

**THE CONSTITUTION
OF THE
ALMA MATER SOCIETY
OF QUEEN'S UNIVERSITY**

Last amended: March 2017



AMS MISSION STATEMENT

To serve and represent the diversity of students at Queen's University.

AMS MANDATE

- 1. To represent Queen's University students within the university and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education.**
- 2. To provide services and activities to students, as well as to act in a facilitation role for services and activities as appropriate.**
- 3. To cultivate a sense of social awareness and responsibility in its membership.**
- 4. To serve as a liaison between the various affiliated student societies.**

Contents

Part 1: INTERPRETATION..... 6

 Section 1.01 Definitions..... 6

Part 2: THE SOCIETY AND EXECUTIVE OF THE SOCIETY..... 8

 Section 2.01 The Society 8

 Section 2.02 Executive of the Society..... 9

 Section 2.03 Duties of the Executive Members..... 10

 Section 2.04 Removal of the Executive..... 11

Part 3: MEMBERSHIP AND FEES 12

 Section 3.01 Membership 12

 Section 3.02 Rights, Privileges and Obligations 13

 Section 3.03 Student Activity Fees..... 13

Part 4: ELECTIONS AND REFERENDA..... 16

 Section 4.01 Elections and Referenda..... 16

Part 5: ASSEMBLY 19

 Section 5.01 Membership of the Assembly 19

 Section 5.02 Terms of Reference of the Assembly 20

 Section 5.03 Election and Removal of Assembly Members..... 21

 Section 5.04 Assembly Meetings and Quorum 22

 Section 5.05 Notice of Assembly Meetings..... 23

 Section 5.06 Agenda, Proper Notice of Motions, Minutes, and Reports for Assembly Meetings..... 24

Part 6: PRESIDENT’S CAUCUS, COUNCIL, SUMMER ASSEMBLY, COMMISSIONS, COMMITTEES, SECRETARIAT AND OFFICES..... 25

 Section 6.01 President’s Caucus 25

 Section 6.02 President’s Caucus Meetings..... 25

 Section 6.03 Council 26

 Section 6.04 Council Meetings..... 26

 Section 6.05 The Commission System..... 27

 Section 6.06 Social Issues Commission 28

 Section 6.07 Campus Activities Commission 29

 Section 6.08 Municipal Affairs Commission 29

 Section 6.09 Academic Affairs Commission..... 29

Section 6.10 Committees	30
Section 6.11 AMS Secretariat	32
Section 6.12 Offices.....	32
Part 7: CLUBS	33
Section 7.01 Rights, Privileges and Obligations of Clubs.....	33
Section 7.02 Ratification and Guidelines	33
Part 8: PROCEDURE.....	35
Section 8.01 Rules of Order.....	35
Part 9: SOCIETY ANNUAL MEETINGS AND SOCIETY SPECIAL GENERAL MEETINGS ..	36
Section 9.01 General	36
Section 9.02 Society Annual Meetings	38
Section 9.03 Society Special General Meetings.....	38
Part 10: AMS NON ACADEMIC DISCIPLINE.....	39
Section 10.01 Authority	39
Section 10.02 AMS Judicial Committee.....	39
Section 10.03 AMS Judicial Affairs Office.....	41
Part 11: QUEEN'S STUDENT CONSTABLES.....	42
Section 11.01 Queen's Student Constables.....	42
Part 12: RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBER SOCIETIES.....	44
Section 12.01 Rights, Privileges and Obligations of Member Societies	44
Part 13: BOARD OF TRUSTEES MEMBERS	46
Section 13.01 Undergraduate Student Trustee.....	46
Section 13.02: The Rector.....	46
Part 14: QUEENS'S INSIGNIA.....	48
Section 14.01 Queen's Insignia.....	48
Part 15: MEDIA	49
Section 15.01 Queen's Journal.....	49
Section 15.02 Studio Q.....	50
Section 15.03 Other Publications	50
Part 16: THE CORPORATION	51
Section 16.01 The Corporation.....	51
Part 17: EXTERNAL ALIGNMENT WITH PROVINCIAL AND FEDERAL POSTSECONDARY EDUCATION LOBBY ORGANIZATIONS	52

Section 17.01 Full Membership.....	52
Section 17:02 Associate Membership	53
Section 17:03 Representation	53
Part 18: BUDGETS.....	54
Section 18.01 Budgets.....	54
Part 19: TRANSITION.....	56
Section 19.01 Transition	56
Part 20: AMENDMENTS.....	57
Section 20.01 Amendments.....	57

Part 1: INTERPRETATION

Section 1.01 Definitions

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

Associations:

- I. "Society" means the Alma Mater Society of Queen's University (the abbreviation of which is "AMS"), that is, the unincorporated association whose membership consists of Society members;
- II. "Corporation" means the Alma Mater Society Incorporated (the abbreviation of which is "AMS Inc."), that is, the incorporated association, incorporated under the Act, whose membership consists of Assembly members;

Documents of association

- III. "Constitution" means the Constitution of the Society which governs the affairs of the Society;
- IV. "letters patent" means the letters patent of Incorporation of the Corporation, as amended or restated from time to time;
- V. "by-law" means a by-law of the Corporation enacted in accordance with the Act and which governs the affairs of the Corporation;
- VI. "Society Policy" means the policy of the Society which shall guide the actions of the Society and shall be recorded in the AMS Policy Manual;

General

- VII. "the Act" means the Ontario Corporations Act or any successor statute, as amended from time to time;
- VIII. "Assembly" means the Assembly of the Alma Mater Society of Queen's University or such other body as preceded or may succeed the Assembly or be substituted therefor from time to time;
- IX. "Assembly Policy" means a motion, resolution, statement, paper, report or position adopted by the Assembly in accordance with the requirements of this Constitution. Policies shall be further subdivided into three (3) categories:
 - i. operational policy, that which govern the day-to-day operations of specific areas of the Commissions and Assembly;
 - ii. representational policy, that which, in the representative role of the AMS, elected and appointed officials lobby on behalf of students on issues covered by these policies;
 - iii. organizational structures;
- X. "Board" means the Board of Directors of the Corporation;
- XI. "Board Policy" means a motion, resolution statement, paper, report or position adopted by the Board in accordance with the requirements of the Act, the letters patent and the by-laws;
- XII. "Council" means the Council of the Society as described in subsection 6.01.01;
- XIII. "Executive" means the Executive of the Society as described in subsection 2.02.01;

- XIV. "full-time student" means a student taking sixty (60) per cent of a full-time course load as evaluated by their faculty
- XV. "member society" means a professional faculty, school, division or institute of the University recognized by the Society as a member society;
- XVI. "part-time student" means a student taking less than sixty (60) per cent of a full-time course load as evaluated by their faculty
- XVII. "services" mean the services provided to Society members by the Corporation either solely or by agreement with other agencies or organizations;
- XVIII. "Society member" means a member of the Society as defined by subsection 3.01.02 (I);
- XIX. "student" means a person who is registered as a full-time or part-time student in an academic unit of the University or its affiliated colleges;
- XX. "University" means Queen's University at Kingston;
- XXI. Words importing the singular number include the plural, and vice versa; words importing the masculine gender include the feminine and neutral genders, and vice versa.

Part 2: THE SOCIETY AND EXECUTIVE OF THE SOCIETY

Section 2.01 The Society

2.1.1 The name of this association shall be the Alma Mater Society of Queen University (the abbreviation of which is "AMS"), hereinafter referred to as the Society.

2.1.2 The objects of the Society shall be:

- I. to represent Queen's students within the University and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education;
- II. to provide services and activities to students, as well as to act in a facilitating role for services and activities, where appropriate;
- III. to cultivate a sense of social awareness and responsibility in its membership; and
- IV. to serve as a liaison between the various affiliated student societies.

2.1.3 The AMS is the representative of all students of its member societies of Queen's University to the administration of that University and to the external community. It shall endeavour to provide services to its members, to provide an intellectually stimulating extra-curricular program, and to cultivate a sense of social awareness and responsibility in its membership.

- I. The AMS recognizes that every student has the right to equal treatment with respect to student activities and organizations, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, gender identity, sexual identity, age, marital status, family status, disability or the receipt of public assistance. The Society further recognizes that some students have been historically and systematically disadvantaged pursuant to the above enumerated grounds, with resultant under-representation in institutions of post-secondary education. The AMS shall strive to be free of these forms of discrimination in all its endeavours.
- II. The AMS shall exert every reasonable effort to ensure the accessibility of all its services, clubs, and activities in accordance with the grounds outlined in subsection (I).
- III. Pursuant to the approval of AMS Assembly, a right under subsection (I) and/or subsection (ii) is not infringed by the efforts of individuals or the formation and organization of groups designed to assist and support those students who have been the target of systematic discrimination pursuant to the grounds enumerated in subsection (I), and whose aim is to achieve equal opportunity, or that is likely to contribute to the elimination of the infringement of rights under subsection (I).
- IV. The AMS shall strive to provide a stimulating and accessible educational experience at Queen's that promotes diversity of intellectual representation and perspective.
- V. Society policy shall be consistent and reflective of the items outlined in subsections (I) to (v) inclusive.
- VI. This section shall be subject to evolve with the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

2.1.4 The Society shall have control over all legitimate student enterprises of a non-academic nature which fall within its own purview, with the exception of legitimate student enterprises of a non-academic nature offered by the Society of Graduate and Professional Students.

2.1.5 The Society shall be carried on without purpose of gain for its members and the organization shall be used solely to promote the objects of the Society.

2.1.6 This Constitution shall take precedence over all other societies and student organizations to which Society members belong, unless otherwise specified in this Constitution

Section 2.02 Executive of the Society

2.2.1 The Executive of the Society shall consist of a President, a Vice-President (Operations), and a Vice-President (University Affairs) who must be Society members. They shall be members of Council and voting members of Assembly. The positions shall be considered full-time from May 1 until April 30 of the following year.

2.2.2 The President and Vice-Presidents shall run as a team and shall be elected from the student body at large. The campaign and election shall be held in accordance with the Society Policy on Elections and Referenda. Individuals running for executive positions shall be AMS members during the school term in which they run for office, and may be enrolled in no less than one (1) course during the Fall and Winter of their terms. Executive members may take more than three (3) courses only by appeal to the Assembly.

