

**A.M.S. POLICY MANUAL 1**

**PROCEDURES POLICY**

## Amendments

February 1999	March 1999	November 1999	January 2000	March 2000
April 2000	September 2000	October 2000	November 2000	April 5 2001
September 2001	October 2001	October 2001	November 2001	April 4 2002
September 2002	November 2002	January 2003	September 2003	September 2004
November 2004	March 2005	March 2005	October 2005	March 2006
September 2006,	Feb 2007,	March 2007	September 2007	September 2007
October 2007	March 2008	Sept. 2008,	October 2008,	January 2009,
March 2009	April 2009	September 2009	October 2009	November 2009
Feb 2010	March 2010	March 2010	October 2010	November 2010
November 2010	January 2011	March 2011	November 2011	April 2012
Sept 2012	Nov 2012	Jan 2013	Jan 2013	September 2013
October 2013	November 2013	November 2013	Jan 2014	March 2014
April 2014	April 2014	October 2014	October 2014	November 2014
February 2015	March 2015	March 2015	April 2015	October 2015
October 2015	November 2015	December 2015	January 2016	January 2016
March 2016	November 2016			

# **A.M.S. POLICY MANUAL: 1 PROCEDURES POLICY**

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**Section 1, Part A: Confidentiality and Privacy**

PREAMBLE

The A.M.S. recognizes that as an organization which extensively makes use of the work of unpaid volunteers, it has a responsibility to protect the privacy and maintain the confidentiality of those students. The A.M.S. also recognizes that in representing the undergraduate students of Queen's, parts of this organization have an obligation to be accessible and available to its constituents. This policy attempts to balance these two concerns.

For the purposes of this policy, volunteers shall include: Deputy Commissioners, committee chairs, committee members, or any other person doing unpaid work for the A.M.S. or one of its Commissions or committees. The executive consists of the President, Vice-President (University Affairs). Commissioners and Directors shall include those hired at the discretion of the Executive.

The foundation for this policy has been derived from the Senate Statement on Grievance and Related Matters, specifically, Section 7 on "Confidentiality and Release of Information".

1. Public and Private Information

The following guidelines shall be used to determine the difference between public and private information.

- a) Public information consists of information that is published or easily accessible to any student. For example this would include the names and office numbers of the Executive, Commissioners and Directors, as they are published in the blue pages of the Who's Where.
- b) All other information is private information.
- c) All information gathered by the A.M.S. pertaining to volunteers shall be kept in confidence. Private information pertaining to the Executive, Commissioners and Directors shall also be kept in confidence. The following are the only circumstances in which this information may be released:
  - i) This information may become public with the express consent of the individual involved.
  - ii) In the event of an emergency a member of the Executive may obtain access to this information.
  - iii) In accordance with a lawful warrant.
- d) In the event that private information is stored electronically, every precaution will be taken to ensure that access is limited to those with consensual access to such information.

2. Procedure and Application

The following is the procedure to be used should a member of the general public wish to contact an A.M.S. volunteer.

- a) Private information, including the names or phone numbers of volunteers, is not be given out. As an alternative, a message can be left in the mailbox of the volunteer, or a name and number can be taken and a return call made.
- b) Private information is not limited to names, phone numbers or addressed. Private information may also include membership in groups, regular activities, or personal relationships. This is to be kept in mind when divulging information that may be kept private.
- c) If you have any questions as to whether or not information is private, contact the person in question and ask for their consent for the release of the information.

### **Section 1, Part B: Conflict of Interest Guidelines**

#### A. Members of Council

1. Within the structure of the A.M.S. situations may occur in which a conflict of interest arises. For members of the Council, a conflict of interest arises if:

- a) A member holds more than one remunerated position within the Society. The Council are considered to be holding a remunerated position by virtue of their offices.
- b) A member has any personal, financial, or business interest in organizations supplying property, goods, or services to the A.M.S. in any capacity.
- c) A member is involved with any external organization whose aims and/or mandate are in conflict with the A.M.S. Mission Statement and Operating Principles.
- d) In the execution of their duties a member accepts any gift, service, or favour from any party which occurs outside normal A.M.S.> government or corporate procedures and practices.
- e) A member uses confidential information or a gift, service or favour received from any party to further his/her private interests or the interests of a person who is directly associated with him/her.

2. For Commissioners and Directors, a conflict of interest arises if he/she is a voting member of the Assembly. They must be willing to forfeit their elected position to become a member of the Council.

3. Membership on the Senate is not considered a conflict of interest for Commissioners and Directors, but if a decision is be made which would constitute a conflict, the Council member must declare the conflict at the commencement of discussion and abstain from the final decision.

#### B. Members of the Assembly and Committees of the Assembly

1. This section shall apply to Assembly members, any member of any standing committee and/or any permanent committee of the Assembly.

2. Any conflict of interest arises for students involved in activities under the purview of Assembly if:

- a) A member of Assembly applies for a management position of an A.M.S. service under the purview of the Board of Directors. In accordance with Board policy, an individual must be willing to forfeit their elected duties in order to be considered for the position. A member of Assembly may be a staff member of an A.M.S. service, but if a decision is to be made by Assembly which would constitute a conflict, the member must declare the conflict at the commencement of discussion and abstain from the final decision.
- b) A member of Assembly who has publicly indicated they will be seeking elected office votes on any motion which impacts upon the upcoming election campaign. The member shall abstain from any such vote.

c) A member of the Assembly claims an at-large position on a committee with elected Assembly representation.

A conflict does not arise in voting for any motion approving the final membership of an Assembly committee if the person concerned is one of the members duly elected by his/her peers to serve on the committee.

3. If a disagreement arises about whether an Assembly member has a conflict of interest in a matter before Assembly, the Assembly will vote to determine whether a conflict exists. The member in question cannot take part in the vote on this question, but is bound by the final decision, which is determined by 2/3 majority vote. This decision may be appealed to the Judicial Committee and the motion tabled until a decision is made by the Committee.

### C. Enforcement

1. Any person found to be in violation of the conflict of interest guidelines may have their case brought before the Judicial Committee. If the Committee finds that a violation has occurred the Committee may require a respondent to:

- a) Immediately take steps to come into compliance with the guidelines.
- b) Relinquish any material benefits gained from the violation to the Society.
- c) Repay the Society if any such benefits have been derived from the finances of the Society and have (for whatever reason) been spent.
- d) Relinquish any appointed or volunteer A.M.S. position gained through the violation.

The Committee may also impose other penalties which are within its mandate and not specified in this section.

2. Any situation affecting the Corporation shall be dealt with by the Board of Directors under the Board Conflict of Interest Guidelines.

## **Section 2: AMS Assembly Policy**

### **Section 2, Part A: Rules of Order**

#### **1. Preparation prior to the start of an Assembly term**

- A.** Prior to the end of the last assembly meeting of the year preceding their term, the incoming executive and incoming AMS Secretary shall organize in coordination with the outgoing Speaker a meeting for all incoming Assembly members as well as Assembly members whose term continues into that of the next executive.

I. The meeting is mandatory and absences shall count against all those Assembly members already elected to their positions.

II. The purpose of this meeting shall be:

1. To elect the Speaker of Assembly for the following year
2. To acquaint new members with the procedures of Assembly
3. To appoint the Nominating Committee for the following year

**B.** The Speaker and the AMS Secretary will jointly publish a "Welcome to Assembly" package, to be available at the first Assembly meeting in September for all members. The document must contain, but is not limited to, the following:

- I.** A listing of the elected members of Assembly by faculty, as well as ex-officio members and regular observers,
- II.** A concise description of the responsibilities, procedure, and rules of order that govern Assembly and by which Assembly members are guided,
- III.** The portions of the AMS Constitution and Policy Manual which concern Assembly.

## **2. Preparation for Meetings**

- A.** The Agenda for each meeting shall be prepared by the AMS Secretary who shall arrange all business that goes before Assembly in properly prepared form;
- B.** The order of the Agenda may be varied during the meeting of Assembly at the discretion of the Speaker.
- C.** Any member of the Society wishing to have items placed on the Agenda for the forthcoming meeting of Assembly must give written notice to the AMS Secretary in time to be circulated with the Agenda.
- D.** The AMS Secretary shall distribute the Agenda for the forthcoming meeting in time to reach each member of Assembly at least 72 hours before the meeting;
- E.** The Agenda will be available at the same time for the public.
- F.** The order of business shall be:

**I.** Adoption of the Agenda – The Agenda shall consist of two parts: the Consent Agenda and the Regular Agenda. Members shall have the opportunity to adopt the agenda as circulated, or make changes as they see fit. This motion may be amended for one of the following purposes:

1. To add motions to the Regular Agenda which were not circulated with the Agenda;
2. To change the order of motions or reports within the order of business;
3. To delete motions from the Agenda. The mover of a motion shall retain the authority to withdraw their motion from the Agenda at any time. Any such amendments shall be resolved by majority vote of members present.

The motion shall read as follows: That AMS Assembly adopt the agenda, with the provision that items in the Consent portion of the agenda be approved by consent. Prior to the adoption of the agenda, the Speaker shall inquire as to whether any member of the Society wishes to have an item pulled from the Consent Agenda. At this time, any member of the Society may, by simple request and without motion or notice thereof, cause one or more items found in the Consent Agenda, including the minutes of the prior meeting, to be removed and placed on the

regular portion of the agenda for discussion, debate and/or vote, as applicable. Following such a request, Assembly shall receive or adopt the balance of the items in the consent portion of the agenda. Those items pulled from the consent portion of the agenda shall be addressed immediately thereafter and prior to proceeding with the Regular Agenda.

- II. Consent Agenda – the Consent Agenda may contain multiple items that may be approved, by consent via a single, omnibus motion. Consent Agenda items may include the minutes from a previous meeting and any policy changes determined by the AMS Secretary to be non-substantive. Constitutional amendments may not appear in the Consent Agenda.
- III. Speaker's Business - The Speaker of AMS Assembly will have the opportunity to address Assembly with any remarks relevant to the ongoing proceedings of the body.
- IV. Guest Speaker - an invitee who is not a member of the Society will have an opportunity to address Assembly on an issue of their choice. They will be advised to limit their address, when possible, to 20 minutes.
- V. President's Report
- VI. Vice President's Report
- VII. Faculty Society Presidents' Report
- VIII. Board of Director's Report
- IX. Student Senator's Report
- X. Undergraduate Trustee's Report
- XI. Rector's Report
- XII. Reports of Standing Committees of Assembly

The reports in (v) through (xii) will be presented by the person named in their title. These reports will provide Assembly with an understanding of the ongoing events and evolving issues from their respective portfolios and groups.

- XIII. Statements by Members - Any member of the Society may make a presentation to Assembly on a subject of their choice. Elected members of Assembly may provide reports from their faculty societies/residence committees. These members shall be encouraged to submit information concerning announcements of events and/or the current happenings in their faculty societies in written reports to the AMS Secretariat. These reports shall be due at a date set by the AMS Secretary. In order to achieve efficient meetings, these members shall strive to avoid lengthy oral reports of information that could have been submitted in a written report.
- XIV. Question Period - any member of the Society may ask one question of a member present at Assembly. The Speaker may allow supplemental questions at their discretion. Questions may also be submitted in advance, in writing, to the AMS Secretary. All written questions shall be submitted to the AMS Secretary no later than one week prior to the scheduled Assembly. Upon receipt, the AMS Secretary shall immediately direct the question to the appropriate individual or body, and a written response shall be submitted no later than the established deadline for agenda items.

- XV. Business Arising from the Minutes - Motions stemming from prior considerations in Assembly (e.g. motions for changes to the AMS Constitution) will be debated and put to Assembly for approval.
  - XVI. New Business - New motions, submitted for consideration by Assembly, will be debated and put to Assembly for approval.
  - XVII. Discussion Period - any member of the Society may introduce a topic of their choice for discussion, which they will introduce.
- G.** The motion to approve the Agenda may be amended according to one of the following purposes:
- I. To add motions which were not circulated with the Agenda;
  - II. To change the order of motions or reports within the order of business;
  - III. To delete motions from the Agenda; Any such amendments shall be resolved by majority vote of members present.
  - IV. No substantive motions may be added to the Agenda after the approval of the Agenda, except after a motion of reconsideration.

### **3. Notice**

- A.** Notice of regular meeting shall be made to members of Assembly at least two weeks before each meeting.
- B.** Notice of special meetings of Assembly, together with the Agenda, shall normally be in the hands of the members of Assembly at least 48 hours before the meeting; but in cases of emergency, the President may call a special meeting at any time.
- C.** The Speaker will initiate three promotional campaigns to improve the awareness of Assembly to Society members at large. The methods of campaigning shall be of the Speaker's choosing, and the campaigns will occur in September, January, and in March to coincide with the Society Annual General Meeting.
- D.** The Speaker shall coordinate four (4) Assembly volunteers in consultation with the AMS Secretary to conduct marketing and outreach initiatives

### **4. Minutes and Assembly Materials**

- A.** Full minutes of every meeting of the Assembly shall be taken and kept by the secretary.
- B.** The minutes of every meeting of Assembly shall be made public five business days, at the most, after Assembly has met.
- C.** All personal reports and other confidential matter contained in minutes, reports or the Agenda are to be clearly marked CONFIDENTIAL and are to be treated as confidential documents until otherwise decided by Assembly.
- D.** Copies of all reports shall be in the hands of each member of Assembly at least 72 hours before the meeting at which the report is to be considered.
  - I. If copies are not in the hands of all members by this time the report shall not be proceeded with except with the consent of 2/3 of the voting members present.
- E.** The only exception to this time limit is those reports coming from a special committee which must be submitted to the AMS Office one week prior to consideration by Assembly.

### **5. Attendance**

- A. Upon the absence of a member from four duly called Assembly meetings, notice of this fact shall be sent by the Speaker to Assembly and the appropriate committees of the member's faculty society/residence.
- B. Upon notice being received, and upon the absence of reasonable cause being shown, Assembly may suspend the offending Assembly's member's voting rights by a majority vote of Assembly member's present and voting at a meeting where proper notice of such a motion has been given. At any time, Assembly may reinstate such a member's vote.

**6. Quorum**

- A. The quorum of Assembly meetings shall consist of one half (1/2) of the elected voting members plus one (1).
- B. In the event of the above number not being a whole number then the next highest whole number shall constitute the quorum.
- C. If quorum is not maintained the meeting shall be adjourned and the time and names of members still present shall be recorded in the minutes.

**7. The Role of the Speaker**

- A. There shall be a Speaker of Assembly, who shall be appointed in accordance with the AMS Constitution.
- B. The Speaker shall preside at all meetings of Assembly and shall preserve order and decorum.
- C. The Speaker shall not participate in debate
- D. In the event of a tie vote, the Speaker shall cast the deciding vote against the motion.
- E. Any member, if called to order by the Speaker, or on a point raised by another member, shall yield the floor while the point is being stated.
- F. At the Speaker's discretion, debate may be entertained on questions of order but must be strictly relevant to the question.
- G. If a request for explanation of a point of order, of practice, or of a particular ruling, is made, the Speaker shall state the rules of authority applicable to the case.
- H. No debate shall be permitted on any rulings.
- I. Rulings shall be overruled only by a 2/3 majority vote of members present.
- J. No rule shall be amended or repealed without a notice of motion having been given during the previous meeting.
- K. The suspension of any rule of order may be affected without notice by the Speaker, for the duration of the meeting, if fewer than three members object.
- L. The Speaker, after having called the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue his or her speech.
- M. The Speaker shall interrupt any member who makes use of inappropriate language.

**8. Procedure:**

- A. The reference source for all points of order or procedure not covered in this By-law shall be Bourinot's Rules of Order, in its most recent edition.
- B. If a point is raised which is not covered in either of the above, references shall be made to Beauchesne's Rules and Forms of the House of Commons of Canada, in its most recent edition, which shall be the final authority.

**9. Rules of Debate**

- A. Every member of Assembly shall rise and address the Speaker when debating.

- B.** All members shall address one another by position and surname.
- C.** Either the mover or the seconder of a motion shall be the first to speak in the debate.
  - I.** Once the mover (or seconder should the mover not be present) has spoken for the first time for a particular motion, the Speaker shall ask the Assembly whether he or she has unanimous consent for the particular motion. If any member of the Society raises his or her hand to speak, then debate on the motion shall begin
- D.** The person who introduced the motion shall also have the right of summation at the end of debate.
- E.** No person shall speak more than once during the debate on a particular motion, except for the mover, but such persons may speak to an amendment moved by another person, even if having previously spoken to the main motion. A person may speak one additional time upon receipt of speaking rights that have been passed by another person. Speaking rights may be passed by a person once per debate. No one may receive passed speaking rights more than once per debate.
- F.** No person shall speak more than five minutes without the permission of the Speaker.
- G.** Prior to the cessation of debate, the Speaker shall announce the debate is being closed.
- H.** During debate, any member may request that the motion under consideration be read again, as long as this is not used as a delaying tactic.
- I.** When a motion is under debate, no other motion, except for procedural motions, may be raised.
- J.** Guest speakers may not participate in debate but may answer points of information.
- K.** A guest speaker is defined as anyone present at a meeting who is not a member of the Society.
- L.** No person shall interrupt another person except on a point of information, order or privilege.
- M.** Points of Information
  - I.** Any person may rise on a point of information to request or provide information concerning the motion under debate.
  - II.** All requests for information shall be addressed to the Speaker.
  - III.** All replies shall be addressed to the Speaker.
  - IV.** Neither the question nor the reply shall be considered as a speech to the motion.
  - V.** If the Speaker finds that a member is not rising on a legitimate point of information, he or she shall direct that member to sit down.
- N.** Points of Order
  - I.** Any person may rise on a point of order and bring to the attention of the Speaker any deviation or departure from the rules of ordinary procedure for Assembly
  - II.** A point of order cannot be raised when another point of order is being raised.
  - III.** A point of order must be raised when the irregularity occurs.
  - IV.** If the Speaker finds that a member is not rising on a point of order, he or she shall direct the member to sit down.
  - V.** A point of order does not constitute speaking to the motion under debate.
- O.** Points of Privilege
  - I.** Any person may rise on a point of privilege to:
    - 1.** correct a substantial misinterpretation or misrepresentation of his or her previous speech to the motion; or

2. bring to the attention of the Assembly any personal insults or abuse directed at him or her; or
  3. introduce new members of Assembly or guest speakers.
- II. Any voting member wishing to be excused from the remainder of the meeting must rise on a point of privilege and request the permission of the Speaker to do so.
  - III. In general terms, points of privilege refer to all matters affecting the rights and immunities of Assembly collectively, or to the position and conduct of persons participating in the meetings.
  - IV. A point of privilege shall not be considered as speaking to the motion.
- P.** When the Speaker is putting the question, no member shall walk out of the meeting, or make any noise or disturbance.
- Q.** No member shall reflect upon any vote of Assembly, except for the purpose of moving that such a vote be reconsidered.
- R.** Voting
- I. At the conclusion of the debate the Speaker shall call for a vote by a show of raised placards to determine whether the motion shall be accepted.
  - II. If the decision is to be challenged, five (5) members must stand and request a formal recount.
  - III. At the request of five (5) voting members, the vote shall be taken by roll call instead of a show of hands.
  - IV. Secret ballots shall not be permitted
- S.** Smoking or the consumption of alcoholic beverages are prohibited in the Assembly.
- T.** Closed Session
- I. Assembly shall, if it so desires, for certain items of business in which publicity is not in the interests of the Society, put forward a motion to assemble in closed session which requires a 2/3 majority vote or the executive shall do so with a simple majority.
  - II. When in closed session, the Speaker shall request that all persons not members of Assembly leave the chamber.
  - III. When in closed session, Assembly may call before it any person or persons whose experience or knowledge of the item of business to be discussed will aid Assembly in reaching a decision.
- U.** Time Allowances
- I. All reports, exempting the President's report, are limited to three (3) minutes in duration.
  - II. All introductions of motions are limited to ten (10) minutes in length.
  - III. All members of the society are permitted five (5) minutes of debate on every motion and discussion topic.
  - IV. All summations of motions are limited to five (5) minutes in length.
  - V. After sixty (60) minutes of debate on a motion, Assembly must entertain a motion to call the question. The vote must pass a 2/3rds majority vote of members present to call the question.
  - VI. After ninety (90) minutes of debate on a motion, a vote must be held following the mover's summation rights.
  - VII. All questions during question period are limited to two (2) minutes in duration.

