) office hours per week
22. familiarizing committee chairs with the contents of the ASUS Chair Handbook in September
23. assessing and approving all expenditures exceeding \$100 to be made by any member of his/her Commission before the expenditure is made

SPECIFIC

Departmental Student Council & Academic Council:

5. meeting at least once a semester with a member/all members of each individual DSC to discuss guidelines, expenditures, address concerns etc.
6. preparing and distributing the DSC Exec Manual, no later than the end of September

7. preparing the DSC Special Allocations Fund Application form, and distributing it at the beginning of each semester (September, and January)
8. preparing and distributing the DSC budget sheet, and receiving the completed forms no later than the end of September
9. approving expenditures over \$100, if possible
10. coordinating the posting of contact information for each DSC executive, and class rep on the ASUS website at the beginning of each semester, and providing the DSC's with help to create links from the ASUS website to their own web pages, if desired
11. providing assistance and resources to the DSCs in regards to events, information, and choosing/electing the following year's DSC exec
12. ensuring each DSC exec is completely aware of the stipulation regarding attendance at Faculty Board, and the financial penalty which can follow, as outlined in the ASUS Constitution

Academic Council

1. attending and taking minutes at all Academic Council meetings
2. preparing and distributing the Academic Representative Handbook no later than the end of September
3. acting as a liaison between the Academic Council, and ASUS Council
4. scheduling, and meeting with Academic Council no less than twice a month
5. to provide Academic Reps with all the DSC executive contact information for their respective divisions providing support and resources to the Academic Council as required

MindFind:

1. meeting with the MindFind Chair(s) on a regular basis;
2. assisting the chair with advertising and promoting MindFind on campus, recruiting tutors, and matching individuals in case of the chairs absence.

Other committees the Academics Commissioner may be interested in:

1. Internal Academic Review Committees
2. Curriculum Review
3. W.J. Barnes Teaching Awards Committee (ASUS)
4. ASUS Scholarship Selection Committee
5. Mark R. Wilson Award Committee
6. Senate Committee on Academic Development Subcommittees (None currently exist)
7. Senate Committee on Academic Procedure Subcommittees

VI. SUMMER RESPONSIBILITIES

Over the summer the responsibilities of the Academics Commissioner shall include but shall not be limited to the following:

3. preparing DSC and MindFind publicity for Orientation week;
4. preparing to publish the *DSC Executive* and *Academic Rep* manuals;
5. preparing for AMS Clubs Night in September;
6. organizing the MindFind program so that it can start up as early as possible come September;
7. preparing and submitting a strategic plan for the year;
8. planning a proposed budget for the Commission;
9. maintaining communication with the incoming Undergraduate Review editor in chief, the Leadership Conference Chair, and the Academic Reps..
10. Maintaining communication with the ASUS Summer Executive.

VII. TRANSITION GUIDELINES

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

1. USAT Coordinator
2. Dean of Arts and Science
3. Senior Assistant, Secretary, and Curriculum & Awards, Faculty Office
4. Academic Council
5. ASUS Assembly
6. AMS Academic Caucus
7. Academic Affairs Commissioner, AMS
8. Faculty Board
9. Curriculum Committee
10. Dean of Student Affairs and Executive Assistant
11. Room Reservations
12. VP Operations and VP Academics, Queen's
13. QUFA President
14. Head, Career Services
15. Representative, Department of Alumni Affairs

Section B-2 Deputy Academics Commissioner Job Description

1. GENERAL

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

2. RESPONSIBILITIES

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

GENERAL

1. Coordinating Department Student Council (DSC) Assembly Meetings.
This responsibility includes, but is not limited to, performing the following tasks:
 - i) Making name plates for all members of assembly
 - ii) Keeping track of attendance for all assembly members
 - iii) Collecting Motions and reports for Assembly packages
 - iv) Preparing the Assembly package and placing a copy of the minutes from each assembly in a binder in the society office.
2. To serve as co-chair of the WJ Barnes Teaching Award Committee as per Section G-2 of ASUS Policy.
3. To serve as co-chair of The Mind Find Tutoring Service as per Section B-2 of ASUS Policy
4. To be a member of Academic Council.
5. To hold a minimum of five (5) office hours per week.
6. To attend all meetings of Faculty Board.
7. To serve as a Student Representative on the following (where required);
 - a. Board of Studies
 - b. Curriculum Committee

c. Other Faculty of Arts and Science Committees as required.

Section B-3 ASUS MindFind Tutoring System

AIM: To provide a tutoring service for Arts and Science students, whereby students can hire a tutor for Arts and Science courses for a nominal fee, or can apply to be a tutor.

MEMBERS: 1 Co-Chair (The Deputy Academics Commissioner)

1 Co-chair (The ASUS General Manager)

2 Student Directors

As many tutors as possible with a minimum of 75% in any Arts and Science course they wish to tutor.

SELECTION: Tutors will be recruited and applications accepted throughout the school year by the MindFind committee, providing that the tutor has achieved a minimum average of 75% in the subject(s) they wish to tutor.

RESPONSIBILITIES:

Chair

1. To work with and report to the Academics Commissioner.
2. To submit a year-end report for the Academics Commissioner prior to the AGM meeting.
3. To transition a new chair, if required.
4. To work with the marketing commission to properly advertise the program.
5. To match, to the best of the chair's ability, the requests for tutors, and the available tutors.
6. To inform the surrounding high schools of the availability of tutoring through the MindFind program, this is not included in the subsidy program.
7. To inform the students if a tutor is unavailable for them through MindFind and to suggest an alternative route for finding academic assistance.
8. To advise tutors and tutees to meet in public places
9. To ensure, via a QCARD printout that the tutors have a 75% average in the subjects they are tutoring.
10. To hold large study sessions when available at which tutors are paid to provide help in groups, near exam periods.
11. To ensure all students using the system are aware of the following information:
 - a. Tutors are paid \$12 an hours by the student at each session, and an additional \$2 an hour by ASUS, for a total of \$14 an hour.
 - b. It is the student's responsibility to contact their tutor and arrange meeting times.
 - c. That the tutee shall pay the full amount (\$14) to the tutor and shall be reimbursed by ASUS for the \$2/hour subsidy.
 - d. It is the tutee's responsibility to record the number and length of sessions, to be signed by the tutor, in order to submit them for the repayment of their \$2 subsidy/hour from ASUS.
 - e. It is the student's responsibility to report any dissatisfaction with either the tutee, or the tutor.
 - f. To make it known that there is a bursary application available to those students who require financial assistance.
 - g. To make clear to the student's requesting tutors, that tutors come to the system and volunteer, the chair does not go looking for tutors if a student requests help in a subject that the chair has no tutor for.
 - h. That tutors are required to attend a training session before they can begin tutoring for MindFind.

Academic Commissioner

1. To provide any assistance the MindFind chair might require, for example, publicity, recruiting tutors, approving requisitions, or taking over the matching system in the event the chair is unable to for an extended period of time.

Student Directors

2. To create and ensure the coordination of a database system that contains a record of enlisted tutors so that tutees may gain access to finding the appropriate personnel
3. To help the Chair organize and execute tutoring workshops for tutors weekly, or as necessary
4. To ensure that Study Sessions held during exams/midterms are held with a certain number of participants and tutors
5. To assist the Chair and ensure that MindFind is being appropriately marketed to students at Queen's University
6. To assist the Chair and ensure that MindFind is appropriately marketed to high school students
7. To write a year end report to the Academics Commissioner prior to the AGM meeting
8. To ensure all students using the system are aware of the following information:
 - a. Tutors are paid \$12 an hours by the student at each session, and an additional \$2 an hour by ASUS, for a total of \$14 an hour.
 - b. It is the student's responsibility to contact their tutor and arrange meeting times.
 - c. That the tutee shall pay the full amount (\$14) to the tutor and shall be reimbursed by ASUS for the \$2/hour subsidy.
 - d. It is the tutee's responsibility to record the number and length of sessions, to be signed by the tutor, in order to submit them for the repayment of their \$2 subsidy/hour from ASUS.
 - e. It is the student's responsibility to report any dissatisfaction with either the tutee, or the tutor.
 - f. To make it known that there is a bursary application available to those students who require financial assistance.
 - g. To make clear to the student's requesting tutors, that tutors come to the system and volunteer, the chair does not go looking for tutors if a student requests help in a subject that the chair has no tutor for.
 - h. That tutors are required to attend a training session before they can begin tutoring for MindFind.

FUNDS: Funds are allocated as a line in the ASUS operating budget and are to be used for advertising, photocopying, payment of tutors, and material as needed.

SECTION B-3

THE ARTS AND SCIENCE UNDERGRADUATE REVIEW

AIM:

To create an annual publication showcasing exceptional academic and creative work by Queen's undergraduate students, primarily those of the Arts and Science Faculty.

MEMBERSHIP:

1 Editor-in-Chief
1 Managing Editor
1 Business Manager
Editorial Board members - number to be determined by the Editor-in-Chief.

SELECTION:

The editor-in-chief shall be hired by the incoming Academics Commissioner at the end of the school year, or if need be, as soon as possible in September. The editor-in-chief, along with the Academics Commissioner if desired, shall hire the managing editor, the business manager, and the editorial board members in September or October of the school year. All members will be selected in accordance with ASUS hiring policy.

RESPONSIBILITIES:

Editor-in-Chief

1. To report regularly to the Academics Commissioner on the status of the Review.
2. To be ultimately responsible for all facets of the Review.
3. To chair all meetings with the Managing Editor, Business Manager, and the Editorial Board.
4. To act as a liaison with the Faculty Advisor, the Queen's, and Kingston communities, and the ASUS council and assembly
5. To price all costs of printing and binding of the Review.
6. To co-ordinate distribution of the previous year's Review.
7. To ensure that ASUS receives a completed publication, with copies for distribution by the end of the school year
8. To correspond with the outgoing editor-in-chief over the summer, and through the year, in case of any questions or problems.
9. To maintain correspondence with ASUS until a finished copy of the Review is completed.
10. To assist with distribution when possible.
11. To ensure the maintenance of both academic and creative work within the publication.
12. To provide a transition manual for their successor

Managing Editor

1. To co-ordinate solicitation efforts for submissions.
2. To co-ordinate advertising and promotion of the Review.
3. To co-ordinate the editorial process.
4. To work with and report to the editor-in-chief

Business Manager

1. To look after bill payments, co-ordinate fundraising and to deal with financial matters as they arise.
2. To produce an annual budget.
3. To work with and report to the Editor-in-Chief.

Editorial Board:

1. To select and edit, based on the Editorial Policy below, submissions to be published in the Review.
2. To assist the Managing Editor and Business Manager with fund raising and promotion of the publication.
3. To follow up with all students who submit their works to the Review.
4. To assist with the production of the Review.
5. Editorial Board members are welcome to submit their own work for consideration. The member should at no stage be involved in decisions relating to his/her submission. This may take the form of a subcommittee of the Editorial Board, comprised of members who have not contributed work to the Review, considering all submissions made by Board members. This subcommittee shall be chaired by the Editor-in-Chief, or his/her designate.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget. The Review shall also solicit financial support from outside ASUS.

EDITORIAL POLICY:

1. Normally, work of any nature (creative, academic, artistic, etc.) shall be solicited two times every year, once in each semester. Any work should be titled, but should not have the author's name attached. Wherever possible, submissions should be in printed and electronic forms.
2. Instead of including the name of the author on the work, each piece shall be accompanied by a cover sheet with the title of the work, the author's name and contact information (phone number, email address, and mailing address) as well as a disclaimer notifying the contributor that work will not be returned. A statement shall be added which emphasizes that the Editor-in-Chief reserves the right to make formatting changes to any work, as it is understood that most work will be submitted in 8.5" x 11" form.
Contact information of the Editor-in-Chief, or his/her designate, shall be provided for potential contributors who have questions.
3. Also to be included on the cover sheet shall be the statement: "I give the Editor-in-Chief of the Undergraduate Review permission to edit the work submitted as he/she sees fit. I understand that, if I check 'no', the Editor-in-Chief will contact me if he/she would like to make any changes to the content of my work", followed by two boxes labelled "yes" and "no". No work will be accepted without one of these boxes checked off, and the signature of the contributor.
4. If the "no" box is checked, the Editor-in-Chief shall be required to make all reasonable attempts to contact the author if the Editor-in-Chief wishes to make any changes to work submitted. If the author cannot be contacted, the work must either be printed in its original, submitted form, or rejected entirely.
5. If the "yes" box is checked, the Editor-in-Chief shall be authorized to make whatever changes s/he deems appropriate.
6. All decisions made regarding the selection and editing of submissions to be used in the Undergraduate Review shall be made by the Editorial Board, headed by the Editor-in-Chief.
7. All submissions must be from undergraduate students at Queen's University
8. Submissions will be primarily sought from, but not be limited to, Arts and Science students

PUBLISHING POLICY

All editions of the Undergraduate Review must be made available in print copy, although the number of issues printed is at the discretion of the Editors and the Academics Commissioner.

SECTION B-4

ASUS LEADERSHIP CONFERENCE

AIM:

To provide opportunities for members of ASUS, Arts and Science undergraduate students, and undergraduate students at Queen's University to develop their leadership skills by organizing workshops and a conference.

MEMBERSHIP:

One Chair or Two Co-Chairs
Volunteers (to be determined by Chair)

SELECTION:

The Chair shall be selected by the incoming Academics Commissioner, preferably in the school year previous to the incoming Commissioner's term. Members will subsequently be selected by the Chair, in accordance with ASUS hiring policy, in the new school year.

RESPONSIBILITIES:

Chair

1. To coordinate and organize all aspects of a leadership conference, including but not limited to:
 - a. Arranging the location of the conference
 - b. Booking any catering for meals, if desired
 - c. Arranging speakers and workshops
 - d. Organizing and implementing publicity for the conference
 - e. Arranging for all relevant materials for the presenters (ie audio-visual equipment, etc)
 - f. Organizing any related social events
 - g. Ensuring efficient and continuous communication with the Academics Commissioner, and the rest of the ASUS Council.
 - h. Meeting with, and reporting to, the Academics Commissioner on a regular basis
 - i. Leading fundraising initiatives within the Queen's, and Kingston communities
2. To try and find new and innovative ways in which to broaden the offerings of the conference
3. To prepare a report about the conference upon completion of the event
4. To prepare a transition manual for his/her successor
5. To hire committee members/volunteers, meet regularly with them, delegate responsibilities as required, and oversee all volunteer work
6. To help set up the conference on the day of the event, as well as remaining after the end of the event to ensure proper clean up is completed.
7. To arrange for any necessary transportation for delegates to the conference location, if required
8. To prepare any manuals, handouts, or other delegate material, if required/desired
9. To try and keep the cost of the conference to a reasonable amount in order to maximize student participation
10. To look into any way to help subsidize conference costs for students, or to establish free admission to specific students, in a system to be determined by the chair, the Academics Commissioner, and the ASUS Council.

To ensure the budget delegated to the committee, as well as any funds raised by the committee from outside sources is managed responsibly and efficiently.

Members

1. To meet on a regular basis with the Chair(s).
2. To assist the Chair with the above mentioned responsibilities.

FUNDS:

Funds are allocated as a line item in the ASUS Operating Budget and are to be used to subsidize the cost of all events. Fundraising shall also take place by and for the committee to help cover their expenses. Fees charged to participants will kept as low as possible to maintain accessibility.

SECTION B-5 ACADEMIC COUNCIL

AIM: To supervise and administer the Departmental Student Council in accordance with the guidelines of the Faculty of Arts and Science by-laws, to represent students' interests within each Academic Division on ASUS Assembly as voting members of that body.

MEMBERSHIP: Four (4) Academic Representatives (1 from each Division)
The ASUS Academics Commissioner

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

The members shall be representatives of each of the four (4) Academic divisions within the Arts and Science Faculty: One (1) from Biological Sciences/Physical and Natural Sciences, one (1) from Artistic Studies/ Languages and Linguistics, one (1) from Social Sciences, and one (1) from Humanities.

The representatives shall be known collectively as the Academic Council.

RESPONSIBILITIES:

1. To ensure that the policies governing the DSC as put forth by the Faculty of Arts and Science (Faculty By-Law 3) are adhered to by the Departmental Executives.
2. To review academic policy governing Arts and Science students as put forth by the Arts and Science Faculty Board and the Senate.
3. To help coordinate the meeting of the DSC Assembly at least once per semester in order to unite all DSC's in a forum of discussion and communal action
4. To be a voting member of Assembly, and to represent the interests of the students in their respective divisions when making decisions on Assembly
5. To attend meetings of the Academic Council, and to communicate/represent the interests of the students in their respective divisions on that body, and to report to Academic Council what is going on in the DSCs of their respective division, and raise any concerns brought to them by the DSCs of their respective divisions.
6. To report to Assembly on what is going on in the departments, as well as what was discussed at Academic Council.
7. To maintain open communication with the DSC executives of their respective divisions, and be a point of resource and contact between the DSC executives from their division, and the Academic Council, the Academics Commissioner, the ASUS Council, and the ASUS assembly.
8. To examine, in conjunction with the Academics Commissioner and the ASUS VP, the budget proposals submitted by all the DSC executives, as well as the DSC Special Allocation Funds applications.
9. To decide, in conjunction with the Academics Commissioner, whether to suspend the budget of any DSC that is shown to not be attending Faculty Board, and when to return the funds to that DSC.

AC ALLOCATION OF FUNDS PROCEDURES:

1. Funds will be allocated to each DSC upon receipt of a proposed budget.
2. The AC will review each departmental budget and make recommendations for funding allocation based on the following criteria:
 - a) anticipated revenue through fund raising activities;
 - b) necessity of expenditure.

3. The treasurer for each DSC will submit a final budget and report by March 31 of each year.
4. All other aspects of the DSC financial system will be adhered to as per section 13.02 of the Constitution.

There shall be at least one all-DSC meeting each year. At this meeting, to be held as soon as possible, but not before the end of October, DSC manuals shall be given out to DSC chairs. As well, notice shall be given that DSC budgets will be due, and that any DSC wishing to claim a share of the ASUS student fee (to which they are constitutionally entitled) must submit a budget by the declared deadline. Due to issues of transparency and accountability, money will not be given to DSCs who do not use ASUS as their primary banking source.

After providing reasonable time for the submission of budgets the Academics Commissioner and the Society Vice-President shall meet to consider the budgets, with final approval coming from the Vice-President. Criteria for allocation of funds shall include, but not be limited to:

1. Projected DSC activity over the year
2. The initial bank balance of the DSC
3. An effort made by the DSC to involve many students in their activities
4. An effort made by the DSCs to establish inter-disciplinary activities

There shall be at least two DSC Assembly meetings each year. At the first meeting, to be held before the end of October, DSC manuals shall be given out to DSC chairs. As well, notice shall be given that DSC budgets will be due, and that any DSC wishing to claim a share of the ASUS student fee (to which they are constitutionally entitled) must submit a budget by the declared deadline. Due to issues of transparency and accountability, money will not be given to DSCs who do not use ASUS as their primary banking source.

Any money not allocated may be disbursed at the discretion of the Academics Commissioner and the Society Vice-President. Wherever possible, the money should be spent within the DSC system (such as a second round of allocations, the sponsoring of “special events”, etc.).

SECTION B - 5.01 DSC LINK TO FACULTY BOARD

Funds shall be allocated to DSC’s who show that they are regularly attending and/or making a concerted effort to attend Faculty Board meetings.

The Academics Commissioner and Academic Council shall review the attendance of the DSC execs at least once a semester, and shall subsequently withhold funds from those DSC’s who it is decided are not making the effort to attend the meetings. This decision shall be at the discretion of the Academic Council and the Academics Commissioner. The funds withheld from the DSC shall remain in that DSC’s account, essentially frozen, until such time as the Academic Council, and the Academics Commissioner feel that it may be released.

DSC’s will not lose the money allocated to them, and are given the opportunity to have it fully restored to them by showing they are attending Faculty board.

DSC’s who abuse this system, and/or have more than one instance of funds being withheld shall be subject to a permanent removal of ASUS funding for that year. This decision shall be made by the Academic Council, and the Academics Commissioner.

PART C: INTERNAL AFFAIRS COMMISSION

SECTION C-1 INTERNAL AFFAIRS COMMISSIONER JOB DESCRIPTION

I. GENERAL

INTERNAL AFFAIRS COMMISSION

GENERAL RESPONSIBILITIES

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.

The Internal Affairs Commissioner shall strive to provide leadership and guidance for his/her commission. He/she shall adhere to and follow official ASUS policy as found in this manual. The Internal Affairs Commissioner is responsible to the elected Executive and the Assembly.

During the school year the responsibilities of the Internal Affairs Commissioner shall include but shall not be limited by the following:

1. attending any and all meetings of Council;
2. attending and reporting to Assembly;
3. advertising all Assembly related affairs;
4. chairing Assembly sub-committees as required by Council;
5. preparing and submitting to the summer executive a strategic plan for the year;
6. working with the VP to create a budget for the year;
7. keeping records of moneys spent and ensuring that budget is adhered to;
8. meeting with Committee Chairs when necessary and ensuring they are updated on any new developments of significance;
9. preparing a transition report for her/his successor in accordance with the guidelines laid out in Section C-6 of the ASUS Policy Manual;
10. holding at least eight (8) office hours per week;
11. familiarizing Committee Chairs with the contents of the ASUS Chair Handbook in September;
12. assessing and approving all expenditures exceeding \$100 to be made by any member of his/her Commission before the expenditure is made;
13. supervising the General Manager and meeting with him/her at least bi-weekly for the purposes of updating each other on progress, problem areas, and future plans;
14. supervising all aspects of ASUS Elections and Referenda and the ASUS Judicial Committee;
15. updating and distributing copies of the ASUS Policy Manual and Constitution;
16. organizing the distribution of the ASUS Achievement and Distinguished Achievement Awards;
17. coordinating performance evaluations of the Council and Executive;
18. organizing two (2) Volunteer Appreciation Dinners;
19. regularly updating and maintaining the Internal Affairs website.

SUMMER RESPONSIBILITIES

Over the summer the responsibilities of the Internal Affairs Commissioner shall include but shall not be limited by the following:

1. assisting in the distribution of the Summer Interim Report (as specified in Section A V B-i) in conjunction with the Summer Executive;
2. preparing and submitting to the Summer Executive a strategic plan for the year;

3. keeping Committee Chairs updated on any new developments of significance;
4. maintaining communication with the ASUS Summer Executive.

TRANSITION

The outgoing Internal Affairs Commissioner shall ensure that the incoming Internal Affairs Commissioner has been introduced to, or at least is well aware of, the following people and/or bodies:

1. ASUS Assembly
2. Internal Affairs Commissioner, AMS
3. Chief Returning Officer, AMS
4. Judicial Committee Chair, AMS
5. Publishing & Copy Centre (P&CC)
6. Room Reservations (Physical Plant and JDUC/MacCorry)
 - 1.

SECTION C-2 DEPUTY INTERNAL AFFAIRS COMMISSIONER JOB DESCRIPTION

GENERAL

The Deputy Internal Affairs Commissioner shall assist the Internal Affairs Commissioner in performing the organizational tasks required to ensure that the Society and the Society Office (The Core) are run effectively. S/he shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Internal Affairs Commissioner is responsible to the Internal Affairs Commissioner.

