

A.M.S. POLICY MANUAL 2

ORGANIZATION STRUCTURES

Amendments

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Section 1: Campus Activities Commission

Campus Activities Mission Statement

In full compliance with the A.M.S. Mission Statement, the Campus Activities Commission runs a number of fun events and programs designed to promote school spirit and social awareness. This Commission serves to form links between individuals and their school, between Queen's and the Kingston community and between Queen's and other Universities. It is open to all Queen's students and seeks to achieve diversity in its membership. Campus Activities is responsible for the content of its programs and accountable for its finances, including both establishing and adhering to its budgets. In addition to its aforementioned duties, the Campus Activities Commission acts as a source of resource information on running events and committees.

Section 1, Part A: Model Parliament

Section 1: Committee Mandate

There shall be an A.M.S. Model Parliament Committee formed annually as a Standing Committee under the Campus Activities' Commission. This committee shall plan and run a Model Parliament in second term with the intent of educating Queen's students on parliamentary procedure and to allow debate along parliamentary lines.

Section 2: Membership

- a) This committee shall have one or two chair(s), to be chosen by the Campus Activities Commissioner and the Campus Activities Deputy Commissioner under whose direction Model Parliament falls.
- b) The committee shall also have at least 8 executive members. These members are to be chosen by the Model Parliament Chair and the Deputy Commissioner, under the direction of the Campus Activities Commissioner.

Section 3: Participation

- a). The number of regular delegates attending the conference shall be equivalent to the number of seats currently in Canada's House of Commons, minus one.
- b) The number of *journalist* delegates attending the conference shall be determined annually by the Chair(s) of QMP.
- c) The number of delegates attending the conference who are enrolled in their first year of study at Queen's University shall not exceed 15% of the conference's total regular delegates. This number shall not include upper year students who are attending the conference for the first time.
- d) The delegate selection process shall consist of an application-based system. Each delegate application shall be pre-screened for seriousness of purpose by an impartial panel. All approved applications shall then be subject to a randomized process by which the successful delegates shall be selected.

Section 4: Duties and Responsibilities

The chair of the Model Parliament committee is responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Campus Activities' All-Chair meetings with the appropriate Deputy as applicable

- g) submitting a Proposed Schedule of Events within the first month
- h) submitting proposed budgets according to the regulations of the A.M.S. constitution
- i) submitting updated budgets according to the regulations of the A.M.S. constitution
- j) making sure all outstanding bills are paid before April 1 of that year
- k) submitting a final budget according to the regulations of the A.M.S. constitution
- l) submitting a written transition report according to the regulations of the A.M.S. constitution
- m) ensuring that the committee is not duplicating services or events already run by other university or community groups
- n) ensuring that all dignitaries are appropriately welcomed and thanked

Section 1, Part B: Model United Nations

Section 1: Committee Mandate

There shall be an A.M.S. Model United Nations Committee formed annually as a Standing Committee under the Campus Activities' Commission. This committee is dedicated to hosting a professional UN assembly with a highly trained and experienced executive committed to maintaining coherent debate. An exchange of ideas is further fostered by the presence of internationally renowned guest speakers and innovative crises. To compliment this formality, QMUN is equally committed to enhancing its socialelement.

Section 2: Membership

- a) This committee shall have one or two chair(s), to be chosen by the Campus Activities Commissioner and the Campus Activities Deputy Commissioner under whose direction Model United Nations falls.
- b) The committee shall have at least 10 executive members. These members are to be chosen by the Model United Nations Chair and the Deputy Commissioner, under the direction of the Campus Activities Commissioner.

Section 3: Duties and Responsibilities

The chair of the Model United Nations committee is responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Campus Activities' All-Chair meetings with the appropriate Deputy as applicable
- g) submitting a Proposed Schedule of Events within the first month
- h) submitting proposed budgets according to the regulations of the A.M.S. constitution
- i) submitting updated budgets according to the regulations of the A.M.S. constitution
- j) making sure all outstanding bills are paid before April 1 of that year
- k) submitting a final budget according to the regulations of the A.M.S. constitution
- l) submitting a written transition report according to the regulations of the A.M.S. constitution
- m) ensuring that the committee is not duplicating services or events already run by other university or community groups
- n) ensuring that all dignitaries are appropriately welcomed and thanked.

Section 1, Part C: Orientation Roundtable

Section 1: Introduction

There shall be an Orientation Roundtable that meets every week. Its first meeting of the year shall occur before the end of January. It shall continue to meet until the next year's Orientation Roundtable starts to meet.

Section 2: Membership

The Orientation Roundtable shall consist of representatives from all the faculty society orientation committees, NEWTS, and FYNIRS as well as the Orientation Roundtable Directors and the Orientation Roundtable Coordinator. Other groups who have a vested interest in Orientation Week or who have their own events during Orientation Week may also be requested to come to particular meetings. These groups may include but are not limited to the Sexual Health Resource Centre, COR, Health Counselling and Disability Services, the Human Rights Office, the International Centre, EQUIP, members of A.M.S. Council, Queen's First Aid, Queen's International Students Society, Accessibility Queen's, Queen's Student Constables, Senate Orientation Activities Review Board, Dean of Student Affairs, Town-Gown Relations, Trademark Use Review Board and the University Solicitor.

Section 3: Function

The members of the Orientation Roundtable shall discuss various Orientation related businesses that the members of the Orientation Roundtable may need to know. These topics may include but are not limited to, the S.O.A.R.B. report and its recommendations, the t-shirt and wristband orders, leadership training, updates on sponsorship, as well as common concerns and possible solutions. The Orientation Roundtable Coordinator will decide on the deadlines that they will adhere to, following the recommendations set forth by, but not limited to: S.O.A.R.B., the Dean of Student Affairs, Room Reservations Office, Trademark Use Review Board, Residence Life Coordinators, Athletics and Recreation, Physical Plant Services, other University directors, T-shirt companies and wristband dealers.

Section 4: Selection of the Orientation Roundtable Directors and Coordinator

The Orientation Roundtable Coordinator shall be interviewed and selected by a committee made up of the following:

- i) Campus Activities Commissioner
- ii) Vice-President University Affairs
- iii) a second member of the AMS Council
- iv) The previous ORT Coordinator shall, at the discretion of the interview panel, be privy to information available in regards to those being hired (applications, interview notes, etc.) but not allowed in the interview. While this information shall be made available, the applicants' identities will not be disclosed to the previous ORT Coordinator, who shall act in an advisory position only.

The appointment of the Orientation Roundtable Coordinator shall be subject to ratification by AMS Assembly before the first Orientation Roundtable meeting.

The Orientation Roundtable Directors shall be interviewed and selected by a committee made up of the following:

- i) The newly hired ORT Coordinator
- ii) Campus Activities Commissioner
- iii) A second member of the AMS Council

All Directors shall operate out of the Campus Activities Commission. In fulfilling the responsibilities of their positions, the Directors shall report directly to the Orientation Roundtable Coordinator and Campus Activities Commissioner but along with the Coordinator, shall be ultimately accountable, particularly for financial matters, to the VPUA. Directors shall attend all ORT meetings.

The term of the Director position shall typically run from the Fall Term until the completion of their transition manual in October of the following year.

Section 5: Orientation Roundtable Positions

Section 5.1: Orientation Roundtable Coordinator

There shall be an Orientation Roundtable Coordinator (ORC) selected annually. This person's primary responsibilities will include chairing Orientation Roundtable Meetings, mediating any conflicts and facilitating the execution of Orientation week. The ORC acts as a liaison between the members of the Orientation Roundtable and all other concerned campus and community parties.

The ORC shall operate out of the Campus Activities Commission of the AMS in cooperation with the Commissioner and shall ensure that all faculty, NEWTS and FYNIRS orientation committees adhere with SOARB mandated policy as outlined in Spirit With Responsibility. The ORC has primary responsibility for financial matters including preparing budgets, approving all expenditures and keeping an accurate account of all revenue and expenditures by the Orientation Roundtable Executive. The ORC shall comply with deadlines and reporting requirements as determined by the Commissioner and the VPUA.

More specifically, the ORC shall be responsible for the common section of the Orientation Handbooks preparing an external sponsorship package for distribution and creating and reconciling the Orientation Roundtable Budget. The ORC shall serve as liaison between SOARB and the Roundtable, enforcing decisions made by SOARB and forwarding comments and recommendations from the Roundtable to SOARB.

The ORC shall be the chief spokesperson for ORT, including its executive and members, and shall be responsible for general public relations regarding Orientation Week. The ORC shall field any media inquiries in collaboration and at the discretion of the Campus Activities Commissioner and the AMS Communications Officer.

The ORC shall be tasked with the procurement of monetary and in-kind sponsorship for Orientation Week. The ORC shall be responsible for contact with potential and pre-existing sponsors to negotiate agreements concerning, but not limited to, wristbands, t-shirts, frosh kits, and the common section of the Orientation Handbooks. The ORC shall write contracts for any transactions they initiate and ensure that they are signed and adhered to by all parties. Sponsorship contracts, internal or external, must first be approved by the Campus Activities Commissioner, and the Vice-President (University Affairs) in consultation with the AMS Executive Director.

During the summer, the Orientation Roundtable Coordinator shall assist with the administrative duties and responsibilities of the Orientation Roundtable Directors in cases where the regular availability of the ORC is necessary for the completion of a task or if an ORT Director is unavailable to address an urgent matter pertaining to their portfolio.

The outgoing ORT Coordinator shall be required to facilitate a month-long transition period, to commence upon the hiring of the new Coordinator.

Section 5.2: Orientation Roundtable Leadership Development Director

There shall be an Orientation Roundtable Leadership Development Director (ORLDD) selected annually. The ORLDD's primary responsibility shall be the coordination and execution of all training sessions for Orientation Week leaders hosted by the Orientation Roundtable.

More specifically, the ORLDD shall prepare and facilitate at least two mandatory leader training sessions for upper year Orientation Week leaders. The first of these training sessions must occur in March, immediately following the

selection of upper year Orientation Week leaders by the various faculty, NEWTS and FYNIRS orientation committees. The second training session shall normally be held approximately one week prior to Orientation Week. The content of these training sessions will be determined in consultation with the Orientation Roundtable Coordinator.

The ORLDD shall also organize and host at least one additional mandatory training session specifically for orientation committees and their executive members. The content of this committee and executive training will be determined in consultation with the Orientation Roundtable Coordinator.

The ORLDD shall be responsible for coordinating additional ad hoc training or leadership development sessions as deemed necessary, or when requested by the Orientation Roundtable Coordinator or otherwise mandated by recommendations brought forward by SOARB.

The ORLDD shall assist the Orientation Roundtable Coordinator and shall be responsible for additional tasks as required.

Section 5.3: Orientation Roundtable Logistics Director

There shall be an Orientation Roundtable Logistics Director (ORLD) selected annually. This person's primary responsibilities will be to co-ordinate room bookings and city bookings for all the faculty society orientation committees, NEWTS, FYNIRS and ORT.

More specifically, the ORLD shall oversee the signing of all room booking forms; act as a mediator if there are any problems or conflicts with regards to room bookings or other logistical forms; co-ordinate city parks and property bookings; book equipment that comes from the various campus services; rent vehicles for the faculty, NEWTS, and FYNIRS orientation committees as approved and required; compile a full schedule of events, including but not limited to location, set-up and take-down times, rain locations and equipment needed. The ORLD shall assist the Orientation Roundtable Coordinator and shall be responsible for additional tasks as required.

Section 5.4: Orientation Roundtable Systems & Support Director

There shall be an Orientation Roundtable Systems & Support Director (ORSSD) selected annually. The ORSSD shall coordinate the rental and return of all IT equipment and assist faculty, NEWTS, and FYNIRS orientation committees in using and troubleshooting the IT equipment during Orientation Week.

The ORSSD shall work with faculty, NEWTS, and FYNIRS orientation committees to ensure that their events are run in an environmentally sustainable manner. The ORSSD shall also seek opportunities to implement environmentally sustainable initiatives throughout Orientation Week as a whole.

The ORSSD shall work with faculty, NEWTS, and FYNIRS orientation committees to ensure that their events are accessible to all participants. The ORSSD shall emphasize the importance of accessibility, rather than accommodation, in the planning process. The ORSSD shall also run the Orientation Accessibility Program in conjunction with Queen's Disability Services. The ORSSD shall assist the Orientation Roundtable Coordinator and shall be responsible for additional tasks as required.

Section 5.5: Orientation Roundtable Concert Director

There shall be an Orientation Roundtable Concert Director (ORCOD) selected annually. The ORCOD shall work with the ORT Coordinator to determine a preliminary budget for the concert by the last week of February to present at the first April meeting of ORT. The ORCOD shall select the talent for the concert with input from the Roundtable and the ORC, and subject to final approval of the VPUA.

More specifically, the ORCOD will fulfill their duties in liaison with an externally hired concert management agency. The ORCOD shall work out the contract with the talent, in collaboration with the ORC; ensure that a noise permit is obtained for the concert, book stage equipment; secure an appropriate location; recruit volunteers to work at the concert; and see the concert through to completion fulfilling all requirements of the talent's rider. The ORCOD shall assist the Orientation Roundtable Coordinator and shall be responsible for additional tasks as required.

Section 1, Part D: NEWTS Committee

Section 1: Committee Mandate

Preamble:

There shall be an A.M.S. NEWTS Committee formed annually as a Standing Committee under the Campus Activities Commission during the second week of November to meet the needs of organizing supplemental events during Orientation week for Transfer and Exchange students. For the purposes of definition, these students are defined as those new to Queen's. This includes students from CEGEP, other Canadian Universities and abroad. The NEWTS Committee will not allow the participation of those students already in attendance at Queen's who may be transferring between faculties. This Committee shall:

- a) target and encourage the participation of transfer and exchange students as defined in the Preamble.
- b) work towards the goal of organizing and implementing separate events and activities, so as to meet the special needs of transfer and exchange students during Orientation.
- c) offer events as to allow for interaction new transfer and exchange students.
- d) ensure that all events have been approved by the Campus Activities Commissioner, SOARB, Orientation Roundtable and appropriate University bodies in planning events and activities.