VIII. All responses to questions during question period are limited to five (5) minutes in duration.

## **10. Substantive Motions**

- A. All substantive motions shall:
  - I. be seconded
  - II. commence with the word "That"
  - III. not be preceded by a preamble
  - IV. be preceded by a notice of motion, submitted in writing at a previous meeting of Assembly; or be submitted in writing to the AMS Secretary in time to be included in the Agenda circulated before the next meeting;
  - V. be submitted immediately prior to a meeting, as an amendment to the motion to approve the Agenda.
- B. Any motion whose passage will likely result in a monetary alteration to the Consolidated Budget shall clearly state that impact in the motion. This statement shall normally take the form: "A(n) expense/revenue of \$X will be added/removed to/from the X Budget." The magnitude of such an alteration shall be determined by the Vice-President (Operations). It is the responsibility of the mover to request an evaluation of the alteration from the Vice-President (Operations) no less than 96 hours before the scheduled meeting. The Vice-President (Operations) may waive this requirement at his/her discretion if the financial impact is determined to be inconsequential.
- C. A motion may be withdrawn at a meeting by unanimous consent of members present. Motions may be withdrawn, prior to the meeting at which they are to be discussed, by the Speaker, at the request of the mover of the motion.
- D. Any motion that is defeated at a meeting may not be re-introduced, either as a substantive motion or as an amendment, during the current session of Assembly, except by a motion of reconsideration.
- E. Amendments
  - I. Any amendment may propose:
    - 1. to delete certain words;
    - 2. to delete certain words and insert other in their place;
    - 3. to insert new words.
  - II. An amendment must be moved and seconded.
  - III. An amendment must be deemed either "friendly" or "not friendly" by the mover of the motion. Should an amendment be deemed "friendly," it shall immediately be incorporated into the original motion and debate on such motion shall continue. Should an amendment be deemed "not friendly," debate on the motion shall cease and debate on the amendment shall commence. No debate on the main motion shall be entertained until the amendment has been voted on.
  - IV. Debate of an amendment takes precedence over discussion of the motion being amended.
  - V. One sub-amendment (amendment to amendment) may be entertained, the discussion of which takes precedence of the main amendment.
  - VI. There is no limit to the number of amendments to a motion which may be proposed, but no amendment which has been defeated may be subsequently re-introduced.

## **11. Procedural Motions**

- A. All procedural motions shall:
  - I. be in writing;
  - II. be seconded;
  - III. commence with the word "That";
  - IV. not be preceded over debate on the main motion;
  - V. take precedence over debate on the main motion;
  - VI. not be debatable or amenable;
  - VII. not be moved by anyone who has previously spoken to the main motion;
- B. After sufficient debate on a motion, any member may move the previous question.
  - I. Such a motion shall take the form "That the motion be put".
  - II. When the motion is resolved in the affirmative, debate is superseded, a brief summation by the mover of the main motion shall be given, and the main motion shall be put directly to vote.
  - III. When the motion is resolved in the negative, the main motion is superseded and may not be put until a subsequent meeting.
  - IV. A motion of previous question may not be put to an amendment.
- C. A motion of reconsideration applies to a decision taken on a motion of a previous question.
- D. Any person wishing to delay consideration of a question may move that the question be laid on the table.
  - I. Such a motion shall take the form "That the question be laid on the table".
  - II. When the motion is resolved in the affirmative, the main motion and all the amendments related thereto are carried to the table and removed from consideration by Assembly at that time.
  - III. When the motion is resolved in the negative, the business proceeds as if no motion has been made.
- E. The consideration of any motion laid on the table may be resumed at any time upon a motion to be decided by a simple majority.
  - I. Such a motion shall take the form "That the following question be raised from the table...".
  - II. A motion of reconsideration applies to a decision taken either to lay on the table or raise from the floor.
- F. Any member may at any time move a motion of adjournment of the meeting.
  - I. Such a motion shall take the form: "That this meeting is now adjourned".
  - II. When the motion is resolved in the affirmative, all remaining business shall be superseded and the meeting shall end, the time being recorded in the minutes.
  - III. When the motion is resolved in the negative, business shall proceed as if no motion has been made.
- G. A motion of reconsideration applies to a decision taken on a motion of adjournment.
- H. Each Assembly meeting shall adjourn at a point no later than four (4) hours after the time when it was scheduled to begin, unless a motion to extend by thirty (30) minutes is passed by a two-thirds (2/3) majority at each thirty (30) minute interval up to a maximum of five (5) intervals.

## **12. Motions of Reconsideration**

- A. After any question has been decided, any member may move reconsideration of the question.

- I. Reconsideration of a decision taken on a motion shall require a 2/3 vote of the members present at the time when the motion of reconsideration is decided.
- II. When notice is given that a decision will be reconsidered no action shall be taken as a result of that decision until the reconsideration has been disposed of.
- III. No question shall be reconsidered more than once, nor shall a motion of reconsideration be reconsidered.
- IV. The Speaker may allow, at his or her own discretion, limited debate on a motion of reconsideration, consisting of two speakers for the motion and two speakers against the motion.
- V. There shall be no right of summation.

**B. Reconsideration of a Substantive Motion**

- I. Such a motion shall take the form "That the decision taken on motion (number of motion) of (date of meeting at which the decision was taken) be reconsidered."
- II. In order for a motion of reconsideration to be effective:
  - 1. a member must rise on a point of personal privilege and state their notice of intention of moving the motion (as outlined above) and notice must be given, at either:
    - a. the meeting at which the decision was taken or,
    - b. at the first subsequent meeting.
- III. Debate about whether the motion is to be reconsidered shall occur at the meeting after notice has been given.
- IV. It shall be out of order to proceed with a motion of reconsideration if it fails to meet the requirements of subsection 3.

**C. Reconsideration of a Procedural Motion**

- I. A member must rise on a point of personal privilege immediately after the decision is made and request that the decision be reconsidered.
- II. Any reconsideration of a procedural motion will take place immediately and cannot be raised at a later point in time.

**13. Committee of the Whole**

- a. A Committee of the Whole is ordinarily appointed by a motion "That Assembly go into Committee of the Whole, to consider (a particular motion or question pertaining thereto)".
- b. Such a motion is not debateable or amendable.
- c. the committee must remain within its terms of reference.
- d. When Assembly enters Committee of the Whole, a motion may be put forward "That the Speaker leave the Chair".
  - i. If resolved in the negative, the Speaker shall retain the Chair.
  - ii. iii) If resolved in the affirmative, the Deputy Speaker, or, failing him/her, a Chairman immediately appointed by the committee shall take the Chair and preserve order and decorum.
  - iii. If a sudden disorder occurs, the Speaker shall immediately resume the Chair.
- e. Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.
- f. Motions presented need not be seconded.

- g. Having completed debate and voted on the question under consideration, a motion shall be made "That Assembly move out of Committee of the Whole".
- h. The Chairman of the committee shall report to Assembly the decision taken by the committee.
- i. Whenever a resolution is reported from any committee of the whole, a motion to concur with the decision taken shall be forthwith put and decided without debate.
  - i. Should such a motion be decided in the affirmative, the main motion shall be considered to have carried.
  - ii. Should such a motion be decided in the negative, the main motion shall be considered to have failed.

**14. Assembly Nominating Committee**

**a. Mandate**

- i. The Nominating Committee of AMS Assembly shall appoint both members of Assembly and students-at-large to all AMS standing and ad hoc committees where the respective committee mandates require such appointees, as requested by the Speaker of Assembly. The committee shall ensure that representation on committees is equitable and represents the diversity of AMS constituent societies, while ensuring the efficiency of Assembly.

**b. Responsibilities of the Chair**

- i. The Chair shall be the AMS Secretary. It shall be the responsibility of the Chair to solicit and compile applications for committees struck by Assembly from the membership of Assembly and as such, the Chair must be available over the summer months to complete these tasks in accordance with the timeline set out above. The Chair shall ensure that the committee possesses the necessary information, such as the criterion for selection to a committee, in order to make well-informed and equitable decisions.

**c. Terms of Reference**

- 1. The Nominating Committee shall hold meetings at its discretion and as required to review all applications for committee positions, from which it shall select appointees, subject to confirmation at the next scheduled Assembly meeting. Applications shall be made available to the Committee no later than two weeks in advance of ratification at Assembly. The Human Resources Office shall ensure sufficient notice is provided for students-at-large as to the availability of committee positions, if applicable. The Committee may review applications anonymously if deemed necessary or preferable. The Nominating Committee shall be responsible for filling all standing and ad hoc committees of Assembly. Vacancies on those committees struck at the Assembly meeting at the end of the year shall be filled by July preceding the year in which Assembly shall sit. Incoming Assembly members shall submit an application outlining their top three (3) committee preferences and the Nominating Committee shall make their decision based on the above mandate to ensure, as long as it is logistically possible, that every Assembly member is appointed to at least one of their preferred committees. Assembly members whose term falls outside the traditional start date shall be required to follow a similar procedure with the committee vacancies that become available at the time their term begins.

**d. Timeline**

- i. The Nominating Committee shall be struck at the meeting of the incoming Assembly held at the end of each year and shall meet throughout the year and as necessary in order to fill committees.

**e. Conflict of Interest**

**f. Where a member of the nominating committee has applied to a standing committee, that member shall recuse themselves when the committee is allocating to that Standing committee. Composition**

- i. Five (5) voting members of the Assembly, each of which represent a different faculty or residence society
- ii. Ex-officio, non-voting: One (1) member of the Executive (President or either Vice-President)
- iii. Ex-officio, non-voting: AMS Secretary
- iv. Ex-officio, non-voting: Human Resources Officer

**g. Reporting**

- i. The chair shall submit a written report to Assembly outlining which applicants have been allocated each committee. Regarding the applicants, only the names of successful candidates shall be brought forth to Assembly.

**15. Standing Committees of the Assembly**

**A. Assembly Finance Committee**

**I. Mandate**

The Assembly Finance Committee will report to Assembly on matters related to the Government's financial management and reporting, and make recommendations as necessary.

**II. Terms of Reference**

The Finance Committee:

- Shall be responsible for analyzing all aspects of the government budgets, including but not limited to all revenue and expenses.
- Shall examine the budget methodology and overall financial circumstances and projections with respect to the government.
- Is expected to review the month-end results and overall performance of the Assembly budget.
- Shall make recommendations to Assembly for the reallocation of monies within the government should the need arise.

**III. Timeline**

The Assembly Finance Committee shall be filled by the Nominating Committee. The Finance Committee shall meet twice per semester with one meeting to occur prior to the approval of the Assembly budget in the Fall semester.

#### IV. Composition

1. Three (3) voting members of Assembly
2. Vice President (University Affairs) (to act as Chair)
3. Vice President (Operations)
4. General Manager (non-voting)

#### V. Reporting

One voting member of the Finance Committee, excluding the Executive, shall be responsible for providing a report following each meeting of the committee.

### **B. Group Discipline Appeals Board**

- I. Please refer to AMS Policy Manual 2, Section 5.

### **C. Commission Advisory Boards**

#### I. Mandate

1. The Commission Advisory Board is entrusted with ensuring that the needs of the student body are reflected in the initiatives undertaken by each commission, while simultaneously keeping the commission accountable to Assembly.

#### II. Terms of Reference

1. The Commission Advisory Board shall be responsible for advising each respective commissioner on goal plan priorities and budgetary spending with respect to student interests. The Advisory Board is to provide guidance to the Commissioner; all directives remain the power of Assembly. However, the Advisory Board may recommend actions to assembly based on their findings. The Advisory Board is not to act in a managerial capacity.

#### III. Timeline

1. The Commission Advisory Board shall be filled by the Nominating Committee. The Commission Advisory Board shall meet at least twice per semester. A meeting shall take place before the Assembly meeting in which (i) the goal plan is presented, (ii) the budget is presented, and (iii) the mid-year review is presented.

#### IV. Composition

1. Three (3) voting members of Assembly

- a. The Chair, who must be a voting member, shall be elected by the members of the Commission Advisory Board at its first meeting.
2. Ex-officio, non-voting
  - a. Commissioner

#### V. Reporting

1. The Chair of the Commission Advisory Board shall be responsible for providing an oral report following the presentation of each goal plan, budget, and mid-year review, highlighting areas of interest or concern for Assembly.

### **16. Other Committees Requiring Assembly Composition**

#### **a) Student Life Centre (SLC) Council**

Refer to the SLC Constitution

#### **b) Queen's Centre Student Working Group**

Refer to AMS Policy Manual 2, Section 6, Part C: Queen's Centre Student Working Group

#### **c) Sustainability Action Fund Granting Committee**

Refer to AMS Policy Manual 2, Section 8, Part C: Sustainability Action Fund Granting Committee

#### **d) AMS Staff Award Selection Committee**

Refer to AMS Policy Manual 1, Section 6, Part E: Alma Mater Society Staff Award

#### **e) Radio Queen's University**

Refer to the CFRC Board of Directors Manual

### **17. Gender Parity**

- a) In compliance with the AMS mission and operating statements, the AMS shall strive to achieve gender parity in its Assembly committee appointments.
- b) In this context, gender parity shall be defined as one woman and one man on any committee comprising two or more AMS Assembly members; and at least 50% minus one woman and 50% minus one man on any committee comprising five or more A.M.S. Assembly members. Prior to nominations, the AMS Secretary shall announce to Assembly the gender composition required to achieve gender parity. In the event that only the minimum number of women or men required to achieve gender parity are nominated, these women or men shall be acclaimed. Should an insufficient number of women or men required to achieve gender parity be nominated, Assembly may waive the provision for gender parity.

### **18. Commemoration of Deceased Students**

In the event a member of the Alma Mater Society become deceased at any time during the academic year, the Alma Mater Society executive shall notify the Assembly during its next meeting and that body shall observe a moment of silence commemorating that student. Furthermore, the Alma Mater Society executive shall write a letter of condolence to the deceased student's next kin on behalf of the undergraduate student body.

## Section 3: Student Activity Fees

### Section 3: Part A: Student Activity Fees

#### 1. General

- A. In accordance with Section 3.03 of the AMS Constitution, student activity fees, insofar as they constitute dues or fees payable by Society members, shall be established or altered only via a campus-wide referendum.
- B. Student activity fees may be either mandatory or optional; may be collected for a designated period or until a specified monetary target is reached; and may be subject to automatic annual increases in accordance with some fixed percentage or index. Whether any of these conditions shall apply to a given fee shall be at the discretion of the group responsible for the fee. In all cases, any such conditions shall appear explicitly in the referendum question.
- C. Student activity fees shall normally fall under one of the following three categories:
  - i) reviewable optional fees – subject to both individual opt-out and triennial review
  - ii) reviewable mandatory fees - not subject to individual opt-out but subject to triennial review
  - iii) non-reviewable mandatory fees – not subject to either individual opt-out or triennial review
- D. All mandatory fees shall be considered essential to student life and to have been established to sustain primary facilities/services that are provided for the use of all Queen's students.
- E. Assembly may designate certain mandatory fees as non-reviewable, meaning they are not subject to triennial review. This designation should only be made on the determination that the fee satisfies one of the following criteria:
  - i) **Extensive oversight from elected student representatives.**  
Certain fees for AMS corporate services shall not be subject to a review insofar as elected and appointed student representatives already provide extensive oversight of those fees via the AMS Board of Directors, and by extension, the AMS Assembly.
  - ii) **A contribution to an essential University-run service or capital project that requires a specific designated commitment from the student body to fulfil its mandate.**
- F. Fees designated as non-reviewable are:
  - i) Queen's Student Health, Counselling and Disability
  - ii) Queen's Athletics
  - iii) Student Life Centre
  - iv) Work-Study program
  - v) AMS Specific
  - vi) AMS Health & Dental Plans
  - vii) Walkhome
  - viii) Queen's Student Constables
  - ix) Queen's Journal
  - x) Fees for capital projects with a specific monetary objective.
- G. The AMS Health & Dental Plans, although appearing on the student fee schedule as optional, are in fact mandatory unless specific conditions are met for opting-out. Therefore,

for the purposes of this policy, these fees shall be considered mandatory and have been designated as non-reviewable.

## 2. Eligibility

- A. Eligibility for a group to receive a student fee shall be determined during the validation process for the establishment of the fee by the Vice-President Operations and the AMS Secretary and subsequently through triennial review where applicable.
  - B. Where a fee is designated as non-reviewable, eligibility of the fee shall be reassessed at such a time where there is a significant change to the affiliation of the group that receives the fee or a substantial change to the mandate or usage of the fee. If such a situation arises, triennial review validation protocol shall be followed and the results shall be referred to Assembly for decision making.
  - C. Eligibility shall be subject to conditions which fall under whichever of the following two categories is applicable:
    - i) **Internal** – internal groups are defined as those groups which are formally ratified, approved or otherwise administered by the University, the AMS or its member societies. Such groups shall demonstrate the following through the validation process:
      - 1. Proof of ratification through provision of letter of ratification from the ratifying body or organization during the validation period.
    - ii) **External** – external groups are defined as those groups which are not formally affiliated to any of the above bodies irrespective of whether they have an on-campus presence. External groups shall demonstrate that they meet the following criteria through the validation process:
      - 1. That they are providing a service or opportunity that is available to all AMS members and are not replicating services provided by existing groups of the university or the AMS.
      - 2. That they are inclusive of all AMS members and all AMS members shall be eligible to be involved in the group or receive benefit from the group's activities.
      - 3. That they have a presence within the Queen's community defined as using funds collected from student activity fees for projects, or awareness campaigns run on campus.
- Note:** External groups that receive a significant portion of student fee money as a charitable donation are eligible, but must use the majority of the fee to enhance student life or provide services to Queen's students that are not outlined in the eligibility requirements above. No group may collect a fee under the pretext of establishing programming, opportunities, and services for Queen's students and simply donate that money to an external organization or charity. External groups that receive student fee money primarily as a charitable donation may only be eligible for an optional fee.

- iii) In addition, eligibility is subject to the following provisions:
    - \* AMS committees shall not be eligible for student activity fees.
    - \* No athletic group or team shall be eligible to receive a mandatory or optional student fee insofar as they are funded separately by Queen's University Athletics and Recreation.
    - \* No group or its mandated activities shall be funded by more than one student activity fee unless granted a specific exemption by the VPOPS who shall notify Assembly.
    - \* Student activity fees must overwhelmingly be used within the year they are collected.
    - \* No commercial or otherwise for profit group or organization may be eligible for a student activity fee.
  - D. Where a group has not clearly demonstrated through the validation period that they meet the eligibility requirements, they shall be deemed ineligible.
  - E. Where a group does not meet eligibility requirements as determined by the VPOPS, Assembly shall be notified and may overturn that decision by a 2/3<sup>rd</sup>s majority vote.
  - F. The overriding priority of the Vice-President Operations and the AMS Secretary in the vetting or review of student fees through the validation process shall be to ensure that student fees requested fall within the eligibility requirements and to ensure that the funding will be expended in a manner that is transparent and accountable.
- 3. Establishing or Altering Student Activity Fees by Referendum**
- A. For a new optional or mandatory student fee to appear on a referendum ballot, a group shall satisfy the following requirements:
    - i) Submission of the question to be included on the referendum ballot in accordance with AMS policy on student fee questions
    - ii) Determination by the VP Operations that the group is eligible, as per Section 2 of this policy, to receive a student fee and has fully complied with the requirements set out in Section 3. This determination shall be made during validation period. Where the VP Operations has determined that a group is ineligible, Assembly shall be so informed.
    - iii) Submission of a written description of the group or organization seeking the fee and the specific purpose(s) for which the fee revenue will be used. This description shall approximate but not exceed 300 words and shall be printed in the Queen's Journal during the campaign period.
    - iv) Submission of a detailed report to the VP Operations and the AMS Secretary answering the following questions:
      - 1. Why is your group seeking a student fee?
      - 2. Why did your group pick the fee amount stated in the question?
      - 3. When was your group established?
      - 4. What initiatives or efforts are you undertaking to ensure the long-term sustainability of your group?
      - 5. If you have collected a student fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds?
    - v) Submission of a budget and/or detailed financial information that clearly indicates how the student fee funding will be expended.

