

ARTS AND SCIENCE UNDERGRADUATE SOCIETY ASSEMBLY

DUC MENTEM AD LIBERTATEM

THE 2016-2017 ANNUAL GENERAL MEETING OF THE ARTS AND SCIENCE UNDERGRADUATE SOCIETY OF QUEEN'S UNIVERSITY

AGENDA

1. **Motion #1** – Approval of the Agenda of the 2016 ASUS Annual General Meeting
 - i. **Consent Agenda**
 - **Motion #2** – “That ASUS Assembly formally approve the changes to section 2.05.05 of the ASUS Constitution as seen in Appendix A: CRO Honoraria”
 - **Motion #3** – “That ASUS Assembly formally approve the changes to section 10 of the ASUS Constitution as Appendix B: AGM Policy”
2. Speaker’s Business
 - i. Class of 2017 Permanent Year Society Elections
3. Guest Speaker
4. Year-End Reports
 - i. President
 - ii. Vice-President
 - iii. Academics Commissioner
 - iv. Community Outreach Commissioner
 - v. Equity and Diversity Commissioner
 - vi. Governance Officer
 - vii. Marketing Commissioner
 - viii. Services Commissioner
5. Discussion Period
6. Statements by Members
7. Question Period
8. Old Business
9. New Business
 - i. **Motion #4** – “That ASUS Assembly approve the changes to Section L of the ASUS Policy Manual as seen in Appendix C: Personnel Committee”
 - ii. **Motion #5** – “That ASUS Assembly Approve the changes to Section C-3.08 of the ASUS Policy Manual as seen on the ASUS Website titled: Elections Report”
 - iii. **Motion #6** – “That ASUS Assembly Approve the changes to the ASUS Constitution as recommended by the Governing Documents Committee, changes can be seen on the ASUS Website under Constitutional Changes”
 - iv. **Motion #7** – “That ASUS Assembly approve the changes to the ASUS Constitution as seen in Appendix D: Amending Formula”
 - v. **Motion #8** – “That ASUS Assembly approve the creation of Policy Manual 1 as seen on the ASUS Website titled Policy Manual 1: The Executive, Standing Committees and Organisations”



- vi. **Motion #9** – “That ASUS Assembly approve the creation of Policy Manual 2 as seen on the ASUS Website titled Policy Manual 2: The Commission System”
- vii. **Motion #10** – “That ASUS Assembly approve the creation of Policy Manual 3 as seen on the ASUS Website titled Policy Manual 3: Financial Awards and General Policy”
- viii. **Motion #11** – “That ASUS Assembly approve the creation of The Assembly Rules of Order as seen on the ASUS Website titled Assembly Rules of Order”
- ix. **Motion #12** – “That ASUS Assembly remove the current ASUS Policy manual”

10. Speaker’s Last Word

11. Adjournment of the 2015 ASUS Annual General Meeting



MOTION SHEET

1. **“That ASUS Assembly Approve the Agenda of the Annual General Meeting”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGAEst Time: 2 mins

2. **“That ASUS Assembly formally approve the changes to section 2.05.05 of the ASUS Constitution as seen in Appendix A: CRO Honoraria”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGAEst Time: 2 mins

3. **“That ASUS Assembly formally approve the changes to section 10 of the ASUS Constitution as Appendix B: AGM Policy”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGAEst Time: 1 mins

4. **“That ASUS Assembly approve the changes to Section L of the ASUS Policy Manual as seen in Appendix C: Personnel Committee”**
 - a. MOVED BY: BRIAN MACKAY
 - b. SECONDED BY: DARREAN BAGAEst Time: 15 mins

5. **“That ASUS Assembly Approve the changes to Section C-3.08 of the ASUS Policy Manual as seen on the ASUS Website titled: Elections Report”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: STEWART LANGLEYEst Time: 15 mins

6. **“That ASUS Assembly Approve the changes to the ASUS Constitution as recommended by the Governing Documents Committee, changes can be seen on the ASUS Website under Constitutional Changes”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGAEst Time: 20 mins