Section 2: Membership

- a) NEWTS is to have a 3-person executive, made up of one Chairperson, a Social Co-ordinator, and a Logistics Co-ordinator chosen through an interview process in accordance with AMS policy.
- b) The NEWTS executive will hire additional committee members. The decision to hire extra members and the numbers will be decided upon by the NEWTS executive and the Campus Activities Commissioner. These members are to be chosen by the NEWTS executive under the direction of the Campus Activities Commissioner.

The NEWTS Chairperson shall be interviewed and selected by a committee made up of the following:

- i) Campus Activities Commissioner
- ii) Vice President University Affairs
- iii) The previous NEWTS Chairperson shall, at the discretion of the interview panel, be privy to information available in regards to those being hired (applications, interview notes, etc.) but not allowed in the interview. While this information shall be made available, the applicants' identities will not be disclosed to the previous NEWTS Chairperson, who shall act in an advisory position only.

The NEWTS Executive members shall be interviewed and selected by a committee made up of the following:

- i) The newly hired NEWTS Chairperson
- ii) Campus Activities Commissioner

Section 3: Duties and Responsibilities

- a) The Chairperson of NEWTS shall be responsible for:
 - i) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement, SOARB Orientation Regulations, and Orientation Roundtable decisions;
 - ii) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies under the advisement of the Campus Activities Commission;
 - iii) overseeing the committee, its members and all events planned by the committee;

- iv) organizing the contacting of transfer and exchange students with the express purpose of offering optional alternative Orientation events and activities based upon their status as transfer and exchange students. In conjunction with the Orientation Roundtable, NEWTS will appeal to the residence councils and the Office of the Registrar in order to obtain the necessary pertinent information by the end of June;
- v) submitting a budget to the Campus Activities Commissioner
- vi) submitting updated budgets as they become available;
- vii) making sure that all outstanding bills are paid before April 1 of the following year;
- viii) submitting a final budget to the Campus Activities Commissioner according to the regulations of the A.M.S. Constitution
- ix) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs and that the committee remains within budget;
- x) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible;
- xi) attending bi-weekly meetings with the Campus Activities Commissioner, and other meetings with the appropriate authoritative bodies (SOARB, University Directors, the International Centre, ORT) as applicable;
- xii) submitting a Proposed Schedule of Events as requested under the SOARB timeline;
- xiii) submitting all appropriate documentation to the Campus Activities Commissioner, Orientation Roundtable, SOARB, and other University administrative bodies in planning events and activities;
- xiv) ensuring that the committee is planning events that intend to supplement and work within/concurrently with faculty and residence Orientation events;
- xv) ensuring that the executives and any additional members adhere to the Senate Orientation contract, as mandated by SOARB and the Senate;
- xvi) submitting an Event Planner before each planned event or activity
- xvii) submitting a written transition report to the subsequent committee executive by the second week of October of that year;
- xviii) submitting a summary report to SOARB in accordance with requests regarding the execution of NEWTS events during Orientation Week, its benefits, problem areas, and those aspects which should continue the following year.
- xix) meeting with the incoming NEWTS Chairperson at least once to facilitate the transition process;
- xx) drafting, printing, and distributing the NEWTS Handbook to participants. The handbook will include the ORT section, as well as outline resources specific to transfer and exchange students;
- xxi) adhering to Student Constable event sanctioning process and policies for all events;
- xxii) conducting a Master Logistics Meeting with all NEWTS Executive members during pre-week, prior to ORT training.
- xxiii) preparing a full transition report by the second week of October of that year for the incoming executive.

b) There shall be Social Co-ordinator who shall comply with the following responsibilities:

- i) organizing welcoming events for the incoming transfer and exchange students.
- ii) organizing and executing pre-week activities for Geckos (group leaders) prior to participants' arrival. Pre-week activities will comply with SOARB regulations, Spirit with Responsibility, and the ORT training schedule.
- iii) submitting all appropriate documentation to SOARB, Orientation Roundtable, the Campus Activities Commissioner and other appropriate university bodies with respect to proposed events
- iv) to develop events that will be inclusive for as many transfer and exchange students as possible, taking into consideration the A.M.S. Mission statement;
- v) preparing a full transition report by the second week of October of that year for the incoming executive.

c) There shall be a Logistics Co-ordinator who shall comply with the following responsibilities:

- i) facilitating the bookings of events and fundraisers for the committee;
- ii) supplying all mandated documentation to the Senate, A.M.S., Orientation Roundtable, University Directors and other bodies (which may include City Hall, Kingston City Police, etc....) concerning event specifics and equipment as necessary;
- iii) attending Orientation Roundtable Logistics meetings when necessary to co-ordinate the organizing of room and city bookings, noise by-law exemptions, and other equipment for events;
- iv) facilitating the execution of NEWTS events as a resource on the executive;
- v) preparing a full transition by report by the second week of October for the incoming executive.

Section 4: Committee Evaluation Procedure

- a) There shall be an annual review of NEWTS as to allow for an evolution of its mandate, its events, format and scope.
- b) This review shall take place by the Campus Activities Commissioner and the NEWTS executive.
- c) Changes (if any) deemed necessary to the NEWTS Constitution shall take place before the hiring of the new executive, as to allow for a comprehensive and complete transition

Section 5: Disclaimer

NEWTS is in no way affiliated with the former TRASH Committee, which similarly claimed to offer Orientation events for transfer students as it was never ratified by AMS Assembly. Therefore, NEWTS is not responsible for any debt incurred by the TRASH Committee. Hence, the legitimacy of this committee is based upon the above policy, as passed by AMS Assembly.

Section 1, Part E: Student Arts Council

1: Mandate

There shall be a Student Arts Council to serve as a centralized body for groups and members of the student arts community at Queen's that promotes broader arts engagement on campus. The mandate of the Student Arts Council shall be:

- a) To create greater awareness within the Queen's community of student arts groups and to promote their activities and initiatives
- b) To advocate on behalf of the student arts community, recognizing the value of student art at Queen's and ensuring that the unique interests of student artists and arts groups are represented
- c) To improve the perception of the accessibility of student art among all Queen's students, promoting the notion that anyone can interact with and appreciate arts events on campus

In subsequent sections, the mandate of the Student Arts Council shall be abbreviated to the functions of improving a) awareness, b) advocacy, and c) accessibility of student art within the Queen's community.

2: Membership

The Student Arts Council shall have two co-chairs, one of whom shall normally be either the Campus Activities Commissioner or the Deputy Campus Activities Commissioner. The other co-chair shall be a representative from the constituent member-groups, who shall normally be elected annually by the Student Arts Council membership at the first sitting of each year.

Permanent sitting members shall normally include:

- i) One student representative appointed annually from the following Departmental Student Councils (DSC):

- a. Fine Art DSC
- b. Film and Media DSC
- c. Drama DSC
- d. Music DSC
- e. Art History DSC
- f. English DSC

- ii) One student representative appointed annually from both the Agnes Etherington Art Center and the Union Gallery

- iii) The Campus Activities Commissioner and/or the Deputy Campus Activities Commissioner

iv) Representatives from at least two other student groups/organizations/clubs whose mandate the Student Arts Council deems to include the showcasing of student art from any arts media which are not already represented in the sitting membership of the Student Arts Council.

Meetings of the Student Arts Council shall normally be held on a bi-weekly schedule; however, the meeting schedule may be adjusted as necessary at the discretion of the co-chairs. Student Arts Council meetings shall normally be open to guests and/or observers; however, the membership retains discretion to move into *in camera* session with the successful passing of motion to do so with a simple majority in favour.

3: Duties and Responsibilities

a) To pursue its mandate of increasing awareness of student art within the Queen's community, the Student Arts Council shall perform the following functions:

i) The cross-promotion of member's initiatives and activities among the rest of the Student Arts Council and the broader campus community in order to attract more diverse audiences and to strengthen the sense of community among student arts groups at Queen's

ii) Discussion and sharing of marketing strategies to facilitate the success of other members' arts showcase events

iii) Providing the opportunity for collaboration between members and their focused arts background and also encouraging joint initiatives beyond departmental lines to develop a unified arts community

b) To pursue its mandate of increasing advocacy power of student art groups within the Queen's community, the Student Arts Council shall perform the following functions:

i) Administering an annual Student Arts Grant to deserving student arts projects or initiatives on campus to subsidize relevant expenses. Final granting decisions shall require the approval of the Campus Activities Commissioner and Vice-President (University Affairs)

ii) The centralization of student arts community members into one body which shall increase its advocacy capacity by means of its collective nature and size, as well as its institutional support from the AMS

iii) Lobbying to add a Student Arts Council representative to the Artignite Steering Committee, to increase the prevalence of student art in the annual Kingston arts festival

c) To pursue its mandate of increasing accessibility to both viewing and participating in all forms of student art within the Queen's community, the Student Arts Council shall perform the following functions:

i) The organization and execution of an annual student art festival that will showcase and promote the artistic talents within the Queen's community. This festival shall be cross-campus in scope, represent the diversity of the Student Arts Council and its membership, and strive to engage all Queen's students by means of student art showcases and exhibits.

ii) Coordination of further events and/or campaigns which promote student engagement with the arts on campus, the details of which shall be determined by the membership of the Student Arts Council

Section 1, Part F: Recreation Committee

Section 1: Mandate

There shall be a Recreation Committee formed annually as a standing committee under the Campus Activities Commission. The committee shall:

a) organize a wide-range of activities designed to provide students across all faculties with the opportunity to engage with one another

b) facilitate three events per year, including one event in each of the fall and winter semesters, which may include Capture the Faculty, Catch Me if You Can, and/or the University District Hockey League

c) work to ensure that events appeal to the current composition of students on campus

Section 2: Membership

- a) This committee shall have one or two chairs to be chosen by the Campus Activities Commissioner and the Deputy of Campus Engagement
- b) The committee shall also have at least six executive members. These members are to be chosen by the Deputy Commissioner (Engagement) and the chair(s) of the Recreation Committee.
- c) The committee will self-elect a Chair of each event they run.

Section 3: Duties and Responsibilities

The chair of each event shall be responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable AMS and University policies
- c) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- d) attending Commission meetings as required
- e) submitting a written transition report according to the AMS requirements
- f) ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) ensuring that the committee complies with the following responsibilities:
 - i) submitting proposed budgets according to AMS requirements
 - ii) submitting updated budgets as they become available
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) submitting a final budget according to the AMS requirements

Section 1: Part G: First Year Not In Residence Students (FYNIRS)

Section 1: Mandate

There shall be an AMS FYNIRS Committee formed annually as a standing committee under the Campus Activities Commission. This committee shall strive to facilitate the transition from high school to university life for students who do not live in residence in their first year through the provision of orientation programs and networking with other campus services. Further, the committee shall aim to establish an off-campus student network through publication and distribution of a newsletter and through special activities and fundraising events throughout the year.

Section 2: Membership

This committee shall have one or two chairs, as well as a number of committee members. These chairs and committee members will be chosen in the Fall term each year, after the completion of Orientation Week events.

The FYNIRS Chair(s) shall be interviewed and selected by a committee made up of the following:

- i) Campus Activities Commissioner
- ii) Vice President University Affairs
- iii) The previous FYNIRS Chair(s) shall, at the discretion of the interview panel, be privy to information available in regards to those being hired (applications, interview notes, etc.) but not allowed in the interview. While this information shall be made available, the applicants' identities will not be disclosed to the previous FYNIRS Chair(s), who shall act in an advisory position only.

The FYNIRS Executive committee members shall be interviewed and selected by a committee made up of the following:

- i) The newly hired FYNIRS Chair(s)
- ii) Campus Activities Commissioner

Section 3: Duties and Responsibilities

The chair of the FYNIRS committee is responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS Mission Statement
- b) adhering to all applicable policies of SOARB, Senate, AMS, Room Booking Offices and other Queen's administrative bodies
- c) overseeing the FYNIRS committee and the maintenance and use of the FYNIRS lounge
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending bi-weekly meetings with the Campus Activities Commissioner
- g) submitting a proposed schedule of events within the first month of being hired
- h) submitting an event planner before each planned event or activity
- i) submitting an Event Reporter after each event or activity by the end of the month in which the event is held
- j) submitting a written transition report according to the regulations of the AMS constitution to the Campus Activities Commissioner by the end of the second week of October
- k) ensuring that the committee is not duplicating services or events already run by other university or community groups
- l) creating a preliminary budget, to be submitted to the Campus Activities Commissioner by the end of December;
- m) submitting a final budget according to the AMS constitution and paying all outstanding invoices by April 1 of the same academic year
- n) attending Orientation Roundtable meetings
- o) meeting with the incoming FYNIRS Chair at least once to facilitate the transition process;
- p) drafting, printing, and distributing the FYNIRS Handbook to participants.
- q) adhering to Student Constable event sanctioning process and policies for all events;
- r) organizing and executing pre-week activities for Landlords (group leaders) prior to participants' arrival. Pre-week activities will comply with SOARB regulations, Spirit with Responsibility, and the ORT training schedule.
- s) conducting a Master Logistics Meeting with all FYNIRS Executive members during pre-week, prior to ORT training.

Section 1, Part H: Queen's Model Court (QMC)

Section 1: Committee Mandate

There shall be an A.M.S. Model Court Committee formed annually as a Standing Committee under the Campus Activities' Commission. This committee shall plan and run a Model Court in second term with the intent of educating Queen's students on Canadian legal and AMS Non-Academic Discipline system procedures and providing delegates the opportunity to practically apply this knowledge in a mock court setting.