- vi) Collection of signatures during the nomination period, in accordance with the Society's policy on referenda.
  - vii) Submission of a bond to be returned to the organization at the end of the referendum period provided all rules were followed as outlined in this policy.
  - viii) Attendance at the Assembly meeting immediately following nomination period.
  - ix) Reception of a 2/3 majority Assembly vote in favour of the motion to place the question on the referendum ballot.
- B. All new fees or fees seeking an increase shall be free to choose the referenda ballot on which they are to appear.
  - C. No group seeking a student fee whose question has been defeated during the referendum period within the same academic year. Similarly, no group seeking a student fee that has been declared ineligible by the Vice-President Operations and AMS Secretary shall be ineligible for another referendum period unless they have changed their mandate or rationale for funding. For greater certainty, a question relating to the same/similar fee or purpose shall not be considered more than once in the same academic year.
  - D. For a question seeking to establish or increase to an existing AMS corporate service fee or Faculty Society Corporate Service to appear on a referendum ballot, it shall require both a motion in support from the AMS Board of Directors or the applicable Faculty Society Board of Directors/Advisory Board and a 2/3 majority Assembly vote in favour of placing the question on the referendum ballot.
  - E. A group receiving a student fee shall have the authority to decrease its fee or alter its mandatory fee to be subject to individual opt out without requiring external approval. For a decrease to take effect, the group's president or officially designated representative shall notify the VPOPs in writing no later than one week prior to the last Assembly meeting of the winter term. The VPOPs shall notify the Assembly of any such fee decrease.
  - F. Where the VPOPs and Assembly have determined that an existing mandatory fee no longer satisfies the eligibility criteria for a mandatory classification, that fee shall automatically be converted to optional. However, the mandatory classification shall remain in effect until the end of the academic year in which the fee is scheduled for its triennial review (where the fee shall appear on the referendum ballot as an optional fee). The group receiving the fee shall be free to alter the amount of the fee (e.g. increase it to offset an anticipated reduction in revenue) in its triennial review question. Should the question fail, the group shall be eligible to return to referendum within that same academic year to pursue the continuation of its fee at a lower amount. In any referendum involving a change in mandatory classification, there shall be a sentence appearing after the relevant question that states that the fee was previously mandatory, its amount when mandatory, and the year in which it was established.

#### **4. Triennial Review**

- A. All student activity fees, unless designated as non-reviewable mandatory fees by AMS Assembly, shall be subject to a review via referendum the third year after each has been established. Thus no student fee shall be collected beyond three years without having been re-approved via a triennial review through referendum. The intent of the triennial review is to provide an assessment of the continuing viability of the fee and/or group where there otherwise exists no such student oversight.
- B. The AMS Secretary shall be responsible for identifying which fees are facing triennial review and shall be responsible for notifying each group in advance of the fall referenda

period. However, each fee recipient ultimately bears responsibility for ascertaining the year of its triennial review. In the event that a group's fee fails to appear on the ballot for reasons related to a lack of notification or awareness, it shall be at the discretion of the Assembly as to whether the fee in question shall continue to be collected with the review deferred to the following year.

- C. The AMS Secretary shall attempt to accommodate the preference of each group but shall retain the final authority regarding on which ballot these triennial review fees shall appear. This shall be done with the priority of ensuring that the ballots of each referendum period are of a manageable size for the elections team and that the student electorate is not unnecessarily overwhelmed with student fee questions in a single referendum.
- D. Should a fee be discontinued as a result of its triennial review, it may not return to referendum within the same academic year.
- E. In the event a reviewable optional or mandatory fee successfully seeks an increase prior to its triennial review, that shall be regarded as students having approved that fee and thus it shall not be subject to review for an additional three years from the year of the approved increase. A fee may seek an increase within the same academic year as its triennial review as long as it occurs during the first referendum period. Should the question to raise or alter the student fee fail, it may return for triennial review in the winter referendum period.
- F. Any fee that unsuccessfully seeks an increase shall continue to be collected and shall be subject to its triennial review as determined by the original time period of its establishment/last review.
- G. For a triennial review question to appear on a referendum ballot, a group shall satisfy the following requirements:
  - i) Submission of the question to be included on the referendum ballot in accordance with AMS policy on student fee question.
  - ii) Determination by the VP Operations that the group is eligible, as per Section 2 of this policy, to receive a student fee and has fully complied with the requirements set out in Section 3. This determination shall be made during validation period. Where the VP Operations has determined that a group is ineligible, Assembly shall be so informed.
  - iii) Submission of a written description of the group or organization seeking the fee and the specific purpose(s) for which the fee revenue will be used. This description shall approximate but not exceed 300 words and shall be printed in the Queen's Journal during the campaign period.
  - iv) Submission of a detailed report to the VP Operations and the AMS Secretary answering the following questions:
    - 1. Why is your group seeking a student fee?
    - 2. Why did your group pick the fee amount stated in the question?
    - 3. When was your group established?
    - 4. What initiatives or efforts are you undertaking to ensure the long-term sustainability of your group?
    - 5. If you have collected a student fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds?
  - v) Submission of a budget and/or detailed financial information that clearly indicates how the student fee funding will be expended.

- vi) Submission of a bond to be returned to the organization at the end of the referendum period provided all rules were followed as outlined in this policy.
- H. Where a student fee under review is found to be eligible by the VPOPS, the placement of that question on the ballot shall *not* be subject to Assembly approval as the Assembly has already voted on the legitimacy of the fee during its establishment. The Assembly shall only vote (in accordance with policy on establishing or changing fees) to place a triennial review question on the ballot where the VPOPS has determined one of the following through the validation period
  - i) The status of ratification or affiliation of the group has substantially changed,
  - ii) The mandate or operations of the group has substantially changed,
  - iii) The way the fee is expended by the group has substantially changed or,
  - iv) There has been a significant change to AMS policy on eligibility requirements for student fees which would affect that fee.
- I. All fees deemed not to be compliant with any of the above requirements during validation shall be presented to Assembly with justification and the Assembly may overturn that decision with a 2/3rds majority vote.

**5. Release of Funds to Student Activity Fee Recipients**

- A. Before the VP Operations authorizes the release of fee money, he/she shall determine that the group's expenditures of student fee funds and activities are congruent with the conditions established in the group's referendum question and submitted 300 word write-up and that the group still satisfies student fee eligibility requirements as per Section 1 of this policy.
- B. Any group or organization that receives funding from a student activity fee may be required to submit detailed financial records to the AMS VP Operations as a precondition for the release of their funds. These records may include a financial statement for the past year, a proposed budget for the coming year, and a description of the services that they provide to the student body. It shall be at the discretion of the VP Operations to request such documentation. All documents that are submitted shall be considered public, and may be made available to any member of the Queen's Community who wishes to see them.
- C. In reviewing the fee recipient's financial records, should the VP Operations determine that the recipient is using its student fee funding in a manner inconsistent with the intent of the original fee question or that the recipient simply has not been spending its student fee funding in the year in which it was acquired, the recipient's fee money may be withheld and its' fee removed from the fee slate. This decision shall be subject to approval by the AMS Assembly.
- D. Each year, the VP Operations shall audit a minimum of 5% or 10 groups on the student fee slate, whichever is less. There shall be no distinction between groups receiving mandatory fees and groups receiving opt-outfees.

**6. Opt-Out Process**

- A. The AMS shall schedule an opt-out period each year at the beginning of the fall term when AMS members may opt-out of paying optional fees and the AMS health and dental plans. This period shall be a minimum of two weeks and shall be completed prior to the end of September. The dates shall be published in the official university fee schedule, on the AMS website and in the Queen's Journal well in advance of the opt-out period.
- B. Opt-out procedures regarding the optional fee slate, including the AMS health and dental plans, shall be determined each year by the AMS VP Operations and may vary somewhat

from year to year. They shall be published in the official university fee schedule and made available on the AMS website and in the Queen's Journal.

- C. The costs of the opt-out process shall be shared proportionately by fee dollars received, by groups receiving optional student interest fees. These costs shall not exceed 1% of the group's funds.

#### **7. Assessment**

- A. Undergraduate students registered in AMS member faculty societies who are registered in 9 or more units during the Fall term are assessed full mandatory and optional student activity and faculty society fees. Students registered in 9 or more units, and attending Queen's University only in the fall term, are assessed full student activity fees but may have their mandatory fees reduced by 50% upon bringing their student card to the Office of the University Registrar prior to the final add/drop date for courses in the winter term and having their access sticker appropriately altered. Students enrolled solely during the winter term are automatically assessed 50% of mandatory student activity fees. Students enrolled solely in the winter term are not assessed optional fees. MBA students are also assessed undergraduate student activity fees.
- B. Undergraduate students registered in AMS member faculty societies, who would not normally be charged AMS student activity fees, may opt-in at registration or at a later point in a term if they wish to participate in, and have access to, undergraduate student government activities and services.
- C. Exemptions from student fees shall be granted to:
  - i) Students 65 years or old;
  - ii) Students registered exclusively in correspondence, off-campus or evening courses.

#### **8. Student Activity Fee Refund Policy**

- A. Students who formally withdraw from the University must submit their student card to the Office of the University Registrar in order to obtain a refund of student activity fees. Students who withdraw or otherwise alter their student fee assessment threshold may receive a 100% refund prior to the final add/drop date for courses in the fall term, and a 50% refund between that date and the final add/drop date in the winter term. No refunds shall be available after the final add/drop date in the winter term.
- B. The AMS Health and Dental Plans are non-refundable after the opt-out period. Optional fees are not prorated/ reduced. The AMS VP Operations may grant a full refund on any student fee assessment where special circumstances are determined to so warrant.

#### **9. Activity Fee Refunds for Deceased Students**

- A. In the event a member of the Alma Mater Society becomes deceased at any time during the academic year, all student activity fees paid by the student in that year, will automatically be refunded.
- B. The sole exception will be the AMS Health Plan fee which shall not be refunded. Any student who paid this fee, and thus was enrolled on the plan, is entitled to having a death benefit paid out to his/her family. Insofar as the amount of that benefit would obviously exceed that of the levied fee, it is clear to preserve the family's entitlement.

#### **10. Notification of Student Fee Recipients**

- A. The AMS shall seek to make available each recipient's funding as soon as possible in the fall term, subject to the terms of the AMS agreement with the Office of the University Registrar on student fee transfers. Recipients shall normally receive their funding in instalments, with most of their funding made available in the fall term and the remainder in the winter term.
- B. Student fee recipients shall be notified by the AMS to pick up their cheques from the AMS office, or otherwise arrange for collection, as soon as the cheques become available. A group failing to pick up its cheque at that time shall be given a final notification during the last week of classes in the fall term. Groups shall also be notified in the fall when to pick up their remaining funding in the winter term. Recipients bear ultimate responsibility for collecting their student fee funding.
- C. AMS members should expect that any services/programs/activities for which their student fees are directed, are available as early as possible each academic year. Therefore, in the event a student fee recipient has failed to collect its fee money by Friday of the first week of classes in the winter term, it forfeits its right to that money and its' fee shall automatically be removed from the student fee slate.
- D. If it is determined by the VP Operations that a student fee recipient has become defunct or otherwise inoperative, its funding will be withheld and its fee shall automatically be removed from the student fee slate.

**11. Uncollected, Withheld or Otherwise Un-disbursed Student Activity Fee Funds**

- A. The normally very small amount of most individual student activity fees and the University's timelines for payments, make it logistically impractical to simply return fee payments by crediting each individual student account. Therefore, student activity fee funding that has been withheld from a recipient, for any reason, shall normally be reallocated by the VPOPs to the AMS Membership Bursary Fund. Where the VPOPs determines this need has been satisfied and/or there is simply additional funding available, the VPOPs shall have the discretion to reallocate any remaining monies to an existing AMS granting committee(s) or to address another area of acute financial need. Any recommendation by the VPOPs for reallocation other than to the AMS Membership Bursary Fund shall be subject to the approval of the Assembly Finance Committee.
- B. The following schedule will be followed:
  - i) Student Fee Cheque Pick Up: All student activity fee cheques must be picked up within one month from the date the cheque has been issued. Any cheque that has not been picked up within one month will be reallocated by the VPOPs to the AMS Membership Bursary Fund. The student group shall then be automatically removed from the student fee slate unless the VPOPs determines there to be special mitigating circumstances.
  - ii) Student Fee Cheque Deposit: Any student activity fee cheques that become stale dated will be reallocated by the VPOPs to the AMS Membership Bursary Fund. A stale dated cheque is any cheque that has not been deposited within six months of being issued. The student group will then be removed from the student fee slate the following year.
- C. The VP Operations shall notify the AMS Assembly of all such transfers and any fee removals.

**Section 4: Elections and Referenda**

**Section 4, Part A: General**

**1. DEFINITIONS**

- A. "Campaign Organization" is defined as the individual(s) responsible for or involved in running a campaign in an AMS election or referendum
- B. "Campaign Manager" is defined as the individual designated by the campaign organization to represent the campaign to the Elections Team
- C. "Campaigning" is defined as any activity that, in and of itself, serves to publicize or promote an individual, organization, or team's candidacy in an AMS election or referendum. Campaigning includes, but is not limited to, use of booked rooms for public gatherings, public appearances, issue of policy statements, distribution of promotional materials or candidate information, paid advertising in campus media, online material including social media, websites, etc.
- D. "Campaign materials" are defined as any items that, in and of themselves, publicize or promote an individual's or organization's position. Stickers are prohibited as campaign materials.

**2. ASSEMBLY**

- A. Assembly shall during the Fall Term ratify dates for the AMS referenda and elections held within the year.
- B. The campaign spending limit for the AMS elections and referenda shall be ratified by Assembly during the fall term, prior to the commencement of the validation period of the fall referendum.
- C. Assembly will act as a neutral body with respect to all elections.

**3. CONFLICTS OF INTEREST**

- A. The Chief Electoral Officer shall declare any potential personal conflict of interest to AMS Assembly prior to validation day. Where a conflict of interest has been determined to exist, the Chief Electoral Officer shall be required to appropriately alter his/her responsibilities, take a leave of absence or resign.
- B. The CRO and all DROs shall declare any potential personal conflict of interest to the AMS Secretary and the CEO prior to validation day.
- C. Where a conflict of interest has been determined to exist for any member of the Elections Team, either by the AMS Secretary or by the AMS Assembly, that person shall be required to appropriately alter their responsibilities, take a leave of absence or resign.

**4. DUTIES AND RESPONSIBILITIES**

- A. Duties and responsibilities shall be divided among the members of the Elections Team in the manner as outlined in AMS Policy Manual II.
- B. In the event that the CEO is unable to complete the duties required of them, the Assembly shall appoint an elected Assembly member to fulfil his or her role.
- C. In the event that the CRO is unable to complete his/her duties, those responsibilities shall be assumed by the DRO responsible for logistics, unless the CEO specifies otherwise.

**5. POLICY AND RULINGS**

- A. AMS Policy contained within the Constitution and the Policy Manuals shall be the ultimate source of authority for all elections and referenda procedures.
- B. The CEO is vested with the authority to interpret such policy and apply it and shall have the final say on all such decisions.
- C. The CEO may from time to time, make additional rules or stipulations not contained within policy in accordance with the spirit of AMS Policy. When a situation arises that is not explicitly considered by this document, the CEO shall interpret the policy in a manner consistent with its intentions.
- D. The CEO shall, during the nomination and campaigning period, be available to receive any disputes or complaints.
- E. The CRO shall identify policy infractions and notify the offending party and the CEO. The CRO shall ensure that all allegations of campaign violations are officially recorded and signed by the complainant. Any subsequent dispute or imposition of penalties shall fall under the purview of the CEO.
- F. The CEO shall also be responsible for resolving any disputes or alleged violations of the policy by candidates or teams submitted by other candidates or individuals. The CEO shall only make a ruling after a proper investigation has been conducted and shall only issue a sanction where the CEO has determined that a violation has occurred and has compelling evidence regarding the identities of the perpetrators. The CEO shall interview any individuals deemed relevant, and ensure that the offending party or parties have the opportunity to respond to any allegation made.
- G. When a team becomes aware of a potential violation of elections policy, they are permitted 24 hours to report the alleged violation to the AMS Elections Team.
- H. Should it be necessary due to unforeseen circumstances to alter, extend or cancel previously set election dates, the CEO shall be empowered to do so.
- I. All rulings by the CEO may only be appealed to the AMS Judicial Committee.
- J. All rulings by the CEO in the case of deciding who may run a 'No' Campaign may not be appealed to the AMS Judicial Committee.

**6. NOTIFICATION OF ELECTION OR REFERENDUM**

- A. It shall be the responsibility of the Elections Team to advertise upcoming society elections and referenda including the positions available, deadlines for validation or nomination and other pertinent information in campus media well in advance of any deadlines.
- B. The CRO shall issue on the first day of the nomination period a proclamation opening the election or referenda period and specifically outlining the following:
  - i. the positions that may be contested, or the opportunities to place referenda questions on the ballot
  - ii. the dates and times of validation due dates and the nomination period,
  - iii. where elections or referenda material can be obtained and deposited,
  - iv. the dates of the vote.
- C. The Elections Team shall contact relevant University organizations to inform them of the upcoming AMS election or referenda and to determine regulations concerning campaigning on campus. These regulations shall be enforced by the CRO.
- D. The Elections Team must ensure that there is notification of an election in the Queen's Journal at least one (1) week prior to the first day of voting. The CRO shall negotiate a signed agreement with the editor(s)-in-chief of the Journal each year to secure free space for the advertisement of a campaign statement submitted by each candidate or team of candidates at

least once during the election period.

- E. The CRO shall set a meeting for all the faculty society Chief Returning Officers that wish to conduct their elections in conjunction with those held by the AMS. The purpose of the meeting shall be to co-ordinate logistics and communication for the running of the elections. This meeting should be held no later than the first day of campaigning.

## **7. POLLING PROCEDURES**

- A. Polls shall be accessible through an online voting system during the voting period at the discretion of the CRO. Students shall receive access to this system via information sent to their Queen's email account on the days of the vote. This procedure will also apply to students on exchange and upper year students at the International Study Centre.
- B. Any changes in polling days, as ordered by the CEO shall be made known at least twenty-four (24) hours before the time normally scheduled for the opening of polls.
- C. The Elections Team shall ensure that students on exchange or on a professional placement sanctioned by their programme shall be made aware of the dates and other relevant information in regards to the Election so they are given a fair opportunity to vote.
- D. Any other student unable to vote during the scheduled voting period may proxy their vote. A student wishing to proxy their vote shall present a sealed letter listing their preferences to the CRO who, on the first voting day, shall cast ballot(s) for said student under the supervision of the CEO.
- E. Not limiting the foregoing, the CEO is empowered to cancel the proxy voting and/or distance voting programme(s) should he/she feel that these programmes might compromise the integrity of the election. These programmes shall be cancelled, should it be deemed necessary, prior to the ballots being opened. The CEO shall not cancel proxy and/or distance voting on the grounds that any one faculty has not cooperated in administrating distance voting, for this shall not impinge the ability of other faculties' distance students to vote.
- F. In the event of any failure with the online voting system, the CRO shall be authorized to run a paper ballot election in accordance with previous AMS policy which governed this process.
- G. There shall be an option to abstain on all referendum and election questions. Abstentions shall not be permitted on plebiscite questions.
- H. Abstentions shall not count as a vote for or against a question but shall be included in voter turnout.

## **SECTION 4, Part B: EXECUTIVE ELECTIONS**

### **1. TIMETABLE FOR ELECTIONS**

- A. Advertising for the executive elections shall take place at the end of the fall term to inform students of positions available and important dates.
- B. The Executive Election period shall normally open on the first day of classes in the Winter Term as shown in the timeline below.
- C. Nominations shall be due to the Elections Team at 9AM on the second Monday back from the winter break. Thursday shall serve as a validation day.
- D. The campaigning period shall extend exactly 11 days prior to the commencement of the election and campaigning shall cease by 11:59 pm of the day prior to election dates. Online

campaigning may continue at the discretion of the CEO during the election dates.