RESPONSIBILITIES:

1. Coordinating ASUS Assembly Meetings in the absence of the Internal Affairs Commissioner. This responsibility includes, but is not limited to, performing the following tasks:
 - I) making name plates for all members of Assembly
 - II) keeping track of attendance for all Assembly members
 - III) collecting motions and reports for the Assembly package
 - IV) preparing the Assembly package and a copy of the minutes from each Assembly are kept in a binder in the office
 2. To be a member (ex officio) of the Elections Team as defined by Section C-4 of ASUS Policy and Section 4 of the ASUS Constitution, whereby their primary role will be to work under the Chief Returning Officer to ensure a fair and competitive election.
 3. To assist the Internal Affairs Commissioner with the archive for ASUS, where the primary purpose of the archive is:
 - a. To research and compile information about the Arts and Science Undergraduate Society with respect to award winners, Committee Chairs, ASUS Council, and Executive. To maintain information within the ASUS office for the purpose of record keeping and for a sense of history within a database of ASUS.
 4. To assist the Internal Affairs Commissioner with the process of advising the ASUS Judicial Committee on how to keep ASUS Policy and the ASUS Constitution accurate and relevant.
2. Encouraging all individuals who use The Core to adhere to the following House Rules:

HOUSE RULES

1. The ASUS Faculty House (the Core) will have clearly specified hours of operation. After that time, the facility is closed to the general public.
2. Keys are only to be issued to the following people: ASUS Council, the General Manager, the ASUS Theatre Chair(s), the ASUS Camps Executive Director and Program Director(s), the Orientation Committee Chairs, the Deputy Internal Affairs Commissioner and the Deputy Community Outreach Commissioner. Keys are available to be signed out, but individuals or groups must sign a damage waiver assuming full responsibility for the house for the full duration of their occupancy. For those individuals or groups who do not return the key within the specified time, the General Manager reserves the right to suspend the privilege of signing keys out in the future.
3. Keys are not to be copied or lent out by any persons except the General Manager or the Internal Affairs Commissioner. Any Society member who copies or lends out his/her key will have his/her key privileges revoked.
4. When individuals are working alone in the house after hours, Campus Security must be informed.
5. All doors must be locked and all lights, computers and office equipment must be turned off when the last person with a key leaves the building.
6. The serving and consumption of alcohol on the premises is expressly forbidden.
7. Smoking is forbidden inside the house.
8. All users of the house should dispose of trash in an environmentally friendly manner (i.e. recycle aluminum cans, glass and plastic bottles, styrofoam, boxboard, polystyrene, cardboard and paper, photocopy or write on the back side of paper that has been used only on one side, etc.)

9. A computer shall be made available for use by any Society member. An individual may reserve the computer by filling out the Computer Sign Up Sheet. The General Manager's Computer is off-limits to everybody except the General Manager, the Deputy Internal Affairs Commissioner, the MindFind Chair and any other person jointly designated by the Internal Affairs Commissioner and the General Manager.
10. Any Society group may use either the Lounge or the Boardroom for workspace or meetings. The group must reserve the space by filling out the appropriate room booking schedule.
11. Outgoing mail must be left with the General Manager and the General Manager must be provided with a list of the items to be mailed and their approximate sizes to ensure appropriate billing.
12. All individuals or groups using the facilities of The Core are responsible for keeping them clean. Any individual or groups found not cleaning up after themselves will have their privileges to use The Core's facilities revoked.

SECTION C-3 ASUS POLICY ON ELECTIONS AND REFERENDA

PART 1: General Elections

- a) Assembly
- b) Chief Electoral Officer: statement of responsibility
- c) Chief Returning Officer: statement of responsibility
- d) Timetable for Elections
- e) Nominations
- f) Campaigning
- g) Election expenses
- h) Penalties and disqualifications
- i) Polling procedures
- j) Scrutineers
- k) Counting ballots
- l) Results and announcements
- m) Recounts
- n) By-elections
- o) First-year ASUS representative to AMS position

PART 2: Year Society Elections

- a) Timetable and Election Expenses

PART 3: Referenda

- a) Assembly
- b) Chief Electoral Officer: statement of responsibility
- c) Chief Returning Officer: statement of responsibility
- d) Timetable
- e) Referenda expenses
- f) Penalties and disqualifications
- g) Polling/Scrutineers/Results/Recounts

PART 1: General Elections

a) Assembly

Assembly shall set the dates of the election of the ASUS Executive, Senators and 6 AMS Representatives, based on the suggestions of ASUS Council, and to be concurrent with the AMS election wherever possible, before the end of classes in the fall term. At this time Assembly shall establish the spending limits for the election campaign.

b) C.E.O. Statement of Responsibility

- i) The C.E.O. is responsible for ruling on any and all ASUS election campaigning, expenses and disputes.
- ii) Any dispute/complaints must be submitted in writing to the C.E.O. no later than seventy-two hours after the initial announcement of the results.
- iii) Should it be necessary, due to unforeseen circumstances, to alter, extend or cancel the previously set election dates, or amend the ballots, the C.E.O. shall be empowered to do so.

iv) On the opening of election day, the C.E.O. shall fill out a ballot, seal it, and give it to the C.R.O. for safekeeping. Wherever there is more than two candidates or teams of candidates for a given position, the C.E.O. shall rank, with 1 being the highest rank, all candidates on the ballot. The envelope shall not be unsealed unless there is an equality of votes and the envelope and ballot shall be destroyed at the same time as the rest of the ballots cast whether it is counted or not.

c) C.R.O. Statement of Responsibility

- i) The C.R.O. and the Internal Affairs Commissioner shall enforce the contents of this policy, as well as the decisions of the C.E.O.
- ii) The C.R.O. shall make available on the first day of the nomination period the following material:
- ASUS policy on Elections and Referenda
 - relevant section of the ASUS constitution
 - dates of the election as set by Assembly
 - residence government campaign policies
 - physical services campaign policies
 - Queen's University computer user code of ethics
 - any additional material which may discourage resignations
 - any other information which may be deemed pertinent
- iii) The C.R.O. shall compile a report after each election recording the results of the election and making suggestions for following elections. The report is to be kept in the Internal Affairs files.
- iv) The C.R.O. shall prepare the rules, in writing, for the polling clerks and make them available to the Chief Constable through the AMS Internal Affairs Commission and any other interested parties at least one week prior to the election. The C.R.O. shall verify this information with the Chief Constable the day before polling begins.
- v) The C.R.O. shall arrange for the printing of all ASUS ballots. Each ballot shall state the following:
- Surnames (alphabetically) and given names of each candidate, in the order of:
 - President/Vice-President
 - Senator (2 Year)
 - Senator (1 Year)
 - ASUS Representative to AMS (1 Year)
 - Heading Arts and Science Undergraduate Society election
 - Dates of the election
 - Position being contested
 - Number of candidates for which a voter may vote
- vi) The C.R.O. shall contact physical services to advise them of the upcoming ASUS election and inquire about special regulations concerning the campaigning on campus at least one week in advance of the election.
- vii) The C.R.O. shall contact the JDUC, MCRC, and JRHC (and any other residence governments) to inform them of the upcoming ASUS election and ask for a policy statement of what these groups will and will not permit for campaigning purposes. Arrangements for tables for the polling stations shall also be made.
- viii) The C.R.O. must ensure that there is notification of the election in Surface and the Journal at least one week prior to the election. The C.R.O. shall, at their discretion, notify persons who might, in their official capacities, inform students of the pending election and encourage candidacy.

- ix) The C.R.O. is responsible for the organization and publicizing of the All-Candidates meeting.
- x) The C.R.O. shall be responsible for all polling matters such as the selection of polling stations, the procurement of polling clerks and "runners" from the Elections Team. In the general election, the procurement of the polling stations and clerks shall be done in conjunction with the AMS.

d) Timetable For Elections

- i) The nomination period shall be set according to the dates of the AMS elections. By no means shall the nomination period open past the end of the fourth week of classes in the fall and winter terms, whenever possible. There will be one day of verification with no campaigning on this day.
- ii) In the event of no nominees for the candidacy of any one position, the nomination period will be extended one week. In this case if more than one nomination is received, the election will take place as planned with a shortened campaign period for this position.

If only one nomination is received for any one position at the end of the nomination period or at the end of the extended one week, a yes/no vote will be held with the regular election to determine if the nominee will be acclaimed to the position. The nominee will be subject to all rules concerning candidacy including spending limits and campaign rules.

In the case of one candidate, the question to appear on the ballot will be of the form: "There is one candidate for this position. Do you accept (candidate) to the position of (position)?"

If the outcome of the vote is negative, then the position will be reopened for the Spring by-election. If the outcome of the vote is positive, the nominee will be acclaimed to the nominated position.

If there are no nominees for the candidacy of a position by the end of the extended one week period, the position will be reopened at the Spring by-election.

- ii) The campaign period shall extend eight business days prior to the commencement of the first day of the election dates or at the discretion of the Internal Affairs Commissioner.
- iii) As in part I, section b, iii, the C.E.O. may change the above timing, giving due notice, if extenuating circumstances are evident.
- iv) Elections for the ASUS Executive, Senators, six ASUS Reps to AMS Assembly and the second, third, fourth and permanent year executives shall be held no later than the sixth week of classes of the winter term. The seventh and eighth ASUS Rep to AMS Assembly shall be elected in the fall with the first year Executive.
- v) Dates for by-elections shall be set by Assembly, in accordance with the above guidelines. Timing will be determined by the C.R.O.
- vi) The C.R.O. shall be responsible for communicating upcoming election events and providing advertisement materials to residence and orientation week personnel (i.e. residence dons, floor seniors, M.C.R.C., and the ASUS Orientation Committee) no less than two weeks before each nomination period begins.
- vii) The C.R.O. shall be responsible for the production of an official publication describing the duties of each elected position within ASUS. Said publication will be distributed to first year students in the 'Frosh Handbook', in residence, at the Annual Clubs Night, and will be available at all times at the ASUS Core.

e) Nominations

- i) Nominations shall be submitted as per part 1, section d) of this policy.
- ii) Nominees must be current members of the Arts and Science Undergraduate Society. No one may be nominated for a position where the term of that position exceeds the duration of their Undergraduate academic program at Queen's. Nominees who hold an Executive, Council, Assembly, Chair, or a Committee position within ASUS or the AMS, including standing committees as outlined in Section 6.09.12 of the ASUS Constitution, must take a leave of absence from that position beginning when their nomination package is handed in, and extending until the election is over. Nominees who are running unopposed are not required to take a leave of absence from their position. Nominees are not expected to resign from any paid positions that they hold either on or off campus, however, no position may be used for the purposes of collecting nomination signatures or for campaigning.
- iii) Candidates may appeal to ASUS Elections Team and Judicial Committee for consent to remain in the above mentioned responsibilities where a special circumstance is identified. A special circumstance is one where the candidate's absence from their post would have a strong adverse effect on their organization. The post cannot be used for campaigning.
- iv) Prior to submitting their completed nomination sheets, candidates shall declare, in writing, all extra-curricular, employment, and leadership positions on Queen's, held in the previous and current academic year, as well as any circumstances which could imply a conflict of interest to the C.E.O.
- v) Nominators must be current members of the Arts and Science Undergraduate Society who are eligible to vote in the election for the seat in question as per sections 4.01.02 and 4.01.03 of the ASUS Constitution.
- vi) It shall be the responsibility of the C.R.O. to publicize the positions to be nominated, deadline for such nominations and other pertinent information in the Journal on the first Friday and second Friday after the start of undergraduate classes in the winter term, and the first Golden Words issue of the winter term.
- vii) Informative material on all executive positions shall be made available to all potential candidates in the ASUS office.
- viii) Persons interested in running for the ASUS Executive positions may, at their option, register their names with the Internal Affairs Commissioner, who will make their names available to interested parties.
- ix) Nominating forms are to be made available in the ASUS office on the opening day of the nomination period onwards. The position an individual is running for shall be clearly marked by the C.R.O. on the top of each nomination form before any signatures are collected. Fifty (50) signatures are required for all year society positions, one hundred (100) signatures for all ASUS Representatives to the Alma Mater Society and Senator positions, and two hundred (200) signatures for the Executive position. More than the required number of signatures is suggested.
- x) No nomination signatures may be collected in campus pubs, at the ASUS Core, or during ASUS Assembly.
- xi) Each candidate and team of candidates is to be given a copy of the Policy of Elections and Referenda and other materials (as per Part 1, section c-ii) when they pick up the nomination

sheets. All candidates and their workers shall be held responsible for knowing the contents of this material and abiding by it.

- xii) The nomination period is purely for organization purposes and collecting signatures.

f) Campaigning

- i) Campaigning shall not commence until, at the earliest, midnight (12:00 am) of the day following the validation day. Nothing in the form of campaigning may be done until this time. This includes no use of booked rooms on campus, no pictures, no policy statements, etc. Campaign materials may be readied beforehand.
- ii) Each candidate or team of candidates shall have equal access to rooms on Campus for campaigning purposes, unless previously cleared through the Internal Affairs Commissioner.
- iii) The content and methods of campaigning shall be above reproach. Candidates shall not knowingly misrepresent the character or policies of other candidates nor shall they interfere in any manner with the campaign materials of other candidates. Under no conditions will profane language be permitted in any campaign forum including, but not limited to: posters, policy statements and open forums. All campaigning is subject to the discretion of the C.E.O.
- iv) All campaign materials shall be stamped by the Chief Returning Officer. All use of the Internet shall comply with the Queen's University computer user's code of ethics. All non-stamped or non-approved material is illegal and will result in a fine and/or disqualification.
- v) Candidates shall not place campaign materials on trees or utility poles on or off campus; this includes banners being strung from utility poles.
- vi) No campaign material shall be distributed or displayed, and no campaigning shall be conducted inside the campus pubs, any AMS services, or the ASUS Core.
- vii) All campaigning shall cease by midnight (12:00 am) of the first day of election. Each candidate or team of candidates will be required to remove all election material produced on their behalf for the purposes of election by 8:00 pm on the day preceding the first day of election. All campaigning material remaining on display after 8:00 pm (on the day preceding the election) shall be regarded as a violation of election procedures and will result in a forfeiture of the entire deposit of the candidates.
- viii) No candidate may use stickers in their campaign.
- ix) The ASUS Internal Affairs Commission shall be responsible for arranging, financing and publicizing an open forum where candidates and teams of candidates will be given equal opportunity to speak on campaign issues. Observers will be allowed to question the candidates on matters regarding their platforms or statement. Whenever possible, open forums/debates shall be held in conjunction with AMS open forums/debates.
- x) The forum is to take place between the commencement of campaigning and the holding of the election.
- xi) All necessary planning and arrangements for the forum must be made in advance so that candidates can be notified of the meeting times no later than the all candidates meeting.
- xii) No candidate may advertise through any campus media other than in the personal columns.
- xiii) No candidate may speak to a class without prior permission of the instructor of the class.

- xiv) All candidates and their workers are responsible for familiarizing themselves with all campaign information supplied by the Internal Affairs Commission before beginning their campaign.
- xv) The Internal Affairs Commissioner has the right to set a limit on campaigning material for environmental reasons. Standard size for campaign posters is 11" x 17". No posters larger than 11" x 17" will be approved by the C.R.O. Banners must be approved by the C.R.O. and may not be displayed on Queen's University property with the exception of certain areas designated by the C.R.O.
- xvi) No campaign material shall contain the official ASUS logo. This is including, but not limited to, posters, websites, and buttons.
- xvii) Use of the internet for the purposes of campaigning shall be permitted upon approval of the CEO. This includes but is not limited to websites, MSN, and Facebook. The use of the internet for the purposes of campaigning shall have the following conditions:
 1. Each candidate or team of candidates is limited to one (1) website
 2. Each candidate or team of candidates is limited to one (1) Facebook group
 3. Candidates prohibited from sending mass e-mails throughout the society. The definition of "mass" shall fall to the discretion of the CEO
 4. The CEO must be notified of all internet activities to be used in campaigning, and must be forwarded all e-mails and added to all Facebook groups. As well as added on the candidate's msn list.
- xviii) Any violation of the parameters set out in C-3 Part 1) Section f) Subsection xvii) for the use of internet for the purposes of campaigning will result in the loss of the candidate(s) deposit and/or immediate disqualification at the discretion of the CEO.

g) Election Expenses

- i) The retail market value of campaign material used in the support of the election campaign of a candidate or team of candidates, including gifts and contributions, shall not exceed the expense limit as established by ASUS Assembly each year.
- ii) The C.E.O. shall be fully empowered to decide upon said market value by whatever method they consider just and proper. Such method shall be determined and explained to the candidates prior to the commencement of the election campaign.
- iii) An itemized list of all election expenditures must be submitted to the C.R.O. or their appointed delegate within twenty-four hours of the end of voting. These accounts include:
 - a sample of all campaign material which bears the candidate's name and/or symbol and is used on behalf of the candidate or team of candidates,
 - a written receipt or bill for each separate item of material signed by the supplier of that item,
 - where the candidate is not billed for materials, services and/or advertisements rendered on their behalf for the purposes of the campaign until sometime after the campaign, a written estimate signed by the supplier, or responsible agent of the supplier of such materials, services and/or advertisement must also be included,
 - a list of all personal material used.
- iv) All Executive teams/candidates who have complied with the requirements stated in section g, shall be reimbursed by the ASUS Internal Affairs Commission for all authorized campaign expenses if:
 - they receive a minimum of 20% of the vote in an election contested by two teams/candidates

-they receive a minimum of 10% of the vote in an election contested by three or more teams/candidates

v) Each team of Executive candidates shall, at the time nominations are submitted, place \$50.00 on deposit with the Internal Affairs Commission. Candidates for other elected positions shall, at the time nominations are submitted, place \$25.00 on deposit with the Internal Affairs Commission. This deposit shall in all cases be returned one week after the voting has ended, subject to section h-iii) of this policy.

vi) Each candidate, except individuals running as members of executive teams, who have complied with the above requirements shall be reimbursed by ASUS Internal Affairs for all authorized campaign expenses if:
-the individual is elected to the position for which s/he ran or
-the individual receives a minimum of 10% of the vote in an election, subject to h-iii) of this policy.

h) Penalties and Disqualification

i) Any violations of the ASUS Policy on Elections and Referenda, as determined by the C.E.O., may result in the disqualification of the offending candidates subject to appeal to the ASUS Judicial Committee

ii) The ASUS Judicial Committee shall only overturn a ruling of the C.E.O. if the applicant can establish, on the balance of probabilities, that the cited violation(s) occurred as a result of actions or factors outside the knowledge and reasonable control of the offending candidate(s). Candidates shall be held responsible for the actions of any campaign worker supporting that team or position. The ASUS Judicial Committee shall have the authority to impose a lesser penalty than disqualification if they determine that extenuating circumstances do pertain.

iii) Any violation of any campaigning rules as laid out in the policy means forfeiture of the deposit. A new deposit must be provided within twenty-four hours or the team or candidate in question shall be disqualified. Information concerning violations may be made available to interested parties.

iv) Any candidate or persons acting on behalf of the candidate or team of candidates who exceeds the expense limit as established by ASUS Assembly or who fails to submit the required receipts as per g-iii, shall cause the candidate to be disqualified.

v) In the event that the candidate or team of candidates who wins the election is subsequently disqualified as per iv) above, the C.E.O. shall adopt one of the following courses of action:
-if only two teams of candidates are running in the Executive election, the second place team shall be declared elected if that team receives at least 40% of the vote cast.
-if three or more teams of candidates are running in the Executive election, the second-place team shall be declared elected if that team receives at least 30% of the votes cast.
-in the case of AMS Assembly Representatives, Senators, or Year Society Executive positions, the candidate who is "first runner-up" shall be declared elected.
-if the above conditions are not fulfilled then the elections for that individual position shall be declared void and shall be held again.

vi) Any candidate or team of candidates disqualified under iv) above shall be ineligible to contest an election called under v) above.

vii) Any team of candidates disqualified for any reason shall not be reimbursed for any election expenses.

- viii) Disputes and complaints must be made to the C.E.O. no later than seventy-two hours after initial announcement of the results.

i) Polling Procedures

- i) Polls shall be established at various locations at the discretion of the C.R.O.
- ii) The C.R.O. shall prepare the rules for polling clerks, in writing, and give them to the Chief Constable, through the AMS Internal Affairs Commission in the case of the general elections, and other interested parties, a minimum of one week before polling begins. The C.R.O. shall confirm this information with the Chief Constable one day before voting takes place.
- iii) Any changes in polling dates, as ordered by the C.E.O. shall be made known at least twenty-four hours in advance of the time normally scheduled for the closing of the polls.
- iv) The C.R.O. shall coordinate "runners" from the Elections Team to verify that the polling clerks at all polling stations are following the C.R.O.'s instructions and the ASUS Policy on Elections and Referenda. The runners shall commence when the polls initially open and continue through the duration of the voting days, until the last poll closes.
- v) For all ASUS elections, each elector shall be eligible to cast one vote for each type of position. They shall do so by making an 'x' or another clear marking in the box next to their preferred candidate or team of candidates. If an elector makes marks in boxes next to more than one candidate or team of candidates within each type of position, those votes shall be considered spoiled.

j) Scrutineers

- i) Each candidate or team of candidates may provide scrutineers, who are not candidates, at each poll and/or during the ballot count.
- ii) If it is deemed by the polling clerk or the ballot counter(s) that a scrutineer is affecting the conduct of the poll, or of the count, then the clerk/counter may ask the scrutineer to leave. Written notice of such an incident must be given to the C.R.O. at the end of the clerk's shift, or at the end of the count.

k) Counting of Ballots

- i) Ballot boxes shall not be opened until all have been returned and admittance to the location of counting has been restricted to:
 - ballot counters who must be neutral members of the student body but are not candidates, scrutineers, the C.E.O., the C.R.O., the Internal Affairs Commissioner, nor the ASUS Executive
 - the C.E.O.
 - the C.R.O.
 - the Internal Affairs Commissioner
 - the Scrutineers
 - the Deputy Internal Affairs Commissioner
- ii) Once the count has begun, no one may leave the location of the count until it has been completed and an attempt has been made to inform the candidates of the results as per e) i).
- iii) Ballots shall be sealed in a ballot box and locked away in case of a recount. Ballots will only be destroyed after the C.E.O. has ruled on all disputes and complaints.