2.2.3 Incumbent members of the AMS Executive shall not be eligible to run for re-election but shall be eligible to run in a subsequent year. The AMS Director Human Resources, AMS Secretariat, Chief Electoral Officer, Chief Returning Officer and Deputy Returning Officers shall not be eligible to run for an AMS Executive position in the academic year in which they hold or have held that position.

2.2.4 In the absence or unavailability of any one member of the Executive, or in the event that any one of the three Executive offices becomes vacant, the remaining Executive members may appoint a replacement, who is a Society member, subject to the approval of two-thirds (2/3) of the members of the Assembly present and voting at a meeting where notice of a motion of approval has been duly given. Should the nominee of the remaining Executive members be rejected, the Assembly may make an appointment, or it may require the remaining Executive members to propose alternative nominees.

2.2.5 Should the Assembly decide that the exercising of its authority to nominate candidates is undesirable, it shall call an election within a month to be held in accordance with the Society Policy on Elections and Referenda.

2.2.6 In the absence or unavailability of any two members of the Executive or in the event that any two, or all three, of the offices become vacant, the Assembly shall choose replacements who shall temporarily assume the powers and duties of those Executive members until such time as an election can be held, in accordance with the Society Policy on Elections and Referenda.

Section 2.03 Duties of the Executive Members

2.3.1 The President shall preside at all meetings of the Council and, at his/her discretion, he/she or his/her representative(s) may be an ex-officio member of any Society Committee or Commission, unless otherwise stated in this Constitution. He/She will be responsible for provincial representation and lobbying, external affairs and for ensuring, in conjunction with the other members of the Executive, that the mission and mandate of the Society are being carried out. He/She is an ex-officio voting member of the Senate. When acting officially on behalf of the Assembly, the President shall represent the majority opinion of the Assembly.

2.3.2 The Vice-President (Operations) shall be a member of the Council, and shall be responsible for all day-to-day operational and financial matters of the Society. He/She shall work with the other members of the Executive as their duties require, or in such duties as required by, or at the direction of, the Assembly. He/She shall act for the President in the event that the President is unable to do so.

2.3.3 The Vice-President (University Affairs) shall be a member of the Council and shall be responsible for all matters of a political and/or educational nature, research and policy development, internal academic issues and university administration affairs. He/She shall, in tandem with the Vice-President (Operations) oversee and be financially accountable for all the Commissions' finances. He/She or his/her delegate shall be an ex-officio representative to the Senate. He/She shall assist the President in such duties as required by the President or at the direction of the Assembly. He/She shall act for the President in the event that the President and the Vice President (Operations) are unable to do so.

2.3.4 The Executive shall present to Assembly, at either the first or second Assembly meetings in the fall Term, a strategic plan for the society.

Section 2.04 Removal of the Executive

2.4.1 The President and Vice-Presidents may be removed from office as a team or as individuals.

2.4.2 Such removal may be effected by:

- I. a non-confidence vote by the Assembly. Such a vote must be the result of a motion that has had at least two weeks written notice to all Assembly members. To be resolved the non-confidence motion must be passed by a two-thirds (2/3) majority of the total membership of the Assembly; or
- II. a referendum to impeach. Such a referendum shall be received at any time by the Assembly and must be supported by the signatures of ten per cent (10%) of the members of the Society. Such a referendum shall be conducted by the Chief Returning Officer on a date selected by him/her, separate from any other election or referendum. At least one week notice of the referendum must be given in the Queen's Journal and on the AMS website but in no instance shall more than one month pass between submission of the impeachment papers and the date of the balloting. The wording of the ballot shall be:

"Shall (name of the President and Vice-Presidents) cease to hold the positions of President and Vice-Presidents of the Alma Mater Society?"

2.4.3 If a non-confidence vote or an impeachment referendum are resolved in the affirmative, the Assembly shall proceed under the Society Policy on Elections and Referenda to elect a new Executive team so that not more than one month passes before the new President and Vice-Presidents take office. Throughout the interim period the duties of the Executive shall be carried out by such person or persons as appointed by the Assembly.

Part 3: MEMBERSHIP AND FEES

Section 3.01 Membership

3.1.1 The following shall be member societies of the Society:

- I. Arts and Science Undergraduate Society
- II. Engineering Society
- III. Aesculapian Society
- IV. Commerce Society
- V. Nursing Science Society
- VI. MBA Students Society
- VII. Physical and Health Education and Kinesiology Student Association
- VIII. Concurrent Education Students' Association
- IX. Computing Students' Association

Any society not listed above comprised of students in a School or Faculty may be recognized as a member society upon written application to the Assembly. Such recognition shall be granted only by campus-wide referendum or at a Society Annual Meeting or Society Special General Meeting.

3.1.2 Members of the Society shall be either Ordinary Members or Honorary Members:

- I. Ordinary Members shall be all students of the University who are enrolled in at least one course, and who have paid all mandatory AMS student activity fees including the AMS Specific Fee, in full or on a pro-rated basis, as outlined in section 3.03.
- II. Honorary Members shall include the Chancellor, the Rector, Trustees and Senators of the University. Such Honorary Members may also be Ordinary Members if they comply with paragraph (I) of this subsection.
- III. The Society may create Honorary Life Memberships of the Society through Society Annual Meetings, Society Special General Meetings, referenda, or the Assembly.

3.1.3 Each student may belong to a member society as well as the Society. He/She shall enjoy the rights and privileges of both societies.

Section 3.02 Rights, Privileges and Obligations

3.2.1 The rights and privileges of Ordinary Members, as described in paragraph (I) of subsection 3.01.02 shall include the right:

- I. to vote in all Society elections and referenda;
- II. to hold offices or positions of employment within the Society, subject to the restriction of the office or position, as outlined by Assembly and/or Board Policy;
- III. to attend meetings of the Society subject to the rules of procedure as prescribed by this Constitution;
- IV. to move or second motions at such meetings;
- V. to speak for or against any motion;
- VI. to vote at Society Annual Meetings or Society Special General Meetings;
- VII. to gain admission to and/or actively participate in any Society sponsored event and/or program subject to any restrictions of the particular event and/or program.

3.2.2 The rights and privileges of Honorary Members described in paragraphs (ii) and (iii) of subsection 3.01.02 shall include the right:

- I. to attend Society Annual Meetings or Society Special General Meetings subject to the rules of procedure as prescribed by this Constitution;
- II. to move or second motions at such meetings;
- III. to speak for or against any motions.

3.2.3 Except as may be directed by the Assembly with regards to the Assembly Budget, no member is empowered to make purchases in the name of the Society or in any other way financially obligate the Society until permission has been granted at a meeting of the Board.

3.2.4 Members may resign by resignation in writing, which shall be effective upon acceptance thereof by the Assembly. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him/her to the Society prior to acceptance of his/her resignation.

Section 3.03 Student Activity Fees

3.3.1 There shall be no dues or fees payable by Society members except those established by referendum.

3.3.2 All student activity fees, unless exempted by Assembly as funding an essential service, shall be subject to a triennial review in accordance with the Society policy on student activity fees.

3.3.3 Notwithstanding Section 20.1, amendment of 3.3.1, 3.3.2, or 3.3.3 shall require a binding question through campus-wide referendum in accordance with the Society policy on referenda. The questions shall read for each article respectively:

- I. "Do you agree that all AMS student activity fees shall be established only by a campus-wide referendum?"
- II. "Do you agree that all AMS student activity fees, except those exempted by AMS Assembly, shall be subject to a vote at a campus-wide referendum every three years?"
- III. "Do you agree that amendments to subsection 3.3.1 or 3.3.2 of the AMS Constitution shall require a question in a campus-wide referendum?"

3.3.4 In the case of (III), the Elections Team shall include the wording of subsection 3.3.1 and 3.3.2 alongside the referendum question. Notwithstanding subsection 4.1.12, Assembly shall not have authority to adjust these referendum questions. Responsibility for interpretation of member eligibility for student activity fee levies rests with the Vice-President Operations.

3.3.5 Should it be decided that dues or fees will be levied against the Society members, the Office of the University Registrar shall be empowered to collect from all Society members all the non-academic fees as approved from time to time by the membership and forward them to the Society. The VP Operations shall be responsible for ensuring that said fees are expended in a manner consistent with the conditions and intent of the relevant referendum question that established each fee. Assembly shall be notified of any decision by the VP Operations to withhold funding from a fee recipient for non-compliance with this requirement...

3.3.6 Responsibility for ensuring that the student activity fee schedule is comprehensive and accurate, and that this information is transferred to the Office of the University Registrar in timely fashion, rests with the Vice-President (Operations). The schedule for the total non-academic fee will be presented to the Assembly for information purposes as soon as its level has been ascertained.

3.3.7 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. For any of the above conditions to take effect they shall have appeared in the referendum question.

3.3.8 Refunds of student activity fees for students withdrawing from the University after registration will be made in accordance with the University policy on refunds of academic fees.

3.3.9 Any individual or group of individuals who wish to place a question on a referendum ballot asking for the creation of a student activity fee funded by undergraduate students must be affiliated with, or sanctioned by, the AMS, a Faculty Society, the Administration of Queen's University or a Faculty or Service of the University. Off-campus groups shall be eligible, insofar as they demonstrate to the VP Operations that they provide a service to all AMS members that is not available on campus and is deemed of value to AMS members by the Assembly. Each off-campus group must be sanctioned by an AMS member or group and it must be AMS members who have satisfied the requirements for placing the question on the referendum ballot.

3.3.10 Any group whose fees are distributed by the Alma Mater Society and who does not claim any portion of their student activity fees by Friday of the first week of classes in January of the academic year in which the fee is collected, shall lose all right of claim to their fee. The fee shall then be allocated to another group in accordance with the AMS student fee policy. If it is determined by the VP Operations that a student fee recipient has become defunct or otherwise inoperative, its funding shall be withheld and its fee shall automatically be removed from the student fee slate.