E. The election timeline shall be based on the following formula:

Day	Event
1-2	Information sessions
4	Nominations Open & All-Candidate's Meeting
8	Nominations Due at noon.
11	Validation at Assembly
12	Campaign period opens
22	Campaign period closes
23-24	Voting days

- F. The CEO may change the above timing, giving due notice, if extenuating circumstances are evident. If a situation arises where the CEO delays the election/polling dates, the CEO may or may not, at his/her discretion, extend the campaigning period.
- G. In order to ensure there is sufficient time for transition and hiring, Elections for the AMS Executive shall be concluded prior to reading week.
- H. The CRO shall set a meeting for all the faculty society Chief Returning Officers that wish to conduct their elections in conjunction with those held by the AMS. The purpose of the meeting shall be to co-ordinate logistics and communication for the running of the elections. This meeting should be held no later than the first day of campaigning.
- I. In the event that no team completes the nomination requirements on time, the nomination period shall be extended until Thursday at noon. If no teams have come forward by that time, Assembly shall determine the process to be followed.
- J. Should only one team fulfil nomination requirements after the noon deadline on Thursday with no other team having come forward, a vote of confidence will be held at the set election date to determine if the team will be acclaimed. The team will be subject to all rules concerning candidacy.
- i. The question to appear on the ballot be of the form: "Do you have confidence in the ability of (candidate names) to perform the duties of President, Vice-President (Operations) and Vice-President (University Affairs) respectively of the Alma Mater Society?"
  - ii. If the outcome of the vote is negative, then AMS Assembly shall individually appoint qualified persons to the executive positions at a special meeting of AMS Assembly held one week thereafter. Notice shall be given to all AMS members and all interested members will be invited to appear before Assembly.
  - iii. No person may be appointed to the Executive in a session of Assembly in which they have been defeated in a confidence vote. If the outcome of the vote is positive, the nominee will be acclaimed to the nominated position.

## 2. ELIGIBILITY

- A. Potential Candidates shall be deemed eligible by the following criteria:
- i. payment of an AMS specific Student Interest Fee.
  - ii. membership in one of the student societies listed below:
    1. Arts and Science Undergraduate Society,
    2. Concurrent Education Students Association,
    3. Physical and Health Education and Kinesiology Students Society,
    4. Engineering Society,
    5. Aesculapian Society,
    6. Computing Students Association,

7. Commerce Society,
8. Nursing Students' Society,
9. MBA Society

- B.** Individuals holding AMS salaried positions shall not be prevented from running for any elected office unless constitutionally prohibited. However, insofar as this is likely to result in a conflict of time and/or interest, the AMS shall protect the best interests of the Society by applying the following stipulations:
- i. the individual shall announce his/her intention to run in an election as early as possible.
  - ii. the individual shall take an unpaid leave of absence from his/her position during the campaign period.

- iii. the individual shall ensure that his/her responsibilities will be adequately covered during the imposed leave of absence without inflicting excessive stress or workload on those assuming their duties.
    - iv. the individual shall be prepared to resign his/her position immediately – if requested to do so by the Executive – in the event their campaign is successful.
    - v. Ultimately, it is the responsibility of the Executive to ensure that responsibilities are adequately met during an imposed leave of absence or resignation.
  - C. No individual is eligible to be a candidate in an AMS election if they are simultaneously running in any other campus election.
  - D. Candidates shall run as a slate or team to fulfil each of the positions of the executive.
  - E. The CRO shall ensure that all candidates who pick up a nomination package are eligible to run in the election as outlined in this policy. However, ultimate responsibility lies with the candidates to ensure that they are eligible to run in accordance with this policy and the Constitution
- 3. ALL CANDIDATES MEETING**
  - A. The Elections Team shall organize a mandatory all-candidates meeting during the first week of the nomination period in January.
  - B. Should a team of candidates miss the all-candidates meeting, the Elections Team may permit them to schedule a meeting with the CEO and CRO to go over the material covered in the meeting.
- 4. NOMINATIONS**
  - A. The nomination period is purely for organizational purposes and for collecting nomination signatures. No campaigning (as defined in section 1) shall occur during the nomination period.
  - B. The CRO shall make available on the first day of the nomination period the following materials
    - i. AMS Policy on Elections,
    - ii. relevant sections of the AMS Constitution,
    - iii. dates of the election set by Assembly,
    - iv. AMS Elections Team contact information,
    - v. any other information that may be deemed pertinent.
  - C. The Elections Team shall publish on the first day of the nomination period any rules pertaining to the election period not already established by this policy. This shall include all official opening/closing times and dates of the election.
  - D. Nomination Packages are to be made available at the AMS Front Desk on the opening day of the nomination period onwards. These packages must contain the following information:
    - i. either “AMS Election” or “AMS By-Election” in the heading,
    - ii. the position(s) contested,
    - iii. a Nomination Form signature sheet,
    - iv. the number of signatures required,
    - v. a campaign expense form.
  - E. The Nomination Package shall also include the executive team name, which shall be the first letter of the first or last name of the individual candidates in any order.
  - F. Prior to receiving the Nomination Package, each team of candidates shall be required to sign a document indicating their responsibility for the contents of the material, and their agreement to abide by it. Each campaign organization shall designate an Official Agent to

liaise with the Elections Team. The Official Agent shall be responsible for receiving and disseminating relevant information from the Elections Team to his/her campaign organization.

- G.** Nomination forms must be signed by 2% of AMS members. Candidates may nominate themselves.
- H.** Nomination forms shall include the nominators name, student number, signature and acknowledgment that the candidate(s) have adequately informed them of their intent in running. All fields must be completed legibly correctly according to the student list provided by the Registrar.
- I.** Nomination signatures may not be collected in classrooms, campus pubs, cafeterias, AMS offices, and AMS services.
- J.** Rooms may be booked for organizational purposes, such as planning sessions, campaign material preparation, etc., during the nomination period. Candidates shall not engage in campaigning.
- K.** Prior to submitting their completed Nomination Form, candidates shall declare in writing all extracurricular and leadership positions to the CEO.
- L.** Candidates shall take a leave of absence during the campaign period from all extracurricular activities that, in the judgement of the CEO convey unfair advantage, or establish or imply a conflict of interest. Notices of Leave shall be provided to the CEO.
- M.** A nominee may withdraw their candidacy at any time before the end of the nomination period, without penalty. Should a candidate or team withdraw during the campaign period, they may lose their deposit, subject to the CEO's discretion. A notice of withdrawal shall be given in written form to the CEO.
- N.** Each candidate or team of candidates shall, at the time that Nomination Forms are submitted, place \$100.00 on deposit with the Elections Team, which shall be returned after the election, excepting instances of fines or penalties.
- O.** Assembly shall ratify all candidates on validation day to appear on the election ballot, upon receipt of written confirmation from the Elections Team that the candidates have complied with AMS nomination requirements. Assembly shall only refuse to put a team on the ballot where there is clear and compelling evidence that they are ineligible.

## **5. CAMPAIGNING**

- A.** Campaigning shall not commence until the end of the validation period and the beginning of the campaign period.
- B.** All campaign materials and promotions are subject to the approval of the CRO. A sample of all campaign materials shall be submitted to the CRO to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval. All websites and social media accounts must be approved by the CRO prior to posting. All updates shall be closely monitored by the CRO.
- C.** The contents and methods of campaigning shall be above reproach. Candidates shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates. Candidates shall not make statements that they know are untrue. All campaigning is subject to the approval of the CEO.
- D.** All posters must be printed on recyclable paper and must be recycled after the end of the campaign period.

- E.** Posters may not be affixed to painted areas, doors, or glass. Candidates are responsible for ensuring that campaigning conforms to individual building policy.
- F.** Candidates must book all table space for use during the campaign period through the Elections Team. The Elections Team will also co-ordinate the booking of banner spaces in the JDUC. The allocation of table and banner space will be done through a lottery process.
- G.** Campaign tables or booths must be staffed by the parties involved, at all times. Promotional materials may not be left unattended.
- H.** Any classroom appearance must be cleared through the instructor in advance of the scheduled time. This contact may be made during the nomination period. Arrangements for classroom talks shall be the responsibility of the teams. All content shall be consistent with previously approved campaign material and shall be above reproach.
- I.** No form of off-campus campaigning shall be permitted. Candidates shall not place campaign materials on trees or utility poles either on or off campus. This includes banners strung from utility poles.
- J.** Campaign/promotional materials may not be distributed to mailboxes in the University District or student housing nor shall any form of door-to-door campaigning be permitted.
- K.** All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
- L.** No candidate may campaign inside campus pubs or cafeterias. Campaigning shall be permitted in line-ups but shall not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups shall also be subject to any applicable residence or university regulations.
- M.** Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS employees shall display campaign materials while on duty.
- N.** All email content shall be consistent with previously approved campaign material and shall be above reproach. Candidates may request an individual with a reasonable level of authority within an organization to forward an email to their organization using a mass email list. Use of AMS mass email lists, including lists for AMS Services, is prohibited.
- O.** All websites and social media accounts must be approved by the CRO prior to posting. All updates shall be closely monitored by the CRO.
- P.** Each candidate or team of candidates will be required to remove all physical campaign material produced on their behalf for the purposes of the election by 8:00pm on the day preceding the first day of voting. Campaigning through the use of websites and other online media may continue for the duration of the voting days. Candidates or teams will not be allowed to physically campaign on campus during the voting days.
- Q.** No polls or surveys of public opinion regarding AMS elections shall be published or broadcast on the day(s) of voting.
- R.** Individuals who hold AMS positions or any elected leadership position in its member societies, and who are serving as campaign managers, advisors or individuals otherwise closely associated with a team's campaign, shall declare this to their supervisor and the CEO. The CEO, in consultation with the supervisor, may require an individual to assume either altered responsibilities or take a leave of absence, if in his/her judgment it conveys an unfair advantage, or establishes or implies a conflict of interest. All leaves of absence shall last for the duration of the campaign period.

- S. Candidates are responsible for the conduct of their campaign organization and its members. Any violation of elections policy by said members shall be regarded as a violation by the candidate. Individuals who are not members of a specific campaign organization and who are found to have violated elections policy shall be referred to the AMS Judicial Affairs Office for prosecution under the AMS non-academic discipline system.
- T. The CRO is responsible for the organization, format and publicity of moderated forums between candidates. These shall occur during the campaign period. The purpose of these forums shall be to provide an opportunity for AMS members to ask questions of the candidates. AMS council members and officers shall remain neutral at all times. They may not publicly support any individual candidacy whether on or off-duty nor shall they be permitted to take a leave of absence to do so. AMS offices, email addresses and other office resources shall at no time be used for any purpose relating to an individual campaign. All other AMS salaried staff shall be permitted to support an individual candidacy while off-duty but shall not be eligible to take a leave of absence to do so. Off- duty campaigning by AMS salaried staff may not occur in the vicinity of any AMS service.
- U. The AMS Assembly shall be a neutral forum. No promotional materials shall be displayed or distributed at Assembly meetings. All questions at AMS Assembly will be directed at all teams.

## **6. ELECTION EXPENSES**

- A. The spending limit for the AMS elections shall not be affected by alterations or extensions of polling or campaigning dates. The spending limit shall remain constant from year to year unless otherwise specified by AMS Assembly.
- B. The CEO shall be empowered to assign a cost to any campaign materials and services received for free or at a discounted price that is not offered to all candidates (e.g. employee discounts). The total cost of campaign materials used in support of the election campaign shall include the assigned costs of all gifts, donations, and any other materials already owned by candidates or their campaign volunteers.
- C. In assigning costs, the CEO shall normally be guided by what he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where only one candidate or team has access to a discount, the full price shall be applied against the spending limit.
- D. It is the responsibility of candidates to notify the CEO before they use any materials or services for which they have not incurred a cost. Prior to the campaign period, candidates are encouraged to submit an all-inclusive list of materials and services they will be using in their campaign. If the CEO determines an unfair advantage exists for any candidate, he/she may ban certain activities or materials outright. The CEO should also make clear which items that he/she does not regard as campaign materials.
- E. An itemized list of all expenditures must be submitted to the CEO or his/her appointed delegate by 5:00pm on the first day of voting even if no expenses were incurred. These accounts shall include:
  - i. a numbered budget accounting for all expenses incurred for the purposes of campaigning by a team during the campaign period, and including the hypothetical

- costs, as determined by the CEO, for all materials or services for which no expense was incurred,
- ii. written receipts or bills identifying each item for which an expense was incurred. Candidates who fail to submit an itemized list of all expenditures by the established deadline shall not be eligible for reimbursement, and may be subject to a loss of bond.
- F. Campaign materials that were approved by the CRO but not used in campaigning may be submitted with the list of expenditures to the CEO, at whose discretion the cost of said materials can be discounted from the candidate's list of expenditures and thus, from the spending limit.
- G. All candidates who have complied with the above requirements shall be reimbursed by the AMS Secretariat for all authorized campaign expenses for which they provide a receipt or bill if:
- i. They receive at least 20% of the vote in an election contested by two candidates or team of candidates.
  - ii. They receive at least 10% of the vote in the first round of counting in an election contested by three or more candidates or teams of candidates.
  - iii. if neither threshold is met, candidates may also be reimbursed at the discretion of the CEO.

## **7. BALLOTS**

- A. The CRO shall prepare the online ballot for the Election followings procedures and deadlines in accordance with the online voting system.
- B. Teams shall appear on the ballot in an order determined by lottery. The names of teams and candidates that appear on the ballot shall be copied from the Nomination Forms. Names of candidates shall appear in following format: surname, given name(s), initials (if any), and position. Candidates shall appear in the following order: President, Vice- President Operations, and Vice-President University Affairs.
- C. If more than two candidates or teams contest the election, the ballot and counting procedures shall be designed to allow members of the society to rank candidates in order from highest preference to lowest preference:
  - i. 1 shall be accepted as the mark for highest preference.
  - ii. 2 shall be accepted as the mark for next highest preference.
  - iii. This pattern shall continue in accordance with the number of teams.
- D. The option to rank "none of the above" shall be available to voters.
- E. Initially votes shall be counted according to the highest preference expressed on a ballot. If a team receives sufficient ballots marked for them with first preferences to achieve a simple majority of fifty percent plus one (50% +1) of the ballots cast, they shall be declared the winner.
  - i. In the event that "none of the above" wins a simple majority of fifty percent plus one, then assembly shall individually appoint qualified persons to the executive positions at a special meeting of AMS assembly held one week thereafter. Notice shall be given to all AMS members and all interested members will be invited to appear before assembly.

- ii. No person may be appointed to the Executive in a session of Assembly in which they have been defeated in the original AMS Executive election one week prior.
  - iii. For whomever the outcome of the vote at assembly is the majority, the nominee will be acclaimed to the nominated position
  
- F.** If no team receives sufficient ballots marked for them with first preferences to achieve the fifty percent plus one (50% +1) threshold of ballots cast, then a second round of counting shall occur. The team with the fewest number of ballots marked with first preferences for them will be removed from the second round of counting and the ballots marked with first preferences for this team shall be redistributed according to the second highest preference expressed on that ballot.
  - i. If two or more teams tie for the least number of first preferences in the first round of counting, then they shall both be eliminated and their ballots redistributed according to their second preferences.
  - ii. This same procedure shall be repeated until one team receives sufficient votes to achieve a simple majority of fifty percent plus one (50% +1) of the ballots cast, at which point this team shall be declared the winner.
  - iii. If only two teams remain and neither has reached the fifty percent plus one (50% +1) threshold of votes cast, the team with the highest number of votes shall be declared the winner.
  - iv. If there is no second highest preference expressed on the ballot, then the ballot shall be considered spoiled.
  - v. If there is no first preference expressed then the ballot shall be considered spoiled.
  - vi. If, after a first preference is expressed, there follows a set of preferences that are expressed in a non-sequential manner, the preferences after the interruption of the continual sequence shall be discounted.
  - vii. If two or more teams tie for the lowest number of high preferences being considered in a particular round, other than the first, then the team that had the fewest first preferences will be eliminated from contention and those ballots will be redistributed according to those ballots' next highest expressed preferences.
  
- G.** If a candidate or a candidate team is disqualified, ballots shall be interpreted as if the disqualified team had been removed from contention in the first counting round.
  
- H.** If a ballot is marked in a manner other than the previously described manner but that nonetheless allows the CEO to reasonably determine a first preference, and only a first preference, such as a ballot marked with an (x) or a check-mark in a manner consistent with the first-past-the-post system, this ballot shall be considered to be a valid ballot marked with only a first preference, and counted accordingly.
  
- I.** If a ballot is marked such that two distinct methods of expressing preference are employed and such that the CEO can reasonably determine a first preference, the CEO shall interpret the ballot as far as he/she is able to do so according to the method of expressing preference used to express the first preference.
  
- J.** Any online voting/ballot services and/or software used by the CRO shall be available to any member of the society on demand for the purpose of inspecting it and perusing its constituting code.

- K. There shall be an option to vote “none of the above” on all Executive Election ballots.
- L. Votes of “none of the above” shall count as a vote against all other candidates and shall be included in voter turnout

**8. TABULATIONS, RESULTS, AND ANNOUNCEMENTS**

- A. The Chief Electoral Officer shall publicly announce the election results only after each candidate team has been informed. Should the team not be available the results will be made public no less than two (2) hours after they have been confirmed by the CEO.
- B. Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.
- C. Any campaign organization requesting clarification about the election results must do so by submitting a formal written request to the CRO within 48 hours of the release of the results.
- D. The CRO shall compile a recording of the results of the election to be made available to Assembly and retained in the AMS Secretariat.

**9. VIOLATIONS, PENALTIES AND DISQUALIFICATIONS**

- A. All disputes or complaints regarding the violation of AMS elections policy shall be submitted in the manner determined by the Elections Team to the DRO responsible for Dispute Resolution. Such complaints shall include the candidates or team involved in the violation and the reference of the election policy which they are in violation of.
- B. In the case of questions that can be answered by an explicit reference to policy, the CRO may offer a decision. Where this is not the case and interpretation is required, or the decision is not satisfactory to the complainant, written documentation signed by the complainant should be served to the CEO.
- C. The CEO at his/her discretion may disqualify any team that exceeds the campaign-spending limit set by Assembly where the sum is considered to have had a substantial impact on the results of the election. The CEO may also disqualify any team who fails to submit the required receipts.
- D. The CEO at his/her discretion may impose fines not to exceed \$500.00 per violation on any team who violates this policy.
- E. If deemed necessary by the CEO, a portion of the value of the fine may be deducted from the election expense limit allowed a team. If financial commitments have been made such that the expense limit would be exceeded by the imposition of this penalty, the equivalent value of the fine in campaigning materials may be forfeited.
- F. Any violation of this policy, as determined by the CEO, may also result in the disqualification of the offending team. Disqualification includes the cessation of all campaigning activities. Disqualification may also include, but is not limited to, the removal of the candidates from the election ballot, where in the opinion of the CEO the integrity of the election process has been compromised. Disqualification is subject to appeal to the AMS Judicial Committee. All appeals of disqualification shall be heard by the AMS Judicial Committee within 24 hours of notice pending. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.
- G. The AMS Judicial Committee may only overturn a decision of the CEO on the following grounds:
  - i. If the appellant can establish to the Committee's satisfaction that the cited violation(s) occurred as a result of actions or factors outside the knowledge and

beyond the control of the appellant or the CEO. All members of a team shall be held equally accountable for any of their actions (ie. an individual's actions cannot be said to be outside of a team's campaign).

- ii. If it can be deemed to the Committee's satisfaction that the CEO had a clear and definitive bias in making his/her ruling.
  - iii. Where there is clear and compelling evidence that the appellant has been treated unjustly. The appeal does not constitute an opportunity for the committee to simply second guess the judgment of the CEO but rather exists to ensure there has not been a miscarriage of justice based on the facts.
- H.** The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the CEO.
  - I.** Disputes/complaints must be made to the CEO no later than seventy-two (72) hours after the results are announced.
  - J.** The AMS Judicial Committee shall be the only level of appeal in cases of Executive Elections.

**SECTION 4, PART C: OTHER SOCIETY ELECTIONS**

- A.** When an election for a position other than the executive is being conducted by the society, the above described rules and regulations for Executive elections should be followed as far as is possible or reasonable. The CEO is empowered to deviate from these rules for other elections if it is required by the constitution, university regulations or realities of the situation.