Section 2: Membership

- a) This committee shall have one or two chairs, to be chosen by the Campus Activities Commissioner and the Campus Activities Deputy Commissioner under whose direction Model Court falls.
- b) The committee shall also have at least 13 executive members. These members are to be chosen by the Model Court Chairs and the Deputy Commissioner, under the direction of the Campus Activities Commissioner.

Section 3: Participation

- a) The number of delegates attending the conference who are enrolled in their first year of study at Queen's University shall not exceed 15% of the conference's total regular delegates. This number shall not include upper year students who are attending the conference for the first time.
- b) The delegate selection process shall consist of an application-based system. Each delegate application shall be pre-screened for seriousness of purpose by an impartial panel. All approved applications shall then be subject to a randomized process by which the successful delegates shall be selected.

Section 4: Duties and Responsibilities

The Chairs of the Model Court committee are responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Campus Activities All Chair meetings with the appropriate Deputy as applicable
- g) submitting a Proposed Schedule of Events within the first month
- h) submitting proposed budgets according to the regulations of the A.M.S. constitution
- i) submitting updated budgets according to the regulations of the A.M.S. constitution
- j) making sure all outstanding bills are paid before April 1 of that year
- k) submitting a final budget according to the regulations of the A.M.S. constitution
- l) submitting a written transition report according to the regulations of the A.M.S. constitution
- m) ensuring that the committee is not duplicating services or events already run by other university or community groups
- n) ensuring that all dignitaries are appropriately welcomed and thanked

Section 1, Part I: Campus Activities Commission Bursary Policy

Mandate

The purpose of the Campus Activities Commission Bursary is to enhance the financial accessibility of CAC events for all AMS members. The bursary is designed to subsidize, partially or in full, the more expensive participation fees required for some CAC events where a student would otherwise be unable to participate for reasons relating to financial hardship. These events shall normally include, but not necessarily be limited to, Queen's Model Parliament and Queen's Model United Nations.

CAC Bursary

The funding available under the CAC Bursary shall be determined annually and appear as a line item within the CAC budget. The Campus Activities Commissioner, in consultation with the Vice-President University Affairs (VPUA), shall annually determine the CAC events for which CAC Bursaries shall be available and shall also determine both an approximate apportionment of funding per event and the number of eligible applicants. They shall have the discretion to adjust these amounts in accordance with the number of applicants where they deem it

appropriate to do so. Normally the bursary shall be allocated in a fashion to cover a minimum of 50% of the participation fees.

Procedure

The administration of the CAC Bursary shall, in all aspects, reflect the critical importance of maintaining complete confidentiality and privacy with respect to applicants and recipients. The Commissioner, the VPUA, and, when necessary, the Committee Chairs, shall be the only AMS personnel who shall have knowledge of the applicants' identities.

Advertisements/postings of the aforementioned CAC events shall include reference to the availability of this bursary. Students who have successfully registered for an applicable event shall then have the equivalent of two business days in which they may notify the Campus Activities Commissioner in writing/via email stating their interest in applying for a bursary and a statement of the financial conditions they are facing that make their participation contingent on receiving a bursary. Additional information or a meeting with the applicant may be requested at the discretion of the Commissioner and the VPUA.

The Commissioner, in consultation with the VPUA, shall review all applications and determine which shall receive a CAC bursary. Degree of financial hardship shall be the primary criterion for selection but consideration may also be given to the applicant's interest level in the particular event and in their previous level of extracurricular participation, i.e. some preference may be afforded a student who has had little opportunity previously to participate. Immediately upon this determination, all applicants shall be notified in writing as to the status of their application.

Section 1, Part J: New Events Grant Committee

Mandate

The purpose of this committee shall be to support and encourage the creativity of individual Queen's University students and student groups by providing funding for new event-based ideas and initiatives. The committee seeks to fulfill the mandate of the Campus Activities Commission by providing financial resources for students whose initiatives lie outside direct AMS administration but are deemed to be likely to make a positive contribution to campus life and the student experience.

Membership

The committee shall be comprised of the following members:

- a) Campus Activities Commissioner
- b) Vice-President (University Affairs)
- c) AMS Clubs Manager

Eligibility/Criteria

1. Funding shall be allocated only in support of new events/ideas/projects. Priority shall be given to event ideas that are innovative, likely to engage students and generally thought to enhance the quality and diversity of campus life. Events that may link to the broader Kingston community may be considered.
2. Eligible events may be a one-time occurrence or be created with the intent of the event becoming annual.
3. Existing groups shall be eligible to apply for funding if they are introducing a genuinely new event but preference shall be given to new group or individual student proposals seeking to introduce or create something without any existing infrastructure.
4. Recipients shall be AMS members and the event and related activities shall be non-profit.
5. The recipient may not be receiving any other form of AMS funding.

Funding

The allocation for the new events grants shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Campus Activities Commission budget.

Allocation Period

1. The committee shall normally establish and publicize two granting periods – one in the fall academic term and one in the winter academic term.
2. The committee shall have discretion over both the size of individual grants and the number of total recipients. It shall also have the discretion to award all of the funding in the fall term where it determines the proposals it has received, are sufficiently deserving, and to not award any or all of the allotted funding where it determines no proposal has satisfied the relevant criteria.

Process

1. The committee shall design and make available an application form that requests:
 - a detailed description of the event
 - how it will serve the interest of the student community and campus life
 - how much funding is being requested
 - specifically how the requested funding will be expended
 - contact information
2. The committee shall review all applications, and may invite eligible recipients to provide a ten minute presentation before the committee about their proposal should there be any further questions surrounding a recipient's eligibility.
3. The Campus Activities Commissioner shall notify the Assembly of any allocations made by the committee

Section 1, Part K: Queen's Media and Journalism Conference (QMJC)

Section 1: Committee Mandate

There shall be an A.M.S. Media and Journalism Committee formed annually as a Standing Committee under the Campus Activities' Commission. This committee shall plan and run a Media and Journalism Conference in second term with the intent to provide Queen's students with resources, information about careers, networking opportunities, and advice from professionals in the media and journalism field.

Section 2: Membership

a) This committee shall have one or two chair(s), to be chosen by the Campus Activities Commissioner and the Campus Activities Deputy Commissioner under whose direction it falls. b) The committee shall also have at least 8 executive members. These members are to be chosen by the Media and Journalism Chair and the Deputy Commissioner, under the direction of the Campus Activities Commissioner.

Section 3: Duties and Responsibilities

The chair of the Media and Journalism committee is responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Campus Activities' All-Chair meetings with the appropriate Deputy as applicable
- g) submitting a Proposed Schedule of Events within the first month
- h) submitting proposed budgets according to the regulations of the A.M.S. constitution
- i) submitting updated budgets according to the regulations of the A.M.S. constitution
- j) making sure all outstanding bills are paid before April 1 of that year
- k) submitting a final budget according to the regulations of the A.M.S. constitution

- l) submitting a written transition report according to the regulations of the A.M.S. constitution
- m) ensuring that the committee is not duplicating services or events already run by other university or community groups
- n) ensuring that all dignitaries are appropriately welcomed and thanked

Section 1, Part L: Queen's Live Music Committee)QLMC)

Mandate

There shall be an A.M.S Queen's Live Music Committee formed annually as a standing committee under the Campus Activities Commission. This committee shall oversee the QPoP Music Festival and Live at the Isabel with the intent to provide live music entertainment to Queen's students.

Membership:

- a) The committee shall be chaired by the A.M.S Campus Activities Commission Deputy (Creative Arts)
- b) The committee shall have at least six members. These members are to be chosen by the Campus Activities Commissioner, Campus Activities Commission Deputy (Engagement) and the Campus Activities Commission Deputy (Creative Arts)

Duties and Responsibilities:

The chairs of the committee shall be responsible for:

- a) Ensuring that the committee and its events are in accordance with the A.M.S Mission Statement
- b) Adhering to all applicable policies of Senate, A.M.S Room Bookings and other Queen's administrative bodies
- c) Overseeing the committee
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) Submitting a written transition report according to the regulations of the A.M.S constitution
- f) Ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) Submitting proposed budgets according to the regulations of the A.M.S constitution
- h) Submitting updated budgets according to the regulations of A.M.S constitution
- i) Keeping on or under budget
- j) Making sure all outstanding bills are paid before April of that year
- k) Submitting a final budget according to the regulations of the A.M.S constitution
- l) Ensuring that all artists are appropriately welcomed and thanked

Section 1, Part M: Live at the Isabel

Mandate

As a partnership with the Isabel Bader Centre for the Performing Arts, the AMS shall host two live music concerts, one in the fall term and one in the winter term. The purpose of these events is to strengthen the art community on campus and to invigorate student involvement in the Isabel Bader Centre. Queen's Live Music Committee (QMLC) will assist and oversee the production and development of Live at the Isabel in conjunction with the AMS Campus Activities Commissioner and the Vice President (Operations).

Section 2: Social Issues Commission

Section 2, Part A: Committee Against Racism and Ethnic Discrimination

Section 1: Committee Mandate

The Committee Against Racism and Ethnic Discrimination (RED) provides both education for RED members and the Queen's community, as well as advocacy on issues pertaining to the experiences of racial and ethnic minorities. RED strives to provide a positive space for racial and ethnic minorities to discuss issues surrounding racism. RED takes affirmative stands against racism on campus.

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.
- b) This committee shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, with a chair or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chairs(s) shall be conducted by at least the Social Issues Commissioner and two of the three Deputies, one of whom shall be the Deputy responsible for the committee.
- c) The chairs will decide the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Social Issues Commissioner, may bypass the interview process - as dictated by the A.M.S. hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and two Deputies, one of whom must be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee and its events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies.
- c) Setting regular committee meetings and ensuring members are aware of such meetings
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs.
- e) Fundraising if the committee goes over budget in order to make back the entire amount lost
- f) Attending monthly Social Issues Commission All-Chairs meetings
- g) Attending weekly meetings with the appropriate Deputy.
- h) Informing both the Deputy Commissioner and Social Issues Commissioner of all events planned. Such notification shall include details of the event.
- i) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups.

- k) Ensuring that there is a treasurer. If agreed to by both the chair(s) and Commissioner, the chair(s) can assume the role of treasurer.
- l) Ensuring the treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) ensuring that all committee members receive reimbursement for their expenses
 - vi) to be knowledgeable on the vouchering process
 - vii) submitting a final budget according to the regulations of the A.M.S. constitution
- m) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work on RED
- n) Ensuring all members have an opportunity to learn about various issues relating to racism and ethnic discrimination
- o) To initiate endeavours and events that promote the Social Issues mandate and RED mandate
- p) Submitting a project/event form to their Deputy after every event
- q) Striking a balance between planning events/awareness campaigns and the self-education of its members
- r) Submitting a detailed strategic plan outlining the schedule of events for the year
- s) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner
- t) Attending all chairs training and sensitivity training

Section 2, Part B: Education On Queer Issues Project

Section 1: Committee Mandate

The ultimate goal of this committee is the creation of a Queer positive environment with respect to human sexuality. Members of EQUIP lobby for issues affecting Lesbian, Gay, Bisexual and Transidentified rights, as well as work to inform and educate the Queen's student body.

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.
- b) This committee shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, with a chair or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chair(s) shall be conducted by at least the Social Issues Commissioner and two of the three Deputies, one of whom shall be the Deputy responsible for the committee.
- c) The chairs will decide on the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Social Issues Commissioner, may bypass the interview process - as dictated by the A.M.S. hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and two Deputies, one of whom must be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee and its events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies.
- c) Setting regular committee meetings and ensuring members are aware of such meetings
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs.
- e) Fundraising if the committee goes over budget in order to make back the entire amount lost
- f) Attending monthly Social Issues Commission All-Chairs meetings
- g) Attending weekly meetings with the appropriate Deputy.

- h) Informing both the Deputy Commissioner and Social Issues Commissioner of all events planned. Such notification shall include details of the event.
- i) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups.
- k) Ensuring that there is a treasurer. If agreed to by both the chair(s) and Commissioner, the chair(s) can assume the role of treasurer.
- l) Ensuring the treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) ensuring that all committee members receive reimbursement for their expenses
 - vi) to be knowledgeable on the vouchering process
 - vii) submitting a final budget according to the regulations of the A.M.S. constitution
- m) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work on EQUIP
- n) Ensuring all members have an opportunity to learn about various issues relating to within the Lesbian, Gay and Bisexual communities
- o) To initiate endeavours and events that promote the Social Issues mandate and EQUIP mandate
- p) Submitting a project/event form to their Deputy after every event
- q) Striking a balance between planning events/awareness campaigns and the self-education of its members
- r) Submitting a detailed strategic plan outlining the schedule of events for the year
- s) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner
- t) Attending all-chairs training and sensitivity training

Section 2, Part C: Students Against Poverty

Section 1: Committee Mandate

The focus of this committee is to explore low income realities both within and outside of Queen's. The committee aims to dispel myths regarding people of low incomes. Moreover, the committee also works with issues of systemic discrimination, student poverty and the accessibility of food banks.