Part 4: ELECTIONS AND REFERENDA

Section 4.01 Elections and Referenda

4.1.1 The Society shall conduct elections and referenda to ensure direct participation of students in the processes of student government. The executive election shall be conducted yearly in January while other society elections shall be run by the society as required. Referenda shall normally be held in both the fall and winter terms and otherwise as needed. Questions on a referendum ballot may include binding student activity fee and non-fee related questions.

4.1.2 There shall be a provision for the placement of non-binding questions on the AMS referendum ballot which shall be known as Plebiscite Questions. The purpose of such questions shall be to survey AMS undergraduate opinion or gauge support in relation to a specific issue, policy, proposal or advocacy position.

4.1.3 There shall be an Elections Team under the AMS Secretariat responsible for conducting and overseeing all society wide elections and referenda processes. The Elections Team shall consist of the following individuals whose duties are elaborated in AMS Policy Manual 2:

- I. The Chief Electoral Officer (co-chair)
- II. The Chief Returning Officer (co-chair)
- III. Deputy Returning Officers

4.1.4 The Chief Electoral Officer and Chief Returning Officer shall bear ultimate responsibility for all Society elections and referenda and shall serve as the co-chairs of the Elections Team.

4.1.5 Without limiting the generality of the foregoing, the duties of the Elections Team shall be:

- I. to conduct a marketing campaign for both the elections and referenda prior to polling days, with elements specifically targeting first year students;
- II. to ensure that there is notification of an election or referendum in the Queen's Journal and on the AMS website at least one (1) week in advance of the first day of voting;
- III. to create the necessary ballots according to policy regulations;
- IV. to determine election and referendum results;
- V. to ensure that the online polls are open during the designated voting period.

4.1.6 The Elections Team shall announce the results of an election or referendum to the candidates involved immediately after they become known. The results may be made public only after notification has been given to the candidates. Should the candidates not be immediately available, the results shall be made public no less than two (2) hours after the results have been confirmed by the Chief Returning Officer.

4.1.7 The Chief Returning Officer shall vote twenty-four (24) hours in advance and place his/her ballot in a sealed envelope to be deposited with the Chief Electoral Officer. This envelope will be opened only in the case of a tie vote. Should there be more than two candidates, or teams of candidates, the Chief Returning Officer shall indicate his/her order of preference on the ballot form.

4.1.8 All campaigns for elections and for referenda shall be run in conjunction with the Society Policy on Elections and Referenda. Complaints regarding the violation of these regulations shall be brought to the attention of the Elections Team. Complaints must be in writing and must be brought forward no later than seventy-two (72) hours after the last poll closes.

4.1.9 A referendum on any issue within the purview of the Society or the member societies may be called at any time by the Assembly or by any member of the Society. Questions may be placed on the referendum directly by the Assembly, or by a written request from any member of the Society to the Elections Team that is supported by signatures of at least five per cent (5%) of current Society members, subject to the provisions of Sections 4.01.10, 4.01.11 and 4.01.12.

4.1.10 Assembly shall be notified of all student activity fee questions to be placed on the referendum ballot, the purpose and intent of the fees, and of all groups who failed to meet the validation requirements and why through a written and oral report given by the Vice President Operations at the Assembly immediately following the nomination period. Assembly shall reserve the right and the authority to reject any student activity fee question to be placed on the referendum ballot at the Assembly meeting immediately following the nomination period. Assembly shall only exercise this authority if 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.

4.1.11 The placement on the referendum ballot of questions that are not student activity fee based shall be subject to Assembly approval. Normally Assembly shall approve any question that has garnered sufficient signatures in support. However, Assembly shall retain the authority to reject any question where it finds compelling reason to believe that the passage of the question would constitute a violation of the mission or operating statement of the Society; a violation of law; a contravention of University policy; a violation of contractual, financial or other obligations undertaken by the Society; or would otherwise pose a significant threat to the best interests of the Society or be injurious to 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.

4.1.12 The wording of all questions to be placed on any Society referendum shall be subject to the approval 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. Assembly shall not have the authority to fundamentally change the substance of a question or the amount, in the event of a fee question.

4.1.13 Policy-based referenda decisions shall bind Assembly policy, but shall not bind the policy of member societies unless so provided in the individual constitutions of the member societies.

4.1.14 The AMS Judicial Committee shall, in all cases, be the only level of appeal for all decisions/rulings made by the CEO regarding all Society elections and referenda.

Part 5: ASSEMBLY

Section 5.01 Membership of the Assembly

5.1.1 The voting members of the Assembly shall be:

- I. The President and Vice-Presidents of the Society
- II. Two representatives from the constituent societies including:
- III. Arts and Science Undergraduate Society
- IV. Engineering Society
- V. Aesculapian Society
- VI. Commerce Society
- VII. Nursing Science Society
- VIII. MBA Students Society
- IX. Physical and Health Education and Kinesiology Student Association
- X. Concurrent Education Students' Association
- XI. Computing Students' Association

In order to take into account the size of the population represented by a member society, additional seats will be allocated to each based on the relative proportion of students represented by that society as set out in the formula in subsection 5.01.02. Representation is intended to reflect proportional membership of member societies while ensuring that the size of Assembly does not exceed a level at which effective and efficient functioning is compromised.

5.1.2 The number of representatives listed in paragraph II of subsection 5.01.01, for each member society will be determined at the end of the winter semester based on the most recently available enrolment figures from the Office of the University Registrar and based on the following formula:

Percentage of AMS members in the faculty society / Number of Additional

Representatives More than 45%+ - 7

35.00-44.99% - 6

25.00-34.99% - 5

15.00-24.99% - 4

10.00-14.99% - 3

6.00-9.99% - 2

3.00-5.99% - 1

0-2.99% - 0

5.1.3 Should there be a substantive increase or decrease in projected enrolment numbers that would materially affect the number of representatives allocated to a member society released after the composition for the next year has already been determined as explained in 5.01.02, the new numbers will be taken into account and an adjustment may be made.

5.1.4 Representatives from the member societies shall be elected in a manner determined by the member society.

5.1.5 The non-elected non-voting members of the Assembly may include:

- I. the Speaker, who shall be appointed by the new voting members of the Assembly as soon as possible after they have been installed. The Speaker shall chair all meetings of the Assembly, and shall enforce the Assembly Rules of Order;
- II. the deputy Speaker from the voting members of the Assembly who will assume the duties of Speaker in the event of his/her absence;
- III. the Scribe, who shall be a paid employee of the Society;
- IV. an Honorary President, who shall be a graduate, a member of the academic or administrative staff of the University or a friend of the University. He/She shall be appointed annually by the Assembly upon the recommendation of the Council;
- V. the Rector;
- VI. any persons appointed by the Board as non-elected non-voting members of the Assembly for the purpose of enabling them to qualify as Directors of the Corporation;
- VII. the President of the Society of Graduate and Professional Students whose role would be limited to speaking on behalf of the SGPS Executive Committee or SGPS Council;
- VIII. the AMS Commissioners
- IX. the AMS Clubs Manager
- X. the AMS Secretariat
- XI. the Undergraduate Trustee
- XII. the Student Senate Caucus Chair
- XIII. the President of the Residence Society
- XIV. the Chair of the Board of Directors

Section 5.02 Terms of Reference of the Assembly

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

5.2.2 Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfil its mandate by debating and dealing with any reports, including their recommendations and conclusions; with motions, as submitted by the Council, Assembly or the student body at large; with policy decisions regarding the official stance of the Society on any issue within the purview of Assembly; and with granting allocations for all moneys assigned to grants in the current Assembly Budget. The Assembly shall also be empowered to direct the Executive and/or the Council to represent the Society where it is deemed necessary, and to carry out various duties in the interest of the student body.

5.2.3 The Assembly shall be directly responsible for the actions and activities of the various commissions, all Assembly committees, and any groups, organizations and clubs as outlined in this Constitution and which are within the jurisdiction of the Assembly.

5.2.4 The Assembly shall participate in the affairs of the Society carried out by the Corporation only as provided for in this Constitution and the By-laws of the Corporation. For greater certainty, the Board is the ultimate decision-making body for the Corporation.

5.2.5 The Assembly shall delegate responsibility for the oversight of AMS General Office to the AMS Board of Directors. The Chair of the Board shall be responsible for reporting to Assembly on any and all actions undertaken by the Board in the fulfillment of this delegated responsibility.

5.2.6 In all debate and decision-making the Assembly shall be guided, as far as possible, by the objects contained in this Constitution.

5.2.7 The Assembly shall have the authority except as otherwise specified to appoint representatives of the Society to any committees, commissions, boards etc., external to the Society.

Section 5.03 Election and Removal of Assembly Members

5.3.1 With the exception of the President and Vice-Presidents, the members of the Assembly shall be designated by their respective faculties/residence committees according to the rules and regulations for the designation of Assembly members, as specified by the faculty societies/residence committees.

5.3.2 Each Assembly member is expected to act in the best interest of the constituency they represent.

5.3.3 All Assembly members are subject to removal on the following grounds:

- I. absence from four (4) or more duly called meetings;
- II. just cause;
- III. Ineligibility to be a member.

5.3.4 Members of the Assembly can only be removed from the Assembly by the faculty society/residence committees which they represent, according to the procedure for removal which governs that faculty society/residence committee. The Speaker of the Assembly, however, is charged with formally notifying both Assembly and the appropriate faculty society/residence committee of a voting Assembly member's breach of subsection 5.03.03. Furthermore, the Assembly and/or the Speaker of the Assembly may make recommendations to the respective faculty society/residence committee so that appropriate action is taken.

5.3.5 Notwithstanding that, by virtue of subsection 5.03.04, Assembly members may only be removed from the Assembly by the faculty society/residence committees which they represent, upon notifying the Assembly of a voting Assembly member's breach of subsection 5.03.03 the Speaker shall move a motion, which has had proper notice, that the offending Assembly member's voting rights be denied. Such a motion does not require a seconder. If such a motion is approved by a majority of the Assembly members present and voting then the offending Assembly member shall be denied his/her vote from there forward. An Assembly member denied his/her vote in accordance with this subsection shall retain all other rights associated with Assembly membership but shall not be counted in quorum. The Assembly may reinstate at any time in the future an Assembly member's vote which has been denied.