- iv) In the case of a recount, it will be conducted as per i, ii, iii, above, and per section m.
- v) Non-alcoholic beverages and snacks shall be allowed at ballot counting.
- vi) For all positions the candidate or team of candidates with the most votes shall be elected, and where there is more than one position of a certain type being contested, then the candidate or team of candidates with the next highest number of votes shall be elected, and so on until all positions are elected. If there is an equality of votes between the two or more candidates or team of candidates with the highest number of votes, and the number of available positions meets or exceeds the number of candidates with the equality of votes, then all candidates or teams of candidates with the equality of votes shall be elected.
- vii) Where there is an equality of votes for a position that is not dealt with under section K, subsection vi, then the C.R.O. shall unseal the ballot of the C.E.O. and that ballot shall be counted only for those races with equalities of votes. Where there are more than two candidates or teams of candidates for a given position, then the C.E.O.'s vote shall be deemed to be cast for the highest preference on the ballot that is part of the equality of votes.

l) Results and Announcement

- i) The C.R.O. shall announce the results of an election immediately after they become known, on the condition that they be given to the candidates before the public. Should the candidates not be immediately available, the results will be made public no less than one hour after the results have been confirmed by the C.R.O.
- ii) The CRO shall notify Alumni Affairs of the members on the permanent year executive within one (1) week of receiving election results.

m) Recount

- i) A candidate may demand a recount of ballots by submitting a petition containing twenty-five (25) names of members of the Arts and Science Undergraduate Society to the C.R.O. within forty-eight (48) hours of the announcement of results. Each candidate or team of candidates shall provide a scrutineer for a recount so demanded. The results of a recount shall be final.
- ii) A recount shall be conducted automatically by the CRO if the margin of victory constitutes one percent or less of the total votes cast, or twenty votes or less in all cases.

n) By-Elections

- i) By-elections to fill any vacant positions on ASUS Assembly shall be run by the C.R.O. in accordance with the above policy. Any necessary changes in dates as specified above shall be made by the C.E.O.
- ii) By-elections which do not coincide with an AMS election or Referendum may:
 - be run without employing AMS Constabulary. Polling stations may be staffed by members of ASUS who have read the AMS Constables regulations on neutrality in staffing polling stations and have signed a declaration to abide by them,
 - have ballots made in a professional manner (ie. laser print then photocopy) which would minimize costs, notwithstanding section 1, c-v) of this policy.
 - be run with the minimum number of polling stations being set up at:

Leonard Hall Meal Lines	11:30 am - 1:30 pm
Ban Righ Meal Lines	11:30 am - 1:30 pm
JDUC	10:00 am - 5:00 pm
MacCorry	10:00 am - 5:00 pm
BioSciences Complex	10:00 am - 5:00 pm
Stauffer Library and/or Victoria Hall	10:00 am - 5:00 pm

o) First Year ASUS Representative to AMS Position

- i) One ASUS representative to the AMS position shall be held for a member of the first year incoming class in accordance with the Section 4.02 of the ASUS Constitution. This does not preclude any first year student from running for the position of ASUS rep to the AMS at any other time.
- ii) A by-election for this position shall be, if possible, held before the first Assembly of the fall term.
- iii) Candidates for this position must be a member of the first year incoming class.
- iv) The by-election shall be held in accordance with section n of this policy.
- v) The number of days of campaigning, and dates of the by-election shall be set by the Internal Affairs Commissioner and approved by ASUS Assembly.
- vi) The by-election should follow the general policy on Elections, with the exception of the above adjustments.

PART 2: YEAR SOCIETY ELECTIONS

a) Timetable and Election Expenses

- i) The elections for the second, third, fourth and permanent year Executive shall be held in conjunction with the Society general elections as per Section C-1, Part 1, of the ASUS Policy Manual.
- ii) The elections for the first-year Executive shall be held before the end of September, before the first Assembly wherever possible.
- iii) Election expenses must follow the guidelines set in Part 1, section g, i to iii, v and vi of the ASUS Policy Manual.

PART 3: REFERENDA

a) Assembly

- i) Assembly shall set the dates of the referendum of the Arts and Science Undergraduate Society (to be run in conjunction with the AMS wherever possible) well in advance of these finalized dates. At this time, Assembly shall establish the spending limit for the Yes/No sides of the referendum campaign.

- ii) Assembly should as a rule adopt a position on all referendum questions unless specific reasons for neutrality on an issue can be presented. Officers of the Society shall only conduct a campaign in accordance with the view expressed by the majority of Assembly.

b) C.E.O.: Statement of Responsibility

- i) The responsibilities of the C.E.O. do not deviate from those as set out in Part 1, section b of this policy, except where the term(s) referendum/referenda should be substituted for election(s).

c) C.R.O.: Statement of Responsibility

- i) The responsibilities of the C.R.O. do not deviate from those as set out in Part 1, section c of this policy, except where the term(s) referendum/referenda should be substituted for election(s). Section c-v may be changed to read as follows:

The C.R.O. shall arrange for the printing of all ASUS ballots. Each ballot shall state the following:

- heading "Arts and Science Undergraduate Referendum"
- dates for the referendum
- exact wording of the referendum question(s) as established by Assembly.
- word "Yes" and "No" with boxes accompanying them clearly

d) Timetable for Referenda

- i) A referendum on any issue within the review of ASUS may be called at any time by Assembly. A referendum may be called by a member of ASUS (by written request to the C.R.O. supported by signatures of at least five percent (5%) of current ASUS members) to run in conjunction with an ASUS by-election, general election or an AMS or ASUS referendum.
- ii) If the referendum in question is to be run in conjunction with an election, then the dates set forth for polling of the elections shall also be the date of polling for the referendum.
- iii) Referenda campaign rules correspond to those of Part 1, section f) for election campaigns, except where the term(s) referendum/referenda should be substituted for election(s). Those rules which may not pertain to referenda are section f, sub-sections ix, x, and xi.

e) Referendum Expenses

- i) In the event that Assembly decides to establish a campaign on the referendum question(s) a group or committee representing each side of the issue (pro and con) shall be reimbursed for their campaign expenses. Assembly shall establish campaign expense limits and amount of security deposit.
- ii) All rules of Part 1, section g), for election expenses shall pertain to Part 3, substitute the term(s) "referendum/referenda" for election(s) where necessary. Rules which may not pertain to referenda are Part 1, section g, sub-sections iv, v, and vi.
- iii) If Assembly does not establish a campaign on a referendum question, members of the Society may conduct a campaign around the issue anyway.
- iv) Violations of Part 3, section e-ii, iii shall result in the automatic forfeiture by the offending group or committee of the right to have campaign expenses refunded. In addition, the C.E.O. may, at their discretion, declare the referendum results null and void, subject to appeal to the Internal Affairs Commissioner.

f) Penalties and Disqualification

- i) All rules of Part 1, section h for election and disqualifications shall pertain to Part 3, where the term(s) referendum/referenda should be substituted for election(s). Rules which may not pertain to referenda are Part 1, section hiii, v, vi, and vii.
- g) **Polling/Scrutineer/Results/Recount**
- i) All rules of Part 1, sections i, j, k, l, and m shall pertain to Part e, where the term(s) referendum/referenda should be substituted for election(s).

SECTION C-4 ELECTIONS TEAM

MEMBERSHIP: Chief Electoral Officer (Chair) Speaker of ASUS Assembly
Chief Returning Officer
Deputy Returning Officer
Internal Affairs Commissioner (ex officio)
Deputy Internal Affairs Commissioner (ex officio)
Judicial Committee Chair (ex officio)
Members (Unlimited)

AIM: To ensure the smooth running of all Society elections and promote awareness about the elections.

SELECTION:

The Chief Electoral Officer, Chief Returning Officer, and Deputy Returning Officer shall be chosen in March of each year by the Internal Affairs Commissioner. The four members shall be chosen in March or early April of each year by Chief Electoral Officer and Chief Returning Officer. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

The Chief Electoral Officer, Chief Returning Officer, and Deputy Returning Officer shall be ineligible as candidates for all Society Elections. Other members of the Elections Team must excuse themselves from the committee and take a leave of absence from ASUS in order to be eligible.

Chief Electoral Officer

The below are not in any way intended to limit or change the duties of the Chief Electoral Officer as are defined in Section 4 of the ASUS Constitution.

1. To interpret Elections Policy as outlined in Section 4 of the ASUS Constitution with the ability to defer to the ASUS Judicial Committee.
 - i. All interpretations of the Chief Electoral Officer may be appealed to the Judicial Committee.
2. To train all Members of the Elections Team in matters of Elections Policy and the functioning of a proper election.
3. To work with the Marketing Commission to promote awareness of all Society Elections and available positions.
4. To forward suggestions for changes of the Elections Policy to the Judicial Committee.
5. To accept all nomination packages.
6. To keep an accurate list of all candidates with their contact information and position being sought.
7. To accept all complaints involving other candidates, election policy, and members of the Election Team and to immediately forward a copy of the complaint to the Internal Affairs Commissioner and Judicial Committee.
8. To create proper ballots for all Society Elections.
9. To take part in the counting of ballots.
10. To properly dispose of all ballots after the election and the possible recount declaration period has passed.
11. To present a presentation to Assembly providing details about the successes and failures of the election one week after it is held.
12. To accept all petitions and written complaints after the election and to immediately forward copies to the Internal Affairs Commissioner and Judicial Committee.
13. To prepare a Transition Manual for the incoming Chief Electoral Officer in accordance with Section C-6 of ASUS Policy.

Chief Returning Officer

The below are not in any way intended to limit or change the duties of the Chief Returning Officer as are defined in Section 4 of the ASUS Constitution.

1. To be accountable at all times to the Internal Affairs Commissioner and to work under the Chief Electoral Officer to promote awareness of all Society Elections and available positions.
2. To prepare and distribute candidate nomination packages.
3. To ensure that all required arrangements are made in advance for the election days.
4. To ensure that space is booked for candidates to use during the elections for banners, information booths, and debates.
5. To organize at least one debate (or information session) for the Fall Election and two debates (or information sessions) for the Winter Election.
6. To accept, approve, record, and return all campaign posters, email drafts, and websites.
7. To ensure that all candidates provide a sufficient number of scrutinizers for the purpose of counting ballots.
8. To take part in ballot counting.
9. To order a recount if required.
10. To contact the candidates on election night and provide the results.
11. To announce the results of the election publicly in the campus media.
12. To prepare a Transition Manual for the incoming Chief Returning Officer in accordance with Section C-6 of ASUS Policy.

Deputy Returning Officer

1. To assist the Chief Returning Officer with all of his or her duties.

Members

Positions as Members of the Election Team shall be in every way made available to First Year Students. The primary purpose of the Members is to assist the Chief Electoral Officer, Chief Returning Officer, and Deputy Returning Officer in their duties. The secondary purpose of the Members is to act as interns for the Elections Team and to allow for the formation of an informed and experienced pool of students in matters of Society elections. Further tasks of the Members are, but not limited to:

1. To assist the Chief Electoral Officer in the promotion of all Society Elections.
2. To present non-partisan class talks after the campaigning period to promote voter turnout on election day(s).
3. To act as rovers between voting booths to ensure the integrity of the elections.
4. To take part in ballot counting.

SECTION C-5 TRANSITION POLICY

PURPOSE:

1. To build on the wisdom and experience of outgoing leaders to allow for the continued growth and success of the Society.
2. To promote continuity from year to year.

COMPONENTS:

The ASUS Executive, Commissioners, Chairs, Coordinators, Convenors, Editors and Directors must complete the following components of transition:

1. A Transition Manual, as per the guidelines established in this policy.
2. A Year-End Report for inclusion in the Annual General Meeting Assembly Package. This Report should be made up of the Overview and Timeline Sections of the Transition Manual.
3. One-to-one transition between out-going and in-coming leaders, as per the guidelines established in this policy.

TIMING:

1. Transition Manuals should be completed before March 31.
2. Year-End Reports must be submitted for inclusion in the Annual General Meeting Assembly package. The deadline for submission of Year-End Reports shall be established by the Internal Affairs Commissioner and communicated to all ASUS leaders.

ONE-TO-ONE TRANSITION:

1. The out-going leaders must meet personally with their successors in order to brief them on key issues, to answer questions, to introduce them to important contacts and resources and to introduce them to the daily work required in the position.
2. The out-going ASUS Executive must spend a minimum of fifteen (15) hours before the end of the term in joint office hours with the incoming Executive.
3. Commissioners must spend a minimum of six (6) hours before the end of the term in joint office hours with their successors.
4. Chairs, Coordinators, Convenors, Editors, and Directors must establish a minimum of one (1) hour meeting with their successors.

APPLICATION:

1. Orientation, Arts Adventure, Science Discovery and Year Societies should refer to the specifications for transition outlined in their respective sections of the ASUS Policy Manual.

ADMINISTRATION:

1. The administration of the ASUS Transition Policy shall be in the portfolio of the Deputy Internal Affairs Commissioners.
2. The Deputy Internal Affairs Commissioner shall distribute the guidelines for Transition in addition to a timeline for submission of transition manuals and year-end reports.

COMPILATION AND STORAGE:

1. Hard copies of transition manuals should be kept on file with the Internal Affairs Commissioner for a minimum of three (3) years.

2. Each leader must also submit a copy of the transition manual on disk to their Commissioner or Executive member. Each Commissioner/Executive member shall consolidate the transition manuals on one disk for submission to the Internal Affairs Commissioner.

TRANSITION MANUAL:

The following should serve as a guideline for the preparation of transition manuals. Throughout, the outgoing leader should reflect on the successes and challenges of the past year and make recommendations for the future. Every effort should be made to reflect on all sections outlined below, except when irrelevant to the work of a particular committee.

COMMITTEE TRANSITION

COVER PAGE:

- Committee Name
- Position Held
- Name, Address and Phone (for the following year as well if possible)
- Period of time you held the position
- To whom you were responsible
- Date of report

OVERVIEW

- The Philosophy of the Committee: What is the purpose of this committee? Why does this committee exist in ASUS?
- What are the aims and goals of the committee?
- Whom does this committee serve?
- Should the mandate of the committee change?

COMMITTEE STRUCTURE

- How are duties and responsibilities divided among committee members?
- How is the committee supposed to be structured according to ASUS Policy? would you make changes to this Policy in order for it to better reflect the reality of your committee?
- Who Chairs your meetings? How often do you meet?
- What topics normally appear on your agenda? Include sample agendas as appendices.

POLICY MANUAL

- Affix a copy of the relevant section(s) of the ASUS Policy Manual as an Appendix.
- Reflect on how the policy manual is relevant to the committee. Is the description of the committee's mandate and/or structure outdated? How should it be changed to better reflect the reality of the committee?

TIMELINE

- Include a timetable outlining when you held major events, when you completed tasks toward those events, how often you held meetings, when you made important contacts, how the focus of your duties changed month to month.

CONTACT NAMES AND NUMBERS

- Include a list of names of people who were helpful in the completion of your job as Chair. Record their full names, positions, phone numbers/e-mail addresses, how they were helpful to you, and what area they have expertise.
- What other resources did you rely on? How would next year's Chair access these resources (i.e. Constables, First Aid, business contacts).

FINANCES

- Include a copy of your proposed and final budgets as appendices. What did you end up spending in reality?
- How would you make changes to next year's budget, given your financial experience this year?
- Did you run into any financial pitfalls (i.e. hidden costs)
- Outline the importance of the Chair being aware of the committee's financial standing. The Chair should be keeping track of expenses and revenue.
- Did you do any fundraising? What kind of fundraising activities did you organize? Did your efforts work? What kind of fundraising advice can you give to next year's Chair?

THE SUMMER

- What did you do over the summer in preparation for the year ahead?
- What do you wish you had done over the summer which may have made your job in the fall easier?

EVENTS -- REFLECTIONS AND RECOMMENDATIONS

- Overall, how successful were your events this year? What kinds of things would you continue to plan for next year? What events would you no longer pursue and why?

EVENTS -- LOGISTICS

- What did you do to plan your events?
- Comment on advertising, tickets, merchandise, timelines, contacts, equipment, supplies, costs, contracts, student interest etc.

COMMITTEE MANAGEMENT/INTERACTION

- How were you able to motivate your volunteers and keep interest high throughout the year?
- What challenges did you face as a leader of people? How did you overcome these challenges?
- What leadership techniques worked for you?
- What components were integral to the success of your committee? (organization? communication? belief in what you were doing? common interests? having fun?)

PERSONAL THOUGHTS

- Describe your personal experience as Chair of this Committee.
- What kind of time commitment did chairing this committee involve?
- How did you manage your time?
- What was disappointing about the job and what was rewarding?
- What did you learn or get out of being the Chair of this committee?:

RECOMMENDATIONS

- Outline and prioritize in order of importance, key issues facing the committee in the following year and provide any recommendations for overcoming challenges.

APPENDICES

- Key pieces of correspondence
- Letters sent to sponsors
- Ads, posters
- Budgets (proposed and final)
- Relevant section of the ASUS Policy Manual

EXECUTIVE /COMMISSIONER TRANSITION

- The ASUS Executive and Commissioners should follow the aforementioned guidelines for committee transition, making minor modifications where necessary to fit the realities of their portfolios. In addition, the Executive and Commissioners should also consider the following:

MAJOR ISSUES

- Provide an historical background and context for the issues you faced this year in your position.
- Outline the key players and discourse surrounding major issues.
- Present your personal views on major issues you faced this year.
- What issues do you anticipate your successor will have to deal with? Do you have any suggestions regarding how to proceed?

PORTFOLIO

- What committees and/or responsibilities fell under your portfolio?
- Should any changes be made to the scope or focus of your portfolio?
- What role did you play on the committees which fell in your portfolio? Did you act as a committee member, mentor? To what extent were you involved in their activities? Was the role that you played effective? Should it change?

REPRESENTATION/COMMITTEE WORK

- By virtue of your position, did you sit on any other committees? What was your role on these committees?
- What issues did you face on these committees and how were these pertinent to your portfolio?

HIRING

- What characteristics did you look for in your chairs/volunteers? Why?
- What techniques did you use in hiring?
- What kind of timeline did you follow for hiring?
- Include as appendices, application forms, interview questions and interactive interview materials.

COUNCIL AND ASSEMBLY

- Provide insight on your role in Council and Assembly.
- What kinds of issues did you personally bring forward to these bodies?
- What role did Council and Assembly play in your job?

SECTION C-6 MEMBERS-AT-LARGE

The selection of members at large for different society committees will be organized and publicized by the Internal Affairs Commissioner.

ASUS general applications will be required. With the permission of the applicants their completed applications will be copied for Assembly members.

Applicants must then present their application and ideas to the ASUS Assembly. ASUS Assembly will then vote to determine the candidate selected as a member-at-large.

SECTION C-7

GENERAL MANAGER POLICY

I. GENERAL

The General Manager is responsible for carrying out all of the daily duties in the ASUS office. Responsibilities range from reception to secretarial duties. The General Manager will act as a liaison between the ASUS Council and the students in the Faculty of Arts and Science.

II. HIRING AND TERMS OF EMPLOYMENT

The General Manager will be hired in accordance with Part 17 of the ASUS Constitution. This person will be employed on a nine (9) month contract basis from one (1) week prior to Labour Day until two (2) weeks after the end of April Final Exams inclusive of each school year. The contract will be re-issued before March 31st of the current contract, subject to the evaluation and approval of the current Executive. Hours of operation are established on a yearly basis and are at the discretion of the Executive. Starting with the 2001-2002 contract, salary adjustments and bonuses may be allotted on a 2-year basis at the discretion of the Executive. All contract changes are subject to the approval of the ASUS Assembly.

III. RESPONSIBILITIES:

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

- a) Reception
 - Welcome visitors
 - Answer the phones
 - Answer queries or direct these queries to the appropriate individuals
 - Maintain office hours as established by the Executive.

- b) Office Management
 - Act as an administrator and coordinate all incoming correspondence.
 - Keep a hard copy and wherever possible a floppy disk copy, of all correspondence, application forms, etc... and to file all hard copies
 - Prepare, distribute and receive all applications, forms, registrations, and information packages
 - Keep an inventory of office supplies and order new supplies when needed (within the constraints of the budget as set down by Assembly)
 - Assist the Vice President with internal invoicing of ASUS groups and counter sign cheques
 - Handle the booking of all ASUS controlled rooms
 - Sign out keys and other supplies to those individuals associated with ASUS
 - Pick up and deliver mail to and from the AMS Offices in the John Deutsch University Centre (JDUC)

- c) Relations with Council
 - Meet regularly with the Internal Affairs Commissioner (Internal Affairs acts as the liaison between the General Manager and Council)
 - Keep informed about upcoming ASUS events through informal, verbal reports received from the Executive and the Commissioners
 - At the discretion of Council, the General Manager may also be invited to sit on committees and/or meetings for which the input of the General Manager may be deemed valuable

- d) MindFind
 - Coordinate the ASUS Mindfind Program by having the tutor/student lists readily available, match students with appropriate tutors, and keep the proper correspondence involved in the matching process
 - Assist the Vice President in writing cheques for the tutors
 - Coordinate the Victoria Hall Sunday Tutor Service with Residence Life

e) Miscellaneous

- Duties will be prioritized in the following manner:
 - I. Reception, answering questions and taking messages (including basic MindFind Administration)
 - II. Daily management of the Office (including financial administration)
 - III. Executive requests
 - IV. Commissioner requests
 - V. Matching of tutors with students for MindFind
 - VI. Other requests according to urgency

- Prioritization can be adapted to allow for assistance with large-scale ASUS events and activities such as Elections, the Formal, the Silent Auction, and Orientation Week etc...

IV. RED ROOM RESERVATIONS

The Kingston Hall Red Room, which falls under the jurisdiction of ASUS, shall be available to be booked by ASUS and other campus groups for meetings, rehearsals, receptions etc.

1. All bookings should be brought to the attention of the General Manager.
2. All groups who reserve the room shall be sent a confirmation notice of which a copy shall be sent to : Room Reservations
3. No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use.
4. ASUS reserves the right to cancel any bookings should Council deem it absolutely necessary.
5. All groups who reserve the Red Room shall be shown a copy of this policy.

SECTION C-8 HOUSE MANAGER

I. GENERAL

The House Manager is responsible for cleaning and maintaining the Core. They will carry out routine cleaning tasks and they will also be responsible for removing garbage and recycling from the Core on a weekly basis. Occasionally there will be small maintenance tasks for which the House Manager will be responsible.

II. HIRING AND TERMS OF EMPLOYMENT

The House Manager will be hired at the beginning of September in accordance with Part 17 of the ASUS Constitution. This person will be employed by ASUS from September until April of each school year. The salary and hours of operation will be determined on a yearly basis as approved by Assembly.

III. RESPONSIBILITIES

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

- i) removal of garbage and recycling from the Core on a weekly basis;
- ii) routine cleaning of washrooms, offices, and common areas;
- iii) keeping track of supplies needed (such as cleaning products, paper towels, etc.), and ensuring that these supplies are obtained;
- iv) carrying out small maintenance tasks as they arise.

IV. FUNDS

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

SECTION C-9 PERMANENT RECORDS

Aim: To maintain permanent records of important information for the Society in a manner readily accessible to all members, particularly those volunteering at the Society.

Duties of the outgoing Internal Affairs Commissioner:

1. To compile the information noted below into a single document.
2. To present a draft of the document to Assembly for approval at the Annual General Meeting of the Society.

Duties of the incoming Internal Affairs Commissioner:

1. To provide any information missing at the time of the Annual General Meeting (e.g. final budgets).
2. To forward a copy of the completed document to the incoming Archives Committee Chair, the Dean's office, and the ASUS General Manager.
3. To place a copy of the completed document in the front office of the Core for public use.