**SECTION 4, Part D: REFERENDA POLICY**

**1. MANDATE**

- A.** The placement of questions on the ballot shall be subject to the following general policy on referenda though each type of question may have additional stipulations or requirements.
- B.** Society wide referenda shall be held at least once a semester with the purpose of asking the following types of questions:
  - I.** To establish, alter or continue student activity fees (for additional information on student fee questions, see *AMS Policy Manual 1, Section 3*)
  - II.** Binding non-fee related questions
  - III.** Non-binding plebiscite questions

**2. TIMETABLE FOR REFERENDA**

- A.** Referenda that are run in conjunction with an Executive, Trustee or Rector election shall follow the election's polling dates.
- B.** The referendum timeline shall be based on the following formula:

<b>Day</b>	<b>Event</b>
1-2	Information sessions

3	Validation Packages Final Due Date (12PM)
4	Nominations Open
8	Nominations Due at noon
11	Validation at Assembly
12	Campaign period opens
22	Campaign period closes
23-24	Voting days

### 3. NOTIFICATION

- a. It shall be the responsibility of the Elections Team to advertise the referendum periods and deadlines for validation and other pertinent information at least one week prior to the day on which validation packages are due.
- b. The Elections Team shall issue a proclamation opening the referenda period and specifically outlining the following:
  - i. The eligibility requirements to participate in the referendum, as determined by the Vice President Operations,
  - ii. The date and time when the validation package is due
  - iii. The potential opportunity to nominate a question for referendum,
  - iv. The dates and times of the nomination period,
  - v. Where nomination packages can be obtained and deposited,
  - vi. The dates of the vote.
- c. The Elections Team shall contact relevant University organizations to inform them of upcoming AMS referenda and to determine regulations concerning campaigning on campus. These regulations shall be enforced by the CRO.
- d. The Elections Team must ensure that there is notification of the referendum period in the Queen's Journal at least one (1) week prior to the first day of voting. The CRO shall negotiate a signed agreement with the editor(s)-in-chief of the Journal each year to secure free space for the advertisement of a campaign statement submitted by each campaign organization at least once during the election period.

### 4. ALL CANDIDATES MEETING

- A. The Elections Team shall organize a mandatory all-candidates meeting during the first week of the nomination period in January.
- B. Should a team of candidates miss the all-candidates meeting, the Elections Team may permit them to schedule a meeting with the CEO and CRO to go over the material covered in the meeting

### 5. ELIGIBILITY

- A. Eligibility to place a student fee question on the ballot shall be determined in accordance with AMS policy on student fee eligibility.
- B. Non-fee related referendum questions and plebiscite questions may only be placed on the ballot by a member of the AMS.

### 6. VALIDATION

- A. It shall be the responsibility of the CRO to advertise validation deadlines and other pertinent information.

- B.** To have a student fee question placed on the ballot, the campaign organization shall be required to complete the following:
  - I. Submission of the question to be included on the referendum ballot in accordance with AMS policy on student fee question
  - II. Submission of a written description of the group or organization seeking the fee and the specific purpose(s) for which the fee revenue will be used. This description shall approximate but not exceed 300 words and shall be printed in the Queen’s Journal during the campaign period.
  - III. Submission of a detailed report and financial information as outlined in AMS Policy Manual 1, Section 3: Student Activity Fees.
  - IV. Submission of a bond to be returned to the campaign organization at the end of the referendum period provided all rules were followed as outlined in this policy.
- C.** Non-fee related referendum questions
  - I. To have a non-fee related referendum question placed on the ballot, the campaign organization must submit a validation package by the deadline which provides the following:
    - 1. proof that the validator is a current AMS member,
    - 2. the exact wording of the question,
    - 3. contact information for the campaign organization,
    - 4. a 300 word statement in support of their position.
- D.** Plebiscite Questions
  - I. To have a plebiscite question placed on the ballot, the campaign organization must submit a validation package by the deadline which provides the following:
    - 1. proof that the validator is a current AMS member,
    - 2. the exact wording of the question,
    - 3. contact information for the campaign organization,

**7. NOMINATIONS**

- A.** The CRO shall make available on the first day of the nomination period the following material:
  - I. AMS Policy on Referenda,
  - II. Relevant sections of the AMS Constitution,
  - III. Dates of the referenda set by Assembly,
  - IV. AMS Elections Team contact information,
  - V. Any other information that may be deemed pertinent.
- B.** The CRO shall publish on the first day of the nomination period any rules pertaining to the election period not already established by this policy. This shall include all official opening/closing times and dates of the election.
- C.** Only those campaigns who have been notified by the AMS Secretary and Vice President of Operations that they have successfully passed the validation period by completing the eligibility requirements may pick up and submit a nomination package
- D.** The nomination period is purely for organizational purposes and for collecting nomination signatures. No campaigning shall occur during the nomination period.
- E.** Nomination Packages are to be made available at the AMS Front Desk on the opening day of the nomination period onwards. These packages must contain the following information:
  - I. either “AMS Fall Referendum” or “AMS Winter Referendum” in the heading,

- II. the formula for writing referenda questions,
  - III. a Nomination Form signature sheet,
  - IV. the number of signatures required,
  - V. a campaign expense form.
- F.** Prior to receiving the Nomination Package, each campaign will be required to sign a document indicating their responsibility for the contents of the material, and their agreement to abide by it. Each campaign organization shall designate an Official Agent to liaise with the Elections Team. The Official Agent shall be responsible for receiving and disseminating relevant information from the Elections Team to his/her campaign organization.
- G.** Nomination Forms must be signed by 2% of AMS members.
- I. Triennial review student fee questions are not required to collect signatures as there has already been demonstrated support through the establishment of the fee.
- H.** Nomination forms shall include the nominators name, student number, signature and acknowledgment that the referendum organization has adequately informed them of their desire to be placed on the ballot. All fields must be completed legibly correctly according to the student list provided by the Registrar.
- I.** Each campaign organization shall, at the time that Nomination Forms are submitted, place \$50.00 on deposit with the CRO, which shall be returned after the referendum, excepting instances of fines or penalties.
- J.** All campaigns will be required to submit 300-word statement about the organization, student fee request or question for the CRO to forward to the Journal. Failure to submit a write-up constitutes a failure to submit a complete Nomination Form.
- K.** Rooms may be booked for organizational purposes, such as planning sessions, campaign material preparation, etc., during the nomination period.
- L.** Nomination signatures may not be collected in classrooms, campus pubs, cafeterias, AMS Offices, or AMS Services.
- M.** The CRO shall keep available for public viewing in his/her office a list of questions approved and verified that are to appear on the referendum ballot.
- N.** A campaign organization may withdraw its referendum question at any time before the end of the nomination period, without penalty. Should a campaign organization withdraw during the campaign period, it may lose its deposit, subject to the discretion of the CEO. A notice of withdrawal shall be given in written form to the CEO.
- 8. APPROVAL BY THE ASSEMBLY**
- A.** Assembly shall be notified of any campaign organization which failed to meet the validation or nomination requirements and why through a written and oral report given by the Vice President Operations at the Assembly immediately following the nomination period.
  - B.** For those groups that meet the validation and nomination requirements, Assembly shall be notified of which questions shall be placed on the ballot.
  - C.** The following types of questions need Assembly approval to be placed on the ballot:
    - I. New or changing student fee questions
    - II. Non-fee related questions
    - III. Plebiscite Questions

- D. Assembly reserves the right and the authority to reject any new or changing student fees to be placed on the ballot only where there is clear and sufficient evidence brought forward that the AMS Secretary and the Vice President Operations failed to properly vet the fees in the validation period.
- E. Approval by the Assembly shall not be required for triennial review student fee questions approval as the Assembly has already voted on the legitimacy of the fee during its establishment. The Assembly shall only vote (in accordance with policy on establishing or changing fees) to place a triennial review question on the ballot where the VPOPS has determined one of the following through the validation period
  - I. The status of ratification or affiliation of the group has substantially changed since it last went to referendum,
  - II. The mandate or operations of the group has substantially changed since it last went to referendum,
  - III. The way the fee is expended by the group has substantially changed since it last went to referendum or,
  - IV. There has been a significant change to AMS policy on eligibility requirements for student fees which would affect that fee since it last went to referendum.
- F. Assembly shall not have the authority to reject or fundamentally change the substance of a plebiscite or non-fee related referendum question unless it finds clear and compelling reason to believe that the question itself constitutes or otherwise suggests or endorses a violation of the mission or operating statement of the Society; a violation of law; a violation of contractual, financial or other obligations undertaken by the Society; or would otherwise pose a clear, well-defined and significant threat to the best interests of the Society and the welfare of the Queen's undergraduate student body. Any such rejection shall require a two-thirds (2/3) vote in support from all voting members of the Assembly. Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.

## 9. CAMPAIGNING

- A. Campaigning shall not commence until the beginning of the campaign period.
- B. There shall be no official or recognized campaigning for or against plebiscite questions. However, the facilitation of a certain level of educational information dissemination for the benefit of an informed student vote shall be permitted. (For more information, please see the section on Plebiscite Questions)
- C. Should an event, organized prior to the nomination period for reasons unrelated to the referendum, be scheduled to take place during the campaign period, the campaign organization responsible for it can submit a request to the CEO asking that the event be considered a non-campaign event. If the CEO determines that the event cannot be rescheduled, the request may be granted, so long as no mention of the campaign is made at the event. All campaign materials and promotions are subject to the approval of the CRO. A sample of all campaign materials shall be submitted to the CRO to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval. All websites and social media accounts must be approved by the CRO prior to posting. All updates shall be closely monitored by the CRO.
- D. The content and methods of campaigning shall be beyond reproach. Campaign organizations shall not misrepresent the character or policies of other campaign organizations nor shall they interfere in any manner with the campaign materials of other groups. Campaign

organizations shall not make statements that they know are untrue. All campaigning is subject to the approval of the CEO.

- E.** All posters must be printed on recyclable paper and must be recycled after the end of the campaign period.
- F.** Posters may not be affixed to painted areas, doors, or glass. Campaign organizations are responsible for ensuring that campaigning conforms to individual building policy.
- G.** Campaign organizations shall book all table space for use during the campaign period through the Elections Team. The Elections Team will also co-ordinate the booking of banner spaces in the John Deutsch University Centre (JDUC). The allocation of table and banner space will be done through a lottery process. If, prior to the campaign and for reasons unrelated to the campaign, an organization books table/JDUC banner space for use during the campaign period, it may forfeit its right to allocated banner space, provided that the space it previously booked is roughly equivalent to the space it would be allocated.
- H.** Campaign tables or booths must be staffed by the parties involved, at all times. Promotional materials may not be left unattended.
- I.** Groups may speak to a class only with the prior permission of the instructor in the classroom. This permission may be sought during the nomination period.
- J.** No form of off-campus campaigning shall be permitted. Groups shall not place campaign materials on trees or utility poles either on or off campus. This includes stringing banners from utility poles.
- K.** Campaign/promotional materials may not be distributed to mailboxes in the University District nor shall any form of door-to-door campaigning be permitted.
- L.** All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
- M.** No campaign organization may campaign inside pubs or cafeterias. Campaigning shall be permitted in line-ups but shall not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups shall also be subject to any applicable residence or university regulations.
- N.** Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS employees shall display campaign materials while on duty.
- O.** All email content shall be consistent with previously approved campaign material and shall be above reproach. Campaign organizations may request an individual with a reasonable level of authority within an organization to forward an email to their organization using a mass email list. Use of AMS mass email lists shall be restricted to campaigns initiated by the AMS.
- P.** All websites and social media accounts must be approved by the CRO prior to posting. All updates shall be closely monitored by the CRO.
- Q.** Each campaign organization shall be required to remove all physical campaign material produced on their behalf for the purposes of the referendum by 8:00pm on the day preceding the first day of voting. Campaigning through the use of websites and other online media may continue for the duration of the voting days. Teams will not be allowed to physically campaign on campus during the voting days.
- R.** No polls or surveys of public opinion regarding AMS referenda shall be published or broadcast on the day(s) of voting.

- S. Participation by non-AMS members shall be strongly discouraged, in order to ensure referendum issues are decided by the Queen's student community in an environment free from external influence. External participation may be permitted at the CEO's discretion, provided that it is limited to the provision of factual information and does not include financial assistance or campaigning.
- T. The AMS and its component parts, including Council, Commissions and Services, shall be entitled to run fees and referenda questions under the following conditions:
  - I. Upon participation in a campaign, the salaries and offices of AMS employees shall be excluded from counting as campaign expenses. Use of any other resources in the AMS must be approved by the CEO and/or be expensed as normal campaign expenditures.
  - II. Upon approval of an AMS-run campaign, AMS Assembly shall reserve the right to establish further guidelines regarding the campaign activities of the AMS. The normal campaign rules for a referenda campaign shall still apply.
- U. Any AMS member or AMS-affiliated group shall be eligible to campaign against any question providing written notice of their intent to do so to the CEO and the placing of a \$50.00 on deposit with the CRO. Such notice may be provided at any time during the nomination or campaign periods.
- V. Only one party may campaign against any question. In the event that more than one party provides notice of their intent to run a "No" campaign against the same question, the CEO shall request that these parties merge to run a single campaign. If the parties are unable to reach agreement, the CEO shall determine which party shall run the "No" campaign. The CEO shall rule in favour of the first party to provide written notice of intent, unless he/she determines that a subsequent applicant has a significantly greater interest in the outcome of the question, or significantly greater willingness and ability to affect the outcome. The CEO's ruling in this matter is not subject to appeal. "No" campaigns shall be provided with the same resources made available to the group placing the question.
- W. No member of the Society shall be eligible to run multiple "No" campaigns at the same time.
- X. Campaign organizations are responsible for the conduct of their members and volunteers. Any violation of referenda policy by said members and volunteers shall be regarded as a violation by the campaign organization. Individuals who are not members of a specific campaign organization and who are found to have violated referenda policy shall be referred to the AMS Judicial Affairs Office for prosecution under the AMS non-academic discipline system.

**10. REFERENDA EXPENSES**

- A. The spending limit for the AMS referenda shall not be affected by alterations or extensions of polling or campaigning dates. The spending limit shall remain constant from year to year unless otherwise specified by AMS Assembly.
- B. The CEO shall be empowered to assign a cost to any campaign materials and services received for free or at a discounted price that is not offered to all campaign organizations (e.g. employee discounts). The total cost of campaign materials used in support of the referendum campaign shall include the assigned costs of all gifts, donations, and any other materials already owned by campaign organizations or their campaign volunteers.
- C. In assigning costs, the CEO shall normally be guided by what he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where

only one campaign organization has access to a discount, the full price shall be applied against the spending limit.

- D. It is the responsibility of campaign organizations to notify the CEO before they use any materials or services for which they have not incurred an expense. Prior to the campaign period, individuals or campaign organizations are encouraged to submit an all-inclusive list of materials and services they will be using in their campaign. If the CEO determines an unfair advantage exists for any campaign organization, he/she may ban certain activities or materials outright. The CEO should also make clear which items that he/she does not regard as campaign materials.
- E. An itemized list of all expenditures must be submitted to the CEO or his/her appointed delegate by 5:00pm on the first day of voting. These accounts shall include:
  - I. a numbered budget accounting for all expenses incurred for the purposes of campaigning by an individual or campaign organization during the campaign period, and including the hypothetical costs, as determined by the CEO, for all materials or services for which no expense was incurred,
  - II. written receipts or bills identifying each item for which an expense was incurred.
- F. Campaign materials that were approved by the CRO but not used in campaigning may be submitted with the list of expenditures to the CEO, at whose discretion the cost of said materials can be discounted from the campaign organization's list of expenditures and thus from the spending limit.
- G. An individual's or campaign organization's expenditures shall be reimbursed by the AMS Secretary for all authorized campaign expenses for which they provide a receipt or bill, so long as they receive more than 10% of the non-spoiled ballots.

## **11. BALLOTS**

- A. The CRO shall prepare the online ballot for the Referendum following procedures and deadlines in accordance to the online voting system.
- B. Each ballot shall include the following:
  - I. "Alma Mater Society 20 Fall/Winter Referendum" as the heading,
  - II. the dates of the referendum,
  - III. the exact wording of the referendum questions as approved by Assembly,
  - IV. the words "Yes" and "No" with boxes accompanying them clearly.
  - V. the option to abstain through ensuring the questions do not require mandatory responses on the online ballot.
  - VI. A link to the group's budget that was approved by the Vice-President(Operations) and the AMS Secretary.
- C. Questions shall appear on the ballot in the following order:
  - I. establishment of new fees subject to individual opt-out, organized alphabetically by the name of the organization
  - II. establishment of new mandatory fees, organized alphabetically by the name of the organization
  - III. continuation of fees subject to individual opt-out, organized alphabetically by the name of the organization
  - IV. continuation of mandatory fees organized alphabetically by the name of the organization
  - V. non-fee referendum questions
  - VI. plebiscite questions

**D. Student fee questions shall take the following formats:**

- I. There shall be a standard format for any question asking for a fee increase or decrease. The format is: *“Do you agree in an increase/decrease in the fee (mandatory fee/subject to individual opt-out) from \$ to \$ , an increase/decrease of \$ ?”*
- II. For fee questions that previously had an opt-out clause (i.e. "subject to individual opt-out"), the clause can only be dropped in a separate and distinct referendum question. If a group is asking for an increase or decrease in its student fee, and that fee is already subject to an opt-out, then the new question must retain such an opt-out clause.
- III. There will be a standard question format for the dropping of an opt-out clause. The format is: *“Do you agree that the fee of \$ should become mandatory?”*
- IV. There will be a standard question for the continuation of a student interest fee. The format is: *“Do you agree to the continuation of the \_\_\_\_\_ fee of \$ (mandatory fee/subject to individual opt-out) for the next three years. This fee was originally established in and last went to referendum in .”*
- V. There will be a standard question for the establishment of a student interest fee. The format is: *“Do you agree to the establishment of a \$ fee (mandatory fee/subject to individual opt-out) to support the \_\_\_\_\_?”*
- VI. There will be a standard question for the triennial review of a mandatory fee which is being converted to an optional fee due to eligibility considerations, The format is: *“Do you agree to the continuation of a \$\_ fee (subject to individual opt-out) for the next three years? This fee was previously a mandatory fee in the amount of \$\_ and was established in .”*

**E. Plebiscite and non-fee related questions shall begin with “Do you agree that...” and shall not be preceded by a preamble.**

**12. TABULATIONS, RESULTS, APPROVAL THRESHOLDS, AND ANNOUNCEMENTS**

- A. In cases where at least twenty (20) percent of the eligible student electorate have cast ballots, a fee or question shall be considered approved if it receives fifty percent plus one (50% +1) of the total non-spoiled ballots cast. In cases where less than twenty (20) percent of the electorate have cast ballots, approval of each individual fee shall be subject to the following sliding scale based on total voter turnout:

Voter Turnout Percent	15% to 19.9%	10% to 14.9%	5% to 9.9%	Less than 5%
Percentage Needed to Pass (per individual question)	55%	60%	65%	70%

- B. The CRO shall publicly announce the referenda results only after each campaign organization has been so informed. Should representatives of a campaign organization not be available the results will be made public no less than two (2) hours after they have been confirmed by the CRO.

- C. Any ballot that is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast. Where multiple questions appear on a ballot, each question shall be considered as a separate ballot.
- D. Any campaign organization requesting clarification about the referendum results must do so by submitting a formal written request to the CRO within 48 hours of the release of the results.
- E. The CEO shall compile a recording of the results of the referenda to be made available to Assembly and retained in the AMS Secretariat.

**13. VIOLATIONS, PENALTIES AND DISQUALIFICATIONS**

- A. In the case of questions that can be answered by an explicit reference to policy, the CRO may offer a decision. Where this is not the case and interpretation is required, or the decision is not satisfactory to the complainant, written documentation signed by the complainant should be served to the CEO.
- B. The CEO at his/her discretion may disqualify any campaign organization that exceeds the campaign-spending limit set by Assembly where the sum is considered to have had a substantial impact on the results of the referendum. The CEO may also disqualify any campaign organization that fails to submit the required receipts.
- C. The CEO at his/her discretion may impose fines not to exceed \$500.00 per violation on any campaign organization that violates this policy.
- D. If deemed necessary by the CEO, a portion of the value of the fine may be deducted from the referendum expense limit allowed a campaign organization. If financial commitments have been made such that the expense limit would be exceeded by the imposition of this penalty, the equivalent value of the fine in campaigning materials may be forfeited.
- E. Any violation of this policy, as determined by the CEO, may also result in the disqualification of the offending group. Disqualification includes the cessation of all campaigning activities. Disqualification may also include, but is not limited to, the removal of the question from the referendum ballot, where in the opinion of the CEO, the integrity of the referendum process has been compromised. Disqualification is subject to appeal to the AMS Judicial Committee. Any appeals of disqualification must be heard by the AMS Judicial Committee within 24 hours of notice pending. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.
- F. In the event of repeated, reckless or wilful campaign policy violations by a side whose desired result is the same as the result if the question had not been asked, commonly referred to but not necessarily being the “No” side, and in recognition that disqualifying a referendum question from a ballot can constitute an adverse consequence only for the “Yes” side, the offenders shall be held individually accountable. The CEO shall refer such conduct to the AMS non-academic discipline system, consistent with the Queen’s Code of Conduct that defines “a violation of published rules and regulations of the University or of any authorized rule-making body within the university” as “unacceptable” and constituting an offence.
- G. The AMS Judicial Committee may only overturn a decision of the CEO on the following grounds:
  - I. If the appellant can establish to the Committee's satisfaction that the cited violation(s) occurred as a result of actions or factors outside the knowledge and beyond the control of the appellant or the CEO. All members of a campaign

organization shall be held equally accountable for any of their actions (i.e. an individual's actions cannot be said to be outside of a organization's campaign).