5.3.6 Subsection 5.03.04 does not apply to the Executive of the Society, whose removal from office is governed by Part 2.

Section 5.04 Assembly Meetings and Quorum

5.4.1 The Assembly will meet at least ten (10) times during the course of the fall/winter academic terms, September to May. Meetings will be held in accordance with the Rules of Order as outlined in Part 8.

5.4.2 The AMS Secretary shall be responsible for keeping minutes of all regular meetings of the Assembly and for ensuring the duplication and distribution of all minutes, papers and reports or other documents to Assembly members.

5.4.3 The meetings of the Assembly shall be open to the public, however, there shall be recourse to move to a closed session if so decided by a majority of the members present. When a closed session has been held, the subject of that session, and any motion that has been passed, shall be made public immediately following the closed session.

5.4.4 A majority plus one of voting Assembly members, not including proxies, shall form a quorum for the transaction of business. 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.

5.4.5 Assembly members may vote at meetings by proxy if permitted by the constitutions of their member societies/residence committees. Such proxy need not be an Assembly member. Before every meeting at which a proxy votes the Speaker shall be provided with notification, in writing, including by email, by the relevant Assembly member. A proxy shall stand in the stead of the Assembly member in accordance with the terms of the written appointment. Attendance by proxy, nonetheless, shall be treated as an absence by the Assembly member. No member of Assembly shall be eligible to serve as a proxy.

5.4.6 All motions of the Assembly shall be decided by a majority vote, with each voting Assembly member entitled to one vote. In the case of an equality of votes, the Speaker shall cast the deciding vote in accordance with the procedure outlined in the Society Policy on Assembly Rules of Order. All votes at such meetings shall be taken by ballot with the approval of the Speaker, or the support of a majority of Assembly members present. If no demand is made, the vote shall be taken in the usual way by a show of hands.

5.4.7 Assembly meetings shall adjourn at a point no later than four (4) hours after the time when it was scheduled to begin, less a motion to extend by thirty (30) minutes is passed by a two-thirds (2/3) majority at each thirty (30) minute interval for a maximum of five (5) intervals.

Section 5.05 Notice of Assembly Meetings

5.5.1 Notice of regular meetings shall be made to members of Assembly at least two weeks before each meeting. Notice of the time and place of regular meetings shall be made readily available to the AMS members, but failure to do so does not render the meeting invalid.

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

5.5.3 The President of the Society, in the case of an emergency, shall also have the ability to call a special meeting of the Assembly at any time without being subject to the forty-eight (48) hour notice requirement.

Section 5.06 Agenda, Proper Notice of Motions, Minutes, and Reports for Assembly Meetings

5.6.1 The order of business shall be:

- I. Approval of Agenda;
- II. Approval of Minutes;
- III. Speaker's Business;
- IV. Guest Speaker;
- V. President's Report;
- VI. Vice-Presidents' Reports;
- VII. Board of Director's Report;
- VIII. Student Senator's Report;
- IX. Undergraduate Trustee's Report
- X. Rector's Report;
- XI. Statements by Members;
- XII. Question Period;
- XIII. Business Arising from the Minutes;
- XIV. New Business;
- XV. Discussion Period

5.6.2 Any member of the Society wishing to have items placed on the agenda of a regular meeting of the Assembly must give written notice to the AMS Secretary in time to be circulated with the Agenda. The agenda shall be available for Assembly members and for the general public at least seventy-two (72) hours prior to a regular meeting. In the event the agenda is released less than seventy-two (72) hours prior to a regular meeting, the assembly can proceed with a majority vote by the assembly members. In this event the AMS Secretary shall include in their report to the Assembly reasons as to the delay.

5.6.3 Full minutes of every meeting of the Assembly shall be made public. Minutes and reports pertaining only to closed sessions are to be clearly marked CONFIDENTIAL, and are to be treated as confidential documents unless otherwise decided by the Assembly.

5.6.4 With the exception of reports of committees, copies of all reports to be considered must be distributed to the members of Assembly at least seventy-two (72) hours prior to the meeting at which the report is to be considered. If copies are not available by this time, the report shall not be proceeded with, except with the consent of two-thirds (2/3) of the voting members present.

5.6.5 Reports of committees must be submitted to the Society office one week prior to consideration by the Assembly.

5.6.6 Assembly must receive notice of motion for the adoption of Representational Policy one Assembly meeting prior to the reception and approval of that policy. If the matter is deemed urgent, Assembly may overrule this with a two-thirds (2/3) majority vote.

Part 6: PRESIDENT'S CAUCUS, COUNCIL, SUMMER ASSEMBLY, COMMISSIONS, COMMITTEES, SECRETARIAT AND OFFICES

Section 6.01 President's Caucus

6.1.1 The Presidents of the member societies as defined in Section 3.01.01 shall have one vote on President's Caucus. The Executive shall sit as ex-officio non-voting members on President's Caucus.

6.1.2 The President of the member societies may appoint a proxy to attend and cast the member society's one vote on President's Caucus at their discretion, unless otherwise specified by member societies' policies and procedures.

6.1.3 The President's Caucus is the executive body of the Assembly and as such, is primarily responsible for providing the initiative and, where appropriate, the responses to all political and policy matters which fall within the purview of the Society that arise during its term of office.

6.1.4 President's Caucus shall have the delegated powers of the Assembly between May 1 and August 31 of each year (Summer Assembly) and other such times when regular classes are not in session at the University.

6.1.5 No decision of President's Caucus which is made under the authority of the delegated powers from Assembly shall continue to stand unless reaffirmed by the Assembly at its first or second meeting following the period when such powers were delegated.

Section 6.02 President's Caucus Meetings

6.2.1 President's Caucus shall normally meet bi-weekly during the fall and winter terms, and monthly during the summer term, at the discretion of the President. The agenda and minutes for such meetings shall be the responsibility of the President.

6.2.2 The minutes of all substantive motions that are passed at President's Caucus meetings over the summer months shall be made available on the AMS website within 10 days of the meeting taking place.

6.2.3 All major policy decisions taken by the President's Caucus will be reported at the Assembly meeting following the President's Caucus meeting at which the decision was taken, and will not be considered Society Policy until such decisions are ratified by a vote of the Assembly.

6.2.4 Quorum for President's Caucus meetings shall be fifty per cent (50%) plus one of the member societies present. Motions at President's Caucus meetings shall be decided by a majority of votes. In the case of an equality of votes, the motion shall be deemed to have been defeated.

6.2.5 Meetings for President's Caucus may be conducted over the phone or other electronic medium at the discretion of the President.

Section 6.03 Council

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

- I. the President and Vice-Presidents of the Society;
- II. the Commissioners and Services Directors;
- III. such other persons as may be appointed by the President and approved by the Assembly.
- IV. other persons may also be appointed by the President with the consent of the Assembly to sit as non-voting members of the Council in any given year.

6.3.2 Council shall attempt to clarify issues for the Assembly, identify and deal with campus problems, and handle administrative details involving the Society.

6.3.3 Without in any way restricting the generality of the foregoing, the Council shall fulfil its mandate by coordinating the work of the various Commissions and Directorates which are represented in the membership of Council; by reviewing reports which come forward from the various Commissions and committees of the Assembly with a view to aiding in their presentation at Assembly; by preparing reports based on both its own initiative and in response to other reports and/or situations of concern to the Society in general; by preparing policy drafts for consideration by the Assembly; and, by working towards the specific goals of the current Assembly and Executive. As much as possible the Council will be both an initiative and a responsive body, and will be guided by the objects of the Society.

Section 6.04 Council Meetings

6.4.1 The Council shall normally meet weekly during the summer months, fall and winter terms, at the discretion of the President. The agenda and minutes for such meetings shall be the responsibility of the President.

6.4.2 The minutes of all substantive motions that are passed at Council meetings over the summer months shall be made available on the AMS website within 10 days of the meeting taking place.

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

6.4.4 Quorum for Council meetings shall be fifty per cent (50%) plus one of the members. Motions at Council meetings shall be decided by a majority of votes, with each member of Council having one vote. In the case of an equality of votes, the motion shall be deemed to have been defeated.

Section 6.05 The Commission System

6.5.1 The Executive shall hire Commissioners to the Commissions, and to such other Commissions as may be established by the Executive and the Assembly from time to time.

6.5.2 The Executive shall hire the Commissioners, subject to ratification at an Assembly meeting by a two-thirds (2/3) majority of the members present and voting.

6.5.3 Each Commissioner shall:

- I. as far as is reasonably possible, carry out the directives of the Executive, the Assembly, and this Constitution;
- II. be responsible to Assembly for ensuring that the activities and affairs which occur under the jurisdiction of her/his commission comply with AMS policy;
- III. administer the budget of her/his Commission. He/she may change the budgets of his/her Commission at any time in consultation with the Vice-President University Affairs and the Vice-President Operations. If the changes are significant, they shall require approval by Assembly;
- IV. sit as part of Council to aid the executive in setting the direction and goals of their year and the AMS in general.

6.5.4 In order to fulfil its mandate, various committees shall be organized under the Commission as is felt to be necessary by the Commissioner, the Executive and the Assembly. The mandates of these committees shall be approved by Assembly. Standing Committees shall also be the responsibility of the respective Commission under whose jurisdiction they fall.

6.5.5 Each Commissioner shall report to the Assembly about the activities of his/her Commission including its committees. The Assembly has the right to reverse any decision taken by a Commission, and no decision shall be presented as Society Policy before it has been approved as such by the Assembly.

6.5.6 Each Commissioner shall make available to Assembly, at either the first or second Assembly of the Fall Term, a strategic plan for his/her Commission.

6.5.7 Each Commissioner, in conjunction with the Vice-President University Affairs, shall be responsible for presenting revised budgets to the Vice- President Operations for submission to the Board of Directors which may make non-binding recommendations before the budgets will then be submitted to Assembly. Revisions may contain requests for additional monies if the Commissioner believes that these funds are necessary for the successful organization of all programs and events of the Commission. The revised budgets will be subject to the availability of such funds, and a 2/3 Assembly approval.