7. **“That ASUS Assembly approve the changes to the ASUS Constitution as seen in Appendix D: Amending Formula”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGAEst Time: 10 mins



8. **“That ASUS Assembly approve the creation of Policy Manual 1 as seen on the ASUS Website titled Policy Manual 1: The Executive, Standing Committees and Organisations”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: JACOB BERG
Est Time: 10 mins

9. **“That ASUS Assembly approve the creation of Policy Manual 2 as seen on the ASUS Website titled Policy Manual 2: The Commission System”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: JACOB BERG
Est Time: 15 mins

10. **“That ASUS Assembly approve the creation of Policy Manual 3 as seen on the ASUS Website titled Policy Manual 3: Financial Awards and General Policy.”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: JACOB BERG
Est Time: 15 mins

11. **“That ASUS Assembly approve the removal of The Assembly Rules of Order from the ASUS Policy Manual and the creation of a separate document titled Assembly Rules of Order”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: JACOB BERG
Est Time: 15 mins

12. **“That ASUS Assembly remove the current ASUS Policy manual”**
 - a. MOVED BY: MATTHEW KENNELLY
 - b. SECONDED BY: DARREAN BAGA
Est Time: 15 mins



APPENDICES

Appendix A: CRO Honoraria

2.05.05

viii) The ASUS Chief Returning Officer shall receive an honorarium of \$500. This honorarium shall be paid out at the end of each semester up to \$250 per semester. This honorarium shall be reviewed bi-annually by the Committee on Firing and Honoraria Evaluation in accordance with Section 18.03.



Appendix B: AGM Policy

PART 10: SOCIETY ANNUAL AND SOCIETY SPECIAL GENERAL MEETINGS

SECTION 10.01 GENERAL

10.01.01

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

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

10.01.02

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

10.01.03

~~Society Annual Meetings and Society Special General Meetings may, from time to time, be adjourned to any future time or to a different place. Such business may be transacted from the point in the original meeting at which such announcement took place. No notice shall be required for the motion for adjournment. The motion for adjournment may be made notwithstanding that quorum is not present. In the event that the length of the Annual General Meeting or a Special General Meeting be longer than the assembly length outlined within Section 22 of the ASUS Policy Manual, a non-debatable, seconded motion to adourn shall be called. Assuming this motion passes, the General meeting shall be concluded and all business currently on the table shall be deferred to a future general meeting, to be called at the discretion of the President of the Society and the Governance Officer.~~

10.01.04

All members of the Society:

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

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

10.01.05

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



10.01.06

Motions at all General Meetings shall be decided by a majority of votes present in person, unless otherwise required by this Constitution. Secret ballots shall not be permitted at a General Meeting unless the justification for a secret ballot be in compliance with Section I-30 of the ASUS Policy Manual. A declaration by the Chair that a resolution has been carried or not carried, and an entry to that effect in the minutes of the meeting, shall be admissible in evidence as prima facie without proof of the number or proportion of the votes accorded in favour or against such a resolution. In the case of an equality of votes, the Chair shall be entitled to a deciding vote. In such cases, the Chair shall vote to maintain the status quo where possible.

10.01.08

Quorum at General Meetings shall be two (2) percent of the Society. Should there be no quorum at such a meeting, business may proceed as usual, subject to the following:

- i) due notification of the lack of quorum at the meeting must be made in publications and other appropriate ways within one (1) week after the adjournment of the meeting;
- ii) should any members of the Society disagree with any decision made at the meeting, they may present a petition containing the signatures of one hundred (100) members of the Society asking for a replacement Society Annual Meeting or Society Special General Meeting,
 - a) the petition shall be received within two (2) weeks after the adjournment of the impugned meeting,
 - b) the replacement Society Annual Meeting or Society Special General Meeting shall be held one (1) week after the receipt of the petition,
 - c) the quorum at such a replacement Society Annual Meeting or Society Special General Meeting shall be fifty (50) members of the Society, and, if present, the replacement Society Annual Meeting or Society Special General Meeting may review any decision of the impugned meeting and by a majority vote confirm or reflect it,
 - e) if no quorum is present at the replacement Society Annual Meeting or Society Special General Meeting, then it cannot convene and the decisions of the impugned meeting shall become binding.