- II. If it can be deemed to the Committee's satisfaction that the CEO had a clear and definitive bias in making his/her ruling.
- III. Where there is clear and compelling evidence that the appellant has been treated unjustly. The appeal does not constitute an opportunity for the committee to simply second guess the judgment of the CEO but rather exists to ensure there has not been a miscarriage of justice based on the facts.
- H. The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the CEO.
- I. Disputes/complaints must be made to the CEO no later than seventy-two (72) hours after the results are announced.
- J. The AMS Judicial Committee shall be the only level of appeal in cases of referenda policies.

**14. NON-FEE RELATED QUESTIONS**

- A. Non-fee related referendum questions shall be so indicated on the ballot and it shall be made clear on the ballot that the question is binding.
- B. All non-fee related questions are subject to approval by the Assembly and Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.
- C. 'No' campaigns may be registered as per the previously stated policy. AMS representatives working in their capacity may register and run 'No' campaigns governed by any rules that already apply to referenda.

**15. PLEBISCITE SPECIFIC POLICIES**

- A. There shall be no official or recognized campaigning for or against plebiscite questions.
- B. Plebiscite questions shall be so indicated on the ballot with "AMS Plebiscite" appearing before the specific question.
- C. Plebiscite questions shall be voted on in the same way as referenda questions but they shall not be deemed to "Pass" or Fail"; rather the number and percentage of "Yes" and "No" votes shall simply be reported.
- D. The AMS Assembly shall have the authority to place a Plebiscite Question directly on the ballot.

All plebiscite questions approved for a referendum ballot shall be published in The Queen's Journal at the same time that referendum questions/write-ups appear. The Elections team shall endeavour to widely publicize the existence of any Plebiscite Questions immediately upon their approval for the ballot. This will include posting the Plebiscite question(s) on the AMS website. The CEO shall have the discretion to disqualify any plebiscite question, where the CEO finds clear grounds to believe that the nature of any unofficial "campaign" activity has compromised the integrity of the plebiscite process and/or skewed the vote or opinion of the student body rendering the result unrepresentative of student opinion. Disqualification may entail the removal of the question from the ballot or a decision to not count/publish the vote.

## **Section 5: Constitutional Interpretation**

### **Section 5: Part A: Constitutional Interpretation**

The A.M.S. Judicial Committee (the "Committee") is responsible to the Society for all matters of constitutional interpretation, for adjudicating on Speaker's Rulings which may be contested from the Assembly and for overseeing the procedure followed in the running of Society elections and referenda. The Committee shall be governed by the rules of natural justice and shall follow such findings of fact as are reasonably necessary to ensure a fair hearing and a just decision.

The procedures set out in Part I are intended as the basis upon which the Committee will conduct all proceedings. They may be altered or waived by the Committee as it may deem reasonable and necessary in the circumstances of each case.

In matters of constitutional interpretation, the procedures set out below will replace those set out in Part I of these Rules and Procedures.

#### **1. DEFINITIONS**

- 1) Appellant: Moving party in an action i.e. party with constitutional complaint or question.
- 2) Respondent: Representative of the AMS best suited to defend the society or help answer the question posed to the Committee.

#### **2. INITIATION OF PROCEEDINGS**

- 1) A proceeding before the Committee may be initiated by any member of the A.M.S. who believes that one or more of the sections set out in the A.M.S. Constitution and By-Laws, have been violated.
- 2) A proceeding is to be initiated upon written notice of the alleged violation delivered to the Chairperson of the Committee (or his/her absence, to the Alternate Vice-Judicial Chairperson) by the Committee Clerk.
- 3) The notice referred to in subsection (2) above shall be called Form 1 which shall include:
  - a) the name(s) of the person(s) making the complaint;
  - b) a reference to the relevant section or by-law in the A.M.S. Constitution or By-laws under which the alleged violation falls;
  - c) the name(s) of the person(s) who allegedly committed the violation;
  - d) the time and date upon which the alleged violation was committed; and
  - e) a brief description of the circumstances surrounding the alleged violation.
- 4) Notice of intention of proceedings shall be filed with the Committee no later than thirty (30) days after the date upon which the alleged violation occurred. If the alleged violation occurs during the months of May through August, this limitation may be extended at the discretion of the Chairperson. In this case, notice of intention of proceedings shall be filed no later than September 30th of the same year.

#### **3. PARTIES**

- 1) The parties to any proceedings shall include, without limitation, the aggrieved party making a complaint and the person or persons charged under the Constitution or By-laws of the A.M.S.

#### **4. HEARING**

- 1) A hearing shall be open to the public except where the parties of said hearing request that it not be open to the public, in which case the Committee will consider the nature of the matters to be discussed and determine whether the hearing will be open or not. Members of the Queen's Journal shall be notified of any open hearings by the Judicial Clerk.
- 2) The Committee may make such rulings at a hearing as it considers reasonable and necessary in the circumstances to maintain order at the hearing.
- 3) At the prescribed time for the hearing, the following procedures shall be implemented:
  - a) introduction of the Committee members and a preamble by the Chairperson outlining the right of the Committee to exist and to consider and act on matters such as are before the Committee. The Chairperson shall also issue a statement that the Committee shall not entertain any questions related to its jurisdiction;
  - b) explanation of the reason for the hearing and reading of the applicable question or complaint by the Chairperson of the hearing;
  - c) opening statement by the appellant (including, but without limiting, a summary of the facts and what is intended to be proven);
  - d) opening statement by the respondent (including, but without limiting, the basis of the defence);
  - e) presentation of the appellant's case, including calling witnesses, entering evidence, cross-examination of appellant's witnesses by the respondent;
  - f) presentation of the respondent's case, including calling witnesses, entering evidence, cross-examination of the respondent's witnesses by the appellant
  - g) closing submissions of appellant
  - h) closing submissions of respondent.
- 4) The Committee will retire to make its decision or adjourn to deliberate and render its decision at a later date.
- 5) Members of the Committee are permitted to question any of the parties to or witnesses at the hearing during the proceedings in order to clarify any point, submission or fact put before the Committee.

#### **5. RIGHTS OF PARTIES**

- 1) A party to a proceeding has a right to:
  - a) be represented by counsel; and
  - b) present his/her arguments and submissions including documentary evidence.

## **Section 6: Awards**

### **Section 6, Part A: Teaching Awards**

The A.M.S. has a responsibility to protect the interests of its constituents, and further, to recognize professors who have demonstrated an outstanding commitment to the education of students of Queen's University through excellent teaching. Therefore, the A.M.S. shall annually honour such instructors by awarding to them the Frank Knox Award for Excellence in Teaching.

Teaching Assistants (TAs) contribute significantly to the educational experience and academic development of undergraduates. In addition to their teaching/tutorial duties, TAs are generally also assigned considerable marking duties, meaning they ultimately bear considerable responsibility for a student's final grade. This contribution has traditionally been overshadowed by the professor who teaches the course and thus has gone largely unrecognized. Therefore, the A.M.S. shall annually honour such instructors by awarding them the Christopher Knapper Award for Excellence in Teaching Assistance.

In selecting meritorious TAs for an award, the AMS seeks to confer deserving recognition on those who have demonstrated exceptional and excellence in the education of undergraduates. By rewarding excellence in teaching, it is hoped that this award will reflect the AMS' continuing efforts to raise the profile of outstanding teaching, as it seeks to constructively monitor and enhance the undergraduate learning environment.

#### Process for AMS Teaching Awards

Any Queen's undergraduate student can submit a primary nomination. Any member of the Queen's community may submit a secondary nomination.

Any instructor is eligible to be nominated, regardless of level of appointment. Any individual who is recognized as a teaching assistant by his/her department is eligible to be nominated.

Extensive advertising for the purpose of soliciting nominations from students shall be the responsibility of the committee and should be carried out through a variety of means as deemed appropriate by the committee.

Nomination information packages will be available throughout the year.

A nomination shall include:

- i) a completed nomination form from any undergraduate student, including all relevant information on the nominee and nominator. The form will also include detailed answers to the questions posed by the committee. These questions will cover a variety of topics as decided by the committee.
- ii) at least one other completed nomination form in support of the nominated individual filled out by any other member of the Queen's community

#### Selection Criteria

Two awards shall be presented each year, with no emphasis on faculty-specific designation. That is, the main criterion in the selection process is teaching excellence and commitment to the educational experience of students at Queen's, regardless of the faculty to which the professor belongs.

The information provided in the nomination will form the backbone of the information to be used by the committee in making their decision. However, a short evaluation form specifically designed to provide supplemental information useful in selecting a winner will be distributed to a random sample of students in the class of each nominee. This will be employed at the discretion of the committee in order to receive non-premeditated responses from unbiased students. The committee also is able to request to see and research past evaluation forms from departments or faculties. Where available, this data will also be taken into consideration. In addition each of the nominee's lectures shall be attended by at least two members of the committee so they can observe the instructor firsthand.

There should be no fixed detailed criteria or set of guidelines which should be followed in making a decision. This is based on the fact that students are the best judge of the teaching quality to which they are subjected. In addition, such detailed criteria cannot be given in advance considering the variety of methods of instruction. Different factors should be weighed differently from case to case and from year to year as the committee members deem appropriate. The weighting used however should aim to provide a measure of the overall commitment of the individual.

Some broad guidelines in the selection of a winner are:

- a) Since the concept behind having an A.M.S. Teaching Award is not to create a mere popularity contest, it is important that the committee assess the real learning which is taking place under the instructor.
- b) Is the instructor successful in challenging students to attain a high level of scholarship?

#### **Section 6, Part B: Agnes Benidickson Tricolour Award**

1. There shall be a society called the Tricolour Society of Queen's University; hereinafter called the Tricolour Society.
2. Admission to the Tricolour Society shall be regarded as the highest tribute that can be paid to a student for valuable and distinguished service to the University in non-athletic, extra-curricular activities. Such service may have been confined to a single field, or it may have taken the form of a significant contribution over a wide range of activities. Those admitted to the Tricolour Society shall receive the Agnes Benidickson Tricolour Award. Any student at the University may submit a nomination.
3. Admission to the Tricolour Society shall be limited to students of the University. Although the number of students to be admitted to the Society each year shall be decided by the selection committee, the number shall be limited so as not to jeopardize the distinction of the Tricolour Society. Admission shall not be granted simply because a person holds or has held a certain position or office on campus.
4. The selection committee shall represent a wide cross-section of the student body and therefore no more than one 1) Executive member of the Alma Mater Society and one (1) Executive member of the SGPS may be appointed by any society as a representative to the committee. The committee shall be composed of the following representatives:

- (i) one appointee of the Arts and Science Undergraduate Society
  - (ii) one appointee of the Engineering Society
  - (iii) one appointee of the Society for Graduate and Professional Students
  - (iv) one appointee of the Education Society
  - (v) one appointee of the Commerce Society
  - (vi) one appointee of the Law Students Society
  - (vii) one appointee of the Aesculapian Society
  - (viii) one appointee of the Nursing Science Society
  - (ix) one appointee of the Rehabilitation Therapy Society
  - (x) one appointee of the Theological Society
  - (xi) one appointee of the MBA Students' Society
  - (xii) one appointee of the Concurrent Education Students' Association
  - (xiii) one appointee of the Physical Education and Kinesiology Students' Society
  - (xiv) one appointee of the Computing Students Association
  - (xv) the University Rector who shall serve as chair
  - (xvi) the Honorary President as an ex-officio adviser
5. The committee shall ensure it has established a thorough understanding of all relevant campus organizations and activities so as to establish its ability to make informed selections from among the nominations.
  6. Upon nomination, candidates will be asked to submit a list of activities that they have been involved with at Queen's University, along with a list of individuals who may comment on their performance in said activities. The committee is not limited only to contacting those references provided by the candidates.
  7. After reviewing the nomination packages for each candidate the committee will conduct formal interviews of selected candidates. Following this, if though necessary by the committee, informal contact with candidates may take place in the form of a small social gathering attended by all candidates and committee members.
  8. Students admitted to the Tricolour Society shall be awarded a plaque, emblematic of the high honour conferred upon them in admission to the Tricolour Society. Where possible, the plaque shall be presented to them at Convocation by the Rector and Chancellor. The cost of these awards shall be borne equally by the Society and the SGPS.
  9. Students admitted to the Tricolour Society shall receive the original letter(s) in support of their nomination and other supporting material after the presentation of the award, unless otherwise specified by the supporters.

### **Section 6, Part C: Robert Sutherland Prize**

1. The Robert Sutherland Prize shall be awarded annually to a self-defined student of colour who has shown leadership and initiative at Queen's, most specifically in the areas of anti-racism and anti-oppression in the aim of creating a more inclusive campus climate.
2. The Selection Committee shall be struck no later than the second meeting of the Assembly in the Winter Term. The Committee shall select one or two recipients before the annual AMS volunteer gala/appreciation

dinner where the recipient(s) shall be formally announced. The award shall be presented to the recipient(s) at their Convocation.

3. The Selection Committee shall consist of the following members:

One member of the Alma Mater Society Executive

AMS Social Issues Commissioner (Chair)

Queen's University Rector

Two voting members of the AMS Assembly

Two members of a cultural group on campus (to be selected by the Social Issues Commissioner and subject to ratification by the Assembly)

4. The committee shall establish and publicize a nomination period. Nominations shall include a list of the nominee's activities and a brief description of their contribution, along with a list of individuals who may comment on their contribution. The committee is not limited to contacting those references provided by the nominator. Eligible nominees and nominators shall be members of the AMS or members of the Queen's University Law Students' Society.

5. The Selection Committee may request any additional information about the nominees if necessary in its determination of the recipient (s) of the award. This may include a session in which the members of the Committee would have the opportunity to meet the nominee. Such a session should not be used as an evaluation; rather, it should simply be an opportunity for the committee to get to know the person being nominated.

6. For the purposes of the Selection Committee, a cultural group on campus shall be defined as any group which serves the diversity of Queen's students. This shall include but not be limited to groups operating out of the International Centre, the Four Directions Aboriginal Student Centre, the Queen's Native Student Association, and the AMS Committee Against Racism and Ethnic Discrimination.

7. The recipient of the Robert Sutherland Prize shall receive an award from the Society at Convocation and shall have his/her name placed on a permanent wall plaque, to be displayed prominently in the Robert Sutherland Reading Room.

### **Section 6, Part D: The AMS Letter Award**

The AMS Letter Award shall be awarded annually to students who make an outstanding contribution to the Alma Mater Society and to Queen's University in the year that the award is granted, and who hold positions that otherwise receive little appreciation or recognition.

The selection committee shall consist of the Vice-president (University Affairs) and two members of Council appointed by the VPUA.

The nomination period shall be at least two weeks and the award shall be suitably advertised in advance of this period. The nomination process shall begin prior to Reading Week. The award shall be presented by

the VPUA at the annual AMS volunteer/gala/appreciation dinner by the VPUA. The names of recipients shall be added to a plaque to be displayed in the AMS office.

The following will be considered in the selection of successful candidates:

1. Whether the candidate has have initiated a new and interesting project(s) either independently or within a group(s)/organization(s) that furthered the mandate of the group.
2. Whether the candidate has held a position that receives little recognition. A candidate who has been nominated or awarded another award remains eligible for the Letter Award.
3. Whether the candidate has fulfilled all obligations and responsibilities of membership to the group, as well as contributing above and beyond such specified responsibilities of the job description.
4. Whether the candidate has demonstrated exceptional leadership ability and an ability to work well with colleagues.
5. Whether the candidate has upheld the AMS Mission and Operating Statements.

### **Section 6, Part E: Alma Mater Society Staff Award**

#### Introduction

The purpose of this award shall be to recognize staff members employed by Queen's University who consistently provide outstanding contributions, directly or indirectly, to the learning and working environment at Queen's University at a level significantly beyond what is usually expected.

#### Procedure

1. All Queen's University staff members, full – time or part – time who are employed on a continuing basis or on a term contract for twelve months or more shall be eligible for nomination. Occasional part – time or term employees may be eligible if their aggregate service exceeds one year. Any staff member employed by Queen's in the last twelve months shall be eligible to receive this award. AMS permanent staff members shall not be eligible for this award.
2. Two currently – enrolled students shall make the nomination. Any member of the Queen's community including students, staff, faculty, alumni, co-workers, supervisors, and members of the public who have an interest in the University may submit supporting nominations
3. A maximum of five letters of support may accompany the nomination.
4. The Selection Committee shall be chaired by a member of the AMS Executive or their delegate. In addition to the chair, the composition of the Committee shall include:
  - Staff member of Queens University (may be an AMS permanent staff member)
  - 3 Students who are voting members of the AMS Assembly
5. Co-ordination of the selection of the committee shall be the responsibility of the chair.
6. The committee shall be struck no later than the end of the fall term and shall complete its selection process prior to the AMS General Meeting.

7. Factors considered by the committee shall be:

- \* Nature and type of contribution significantly beyond what is usually expected
- \* Breadth of impact over and above what is usually expected including activities outside specific job responsibilities.
- \* Evidence of initiatives to develop and / or upgrade work skills over and above what is usually expected
- \* Strength of support in nominations
- \* Range of nominators
- \* Length of service

8. The committee may award a maximum of three Staff Awards per academic year.

9. This process shall be confidential

10. Announcement of Awards

Each winner shall receive a framed certificate presented at the AMS Annual General Meeting. Candidates shall receive their original letters and other supporting material after the presentation of the award unless otherwise specified by the supporters. Names of the winners shall be published in suitable campus media.

## Section 7: Clubs

### Section 7, Part A: Definitions

1. “Queen’s Club” means a student-run group formed by a minimum of five students, approved by the Ratification Review Committee and ratified by the AMS Assembly and SGPS to provide opportunities for meaningful participation and engagement for students and members of the Queen’s and Kingston community. Queen’s clubs are bound by the mandate, policy and constitution of the AMS and of the SGPS. Two Queen’s Clubs may not be in existence that provide the same service and opportunities in the same manner unless otherwise approved by the Ratification Review Committee.
2. “Club Member” means a Queen’s student who has full rights as a part of a club they have willingly joined. All club member behaviour is a reflection on the entire club. Club executives shall keep a detailed, up-to-date record of all club members, including, but limited to their name and position.
3. “Club Volunteer” means non-Queen’s students who assist in club affairs but do not host, manage, vote, or create club activities, events and policies. Clubs that have volunteers must have policies within their constitution to outline a volunteer’s relationship to the club. Club executives shall keep a detailed, up to date record of all club volunteers, including their name and relevant affiliation. Volunteers are part of the group on their own volition.
4. “Club Participant” means students of Queen’s or non-Queen’s students who attend an event hosted by a club but have no other relationship with said club. Participant’s actions are their own and do not reflect the club. Participants are part of the group on their own volition.
5. “Club Event” means any activity that seeks to fulfill the mandate of a club yet surpasses the daily operational functions such as a club meeting. This includes, but is not limited to, any event that involves physical activity, food, alcohol, and transportation. Any club event must be pre-approved through participation in the event sanctioning process. Clubs are eligible to submit one event sanctioning form for all recurring events.
6. “Probation” means temporary de-ratification and the removal of all privileges therein associated.

### Section 7, Part B: Affiliation with the AMS

1. **Rights and Privileges**
  - A. Every club has the right to be listed as a ratified Queen’s Club and have club information on myams.org.
  - B. Clubs may also request a mailbox in the main AMS offices.
  - C. Every club has the right to consistent and regular communication from the Clubs Office including, but not limited to, due notice of all deadlines and dates regarding grants, space requests, re-ratification, and workshops.
  - D. Every club has the right to solicit members and collect membership fees of a reasonable amount as well as solicit volunteers and participants for club activities and events.
  - E. Every club has the right to use University space subject to all regulations that govern such space. As well, they have access to such space under the ratified club fee slate and shall be able to request office or locker space to carry out their activities.