6.5.8 Each Commission shall consist of the Commissioner, various Deputies, various committees and/or standing committees, or any other such positions as designated to the Commission by the Commissioner or Executive with approval by the Assembly.

6.5.9 Each Deputy Commissioner shall:

- I. aid their respective Commissioner in carrying out the mandate/goals/objectives of their Commission;
- II. be responsible for overseeing the activities of committees within the Commission. In the case of two or more Deputies, responsibilities will be assigned according to the specific Commission;
- III. serve as a resource for the Chairs who report to them and will serve as the liaison between the Commissioner and Chair of a committee;
- IV. be responsible for particular projects or initiatives as designated by the Commissioner or Commission.

Section 6.06 Social Issues Commission

6.06.01 The Social Issues Commission acts in full compliance with the AMS Mission Statement to fulfil the following areas of jurisdiction:

- I. representing the diversity of students at Queen's through anti-oppression activism;
- II. advocating for social change by lobbying the administration and raising awareness in the University community;
- III. creating an opportunity for members to access information and education regarding issues of social justice;
- IV. fostering a safe and welcoming space for members of traditionally disenfranchised groups.

Section 6.07 Campus Activities Commission

6.07.01 The Campus Activities Commission acts in concert with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. to maintain and develop a positive social atmosphere in the Queen's community;
- II. to plan and execute a varied array of events, with a view to achieve a diverse and well-rounded social program on campus;
- III. to maintain Queen's students' commitment to local charities by raising money through events run by the Commission;
- IV. to act as a resource for groups seeking to plan events on campus.

Section 6.08 Municipal Affairs Commission

6.08.01 The Municipal Affairs Commission acts in full compliance with the AMS Mission Statement to fulfil the following areas of jurisdiction:

- I. the development of relevant education campaigns on issues of housing and property standards, safety, community development and student poverty;
- II. effective lobbying of relevant university administration, municipal and provincial bodies in regards to student housing and municipal issues;
- III. supporting programming, with emphasis on programs that benefit the Queen's and Kingston communities, in addition to providing students with challenging and rewarding experiences;
- IV. acting as a liaison with groups and organizations within the Kingston community;
- V. maintaining a stable information and financial resource base to address questions of municipal relations.

Section 6.09 Academic Affairs Commission

6.09.01 The Academic Affairs Commission acts in full compliance with the AMS Mission Statement to fulfil the following areas of jurisdiction:

- I. researching and formulating policy of an academic nature to be lobbied for by the Society;
- II. lobbying of the administration, provincial and federal governments, on issues related to academics, including but not limited to, funding, tuition, financial aid, quality, and accountability;
- III. providing academic services that assist students in navigating academic life;
- IV. administering committees that work to improve the academic experience at Queen's;
- V. disseminating information to students, on topics directly related to academics.

Section 6.10 Committees

6.10.01 With the exception of regulations which may be contained in this Constitution and specific regulations which may be applied to any committee, all Society and/or Assembly committees shall normally function in accordance with the regulations governing committees as contained in Bourinot's Rules of Order.

6.10.02 Standing committees are established to consider continuing questions. Once established they shall serve continuously with progressive changes in membership. These committees shall continue to exist until otherwise decided by the Assembly.

6.10.03 Ad hoc committees are established for the purpose of examining questions when no appropriate standing committee exists. Their memberships and terms of reference shall be determined by a resolution of the Assembly. Ad hoc committees shall be considered disbanded following the reception of its final report by the Assembly.

6.10.04 The terms of reference of any committee are set by the Assembly and may only be extended or reduced by Assembly through a motion.

6.10.05 The opinions and expressed views and policies of AMS Committees are not necessarily those of the Society, unless ratified by the Assembly.

6.10.06 The Chairperson of each committee shall be elected by the membership of the Committee, usually from the membership of the committee unless otherwise directed.

6.10.07 All committee appointments shall be made and/or ratified by the Assembly.

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

6.10.09 Committees are encouraged to present progress reports and working papers to the Assembly, and should the Assembly feel that the committee is neglecting its duties, it shall take whatever action is considered appropriate.

6.10.10 A committee report, which shall be presented to the Assembly by the Chairperson, shall be that of the majority of the committee. The signature of the committee Chairperson shall attest to the authenticity of the report. No report shall be accompanied by any minority opinion, unless it appears as an appendix to the majority report. Such minority reports may only appear with the consent of the committee.

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

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

6.10.13 There shall be an Assembly Society Strategic Planning Committee which shall be a standing committee of the Society.

- I. The Assembly Society Strategic Planning Committee shall be responsible for developing, maintaining, and evaluating the implementation of the Society Strategic Plan. The Society Strategic Plan shall articulate the mission, mandate, goals and objectives of the Society as a whole, among other things, and be used as a guiding document for the affairs of the Society;
- II. The committee shall evaluate the organizational structure of the Society and assess whether the structure is at all times supportive of and relevant to the mission, mandate, goals and objectives set out in the Society Strategic Plan. Accordingly, the committee shall annually, at the last meeting of the first term, present its findings in this regard to the Assembly and recommend changes as it sees necessary;
- III. The committee shall have regular communication with the Board of Directors' Strategic Planning Committee, which shall provide long-term financial planning advice to the Assembly Committee;
- IV. The committee shall consist of the President (Chair), the Vice-President (Operations), the Vice-Presidents (University Affairs), one (1) member elected from Assembly, and two (2) students at large. The two students at large shall serve alternating two-year terms. The Information Officer and the Executive Director shall serve as advisors to the committee;
- V. The Chair shall be responsible for holding regular meetings, and reporting on the process of the committee regularly to the Assembly. The Chair shall also be responsible for the production and presentation of the aforementioned Plan to the Assembly annually.

6.10.14 All terms of reference for AMS committees shall be outlined in detail in the AMS Policy Manual.

Section 6.11 AMS Secretariat

6.11.01 The AMS Secretary acts in concert with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Matters concerning Assembly, in accordance with the requirements with the Assembly Constitution and Policy on Assembly;
- II. Elections and referenda in accordance with the requirements of the Assembly Policy on Elections and Referenda;
- III. The Judicial Committee including appointments to this body;
- IV. The administration of the affairs of officially ratified extra-curricular organizations/clubs, including making recommendations on club grant allocations;
- V. To ensure that the Constitution and Policy Manuals are up to date and available.

6.11.02 Without limiting the generality of the foregoing, the purpose and function of the AMS Secretary shall be concerned with the internal administration and operation of the Assembly and various organizations, groups, and committees related either directly or indirectly to the Assembly. This includes such organizations, groups and committees as the Assembly may from time to time see fit to refer to the AMS Secretary.

Section 6.12 Offices

6.12.01 The Executive shall appoint Officers to such Offices as may be established by the Assembly.

6.12.02 The Executive shall appoint Officers subject to ratification at an Assembly meeting by a two-thirds (2/3) majority of members present and voting.

6.12.03 As far as reasonably possible, Officers shall carry out the directives of the Executive, the Assembly and this constitution. The Officers are responsible for the administration of his/her Office budget and are responsible to the Assembly for ensuring that the activities and affairs that occur under the jurisdiction of their Office comply with AMS policy. All budgets and goal plans for Offices shall be subject to preliminary approval by the Board of Directors and final approval from the Assembly.

Part 7: CLUBS

Section 7.01 Rights, Privileges and Obligations of Clubs

7.1.1 All Clubs shall recognize the obligations, powers and jurisdiction of the Society as granted by this constitution, and those of the SGPS with which the AMS shares the administrative oversight of all Queen's clubs.

7.1.2 The Society recognizes the specific rights and privileges which are conferred upon clubs as a result of their ratification and affiliation with the society as outlined in the Club Policy in Policy Manual 1.

7.1.3 In applying for and accepting ratification, clubs implicitly agree to all obligations and responsibilities as outlined in AMS Policy and contracts. Clubs shall recognize the importance and validity of such obligations and responsibilities for the functioning of the Society and in its ability to grant the rights and privileges. A violation of any of the obligations, or any other any violation of an appropriately published non-academic rule or regulation of the University or the Society which regards the administration of a club, may constitute oversight and sanctioning actions by the Clubs Office. Where applicable, specific contracts override policy.

Section 7.02 Ratification and Guidelines

7.2.1 Any club wishing to become affiliated with the Society and/or enjoy the use of University facilities for meetings and publicity, shall obtain recognition from the Society in the form of ratification by the Ratification Review Committee during pre-determined periods in the fall and winter terms. The club shall submit its ratification package, including a financial plan, budget and constitution, to the Clubs Manager, who with the Ratification Review Committee shall approve or deny ratification based on guidelines set out in this section or otherwise established by the Assembly.

7.2.2 No club under the jurisdiction of the Society shall be exclusive in its membership except in accordance with the Ontario Human Rights Code.

7.2.3 No members or executive officers of clubs shall directly or indirectly receive profits from their positions as such except for remuneration as approved by the Assembly and the SGPS.

7.2.4 Clubs and their executive officers shall be responsible for familiarizing themselves with relevant AMS event/activity policy and procedures and shall act in accordance. Failure to comply with this or any other relevant AMS policy, SGPS policy, the AMS constitution, the organization's own constitution or the Student Code of Conduct may result in disciplinary action either administratively by the Clubs Office or through the Non-Academic Discipline system if the situation so warrants.

7.2.5 De-ratification of a club can occur in three ways: by agreement between the Vice-President University Affairs and SGPS designate, by a two-thirds (2/3) vote in each of the AMS Assembly and SGPS Council, or through the Alternate Judicial Committee of the Group Non-Academic Discipline system.

7.2.6 The Assembly shall be notified if a club is de-ratified by the Alternate Judicial Committee or by the Vice President University Affairs and SGPS designate.

7.2.7 Clubs shall be eligible to receive student activity fees or grants from the AMS in accordance with all AMS policy on eligibility and allocation of such funding.

7.2.8 Clubs shall not be primarily revenue generating entities or have revenue generating activities through the sales of goods and services as a substantial part of their mandate excluding fundraising for third-party charitable organizations.

7.02.09. Any funding from the Society shall be spend for the exact purpose for which it was requested and approved by the society either through referendum or by the Assembly.