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.
- b) This committee shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, with a chair or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chair(s) shall be conducted by at least the Social Issues Commissioner and two of the three Deputies, one of whom shall be the Deputy responsible for the committee.
- c) The chairs will decide on the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Social Issues Commissioner, may bypass the interview process - as dictated by the A.M.S. hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and two Deputies, one of whom must be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee and its events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies.
- c) Setting regular committee meetings and ensuring members are aware of such meetings

- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs.
- e) Fundraising if the committee goes over budget in order to make back the entire amount lost
- f) Attending monthly Social Issues Commission All-Chairs meetings
- g) Attending weekly meetings with the appropriate Deputy.
- h) Informing both the Deputy Commissioner and Social Issues Commissioner of all events planned. Such notification shall include details of the event.
- i) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups.
- k) Ensuring that there is a treasurer. If agreed to by both the chair(s) and Commissioner, the chair(s) can assume the role of treasurer.
- l) Ensuring the treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) ensuring that all committee members receive reimbursement for their expenses
 - vi) to be knowledgeable on the vouchering process
 - vii) submitting a final budget according to the regulations of the A.M.S. constitution
- m) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work on Low Income Issues
- n) Ensuring all members have an opportunity to learn about various issues relating to low income realities
- o) To initiate endeavours and events that promote the Social Issues mandate and Students Against Poverty mandate
- p) Submitting a project/event form to their Deputy after event.
- q) Striking a balance between planning events/awareness campaigns and the self-education of its members
- r) Submitting a detailed strategic plan outlining the schedule of events for the year
- s) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner
- t) Attending all-chairs training and sensitivity training

Section 2, Part D: Performance Outreach for Students' Social Engagement

Section 1: Committee Mandate

The mandate of Performance Outreach for Students' Social Engagement (POSSE) is to use the unique resources available from various student groups at Queen's University in striving to help secondary school students recognize the importance of broader history and general awareness, as well as the significance of contemporary incidents.

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.
- b) This committee shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, with a chair or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chairs(s) shall be conducted by at least the Social Issues Commissioner and two of the three Deputies, one of whom shall be the Deputy responsible for the committee.
- c) The chairs will decide on the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Social Issues Commissioner, may bypass the interview process - as dictated by the A.M.S. hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and two Deputies, one of whom must be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee and its events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies.
- c) Setting regular committee meetings and ensuring members are aware of such meetings
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs.
- e) Fundraising if the committee goes over budget in order to make back the entire amount lost
- f) Attending monthly Social Issues Commission All-Chairs meetings
- g) Attending weekly meetings with the appropriate Deputy.
- h) Informing both the Deputy Commissioner and Social Issues Commissioner of all events planned. Such notification shall include details of the event.
- i) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups.
- k) Ensuring that there is a treasurer. If agreed to by both the chair(s) and Commissioner, the chair(s) can assume the role of treasurer.
- l) Ensuring the treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) ensuring that all committee members receive reimbursement for their expenses
 - vi) to be knowledgeable on the vouchering process
 - vii) submitting a final budget according to the regulations of the A.M.S. constitution
- m) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work on POSSE
- n) Ensuring all members have an opportunity to learn about various issues relating to secondary school outreach
- o) To initiate endeavours and events that promote the Social Issues mandate and POSSE mandate
- p) Submitting a project/event form to their Deputy after every event
- q) Striking a balance between planning events/awareness campaigns and the self-education of its members
- r) Submitting a detailed strategic plan outlining the schedule of events for the year
- s) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner
- t) Attending all-chairs training and sensitivity training

Section 2, Part E: Collective Reflections

Section 1: Mandate

An annual publication, Collective Reflections strives to represent the diversity of Queen's students through poetry, prose, and visual art. Its continuing mission is to provide a forum for creative expression within the Queen's and Kingston communities on a variety of different topics and factors of identity. Collective Reflections will publish submissions on, but not limited to, the following topics: (dis)ability; racism and anti-racism; mental health/illness; Lesbian, gay, bisexual, Trans*, asexual, and queer issues; and feminism.

Collective Reflections shall include the following sub-sections:

- Able (disability)
- CultureSHOCK (racism/race/anti-racism)
- HeadsUP (mental health/illness)
- OutWrite (LGBTQ issues)
- Queen's Feminist Review (feminism/sexism)

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.

b) The Social Issues Deputy Commissioner of Publications shall act as Editor-in-Chief of the publication.

c) Each subsection of the publication shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, a section head or two co-section heads. . In the event of co-section heads, all major decisions must be agreed to by both section heads, where agreement cannot be reached the Deputy Social Issues Commissioner of Publications shall make the decision. The hiring of the section head(s) shall be conducted by the Social Issues Commissioner and normally two of the three Deputies, one of whom shall be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The Section Heads of the individual sections are responsible for:

- a) Ensuring that the publication and its events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) Attending all set Social Issues Commission All-Chairs/Section Head meetings
- d) Attending weekly meetings with the appropriate Deputy.
- e) Informing both the Deputy Commissioner and Social Issues Commissioner of all events planned. Such notification shall include details of the event.
- f) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- g) Ensuring that the committee is not duplicating services or events already run by other university or community groups.
- h) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work
- i) The Deputy Commissioner of Publications shall act as treasurer. The treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on or under budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) ensuring that all committee members receive reimbursement for their expenses
 - vi) to be knowledgeable on the vouchering process
 - vii) submitting a final budget according to the regulations of the A.M.S. constitution
- j) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work
- k) Ensuring all members have an opportunity to learn about various issues through the publication.
- l) Initiate endeavours and events that promote the Social Issues mandate and the Collective Reflections Mandate
- m) Submitting a project/event form to their Deputy after every event
- n) Striking a balance between planning events/awareness campaigns and the self-education of its members
- o) Submitting a detailed strategic plan outlining the schedule of events for the year
- p) Holding one office hour per week, to be decided in consultation with the Deputy and the Commissioner
- q) Attending all-chairs training and anti-oppression training
- r) Adhering to the Social Issues Commission editorial policy

Section 4: Editorial Policy

The editorial board of Collective Reflections shall be comprised of:

Deputy Social Issues Commissioner of Publications (Editor-in-Chief)

Able section head(s)
cultureSHOCK! Section head(s)
HeadsUP! Section head(s)
OutWrite section head(s)
Queen's Feminist Review section head(s)

While not on the Editorial Board, the Social Issues Commissioner must sign off on the content of Collective Reflections before going to print.

The editorial board of Collective Reflections shall abide by the following guidelines;

1. Any work submitted must be accompanied by a cover sheet, detailing:
 - the author of the work
 - contact information
 - titles of the work submitted
2. The cover sheet should include:
 - a check-off box, providing the contributor with the option of being published anonymously
 - a statement, informing the contributors that the editorial boards will return the creative work upon request
 - a timeline for when decisions will be made with respect to whether a submission will be published.
3. All Queen's students and members of the Kingston community are eligible to submit material. In the event of a large number of submissions preference will be given to AMS members.
4. All editorial decisions by the board will be made by consensus.
5. The editorial board will not edit any piece without the contributor's permission. However, formatting changes may be made at the discretion of the editorial board.
6. All contributors will be informed whether or not their submissions were accepted.

Section 2, Part F: Mental Health Awareness Committee

Section 1: Committee Mandate

The Mental Health Awareness Committee works to heighten students' awareness of and sensitivity toward mental health issues. It aims to educate the Queen's community about the truths of mental illness, to promote mental health and lifestyles that support this, and to eliminate the stigma and discrimination associated with mental illness.

Section 2: Membership

- a) All hiring shall occur in conjunction with normal A.M.S. volunteer hiring periods and follow A.M.S. procedure.
- b) This committee shall have, at the discretion of the Social Issues Commissioner and the three Social Issues Deputy Commissioners, either one chair or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chair(s) shall be conducted by, at minimum, the Social Issues Commissioner and two of the three Deputies, one of whom shall be the Deputy responsible for the committee.
- c) The chairs will decide the membership limit if one is to be imposed. If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Social Issues Commissioner, may bypass the interview process—as dictated by A.M.S. hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and two Deputies, one of whom must be the Deputy responsible for the committee.

Section 3: Duties and Responsibilities

The chair(s) of the committee is responsible for:

- a) Ensuring that the committee, its projects and events are in accordance with the A.M.S. mission statement.
- b) Adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies.
- c) Setting regular committee meetings and ensuring members are aware of such meetings.
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs.
- e) Fundraising if the committee goes over budget in order to make back the entire amount lost.
- f) Attending monthly Social Issues Commission All-Chairs meetings.
- g) Attending weekly meetings with the appropriate Deputy.
- h) Informing both the Deputy Commissioner and the Social Issues Commissioner of all events planned, including details of these events.
- i) Submitting a written transition report according to the regulations of the A.M.S. constitution.
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups.
- k) Ensuring that there is a treasurer. If agreed to by both the chair(s) and Commissioner, the chair(s) can assume the role of treasurer.
- l) Ensuring that the treasurer complies with the following responsibilities:
 - i) submits proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submits updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeps on or under budget
 - iv) makes sure all outstanding bills are paid before April 1st of that year
 - v) ensures that all committee members receive reimbursement for their expenses
 - vi) is knowledgeable on the vouchering process
 - vii) submits a final budget according to the regulations of the A.M.S. constitution
- m) Ensuring all members have the opportunity to gain skills, experience, and a sense of empowerment through their work on committee projects.
- n) Ensuring all members have the opportunity to learn more about various mental health issues.
- o) Initiating endeavors and events that promote the mandates of both the Social Issues Commission and the Mental Health Awareness Committee.
- p) Submitting a project/event report form to their Deputy after every event.
- q) Striking a balance between planning events/awareness campaigns and the self-education of its members.
- r) Submitting a detailed strategic plan outlining the schedule of events for the year
- s) Holding one office hour per week, to be decided in consultation with the Deputy and the Commissioner
- t) Attending all-chairs training and sensitivity training
- u) Adhering to the Social Issues Commission editorial policy.

Section 2, Part G: Equity Caucus

Mandate

The caucus will work in solidarity with students on issues of marginalization to serve as a committee of AMS assembly which aims to:

Offer lobbying support, and foster a more cohesive understanding of both oppression and equity at AMS assembly and on each faculty council

Serve as a forum for dialogue, and provide an advisory body for consultation on issues of marginalization and equity

Implement independent initiatives that aim to create a more equitable campus

Where requested, bring forth responses and recommendations on assembly items through discussion and debate

Decision Making Process

The caucus will operate on a consensus decision-making process in order to encourage dialogue, and a better understanding of the varying opinions. This will follow a simple structure to attain each decision. The item will be discussed with the objective of identifying viewpoints, and gathering information on the issue. The general direction of the caucus and possible proposals for action will be identified here. The discussion will lead to a proposal. It will be followed by a call for consensus. Each member of the group must actively state their agreement with the proposal by raising their hand. If consensus is not achieved, each dissenter presents their concerns on the proposal, potentially leading to another round of discussion to address the concern. The proposal may be amended, or re-phrased in an effort to address the concerns of all members. The process then returns to a call for consensus and the sequence is repeated until an agreement is reached. Upon agreement, the caucus will lobby for the concluded proposal, or implement it as an action item where applicable.

Independent Projects and Action Items

The caucus will also conduct independent projects that will strive to proactively encourage equitable policy and procedure within Queen's student leadership. This includes creating drafts for the creation of new policy and updates for what already exists. These will also go through the process of discussion and consensus but unlike other items will also include the delegation of which action items will be completed by which member. The chair and vice-chair will complete all action items unless otherwise determined.

Membership

Voting members:

Engineering and Applied Science
Arts and Science
Commerce
Concurrent Education
Computing
Nursing Science
Physical and Health Education and Kinesiology
Medicine
MBA

Ex-officio members:

Social Issues Commissioner
Society of Graduate and Professional Students
Education Students' Society
Law Students' Society
Rehabilitation Therapy

The Chair of the Equity Caucus shall be the Social issues Commissioner and shall only vote in the event of a tie.

Duties and Responsibilities

The Social Issues Commissioner will be responsible for:

1. Coordinating the list of members, and date for the first meeting of each school year
2. Reporting to the caucus all relevant information concerning the Social Issues Commission, as well as any changes to the social climate towards marginalized students at Queen's
3. Serving as a representative on AMS assembly to provide updates, and information on reached decisions

The responsibilities of the Chair shall be:

1. The preparation of an agenda for all meetings
2. Ensuring that the caucus meets biweekly throughout the fall and winter terms, beginning no later than September, and January, respectively
3. The completion of all actionable items with the vice-chair, unless otherwise delegated
4. Ensuring that the reference source for all points of order to procedure should be Bourinot's Rules of Order, revised in its most recent edition

The position of vice-chair will be appointed the caucus from within the membership list, and will entail:

1. Recording the minutes
2. The completion of all actionable items with the chair, unless otherwise delegated

Each member of the Equity Caucus shall be responsible for:

1. Going through an anti-oppression workshop, positive space program training, and any other relevant training sessions as decided by the chair and vice-chair.
2. Attending meetings, or sending a proxy representative if unable to attend
3. Reporting to the caucus all relevant information on the activities of the represented organization and any changes related to its social environment

Section 2, Part H: Peer Support Centre

1.1 Peer Support Centre

1.2 Mission and Vision Statement

The Peer Support Centre (PSC) is an entirely student volunteer staffed and administered service of the Alma Mater Society of Queen's University. The Centre is not a substitute for the provision of professional counseling by Queen's Health, Counseling and Disability Services. The Peer Support Centre is a paraprofessional service – it does not diagnose or treat mental illness. It is solely intended to provide short-term support to students in need of assistance, to appraise students of services available on campus and in the Kingston community. Student volunteers provide welcoming, confidential, and empathetic peer-based support using active listening, resource referral, information guidance, and practical assistance. The Peer Support Centre is operated by the Alma Mater Society through its Social Issues Commission and is endorsed and supported by Queen's University's Health, Counselling, and Disability Services.

The Peer Support Centre seeks to contribute to the continuous development of a supportive, accepting, and inclusive campus community. The Centre strives to ensure that no student feels alone no matter what issue or concern they may face and aims to facilitate awareness amongst the student body of the personal, social, academic, and health and wellness resources that exist both on campus and in the Kingston community. The Peer Support Centre hopes to encourage members of the Queen's community to engage in help-seeking mindsets and behaviors when facing challenges, struggles, and personal hardship.