Duties of the incoming Archives Committee Chair:

1. To forward the completed document to the Queen's Archives.

Records:

The information contained in the annual records shall include but not be limited to:

General:

- Names of all Assembly members, Commissioners, Chairs, Year Society Council, etc., and estimated number of members per Committee
- Society Proposed and Final Budget
- List and description of major accomplishments (per Commissioner and Executive)
- List and description of major Assembly events: policy changes, interpretations, and discussion topics
- Formal, Camps, and Orientation Committee Budgets (proposed and final)
- Award winners & grants recipients

Specific Facts:

- Number of students represented by the Society (i.e. paying activity fee)
- Overall size of budget of the Society (all accounts)
- Amount awarded in honoraria to students
- Amount awarded in salaries to students (including summer positions)
- Amount awarded in salaries to staff
- Amount donated to charities (Community Outreach and Shinerama)
- Estimated total number of volunteers in the Society
- Number of students attending Formal
- Number of students attending ASUS Movie Theatre (entire year)
- List of movies shown at ASUS Movie Theatre
- Number of incoming students participating in Orientation Week
- Number of students purchasing Jackets
- Number of submissions to the Undergraduate Review

SECTION C-10

JUDICIAL COMMITTEE

AIM: To be the adjudicative panel of the Society. All matters of non-academic discipline shall be turned over to the AMS Judicial Committee, so long as it is in existence. The ASUS Judicial Committee may exercise jurisdiction over the following, as per Part 9 of the ASUS Constitution:

- a) any breach of the ASUS Constitution
- b) all matter of Constitutional interpretation
- c) maintaining and revising the ASUS Policy Manual and Constitution

Membership: One Chair
Six members
Internal Affairs Commissioner (ex-officio, non-voting)
Clerk

Members shall be appointed as per section 9.03 of the ASUS Constitution. Members shall not be members of any year Executive, Representatives on either ASUS or AMS Assemblies or student Senators.

Responsibilities:

The Committee:

1. Shall meet once every two weeks to review ASUS Policy and Constitution
2. Shall receive written requests from any member of Arts and Science to interpret the Constitution or rule on a grievance from Assembly or Elections and Referenda.
3. Shall submit a written report of each decision made to the following ASUS Assembly meeting.

PART D: COMMUNITY OUTREACH COMMISSION

SECTION D-1 COMMUNITY OUTREACH COMMISSIONER JOB DESCRIPTION

I. GENERAL

The Community Outreach Commissioner shall strive to provide leadership and guidance for his/her Commission. He/she shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Community Outreach Commissioner is responsible to the elected Executive and the Assembly. Responsibilities of the Community Outreach Commissioner shall include but are not limited by the following guidelines:

II. RESPONSIBILITIES

GENERAL:

During the school year the responsibilities of the Community Outreach Commissioner shall include but shall not be limited to the following:

1. attending any and all meetings of Council;
2. attending weekly meetings with the Deputy Community Outreach Commissioner
3. attending and reporting to Assembly;
4. chairing Assembly sub-committees as required by Council;
5. meeting bi-weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
6. preparing and submitting to the summer Executive a strategic plan for the year;
7. working with the Vice-President and Deputy Commissioner to create a budget for the year;
8. meet with Committee Chairs on a regular basis for the purposes of updating each other on progress, problem areas and future plans;
9. preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-6 of the ASUS Policy Manual;
10. ensuring that all Committee Chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is carried out in an environmentally friendly manner;
11. familiarize Chairs with the Chair Handbook;
12. schedule and hold eight office hours a week.
13. assessing and approving all expenditures exceeding \$100 to be made by any member of his/her Commission before the expenditure is made

SPECIFIC:

1. meeting with Committee Chairs on a weekly basis for the purpose of effective communication and cohesion;
2. meeting with the Chairs of each Committee individually once each semester for the purposes of updating each other on progress, problem areas and future plans;
3. providing written reports to the Committee Chairs at the end of each month to update them on recent and upcoming events within the Commission;
4. booking one bake sale minimum per committee per semester;
5. booking tables for the Frosh Week and Homecoming Weekend Sidewalk Sales as well as for AMS clubs night for the Community Outreach Committees;
6. planning and organizing a fall Commission-wide fundraiser;
7. planning and organizing the Annual Charity Carnival;
8. planning and organizing the Annual Silent Auction;
9. evaluating the role and success of each Committee in January to prevent overlap with other Queen's groups;

10. being on the look out for new opportunities for involvement within the community;

III. SUMMER RESPONSIBILITIES

Over the summer the responsibilities of the Community Outreach Commissioner shall include but shall not be limited by the following:

1. preparing and submitting to the summer Executive a strategic plan for the year;
2. ensuring that all money raised over the previous year is distributed to the intended charitable foundations;
3. writing to each Committee Chair over the summer months for the purpose of keeping them updated on all summer activities;
4. maintaining communication with summer executive.

IV. TRANSITION

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

1. Room Reservations
2. JDUC General Office
3. Representatives from Charities
4. AMS Municipal Affairs Commissioner
5. AMS Social Issues Commissioner
6. ASUS Assembly

SECTION D-2 DEPUTY COMMUNITY OUTREACH COMMISSIONER JOB DESCRIPTION

I. GENERAL

The Deputy Community Outreach Commissioner shall strive to provide leadership and guidance for his/her Commission. He/she shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Deputy Community Outreach Commissioner is responsible to the Community Outreach Commissioner. The Deputies Community Outreach Commissioner shall be selected in accordance with Part 18 of the ASUS Constitution before the hiring of any Community Outreach Committee Chairs. Responsibilities of the Deputy Community Outreach Commissioner shall include but are not limited by the following guidelines:

II. RESPONSIBILITIES

1. To participate in the hiring of the Community Outreach Committee Chairs;
2. Meet weekly with the Community Outreach Commissioner;
3. Keep records of monies spent and ensure that budget is adhered to;
4. budgeting for Commission and Committee advertising for the year after meeting with Committee Chairs;
5. Meet with Committee Chairs on a regular basis with the Community Outreach Commissioner for the purposes of updating each other on progress, problem areas and future plans;
6. Ensure that all Committee Chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is carried out in an environmentally friendly manner.
7. Prepare and conduct an introductory seminar to Chairs on all financial matters including the budgetary process, the requisitioning system and the deposit process. This seminar should be held in September, and should include the distribution and review of the Chair Handbook.
8. Act as a financial advisor and liaison to Community Outreach Committees.
9. Hold at least three office hours per week in conjunction with when possible the ASUS Vice-President and Community Outreach Commissioner. It is recommended that these office hours be evenly distributed throughout the week; participate in and help organize projects so deemed by the Community Outreach Commissioner.

III. SUMMER RESPONSIBILITIES

1. working with the Vice-President and the Community Outreach Commissioner to create a budget for the year;

IV. TRANSITION

1. To complete a transition manual for the incoming Deputy Community Outreach Commissioner and ASUS in accordance with the ASUS transition policy as seen in section C-6 of this manual.

SECTION D-3 KIDS FOR KIDS

AIM:

To provide students with opportunities to volunteer at Kingston General Hospital and fundraise for the Child Life programme.

MEMBERSHIP:

One or Two Chair(s)

10 Coordinators, the number of which shall be determined by the committee chairs in order to efficiently organize the following:

- a) 4 Hospital Visitations
- b) 2 March Break Luncheon
- c) 2 Cover Your Crest
- d) 2 Special Projects

24 Hospital Volunteers

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner shall choose the Chairs in March of each year. The Coordinators shall be chosen in late March or early April of each year by the chairs and the Community Outreach Commissioner or Deputy Community Outreach Commissioner. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chairs

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and Deputy Community Outreach Commissioner.
2. To recruit and organize the volunteers for the committee.
3. To act as a liaison between the volunteers and the Child Life Programme along with the Hospital Coordinators.
4. To participate in training as provided by the Child Life Programme for the hospital visits.
5. Booking rooms, banner space and other items as needed by the committee.
6. To be available to the volunteers and the Coordinators to answer questions and help solve problems.
7. To advise the Coordinators and help organize fundraising events throughout the year.
8. To be responsible for all of the financial transactions of the committee.
9. To fundraise for the Child Life Programme at Kingston General Hospital.
10. To assist in the organization and planning of other Community Outreach events.
11. To hold one office hour a week.
12. To complete a transition manual for the incoming chairs and ASUS in accordance with the ASUS Transition Policy as seen in Section C-6 of this manual.

Coordinators

1. To meet with and report to the Kids for Kids Chairs on a weekly basis and to be responsible to the Kids for Kids Chairs.
2. To attend the Kids for Kids committee meetings on a regular basis.
3. To plan and organize the event for which they are in charge.
4. To secure volunteers for their events.
5. To assist in the organization and planning of other Kids for Kids events.
6. To complete a transition report for the incoming Coordinator outlining their event and their responsibilities.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Child Life Programme at Kingston General Hospital, except when needed for its own special projects. Every possible effort is made to get discounts and donations on items used in fundraising.

EVENTS:

- 1) Valentines Day Raffle
- 2) Selling of X-mas Trees
- 3) 2 Cover Your Crests (one each term)
- 4) *Semiweekly* Hospital Visitations
- 5) March Break Luncheon (during High School March Break)

****Plus other variable events which can be specified by the coordinators each year****

SECTION D-4 Crohn's and Colitis Committee (CCC)

AIM:

To inform the Queen's student body about Crohn's and Colitis disease, offer a safe and open support network for Queen's students with the disease and raise funds for the Crohn's and Colitis Foundation of Canada.

MEMBERSHIP: 1 Chair or 2 Chairs

4 Committee members

- 1) Support network coordinator
- 2) Awareness Campaign Coordinator
- 3) Fundraising Coordinator
- 4) Marketing Coordinator

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each year. Recruitment for the volunteers is ongoing throughout the year with membership drives and orientation meetings in September and January. The Committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s)

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them through required orientation meetings and the AMS Clubs Night and Sidewalk Sale.
3. To help set up and run the support program.
4. Booking rooms, banner space and other items as needed by the committee.
5. To be available to the committee members to answer questions and help solve problems.
6. To be responsible for all of the financial transactions of the committee.
7. To fundraise for the Crohn's and Colitis Foundation of Canada – Kingston Chapter
8. To assist in the organization and planning of other Community Outreach events.
9. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS transition policy as seen in Section C-6 of the ASUS policy manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Crohn's and Colitis Foundation of Canada – Kingston Chapter, except when needed for its own special projects. Every possible effort should be made to obtain discounts and donations on items used in fundraising.

PARTICIPATING INSTITUTIONS:

Crohn's and Colitis Foundation of Canada-Kingston Chapter
Queen's Health Counselling and Disability Services

SECTION D-5 ALZHEIMER'S OUTREACH COMMITTEE

AIM:

To involve and inform students of Alzheimer's disease through a program whereby volunteers can provide support and friendship either in a group or on a one-to-one basis and to fundraise for the Alzheimer's Society of Kingston.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership (as needed by the participating institutions)

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each year. Recruitment for the volunteers is ongoing throughout the year with membership drives and orientation meetings in September and January. The Committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s)

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them through required orientation meetings and the AMS Clubs Night.
3. To act as a liaison between the participating nursing homes and the volunteers.
4. To set up the program with the nursing homes.
5. Booking rooms, banner space and other items as needed by the committee.
6. To be available to the committee members to answer questions and help solve problems.
7. To be responsible for all of the financial transactions of the committee.
8. To fundraise for the Alzheimer's Society of Kingston.
9. To assist in the organization and planning of other Community Outreach events.
10. To hold one office hour a week.
11. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
12. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS transition policy as seen in Section C-6 of the ASUS policy manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Alzheimer's Society of Kingston, a division of Alzheimer's Canada, except when needed for its own special projects. Every possible effort should be made to obtain discounts and donations on items used in fundraising.

PARTICIPATING INSTITUTIONS:

Shall include, but not limited to:

1. Kingston Psychiatric Hospital
2. Providence Manor Continuing Care Centre
3. Rideaucrest Home for the Aged

SECTION D-6 FRIENDS FOR INCLUSION

AIM:

To involve and inform students of developmental disabilities through a program in conjunction with the Kingston and District Association for Community Living (KDAACL) whereby volunteers can provide support and friendship on a one-to-one basis to persons with developmental disabilities and to fundraise for KDAACL.

MEMBERSHIP:

1 Chair or 2 Chairs
Minimum of 4 Committee members
Unlimited number of Volunteers as needed by KDAACL

SELECTION:

The Community Outreach Commissioner and the Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each Year. Recruitment for the volunteers is ongoing throughout the year, with membership drives in September and January. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES OF CHAIR/CO-CHAIRS:

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit volunteers and committee members for the program.
3. To select and inform the committee members of their responsibilities.
4. To act as a liaison between KDAACL and the committee members and volunteers.
5. To set up the program with KDAACL and to organize seasonal events for volunteers, their buddies and family members.
6. Booking rooms, banner space and other items as needed by the committee.
7. To be available to the committee members and the volunteers to answer questions and help solve problems.
8. To be responsible for all financial transactions of the committee.
9. To fundraise for KDAACL.
10. To assist in the organization and planning of other Community Outreach events.
11. To hold one office hour a week.
12. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
13. To complete a transition manual for the incoming Chair(s) and ASUS in accordance with the ASUS transition policy as seen in Section C-6 of this manual.

FUNDS:

Funds are allocated as line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to KDAACL, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising and for special events.

SECTION D-7 HEART AND STROKE FOUNDATION, QUEEN'S CHAPTER

MANDATE:

To be a representative group the Kingston Chapter of the Heart and Stroke Foundation and to act as a channel for it into the Queen's community. To fundraise for the Heart and Stroke Foundation and promote awareness of a healthy lifestyle in the Queen's community in accordance with the national and provincial mandates of the Foundation.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership

SELECTION:

The Chair shall be chosen in March of each year by the Community Outreach Commissioner and the Deputy Community Outreach Commissioner and their names must be passed on to the Kingston Chapter of the Heart and Stroke Foundation Board of Directors (specifically the President and Area Coordinator). The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s):

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and Deputy Community Outreach Commissioner.
2. To recruit and organize the volunteers for the program.
3. To act as a liaison between the volunteers and the Kingston Chapter of the Heart and Stroke Foundation.
4. Booking rooms, banner space and other items as needed by the committee.
5. To be available to the volunteers to answer questions and help solve problems.
6. To be responsible for all the financial transactions of the committee.
7. To fundraise for the Heart and Stroke Foundation and to raise awareness on campus about heart disease and promote healthy living.
8. To assist in the organization and planning of other Community Outreach Commission events.
9. To hold one office hour a week.
10. To provide a detailed end of the year report at the ASUS Annual General Meeting and for the Kingston Heart and Stroke Foundation Board of Directors.
11. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS Transition Policy as seen in Section C-6 of this manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee through fundraising shall be donated to the Kingston Chapter of the Heart and Stroke Foundation. Every possible effort shall be made to obtain discounts and donations on items used in fundraising.

SECTION D-8**WOMEN'S EMPOWERMENT COMMITTEE****AIM:**

To involve and inform Queen's students of women's issues through fundraising for Interval House, seminars and awareness projects.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership

SELECTION:

The Community Outreach Commissioner and the Deputy Commissioner shall choose the Chair(s) in March of each year. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:**Chair(s)**

1. To meet with and report to the Community Outreach Commissioner on a weekly basis, and to be responsible to the Community Outreach Commissioner and Deputy Community Outreach Commissioner.
2. To recruit volunteers for the program.
3. Booking rooms, banner space and other items as needed by the committee.
4. To plan and organize events around December 6 Memorial Week and during International Women's Week.
5. To meet with representatives from each of the women's related groups on campus to prevent overlap and to assist each other in the planning of large events.
6. To be available to the volunteers to answer questions and help solve problems.
7. To be responsible for all financial transactions of the committee.
8. To fundraise for Interval House.
9. To assist in the organization and planning of other Community Outreach events.
10. To hold one office hour a week.
11. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
12. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS transition policy as seen in section C-6 of this manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to Interval House, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising and for special events.

SECTION D-9

AIDS AWARENESS COMMITTEE

MANDATE:

To provide non-judgmental education and advocacy to the Queen's community concerning HIV/AIDS and their related issues while fundraising for HARS (HIV/AIDS Regional Services).

MEMBERSHIP:

1 Chair or 2 Chairs
Unlimited membership

SELECTION:

The Community Outreach Commissioner and the Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each year. Membership shall be open at all times with a particular membership drive in the early fall. The committee shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Co-Chairs

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them.
3. Booking rooms, banner space and other items as needed by the committee
4. To raise awareness among the Queen's Community on HIV/AIDS and associated issues through special events and educational initiatives.
5. To work in conjunction with members in all aspects of the committee.
6. To be responsible for all financial transactions.
7. To fundraise for the Kingston AIDS Project
8. To assist in the organization and planning of other Community Outreach events.
9. To hold one office hour a week.
10. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
11. To complete a transition manual for the incoming Chair(s) and ASUS in accordance with the ASUS transition policy as seen in Section C-6 of this manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to HARS, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising.

SECTION D-10 ASUS COMMITTEE FOR THE ENVIRONMENT (A.C.E.)

AIM:

To strive to increase awareness of environmental concerns among Queen's students while fundraising for the Nature Conservancy of Canada.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner in March of each year shall choose the Chair(s). The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the volunteers and the Nature Conservancy of Canada.
5. To raise awareness among the Queen's community of environmental issues.
6. To work with other campus environmental groups on collective events to prevent overlapping.
7. To be available to the volunteers to answer questions and help solve problems.
8. To be responsible for all of the financial transactions of the committee.
9. To fundraise for the Nature Conservancy of Canada.
10. To assist in the organization and planning of other Community Outreach events.
11. To hold one office hour a week.
12. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
13. To complete a transition manual for the incoming chair(s) in accordance with the ASUS transition policy as seen in section C-6 of the ASUS Policy Manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to the Nature Conservancy of Canada, except when needed for the committee's own special projects. Every effort shall be made to obtain discounts and donations on items used in fundraising.

SECTION D-11**AFTERSCHOOL BUDDIES PROGRAM****AIM:**

To provide Queen's volunteers for the Boys' and Girls' Club of Greater Kingston's Afterschool Program. To fundraise for the Boys' and Girls' Club of Greater Kingston.

MEMBERSHIP:

1 Chair or 2 Chairs

Limited number of volunteers (as needed by the Program)

SELECTION: The Community Outreach Commissioner and the Deputy Commissioner shall choose the Chair(s) in March of each year and pass their names onto the Program Director of the Boys and Girls Club of Kingston. The committee shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:Chair

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and Deputy Commissioner.
2. To recruit and organize the volunteers for the program.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the volunteers and the Boys' and Girls' Club of Greater Kingston.
5. To participate in Boys' and Girls' Club volunteer training and to coordinate the required orientation meetings to educate and inform the volunteers.
6. To volunteer at one of the Boys' and Girls' Club Programs.
7. To be available to the volunteers to answer questions and help solve problems.
8. To be responsible for all of the financial transactions of the committee.
9. To fundraise for the Boys' and Girls' Club.
10. To assist in the organization and planning of other Community Outreach events.
11. To hold one office hour a week.
12. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
13. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS transition policy as seen in section C-6 of this manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be donated to the Boys' and Girls' Club of Greater Kingston, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising.

EVENTS:

- Annual Skate-a-thon

SECTION D-12**LOST PAWS COMMITTEE****AIM:**

To involve and inform students of the proper care of domestic animals through a program whereby volunteers can provide support, care, and friendship to animals under the care of the Kingston humane Society; to fundraise for the Kingston Humane Society.

MEMBERSHIP:

1 Chair or 2 Chairs
Unlimited number of volunteers

SELECTION:

The Community Outreach Commissioner and the Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each year. Recruitment for the volunteers is ongoing throughout the year with membership drives and orientation meetings in September and January. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:Chairperson:

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them through required orientation meetings.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the participating Humane Society and volunteers.
5. To set up the volunteer schedules with the Humane Society
6. To be available to the committee members to answer questions and help solve problems.
7. To be responsible for all of the financial transactions of the committee.
8. To fundraise for the Kingston Humane Society.
9. To assist in the organization and planning of other Community Outreach events.
10. To hold one office hour a week.
11. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
12. To complete a transition manual for the incoming Chair(s) and ASUS in accordance with the ASUS Transition Policy as seen in Section C-6 of this manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All money raised by the committee shall be donated to the Kingston Humane Society, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising.

EVENTS:

1. Annual walk in support of pets.

SECTION D-13 CYSTIC FIBROSIS AWARENESS COMMITTEE

AIM:

To involve and inform students of Cystic Fibrosis (CF) disease through a program whereby volunteers can provide support and friendship to children affected by the disease at the Kingston Chapter of the Canadian Cystic Fibrosis Foundation. To work directly with the ASUS Orientation Committee Fundraising Chair to develop year round fundraisers for Shinerama and to provide training sessions for all those involved in Orientation Week.

MEMBERSHIP:

1 Chair or 2 Chairs
3 Coordinators 1) Campus Awareness
2) External Relations
3) Winterama
Open Membership

SELECTION:

The Community Outreach Commissioner and the Deputy Community Outreach Commissioner shall choose the Chair(s) in March of each year. The Chair(s) and the Community Outreach Commissioner or Deputy Community Outreach Commissioner shall choose the Coordinators in September of each year. Recruitment for the volunteers is ongoing throughout the year, with membership drives and orientation meetings in September and January. The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s)

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and Deputy Community Outreach Commissioner.
2. To recruit and organize the volunteers for the program.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the Kingston Chapter of the Canadian Cystic Fibrosis Foundation and the volunteers.
5. To attend the Canadian Cystic Fibrosis Foundation conference in May.
6. To work with the ASUS Orientation Committee Fundraising Chair to develop year long fundraising events for the Canadian Cystic Fibrosis Foundation.
7. To plan and run seminars and information sessions about CF, including a training session for all those involved in Orientation Week, to be held in the Winter Term.
8. To be available to the volunteers to answer questions and help solve problems.
9. To be responsible for all financial transactions of the committee.
10. To fundraise for the Kingston Chapter of the Canadian Cystic Fibrosis Foundation.
11. To assist in the organization and planning of other Community Outreach events.
12. To hold one office hour a week.
13. To provide a detailed end of the year report to be presented at the ASUS Annual General Meeting.
14. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS Transition Policy as seen in Section C-6 of this Manual.

Coordinators

1. To meet with and report to the Cystic Fibrosis Chair(s) on a weekly basis and to be responsible to the Cystic Fibrosis Chair(s).
2. To attend the Cystic Fibrosis committee meetings on a regular basis
3. To plan and organize the event for which they are in charge.
4. To secure volunteers for their events.

5. To assist in the organization and planning of other Cystic Fibrosis events.
6. To complete a transition report for the incoming Coordinator outlining their event and their responsibilities.

FUNDS:

Funds are allocated as a line item in the ASUS Operating Budget to cover administrative, fundraising, and supply costs. All funds raised by the committee shall be added to the total raised during Shinerama, and donated to the Canadian Cystic Fibrosis Foundation in the fall of the following year, except when needed for its own special projects. Every possible effort shall be made to obtain discounts and donations on items used in fundraising.

EVENTS:

1. Annual Wine and Cheese
2. Winterama
3. Benefit Concert

SECTION D-14 ASUS CANCER TRIAD (A.C.T.)

AIM:

To involve and inform students of the Kingston Cancer Society through a program whereby volunteers can provide support, care and friendship to cancer patients at the Quinte Thousand Island Lodge. To fundraise for Kingston Cancer Center's Needy Fund.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner in March of each year shall choose the Chair(s). The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the volunteers and the Kingston Cancer Society
5. To meet with a member of the Kingston Cancer Society weekly.
6. To raise awareness among the Queen's community of issues surrounding Cancer.
7. To work with other campus environmental groups on collective events to prevent overlapping.
8. To be available to the volunteers to answer questions and help solve problems.
9. To be responsible for all of the financial transactions of the committee.
10. To fundraise for the Needy Fund: Kingston Cancer Center.
11. To assist in the organization and planning of other Community Outreach events.
12. To hold one office hour a week.
13. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
14. To complete a transition manual for the incoming chair(s) in accordance with the ASUS transition policy as seen in section C-6 of the ASUS Policy Manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to the Kingston Regional Cancer Centre: Special Service Fund, except when needed for the committee's own special projects. Every effort shall be made to obtain discounts and donations on items used in fundraising.