7.2.10 It is understood that all recognized clubs are not agents of the Society, cannot incur debts or obligations on behalf of the Society, and cannot attribute their debts or obligations to the Society. Furthermore, an authorized representative of each recognized organization shall sign a release to the above effect.

7.2.11 The Society opposes the presence within the Queen's University community of fraternities and sororities, typically defined as externally affiliated organizations that are exclusive in membership, have secret oaths or pledges and have a sign of identification such as a Greek letter or pin. No such organization shall be recognized by the Society or the University or be affiliated with either. Without in any way restricting the generality of the foregoing, no such organization shall be eligible to receive or otherwise access any of the Society's resources including, but not limited to, funding and the use of University facilities/campus space for meetings and publicity.

Part 8: PROCEDURE

Section 8.01 Rules of Order

8.1.1 A copy of the current Society Policy on Assembly Rules of Order, which shall govern at all Assembly meetings, shall be made available to each Assembly member at the first meeting at which the member attends. These rules shall be amendable by a two-thirds (2/3) vote at any regular meeting of the Assembly where notice of such motion is given during the previous meeting.

8.1.2 The reference source for all points of order to procedure not covered in the Society Policy on Assembly Rules of Order shall be Bourinot's Rules of Order.

Part 9: SOCIETY ANNUAL MEETINGS AND SOCIETY SPECIAL GENERAL MEETINGS

Section 9.01 General

9.1.1 There shall be two (2) types of meetings of Society members: Society Annual Meetings and Society Special General Meetings.

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

9.1.3 Society Annual Meetings and Society Special General Meetings may, from time to time, be adjourned to any future time or to a different place. Such business may be transacted at such future meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required for the motion for adjournment. The motion for adjournment may be made notwithstanding that no quorum is present.

9.1.4 All members of the Society:

- I. may be present at any Society Annual Meeting or Society Special General Meeting;
- II. may speak to any motion under consideration;
- III. may move or second motions;
- IV. may exercise their voting privileges.

Each member of the Society shall be entitled to one vote at Society Annual Meetings and Society Special General Meetings, so long as he/she has paid all dues or fees, if any, then payable by him/her.

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

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

9.1.7 Notice of the time and place of Society Annual Meetings and Society Special General Meetings (where possible) shall be given by providing notice on the AMS website, in the Queen's Journal and other forms of media as deemed appropriate. Notice shall appear ten (10) or more days before the time fixed for the holding of the meeting. Such notice shall include information regarding the rights and privileges of society members at such meetings.

9.1.8 Quorum at Society Annual Meetings and Society Special General Meetings shall be two per cent (2%) of current Society members. Should there be no quorum at such a meeting, business may proceed as usual; all decisions made shall be binding, except in the case of:

- I. insufficient notice: due notification of the lack of quorum at the meeting must be made in the Journal and other appropriate ways within one (1) week after the adjournment of the meeting;
- II. membership petition: should any members of the Society disagree with any decision made at the meeting they may present a petition containing the signatures of two per cent (2%) of the Society asking for a replacement Society Special General Meeting. The petition shall only be received within two (2) weeks after the adjournment of the impugned meeting and the replacement Society Special General Meeting shall be held within one (1) week of the receipt of the petition. The quorum at such a replacement Society Special General Meeting shall be two per cent (2%) of the Society, and if present the replacement Society Special General Meeting may review any decision of the impugned meeting and by a majority vote confirm or reject it. If no quorum is present the replacement Society Special General Meeting cannot convene and the decisions of the impugned meeting shall become binding.

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

- I. there is a mover and a seconder who are both Society members; and
- II. the motion with mover and seconder is submitted in writing to the AMS Secretariat on or before the seventh (7th) day before the day of the meeting;
- III. a determination has not been made that the passage of the motion would constitute an egregious violation of the Mission or Operating Statements of the Society; a violation of law; a violation of contractual, financial or other obligations undertaken by the Society; or the Student Code of Conduct. Such determination must be made unanimously by the Speaker, the AMS President and the AMS Secretary.

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

9.1.11 Unless otherwise specified, Society Annual Meetings and Society Special General Meetings may deal with any matters normally dealt with by the Assembly except for those matters dealt with by Assembly members in their capacity as members of the Corporation. The decisions of Society Annual Meetings and Society Special Meetings shall be binding on Assembly Policy.

Section 9.02 Society Annual Meetings

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

- I. within the period of time described as the 'winter term' in the University's calendar; and
- II. after the Executive and Assembly elections.

9.2.2 The Society Annual Meeting shall normally be held no later than the third week of March.

Section 9.03 Society Special General Meetings

9.03.01 The President or either Vice-President of the Society shall have the power to call, at any time, a Society Special General Meeting. Such meetings may also be called at the discretion of the Assembly and shall be called upon receipt by the AMS Secretary of a petition to do so signed by two (2) % of the members of the Society.

Part 10: AMS NON ACADEMIC DISCIPLINE

Section 10.01 Authority

This constitution recognizes the Queen's University Senate's delegation to the AMS of the responsibility to exercise authority over any matters of non-academic discipline, involving inappropriate behaviour of undergraduate students, which adversely affect the interests and responsibilities of the University community. This authority shall be exercised through a validly constituted peer discipline system that shall not entertain questions as to its jurisdiction or legitimacy.

Section 10.02 AMS Judicial Committee

10.2.1 There shall be an AMS Judicial Committee which shall be the adjudicative panel of the undergraduate student body, and which shall exercise jurisdiction over matters of inappropriate behaviour concerning or involving undergraduate students that adversely affect the interests and responsibilities of the University community. The Committee shall exercise authority over any breach of the Queen's University Code of Conduct, this Constitution or any violation of an appropriately published non-academic rule or regulation of the University or the Society.

10.2.2 Insofar as the Judicial Committee is only one of several non-academic disciplinary bodies within the university it shall not consider certain kinds of cases identified as better suited for a different jurisdiction. Specifically, the Judicial Committee shall not hear cases of blatant discrimination (sexual, racial or otherwise), harassment, sexual assault, serious assault of a non-sexual nature, use or possession of weapons (as defined by the Queen's University Weapons Policy), and murder, unless referred to by the Senate Committee on Non-Academic Discipline. It will, however, act as an appeal body for the residence judicial system when appropriate. The AMS Judicial Committee shall not hear cases of academic discipline.

10.2.3 The AMS Judicial Committee shall also be 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 the Society elections and referenda. Without restricting the generality of the foregoing the AMS Judicial Committee may exercise jurisdiction regarding:

- I. a question of constitutional interpretation which is brought forward from the Assembly by the Speaker of the Assembly or any members of the Assembly;
- II. a question of constitutional interpretation which is brought forward by any member of the Society and/or of its member societies;
- III. a Speaker's ruling from the Assembly which is contested by a member of the Assembly, or a member of the Society, and/or any of its member societies;
- IV. the overseeing of all Society elections and referenda to ensure that they are being run in accordance with the Society Policy on Elections and Referenda.

10.2.4 Any member of the AMS, who is alleged to have violated one or more of the offences set out in this section, may be charged with that offence by the AMS Judicial Affairs Director and brought before the AMS Judicial Committee.

10.2.5 Any member charged under this section who is brought before the AMS Judicial Committee and found to have committed the offence may be subjected to one or a combination of any of the sanctions set out in the AMS Non Academic Discipline Policy and Procedures. Such sanctions shall be in proportion to the seriousness of the offence committed.

10.2.6 The AMS Judicial Committee shall consist of:

- I. a Chair;
- II. an Alternate Chair; and
- III. five (5) other members.

The members shall be appointed pursuant to the procedures set out in AMS Non Academic Discipline Policy and Procedures. In the fall semester of their term of office the Chairperson and the Alternate Chairperson of the AMS Judicial Committee shall be undergraduate students in at least their third year of study, with at least one year completed at Queen's. In the fall semester of their term of office the members of the AMS Judicial Committee shall be undergraduate students of whom a minimum of 50% shall be in at least their third year of study and all shall be in at least their second year of study, with at least one year completed at Queen's.

10.2.7 In recognition of the significant scheduling and availability challenges facing the Judicial Committee in adjudicating non-academic discipline cases that arise outside the traditional academic year, there shall be an alternate form of the committee operative during the May – August period. This committee shall enjoy the same authority and jurisdiction over non-academic matters afforded the AMS Judicial Committee in this constitution. This committee shall consist of:

- I. The outgoing Judicial Committee Chair
- II. The incoming Judicial Committee Chair
- III. The outgoing Judicial Committee Vice-Chair

In the event one or more of these members is unavailable, the AMS Secretary shall appoint a replacement(s) from among the outgoing and incoming committee members with preference given to members of the outgoing committee.

The AMS Secretary shall have the discretion to adjust procedural timelines appropriately for cases where a student's graduation is imminent or where a respondent would be simply unavailable for a case e.g. the student faces an excessive burden to travel. Any procedural adjustments shall entail consultation with the Judicial Affairs Director and the Judicial Committee Chair.

10.2.8 The AMS Judicial Committee shares administrative resources with the AMS Secretariat but is not to be considered part of any Society Commission, and shall remain as independent as possible of all other functionaries of the Society.

10.2.9 Disciplinary decisions rendered by the AMS Judicial Committee may be appealed to the University Student Appeals Board (USAB).

Section 10.03 AMS Judicial Affairs Office

10.3.1 There shall be an AMS Judicial Affairs Manager who shall be a functionary of the Society through the Vice President (University Affairs).

10.3.2 The AMS Judicial Affairs Manager shall be responsible for initiating a proceeding before the Judicial Committee, on behalf of the Society, any member of the Society or any member of the public (including, without limiting, the faculty and staff of Queen's University), where the AMS Judicial Affairs Manager believes that there has been a violation under section 10.02.01 of this constitution.

10.3.3 There shall be at least of three (3) AMS Judicial Affairs Deputies who shall be functionaries of the Society through the Judicial Affairs Office and report to the Manager. The AMS Judicial Affairs Deputies shall be responsible for assuming the duties of the AMS Judicial Affairs Manager in cases or matters which have been delegated to them by the Manager.