1.3 Operating Mandate

To provide the diverse student population of the Alma Mater Society with practical assistance as well as social support by offering services such as active listening and resource guidance.

1.3 Philosophy

The PSC adheres to a peer support model. The philosophy behind this model is that for some individuals, and for some areas of individual concern, the assistance provided by a peer trained in active listening, will be the most effective form of support. This model is founded on: self-determination and equality, mutuality and empathy and active listening skills. The PSC will place high value on qualities of effective helping, trust, sincerity, and non-judgment. A peer using support skills may prevent the escalation of a problem and the need for professional assistance. (Peer Helper Manual 1996-97)

1.4 Values

The Peer Support Centre will therefore be operated with the following values:

- **Confidentiality:** The Peer Support Centre operates according to a confidentiality agreement to ensure the comfort and trust of our peers.
- **Acceptance:** The Peer Support Centre is a non-judgmental, positive, and safe space that is accepting of every peer.
- **Empathy:** Peer Support Centre volunteers are empathetic to the challenges and struggles of all peers.
- **Belonging:** The Peer Support Centre strives to create an atmosphere of belonging for all students within the Queen's community and to assure peers that they are not alone in their challenges and struggles.
- **Community:** All operations of the Peer Support Centre are supported by the community of student volunteers, the manager, the AMS Social Issues Commissioner, and AMS Vice-President (University Affairs). Additionally, the Peer Support Centre operates with external support of professional resources in the greater Queen's and Kingston community.
- **Safety:** The Peer Support Centre strives to ensure the safety of both its volunteers and users. Volunteers should not feel burdened by their involvement with the Centre and should not be forming dependent relationships with peers in the Centre. When a peer requires support which cannot be safely provided by the Peer Support Centre, the Centre will strive to make the appropriate referral.

2.0 Administration of the Peer Support Centre

The Peer Support Centre shall be under the portfolio of the Social Issues Commission and is ultimately responsible to the Vice-President (University Affairs).

2.1 Peer Support Centre Manager

There shall be a manager who shall be responsible for the day-to-day operations of the Centre and liaising with community mental health resources. It is the responsibility of the Manager to ensure the safety of volunteers and peers by reviewing peer session reports, debriefing with volunteers as needed and communicating concerns to the Advisory Committee. The Manager shall be on-call for any emergencies in the Centre. It shall be the responsibility of the Manager to maintain very regular communication with a representative from HCDS. The Manager shall also be responsible for communicating all requested information to the Advisory Committee.

It shall be the responsibility of the Manager to oversee all portfolio work assigned to coordinators. The Manager shall be responsible for the finances of the Centre. It shall also be the responsibility of the Manager to ensure that all volunteers meet training standards as agreed upon with the Commissioner and VPUA.

In order to safely complete their role, the Manager will actively seek out additional training in mental health helping skills and crisis intervention.

2.2 Responsibilities of the Social Issues Commissioner & Vice-President (University Affairs)

It is the responsibility of the Social Issues Commissioner and their supervisor, the Vice-President (University Affairs), to provide support to the Peer Support Centre Manager and guidance in line with the values of the Peer Support Centre.

The Social Issues Commissioner and Vice-President (University Affairs) can also be called in the case of an emergency and may also take shifts as the on-call shift leader. They shall both complete training equal to the Peer Support Centre Manager. The Social Issues Commissioner shall be responsible for oversight of the Peer Support Centre. The Vice-President (University Affairs) shall be responsible for all liaising with the AMS General Manager and AMS legal counsel.

3.0 PSC Volunteers

3.1 Peer Support Centre Shift Leaders

There shall be multiple shift leaders who will take a leadership role within the Centre. The number of shift leaders shall be determined by the Peer Support Centre Manager and the Social Issues Commissioner and shall range from 10 to 15. Shift leaders will be hired by the Peer Support Centre Manager, the Social Issues Commissioner and an additional Commissioner.

The responsibilities of Shift Leaders shall include:

- Taking on-call shifts
- Providing support during emergency situations while on-call
- Being available for debriefing for volunteers after a peer visit while on-call
- Empowering and supporting volunteers
- Completing all training deemed mandatory by the Manager

Of the shift leaders, some will be selected as coordinators and assigned to a specific portfolio as outlined by the Manager and the Commissioner. These portfolios may include but will not be limited to: volunteer co-ordination, marketing, outreach and training.

3.2 Volunteers

3.2.1 Hiring of New Volunteers

- I.* Volunteers shall solely be hired in the Winter Semester.
- II.* The hiring panel shall consist of a combination of the incoming Peer Support Centre Manager, coordinators and shift leaders

3.2.2 Re-hiring of Volunteers

- I. Re-hires shall solely be hired in the Winter Semester.
- II. The Centre shall aim to have 15%-25% of its volunteer base to be returning volunteers.
- III. The Hiring panel shall consist of the outgoing Peer Support Centre Manager and two outgoing Coordinators.

3.3.1 Volunteer Responsibilities

Volunteers are the integral to the functioning of the PSC during regular office hours. Volunteers shall have the following responsibilities:

- Attend all training sessions deemed necessary
- Attend shifts assigned to them. In the event that they are unable to attend a shift, a volunteer must attempt to ensure that the shift is covered.
- Complete volunteer projects as assigned by Coordinators and the Manager
- Maintain high level of expertise in the Centre's services
- Have clear knowledge of on and off-campus services
- Report to Manager
- Adhere to the Centre's confidentiality policies

by the PSC, Positive Space, Equity Awareness and HCDS

Perform peer counseling sessions and workshops

While on shift, a volunteer must:

- Provide an open and respectful space
- Ensure that the peer feels heard
- Ensure that the student's dignity is respected
- Provide a place where the peer can work out their own solutions to their problem
- Provide appropriate resources to the peer
- Fill out any paperwork deemed necessary by the Manager
- Adhere to the Peer Support Centre Emergency Procedures as provided by the Manager

Selected volunteers shall have the opportunity to be assigned a portfolio that contains extra responsibility.

4.0 Training

It shall be the responsibility of the Peer Support Centre Manager to organize training for the Centre's volunteers and full-time staff. The training content shall be approved by the Peer Support Centre Advisory Committee. The Manager shall evaluate every training session.

4.1 Volunteers

All volunteers at the Peer Support Centre will attend training which aims to empower the volunteers to fulfill their role of providing support which adheres to the philosophy and values of the Centre. In order to do so, initial training shall consist of (but not limited to) sessions on:

- Peer helping skills
- Active listening
- Resource referral
- Suicide awareness (through a certificate program such as safeTALK)
- The emergency procedures of the Peer Support Centre
- Self-care
- Anti-oppression and accessibility training
- Resources at Queen's such as: academics and study skills, health and wellness, human rights, sexual assault and domestic violence, grief, sexuality

- University policy/ process/ practices of academic disputes and discipline (presented by the Academic Affairs Commissioner) .
- Bystander intervention training

The Manager, in coordination with the training coordinator, shall arrange to have monthly meetings to provide on-going training to volunteers. Summer training shall be organized by the outgoing and incoming Managers; volunteers must be trained before working in the Centre in the summer.

4.2 Shift Leaders

Shift leaders shall receive additional training on crisis intervention and mental health helping skills, volunteer communication and motivation, debriefing and self-care. Shift leaders have the option of receiving Applied Suicide Intervention Skills Training (ASIST).

4.3 Manager, Social Issues Commissioner and Vice-President (University Affairs)

The Manager, Commissioner and Vice-President shall participate in all training provided for volunteers and shift leaders. Additionally, all three shall be trained in suicide awareness and intervention and peer helping skills. The Manager and Commissioner shall seek additional suicide intervention skills. The Manager shall seek additional professional training/certification.

5.0 PSC Services

5.1 Drop-in Sessions

5.1.1 Hours of Operation

The Peer Support Centre Manager with the Social Issues Commissioner shall annually set and approve the hours of operations of the Centre. The Centre shall strive to operate seven days a week, with reduced hours during the summer months and closure during the winter holiday break and reading week. The Centre shall strive to operate at a schedule that is convenient and accessible to students, while protecting volunteer safety and the effective implementation of emergency procedures. For this reason, the Centre shall not be open past midnight.

5.1.2. General Volunteer Procedures

Volunteers shall provide visiting students with a non-judgmental, secure, confidential and empathic listening environment.

During a session, a volunteer:

- Shall be non-directive and non-judgmental
- Shall not make decisions for the student
- Shall provide practical help, suggest options and alternatives, and discuss the implications of possible actions.
- Shall not provide therapy or treatment and shall not replace a professional.
- Shall act as a short-term consultant, not a long-term counselor.
- Shall not create a dependent relationship with a student.
- Shall inform clients of the limits of confidentiality
- Shall inform clients of their role(s) and the limits of these
- Shall remove themselves from the situation if they feel unsafe

Each volunteer shall be responsible for completing an evaluation and summary sheet following each session.

5.1.3 Volunteer-Peer Interactions

The Peer Support Centre shall offer short-term support, not long-term counseling. Volunteers will communicate to peers that they cannot commit to regular, ongoing support meetings.

All Peer Support Centre volunteers shall not give out personal information about other volunteers, such as phone numbers, e-mails, and scheduled shifts to students. Where students request this information, the volunteer shall inform the client that all volunteers are trained equally and invite them to return at a later time or date to speak to someone different. In the case of Academic Disputes, volunteers shall always adopt a referral role and the peer will be given the contact information of students or individuals who can assist them further with their case (the Rector, Academic Affairs Commissioner, or University Ombudsman).

At no given time shall a Peer Support Centre volunteer maintain relations outside of the Centre with a student with whom they have consulted. If someone known to the volunteer comes into the office seeking support, it is up to the client to decide how to proceed.

The Manager and/or Social Issues Commissioner shall have the right to intervene at any point at the request of the volunteer.

The Peer Support Centre has the right to refuse a student service if he/she is jeopardizing a volunteer's safety or causing a disturbance within the Centre's environment. At any point during a session does the volunteer feel uncomfortable or threatened he/she shall remove him/herself from the situation and contact Campus Security if necessary.

5.2 Outreach Activities

The subject matter of outreach activities, which includes support groups, will be determined by the Manager and relevant Co-ordinator and must adhere to the values, philosophies and guiding principles of the Centre. These outreach activities may include education for students at large on Academic Policies and Rights, in consultation with the Academic Affairs Commissioner.

6.0 Operations of the Peer Support Centre

6.1 –Peer Support Centre Advisory Committee

Recognizing the limits of student leader knowledge and expertise in the field of mental health care, the Peer Support Centre shall have an advisory committee comprised of mental health professionals and AMS personnel with administrative responsibilities with respect to the PSC.

The committee shall exist to advise on issues related to legalities, liabilities, essential practices/protocols and the safety and quality of service of the Peer Support Centre including, but not limited to, training, emergency procedures, confidentiality, intervention, denial of service and record keeping.

The purpose of this committee shall not be to intervene in operational details but rather to ensure the PSC is meeting industry standards and is operating safely within the limited scope of student peer support. Although the committee shall not have direct authority over the PSC, normally there should be adherence to its advice in the aforementioned areas.

Substantive changes proposed for the PSC Operations Manual shall be reviewed by this committee.

The advisory committee shall annually review the mandate, operations, safety and emergency procedures of the Centre and make a recommendation to the incoming VPUA and AMS General Manager as to whether the Centre should continue operations the next year.

The advisory committee is responsible for approving the general operating hours as proposed by the Manager.

6.1.1 Composition of the Advisory Committee

The Peer Support Centre Advisory Committee shall consist of:

AMS Vice-President (University Affairs)
Liaison from Health, Counseling and Disability Services (appointed by HCDS)
Mental Health professional in the Kingston community (may be recommended by Queen's University Mental Health Working Group subject to approval by the VPUA)
Peer Support Centre Manager
Social Issues Commissioner (chair)
AMS Executive Manager

6.1.2 Reporting

The Peer Support Centre Manager shall ensure the following information is made available to the Advisory Committee:

- proposed revisions to the Peer Support Centre Emergency Procedures Manual
- number of peer visits to the Centre throughout each term and the general nature of these visits, e.g. academic anxiety, relationship stress, etc
- an evaluation on the effectiveness of emergency procedures, if they were utilized that semester.
- a summary of all training that was conducted for volunteers, shift leaders and emergency on-call administrators
- general updates on the activities of the Peer Support Centre and its various portfolios

The Advisory Committee shall normally meet once in each of the summer, fall and winter semesters and otherwise as required.

6.2 Confidentiality

The Peer Support Centre Advisory Committee shall annually review and approve procedures related to confidentiality.

When an individual utilizes any of the services offered by the Peer Support Centre, all information shared is kept confidential except under certain extenuating circumstances:

1. An individual is in danger of causing life-threatening harm to themselves.
2. An individual is in danger of causing harm to others.
3. A child under the age of 16 may currently be experiencing abuse.

Under these circumstances, volunteers are required to report to the Peer Support Centre Manager and, as necessary, to any of the following: the AMS Social Issues Commissioner, the AMS Vice-President University Affairs, Campus Security, Student Affairs, and/or other professionals in the community.

All Peer Support Centre volunteers shall not reveal any information about students who use the Centre's service and participate in its programs. Talking about students outside the Centre shall be prohibited. Names shall never be mentioned. Confidentiality protects the identity of students as well as the integrity of the Centre's service. Each volunteer shall sign a contract of confidentiality and commitment. If a breach of confidentiality occurs, the volunteer will be asked to resign.