SECTION D-15 ASUS AUTISM PARTNERSHIP COMMITTEE

AIM:

To assist families of Autistic children, raise awareness about this issue on the Queen's campus and fundraise for this cause.

MEMBERSHIP: 1 Chair or 2 Chairs
Open Membership

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner in March of each year shall choose the Chair(s). The committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them.
3. Booking rooms, banner space and other items as needed by the committee.
4. To act as a liaison between the volunteers and the Autism Society of Kingston.
5. To meet with a member of the Autism Society of Kingston weekly.
6. To raise awareness among the Queen's community of issues surrounding Autism.
7. To work with other campus groups on collective events to prevent overlapping.
8. To be available to the volunteers to answer questions and help solve problems.
9. To be responsible for all of the financial transactions of the committee.
10. To fundraise for the Autism Society of Ontario.
11. To assist in the organization and planning of other Community Outreach events.
12. To hold one office hour a week.
13. To provide a detailed end of year report to be presented at the ASUS Annual General Meeting.
14. To complete a transition manual for the incoming chair(s) in accordance with the ASUS transition policy as seen in section C-6 of the ASUS Policy Manual.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to the Autism Society of Ontario, except when needed for the committee's own special projects. Every effort shall be made to obtain discounts and donations on items used in fundraising.

SECTION D-16 MUSIC AND MEMORIES

AIM:

To provide Queen's volunteers to local hospitals for musical programming directed particularly at patients who have been diagnosed with dementia.

MEMBERSHIP:

1 or 2 Chairs

Limited number of volunteers as needed by the program.

SELECTION:

The Community Outreach Commissioner and the Deputy Commissioner shall choose the Chair(s) in March of each year and pass their names onto the appropriate contact at the various hospitals in Kingston. The committee shall also be selected according to Section 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s):

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and Deputy Commissioner.
2. To recruit and organize the volunteers for the program.
3. Booking rooms, banner space, and other items needed by the committee.
4. To act as a liaison between volunteers and the hospitals.
5. To be available to the volunteers to answer questions and help solve problems.
6. To be responsible for all of the financial transactions of the committee.
7. To assist in the organization and planning of other Community Outreach events.
8. To hold one office hour per week.
9. To provide an end of year detailed report to be presented at the ASUS Annual General Meeting.
10. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS Transition policy as seen in Section C-6 of ASUS Policy.

FUNDS:

Funds are allocated as a line in the ASUS Operating Budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to the hospitals where the committee provides volunteers, except when needed for its own special projects. Every possible effort shall be made to obtain discounts on items used in fundraising.

EVENTS:

To be determined by the committee.

SECTION D-17 RAISE THE ROOF

AIM:

This committee aims to support the cause of persistent poverty and homelessness in Kingston.

MEMBERSHIP:

1 or 2 Chairs
Committee Executive team, as selected by chairs

SELECTION:

The Community Outreach Commissioner and the Social Issues Deputy Commissioner shall select the Chair(s) in March of each year and pass their names onto the appropriate contact at Kingston's Ryandale Shelter for the Homeless. The committee shall also be selected according to Section 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s):

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Social Issues Deputy Commissioner.
2. To recruit and organize the volunteers for the program.
3. Booking rooms, banner space, and other items needed by the committee.
4. To act as a liaison between volunteers and Ryandale Shelter for the Homeless.
5. To be available to the volunteers to answer questions and help solve problems.
6. To be responsible for all of the financial transactions of the committee.
7. To assist in the organization and planning of other Community Outreach events.
8. To provide an end of year detailed report to be presented at the ASUS Annual General Meeting.
9. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS Transition policy as seen in Section C-6 of ASUS Policy.

FUNDS:

Funds are allocated as a line in the ASUS Operating Budget to cover administrative, fundraising and supply costs. All funds raised shall be donated to Ryandale Shelter for the Homeless, except when needed to fund its own projects. Every possible effort shall be made to obtain discounts on items used in fundraising.

EVENTS:

To be determined by the committee.

SECTION D-18 GOOD TIMES DINER

AIM:

To coordinate and run a volunteer-based soup kitchen weekly at St. Paul's Anglican Church, to raise awareness about poverty and homelessness in Kingston and raise money for the operation of the diner as well as Ryandale Shelter for the Homeless in Kingston.

MEMBERSHIP: 2 Chairs

4-6 Committee members

- 5) Sponsorship Coordinator
- 6) (2) Awareness Campaign Coordinator
- 7) (2) Fundraising Coordinator
- 8) Marketing Coordinator

SELECTION:

The Community Outreach Commissioner and Deputy Community Outreach Commissioner shall choose the Chairs in March of each year. Recruitment for the volunteers is ongoing throughout the year with membership drives and orientation meetings in September and January. The Committee shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair(s)

1. To meet with and report to the Community Outreach Commissioner on a weekly basis and to be responsible to the Community Outreach Commissioner and the Deputy Community Outreach Commissioner.
2. To recruit and inform volunteers of what is expected of them through required orientation meetings and the AMS Clubs Night and Sidewalk Sale.
3. To run the soup kitchen every Thursday.
4. Booking rooms, banner space and other items as needed by the committee.
5. To be available to the committee members to answer questions and help solve problems.
6. To be responsible for all of the financial transactions of the committee.
7. To fundraise for the Good Times Diner as well as Ryandale Shelter for the Homeless.
8. To assist in the organization and planning of other Community Outreach events.
9. To complete a transition manual for the incoming chair(s) and ASUS in accordance with the ASUS transition policy as seen in Section C-6 of the ASUS policy manual.

- 1) Sponsorship Coordinator
 - Apply for external grants and gain sponsorship from private donors.
- 2) (2) Awareness Campaign Coordinator
 - Organize can food drives, snack drives, clothing drives and awareness campaigns throughout the year.
- 3) (2) Fundraising Coordinator
 - Organize fundraisers throughout the year
- 4) Marketing Coordinator
 - Work with all committee members to help publicize and advertise campaigns, events and the good times diner program.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover administrative, fundraising and supply costs. All funds raised by the committee shall be either used for the operation of the diner or donated to Ryandale Shelter for the Homeless.

PARTICIPATING INSTITUTIONS:

St. Paul's Anglican Church

Ryandale Shelter for the Homeless

PART E: SERVICES COMMISSION

SECTION E-1 SERVICES COMMISSIONER JOB DESCRIPTION

I. GENERAL

The Commissioner of Services shall strive to provide leadership and guidance for his/her commission. He/she shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Commissioner of Services is responsible to the elected Executive and the Assembly.

II. RESPONSIBILITIES

During the school year the responsibilities of the Services Commissioner shall include but are not limited by the following:

GENERAL:

1. Attending any and all meetings of Council.
2. Attending and reporting to Assembly.
3. Chairing Assembly sub-committees as required by Council.
4. Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans.
5. Preparing and submitting to the Executive a strategic plan for the year.
6. Working with the Vice-President to create a budget for the year.
7. Keeping records of monies spent and to ensure that the budget is adhered to.
8. Responsible for having at least eight office hours per week.
9. Preparing a transition report for his/her successor in accordance with the guidelines laid out in Section C-6 of the ASUS Policy Manual.
10. assessing and approving all expenditures exceeding \$100 to be made by any member of his/her Commission before the expenditure is made
11. ensuring that all committee chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is carried out in an environmentally friendly manner.

SPECIFIC:

1. Meeting with individual committee chairs on a weekly basis for the purpose of assessing progress, reanalyzing goals, and dealing with problems.
2. Ensuring that all ads are delivered by the appropriate deadlines.
3. Monitoring the financial situations of ASUS Movie Theatre through weekly financial reports.
4. Ensuring that all committees remain on target with their budget.
5. Overseeing any negotiations concerning the ASUS Movie Theatre, Imaginus, and co-signing all contracts.
6. Co-ordinating the Imaginus Poster Sale including:
 - i) ensuring that responsibilities are shared with the Engineering Society
 - ii) ensuring that posters are placed around campus a week before the Sale
 - iii) recruiting workers for Imaginus.
7. Reviewing the Chair Handbook individually with all of the chairs.
8. Booking rooms and banner space for committee chairs as necessary.
9. Investigating new opportunities for services.

III. SUMMER RESPONSIBILITIES

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

1. Preparing and submitting to the summer Executive a strategic plan for the year.
2. Writing to each committee chair during the summer to keep them updated.
3. Ensuring that the Jackets committee has secured all ads and dates.
4. Maintaining communication with the summer Executive.

IV. TRANSITION

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

1. Cathy Nelson – Room Reservations
2. JDUC General Office
3. Criterion Pictures
4. ACF Films
5. Roberts Film Services
6. Dean of Student Affairs Office
7. ASUS Assembly
8. Imagnus
9. Astro Wear Limited

SECTION E-2

ASUS JACKETS COMMITTEE

AIM: ASUS Jackets has as its purpose the pursuit of three main objectives:

- 1) To provide traditional Queen's leather jackets of the highest quality to the students in the faculty of Arts and Science.
- 2) To provide these jackets at a reasonable price, affordable to students.
- 3) Bearing in mind the second objective, to generate income for the Arts and Science Undergraduate Society.

A fourth objective, namely providing a similar service for other faculties and societies, could be considered only if those objectives above were not compromised.

MEMBERSHIP: Operations Chair
Business Chair
Approximately 10 Members

SELECTION: The committee shall be selected in March by the Services Commissioner, according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Operations Chair

1. To coordinate the activities of all committee members.
2. To find a suitable manufacturer for jackets and draw up a contract with said manufacturer.
3. To set ordering and distribution dates with the Business Chair.
4. To forward all jacket orders and crest designs.
5. To encourage the development of policy that furthers the purposes and goals of the organization.
6. To schedule committee members for order taking and distribution.
7. To create and schedule all advertising for order taking and distribution of jackets.
8. To organize Orientation Week "Crest Design" contest.
9. To ensure prompt delivery to ASUS Jackets of the first year crest design.
10. To consult with and book all ads placed for ASUS Jackets with the Commissioner of Services.
11. To hold a minimum of 1.5 office hours a week.
12. To recruit volunteers, as required.
13. To prepare a suitable transition in March of the outgoing term for the incoming chair.
14. To prepare a year-end report for the Annual General Meeting.
15. To distribute the ASUS Jackets Crest Policy to all students purchasing a jacket.

Business Chair

1. To maintain financial records for ASUS Jackets.
2. To obtain provincial Retail Vendor's permit for the appropriate time intervals and to ensure that retail sales taxes (PST and GST) are levied and promptly remitted.
3. To co-sign all cheques with the ASUS Vice-President.
4. To set ordering and distribution dates with the Operations Chair.
5. To attend order night(s) with the Operations Chair.
6. To compile and sort individual orders.
7. To take orders from individual purchasers for Jackets.
8. To verify and forward jacket orders.
9. To verify and account for all deliveries of jackets and crests.
10. To insure that all receipts and order forms are properly completed.
11. To hold a minimum of 1.5 office hours a week.

12. To submit a final budget to ASUS Assembly at the end of the academic year before the Annual General Meeting.
13. To ensure jacket revenue is turned over to the ASUS operating account.
14. To report to the ASUS Vice-President on a regular basis concerning all financial matters.
15. To compile a proposed budget in consultation with the Commissioner of Services and ASUS Vice-President.
16. To prepare a suitable transition in March of the outgoing term for the incoming chair.

Members

1. To participate in the advertising campaigns.
2. To participate in the taking of orders and the distribution of jackets on the prescribed dates.
3. To actively participate in the activities of the chairs according to their interests and skills.
4. To participate in the development of policy that furthers the purposes and goals of the organization.

ASUS JACKETS CREST POLICY:

1. Specifications for the Arts and Science Faculty Jacket

The Arts and Science Jacket shall be Arts and Science red and made of leather with a zippered front, button cuffs, and a shirt type collar. The word "QUEENS" will appear on the back in a straight horizontal line and the letters will be 3" by 2" block letters. The year of graduation will be placed in a suitable position between the shoulder and the elbow on the left sleeve. The Year Crest shall be worn on the left breast of the jacket.

2. Wearing of the Jacket

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

3. Crests

a) The Pass Crest

The Queen's University Coat of Arms shall be worn in a suitable position between the shoulder and the elbow on the right sleeve following successful completion of all first year exams with an overall passing average.

b) The Arts and Science Motto

The Arts and Science Motto shall be worn above the Pass Crest on the right sleeve.

c) Year Motto

The Year Motto shall be worn above the graduating year on the left sleeve.

d) Discipline Bars

Discipline bars shall be worn beneath the year of graduation on the left sleeve.

e) Extra-Curricular Activity Bars

Extra-Curricular Activity Bars shall be worn beneath the Pass Crest on the right sleeve.

f) Varsity Letter

The Varsity Letter 'Q' may be worn by varsity athletes on the back of the jacket centered beneath the QUEEN'S lettering.

g) Queen's Bands Crest

The Queen's Bands Crest may be worn by members of the Queen's bands on the right breast of the jacket.

h) Intramural Sports Letter – Faculty Letter ‘A’

1. A chenille Faculty Letter ‘A’ shall be awarded to any student in the Faculty of Arts and Science who accumulates 8 participation points as outlined in the ASUS Policy Manual Section A-7 X.1 or to any student in the Faculty of Arts and Science who:

- i) is a member of an Intramural Championship Team
- ii) wins a Championship in any of the Intramural Individual Sports
- iii) wins a Championship in any Intramural Tournament Sport
- iv) is the manager of an Intramural Championship Team

2. A star and subsequent stars shall be awarded after first earning a chenille ‘A’ as follows:

- i) One star shall be awarded for attaining 21 points.
- ii) Additional stars shall be awarded for each subsequent 8 points.
- iii) ASUS Achievement Award

The ASUS Achievement Award shall be presented as per Section G-4 of ASUS Policy. The Award shall be a chenille ‘ASUS’ and shall be worn centered above the waste band of the jacket.

iv) Flag

A flag may be worn centered on the waste band of the jacket.

v) Other bars

Other bars not aforementioned may be worn on the waste band of the jacket.

SECTION E-3

ASUS MOVIE THEATRE

GENERAL

The Arts and Science Undergraduate Society shall operate a second run movie theatre out of Dunning Auditorium. This service shall be open to all members of the Queen's community. This service shall strive to provide high quality entertainment at minimal cost to students while at the same time providing Queen's students with relevant business, film, marketing, and managerial experience. The Movie Theatre should be a financially self-sustaining service which, should aim to generate income for the Arts and Science Undergraduate Society.

MEMBERSHIP

The ASUS Movie Theatre shall be administrated by the following:

- Director
- Business Chair
- Operations Chair
- Sales Manager
- Marketing Manager
- Concessions Manager
- Volunteer Coordinator
- Media Manager
- Ads Designer
- Poster Team (unlimited membership)
- Volunteer Team (unlimited membership)
- Projectionists

SELECTION

The Director, Business Chair, and Operations Chair shall be selected in March by the Services Commissioner in consultation with the outgoing Director. The Sales Manager, Concessions Manager, Marketing Manager, Media Manager, Ads Designer and Volunteer Coordinator shall be selected in March by the Services Commissioner and Director. The projectionists shall be selected in March by the Services Commissioner, Director and Operations Chair with consulting from the current projectionist. The Volunteer Team and Poster Team shall be recruited by the Marketing Manager and Volunteer Coordinator in the first two weeks of class. All selection shall be done in accordance with Part 17 of the ASUS Constitution.

REPONSIBILITIES

The Director:

- a) to determine the vision and objectives of the ASUS Movie Theatre
- b) to act as an advisor to the staff in logistics, planning, and deadlines
- c) to chair all weekly staff meetings
- d) to encourage the development and policy that furthers the purposes and goals of the organization
- e) to meet weekly with the Commissioner of Services to report updates and progress
- f) to ensure open communication between the Operations and Business Chairs and all aspects of AMT
- g) to maintain the morale and dedication of all of the Theatre Team
- h) to ensure that all strategic goals within AMT are met efficiently
- i) to hold a minimum of 1.5 office hours a week.
- j) to act as the primary liaison between ASUS, the ASUS Movie Theatre, its customers and all the suppliers and associates with regards to:

- i) ordering movies
- ii) booking all movie dates
- iii) dealing with room reservations
- iv) negotiating favorable arrangement with all suppliers
- v) maintaining strong working relations with all suppliers
- vi) fielding customer inquires and complaints

The Business Chair:

- a) to supervise the Marketing Manager, Ads Designer and Media Manager
- b) to prepare weekly financial reports to assess the success of each movie night
- c) to meet weekly with the Theatre Team to discuss problems and assess progress on goals
- d) to act as the financial liaison between the ASUS Movie Theatre and the suppliers
- e) to maintain all financial records and update accounts
- f) to ensure the proper collection and remittance of all receipts and invoices
- g) to count all money after each movie night and fill out the appropriate deposit forms
- h) to fax the film supplier a box office report for each movie

The Operations Chair:

- a) to supervise the Concessions Manager, Sales Manager and Volunteer Coordinator
- b) to oversee the successful running of the movie nights. This includes but is not limited to :
 - i) customer complaints
 - ii) responsible for insuring the cleanliness of Dunning Auditorium
 - iv) projectionist safety and competence
 - v) insuring that work is divided and completed efficiently
 - vi) ensuring south doors are locked before the show
 - vii) ensuring that recycling occurs when cleaning Dunning Auditorium
- c) to make all final decisions with regards to any issues that arise on the movie night
- d) to operate Dunning equipment on movie night, specifically with pre-show movies, slide show and projection equipment.
- e) to meet weekly with the Theatre Team to discuss problems and assess progress on goals

The Concessions Manager:

- a) to order all concession merchandise
- b) to prepare an inventory and sales report every week
- c) to investigate potential new items for sale at the movie night and assess the success of those already attempted
- d) to organize the concession merchandise to be taken to Dunning each movie night
- e) to assist the Operations Chair in running the movie nights
- f) to make concessions promotional material
- g) to create staff concessions list in order to record staff consumption
- h) to meet weekly with the Theatre Team to discuss problems and assess progress

The Print Marketing Manager:

- a) to supervise an ads designer
- b) to prepare poster volunteers, as required
- c) to ensure posters are stamped by MCRC
- d) to create a schedule that ensures all major areas of campus are being postered by a volunteer
- e) to ensure the ad is delivered by the appropriate deadline to the Golden Words

- f) to ensure that each movie title is in the Journal's 'Movie Corner' every week
- g) to devise new methods of promoting the operations of the ASUS Movie Theatre, and initiating such methods under consultation with the Business Chair.
- h) to work with the Computing Marketing Manager in preparing an advertising strategy using a variety of mediums. Examples of such mediums might include (but are not limited to): meal lines, table talkers, residences, calendars, Mac-Corry display case, Golden Words, the Journal, Surface, Studio Q, CFRC, electronic signboards, banners, posters
- i) to coordinate all promotional activities of the ASUS Movie Theatre and ensure that all advertisements are secured on campus at least one week before the showing
- j) to ensure that all promotional materials adhere to building poster regulations
- k) to meet weekly with the Theatre Team to discuss problems and assess progress

The Computing Marketing Manager

- (a) to ensure the web page is updated every Monday
- (b) to create and run the slide show every Sunday
- (c) to solicit businesses on and off campus for advertising in the slide show
- (d) to work with the Print Marketing Manager in preparing an advertising strategy using a variety of mediums. Examples of such mediums might include (but are not limited to): meal lines, table talkers, residences, calendars, Mac-Corry display case, Golden Words, the Journal, Surface, Studio Q, CFRC, electronic signboards, banners, posters
- (e) to coordinate all promotional activities of the ASUS Movie Theatre and ensure that all advertisements are secured on campus at least one week before the showing
- (f) to devise new methods of promoting the operations of the ASUS Movie Theatre, and initiating such methods under consultation with the Business Chair
- (g) to meet weekly with the Theatre Team to discuss problems and assess progress

The Volunteer Coordinator

- a) to recruit volunteers for the ASUS Movie Theatre
- b) to organize the schedule for the movie nights, ensuring that all aspects and jobs of the evening are covered
- c) to assist the Operations Chair in running the movie nights
- d) to assist the Marketing Manager in recruiting volunteers
- e) to be responsible for volunteer appreciation for poster and volunteer teams
- f) to meet weekly with the Theatre Team to discuss problems and assess progress

The Sales Manager

- a) to oversee the selling of ASUS Movie Theatre tickets both on the movie night and at advanced ticket sales
- b) to be responsible for the production and design of movie tickets
- c) to keep an accurate record of the tickets which are sold and distributed
- d) to oversee solicitation of advertising rights with regards to ticket specially the back of the tickets
- e) to oversee all movie theatre sales and promotions with regards to tickets
- f) to maintain a current guest list for the Theatre
- g) to assist the Operations Chair in the running of the movie night
- h) to meet weekly with the Theatre Team to discuss problems and assess progress

The Projectionist:

- a) to personally operate the projector of the ASUS Movie Theatre

- b) to undertake any necessary training that would further the task of operation
- c) to operate the projector in such a way as to ensure a successful and smooth projection throughout the course of the film

**** All Directors, Chairs and Managers must submit a year end report for the ASUS general meeting and a suitable transition manual in March in accordance with ASUS policy manual section C-6****

FUNDS

Funds are allocated as a line item in the ASUS Operating Budget.

SECTION E-4

ARTSCI EXCHANGE PROGRAM

AIM

To pair upper year Arts and Science students with international exchange students studying at Queen's with the emphasis on promoting communication and integrating exchange students into Queen's and the Kingston Community.

MEMBERS:

2 Chairs (1 Operations Manager, 1 Social Coordinator)
Up to 2 Members may be selected as necessary

SELECTION:

The chairs shall be chosen by the incoming Services Commissioner. The members shall be selected by the Chairs and the Services Commissioner if necessary. All chairs and committee members shall be selected in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Operations Manager

1. To establish the goals of the position for the year with the Services Commissioner.
2. To work with the Marketing Commission in promoting the program to students.
3. To receive applications from potential Queen's volunteers and conduct interviews with the Social Coordinator and Services Commissioner as necessary.
4. To register international exchange students as participants as approved by the Dean of Student Affairs.
5. To pair Queen's students and international exchange students.
6. To assist in all events being organized for ArtSci Exchange.
7. To complete a transition manual for the incoming ArtSci Exchange Operation Manager before March 31 as per Section 6 of ASUS Policy.

Social Coordinator

1. To plan and run activities and events for the ArtSci Exchange volunteers and participants.
2. To maintain the financial records and administration for all activities of the program.
3. To conduct interviews of potential Queen's volunteers with the Operation Manager and Services Commissioner as necessary.
4. To communicate with volunteers and program participants regarding upcoming program events.
5. To complete a transition manual for the incoming ArtSci Exchange Social Coordinator before March 31 as per Section 6 of the ASUS Policy.

FUNDS

Funds are allocated as a line item in the ASUS Operating budget.