10.3.4 The AMS Judicial Affairs Manager and Deputies shall be appointed in accordance with the AMS Non Academic Misconduct Policy and Procedures. In the fall semester of his/her term of office, the AMS Judicial Affairs Manager shall be an undergraduate student in at least his/her third year of study, with at least one year completed at Queen's. In the fall semester of their term of office, AMS Judicial Affairs Deputies shall be undergraduate students in at least their second year of study, with at least one year completed at Queen's.

10.3.5 The AMS Judicial Affairs Manager shall make a verbal report at the AMS Annual General Meeting detailing the activities of the Office and the state of AMS non-academic misconduct.

Part 11: QUEEN'S STUDENT CONSTABLES

Section 11.01 Queen's Student Constables

11.1.1 The Society shall employ the Queen's Student Constables service, staffed by Student Constables who shall work at events involving Society members. Constables' duties at such events are:

- I. to ensure the safety of patrons and event staff;
- II. to enforce the governing regulations of the Society;
- III. to uphold the regulations stipulated by the Liquor License Act of Ontario if an event is licensed to have alcohol served;
- IV. To regulate the entry and exit of patrons on the basis of their designated likelihood of putting the certainty of items I, II and/or III in jeopardy.

11.1.2 The Society shall hire a Head Manager of the service, who will hold the concomitant title of Chief Constable and be duly ratified by the Assembly as such.

11.1.3 The Head Manager/Chief Constable shall be responsible for the operations of the service and the ongoing training, evaluation and discipline of its staff. While acting in an official capacity, the Head Manager/Chief Constable may freely enter all sanctioned events of the Society or its member societies.

11.1.4 The Head Manager/Chief Constable shall hire:

- I. one Assistant Manager who shall assist him or her in the human resources aspect of the service. Together, they shall form the executive level of the Queen's Student Constables service;
- II. a team of Senior Constables who shall supervise teams of Junior Constables at events and perform further duties assigned by the executive level of the service;
- III. a team of Junior Constables.

All employees of the service will sign contracts and be held to the terms of their employment by the internal discipline policy of the service and the Society.

11.1.5 Any group organizing an event that involves members of the Society must submit a completed Event Sanctioning Form to the Queen's Student Constables office a minimum of two weeks prior to the event date. In consultation with the Vice President (Operations) of the Society and the event organizer(s), and if he or she deems appropriate, the Head Manager/Chief Constable will sanction the event and may appoint Constables to attend it.

11.1.6 Posting fees, insurance and cancellation levies shall be the responsibility of the Head Manager/Chief Constable and shall appear as part of the Corporation Budget.

11.1.7 The Society shall cover the expenses resulting from personal injuries and/or property damage which are incurred by any Constable while performing his or her duty, over and above those covered by the Government, University, Society and/or private health plans.

Part 12: RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBER SOCIETIES

Section 12.01 Rights, Privileges and Obligations of Member Societies

12.1.1 The member societies shall recognize the obligations, powers and jurisdiction of the Society as granted by this Constitution.

12.1.2 The Society shall exercise its jurisdiction under subsection 2.01.03 over the member societies only in extreme circumstances. If an action by the Society in this regard is opposed by a member society, it shall only be achieved and implemented by a two-thirds (2/3) vote of the total membership of the Assembly.

12.1.3 While member societies are primarily responsible to their respective faculties, they also recognize their responsibility to all students at the University and to the Society as the student government at the University.

12.1.4 The Society recognizes the specified rights, privileges and obligations which are beyond the jurisdiction of the Society. These rights, privileges and obligations shall include, but shall not be limited to, the following:

- I. every member society has jurisdiction over its own governmental structure, and its aims and purposes. As a consequence, member societies shall have authority to amend their constitution, to administer and regulate their own elections, and shall control the selection and tenure of their representatives on the Assembly;
- II. every member society has jurisdiction over its own policies;
- III. every member society has jurisdiction over its own finances and their administration. The member society shall have full control over their budget and Faculty Society Fees. These fees shall be approved and collected by the University. The Society shall make recommendations to the University in this field and shall support any fee request determined by the member societies in a democratic manner in accordance with the constitution of the member society;
- IV. every member society has the authority:
 - (i) to run social events subject to the guidelines in this Constitution;
 - (ii) to publish any publication it wishes;
 - (iii) to administer, regulate and control its own physical space in accordance with the regulations of the University and, where applicable, the Society;
- V. every member society shall have authority over and responsibility for its own orientation program as regards to policies, programs, regulations and specific events. The member societies recognize the authority of Orientation Roundtable and the Senate Orientation Activities Review Board, and as may be established, from time to time, by the Assembly;

- VI. every member society has the right to prior consultation regarding any Society Policies or constitutional amendments which might affect the member societies, before such policies or constitutional amendments are presented to the Assembly.

12.1.5 This section shall only be amended by a referendum held in accordance with the Assembly Policy on Elections and Referenda, or at a Society Annual Meeting or Society Special General Meeting where the motion to amend has been included with the agenda made available at least five (5) days before the day of the meeting as provided for in subsection 9.01.10.as stated in the rules governing Society Annual and Society General Meetings.

Part 13: BOARD OF TRUSTEES MEMBERS

Section 13.01 Undergraduate Student Trustee

13.1.1 The Undergraduate Student Trustee is the undergraduate students' representative on the Queen's University Board of Trustees.

13.1.2 The Undergraduate Student Trustee shall be elected by the members of the Society. The campaign and election shall be held in accordance with the Society Policy on Elections and Referenda. Individuals running for the Undergraduate Student Trustee position must be a student and AMS member during the school term in which they run for office, must be a student during their term, and must pay the AMS student activity fee in each year they serve as Student Trustee.

13.1.3 The Undergraduate Student Trustee election shall occur in the Winter Term. To facilitate effective transition and orientation, the Undergraduate Student Trustee -elect shall not take office until May 1st, but shall accompany the incumbent Undergraduate Student Trustee as an observer to all Board meetings prior to that time.

13.1.4 The Undergraduate Student Trustee shall normally serve for two years.

13.1.5 The Undergraduate Student Trustee shall be a non-elected, non-voting member of the Assembly, as described in section 5.01.05.

13.1.6 The AMS shall provide an annual allocation of funds to the Undergraduate Student Trustee to help cover his or her expenses. This includes, but is not limited, transportation, event organization and conference fees, where other funding sources cannot be obtained.

Section 13.02: The Rector

13.2.1 The Rector of the University is one of the students' representatives on the Board of Trustees of the University. He/She shall be a non-elected, non-voting member of the Assembly as described in subsection 5.01.05.

13.2.2 The Rector election shall normally occur during the Fall Term concurrent with the Society's referendum. The Rector shall be elected in a campus-wide election in which all students enrolled in the University shall be eligible to vote. The nomination, campaign and election shall be run in accordance with the Society Policy on Elections and Referenda, except for matters covered by this part.

13.2.3 Nominations for the position of Rector shall be received by the Assembly no later than the second meeting of the Assembly after the incumbent has announced his/her intention to resign. Nominations are valid only if signed by at least two per cent (2%) of the student body (based on enrolment figures from the Registrar's Office) and accompanied by a letter of acceptance from the candidate. The Assembly shall inform the Society of Graduate and Professional Students of all proceedings regarding the Rector election.

13.2.4 The election shall be conducted before the end of the calendar year in which the nominations were received. The election shall be conducted by the Chief Returning Officer of the Society. The President shall notify the Secretary of the Board of Trustees of the results of the Rector election as soon as possible after they become available.

13.2.5 Once elected the Rector is not officially affiliated with, or responsible to the Society, or any other faculty or society on campus other than the student body itself. Hence, it shall be recommended to the University Council of the University that he/she shall be removed from office only by a campus-wide referendum in which more than fifty-per cent (50%) of the ballots cast record a "yes" vote to the following question: "Shall it be recommended to the University Council of Queen's University that _____ (name of Rector) not continue to hold the office of Rector of Queen's University at Kingston? Yes , No ." The referendum shall be conducted in conjunction with the Society Policy on Elections and Referenda.

Part 14: QUEENS'S INSIGNIA

Section 14.01 Queen's Insignia

14.1.1 The Society recognizes that the marks of Queen's University, i.e., the Queen's logo, and the wordmarks "Queen's" and "Queen's University", are federally registered and protected. The Society recognizes and respects that use of marks of the University must be approved by the appropriate University administrator to ensure that all uses are fully compliant. All members of the Society shall strive to uphold these requirements.

14.1.2 The Communications Officer and Marketing Officer shall be responsible for liaising with the appropriate University administrator to ensure that AMS policy on University trademarks are upheld. All AMS staff and volunteers shall seek the advice of the Marketing Officer and shall seek trademark use approval if they intend to use marks of the University on promotional and sales material. All other AMS uses of marks of the University shall require approval by the AMS Communications Officer.

14.1.3 The Society recognizes the colours of the University to be scarlet red, gold and royal blue. The word "tricolour" is defined to mean these colours.

14.1.4 The Society recognizes the following to be the official colours of the member societies indicated:

- I. the Arts and Science Undergraduate Society, scarlet red;
- II. the Engineering Society, gold;
- III. the Aesculapian Society, royal blue;
- IV. the Commerce Society, burgundy;
- V. the Nursing Society, white.

The Society also recognizes that a colour other than scarlet red may be authorized by the Arts and Science Undergraduate Society for those members of that society who are students in schools contained within the Faculty of Arts and Science.

Part 15: MEDIA

Section 15.01 Queen's Journal

15.1.1 The Corporation shall, on behalf of the Society, publish a newspaper known as the Queen's Journal or the Journal which:

- I. shall be published at least once a week during the fall and winter terms except for weeks immediately preceding examination periods in December and April;
- II. shall be subject to budgetary constraints, and decisions of the Editorial Board regarding the size and dates of its issues;
- III. shall maintain a consistency with the normal standards of good journalism while attempting to fulfill its purposes, specifically:
 - (i) to give an accurate account of news relevant to the University, and to discuss questions of current interest;
 - (ii) to provide experience for those students interested in the fields of journalism and public affairs.