6.3 Record Keeping

The Peer Support Centre Advisory Committee shall annual review and approve procedures related to record-keeping. The Manager shall maintain records of peer session reports, which are to be filled out after each session by volunteers. The Manager and Vice-President (University Affairs) shall be the only ones with access to the record keeping system. Records may be reviewed by or disclosed to representatives of Health, Counselling and Disability Services.

The Manager shall use the information to create reports about the Centre's modality and activity as required

7.0 Emergency Situations

All changes to the policy on emergency situations in regards to the Peer Support Centre shall be done with the written approval of the Peer Support Advisory Committee.

7.1 Extenuating Circumstances To Which Confidentiality Does Not Apply

In emergency situations to which confidentiality does not apply (considering suicide, a peer is at risk of causing harm to others, and a child under 16 is in a situation of abuse), the volunteer will follow emergency procedures as dictated by the Manager in the Operations Manual. These procedures shall be approved by the Peer Support Centre Advisory Committee. In no circumstance is a volunteer to be expected to respond to the situation without calling for support from their emergency on-call and on-call shift leader. In no circumstance is the Centre to respond to the situation without contacting an external source for assistance.

7.2 Other Situations Requiring Referral

Situations requiring attention and referral include but are not limited to: domestic violence, sexual assault, psychotic episode, etc. The Peer Support Centre Emergency Procedures shall dictate how a volunteer must respond to these situations. These procedures shall be reviewed and approved by the Peer Support Centre Advisory Committee.

8.0 Legalities, Intervention & Representation, and Liabilities

8.1 Legalities and Liabilities

The Peer Support Centre shall only approach one organization as a training resource for a desired topic/field. Multiple trainers shall be used for distinctly different purposes as long as they do not interfere with other training.

The Peer Support Centre shall respect all trainers' legalities and liabilities.

A Peer Support Centre volunteer must complete all training deemed necessary by the Manager (which includes but is not limited to peer helping skills, active listening, resource referral, suicide awareness, academic policy and disciplinary practices etc.) before participating in any Peer Support Centre role.

8.2 Interventions and Representation

A Peer Support Centre volunteer under any circumstances must not represent or become involved with a student in any personal, academic or legal situation. In the case of an academic dispute, peer visitors to the Centre will be encouraged to contact appropriate resources and be given guidance for best practices. Volunteers, shift leaders, and the Manager will not assume the role of advocate and will under no circumstances contact a Faculty member, Teaching Assistant, or Professor on behalf of the student to issue a complaint.

A Peer Support Centre volunteer and/or staff member shall not sign anything on behalf of the Centre for any individual, if so the document and signature shall be considered immediately invalid.

All Peer Support Centre volunteers shall only offer support, assistance and direction within the parameters of the Centre. Volunteers shall not act as a student's representative or defendant in his/her external affairs.

8.3 Volunteer Insurance

All Peer Support Centre volunteers shall be covered under the AMS' liability protection.

9.0 Substance Abuse Resource Centre (SARC)

9.1 Administration of the Substance Abuse Resource Centre

The Substance Abuse Resource Centre shall be under the portfolio of the Peer Support Centre, which falls under the portfolio of the Social Issues Commission and is ultimately responsible to the Vice-President (University Affairs).

9.2 Substance Abuse Resource Centre Manager

There shall be a Manager who shall be responsible for the day-to-day operations of the Centre and liaising with community substance abuse support resources. It is the responsibility of the Manager to ensure the safety of volunteers, encouraging them to debrief using the Peer Support Centre, and communicating concerns to the Peer Support Centre Manager. The SARC Manager shall be on-call for any emergencies in the Centre. The SARC Manager must also maintain regular communication with the Peer Support Centre Manager and shall debrief with the PSC Manager after every SARC meeting using a debrief form. The Manager is also responsible for ensuring that all SARC volunteers meet the training standards set out by the PSC Manager.

9.3 Volunteers

The number of volunteers shall be determined by the Substance Abuse Resource Centre Manager and Social Issues Commissioner.

9.3.1 Hiring

Volunteers will be hired by the SARC Manager, the Social Issues Commissioner, an additional Commissioner and the VPUA if needed.

9.3.2 Responsibilities

Volunteers are the integral to the functioning of the SARC during regular office hours. Volunteers shall have

the following responsibilities:

- Attend all training sessions deemed necessary
- Attend shifts assigned to them. In the event that they are unable to attend a shift, a volunteer must attempt to ensure that the shift is covered.
- Maintain high level of expertise in the Centre's services
- Have clear knowledge of on and off-campus services
- Report to Manager
- Adhere to the Centre's confidentiality policies

While on shift, a volunteer must:

- Provide an open and respectful space
 - Provide appropriate resources to the peer
-
- Adhere to the Peer Support Centre Emergency Procedures as provided by the Manager

9.4 Training

9.4.1 Volunteers

It shall be the responsibility of the Substance Abuse Resource Centre Manager to ensure that volunteers attend the initial training for Peer Support Centre volunteers and full-time staff. The SARC and PSC Managers will determine if SARC volunteers should attend each of the monthly ongoing training sessions hosted by the PSC.

All volunteers will attend training which aims to empower them to fulfill their role of providing support which adheres to the philosophy and values of the Centre. In order to do so, initial training shall consist of (but not limited to) sessions on:

- Peer helping skills
- Active listening
- Resource referral
- Self-care
- Anti-oppression and accessibility training
- Bystander intervention training

The SARC manager must also train all volunteers on SARC policy, procedures and operations

9.4.1 Manager

The Manager shall participate in all training provided for volunteers. Additionally, the Manager can be trained in suicide awareness and intervention and peer helping skills. The Manager shall seek additional professional training/certification.

9.5 SARC Services

9.5.1 Hours of Operation

The Substance Abuse Resource Centre shall annually set and approve hours of operations of the centre as proposed by the Manager. The Centre shall strive to operate five days a week during the school months, with closure during the winter holiday break and reading week. The Centre shall strive to operate at a schedule that is convenient and accessible to students, while protecting volunteer safety and the effective implementation of emergency procedures. For this reason, the Centre shall not be open past midnight.

9.5.2 General Volunteer Procedures

Volunteers shall provide visiting students with a non-judgmental, secure, confidential and empathic environment.

While on shift a volunteer:

- Shall be non-directive and non-judgmental
- Shall limit practical help, suggestion of options and alternatives, to resource and literature referral
- Shall not provide therapy or treatment and shall not replace a professional.
- Shall not act as a short-term consultant, nor as a long-term counselor.
- Shall not create a dependent relationship with a student.
- Shall inform clients of the limits of confidentiality
- Shall inform clients of their role(s) and the limits of these
- Shall follow SARC policies and procedures while mediating support groups
- Shall remove themselves from the situation if they feel unsafe
- Shall only use the phone line to answer any questions the caller may have about the centre, inform them of the resources we offer, and direct them to more appropriate resources/more effective help for them if we cannot
- Shall refer any peer looking for a peer-on-peer listening environment to the Peer Support Centre

9.5.3 Volunteer-Peer Interactions

All Substance Abuse Resource Centre volunteers shall not give out personal information about other volunteers, such as phone numbers, e-mails, and scheduled shifts to students. Where students request this information, the volunteer shall inform the client that all volunteers are trained equally and invite them to return at a later time or date to speak to someone different.

At no given time shall a Substance Abuse Resource Centre volunteer maintain relations outside of the Centre with a student with whom they have consulted. If someone known to the volunteer comes into the office seeking support, it is up to the client to decide how to proceed.

The Manager and/or Social Issues Commissioner shall have the right to intervene at any point at the request of the volunteer.

The Substance Abuse Resource Centre has the right to refuse a student service if he/she is jeopardizing a volunteer's safety or causing a disturbance within the Centre's environment. At any point during a session does the volunteer feel uncomfortable or threatened he/she shall remove him/herself from the situation and contact Campus Security if necessary.

9.5.4 Support Meetings

The subject matter of support meetings will be determined by the Manager and must adhere to the values, philosophies and guiding principles of the Peer Support Centre and Substance Abuse Resource Centre. These meetings will be centered on the principles of the 12 Steps and 12 Traditions of Alcoholics/Narcotics Anonymous. No training is required to hold or run any variation of the 12-step or SMART recovery harm reduction meetings, the meeting chair (SARC Manager) needs to be able to qualify his/her own addiction. The only requirement for membership is a desire to confront one's addiction and join a program of recovery. This space will not be anonymous – as is the norm in the AA programs – it will be a confidential, non-judgmental space. These meetings generally consist of a meditation or reflection being read, followed by an opportunity for each participant to speak, wherein they can discuss anything from how the reflection or meditation relates to their recovery, or a simple check-in on how their week has been going and if they have an issue to bring up to the group.

Section 2, Part I: Equity Grants Committee

Section 1: Mandate

There shall be an Equity Grants committee as a standing committee under the Social Issues Commission. The purpose of this committee shall be to promote the fostering of an anti-oppressive and safe environment in the Queen's community. This shall take the form of targeted grants to organizations engaged in community outreach, educational campaigns, and awareness raising projects who meet the eligibility requirements listed below. The committee shall provide recommendations to Assembly on the allocation of the Equity Fund. These recommendations shall come in the form of a report to Assembly which shall include the following:

- a) a list of Equity Grants applicants;
- b) a list of Equity Grants recipients;
- c) for each recipient, or non-recipient, a summary of the committee's decision.

Section 2: Membership

The committee shall be comprised of the following voting members:

- a) the Vice-President (University Affairs);
- b) the Social Issues Commissioner (chair);
- c) the Deputy Social Issues Commissioner(s)
- d) three (3) members of Assembly or members-at-large

Interns to the Social Issues Commission may participate as observers.

Section 3: Duties and Responsibilities

The Social Issues Commissioner shall ensure that:

- a) the Equity Grants Committee shall meet once in each of the fall and winter terms ;
- b) application forms are prepared and made available for a period of at least ten days, and no longer than twenty days;
- c) Equity Grants are advertised in campus media at least one week in advance of the application being made available, with further advertising continuing throughout the application period;
- d) the applications to be considered must include:
 - i. a report detailing the project for which funding is requested;
 - ii. a proposed budget, detailing the anticipated use of the funds.
- e) in deciding on the allocation of such funds, the Equity Grants Committee shall, at its discretion, conduct interviews with all organizations that apply.

Section 4: Eligibility and Criterion of Selection

In order to be eligible for consideration by the Equity Grants Committee, organizations must meet the following criterion:

- a) the groups under consideration has submitted an application for funding for a project, event, or campaign. Under no circumstances shall Equity Grants be allocated to provide operational or administrative funding for any organization;
- b) the group must have a stated commitment to anti-oppression and anti-discrimination (including, but not limited to, anti-racism, LGBTQ rights, indigenous solidarity, and women's empowerment) in its constitution, charter, or guiding document;
- c) applicants are representative of a non-profit organization that does not already receive operational funding from the AMS for the event/activity under consideration;
- d) the group applying for funding has no partisan affiliation to any registered Canadian political party;
- e) the group applying has not previously received an Equity Grant or Clubs Grant in the same academic year;

The following clubs shall be given priority in the Equity Grants allocation process:

- f) groups which demonstrate significant financial need and whose project would not proceed without funding from the Equity Grants Committee;
- g) groups which have made a significant effort to raise other funds to help offset costs.

Section 2, Part J: Student Mental Health Advisory Board

Mandate

The board will work in solidarity with students on issues of mental health to serve as a committee of AMS assembly which aims to:

Offer lobbying support, and foster a more cohesive understanding of mental health and mental health resources to AMS assembly and on each faculty council

Serve as a forum for dialogue, and provide an advisory body for consultation on issues of mental health

Implement independent initiatives that aim to create a more equitable campus

Where requested, bring forth responses and recommendations on assembly items through discussion and debate

Decision Making Process

The board will operate on a consensus decision-making process in order to encourage dialogue, and a better understanding of the varying opinions. This will follow a simple structure to attain each decision. The item will be discussed with the objective of identifying viewpoints, and gathering information on the issue. The general direction of the board and possible proposals for action will be identified here. The discussion will lead to a proposal. It will

be followed by a call for consensus. Each member of the group must actively state their agreement with the proposal by raising their hand. If consensus is not achieved, each dissenter presents their concerns on the proposal, potentially leading to another round of discussion to address the concern. The proposal may be amended, or re-phrased in an effort to address the concerns of all members. The process then returns to a call for consensus and the sequence is repeated until an agreement is reached. Upon agreement, the board will lobby for the concluded proposal, or implement it as an action item where applicable.

Independent Projects and Action Items

The board will also conduct independent projects that will strive to proactively encourage mental health considerations for policy and procedure within Queen's student leadership. This includes creating drafts for the creation of new policy and updates for what already exists. These will also go through the process of discussion and consensus but unlike other items will also include the delegation of which action items will be completed by which member. The chair and vice-chair will complete all action items unless otherwise determined.

Membership

Voting members:

Engineering and Applied Science
Arts and Science
Commerce
Concurrent Education
Computing
Nursing Science
Physical and Health Education and Kinesiology
Medicine
MBA

Ex-officio members:

Social Issues Commissioner
AMS Peer Support Centre Manager
AMS Mental Health Awareness Committee Chairs
AMS HeadsUP Committee chairs

Other representatives from clubs/committees with a mental health focus as deemed appropriate.