SECTION E-5

ASUS AGENDA COMMITTEE

AIM

To design, publish and coordinate the distribution of an ASUS Agenda. The primary goal of the Agenda is to be a student planner and advertising should not detract from this goal, however can be used as a means to fund the publication costs incurred. The Agenda is to be distributed to all incoming first year students at no cost and may be made available to other Queen's students at a reasonable price.

MEMBERS

2 Chairs (1 Editor in Chief, 1 Financial Director)

SELECTION

The Chairs shall be interviewed and selected by the incoming Services Commissioner in accordance with Section 17 of the ASUS Constitution.

RESPONSIBILITIES OF THE CHAIRS

Editor in Chief

1. To design the ASUS Agenda to be published for the incoming first-year students for the following September.
2. To communicate with ASUS Commissioners and Executive, Alma Mater Society, the Faculty of Arts & Science and Registrars Office to find out dates for pertinent academic and non-academic activities that will be inserted in the Agenda.
3. To include the following items in the Agenda:
 - a. A description of ASUS and each Commission
 - b. An Academic Survival Kit (which will be submitted by the Orientation Committee)
 - c. Any other material deemed necessary by the ASUS Executive
4. To communicate with the publisher and submit a final copy to the printers by August 10th (or date determined by the publisher)
5. To complete a transition manual for the incoming ASUS Agenda Editor-In-Chief before March 31st as per Section 6 of the ASUS Policy Manual.

Financial Director

1. To investigate and select a publisher and printer for the Agenda and submit a report to the ASUS Vice-President
2. To solicit advertisers for space in the Agenda. ASUS reserves the right to refuse any advertisers deemed offensive or counter productive to the goals and aims of the society.
3. To investigate new funding initiatives for the Agenda including but not limited to grants from the AMS, Faculty of Arts & Science or Alumni Affairs.
4. To coordinate, with assistance from the Orientation Committee, the distribution of the Agenda during Orientation Week.
5. To set a price and selling location for the remaining Agendas that will be made available to other Queen's students. The price must be based on a cost-recovery basis. The final price must be approved by the Vice President.
6. To complete a transition manual for the incoming ASUS Agenda Financial Director before March 31st as per Section 6 of ASUS Policy.

FUNDS

Funds are allocated as a line item in the ASUS Operating Budget.

PART F: MARKETING COMMISSION

SECTION F-1 MARKETING COMMISSIONER JOB DESCRIPTION

I. GENERAL

The Commissioner of Marketing shall strive to provide leadership and guidance for his/her commission. He/she shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the Assembly. The Commissioner of Marketing is responsible to the elected Executive and the Assembly.

II. RESPONSIBILITIES

During the school year the responsibilities of the Commissioner of Marketing shall include but are not limited by the following:

III. GENERAL:

1. Attending any and all meetings of Council.
2. Attending and reporting to Assembly.
3. Chairing Assembly sub-committees as required by Council.
4. Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans.
5. Preparing and submitting to the Executive a strategic plan for the year.
6. Working with the Vice-President to create a budget for the year.
7. Keeping records of monies spent and to ensure that the budget is adhered to.
8. Responsible for having at least eight office hours per week.
9. Preparing a transition report for his/her successor in accordance with the guidelines laid out in Section C-6 of the ASUS Policy Manual.
10. assessing and approving all expenditures exceeding \$100 to be made by any member of his/her Commission before the expenditure is made
11. ensuring that all committee chairs submit a list of supplies before each event for the purposes of approving expenditures and ensuring that the event is carried out in an environmentally friendly manner.
12. Ensuring that all ASUS commissions follow the guidelines set by the ASUS External Representation Policy.
13. Planning and executing several special projects with regards to the commissioner's Marketing Plan.

MARKETING PLAN:

The marketing commissioner will create and execute a Marketing Plan based around the commissioner's special projects, all six committees, and the webpage. This plan will outline the strategies the commission will use to increase awareness of and participation in ASUS. In order to prepare this plan, the marketing commissioner will:

1. Research established marketing practices (i.e. textbooks and course packages)
2. Consult with faculty or an upper year student from the School of Business.
3. Work with individual committee chairs in order to establish committee goals.
4. Work with the webmaster in order to establish goals for the website.

SPECIFIC:

1. Meeting with individual committee chairs on a weekly basis for the purpose of assessing progress, reanalyzing goals, and dealing with problems.
2. Ensuring that all ads, poster and promotions requests are delivered by the appropriate deadlines.
3. Overseeing any negotiations concerning the Marketing Committees with other committees, both internal and external to ASUS.

4. Reviewing the Chair Handbook individually with all of the chairs..
5. Investigating new opportunities for services.
6. Working with the promotions team to coordinate promotions for fall hiring during Orientation Week.
7. Working with the promotions team, incoming executive, and incoming council to coordinate promotions for winter hiring in March.
8. Ensuring that a sensitivity training session is conducted in the fall for the Promotions, Newsletter and Design teams.
9. Periodically holding commission-wide chair meetings for the purposes of coordinating activities between committees.
10. Developing a presentation for chair training on the importance of proper marketing.
11. Ensuring that the commission's volunteers understand basic principles of marketing.
12. Ensuring that the commission's volunteers possess enough knowledge about the Society in order to be effective marketers.
13. Ensuring that ASUS receives appropriate media attention by preparing and submitting bi-weekly press releases to campus media outlets.

IV. SUMMER RESPONSIBILITIES

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

1. Preparing and submitting to the summer Executive a strategic plan (marketing plan) for the year.
2. Communicating with each committee chair for the purpose of:
 - a. Preparing the marketing plan
 - b. Helping the chair with his or her own committee's strategic plan
 - c. Assessing the progress of and providing assistance with regards to each committee's summer goals
3. Maintaining communication with the summer Executive.

V. TRANSITION

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

9. John O'Shea – Room Reservations
10. JDUC General Office
11. ASUS Assembly
12. P&CC for account set-up

SECTION F-2

GRAPHIC DESIGN COMMITTEE

AIM:

To quickly and professionally create digital media as requested by the students of Arts and Science. These materials are to be used for purposes of, but not limited to, posters, flyers, newspaper advertisements, brochures, display board materials, and web graphics.

MEMBERSHIP: 1 Chair
 5-12 Graphic Designers

SELECTION:

The Chair will be selected by the incoming Commissioner of Services in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
2. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
3. To attend Marketing-wide meetings as required.
4. To work with any Marketing committees as required for the purposes of achieving shared goals.
5. To meet with and report to the Marketing Commissioner on a regular basis.
6. To use the Design webpage to receive design requests, and assign a designer to each request.
7. To ensure that all created materials follow the ASUS External Representation Policy.
8. To check all created materials for correctness and appropriateness.
9. To ensure all created materials are distributed to the requester or the appropriate campus publications before deadlines.
10. To meet with all graphic designers on a regular basis.
11. To be responsible for all financial transactions of the committee.
12. To organize a sensitivity training session in September.
13. To hire graphic designers with the Marketing Commissioner in the spring.
14. To ensure that at least two designer positions are hired in September and left available for first year students.
15. To prepare a year-end report for the Annual General Meeting.
16. To prepare a transition manual in March of the outgoing term for the incoming chair.

Graphics Designers

1. To meet with the Chair on a regular basis.
2. To respond to messages from the Chair as quickly as possible.
3. To create advertisements for those who request the services of the Graphic Design Committee as directed by the chair.
4. To communicate with the requester(s) as necessary in order to ensure the creation of a suitable design.
5. To complete all requests before the deadlines given by the Chair.

FUNDS:

Funds are allocated as a line item in the ASUS Operating Budget and are to be used-as necessary.

SECTION F-3

PROMOTIONS COMMITTEE

AIM: To execute promotions around areas identified by the Marketing Commissioner's Strategic Plan (Marketing Plan). These areas include, but are not limited to Fall and Winter Hiring and Elections. These promotions will be designed to inform students of the scope of ASUS and the opportunities it provides for student involvement throughout the year. Promotions may take a variety of forms including, but not limited to posters, banners, flyers, sidewalk chalk or informal booths.

MEMBERSHIP: 1 or 2 Chair
8 – 12 Team Members

SELECTION: The Promotions Committee Chair shall be chosen by the incoming Commissioner of Marketing in March. The committee shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Promotions Chair

1. To meet with and report to the Marketing Commissioner regularly.
2. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
3. To create and submit to the Marketing Commissioner a strategic plan for the team based on the Commissioner's Marketing Plan.
4. To attend Marketing-wide meetings as required.
5. To work with any Marketing committees as required for the purposes of achieving shared goals.
6. To brainstorm, plan and execute promotions to increase the awareness of areas identified by the team's strategic plan, and the commission's Marketing Plan.
7. Working with the Marketing Commissioner to plan and execute promotions for Orientation Week, Fall Hiring and Winter Hiring.
8. To meet with representatives of any area within ASUS that the team is promoting for the purposes of communicating the team's plans, and ensuring that these plans are suitable to the commission.
9. To hire team members with the Marketing Commissioner in the spring.
10. To ensure that at least two team member positions are hired in September and left available for first year students.
11. To prepare a year-end report for the Annual General Meeting.
12. To prepare a transition manual in March of the outgoing term for the incoming chair.

Team Members

1. To meet with the Chair on a regular basis.
2. To respond to messages from the Chair as quickly as possible.
3. To work with the chair and other team members in planning and executing promotions based on the team's strategic plan.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover any promotion-related expenditures.

SECTION F-4 PHOTOGRAPHY TEAM

AIM:

To maintain and contribute to a database of ASUS-related stock photography for use by ASUS in promotional material that includes, but is not limited to, posters, newspaper ads, brochures, and the ASUS website.

MEMBERSHIP:

- 1 Chair
- 2-3 Photographers

SELECTION:

Photographers will be selected by the incoming Marketing Commissioner in March, in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with the Marketing Commissioner regularly.
2. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
3. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
4. To attend Marketing-wide meetings as required.
5. To help the Newsletter Editor obtain photographs for use in the ASUS Newsletter.
6. To work with any Marketing committees as required for the purposes of achieving shared goals.
7. To communicate with ASUS Commissions, committees, services, and year societies in order to compile and consistently maintain a list of upcoming events that can be photographed.
8. To assign a photographer to cover each upcoming event.
9. To attend any events as a photographer as necessary.
10. To contribute general (ie. Non-event related) photography to the image database on a regular basis.
11. To keep image files in the image archive, organized in an easy-to-navigate structure.
12. To provide ASUS volunteers with images from the archive as necessary.
13. To sign and adhere to a contract relating to camera sign-out privileges created by the Marketing Commissioner and ASUS Vice-President
14. To explore new opportunities for the utilization of the photography archive.
15. To hire photographers with the Marketing Commissioner in the spring.

Photographers

1. To meet with the Chair on a regular basis.
2. To respond to messages from the Chair as quickly as possible.
3. To photograph ASUS events as directed by the chair.
4. To sign and adhere to a contract relating to camera sign-out privileges created by the Marketing Commissioner and ASUS Vice-President.
5. To promptly upload and organize all recently taken photographs.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover any expenditures related to promotion of the team, and/or upkeep of equipment.

SECTION F-5

FIRST YEAR DIRECTORS

AIM:

To organize and execute promotional activities that raise awareness of and involvement in ASUS among the freshmen class. These events include, but are not limited to a barbeque held the weekend after Orientation Week and an information fair held in residence during the winter hiring period. The First Year Directors will also help facilitate the organization of the Freshmen Year Society. In addition, the First Year Directors will act as a support network to freshmen, answering any questions, and directing individuals to the appropriate campus resources.

MEMBERSHIP:

2 – 4 Team Members

SELECTION:

The team will be selected by the incoming Marketing Commissioner in March, in accordance with Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Team Members

1. To meet with the Marketing Commissioner regularly.
2. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
3. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
4. To attend Marketing-wide meetings as required.
5. To work with any Marketing committees as required for the purposes of achieving shared goals.
6. To subdivide work amongst team members so that each contributes equally.
7. To work extensively during the summer to organize and run a free barbeque on Leonard Field.
8. To organize an information fair and promotions campaign in residences during winter hiring (e.g. presentations on residence floors)
9. To work with the ASUS Executive to assist the Freshmen Year Society Executive in hiring their council, organizing events, and learning the operations of ASUS and the AMS.
10. To frequently check the firstyear@asus.queensu.ca e-mail and ensure that all inquiries by freshmen are replied to promptly.
11. To explore additional opportunities for raising awareness of ASUS among freshmen students.

FUNDS:

Funds are allocated as a line item in the ASUS operating budget to cover any expenditures related to events and promotions.

SECTION F-6

NEWSLETTER TEAM

AIM:

To design and deliver, each month, a professional newsletter highlighting the activities of the Society, both those past and in the future. This newsletter is to be distributed using the ASUS ListServ, and its ultimate goal is to improve the lines of communication between the Society and its constituents.

MEMBERSHIP: 1 Content Editor
 1 Layout Editor

SELECTION:

The co-Editors will be selected by the incoming Commissioner of Marketing in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Both

1. To meet with the Marketing Commissioner regularly.
2. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
3. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
4. To attend Marketing-wide meetings as required.
5. To work with any Marketing committees as required for the purposes of achieving shared goals.
6. To work with the Layout Editor to determine the look and feel of the year's newsletter.
7. To work with the Layout Editor to set monthly content submission deadlines and to inform all ASUS committees, year societies, commissioners, and assembly members of these deadlines
8. To identify and explore new ideas for the structure and content of the Newsletter
9. To check all created materials for correctness and appropriateness.
10. To prepare a year-end report for the Annual General Meeting.
11. To prepare a transition manual in March of the outgoing term for the incoming chair.

Content Editor

1. To gather, edit, and submit submissions to the Layout Editor
2. To design the body of the e-mail sent using the ASUS List-Serv
3. To work with the WebMaster in setting a timeline for the uploading of the newsletter
4. To work with the President in setting a timeline for the ASUS List-Serv e-mail

Layout Editor

6. To design the layout for the year's newsletters
7. Upon receiving submissions from the Content Editor, to create each month's newsletter
8. To use the Photo Archive and/or design any graphics needed for each month's newsletter
9. To complete the newsletter and submit it and all webpage graphics to the WebMaster

FUNDS:

Funds are allocated as a line item in the ASUS operating budget and are to be used for advertising, if necessary.

SECTION F-7

COMMUNICATIONS TEAM

AIM:

To survey the students of Arts and Science on a variety of issues throughout the year. The results of these surveys will be compiled and presented to Assembly and/or used by various members of council or committees in their work.

MEMBERSHIP: Chair
5 to 10 Members

SELECTION:

The Chair will be selected by the incoming Commissioner of Marketing in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To meet with the Marketing Commissioner regularly
2. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
3. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
4. To attend Marketing-wide meetings as required.
5. To work with any Marketing committees as required for the purposes of achieving shared goals.
6. To be responsible for all financial transactions of the committee.
7. If not already familiar, to become familiarized with basic statistics and surveying methods.
8. To work with members of council and/or committee chairs in order to determine what kind of data would be most useful to their work, and plan a list of survey to be run during the school year.
9. To identify and explore new areas of opportunity for the committee.
10. To work with the Webmaster in implementing an online survey system.
11. To develop a method for analyzing and compiling survey results (possibly consulting with a professor or student from the department of Statistics)
12. To encourage all committees to keep statistics regarding attendance, application numbers, ticket sales, etc., for future use.
13. To work with committee members in developing a schedule and distribution plan for each survey.
14. To hire team members with the Marketing Commissioner in the spring.
15. To ensure that at least two team member positions are hired in September and left available for first year students.
16. To prepare a year-end report for the Annual General Meeting.
17. To prepare a transition report in March of the outgoing term for the incoming Chair.

Members

1. To meet with the chair on a regular basis.
2. To work with the chair and other committee members in designing and running each survey the committee undertakes
3. To assist the chair in compiling, analyzing the results, and presenting them to the appropriate bodies

FUNDS:

Funds are allocated as a line item in the ASUS operating budget and are to be used for advertising, photocopying, and any software, if necessary.

SECTION F-8

INFORMATION TECHNOLOGY COMMITTEE

AIM:

To assist the needs of students of Arts and Science and by establishing effective outreach through Information Technology. This outreach will be, but not limited to Website Management, Networking, Computer assistance, and establishing bonds with the AMS-IT.

MEMBERSHIP: 2 Chairs

2 Committee members

SELECTION:

The Chair will be selected by the incoming Commissioner of Marketing in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To assist the Marketing Commissioner in preparing the society's Marketing Plan.
2. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
3. To attend Marketing-wide meetings as required
4. To work with any Marketing committees and Commissions as required for the purposes of achieving shared goals.
5. To meet with and report to the Marketing Commissioner on a regular basis.
6. To use the IT email to receive requests, and assign a member to each request.
7. To ensure that all materials (created or updated) follow the ASUS External Representation Policy.
8. To check all created materials for correctness and appropriateness.
9. To ensure all created materials are distributed before deadlines.
10. To meet with all IT Members on a regular basis.
11. To be responsible for all financial transactions of the committee.
12. To organize a sensitivity training session in September.
13. To hire IT Committee Members with the Marketing Commissioner in the spring.
14. To ensure that at least two IT positions are hired in September and left available for first year students.
15. To prepare a year-end report for the Annual General Meeting.
16. To prepare a transition manual in March of the outgoing term for the incoming chair.

IT Members

1. To meet with the Chair on a regular basis.
2. To respond to messages from the Chair as quickly as possible.
3. To assist the chair as necessary to ensure that all requests are met.
4. To communicate with the requester(s) as necessary in order to ensure the creation of a suitable product.
5. To complete all requests before the deadlines given by the Chair.

FUNDS:

Funds are allocated as a line item in the ASUS Operating Budget and are to be used-as necessary

SECTION F-9 SPONSORSHIP COMMITTEE

AIM:

To assist the needs of students of Arts and Science and act as a resource for the creation of sponsorship related products. These Products will be but created in the forms of but not limited to sponsorship packages, letters, email packages and proposals.

MEMBERSHIP: 1- 2 Chairs

3-5 Sponsorship members

SELECTION:

The Chair will be selected by the incoming Commissioner of Services in March. The Chair shall be selected according to Part 17 of the ASUS Constitution.

RESPONSIBILITIES:

Chair

1. To assist the Marketing Commissioner in preparing the society's Marketing Plan.

2. To create and submit to the Marketing Commissioner a strategic plan for the team based on the commissioner's Marketing Plan.
3. To attend Marketing-wide meetings as required.
4. To work with any Marketing committees and Commissions as required for the purposes of achieving shared goals.
5. To meet with and report to the Marketing Commissioner on a regular basis.
6. To use the Sponsorship email to receive sponsorship requests, and assign a member to each request.
7. To ensure that all created materials follow the ASUS External Representation Policy.
8. To check all created materials for correctness and appropriateness.
9. To ensure all created materials are distributed to the requester before deadlines.
10. To meet with all Sponsorship Members on a regular basis.
11. To be responsible for all financial transactions of the committee.
12. To organize a sensitivity training session in September.
13. To hire Sponsorship Committee Members with the Marketing Commissioner in the spring.
14. To ensure that at least two sponsorship positions are hired in September and left available for first year students.
15. To prepare a year-end report for the Annual General Meeting.
16. To prepare a transition manual in March of the outgoing term for the incoming chair.

Sponsorship Members

1. To meet with the Chair on a regular basis.
2. To respond to messages from the Chair as quickly as possible.
3. To create Sponsorship products for those who request the services of the Sponsorship Committee as directed by the chair.
4. To communicate with the requester(s) as necessary in order to ensure the creation of a suitable product.
5. To complete all requests before the deadlines given by the Chair.

FUNDS:

Funds are allocated as a line item in the ASUS Operating Budget and are to be used-as necessary

PART G: AWARDS

SECTION G-1 MARK R. WILSON AWARD

The Mark R. Wilson Award shall be considered to be the highest tribute the Society may pay to an Arts and Science student for valuable and distinguished service to the University in non-athletic extra-curricular activities. Formerly the Arts and Science Undergraduate Award, the award renamed on February 4, 1999 to honour Mark R. Wilson, ArtSci '99 (Geography & Politics), who was tragically killed by a drunk driver in July of 1998. Mark Wilson was a remarkable student who contributed extensively to Queen's via his involvement in ASUS (as DSC Communications Coordinator, ASUS Representative to the AMS, and '99 Year Society Secretary), the Geography DSC, Queen's Model Parliament, Queen's Young PCs, and Queen's Christian Fellowship. Mark's contributions to the University community were outweighed only by his personal commitment to his friends and family.

The award may recognize exceptional service in a single area or project or contributions over a wide range of activities. Any student at the University may submit a nomination. Each recipient of an award shall be presented with a plaque. The ASUS awards shall be presented annually, as per Section 11.01 of the Constitution.

SELECTION COMMITTEE

1. The selection Committee will be composed of the following:
 - i) Four (4) members of ASUS Assembly
 - ii) The Honourary President of ASUS
 - iii) One member of ASUS Council (Chair)
2. The Committee shall be appointed by ASUS Assembly before January 15.
3. If any member of the Selection Committee is nominated for an award, the executive shall replace them with a new appointment.

DUTIES OF THE CHAIR

1. To inform the campus at large that any member of the Queen's community may nominate any member of ASUS for an award through campus organizations as early as possible in the winter term.
2. To convene and chair all meetings of the Selection Committee.
3. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
4. To notify the campus through the Journal of the decision of the Selection Committee.

SELECTION PROCEDURE

1. The Chair shall be a non-voting member and all other members shall have one vote each.
2. All nominations should be received by the Chair by the appointed deadline set by the committee.
3. At their first meeting the Selection Committee shall examine the nominations received and members may make additional nominations.
4. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee.
5. The number of awards given in a year shall be decided by the Selection Committee, but the number may be limited so as not to jeopardize the distinction of the award. The award shall not be awarded simply because a person holds or has held a certain position or office on campus.
6. The Committee shall reach its final decision before the Society's Annual General Meeting.
7. The voting procedure shall consist of two rounds:
 - i) To eliminate candidates.

- ii) To choose award winners.

A negative vote of one-third (rounding up) by voting members shall eliminate a nominee from further consideration. In the case where a voting member wishes to appeal the elimination of a nominee during round one, an appeal procedure shall be instituted at the discretion of the Chair, in consultation with the committee. In the second round, if a nominee receives a positive vote of two thirds (rounding down) by voting members, the nominee shall win the ASUS award.

PRESENTATION

1. The presentation of the awards is to be made at the Society's Annual General Meeting.
2. The cost of the awards shall be allocated from the budget of the retiring executive.
3. The names of the recipients shall be inscribed on a plaque to be hung in the ASUS office.

SECTION G-2 W.J. BARNES TEACHING EXCELLENCE AWARD

The W.J. Barnes Teaching Excellence Award of the Arts and Science Undergraduate Society shall be considered the highest tribute the Society can pay to an individual for teaching excellence. The award shall be presented to deserving members of the Faculty of Arts and Science who have made a significant contribution to teaching. Each recipient of an award shall be presented with a plaque at the Society Annual General Meeting, and every effort should be made to widely recognize the achievements of the winners and all nominees.

SELECTION COMMITTEE

1. The selection committee will be composed of the following:
The Deputy Academics Commissioner (Chair)
Volunteers as deemed necessary and hired by the chair
- Each member, if at all possible, will be from a different academic concentration.
2. The committee shall be appointed by Assembly at its first Fall meeting.