- F. Every club may apply to participate in events hosted by the Clubs Office, including but not limited to Tricolour Open House, Tricolour Expo, club workshops, executive forums and socials.
- G. Clubs shall also have access to other services provided by the Clubs Office such as bank notation for transfer of signing authority
- H. Every club has the right to request assistance from the Clubs Office to carry out the functions of their club and in specific tasks including preparing club financial statements and budgets, planning, marketing, executing events. Furthermore, the Clubs Manager & HR Coordinator shall be resources to deal with inter- or intra- club disputes.
- I. Every club has the opportunity to apply Clubs Grants except as prohibited under Club Grants eligibility guidelines and club finance policy.
- J. Every club is covered under AMS insurance provided they follow all regulations and requirements regarding insurance. Proportional and appropriate sanctions shall be applied for any violations of the risk management strategies of the AMS regarding insurance.
- K. Every club has the ability to operate in an autonomous fashion within constraints of clubs policy and Queen's University Code of Conduct and have jurisdiction over its own governmental structure, its aims and purposes, and its policy. Every club has the authority to run social events subject to the guidelines of its constitution.
- L. Every club shall be entitled to send a representative to the monthly Clubs Caucus, and to fully participate in any discussion or vote.

## 2. Obligations

- A. Every club shall hold all activities and events in accordance with their mandate as stated in their clubs constitution. An updated constitution shall be submitted each year during the re-ratification process.
- B. Every club shall open membership to all/any fee-paying Queen's students and not be exclusive in its membership except in accordance with the Ontario Human Rights Code.
- C. Every club shall abide by all relevant university policies.
- D. Every club shall undertake all financial dealings in accordance with AMS policies on club financial responsibility and accountability and as such, shall have double signing authority on all accounts, keep proper financial records which include yearly budgets and actuals and tracks monies received and paid out, have a fiscal year which corresponds with that of the AMS (May 1<sup>st</sup>-April 30<sup>th</sup>) and shall not operate in a deficit.
- E. Every club shall answer all communication from the Clubs Office, the AMS Executive or AMS General Manager, the SGPS Executive, the Student Life Centre, the general student population and other contacts in a timely fashion. This includes, but is not limited to, collecting contents of their mailbox at least once a week, and replying to all email correspondence with the Clubs Office within 3 days.
- F. Every club shall adhere to all AMS policies and agreements regarding insurance and risk management. This includes participating in the event sanctioning process within the required deadlines for every event being hosted by the club.
- G. Every club shall abide by all rules and regulations regarding buildings and space. This includes the Student Life Centre Constitution, Student Life Centre Reservations Policy, Student Life Centre Reservations Conditions and any other SLC policies as implemented by SLC Council or its committees. Additionally, every club shall have their name clearly stated on all advertising and publications.
- H. Every club shall attend all mandatory clubs workshops.
- I. Every club shall keep and maintain membership lists and volunteer lists if applicable to provide to the Clubs Office upon request. Clubs with volunteers shall also have constitutional policy defining the relationship with said volunteers.
- J. Every club shall hold at least one general meeting per active term.
- K. Every club shall seek approval from Clubs Manager to utilize the AMS or SGPS logo and ensure accordance with AMS and SGPS visual identity standards if approved.

- L. Every club shall undertake extensive transitioning for the incoming executives on the club's policies and documents and the policies of the AMS regarding clubs. Furthermore, there shall be a permanent contact email that is used by the club each year and is transitioned to the next year's executive. New club executives are expected to communicate with the Clubs Office over the summer months.
- M. No club may misrepresent or slander the AMS, the SGPS, another club, the University or any member of the university community.
- N. Every club shall have its constitution posted online or otherwise available to all club members.
- O. Every club shall partake in environment scans every 5 years, as determined by the HR Coordinator, to assess the culture and climate of the club and mitigate potential HR concerns.

### **3. Constitution Guidelines**

- A. All Queen's clubs are required to have a constitution dictating their structure, organization, operation and mandate.
- B. Club constitutions are living documents, to be adhered to by the club members and executive at all times.
- C. Any club found in violation of their constitution may be subject to sanctions, including de-ratification, and shall be required to meet with the Clubs Manager.
- D. Any clubs found in violation of the Queen's University Code of Conduct, shall be subject to group non-academic discipline.
- E. Without in any way limiting the generality of the foregoing, the constitution of a club shall include sections dealing with the following matters:
  - I. its objectives;
  - II. formal recognition of the AMS/SGPS mission and operating statements ;
  - III. conditions of membership;
  - IV. the rights, privileges and obligations associated with membership;
  - V. the composition of the governing body (bodies), including its officers, their mode of selection and their duties and/or privileges;
  - VI. the rules of procedure of meetings of the governing body (bodies);
  - VII. provisions for annual meetings;
  - VIII. reference to committees and committee work;
  - IX. separate fees and levies upon members and provision for approval thereof by the membership as a whole;
  - X. provisions for impeachment and votes of non-confidence regarding any officer;
  - XI. provision of adequate banking and account information;
  - XII. provision outlining the relationship between the club, its members, volunteers and participants.

### **4. Ratification**

- A. To become a club, all prospective groups shall fill out an application provided by the Clubs Office within any set deadlines. In addition, groups shall submit a constitution and demonstrate their ability to be financially responsible by submitting a budget detailing any revenue or expenses they foresee within the operation of their club for the given year.
- B. Ratification forms can be submitted to the Clubs Manager at two times during the year, one in the winter semester (preceding the academic year in which the club is expecting to operate or continue operating) and one in the fall semester (within the academic year the club is expecting to operate or continue operating).

- C. A ratification package shall be rejected by the Ratification Review Committee if it contains violations of Queen's University's Code of Conduct and/or the AMS/SGPS Constitution or is incomplete. If any applicant wishes to appeal the decision of the Ratification Review Committee, a motion may be brought before an ad-hoc AMS appeals committee (made up of 5 voting members of the Assembly, the Vice-President University Affairs, a SGPS designate and the AMS General Manager to consider the relevant constitution and render a decision.
- D. Prospective clubs shall meet with the Clubs Manager within the thirty days to review their proposed constitution and financial plan.
- E. All clubs shall sign a Club Contract, provided by the Clubs Office in order to be ratified.
- F. The Clubs Manager shall inform AMS Assembly at each meeting of any ratification packages considered and decisions rendered. This shall be done in written form and each club's mandate and objectives shall be made available upon request.
- G. Once initial ratification is granted, a club is ratified for a period no longer than a year, expiring on April 30<sup>th</sup>.

**5. Re-Ratification**

- A. Every club needs to submit a re-ratification form to the Clubs Manager at a set-out date before the end of the academic year. This includes a revised constitution and budget.
- B. Failure to submit the re-ratification package on time or complete the package may result in re-ratification not being granted. Should re-ratification not be granted, the club is considered de-ratified and affiliations with the AMS and SGPS are severed including loss of all privileges. Notification shall also be sent to the Office of the Dean of Student Affairs.
- C. Any club that has been de-ratified due to failing to complete the re-ratification process may apply for ratification as a new club at the next ratification period
- D. Clubs looking to re-ratify shall submit their constitution, financial plan (actuals for previous year and projected finances for following year) and an application made available by the Clubs Office at the start of the winter term.
- E. The Ratification Review Committee shall review all applications before the final Assembly of the year and the Clubs Manager shall inform Assembly of all decisions rendered in the form of a written report. Successful applicants shall be notified and their ratification shall be effective as of May 1st. This ratification is conditional on signing a club contract.

**6. De-Ratification**

- A. De-ratification is the immediate removal of all rights, privileges and association with the AMS/SGPS including the usage of the name "Queen's." A club may continue to operate outside of the AMS/SGPS without all privileges, rights, association of the AMS/SGPS and the usage of the name Queen's. Notification shall be sent to the Office of the Dean of Student Affairs. De-ratification is indefinite unless another application for ratification is submitted at the appropriate time and granted. A club may apply for re-ratification at the next re-ratification period but said club is not guaranteed to be ratified. Failure to re-ratify yearly also results in de-ratification.
- B. There are three ways an AMS Club can be de-ratified:
  - I. by a 2/3 vote on a motion to de-ratify a club at both AMS Assembly and SGPS Council
  - II. by the Alternate Judicial Committee of the AMS Group Non-Academic Discipline system

- III. by agreement between the Vice-President University Affairs and SGPS designate
- C. If a motion is being brought forward to the Assembly to de-ratify a club, notice must be given to the AMS Secretary and SGPS no less than one week in advance of the meeting so the club can be duly notified.

## **Section 7, Part C: Club Finances**

### **1. Funding from the Society**

- A. Queen's Clubs shall be eligible to receive grants and/or donations through the AMS.
- B. Clubs Grants shall be allocated to the specific eligible clubs as determined by the Clubs Grant Committee, subject to the approval of the Assembly.
- C. Queen's Clubs shall be eligible to receive student fees in accordance with all applicable AMS/SGPS policy on student fee eligibility and process.
- D. Should a club become de-ratified, the club shall surrender all funds allocated to them under the purview of the AMS/SGPS, including but not limited to Student Activity Fees and Clubs Grants.
- E. Where a club ratified by the Society has ceased to operate or otherwise become defunct, any funds received in that year (or previously at the discretion of the Vice-President Operations remaining in the group's account(s)) shall be transferred to AMS Clubs Grants. Any such transfer shall not serve to replace existing club grant allocations but rather shall serve to augment such allocations. The VPOPS shall notify the AMS Assembly of all such transfers.
- F. Where a club is jointly ratified by a Faculty Society and the Clubs Office, both entities shall reach an agreement as to where the funds shall be allocated.

### **2. Remuneration:**

- A. A club may request that its members and/or executive officers receive remuneration where it determines exceptional conditions or circumstances relating to its mandate and/or activities so warrant. Approval of such a request shall be subject to ratification by both the Assembly and the SGPS. Where an exemption has been granted paid positions shall be held exclusively by AMS and SGPS members.

### **3. Budgeting:**

- A. All clubs shall be required to keep a detailed budget, including comprehensive accounts of all revenue and expenses incurred during the year.
- B. All clubs shall use a standardized budgeting template, provided to the Clubs Manager by the Vice-President Operations.
- C. Clubs shall be required to keep a copy of all receipts for a minimum of three (3) years.

### **4. Bank Accounts:**

- A. Clubs are advised, although not required, to establish a bank account.
- B. No club shall receive a student activity fee, nor a club grant, unless they have an authorized bank account in the name of the club and a verification letter must be provided to the Clubs Office for validation during the referenda process or in their application for a grant.
- C. All clubs shall have a minimum of two signing authorities on the bank account.
- D. When a club wishes to transfer signing authority, the Clubs Office shall provide an authorization letter.
- E. The AMS and SGPS are not responsible for deficits on club bank accounts.

### **5. Audits**

- A. All clubs may be subject to an internal financial audit conducted by the Clubs Manager or designate under the supervision of the Vice-President Operations annually.

- B. Should a club be audited, they may be required to submit bank statements, budget including projected expenses and actuals, receipts, long-term financial plans and any other information as required by the Vice-President Operations or designate.
- C. Clubs may submit a request to be exempt from an audit. Clubs will be considered for an exemption only if they outline, in detail, the reasons for the request and a credible outside organization submits a signed letter to the Clubs Manager indicating that they have assumed the responsibility for financial oversight of the club.
- D. Clubs which are exempt from internal audits will be ineligible for student fees and grants.
- E. All clubs that request to be placed on the referendum ballot will be subject to a financial audit conducted by the Vice-President Operations. Every effort will be made to discuss any issue(s) that arise through the audit with the respective club executives prior to the Assembly in which fees are approved for the referendum. The results of the audit, and any follow up discussion, shall be presented to Assembly prior to the vote to place the fee on the ballot

## **Section 7, Part D: Club Space Allocation**

### **1. General**

- A. Club space allocation shall be conducted annually in April.
- B. This policy shall govern the allocation of all designated Queen's Club space.
- C. Responsibility for this process shall rest with the Club Space Allocation Committee.
- D. The Space Allocation Committee shall be chaired by the Clubs Manager.

### **2. Eligibility**

- A. All clubs which have been ratified or re-ratified by the Ratification Review Committee for the year commencing May 1st shall be eligible to apply for space for the academic year commencing the ensuing September.

### **3. Application Process**

- A. All extracurricular groups and clubs seeking ratification or re-ratification shall be notified of the space allocation process by the Clubs Manager once they have applied.
- B. The space allocation application shall be made available in the Clubs Office and online to all clubs at the beginning of the winter semester and throughout the year if space becomes available.

### **4. Selection Criteria for Space Allocation**

- A. In evaluating and prioritizing requests for space the following criteria shall be given consideration:
  - I. Confidentiality requirements
  - II. Need for storage
  - III. Number of club members
  - IV. Degree to which space itself will be utilized for group/club based activity
  - V. Number of students impacted by club activity
  - VI. Accessibility requirements
  - VII. Past utilization of space
    - 1. Tradition of the group/club at Queen's
    - 2. History of a club's previous tenancy
- B. Space shall be allocated on a yearly basis only, however the Space Allocation Committee may offer space for a multi-year period where it determines special circumstances so warrant. In such situations, both parties shall sign a Memorandum of Understanding with such group to establish the parameters of the agreement.
- C. Previous occupancy of allocated space shall not be considered a guarantee for renewal.

**5. Notification**

- A. The space allocation process shall be completed by early April and all groups shall be informed via email at this time.
- B. Space allocations shall normally be for a period of no greater than twelve months from May to April.
- C. Groups required to vacate space shall have until the last business day of April to do so, unless extenuating circumstances arise.

**6. Contract**

- A. All clubs shall be required to sign a stewardship agreement prior to taking occupancy of their allocated space. The Clubs Manager shall be the AMS signatory.
- B. Provisions within the contract shall include, but not be limited to: move-in/move-out dates, responsibility for keys, responsibility for space maintenance/cleanliness, adherence to all relevant codes of conduct and university rules and regulations; assumption of responsibility by tenant for theft and/or damage, and subject to club space audits performed by the Clubs Office and SCO or designate.
- C. Responsibility for determining and enforcing compliance with the tenant's contractual obligations shall rest with the Clubs Manager and SCO.

**7. Space Audits**

- A. All clubs are responsible for adhering to the stewardship agreement and club contract as outlined in Space Allocation Policy.
- B. The Clubs Manager or designate and SCO or designate will conduct space audits throughout the year, in addition to informal space checks performed by the Clubs Assistant Manager and SLC staff during regular operations.
- C. Club executive shall be notified of an upcoming audit at least a week in advance.
- D. Club audits shall evaluate the clubs use of space in reference to the following considerations:
  - I. Violation of any SLC policy or regulation
  - II. Cleanliness/organization of space
  - III. Frequency of space use
  - IV. If the room/space is only storage (when it should be shared space, an office, etc.)
  - V. If the room is used for the clubs intended purpose
  - VI. If the space been painted/alterd without approval from the Clubs Manager or SLC
  - VII. If furniture or the space has been damaged in any way, including but not limited to: broken furniture, holes in wall, broken lockers, spills/rips in carpet, graffiti
  - VIII. Illegal substances found in the space
  - IX. If hazardous materials are being stored in the space
- E. A copy of the audit results shall be made available to the club executive for review, no later than one week after the audit is performed
- F. Any club failing to meet the requirements of their stewardship agreement and club contract may be subject to discipline by the SCO and Clubs Manager. Such discipline may result in having their space re-evaluated, and being potentially subject to re-allocation to a new space or removal of space privileges by the Space Allocation Committee and Clubs Office. Such disciplinary action shall be considered during the space allocation process in following years.
- G. In alignment with the signed stewardship agreement, clubs are responsible for paying any and all damages or expenses incurred for the mistreatment of space, as assessed by the Clubs Manager and Student Centre Officer.

**8. Other Considerations**

- A. Any group/club experiencing physical/maintenance problems with their allocated space (e.g. heating, painting) shall direct their concerns to the SLC Facilities Officer.
- B. The AMS recognizes and supports in principle, the creation and maintenance of safe zones or safe space and may designate such spaces.

C. A copy of this policy shall be made available to all groups/clubs applying for space.

### **Section 7, Part E: Clubs Bursary**

#### **1. Clubs Bursary**

##### ***Mandate***

The Clubs Bursary Program is intended to provide support to Queen's students who wish to attend or participate in a sanctioned Queen's club event and/or initiative but face financial barriers. The bursary is designed to subsidize the partial cost of the event/initiative. Advertisements/postings of the clubs bursary shall be released on social media and the Clubs Portal and shall be advertised throughout the year. The maximum funding that an individual may receive from this grant will be \$100.

#### **2. *Eligibility/Criteria***

- a) Funding shall be allocated to applicants who demonstrate a need for financial aid.
- b) The applicant must fill out and submit a completed application at least two weeks prior to the event and/or initiative.
- c) The applicant must be a Queen's student and have paid the full slate of AMS or SGPS student fees.
- d) The applicant shall submit a report form for the funds used within thirty days of using the funds.

#### **3. *Review Process***

- a) The Clubs Manager will review the applications on a rolling basis throughout the year. The Clubs Office shall, in all aspects, reflect the importance of maintaining complete confidentiality and privacy with respect to applicants and recipients. The Clubs Manager, the VPUA, and the SGPS designate shall be the only personnel who shall have knowledge of the applicants' identities.
- b) The Clubs Manager, in consultation with the VPUA and SGPS designate, shall review all applications and determine which shall receive a Clubs Bursary program.
- c) Immediately upon this determination, all applicants shall be notified in writing as to the status of their application.

##### ***Funding***

The allocations for the clubs bursary shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

#### **4. New Clubs Grant**

##### ***Mandate***

The New Clubs Grant is intended to provide initial assistance for new clubs (ratified within the last year). This grant is in place to aid with the financial barriers that new groups face. This will encourage new groups to grow their presence on campus. This grant should not be relied on for full financial support, but rather assistance. The maximum funding that a club may receive from this grant will be \$100.

#### **5. *Eligibility/Criteria***

- a) The club will be a newly Queen's-affiliated student club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
- b) The club must demonstrate an effort to raise funds, or have other sources of funding.
- c) The club must have a bank account set up in the name of the club at the time of submitting their application.
- d) The club may only receive this grant once after ratifying as a Queen's club.
- e) The club must pick up their cheque within sixty (60) days that grant results are released and sent to applicants via email.
- f) The club shall submit a report form within thirty (30) days of spending the funds.

- g) If a club does not pick up their cheque or submit a report form, the club will be ineligible to apply for the remaining granting periods of that year.
- h) Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the Queen's Clubs Office.

6. ***Review Process***

- a) The Grants Review Committee will meet once each granting period: Fall, Summer, and Winter to review the applications and to allocate funds.
- b) Late applications will not be accepted, unless previous alternate arrangements were made with the Clubs Office at least three days before the grant application deadline.
- c) The Grants Review Committee will determine allocations based on the club's application.
- d) Clubs will be notified of grant results one week after the Grant Review Committee meets.
- e) Clubs seeking feedback in regards to grant decisions shall follow up with the Clubs Office up to thirty (30) days after they have been notified of grant results.
- f) All groups are subject to Club Discipline as outlined in the Non Academic Group Discipline Policy and therefore can have any grant taken away for that year if the funding is abused or the group violates the Code of Conduct.

7. ***Funding***

The allocation for the new clubs grants shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

8. **Clubs Experience Grant**

***Mandate***

The Clubs Experience Grant is intended to continue to assist clubs in enriching student culture and experience on campus. This grant will only support events and/or initiatives that provide a positive benefit to members of the Queen's community.

9. ***Eligibility/Criteria***

- a) The club shall be an Queen's-affiliated student club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
- b) The club shall have a bank account set up in the name of the club at the time of application.
- c) The club shall submit a bank statement from the same month as the grant application deadline.
- d) The club shall demonstrate an effort to raise other funds. No club should rely solely on this grant for operation money.
- e) The club shall have attended all Clubs Caucus' leading up to the grant deadlines.
- f) The club must pick up their cheque within sixty (60) days that grant results are released and sent to applicants via email.
- g) The club shall submit a report form within thirty (30) days of spending the funds.
- h) If a club does not pick up their cheque or submit a report form, the club will be ineligible to apply for the remaining granting periods of that year.
- i) Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the Queen's Clubs Office.