Duties and Responsibilities

The Social Issues Commissioner will be responsible for:

1. Coordinating the list of members, and date for the first meeting of each school year
2. Reporting to the board all relevant information concerning the Social Issues Commission, as well as any changes to the social climate towards marginalized students at Queen's
3. Serving as a representative on AMS assembly to provide updates, and information on reached decisions

The position of Chair will be appointed by the board from within the membership list, and will entail:

1. The preparation of an agenda for all meetings
2. Ensuring that the board meets at least twice per semester
3. The completion of all actionable items with the vice-chair, unless otherwise delegated
4. Ensuring that the reference source for all points of order to procedure should be Bourinot's Rules of Order, revised in its most recent edition

The position of vice-chair will be appointed the board from within the membership list, and will entail:

1. Recording the minutes
2. The completion of all actionable items with the chair, unless otherwise delegated

Each member of the Student Mental Health Advisory Board shall be responsible for:

2. Attending meetings, or sending a proxy representative if unable to attend
3. Reporting to the board all relevant information on the activities of the represented organization and any changes related to its social environment

Section 2, Part K: Accessibility Queen's Fund

Section 1: Background and History

Accessibility Queen's (AQ), formerly the AMS Accessibility Taskforce, was established in 1983, and has worked for well over two decades to improve accessibility on campus for student with disabilities. Funded entirely by a mandatory \$3.00 student activity fee paid by both AMS and SGPS members, AQ implements both new and continuing initiatives designed to improve physical, academic and social accessibility for Queen's students across campus.

Section 2: Mandate

- i) To make recommendations regarding the allocation of funding derived from the AMS Accessibility Fund student activity fee to campus projects and initiatives designed to enhance accessibility on campus.

Section 5: Finances

- a) There shall be an Accessibility Queen's Restricted Fund through which all revenues and expenses for AQ shall flow.
- b) AQ Granting Committee Voting Member Composition
 - i. Vice President (University Affairs)
 - ii. Social Issues Commissioner
 - iii. Member of the AMS Board of Managers
 - iv. Member of AMS Assembly
 - v. Social Issues Commission Deputy of Education
- c) AQ Granting Committee Non-Voting Advisory Member
 - i. Accessibility Queen's Committee Co-Chairs
 - ii. Manager of the Student Life Centre

Insofar as the student activity fee monies reside in an AMS Restricted Fund, final approval from the AMS Board of Managers shall be required for all project allocations. The role of the Board in this regard shall be limited to ensure that the proposed project expenditure(s) is congruent with the mandate of AQ, this policy, and the terms of the student fee that constitutes the revenue source for the AQ Restricted Fund.

- d) There shall be three designated granting periods for the approval of expenditures from the Accessibility Fund.
- e) The AQ budget shall include a provision for transportation subsidies. This funding shall be disbursed directly by the Registrar's Student Awards Office and shall exclusively pay for taxis for students with temporary mobility impairments. Eligible students shall register with Student Awards and provide relevant physician documentation with funding allocated on the basis of this assessment. The terms of this subsidy shall be:

Any Queen's student with a temporary mobility impairment who requires taxi assistance to and from classes or campus, shall be eligible for financial assistance from the AMS Emergency Taxi Fund up to a maximum of \$250 in one academic year. Financial need shall not in any way be a determinant of eligibility for accessing the fund.

- e) The AQ budget shall include a provision for an AMS Accessibility Queen's Bursary which shall be made available to students who have applied through Queen's Student Accessibility Services.
- f) The AQ budget shall include a provision for the Out of City Healthcare Travel Bursary. The funding shall be disbursed directly by the Registrar's Student Awards Office and shall exclusively pay for students who require financial support to attend healthcare appointments outside the City of Kingston, generally with a specialist. Eligible students shall register with Student Awards and provide relevant documentation with funding allocated on the basis of this assessment. The amount granted will be variable up to \$100 per occurrence to a maximum of \$300 per academic year.

Section 3: Municipal Affairs Commission

Section 3, Part A: Generations

Section 1: Committee Mandates

There shall be an AMS Generations Committee formed annually as a Standing Committee under the Municipal Affairs Commission. This committee shall strive to foster positive relationships between individual Queen's students and seniors in the Kingston community. In fulfilling this mandate, the committee shall:

- a) act as a liaison between Kingstonian seniors and the students of Queen's
- b) organize social activities for local seniors
- c) foster intergenerational friendships between students and local seniors
- d) increase positive awareness in the Queen's community about local seniors and encourage more student involvement with the elderly.

Section 2: Membership

- a) This committee shall have two (2) chairs, to be chosen by the Municipal Affairs Commissioner and the Municipal Affairs Deputy Commissioners

- b) The committee shall have at least five (5) committee members, to be chosen by the Generations Chairs and the Deputy Commissioner of Programs
- c) The committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the Generations committee is responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS Mission Statement
- b) adhering to all applicable policies of Senate, AMS., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) holding one (1) office hour per week
- e) submitting a written transition report according to the regulations of the AMS constitution
- f) ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) complying with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the AMS constitution
 - ii) submitting updated budgets according to the regulations of the AMS constitution
 - iii) keeping on budget
 - iv) making sure all outstanding bills are paid before April 1 of that year
 - v) submitting a final budget according to the regulations of the AMS Constitution.
- h) organizing and supervising the interviewing and screening of all program volunteers in collaboration with the committee members

Section 3, Part B: High School Liaison Committee

Section 1: Committee Mandate

There shall be an AMS High School Liaison Committee formed annually as a Standing Committee under the Municipal Affairs Commission. This committee shall:

- a) develop and maintain positive relationships with secondary school guidance counsellors and student success coordinators as the primary contact for a specific institution
- b) provide objective and up-to-date information to senior secondary school students regarding post-secondary education (application process, expected tuition fees, academic programs, independent living, student life, available resources and services, recreational activities, and so forth)
- c) provide a tour of campus for high school students with the aid of Queen's students,
- d) facilitate classroom visits to local secondary schools to deliver a presentation on topics outlined above
- e) organize and implement a workshop on campus to train Queen's undergraduate students to deliver a similar presentation to the high schools they previously attended
- f) update and distribute scholarship application to local Gr. 12 students, then assess the candidacy of each applicant before selecting one (1) winner

Section 2: Membership

- a) This committee shall have two (2) chair, to be chosen by the Municipal Affairs Commissioner and the Municipal Affairs Deputy Commissioners, under whose direction High School Liaison falls.
- b) The committee members are to be chosen by the High School Liaison Chair(s) and the Deputy Commissioner of Information and Advocacy.
- c) The committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the High School Liaison committee are responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS. Mission Statement
- b) adhering to all applicable policies of Senate, AMS., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) holding one (1) office hour per week
- e) ensuring that the committee is not duplicating services or events already run by other university or community groups
- f) shall comply with the following responsibilities:
 - i) submit proposed budgets according to the regulations of the AMS constitution
 - ii) submit updated budgets according to the regulations of the AMS constitution
 - iii) strictly adhere to the proposed budget for the committee
 - iv) ensure all outstanding bills are paid before April 1 of that year
 - v) submit a final budget according to the regulations of the AMS Constitution.

Section 3, Part C: Kaleidoscope

Section 1: Committee Mandate

There shall be an AMS Kaleidoscope Committee formed annually as a Standing Committee under the Municipal Affairs Commission. This committee shall strive to foster positive relationships between individual Queen's students and elementary school students in the Kingston community. In fulfilling its mandate, the committee shall:

- a) foster supportive relationships between Queen's students and children in the Kingston community
- b) act as positive role models for their Little Buddies
- c) provide academic and social support to their Little Buddies, recognizing the unique needs of each child
- d) seek to provide as many children as possible with mentors, given the number of volunteers
- e) ensure that each Big Buddy shall visit their Little Buddy weekly for a minimum one (1) hour at the Little Buddy's school
- f) plan and run special events designed to foster and strengthen the relationships between the Big and Little Buddies

Section 2: Membership

- a) This committee shall have two (2) chair(s), to be chosen by the Municipal Affairs Commissioner and the Municipal Affairs Deputy Commissioners
- b) The committee shall have at least seven (7) committee members, to be chosen by the Kaleidoscope Chairs and the Deputy of Programs
- c) The committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the Kaleidoscope committee are responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS Mission Statement
- b) adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) submitting a written transition report according to the regulations of the AMS constitution

- f) ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) Shall comply with the following responsibilities:
 - i) submit proposed budgets according to the regulations of the AMS constitution
 - ii) submit updated budgets according to the regulations of the AMS constitution
 - iii) strictly adhere to the proposed budget for the committee
 - iv) ensure all outstanding bills are paid before April 1 of that year
 - v) submit a final budget according to the regulations of the AMS Constitution.
- h) organizing and supervising the interviewing and screening of all buddies in collaboration with the committee members

Section 3, Part D: Helping Young People Excel (HYPE)

Section 1: Mandate

There shall be an AMS Committee formed annually as a Standing Committee under the Municipal Affairs Commission. This committee shall:

- a) connect Queen's undergraduate students with local high school students by providing free tutoring services
- b) organize and implement a training session for HYPE tutors shortly after the hiring period, to outline their roles and responsibilities
- c) run in-school tutoring sessions one (1) hour per week at local high schools within reasonable traveling distance, ensuring the presence of a minimum of one (1) In-School Coordinator and two (2) tutors at each school
- d) match high school students with an appropriate HYPE tutor on the basis of academic needs and availability
- e) develop and maintain positive relationships with secondary school guidance counsellors or student success coordinators as the primary contact for a specific institution
- f) promote in-school and private tutoring programs at local high schools, parent-teacher nights, school council meetings, and during other related opportunities
- g) fundraise to cover expenses incurred over training sessions

Section 2: Membership

- a) This committee shall have two (2) chair, to be chosen by the Municipal Affairs Commissioner and the Municipal Affairs Deputy Commissioners
- b) The committee shall have a minimum of eight (8) committee members. These committee members are to be chosen by the Chair(s) and the Deputy Commissioner of Information and Advocacy.
- c) The committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the committee shall be responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS Mission Statement
- b) adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) offering an after-school tutoring program at local high schools
- f) helping to advertise for and organize volunteers to implement these programs
- g) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- h) submitting a written transition report according to the regulations of the AMS constitution
- i) submitting proposed budgets according to the regulations of the AMS constitution
- j) submitting a final budget according to the regulations of the AMS Constitution.

k) organizing and supervising the interviewing and screening of all program volunteers in collaboration with the committee members

Section 3: Part E: United Way

Section 1: Committee Mandate

There shall be an AMS United Way Committee formed annually under the Municipal Affairs Commission. This committee shall work closely with fundraise money for and raise awareness of the United Way KFL&A and its services on Queen's Campus.

Section 2: Membership

- a) This committee shall have a chair(s) which are to be chosen by the Municipal Affairs Commissioner and the Municipal Affairs Deputy Commissioners
- b) The committee shall also have a minimum of 5 committee members. These members are to be chosen by the United Way Chair(s) and a Deputy Commissioner of Information and Advocacy.
- c) The committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the United Way committee are responsible for:

- a) ensuring that the committee and its events are in accordance with the AMS Mission Statement
- b) adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) submitting a written transition report according to the regulations of the AMS constitution
- f) ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) shall comply with the following responsibilities:
 - i) submit proposed budgets according to the regulations of the AMS constitution
 - ii) submit updated budgets according to the regulations of the AMS constitution
 - iii) strictly adhere to the proposed budget for the committee
 - iv) ensure all outstanding bills are paid before April 1 of that year
 - v) submit a final budget according to the regulations of the AMS Constitution.

Section 3, Part F: Breakfast Club

Section 1: Committee Mandate

There shall be an AMS Breakfast Club Committee formed annually as a Standing Committee under the Municipal Affairs Commission. This committee shall strive to foster positive relationships between individual Queen's students and children in the Kingston community. In fulfilling its mandate, the committee shall:

- a) endeavor to provide positive role models for, and to instill a strong sense of self-worth in, as many children as possible
- b) provide participating children with nutritional breakfasts at no cost
- c) encourage a healthy friendship and learning experience for both the Queen's student and the elementary school participant through regular program operation as well as special events
- d) seek to cultivate social awareness and life skills among the children who take part in the program
- e) seek to alleviate barriers to success for the elementary school students

Section 2: Membership

- a) This committee shall have two (2) chairs, to be chosen by the Municipal Affairs Commissioner and the Deputy Municipal Affairs Commissioners
- b) The committee shall have at least ten (10) committee members, to be chosen by the Breakfast Club Chairs and the Deputy of Programs
- c) At the discretion of the Municipal Affairs Commissioner, the committee shall have an unlimited number of general volunteers

Section 3: Duties and Responsibilities

The chair(s) of the Breakfast Club Committee are responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, AMS, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) submitting a written transition report according to the regulations of the A.M.S. constitution
- f) ensuring that the committee is not duplicating services or events already run by other university or community groups
- g) shall comply with the following responsibilities:
 - i) submit proposed budgets according to the regulations of the AMS constitution
 - ii) submit updated budgets according to the regulations of the AMS constitution
 - iii) strictly adhere to the proposed budget for the committee
 - iv) ensure all outstanding bills are paid before April 1 of that year
 - v) submit a final budget according to the regulations of the AMS Constitution.
- h) organizing and supervising the interviewing and screening of program all volunteers in collaboration with the committee members

Section 3, Part G: Holiday House Check

Section 1: Mandate

- a) The Holiday House Check program employs students to stomp down snow, collect mail, and alert authorities if they observe any suspicious activity near student homes in the University District. The aim of the program is to minimize student concerns and reduce the number of break-ins over the winter and summer breaks. By assigning students to check houses, there is the additional expectation that the program will improve the security of the University District.