15.1.2 Opinions published in the Queen's Journal shall not necessarily be those of the Society, the Corporation, the University, or of any officer thereof, unless such opinion appears over the signature of an authorized representative of the Society, the Corporation or the University, or of an officer thereof acting as an individual. The Queen's Journal shall regularly bear notice to this effect.

15.1.3 At least one (1) reporter and one (1) photographer from the Queen's Journal shall be admitted, free of charge, to any campus event which the Editor(s)-in-Chief considers to be of sufficient interest to be included in the Queen's Journal.

15.1.4 The Editor(s)-in-Chief shall be responsible to the Assembly and, by extension, the Society, that the Queen's Journal does not contain any material which is of a seditious, libelous or scandalous nature, or which constitutes invasion of privacy or violation of copyright or proprietary right.

15.1.5 Because of the recognized need for autonomy within the Queen's Journal, the following subsections of this section shall not be amended except by referendum, Society Annual Meeting or Society Special General Meeting:

- I. 15.01.01;
- II. 15.01.02;
- III. 15.01.03.

Section 15.02 Studio Q

15.2.1 Studio Q shall be a media service functioning under the Corporation. Its purposes shall be:

- I. to depict and present an accurate and fair representation or account of the people, facilities, qualities, issues, and events that are relevant to the University, and to address questions of current interest;
- II. to provide an opportunity to those students who desire experience in the fields of videography, broadcasting, photography, design, marketing.

15.2.2 Studio Q shall annually publish and distribute the Tricolour Yearbook on behalf of the Society. The yearbook shall attempt to display:

- I. a comprehensive pictorial and written summary of life and events during the year at the University;
- II. pictures of all members of graduating classes who wish to be included;
- III. a recognition of newly selected members of the Tricolour Society.

15.2.3 The editorial autonomy of Studio Q shall be respected by all officers of the Society, the Corporation and the University. Opinions expressed by Studio Q shall not necessarily be those of the Society, the Corporation, the University, or any officer thereof. Studio Q shall regularly bear notice to this effect.

15.2.4 Studio Q management shall be responsible to the AMS Board of Directors and, by extension, to the Society, for ensuring that it does not produce any material which is of a seditious, libelous or slanderous nature, or that which constitutes an invasion of privacy, violation of copyright or proprietary right.

15.2.5 At least two Studio Q personnel shall be admitted free of charge to any Society or corporation event which Studio Q management considers to be of sufficient interest to be included in the Tricolour Yearbook or other Studio Q production.

Section 15.03 Other Publications

15.03.01 The Society, or the Corporation on behalf of the Society, may publish documents, reports, journals, directories, or supplements to existing publications as it deems necessary.

Part 16: THE CORPORATION

Section 16.01 The Corporation

16.1.1 There shall be a Corporation named the Alma Mater Society of Queen's University Incorporated (the abbreviation of which is AMS Inc.), referred to throughout this Constitution as the Corporation.

16.1.2 The Corporation is a distinct legal entity formed by the Society for the purpose of managing the services and associated financial affairs of the Society, ensuring the financial viability of the Society, and to assist the Society in carrying out the objectives of the Society. The Corporation shall be bound by this Constitution only to the extent provided for in its letters patent and by-laws as amended from time to time and permitted by the Act.

16.1.3 The members of the Corporation shall be the members of the Assembly.

Part 17: EXTERNAL ALIGNMENT WITH PROVINCIAL AND FEDERAL POSTSECONDARY EDUCATION LOBBY ORGANIZATIONS

Section 17.01 Full Membership

17:01:01 Full membership status in a provincial or federal postsecondary education lobby organization shall require a two-thirds vote in favour by Assembly and subsequent approval of both membership and any applicable membership fee via a campus-wide referendum of AMS members.

17:01:02 The AMS shall not be eligible for membership in any external lobby organization in which the autonomy of the AMS would be compromised. For greater certainty, the AMS constitution and any applicable Society policies shall at all times take precedence. The Assembly shall determine this eligibility.

17:01:03 Full membership status shall be subject to a review by Assembly after a period not exceeding three years. The Assembly shall establish for this purpose. The committee may submit a report on the status of membership and at that time, Assembly shall vote on renewing full membership. Renewal of full membership shall require a two-thirds majority vote. Should the vote fail, full membership shall terminate.

17:01:04 Termination of full membership status may be initiated at any time by:

- I. Members at large, who may present Assembly with a petition containing the signatures of no less than 10% of the membership of the Society. Assembly shall vote on whether to approve the petition. Approval shall require a 2/3 vote in favour; or
- II. A 2/3 vote of members of Assembly.

The termination process shall also require a simple majority vote in a campus-wide referendum of AMS members, in accordance with Society policy on referenda, to be held no later than one month after initiation of the termination process described in (I) or (II) above.

17:01:05 Consideration of a proposed increase in a membership fee shall be deemed distinct from consideration of continued membership in an external organization and thus shall be subject solely to a vote by Assembly. Approval of an increase in a membership fee shall require a three-quarters vote in favour by Assembly.

Section 17:02 Associate Membership

17:02:01 Where a provincial or federal postsecondary lobby organization provides the option of associate membership status, the AMS may approve this form of affiliation by a two-thirds vote in favour by the Assembly and subsequent approval via a campus-wide referendum of AMS members. Any membership fee shall be paid through an Assembly allocation.

17:02:02 Associate membership shall be subject to a review by Assembly after a period not exceeding one year. At that time, Assembly shall determine whether to renew associate membership, discontinue associate membership or pursue full-time membership. Renewal of associate membership, where permitted by the external organization, shall require a two-thirds majority vote at Assembly. Under no circumstances shall associate membership exceed a period of two consecutive years.

Section 17:03 Representation

17:03:01 The AMS Representative to External Affiliate bodies shall be either the AMS President or their designate(s).

Part 18: BUDGETS

Section 18.01 Budgets

18.1.1 There shall be a Consolidated Budget prepared by the Vice-President (Operations) which sets out the budget for the whole Society, including the Corporation, based on the fiscal year of the Corporation. The Society Budget shall contain four parts: the Assembly Budget, the General Office Budget, the Corporation Budget and the Restricted Funds Schedule.

18.1.2 The Assembly Budget shall include those matters associated with the Assembly, the Executive, the Commissions, Offices, and the Undergraduate Trustee. The Assembly shall have no financial control of Corporation monies other than the allocation of revenues properly accruing to the Society by means of the AMS Specific Fee and any revenues, other than interest, generated out of any year fees within its power to control or out of any endeavour it may operate. Assembly shall not budget to run a deficit. The Assembly Budget shall be approved by the Assembly and the Assembly shall be responsible for ensuring that it is properly adhered to through the Assembly Finance Committee. If, however, material deviations from the Assembly Budget come about and the Assembly does not take the necessary action to bring performance in line with the Budget, the Board may intervene and take whatever action it deems necessary to ensure that the Assembly Budget is adhered to. Such action taken by the Board shall be binding on the Assembly and the Society.

18.1.3 To ensure accountability over the summer, and in recognition that the incoming Council has little time to prepare a budget, Council shall endeavour to adhere to spending consistent with the year prior, as monitored by the Executive. Upon completion of the formal goal planning and associated budget process, formal Commission budgets will be presented for Assembly's approval at the first or second Assembly meeting of the new academic year.

18.1.4 The General Office Budget shall include those matters associated with the Offices and the day-to-day operations of the General Office along with the operations of the Board of Directors. The General Office Budget shall be approved by the Board, and shown to Assembly for information purposes, and the President, Vice-President (Operations) and General Manager shall be responsible for ensuring that it is properly adhered to.

18.1.5 The Corporation Budget shall include those matters associated with the services and the full-time employees. The Corporation Budget shall be approved by the Board and the Board shall be responsible for ensuring that it is properly adhered to through the use of the Finance, Audit and Risk Committee.

18.1.6 The Restricted Funds Schedule shall include those matters associated with the restricted funds, both internal and external. The Restricted Funds Schedule shall be approved by both the Assembly and the Board, and the Board shall be responsible for ensuring that it is properly adhered to through the use of the Finance, Audit and Risk Committee.

18.1.7 Notwithstanding subsection 18.01.03, the Assembly shall approve the total budgeted amount allocated for full-time employees. Such total budgeted amount shall include base salaries, projected salary increases and employment benefits. The Assembly, however, has no right to a disclosure of the breakdown of such total budgeted amount.

Part 19: TRANSITION

Section 19.01 Transition

19.1.1 The Executive shall be retired as of May 1st of each year. At that time the Executive-Elect shall assume the powers vested in the offices of the Executive.

19.1.2 The AMS Executive-Elect and incoming Council shall serve as non-voting ex-officio members of Assembly until May 1st as part of the transition process. Representatives to Assembly may change in accordance with Member Societies' constitutions, policies and transition processes.

19.1.3 It is recommended that the by-laws of the Corporation provide that the elected directors to Board assume office within three (3) weeks of the Corporate General Meeting, the exact time to be at the discretion of the prior Chair. The incumbent Executive shall remain as Directors on the Board and as Officers of the Corporation, and incumbent Service Directors shall remain as members of the Board until the close of the fiscal year.

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

19.1.5 Considerations set out in this constitution that reference the Executive, including, but not limited to, Section 2.02, Section 2.04, Section 6.03 and Section 6.11, shall apply where reasonable and as appropriate to the Executive-Elect.

Part 20: AMENDMENTS

Section 20.01 Amendments

20.1.1 Unless otherwise stated in this Constitution, any part, section, subsection or paragraph of this Constitution may only be amended following two readings held at two separate regular meetings of the Assembly. Proper notice of such motion to amend need be given. Amendments may also occur at a Society Annual Meeting or Society Special General Meeting. No motion shall appear for a second reading before an Assembly that did not vote on the first reading, nor shall a second reading take place in a different academic year than the first reading.

20.1.2 Amendments required because an organization referred to in this Constitution has undergone a name change, become defunct, or has otherwise left the AMS, shall be considered housekeeping and may be entered as a matter of course by the AMS Secretariat. The AMS Secretariat shall notify Assembly of any such amendments.

20.1.3 All amendments or changes to this Constitution shall be featured on the AMS website as soon as possible after they have taken effect. The amendments will be published as a supplement to this Constitution on at least an annual basis.

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