10.01.09

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

- i) there is a mover and a seconder who are both Society members;
- ii) the motion with mover and seconder is submitted in writing to the Governance Officer ~~on or before the seventh (7th) day before the day of the meeting~~ **at least five (5) days before the meeting.**

10.01.10

The agenda for all General Meetings shall be available to all Society members ~~7~~ **5** days before the meeting.



10.01.11

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

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

10.01.12

Notice to the effect of Subsection 10.01.09, 10.01.10, 10.01.11 shall be included in all Journal or other publications advertisements described in Policy.

10.01.13

Unless otherwise specified, General Meetings may deal with any matters normally dealt with by the Assembly. The decisions of General Meetings shall be binding on Assembly Policy, including but not limited to Constitution and Policy. Second readings for amendments to the Constitution are not needed at these meetings in order to be binding.

SECTION 10.02 ANNUAL GENERAL MEETINGS

10.02.01

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

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

10.02.02

For the purposes of guidance, but not so as to bind Assembly beyond the requirements of Subsection 10.02.01, it is recommended that the Society Annual Meeting be held in or about the second week of March, and shortly before the first meeting of the New Assembly. As well the meeting should take place on the same day as regular Assemblies to increase the turnout of members at large.

10.02.03

Incoming Council, Deputies and a Co-President from each Department Student Council shall be present for the Annual General Meeting to increase interest and participation in the meeting,



Appendix C: Personnel Committee

Personnel Committee Policy Proposal

L-1.12. STANDING COMMITTEES OF THE BOARD

- i) Standing Committees are permanent committees of the Board, established to address specific needs or concerns of the Society.
- ii) Chairs of each committee are responsible for giving a written report to the Board on their activities and progress at each meeting.
- iii) Chairs will be elected at the first meeting of each committee. The ASUS Executive are ineligible to chair standing committees. Membership of each committee will be determined at the first meeting of the incoming Advisory Board in April.
- iv) Committees shall meet on a monthly basis, or more frequently if needed to fulfill their duties
- v) The standing committees of the Advisory Board are:
 - a) Strategic Planning (L-3.02);
 - b) Long-term Financial Planning (L-2.03);
 - c) Governance Committee (L-5.02); and
 - d) Personnel Committee.

L-X PERSONNEL COMMITTEE

Mandate

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

Membership

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

Responsibilities:

- i) Regularly provide recommendations to the Advisory Board on updates to the ASUS Human Resources Policy Manual;
- ii) Conduct a yearly review of ASUS hiring practices and policies;
- iii) Ensure policies continue to reflect current employment and workplace legislation;
- iv) Review remuneration framework and specific wage/salary/honoraria rates;
- v) Provide recommendations to the ASUS Executive regarding updates to position descriptions in the ASUS Policy Manual to be put forward at ASUS Assembly



Appendix D: Amending Formula

SECTION 14.01 AMENDMENTS

14.01.01

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

14.01.02

For a constitutional amendment to pass there needs to be a two thirds majority vote in favour by Assembly for both readings

14.01.03

The Governance Officer must be informed of any proposed constitutional amendment before Assembly takes place. This is to ensure that it is necessary to change the Constitution rather than the Policy Manual.

14.01.04

If a constitutional amendment is amended by ASUS Assembly during its second reading it is thus considered a new reading and the reading at which the amendment occurred is therefore recognized as the constitutional amendment's first reading.

14.01.05

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

14.01.06

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

14.01.07

The Constitution shall be reviewed every three years. The Constitutional Review Committee shall be struck by Assembly. The Committee's aim is to ensure that the Constitution reflects the goals and direction of the society. The committee shall be composed of:

- i) Governance Officer (Chair)
- ii) ASUS President
- iii) ASUS Vice President
- iv) Equity Commissioner
- v) One (1) Year Representative
- vi) One (1) ASUS Senator
- vii) One (1) Representative to the AMS
- viii) One (1) Academic Representative