DUTIES OF THE CHAIR

1. To inform campus at large early each term, through The Journal and other media , that any member of the Queen's community may nominate any instructor of the Arts and Science Faculty for the award.
2. To convene and chair all meetings of the Selection Committee.
3. To report to the executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.
4. To notify the campus through The Journal and/or Queen's Gazette of the decision of the Selection Committee.

SELECTION PROCEDURE

1. The Chair shall be a non-voting member and all other members shall have one vote each.
2. Nominations will be accepted in both terms. All nominations should be received by the Chair by the sixth week of classes in each term.
3. At their first meeting the Selection Committee shall examine the nominations received and members may make additional nominations.
4. Each committee member shall be responsible for investigating the qualifications of a certain number of nominees, as allocated by the committee, following the first meeting of the committee.
5. In reaching a decision, the nominee, class DSC reps, students from the class and previous DSC evaluations should be consulted. The evaluation procedure shall be standard across nominees and shall include an evaluation form distributed in the relevant class.
6. The number of awards given in a year shall be decided by the Selection Committee, but the number shall be limited so as not to jeopardize the distinction of the award. Nominations from both terms will be considered in a single round in the winter term.
7. The Committee shall reach its final decision before the Society's Annual General Meeting.
8. The voting procedure shall be a majority count.

PRESENTATION

1. The presentation of the awards is to be made at the Society's Annual General Meeting.
2. The cost of the awards shall be allocated from the budget of the retiring executive.
3. The names of the recipients shall be inscribed in a plaque to be hung in the ASUS Office.

SECTION G-3 ASUS SCHOLARSHIPS

The ASUS Scholarship shall be considered the highest tribute the Society can pay to an individual for academic achievement and extra-curricular involvement. The Scholarship will be awarded annually to up to three, full-time, graduating undergraduate students.

SELECTION COMMITTEE:

1. ASUS Assembly shall strike the Scholarship selection committee in January or February of each academic year.
2. The selection committee will be composed of the following:
 - i) the Society Honourary President
 - ii) four (4) members of Assembly who represent 3 discipline areas as outlined in the calendar and in this policy.
 - iii) one ASUS Council member (chair)

RESPONSIBILITIES OF THE COMMITTEE:

The selection committee shall:

1. Ensure adequate publicity of the available scholarships.
2. Encourage the submission of applications by qualified students, accompanied by an Official Academic Transcript.
3. Grant and conduct interviews of eligible candidates.
4. Submit the names of 3 scholarship nominees to the Arts and Science Awards Committee.
5. Inform the Student Awards Office of the scholarship nominees, and ensure that the appropriate funds are transferred to the Scholarship account.
6. Ensure that the names of the successful scholarship recipients are sent to the General Manager for the purpose of updating the awards plaques.
7. Notify the planning committee for the Annual Arts and Science Awards Reception of the delegates designated by ASUS to formally present the award.

SELECTION:

1. The scholarship will be awarded to one student in each of the following areas:
 - I. Humanities:* Fine Arts, Classics, Drama, English, Film Studies, History, Languages, Music, Philosophy, Religion, Art History.
 - II Social Sciences:* Economics, Geography, Physical and Health Education, Politics, Psychology, Sociology, Women's Studies
 - III. Natural and Physical Sciences:* Biochemistry, Biology, Chemistry, Computing and Information, Geology, Life Sciences, Mathematics and Statistics, Physics
2. Students completing a medial concentration spanning two separate areas shall indicate on their application under which area they would like to be considered.
3. Students will complete an application form (see attached) that will be due by the end of the first week of March.
4. If no suitable application is received, the scholarship for that area of study shall be withheld.
5. Names of scholarship nominees will be sent to the Arts and Science Awards Committee who will then pass the names to the Faculty Board in order to ensure that nominees possess the required academic standing for the ASUS Scholarship.

PRESENTATION:

1. The decision will be made public in the appropriate campus media.
2. The successful scholarship recipients will be notified by the Arts and Science Awards Office prior to Spring Convocation. Scholarship recipients will be invited to attend the Annual Awards Reception hosted by the Faculty of Arts and Science. ASUS will send delegates to formally present the award on this occasion.
3. Student Awards shall ensure that a record of the Scholarship appears on the recipient's academic record.

FUNDS:

The funds for the scholarships are generated in part by an account in the care of the Student Awards office (approximately \$1,200.00 per year). Remaining funds are provided for as a line item in the ASUS operating budget.

SECTION G-4

ASUS ACHIEVEMENT AWARDS

SECTION G-4 ASUS ACHIEVEMENT AWARDS

The ASUS Achievement Crest was created to award those individuals who have made a substantial contribution to the Arts and Science Undergraduate Society over their years at Queen's. One has to accumulate 10 points in order to be eligible for the crest. The crest will be awarded at the Annual General Meeting in March. The crest is awarded on a basis of points; the point breakdown is as follows:

7	ASUS Executive
5	ASUS Council
4	Camps Executive Director
4	Head Gael/Orientation Chairs
4	Deputies/Services Directors
3	Year Society Executive
3	Chief Advisor to the Executive
3	Arts and Science Formal Convenor
3	Committee Chairs
2	Academic Representatives
2	DSC Chairs
2	Orientation Coordinators (OC's)
2	Assembly Speaker/CEO of Elections
2	ASUS Representatives to the AMS
2	ASUS Senators
2	PHEKSA Representative to Assembly
2	CESA Representative to Assembly
2	COMPSA Representative to Assembly
1	Camps Instructors
1	Year Society Council Member
1	DSC Representative for 1 full year course or 2 half year courses
1	Gael/Coach/Teach/Tech/Landlords (FYNIRS)
1	Subcommittee Chair (any Assembly committee) and Review Committee members
1	Member (not Chair) of 3 or more Assembly sub-committees
1	Deputy Speaker
1	Member at Large for Faculty Board Subcommittees
1	Committee Members
1	Interns

SECTION G-5**ASUS DISTINGUISHED ACHIEVEMENT AWARD****AIM:**

To recognize exemplary work within the Society, above and beyond that recognized by the ASUS Achievement Award.

The Distinguished Achievement Award will be granted to those individuals who have accumulated five (5) additional points to the requirements of the Achievement Award, based on the points breakdown set out in Section G-4 of the ASUS Policy Manual. The presentation will be made at the Society's Annual General Meeting. A former recipient of the Achievement Award is eligible for the Distinguished Achievement Award as well.

SECTION G-6 ASUS GRANTS POLICY

THE CRITERIA

It is responsibility of the Grants committee to report to ASUS Assembly the allocation of the Grants Funds at the first Assembly after they have been allocated. It is the responsibility of the group that the funds have been allocated to then to report to ASUS Assembly a comprehensive account of the how the money was spent, the first Assembly after it has been spent.

- i) The group shall show its commitment to fundraising by pursuing other sources of money and methods of raising funds.
- ii) The group shall present a budget, to show its degree of financial need.
- iii) The group shall indicate how its activities benefit the students of Arts and Science Undergraduate Society.

THE COMMITTEE

The ASUS Grants Committee shall be chaired by the Vice-President of the Society, and consist of four (4) members of Assembly, to be selected at the first assembly meeting after the fall by-election. The chair's responsibilities shall include but are not limited to the following: arranging committee meeting times, preparing agendas for the meetings, recording minutes during the meetings and distributing minutes from the meeting.

THE GRANTING PROCEDURE

1. The group shall fill out a standardized application form.
2. The groups shall make available a representative to speak to the Committee and to Assembly if the Committee decides to forward the request to Assembly.
3. If the request is approved, the Vice-President shall send the group a cheque.
4. Within a specified time period, after the use of the allocated funds, the groups shall present to the committee a comprehensive account of how the money was spent.
5. Any use of the money except as specified by the grant applications shall result in a reimbursement of the full amount to ASUS.
6. Gifts and Grants shall be distributed by-annually; each rendering will give out up to but not more than half of the budgeted funds unless all of the funds for the Fall Term have not been allocated, at which point they will be transferred to the Grants Budget for the Second Term.

SECTION G-7 ASUS STUDENT INITIATIVE FUND

THE CRITERIA

Each year there shall be established in the ASUS operating budget a line item for the ASUS Student Initiative Fund. The money shall be distributed to selected applicants by the Student Initiative Fund Committee according to the following criteria:

- i) The individual shall show their commitment to fundraising by pursuing other sources of money and methods of raising funds.
- ii) The individual shall present a budget, to show their degree of financial need.
- iii) The individual shall indicate how their activities shall have an affect on their education and/or university experience.

THE COMMITTEE

The ASUS Student Initiative Fund Committee shall consist of the Vice-President of the Society, who will chair the committee, and four (4) members of Assembly, to be selected at the first assembly meeting after the fall bi-election.

THE CHAIR

The chair's responsibilities shall include, but are not limited to the following:

- i) Arranging meeting times.
- ii) Distributing minutes from the meetings
- iii) Preparing and distributing an agenda for the meetings
- iv) Arranging all advertising for the Fund.

THE GRANTING PROCEDURE

1. The individual shall fill out a standardized application form.
2. The individual shall make them self available to speak to the Committee and to Assembly if the Committee decides to forward the request to Assembly.
3. If the request is approved, the Vice-President shall send the individual a cheque.
4. It is the responsibility of the Committee to report to ASUS Assembly the allocation of the Fund the first assembly after they have been allocated.
5. Within a specified time period, after the use of the allocated funds, the individual shall present to ASUS Assembly a comprehensive account of how the money was spent.
6. Any use of the money except as specified by the application shall result in a reimbursement of the full amount to ASUS.

Gifts and Grants shall be distributed bi-annually, each rendering will give out up to but not more than half of the budgeted funds, unless all of the funds for the fall term have not been allocated, at which point they will be transferred to the student initiative budget for the second term.

SECTION G-8**ASUS VOLUNTEER OF THE YEAR AWARD****AIM**

The ASUS Volunteer of the Year Award shall be awarded annually to the individual who demonstrates exceptional enthusiasm, personal development, and dedication to the Arts and Science Undergraduate Society and its mandate in his/her capacity as a volunteer.

SELECTION PROCEDURE

The ASUS Volunteer of the Year shall be selected by the ASUS Council at the last Council meeting before the Annual ASUS Volunteer Appreciation Dinner. Any member of Council may put forth names for consideration. The decision shall be made by vote.

PRESENTATION OF THE AWARD

The ASUS Volunteer of the Year Award shall be presented at the annual ASUS Volunteer Appreciation Dinner. The recipient of the award shall receive a small plaque. The award recipient's name shall be engraved on a larger plaque to be displayed publicly in the ASUS Offices.

SECTION G-9

ASUS SPECIAL PROJECT FUND

THE CRITERIA

Each year there shall be established in the ASUS operating budget a line item for the ASUS Special Project Fund. The money shall be distributed to selected internal applicants by the Special Project Fund Committee according to the following criteria:

- iv) The ASUS Committee shall show their commitment to fundraising by pursuing other sources of money and methods of raising funds.
- v) The ASUS Committee shall present a budget, to show their degree of financial need.
- vi) The ASUS Committee shall indicate the nature of the new initiative and how it will benefit the Society.

THE COMMITTEE

The ASUS Special Project Fund Committee shall consist of the Vice-President of the Society, who will chair the committee, and four (4) members of Assembly.

THE CHAIR

The chair's responsibilities shall include, but are not limited to the following:

- v) Arranging meeting times.
- vi) Distributing minutes from the meetings
- vii) Preparing and distributing an agenda for the meetings
- viii) Arranging all advertising for the Fund.

THE GRANTING PROCEDURE

7. The ASUS Committee shall fill out a standardized application form.
8. The ASUS Committee shall make themselves available to speak to the Committee and to Assembly if the Committee decides to forward the request to Assembly.
9. If the request is approved, the Vice-President shall make available those funds to the ASUS Committee.
10. It is the responsibility of the Committee to report to ASUS Assembly the allocation of the Fund the first assembly after they have been allocated.
11. Within a specified time period, after the use of the allocated funds, the ASUS Committee shall present to ASUS Assembly a comprehensive account of how the money was spent.
12. Any use of the money except as specified by the application shall result in a reimbursement of the full amount to ASUS.

The Special Project Fund shall be distributed bi-annually, each rendering will give out up to but not more than half of the budgeted funds, unless all of the funds for the fall term have not been allocated, at which point they will be transferred to the special project fund budget for the second term.

PART H: POLICY ON RULES OF ORDER AND PROCEDURE

SECTION H-1 RULES OF ORDER AND PROCEDURE

Part I: Assembly Procedures

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3.0.0	Approval of the Minutes
4.0.0	Speaker's Business
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1.0.0 DEFINITIONS AND DISTINCTIONS

For the purposes of this manual, the following definitions and distinctions are required:

Definitions

- 1.0.1 **ASUS:** The Arts and Science Undergraduate Society
- 1.0.2 **Assembly:** The Arts and Science Undergraduate Society Assembly.
- 1.0.3 **Mover:** the member who is proposing the motion (as named on the motion paper).

Distinctions

- 1.0.4
 - i. **Speaker:** the chair of the meeting.
 - ii. **speaker:** That member currently possessing the right to address Assembly.
- 1.0.5
 - i. **Assembly Member:** any member of ASUS Assembly, including voting and non-voting members. An individual may not simultaneously be a voting and non-voting (e.g. Commissioner) member of Assembly.
 - ii. **Member at Large:** any member of The Arts and Science Undergraduate Society.
 - iii. **Member:** either of the above
 - iv. **Voting Member:** any Assembly Member constitutionally entitled to vote on behalf of ASUS.
- 1.0.6
 - i. **Speaker's Decision:** a decision made by the Speaker from the guidelines included in this manual.
 - ii. **Speaker's Ruling:** a decision made by the Speaker on an issue not sufficiently dealt within this manual.

2.0.0 APPROVAL OF THE AGENDA

This item of business is an opportunity to establish the order in which further items shall be addressed. The motion shall proceed in the following manner:

- 2.0.1 Approval of the Agenda will constitute the first motion of each Assembly meeting (unamendable).
- 2.0.2 The Speaker will propose the motion as it appears on the Motion Sheet.
- 2.0.3 The mover (either the Internal Affairs Commissioner, or the Speaker in his/her absence) shall then address the motion outlining, if any, modifications to the present agenda.
- 2.0.4 At the conclusion of the proposed changes by the Internal Affairs Commissioner (or Speaker), the Speaker then recognizes the next Voting Member on the list of those wishing to propose a change, and the process repeats itself accordingly.
- 2.0.5 At the conclusion of the Speaker's list of those wishing to change the agenda, the Speaker then calls for further changes three (3) times.
- 2.0.6 Seeing none, the right of summation returns to the Internal Affairs Commissioner (or Speaker), who outlines the agenda as amended by the passed changes.

- 2.0.7 At the completion of this summation, the Speaker will then accept motions from the Assembly to 'stamp' motions in the Agenda. To stamp a motion means that that motion will be automatically passed upon Approval of the Agenda. A motion to stamp requires no seconder and is non-debatable. Once a motion to stamp has been made, the Speaker will ask Assembly if there are any objections to the stamp. If one or more Assembly members objects to a motion being stamped, the motion is automatically defeated and the said motion will appear, as normal, on the Agenda for reception and approval. If there are no objections to the stamp, the said motion/s will be considered automatically approved upon Approval of the Agenda and will require no further attention during the meeting.
- 2.0.8 A majority vote shall determine the passage of the agenda.
- 2.0.9 If the agenda is not passed, the right of motion returns to the Internal Affairs Commissioner, and the process is repeated accordingly.
- 2.1.0 Once passed by Assembly, the proposed agenda then becomes the official agenda of the so-dated meeting, capable of further change only by motion to re-open the agenda (see section 15.0.0).

3.0.0 APPROVAL OF THE MINUTES

Approval of the Minutes provides all members with the opportunity to alter the written record of the previous meeting. The motion shall proceed in the following manner:

- 3.0.1 This item of business constitutes the second item of business each meeting (unamendable).
- 3.0.2 The Speaker will propose the motion as it appears on the Motion Sheet.
- 3.0.3 The mover (either the Internal Affairs Commissioner, or the Speaker in his/her absence) shall then address the motion outlining, if any, modifications to the previous meeting's minutes being proposed by the Executive.
- 3.0.4 Following each proposed modification, the Speaker shall then ask if there is unanimous consent to approve the change.
- 3.0.5 If no protest is registered by a member, the proposed change then becomes part of the minutes to be approved.
- 3.0.6 If a protest is registered by a member, the proposed modification then becomes an item for formal debate (see Section 22.0.0).
- 3.0.7 Concluding debate, the Speaker shall ask if Assembly is in favour of the honourable member's proposed change to the minutes of the previous meeting.
- 3.0.8 A vote is then held in which a majority shall determine if the modification is included in the minutes to be approved.
- 3.0.9 If the outcome of the vote denies the proposed change to the minutes it is disallowed, the member may then proceed to propose further changes he/she sees fit. The process for approving any proposed modification then repeats itself accordingly.
- 3.1.0 At the conclusion of the proposed changes by the Internal Affairs Commissioner (or Speaker) the Speaker then recognizes the next member on the list of those wishing to propose a change, and the process repeats itself accordingly.

- 3.1.1 At the conclusion of the Speaker's list of those wishing to make a change to the agenda, the Speaker then calls for further changes three (3) times.
- 3.1.2 The right of summation then returns to the Internal Affairs Commissioner, who outlines the minutes as amended by the passed changes.
- 3.1.3 At the completion of this summation, the Speaker then puts the question to approve the minutes as modified.
- 3.1.4 A majority vote shall determine the passage of the minutes.
- 3.1.5 If the minutes are not passed, the right of motion returns to the Internal Affairs Commissioner, and the process is repeated accordingly.
- 3.1.6 Having been passed by Assembly, the minutes then become the official ASUS record of the so-dated meeting.
- 3.1.7 Members may propose changes to the words of members, only in the presence of those members.
- 3.1.8 Members are free to propose as many changes as they see fit.
- 3.1.9 The member proposing the change to the minutes shall have a maximum of ten (10) minutes to do so (excluding debate).

4.0.0 SPEAKER'S BUSINESS

This item of business allows the Speaker the opportunity to address Assembly. The procedure governing the Speaker's Business is as follows:

- 4.0.1 This item of business is open to the discretion of the Speaker.
- 4.0.2 A limit of forty (40) minutes may be taken for Speaker's business.

5.0.0 GUEST SPEAKER

This order of business provides the opportunity for members to be addressed by those with a presentation specifically pertaining to the interests of the Arts and Science Undergraduate Society. The procedure governing Guest Speakers is as follows:

- 5.0.1 Any invitation to speak at ASUS Assembly must be approved unanimously by the President of ASUS and the Internal Affairs Commissioner prior to the Assembly meeting at which the guest has been invited to speak.
- 5.0.2 It is the Speaker's responsibility to both welcome and thank the Guest on behalf of both Assembly members and the Queen's University Arts and Science Undergraduate Society.
- 5.0.3 The Guest Speaker is allotted approximately fifteen (15) minutes to make a presentation.
- 5.0.4 The floor is then opened to an informal question and answer session.

- 5.0.5 Assembly members may ask one (1) question in turn (to be answered by the Guest) until it has been established by the Speaker that all Assembly members who desire to ask a question have done so.
- 5.0.6 Having so established, Assembly members may ask any number of questions, only immediately following one another if no others indicate they wish to ask a question.

6.0.0 EXECUTIVE'S REPORT

This item of business allows the ASUS executive to address Assembly.

The President's Report

- 6.0.1 The content of the President's Report is open to the discretion of the President.
- 6.0.2 A maximum time of forty (40) minutes may be taken for the President's Report.

The Vice-President's Report

- 6.0.3 The content of the Vice-President's report is open to the discretion of the Vice-President.
- 6.0.4 A maximum time of forty (40) minutes may be taken for the Vice-President's Report.

7.0.0 COMMISSIONERS' REPORTS

This item of business allows the ASUS Commissioners to address Assembly.

- 7.0.1 The content of each Commissioner's report is open to the Commissioners discretion.
- 7.0.2 A time limit of twenty (20) minutes applies to each Commissioner's report.

8.0.0 SOCIETY REPORTS

This item of business allows various ASUS Societies to address Assembly.

- 8.0.1 The Speaker shall invite any officer of the appropriate society to address Assembly in the form of a report or presentation.
- 8.0.2 The content of each society report is open to its officer's discretion.
- 8.0.3 A time limit of twenty (20) minutes applies to each Society's report.
- 8.0.4 The "Year Society" reports shall be presented in descending order beginning with the graduating year.
- 8.0.5 All other reports scheduled on the Agenda shall be limited to twenty (20) minutes.

9.0.0 STATEMENTS BY MEMBERS

This item of business allows any Assembly Member to make remarks on a subject of their choice.

- 9.0.1 The Speaker shall open a list for Assembly Members wishing to make a statement.
- 9.0.2 Each member of Assembly is allowed a statement of one (1) minute in length.
- 9.0.3 Each member may make only one (1) statement.
- 9.0.4 At the conclusion of the Speaker's list, the Speaker shall ask three (3) times for further speakers.
- 9.0.5 Seeing none, Statements by Members is terminated.

10.0.0 QUESTION PERIOD

This item of business allows members to ask a question(s) of any other member. Question Period shall proceed in the following manner:

- 10.0.1 The Speaker shall invite members to indicate that they desire to ask a question. The Speaker will compile a list of such members.
- 10.0.2 Having been recognized by the Speaker, each Assembly Member, shall, in turn ask one (1) question, and a supplementary, if desired.
- 10.0.3 This question will be immediately answered by the Assembly member to which it was addressed.
- 10.0.4 The designated member may defer answering to another member of Assembly of their choosing. If, however, this member is unwilling to provide a response, the Assembly member originally asked must provide an answer to the question originally asked.
- 10.0.5 Having posed a question, members may pose a supplementary question of a related nature (to be determined by the Speaker) or re-direct/re-word the original question.
- 10.0.6 Having completed their question (and supplementary, if taken), the next member on the Speaker's list will be recognized to pose his/her question.
- 10.0.7 Once everyone who wishes to speak has spoken, the Speaker may start the list again, provided that it remains within the time limit specified in 10.1.5.
- 10.0.8 At the completion of the Speaker's list, the Speaker will ask three (3) times if there are further questions from those who have yet to ask a question.
- 10.0.9 The Speaker reserves the rights to disallow and to limit the preamble of any question.
- 10.1.0 If the Speaker determines the member's preamble to be excessive, the members shall be asked "to put the question". If the member does not put the question, they will receive one (1) further warning, after which the member will be ruled out of order, and their speaking turn terminated.
- 10.1.1 A member may only pose a specific question once per Assembly meeting.
- 10.1.2 Members at large are not obligated to answer any question(s), unless they so consent. The member at large reserves the right to withhold consent until the question has been put.
- 10.1.3 Assembly Members must provide an answer if asked a question during Question Period.
- 10.1.4 Answers to questions are limited to ten (10) minutes.

- 10.1.5 Question Period has a time limit of thirty (30) minutes notwithstanding a seconded, non-debatable motion to extend the period. This second motion must be approved by a majority.