10. ***Review Process***

- a) The Grants Review Committee will meet once each granting period: Fall, Winter, and Summer to review the applications and allocate funds.
- b) The Clubs Manager shall have the discretion to convene the Club Grants Committee in order to consider grant applications for groups which, for justifiable reason, would not be able to take advantage of the regular Fall and Winter grant allocation periods. Reasons may include, but are not limited to, a yearly

school schedule that prevents funding in the regular Fall and Winter periods from being of any meaningful use to a group. It shall be the responsibility of the group in question to demonstrate this to the Grants Review Committee in their grant proposal. The sum of grants allocated outside the regular Fall and Winter grant allocation periods shall not exceed \$4,000. Assembly shall be notified at the next available meeting.

- c) In deciding on the allocation of such funds, the Grants Review Committee shall, at its discretion, conduct interviews with all clubs that apply.
- d) Late applications will not be accepted, unless previous alternate arrangements were made with the Clubs Office at least three days before the grant application deadline.
- e) The Grants Review Committee will determine allocations based on the club's application.
- f) Clubs will be notified of grant results one week after the Grant Review Committee meets.
- g) Clubs seeking feedback in regards to grant decisions shall follow up with the Clubs Office up to thirty (30) days after they have been notified of grant results.
- h) All groups are subject to Club Discipline as outlined in the Non Academic Group Discipline Policy and therefore can have any grant taken away for that year if the funding is abused or the group violates the Code of Conduct.

### ***Funding***

The allocation for the new clubs grants shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

## **Section 7, Part F: Club Awards**

### **1. General**

The Queen's Club Awards are designed to recognize three clubs each year that have demonstrated measurable growth and whose initiative and dedication to the provision of the activities/services they provide constitutes a new contribution to the campus community. The awards are intended to recognize specific facets of club operation that merit recognition. The available awards shall be as follows:

- A. Club of the Year
- B. Best Events
- C. New Club of the Year (See section 4)
- D. Jeffrey McCarthy Award for Significant Contribution to the Clubs Community (See Section 5)

### **2. Eligibility**

All clubs ratified by the Clubs Office shall be eligible for a Club Award (exempting New Club Award). No club shall receive more than one (1) Club Award in a given year. All club awards shall be assessed based on nominations from students at large. Nomination packages shall be available online on the Clubs section of the AMS website no fewer than two weeks before they are due. The due date shall normally occur prior to Reading Week in February.

### **3. Selection Process**

From these nominated clubs, the Club Awards Committee shall select award recipients based on an assessment of their performance across *all* applicable award areas. The nomination packages shall be the primary source of information for the Clubs Awards Committee. The knowledge/assessment of the Clubs Office regarding each nominated club shall also be taken into account.

### **4. The New Queen's Club Of The Year Award**

- A. **Purpose:** The New Queen's Club of the Year Award is designed to recognize students

who have undertaken the difficult task of starting a new club, have facilitated discernible growth in the club's visibility and membership, and have generally provided a new and valuable contribution to the campus community.

- B. Eligibility:** All clubs that are newly ratified by the Clubs Office each academic year shall be eligible for the New Queen's Club of the Year Award.
  - C. Selection Criteria:** Utilizing reports/assessments generated by the Clubs Office, the Club Awards Committee shall convene to come to a consensus decision on the New Queen's Club of the Year award recipient. This meeting shall take place no less than three (3) weeks in advance of the award presentation, to allow time to fulfill all award recognition considerations.
- 5. Jeffrey McCarthy Award for Significant Contribution to the Clubs Community**
- A. Purpose:** This award is designed to recognize an individual that demonstrates outstanding commitment to the clubs community and whose work would otherwise go unnoticed. The individual may be involved in multiple clubs or in one where he or she has made a significant difference.
  - B. Eligibility:** All Queen's students involved in a club at any level may be eligible for the Jeffrey McCarthy Award for Significant Contribution to the Clubs Community.
  - C. Selection Criteria:** Using assessments generated by the Clubs Office, the Club Awards Committee shall convene to come to a consensus on the recipient of the award. This meeting shall take place no less than three (3) weeks in advance of the award presentation, to allow time to fulfill all award recognition considerations.
- 6. Recognition**
- A.** A plaque commemorating the club's achievements shall be presented to the recipients and then appropriately maintained/displayed in the Clubs Office. Representatives from clubs who have won awards will be included in the AMS Volunteer Gala.

## **Section 7, Part G: Administrative Oversight and Sanctioning**

1. In order to uphold the mission statement of the AMS/SGPS, the Clubs Office may exercise oversight of clubs activities to ensure they are adhering to the responsibilities required of them by nature of their status as a Queen's club.
2. There are two systems for the discipline of Queen's Clubs, *Group Non-Academic Discipline* and *Administrative Discipline*. Group Non-Academic Discipline is a complaint driven system that addresses violation of the Code of Conduct and operates as per AMS Policy Manual 1, section 5 and university policies on non-academic discipline. Administrative Discipline operates internally to the Clubs Office and generally, though not exclusively, addresses failure to complete or abide by administrative responsibilities of club ratification. A group may be sanctioned by both systems recognizing their inherently different jurisdictions.
3. Without restricting the generality of the foregoing the Clubs Office may exercise disciplinary jurisdiction regarding:
  - A.** any breach of the AMS/SGPS Constitution or any violation of an appropriately published regulation regarding the administrative functioning of a club. An appropriately published rule shall be defined by one or more of the following:
    - I. incorporation in the Constitution;
    - II. incorporation into any manual, handbook or similar publication or document of the Societies
    - III. the Club's own constitution as submitted yearly to the Clubs Office.
  - B.** Acts of financial impropriety
  - C.** Violation of the AMS insurance policy and risk mitigation strategies or violation of an agreement regarding the coverage of a club's activities
  - D.** Misuse or damage to club space, including offices or bookable SLC space.
  - E.** Falsification or failure to complete any form required by the Clubs Office in a timely

- fashion
  - F. Failure to correspond or meet with the Clubs Office in a timely fashion.
  - G. Failure to comply with sanctions imposed by the Clubs Office
  - H. Violation of the laws of the municipality, province or country.
4. Where the Clubs Manager and HR Coordinator have determined a violation to have occurred any of the following sanctions may be administered:
    - A. Educational Sanctions
    - B. Fees and bonds
    - C. Withholding of student funds (in consultation with the AMS Executive and Assembly, where required, and the SGPS where applicable).
    - D. Requirements for greater oversight over areas including but not limited to finances, elections, hiring, and all club activities and events
    - E. Reconsideration of space allocation and ability to use SLC space (done in conjunction with the Student Centre Officer and the Clubs Space Allocation Committee).
    - F. Suspension of privileges (eligibility for club space, room bookings, club grants, etc.) in conjunction with the Student Centre Officer and Clubs Space Allocation Committee where applicable.
    - G. Putting the club on probation
    - H. Recommendation to the Vice-President University Affairs and SGPS designate for de-ratification and /or a request to university administration to ban an organization from operating at Queen's.
  5. The Clubs Manager shall ensure the severity of the sanction shall reflect the severity of the violation, with increasing punitive severity for repeat offenders.
  6. All sanctions shall be approved by the Vice-President (University Affairs) and SGPS designate before notification is sent to the club.
  7. In recognition of the fact that clubs may have a one hundred per cent (100%) annual executive turnover rate, no penalty shall normally be levied on a club for a period longer than twelve (12) months.
  8. The above policy does not preclude from additional administrative sanctions being imposed by the Student Life Centre nor action being taken as a result of a groups' violation of the University Code of Conduct.

## **Section 8: Office Guidelines**

### **Section 8, Part A: Use of the AMS Logo**

1. The AMS logo and related visual identity standards shall be determined by the Marketing and Communications Officer. Changes to the design of the logo and visual identity standards are subject to approval by the Board of Directors.
2. All Committees and Commissions under the AMS, in recognition of their being sponsored and/or funded by the AMS, shall ensure that the AMS logo appears on all their advertising and correspondence. Any exceptions to this shall be expressly permitted by the Marketing and Communications Officer.
3. The AMS runner (containing the words "Alma Mater Society" and the AMS emblem) shall appear on all posters, pamphlets, and print advertising produced by the AMS. The AMS runner will suffice as inclusion of the AMS logo in this case. Any exceptions to this shall be expressly permitted by the Marketing and Communications Officer.

4. All Committees and Commissions shall ensure that the AMS logo appears prominently at all events and displays. Any exceptions to this shall be expressly permitted by the Marketing and Communications Officer.
5. All Committees and Commissions shall ensure that the AMS logo appears on their website and social media profiles. Any exceptions to this shall be expressly permitted by the Marketing and Communications Officer.
6. The AMS logo and society visual identity standards shall not be altered in any way for use in printed and online materials, unless expressly permitted by the Marketing and Communications Officer.
7. The use of the AMS logo, whether it be on a display, advertisement, clothing, or correspondence, shall be reviewed and approved by the Marketing and Communications Officer.
8. In the case of a disagreement between the Marketing and Communications Officer in approving an exception to policy on the use of the AMS logo, the party seeking an exception may ask the Executive to make the final decision.

#### **Section 8 Part B: A.M.S. Environmental Sustainability Plan**

1. All printed and photocopied materials shall be doubled-sided unless there is a necessity for them to be single-sided (e.g. petitions)
2. The default printer setting on all AMS computers shall be set to double-sided.
3. All AMS computers and the printer shall be set to on-demand printing through the mailbox system.
4. All printed and photocopied materials not for public use shall be printed on scrap paper, and a box shall be established for paper that can be reused. In addition, leftover ballots from elections shall be distributed as note paper.
5. paper for general office use shall be a minimum of 40% recycled and the percentage shall be increased for all types of paper as soon as it becomes financially feasible.
6. All recyclable materials shall be recycled in appropriate bins.
7. Whenever possible, Assembly motions shall be projected at the Assembly meetings and a reduced number of copies of the motions shall be printed for distribution.
8. Office lights shall be turned off when the office is not in use.
9. Computers shall be turned off at the end of the day.
10. Computer screensavers shall be set to turn the screen off after 10 minutes of inactivity.
11. Reusable mugs shall be used by AMS staff at meetings.
12. The provision of bottled water shall be prohibited at all programming and events that are directly administered by the AMS Executive, Commissioners, and Officers (not applicable to faculty societies or ratified extracurricular organizations or clubs).

#### **Section 8, Part C: Conferences**

##### **General**

1. The AMS shall fund attendance at conferences only where there is a reasonable expectation that genuine benefit shall accrue to the individual's portfolio development or more broadly to the AMS undergraduate student population.

2. Attendance at conferences shall require approval by the appropriate/supervising member of the AMS Executive at least two weeks prior to the conference start date.
3. A conference proposal form shall be completed and submitted the appropriate/supervising member of the AMS Executive for approval.
4. Conference attendance shall normally be limited to one (1) person per conference unless the conference demonstrates a genuine benefit to more than one portfolio, or has multiple sessions running concurrently that prove beneficial to one or more portfolios.
5. Projected/budgeted expenses shall reflect due consideration to a responsible expenditure of student funding.

### **Expenses**

1. The conference proposal shall include a full listing of all anticipated expenses including transportation, accommodation, food and any officially scheduled recreational activities.
2. The attendee(s) shall be expected to find the most affordable accommodation option that does not limit or otherwise negatively impact the benefits associated with the conference.
3. Food costs, within reasonable limits, shall be entirely covered by the AMS.
4. Unscheduled recreational activities and any associated costs shall not be funded by the AMS.
5. All receipts, particularly for food, shall be submitted to the appropriate/supervising member of the AMS Executive prior to submitting a voucher for reimbursement.

### **Reporting**

The attendee(s) shall submit a written report, normally within two weeks of their return. The report shall consist of the following:

- a) A summary of the conference sessions, themes and activities.
- b) A description of any new ideas or different practices relevant for the improvement of existing AMS programming and services.
- c) Any literature or written materials/ reports made available at the conference.
- d) An assessment of how informative or useful the conference was and a recommendation as to whether future attendance by the AMS is warranted.

**Conference Proposal Form**

Name of Conference: \_\_\_\_\_  
Host Organization: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date/Duration of Conference: \_\_\_\_\_  
Proposed Number of Attendees: \_\_\_\_\_  
Cost Per Attendee: \_\_\_\_\_  
\_\_\_\_\_  
Accommodation + Transportation Breakdown Per Attendee: \_\_\_\_\_  
Food Allowance Per Attendee: \_\_\_\_\_  
Other Costs: \_\_\_\_\_

Describe the purpose and scope of the conference. Include conference agenda items if possible.

How does the conference relate to your position or portfolio?

What potential benefits do you expect to be derived from the conference? Specifically, how will these positively impact the long-term development of your portfolio and serve the undergraduate student body?

Briefly outline why you have recommended the number of attendees listed above.

## Section 9: Society Relations

### Section 9, Part A: Crest Painting

- 1) Any group wishing to paint or repaint a crest will be required to fill out an application form to be approved by the Campus Activities Commission. A copy of this application will be sent to Campus Services and can be picked up in the Campus Activities Office.
- 2) A meeting will be held at the commencement of the fall term to inform and enhance all interested parties on crest policy, safety and liability. Presidents of first year classes are particularly encouraged to attend this meeting
- 3) A period of at least one week is required for notification of intention to paint crests. This is so as to eliminate security problems, date conflicts, etc.
- 4) No crests shall be painted forty-eight (48) hours prior to a Board of Trustees meeting, Homecoming Weekend or any other large scale event held in Grant Hall (i.e. Science Formal).
- 5) Faculty Societies will be responsible for the costs of sandblasting the crest of the preceding graduated year. Thus, every year the Faculty Society will be responsible for the sandblasting of one crest. For instance, in the spring of 2014, the 2013 crest will be sandblasted.
- 6) The University reserves the right to sandblast the crest of any group at the group's expense if the following conditions are not met:
  - i) adequate anti-skid grit sprinkled on wet surface
  - ii) neat and adequately painted with exterior grade latex
- 7) Painter are encouraged to stay with the crest as the only fool proof way of preventing traffic jams from passing over a drying crest. However, a limited number of barriers are available at the Parking Garage which may be obtained by leaving a name and a student card. Barricades should be booked in advance as there are not enough to go around should several groups be painting at once. Failing this, DO NOT use bicycle stands as barricades. They do not serve as any adequate deterrent and are difficult to remove. Any substitute barriers must be approved by the Campus Activities Commission.
- 8) Individual groups remain financially liable if they do not follow the instructions set out in the AMS Crest Policy and University Policy on the Painting of Crests

The painting of year and faculty crests on the sidewalks of the University campus have become a tradition at Queen's. While not wishing to dampen student enthusiasm for this activity, the University does not consider it necessary to control the painting and repainting of crests in an effort to avoid personal injury and to ensure that the painting of crests proceeds in an orderly manner.

#### The AMS as Overseer of the University Crest Policy

The Campus Activities Commissioner of the AMS will be responsible for regulating the painting and repainting of crests on any walkway on Queen's campus and must first obtain written permission from the Campus Activities Commission who will ensure that such a crest will be located in an area acceptable to the University and that the organization complies with the University's regulations concerning crest painting.

#### Who Can Paint Crests

Year and faculty societies at the only organizations which are permitted to paint a crest on any campus walkway. Any other group wishing to paint their crest or logo on a campus walkway must apply to the Campus Activities Commissioner for special permission. Any crest painted on a campus walkway without permission from either the AMS or the University will be removed by the University and the associated costs will be billed to the offending organization.

#### Application of Crests

Any person or group authorized to paint or re-paint a crest on a campus walkway must comply with the requirements set out in applicable University Safety Policy. In the interests of safety, the University in consultation with the AMS reserves the right to remove any crest which does not comply with this instruction. In addition, any paint on a vertical surface or paint splashed or spilled on the surface surrounding the crest will be removed by the University. In all cases the offending organization or groups will be billed for the clean-up costs.

#### Removal of Old Crests

All year crests will be removed one year after the graduating year of the class which it represents (e.g. the crest of Arts '13 will be removed in the spring of 2014 in order to provide space for the upcoming years.

### **Section 9, Part B: AMS Space Designation**

1. This part shall govern the designation of all AMS exclusive space within the Student Life Centre.
2. AMS exclusive space shall be designated for use by the Executive, in consultation with the Student Centre Officer and Facilities Officer.
3. Designation of space shall remain in effect until amended otherwise.
4. AMS exclusive space shall be designated for purposes such as, but not limited to:
  - a) AMS Salaried staff offices
  - b) AMS Commissions
  - c) AMS Offices
  - d) AMS Services
  - e) AMS Committees
  - f) Club Space
5. Allocation of club space to individual groups shall be conducted annually in accordance with Club Space Allocation.

## Section 9, Part C: A.M.S. Society Policy on Sponsorship

### Preamble:

The A.M.S. recognizes that corporate sponsorship can generate external revenue to reduce the costs of offering extra-curricular activities. Through these cost reductions, the AMS can increase the quality and diversity of extra-curricular activities offered at Queen's. The following document is intended to set guidelines under which corporate sponsorship can be sought, accepted and implemented.

### 1.0 General:

1.1 Sponsorship is defined as any funds, goods and/or services received by the Alma Mater Society from external sources.

1.2 This policy further attempts to ensure appropriate sponsorship arrangements are consistent with the A.M.S. Mission Statement and the guidelines set out in this document.

1.3 All sponsorship arrangements must also comply with the regulations of the Queen's University Trademark License Review Board.

1.4 All sponsorship arrangements must be in accordance with existing municipal, provincial and federal laws.

1.5 It is recognized that the Office of Advancement is the primary point of contact in the pursuit of corporate sponsorship at Queen's University. Out of this recognition, a reasonable effort shall be made to consult with the Office of Advancement to avoid conflict and competition within the university community.

### 2.0 Exclusivity:

2.1 The A.M.S. will not offer exclusive rights to a single corporation to sponsor all events for a given year.

### 3.0 Signage/Props:

3.1 It is understood that sponsoring corporations may require signage as part of their agreements.

3.2 At alcoholic events, signage will be permitted in accordance with the Liquor License Act.

3.3 Signs and props will be erected by the A.M.S. unless they defer this task to the sponsoring agent who will act under direct supervision of the A.M.S. and who will when necessary comply with Campus Engineering specifications, and university signage policy.

3.4 The A.M.S. reserves the right to take steps to ensure its role as promoter and organizer of these events is clear to participants.

### 4.0 Advertising

4.1 Sponsors will be permitted to put logos on promotional materials.

4.2 The most significant exposure that will be offered is a co-billing arrangement where the name of the sponsor is subsidiary to the name of the A.M.S. who will act as a lead presenter in all cases, unless special permission is granted by the VP(Operations) or his/her delegate.

**5.0 Approval Process:**

4.1 All non-alcoholic sponsorships are subject to the approval of the relevant commissioner/services director.

4.2 All alcoholic sponsorships must be approved by the VP (Operations).

5.3 Sponsorship income which is not designated to a specific event and/or project shall be allocated at the discretion of AMS council. If the donation exceeds \$10,000, council's decision(s) must be approved by the AMS Assembly.

## **Section 10: Surveys**

### **1. General**

The AMS recognizes the importance of regularly collecting survey-based information and data to ensure that its services, programming, events and advocacy efforts are guided by student priorities and preferences. In support of this objective, the AMS Marketing & Communications Office shall conduct two comprehensive sets of annual surveys.

### **2. AMS Brand Perception Survey**

In order to collect student feedback on the AMS' performance across a number of characteristics that have been identified as fundamental to the operations and conduct of a successful student government, the AMS shall conduct annual AMS Brand Perception surveys. There shall be a survey conducted at the beginning of each academic year during October/November, and again at the end of each academic year during March/April.

This survey shall seek to use the same set of core questions from year to year in order to maintain consistency in the benchmarks being used and to allow for longitudinal study.

### **3. Winter Term Commission Survey**

A set of surveys, one for each AMS Commission, shall be conducted at the end of each academic year, normally during March/April. The surveys shall be designed to collect student feedback and priorities regarding significant Commission projects and potential initiatives in order to better inform summer goal planning for the incoming Commissioners.

Each survey shall be created jointly by the applicable outgoing and incoming Commissioners, in conjunction with the outgoing and incoming Marketing & Communications Officer and Marketing Research Coordinator.

### **4. Records Retention**

Surveys and all data and information collected shall be kept on file in the Marketing and Communications Office and also maintained separately as part of the AMS permanent records.