11.0.0 OLD BUSINESS

This item of business allows Assembly to deal with business from previous meetings which Assembly Members feel must be addressed at the present time. Question Period shall proceed in the following manner:

- 11.0.1 Assembly will first address all issues itemized Old Business as they appear on the Agenda and Motion paper.
- 11.0.2 All Old Business shall be dealt with in the order appearing on the Agenda, and in an appropriate manner ie. formal debate if a motion, discussion of a topic tabled pending further events etc...
- 11.0.3 Concluding all Old Business on the Agenda, the Speaker will call three (3) times for further items of Old Business to be risen by Assembly Members.
- 11.0.4 If any arise, they shall be dealt with in a manner consistent with their nature, and Assembly shall proceed identical to above.
- 11.0.5 Seeing none, Old Business is terminated.

12.0.0 NEW BUSINESS

This item of business allows Assembly to consider new issues and in the form of motions, the rules of debate govern the conducting of new business and the subsequent consideration of all motions.

- 12.0.1 The conducting of New Business is governed by the rules of Debate. (see Section 22.0.0)

13.0.0 DISCUSSION PERIOD

This item of business allows all members to discuss issues in a format less rigid than that of debate. Discussion Period shall proceed in the following manner:

- 13.0.1 The Speaker shall invite members at large to indicate topics they wish discussed. The Speaker will compile a list of such topics. Each member may only suggest one topic at a time. The topics shall be discussed in the order in which they are raised.
- 13.0.2 The Speaker shall then invite the member proposing the topic to make a preliminary statement not exceeding five (5) minutes.
- 13.0.3 The Speaker shall keep a Speaker's list. Individuals may only speak once until all those wishing to speak have had a chance, then the list will begin again.
- 13.0.4 When no further members attempt to be recognized to speak, the Speaker shall call three (3) times for further comments upon the topic currently under discussion.
- 13.0.5 Seeing none, the next topic shall be addressed in a manner identical to the above.

- 13.0.6 At the completion of all topics, the Speaker shall call three (3) times for further topics. If any arise, they shall be addressed in the above manner. Seeing none, discussion period is terminated.
- 13.0.7 All member must obtain the recognition of the Speaker before making their remarks.
- 13.0.8 Discussion Period has a time limit of thirty (30) minutes notwithstanding a seconded, non-debatable motion of extension approved by a majority.
- 13.0.9 Members are allowed a maximum of five (5) minutes per speaking turn during Discussion Period.

14.0.0 SPEAKER'S LAST WORD

This item of business allows the Speaker to draw the meeting to a close.

- 14.0.1 This item of business is open to the discretion of the Speaker.
- 14.0.2 There is no time limit upon the Speaker's last word.
- 14.0.3 Having made closing remarks, the Speaker shall invite a seconded, non-debatable motion to adjourn, requiring a majority vote.

15.0.0 RE-OPENING THE AGENDA

- 15.0.1 The adopted agenda may be modified at any time.
- 15.0.2 To re-open the agenda, a seconded, debatable motion must pass with a majority.
- 15.0.3 The subsequent change must be approved by a two-thirds (2/3) majority to be included on the agenda.
- 15.0.4 Any amount of amendments may be made each time the agenda is re-opened, provided that they each have a two-third (2/3) majority.

16.0.0 COMMITTEE OF THE WHOLE

Committee of the Whole is a forum in which Assembly takes the form of a committee.

- 16.0.1 A non-debatable, seconded motion requiring majority approval is made to enter into Committee of the Whole.
- 16.0.2 A non-debatable, seconded motion requiring majority approval is made to remove the Speaker from the chair.
- 16.0.3 If passed, the deputy-Speaker (who by obligation of the office is Chair of the Whole House) assumes the chair. If not, the Speaker retains the Chair.
- 16.0.4 At any time during Committee of the Whole, a motion may be made to resume the sitting of Assembly.
- 16.0.5 When passed, a motion is made to replace the Speaker.

- 16.0.6 The Speaker then resumes the Assembly's debate upon the motion being considered.
- 16.0.7 There is no limit to the number of times member's may speak, nor is there a maintained order after all who desire have spoken once.
- 16.0.8 All members must gain recognition from the Speaker to make their remarks.
- 16.0.9 Committee of the Whole is open to participation by all members.
- 16.1.0 Putting the question is not allowed in Committee of the Whole.

17.0.0 AMENDMENTS

In the course of debate, any member may propose that the motion be modified via the addition of an amendment, provided that they have speaking rights.

- 17.0.1 The speaker will introduce the proposed, seconded amendment.
- 17.0.2 The Speaker shall ask if the motion's mover considers the amendment "friendly". If so, debate continues upon the motion as amended.
- 17.0.3 If the amendment is not agreed to by the motion's mover, it is considered "hostile".
- 17.0.4 In this case, debate on the motion is paused, and the amendment is then considered according to the rules of debate.
- 17.0.5 Concluding debate and the mover's summation, the Speaker shall then move the amendment as submitted to the Speaker in writing.
- 17.0.6 The amendment shall then be voted upon, requiring a majority vote.
- 17.0.7 If passed, the amendment becomes a part of the main motion, an debate on the main motion is resumed with speaking rights returned to the original speaker who is allowed to use the remainder of their time to further debate the motion.
- 17.0.8 If not, the amendment is dropped from consideration, and debate on the main motion is resumed with speaking rights returned to the original speaker who is allowed to use the remainder of their time to further debate the motion.
- 17.0.9 There is no limit to the number of amendments proposed per motion.
- 17.1.0 No amendment may significantly alter the principle embodied in the main motion.
 - 17.1.1 Sub-amendments (an amendment to an amendment) shall be conducted in a manner consistent with an amendment. (see Section 17.0.0)
 - 17.1.2 A limit of one (1) sub-amendment per amendment shall be entertained.
 - 17.1.3 No identical amendment nor sub-amendment may be moved more than once.

18.0.0 OMNIBUS

Omnibus is used to pass a number of motion in one. It requires first Assembly's approval to pass the motions in omnibus, then a motion to actually pass the motions all together.

- 18.0.1 A separate debatable motion requiring a majority vote must be moved to gain Assembly's consent to move the motions in omnibus.
- 18.0.2 If the motion to move the motions in omnibus is not passed, regular debate is resumed.
- 18.0.3 If the motion to move the motions in omnibus is passed, a seconded, debatable motion must then be passed by a majority to actually pass the specified motions together.

19.0.0 PUTTING THE QUESTION

Putting the question is used to bring debate to a close.

- 19.0.1 This motion may be moved once during the course of the current member's speaking rights.
- 19.0.2 A speaker cannot be interrupted to introduce this non-debatable motion which requires a two-thirds majority approval.
- 19.0.3 No member will be recognized from the time the Speaker begins to read the question until after the vote has been recorded.
- 19.0.4 Section 19.0.3 applies regardless of whether the question has been put prematurely (by a member), or customarily (at the conclusion of a mover's summation).

20.0.0 FUNCTIONING OF ASSEMBLY AND QUORUM

- 20.0.1 In order to function, Assembly must attain a quorum attendance of a least half the total voting members plus one.
- 20.0.2 A lack of quorum shall result in the Speaker's adjourning the meeting, and all unfinished business shall be deferred to the next regularly scheduled Assembly meeting under the order of Old Business.
- 20.0.3 ASUS Assembly shall not proceed past 12:00 midnight. A non-debatable, seconded motion requiring a two-thirds (2/3) majority vote is required to extend Assembly past this allotted hour. If passed, it must be renewed every hour thereafter, by a two-thirds (2/3) majority vote.
- 20.0.4 If leaving the table during an Assembly meeting, the departing member must rise before Assembly on a Point of Privilege. This requires neither explanation, debate, nor vote.
- 20.0.5 To recess an Assembly meeting requires a seconded, debatable motion approved by a majority.
- 20.0.6 Adjournment of an Assembly meeting requires a seconded, non-debatable motion approved by a majority vote.

21.0.0 PROXIES

21.0.1 In the event of a member being absent from Assembly, that member may select a member at large from ASUS to represent them at Assembly.

21.0.2 A proxy has all the rights and privileges of the Assembly Member for which they are representing notwithstanding that a proxy may not attend closed session nor does a proxy count towards to establishment of quorum.

22.0.0 PROTOCOL

22.0.1 All members wishing to be recognized by Assembly through the Speaker, must raise their hand.

22.0.2 All members must stand when addressing Assembly.

22.0.3 All members must address one another by his/her title and surname.

22.0.4 All remarks shall be made through the chair, in the indirect form.

22.0.5 All members' comments shall be concise and attempt to add new information or opinion to the topic at hand.

22.0.6 All questions addressed to Assembly Members and Guests should be brief, meaningful, and relevant.

22.0.6 All members must be present at the Assembly table in order to have their vote counted.

22.0.7 All Assembly Members shall conform to the requirements of a business casual dress code during Assembly meetings.

22.0.8 No Assembly Member shall wear headgear, other than for religious purposes, while at an Assembly Meeting. Furthermore, members wishing to speak before Assembly must remove any headgear, unless it is worn for religious purposes, before addressing Assembly.

22.0.9 All Assembly Members shall turn off their cell-phones and other electronic devices (such as MP3 players or pagers) before the commencement of the meeting.

22.0.10 All Assembly Members, with the exception of the Assembly Scribe, shall be prohibited from using the internet on their laptop during the Assembly meeting.

22.0.11 All Assembly Members shall arrive before the scheduled beginning of the Assembly meeting.

22.0.12 All Assembly Members shall limit their note passing during Assembly meetings to only those messages which are necessary and pertinent to the discussion at hand.

22.0.13 At the commencement of every Assembly Meeting the Internal Affairs Commissioner shall provide a list of those Assembly Members who have contacted him or her in the past twenty-four (24) hours and provided a legitimate excuse for being absent or late for the present meeting. The Speaker shall read these names to the Assembly during Speaker's Business, but the reasons for the absence or lateness shall remain confidential.

22.0.14 Legitimate reasons for being absent or late for an Assembly meeting include academic conflict, illness, personal or family distress, or emergency situations.

22.0.15 The Internal Affairs Commissioner shall be responsible for ruling whether a reason for absence or lateness provided by an Assembly Member is legitimate.

23.0.0 POINTS

- 23.0.1 Point of Order: a point used to raise a strictly procedural matter.
- 23.0.2 The speaker may be interrupted to raise a Point of Order, and its raise then has priority over speaking rights.
- 23.0.3 Point of Information: a point used to bring an important and relevant fact to the debate, to correct a piece of misinformation offered in the course of debate, or to ask an immediate question vital to the nature of the debate.
- 23.0.4 The speaker may be interrupted to raise a Point of Information, and its raiser then has priority of speaking rights.
- 23.0.5 Point of Privilege: a point used to offer that the rights/character of a member of the Society have been affronted.
- 23.0.6 The speaker may be interrupted to raise a Point of Personal , and its raiser then has priority of speaking rights.
- 23.0.7 The Speaker reserves the right to rule out order any claimed point which he/she deems not applying to the above description.

24.0.0 DEBATE

The following are the rules pertaining to debate:

- 24.0.1 A general motion may only be moved between or at the summation of speaking rights, or in between items of business (unless otherwise specified in this manual).
- 24.0.2 The Speaker shall read the motion as seen on the Motion Sheet.
- 24.0.3 The Motion's mover is then given a maximum of twenty (20) minutes to delineate the motion.
- 24.0.4 The mover's seconder is then given a maximum of forty (40) minutes to address the motion.
- 24.0.5 The Speaker then opens the Speaker's List of those Assembly members wishing to address the motion.
- 24.0.6 At the conclusion of the Speaker's List, the Speaker shall call three (3) times for further members, who have yet to speak, to address the motion.
- 24.0.7 If so warranted, the Speaker's List shall continue until every member has addressed the motion once.
- 24.0.8 At this time, or seeing none, speaking rights shall return to the motion's mover who will have a maximum of twenty (20) minutes for summation and to answer the question he/she chooses which have arisen in the course of debate.
- 24.0.9 At the conclusion of the mover's twenty (20) minute summation, the Speaker shall then put the question by reading the motion in its entirety.

- 24.1.0 Having read the motion, the Speaker will then conduct the vote as follows: "All in favour of the motion?...Opposed?...Abstentions?"
- 24.1.1 The voting members of Assembly shall then vote upon the motion by raising a hand.
- 24.1.2 Votes shall be recorded by the scribe and the Speaker shall declare the motion either "carried" or "defeated".
- 24.1.3 In the event of a tie, the Speaker shall cast the deciding vote, in the negative.
(See ASUS Constitution, 5.04.04)
- 24.1.4 A member may only speak once on a given motion.
- 24.1.5 Any member may "pass his/her speaking rights" to another member at any time during his/her speaking turn, once per turn.
- 24.1.6 A member receiving "speaking rights" from another may neither subsequently pass them along, nor return them to the original member.
- 24.1.7 A member may speak for a maximum of forty (40) minutes on a given motion.
- 24.1.8 this time limit remains in effect during the passage of "speaking rights"; the receiving member has only the time remaining to the original holder.
- 24.1.9 Only points of order and privilege shall be entertained, once the speaker has begun to put the question.
- 24.2.0 No further notion shall be entertained, once the Speaker has begun to put the question.
- 24.2.1 These are the rules used in the debate of all substantive motions. Unless stated elsewhere in this manual, all motions are debatable, requiring both a seconder and majority vote to pass.

25.0.0 DISCIPLINE

General

- 25.0.1 At any time, the Speaker reserves the right to calm discussion with the words "Order, Order". Upon hearing these words, Assembly members speaking, must be silent.
- 25.0.2 If the Speaker stands, having previously called for "order", all must be silent.

Offensive Remarks

- 25.0.3 When a member's remarks are deemed inappropriate by the Speaker, that member shall be invited to withdraw the remark. Such incidences include the use of profanity, disrespect, personal insults, threats, sexist, racist, homophobic or otherwise hateful remarks.
- 25.0.4 If the offending member declines to retract the offensive remarks, the Speaker shall request a second time that the remarks be withdrawn.
- 25.0.5 Upon refusing a second time, the Speaker shall ask the member to retract their remarks a third and final time.

25.0.6 Upon refusing a third time, the Speaker then moves a debatable motion requiring a majority approval, that the offending member lose their speaking rights for the remainder of that Assembly.

25.0.7 The initiation of further action is the responsibility of members.

Disruptive Behaviour

25.0.8 When a member's behaviour is deemed inappropriate by the Speaker, that member shall be invited to cease the behaviour. Such behaviour includes incessant heckling, disrespectful gestures, refusal to recognize Assembly procedure, or behaviour which otherwise inhibits the conduction of Assembly business.

25.0.9 If the offending member declines to cease the offensive behaviour, the Speaker shall request a second time they do so.

25.1.0 Upon refusing a second time, the Speaker shall ask the member to end their behaviour a third and final time.

25.1.1 Upon refusing a third time, the Speaker then moves a debatable motion requiring a majority approval, that the offending member be expelled from the remainder of that Assembly meeting.

25.1.2 The initiation of further action is the responsibility of members.

Truancy of Assembly Members

25.2.1 All Assembly Members must attend every Assembly Meeting and be present before the meeting begins.

25.2.2 If an Assembly Member cannot attend or expects to be late to Assembly due to a legitimate reason, then they are required to inform the Internal Affairs Commissioner at least 24 hours before Assembly.

25.2.3 If an Assembly Member is absent or considerably late for two (2) meetings of Assembly, without prior notice given in accordance with Section 25.2.2, they shall receive a written warning from the Internal Affairs Commissioner.

25.2.4 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, 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.

25.2.5 The expulsion of an Assembly member shall require a two-thirds majority approval of Assembly.

25.2.6 The Executive and Commissioners shall be exempt from the punishment of expulsion as outlined in Section.4.

25.2.7 If an Executive member or Commissioner is absent or considerably late from three (3) or more Assembly meetings, without prior notice given in accordance with Section 25.2.2, the Speaker shall introduce a motion to suggest to the ASUS Review Committee that a portion of their honoraria be withheld to the discretion of the review committee. This motion requires a majority approval of Assembly.

26.0.0 CHALLENGING THE CHAIR

26.0.1 Any decision or ruling made by the Speaker may be overturned via a motion know as Challenging the Chair.

26.0.2 To overturn the Speaker's ruling, a seconded, debatable motion approved by a two-third (2/3)

majority vote is required.

- 26.0.3 Further complaints made against the Speaker's ruling or decision, or any other facet of Assembly, may be made to the ASUS Judicial Committee within one (1) week after the ruling is made.

27.0.0 PRECEDENTS

A precedent is the consensual resolution of an issue not sufficiently defined in this manual.

- 27.0.1 Any ruling made by the Speaker which is not challenged, or is unsuccessfully challenged, is an Assembly precedent.
- 27.0.2 Any precedent set must be recorded immediately in writing, and maintained by the Internal Affairs Commission for future ASUS Assemblies.
- 27.0.3 Not the Speaker, nor ASUS Assembly, nor any of its members are procedurally bound by the precedents.

28.0.0 RECESS

- 28.0.1 This motion is in order any time prior to the closure of debate.
- 28.0.2 The mover must briefly explain the reason for calling a recess and specify a time limit for the recess, not to exceed twenty minutes.
- 28.0.3 A non-debatable seconded motion requiring majority approval is made to enter into recess period.
- 28.0.4 Assembly members may call on the Speaker to act as an independent mediator during recess period.
- 28.0.5 Two minutes prior to the end of the recess, the Speaker shall ask Assembly members to begin returning to the table.
- 28.0.6 At the end of the specified time limit, debate shall continue at the point on the Speaker's list where it left off before recess.

29.0.0 COMMITTEES

- 29.0.1 Any motion to strike a committee must be placed on the Agenda, as set out in either H-1 2.0.0 or H-1 15.0.0. At minimum, the motion must outline the purpose and duration of the committee, as well as establish the number of members who will serve on it.
- 29.0.2 Debate of the motion will follow the standard pattern as set out in H-1 24.0.0.
- 29.0.3 If the preceding motion was successful, nominations of the committee members ensues. All candidates must be nominated and seconded by someone other than themselves.
- 29.0.4 If there are more candidates than available positions, Assembly will vote on the nominees. Each candidate is entitled to speak no more than one minute. Candidates will speak in reverse

- order of nomination. Following the speeches, members of Assembly can ask the nominees questions, in accordance with H-1 24.0.5.
- 29.0.5 The mover of the motion set out in 29.0.2 will then move that Assembly vote on the nominees. The vote will be a show of hands, unless any nominee or member of Assembly moves for a secret ballot. Nominees are allowed to vote on this matter by submitting a secret ballot even if the rest of Assembly is voting by a show of hands.
- 29.0.6 In the event that more than one member of Assembly is required to sit on a committee, Assembly members will be asked to vote for the number of positions the committee requires. The candidates with the greatest number of votes will be appointed to the committee.
- 29.0.7 In the event that a committee must be composed of Assembly members from various categories, the Speaker will open separate nomination lists for each category. A separate vote will occur per category.
- 29.0.8 When more than one position on a committee is being elected and there is a tie vote for the final position the Speaker shall conduct a run-off vote for that position.
- 29.0.9 When there is only one position being voted upon and there is a tie, or when the run-off vote results in a tie, Assembly shall vote again. If the result of this re-vote is also a tie then the Speaker shall determine the winner of the election by flipping a coin and allowing the coin to *land on the ground or on the table*. The first person nominated for the position shall call heads or tails while the coin is in the air. The winner shall be determined by the side of the coin facing up *when it lands*.
- 29.1.0 The committee, as a whole, must then be approved by Assembly through a simple majority vote in the absence of the successful nominees, following the procedure outlined in H-1 24.1.0

PART I: POLICY ON THE USE OF THE ASUS LOGO

I. GENERAL

It is essential, that all forms of advertising and other external documentation prominently bear the ASUS logo and the words “The Arts and Science Undergraduate Society” in order for students to associate ASUS with its various committees.

Note: In all instances of “The Arts and Science Undergraduate Society”, the phrase “Your Arts and Science Undergraduate Society” is an acceptable substitution.

Note: The phrase “represents ASUS” is in reference to any form of documentation produced through an ASUS Commission (i.e. by a member of executive, commissioner, year society, committee or service)

Note: The Graphics Design committee is responsible for updating the design of any of the standardized media mentioned herein. This media will be made available to any volunteer in the society through a member of ASUS Council.

II. POSTER AND NEWSPAPER ADVERTISING

All poster and newspaper advertising that represents ASUS must bear the ASUS logo and the phrase “The Arts and Science Undergraduate Society” together, in the form of a standardized design template. There are versions of the template available for every standard newspaper advertisement and poster size.

The design of the aforementioned template may be changed at the discretion of the Marketing Commissioner.

III. OTHER FORMS OF ADVERTISING

All other forms of advertising that represent ASUS (i.e. banners, business cards, pamphlets, etc.) must bear the ASUS logo and the words “The Arts and Science Undergraduate Society” in a visible and legible manner, preferably in the bottom right corner of the advertisement (where it is feasible to do so). The committee’s respective commissioner may make a decision in the event that it is infeasible to include the ASUS logo.

IV. CORRESPONDANCE

All letters leaving ASUS must be printed on ASUS letterhead and mailed in ASUS envelopes. All faxes leaving ASUS printed on ASUS letterhead and faxed using the ASUS coversheet.

V. CLOTHING

All clothing that represents ASUS must bear the ASUS logo. Each committee’s respective Commissioner may make a decision on logo placement. The words “The Arts & Science Undergraduate Society” may be used at the discretion of the respective committee.

Suggestions for logo placement on t-shirts include;

- a) On the back, just below the neck
- b) On the right sleeve
- c) On the left breast

SECTION J-1

ASUS ETHICAL PURCHASING POLICY

Guiding Principles

This section constitutes purchasing policy for the Vice-President of The Arts and Science Undergraduate Society and any individual who is charged with spending ASUS student dollars through all ASUS accounts (ASUS General, ASUS Jackets, Departmental Student Councils, and the Permanent Year Society).

The Arts and Science Undergraduate Society is committed to conducting business with suppliers that value and engage in fair and sustainable operating practices. ASUS is committed to ensuring that student dollars support only businesses and organizations that espouse these principles.

Minimum guidelines established by the International Labour Organization (ILO), the United Nations (UN) Universal Declaration of Human Rights and the UN convention of the Rights of the Child will serve as the guiding principles of this policy. Specifically, statutes relating to the following issues will guide this policy:

- Working Hours
- Overtime Compensation
- Forced Labor
- Health and Safety
- Nondiscrimination
- Harassment or Abuse
- Freedom of Association
- Child Labor

All contracts made with businesses and suppliers will include a specific statement of endorsement, including their obligation towards ensuring their suppliers and contractors abide by these principles.

The ASUS Executive will be charged with jointly enforcing this policy and evaluating potential and current businesses regarding their adherence to it.

Prohibitions

The Executive may deny any purchase using Society funds that they deem inappropriate, as per Section 2.03.01 iii and 2.03.02 iii of the Constitution.

The Society shall not purchase alcohol, tobacco, or other controlled and restricted substances.

The Society shall not partake in gambling using funds raised from students.

The Society shall not promote or fund events which are illegal, promote the violation of the Queen's Code of Conduct, or are of an unethical or immoral nature. The Executive reserve the right to cancel any event or refuse funding to events which they deem of an unethical or immoral nature, subject to appeal to the Judicial Committee.