Section 2: Membership

- a) Winter Holiday House Check shall have one Manager
- b) Winter Holiday House Check shall have a minimum of 2 patrollers.
- c) Summer Holiday House Check shall be executed by the Student Maintenance And Resource Team (SMART)

Section 3: Duties and Responsibilities

a) The responsibilities of the Winter Holiday House Check Manager are:

- a. regularly report to the Municipal Affairs Commissioner
- b. hire Holiday House Check Patrollers in coordination with Municipal Affairs Commissioner
- c. work with Municipal Affairs Commissioner to attract and organize houses for the program
- d. organize the route for the Holiday House Check patrollers
- e. organize the mail collected by the patrollers at the designated houses
- f. prepare a transition manual at the end of the work period of the program

b) The responsibilities of the Winter Holiday House Check Patrollers are:

- a. regularly report to the Holiday House Check Manager
- b. perform patrols to properties as indicated by the Holiday House Check Manager
- c. collect mail from the appropriate properties
- d. check for break ins or other suspicious activity at the appropriate properties and report to the Holiday House Check Manager
- e. stomp down snow at the appropriate properties

c) The responsibilities of the SMART in relation to Summer Holiday House Check are:

- a. organize the routes
- b. collect and organize the collected mail
- c. regularly report to the Municipal Affairs Commissioner
- d. check for break-ins or other suspicious activity at the appropriate properties and report to the Municipal Affairs Commissioner accordingly

Section 3, Part H: University District Golden Key

Section 1: Philosophy

a) The University District Golden Key shall be awarded annually to a landlord who demonstrates exceptional property management in student housing. The landlord must perform extraordinarily in meeting the needs of their tenants while also maintaining above quality property properties in the University District. This award should encourage landlords to provide better quality service and housing for Queen's students.

Section 2: Awarding Committee Membership

a) The awarding committee of the Golden Key shall be comprised of the Municipal Affairs Commissioner, the Housing Resource Centre Manager, and a Deputy Municipal Affairs Commissioner appointed by the Municipal Affairs Commissioner.

Section 3, Part I: Housing Resource Centre

Section 1: Mandate

There shall be an AMS Housing Resource Centre as a Standing Committee under the Municipal Affairs Commission. The Centre shall act primarily in a referral role when receiving complaints. It is not intended to provide legal advice. Furthermore, the Centre shall:

- a) provide information to students with concerns about their current or potential housing situation which includes but is not limited to issues with landlords, property standards violations, clauses within a lease, etc.
- b) be a confidential space where students can talk freely about concerns with their housing situation
- c) shall work with the City of Kingston Property Standards Office to inform, support and advise in the areas of property standards and tenant rights in order to ultimately improve the quality of off-campus housing
- d) promote the increased usage of the City of Kingston's Property Standards Inspectors
- e) conduct interior property standards inspections of houses upon request

- g) have resources on hand about City and AMS services and Queen's Legal Aid that could be of use to students

- i) provide student positions where the holders are knowledgeable and familiar with the Queen's Community, Housing grievance procedures and the, state of the Kingston housing market, etc
- j) conduct lease readings upon request
- k) promote the use of the AMS housing website as a resource and house-hunting tool

Section 2: Membership

- a) The Centre shall have a Manager as hired by the Municipal Affairs Commissioner in accordance with AMS hiring policies and procedures
- b) Officers of the Centre shall be hired by the Coordinator and Municipal Affairs Commissioner in accordance with AMS hiring policies and procedures
- c) The Coordinator may hire as many Officers as is deemed necessary

Section 3: Duties and Responsibilities

The Manager shall be responsible for:

- a) directing the research and infrastructure of the Centre to ensure its viability
- b) Coordinating training for all Officers of the Centre, including sessions run by Town Gown Relations, City of Kingston Property Standards, and others as directed by the Municipal Affairs Commissioner
- c) the operations of the Officers, including:
 - i. ensuring information provided to students is correct
 - ii. ensuring that Officers inform the Coordinator and Commissioner if any cases escalate dramatically or if a conflict of interest arises
 - iii. ensuring that Officers make the appropriate referral when necessary
 - iv. ensuring the Officers keep the Coordinator informed of any developments in a case
 - v. ensuring Officers sign a confidentiality agreement

- d) working with the University administration and City to ensure the Centre provides the most up-to-date information to students
- e) submitting a goal plan and budget for approval by the Commissioner and according to the regulations of the AMS Constitution
- f) Schedule Officers for peer property inspections as requested

- g) submitting update budgets as they become available
- h) operating the Centre in accordance with the Mission and Operating statements of the AMS and Municipal Affairs Commission
- i) attending weekly meetings with the Municipal Affairs Commissioner and updating them on any new developments and the status of the Centre
- j) chairing meetings of all Officers at least monthly

- l) referring cases to the Municipal Affairs Commissioner or Queen’s Legal Aid where the Coordinator deems it necessary or if there are immediate causes for concern
- m) allocate a minimum of 5 hours a week to the operation of the Centre, including at least one office hour per week
- n) submitting a written transition manual in accordance with the regulations of the AMS Constitution
- o) increasing awareness of students’ rights as tenants

Section 3, Part J: Student Maintenance and Resource Team (SMART)

Section 1: Mandate

SMART aims to improve the quality of life for students and neighbours in the University District. SMART shall make the neighbourhood cleaner and safer by offering regular clean-up and beautification services, as well as contracting landlords in the area for regular grass cutting, raking of leaves, and minor property maintenance.

SMART reflects the AMS belief that any initiative intended to fundamentally change the culture of the University District, regrettably referred to as the student “ghetto”, must consist of more than a simple renaming.

Section 2: Hiring and Staff

2.1 All hiring shall occur in conjunction with normal AMS hiring periods and follow AMS procedures.

2.2 SMART shall consist of:

- a) 1 (one) Head Manager
- b) a minimum of 4 (four) service staff.

2.3 Head Manager

SMART shall be operated under a paid Head Manager position. The position shall be for a 7 month period from May 1– November 30, and thus shall require that the Head Manager remain in Kingston for the summer. The hiring committee shall normally consist of: the Municipal Affairs Commissioner, Vice President (University Affairs), Vice President (Operations), and an AMS permanent staff member at the discretion of the committee.

Section 2.4 The Head Manager shall:

- Ensure that the Student Maintenance and Resource Team service is provided to students
- Ensure that SMART is in accordance with the AMS’ Mission Statement
- Work approximately 20 hours a week
- Ensure the broader philosophy of SMART in enhancing town-gown relations and re-branding of the University District is central to the operations of the service and is embraced by staff
- Maintain regular communication with local landlords and community stakeholders to advance awareness of SMART
- Organize the SMART Landlord Advisory Board to gain valuable input on improving the service
- Work with SMART staff to maintain properties and contracts
- Hire and schedule the service staff to ensure the effective administration of the service

Facilitate and execute the Summer Housecheck program, and assist the Municipal Affairs Commissioner in hiring and preparing for the Holiday Housecheck program
Submit a strategic plan and budget which shall be reviewed by AMS Assembly
Report to the Municipal Affairs Commissioner on the financial and operational status of the service
Seek to gain sponsorship and grants for the program

2.5 Service Staff

The hiring committee for staff shall normally consist of the Municipal Affairs Commissioner, the Head Manager, and the Vice President (University Affairs) or another AMS Commissioner.
Service staff shall operate in teams of two and will perform yard maintenance on properties.
Staff shall be contracted at the Ontario minimum wage
Service staff positions shall be hired for May 1 – November 30 period.

2.6 Service Staff shall:

1. perform basic lawn and exterior property maintenance as directed by the Head Manager. These duties may include
 - a. garbage pickup on both the streets and the properties
 - b. cutting of grass and raking of leaves
 - c. clean-up of stains on bricks and siding
 - d. applying fresh coats of paint to properties at the specific instruction of the Head Manager
 - e. any other duties related to yard maintenance as directed by the Head Manager
 - f. ensure that their work meets the quality expectations of the Head Manager
 - g. work approximately 4-8 hours per week during the school year.

2.7 Given the nature of this seasonal work, all service staff will be hired to begin work in the summer months with approximately 15 hours per week, and carry on with 4-8 hours per week in the Fall semester (until November 30). This allows for the AMS to provide work opportunities for students that meet their demands.

Section 3, Part K: Civic Responsibility Award

Section 1: Philosophy

a) The AMS Civic Responsibility Award shall be awarded annually to a Queen's undergraduate student who has made a significant and impactful contribution to the Kingston community through ongoing volunteer efforts.

Section 2: Nominations

- a) all AMS members shall be eligible for this award
- b) the volunteer work in consideration must not have been performed as part of an academic requirement
- b) nominations can come from students, faculty, staff, or community members
- d) only one nominator is required

Section 2: Selection

- a) the selection committee shall consist of the Municipal Affairs Commissioner, two Municipal Affairs Deputy Commissioners, and the VP University Affairs
- b) the award shall be presented at the annual City Hall Assembly meeting

Section 4: Vice-President University Affairs

Section 4, Part A: Student Affairs Review Taskforce

Section 1: Mandate

There shall be a Student Affairs Review Taskforce (SART), which shall be overseen by the Vice-President University Affairs.

This body shall be responsible for conducting a review of at least one department/service/area of operation under the Dean of Student Affairs Office (DSAO), with the intent of analyzing service provision, identifying areas of concern, and providing recommendations to strengthen the service. The Task Force shall endeavor to undertake broad student consultation when drafting its recommendations, while also providing analysis on the results of any University-initiated assessments.

The Taskforce shall produce a report that is made available to the Assembly for information. Any formal recommendations contained in the report shall be subject to Assembly approval before being adopted by the Society.

Section 2: Membership

The Student Affairs Review Taskforce shall be comprised of the Vice President (University Affairs), who shall act as chair, and all AMS Commissioners.

Section 3: Duties and Responsibilities

The Chair shall be responsible for:

- (a) Meeting with the Commissioners before September 1 in order to determine which department/service/area of operation under the DSAO should be reviewed, taking into account any issues that may have stemmed from that office, missed opportunities, consistent student feedback, and how the office relates to current student priorities. In the event the taskforce determines there is no area under the DSAO that currently warrants review, it shall have the discretion to suspend its operation for that year.
- (b) Developing a comprehensive plan to research, evaluate, consult, provide recommendations, and collaborate with the Dean of Student Affairs within the academic year
- (c) Ensuring that the Task Force works in conjunction with other review bodies that are assessing service provision under the Dean of Student Affairs
- (d) ensuring that the Taskforce operates in accordance with the AMS Mission Statement
- (e) adhering to all applicable policies of Senate, AMS, Room Bookings Office, and other Queen's administrative bodies.

Section 4, Part B: AMS Food Bank

1.1 Mission Statement

The AMS Food Bank aims to provide student members of the Queen's community with a confidential food service in a comfortable and supportive environment.

1.2 Philosophy

The AMS Food Bank is based upon the general principles of social justice and strives to end hunger in the student community by providing food and resources to those that need it. The Food Bank serves to create partnerships and to develop support within the Kingston community and to direct students to appropriate resources within the area.

1. Administration

1.1 The AMS Food Bank shall be administered by the AMS Food Bank Manager and shall fall under the portfolio of the Social Issues Commission. The Food Bank Manager shall be hired jointly by the Social Issues Commissioner and the Vice-President, University Affairs. During the summer term, the Food Bank shall be operated by the Social Issues Commissioner.

2. Food Bank Staff

2.1. Food Bank Manager

The Food Bank Manager shall be responsible for the oversight of the Food Bank, which includes all responsibilities described in the job description. The Manager is responsible for reporting to the Social Issues Commissioner any relevant updates pertaining to the Food Bank. The Manager shall follow all guidelines as laid out in the AMS Volunteer Policy and Procedures Manual and the AMS Hiring and Appointment Policy and Procedures Manual.

2.2. Food Bank Volunteers

Food Bank volunteers will be held accountable to the job description and the AMS Volunteer Policy and Procedure Manual.

2.3. Shift Attendance

Volunteers shall be required to sign a contract of commitment and confidentiality wherein they shall agree to full attendance of all shifts. In the event a shift cannot be made, the responsibility of finding a suitable replacement shall rest with the volunteer. Any failure to show up for a scheduled shift (emergencies not withstanding) shall be considered a significant breach of responsibility and shall be addressed in accordance with the AMS Volunteer Policy.

3. Eligibility of Patrons

3.1 The AMS Food Bank shall be open to all undergraduate and graduate students. As a service funded through student fees and donations, the AMS Food Bank shall ensure that patrons of the service are exclusively Queen's students. The Food Bank Manager may take any appropriate measures necessary to determine the eligibility of patrons in order to ensure that Queen's students remain the primary beneficiaries of the service. Such measures may include the posting of eligibility requirements in the Food Bank and in advertisements, random student card checks, directing non-students to other resources and disqualifying non-students from future use.

3.2 Food Bank patrons shall not be required to establish any financial need.

4. Hours of Operation

4.1 During the fall and winter terms, the Food Bank shall be open a minimum of three days for at least one hour per day. No fewer than two of these days shall be scheduled during the week and one shall be scheduled on the weekend.

4.2 The Food Bank shall be open during the spring and summer semesters but shall have reduced hours based on a schedule determined jointly by the Social Issues Commissioner and the Vice-President University Affairs.

5. Confidentiality

5.1 Food Bank volunteers shall reveal neither the identity of, nor any information about, students who use the Food Bank's services or participate in its programs. Speaking about Food Bank patrons outside the Food Bank shall be prohibited. All volunteers shall sign a contract of confidentiality and commitment, and any breach of that contract shall be addressed in accordance with AMS Volunteer Policy.

5.2 Food Bank volunteers shall not demand identification from students using the Food Bank's services outside of verification of student status. Volunteers shall never demand personal information from patrons, including but not limited to: name, address, financial status or academic program.

6. Food Policy

6.1 The Manager of the Food Bank shall have the authority and discretion to limit the amount and type of food items taken by patrons.

6.2 There shall be an adequate supply of fresh and non-perishable food items available to patrons at all times during which the Food Bank is open. Fresh food items shall be purchased on a weekly basis to ensure that quality and safety standards are met. Purchased food shall meet high standards for quality and duration.

6.3 Every item of food that enters the Food Bank shall be inspected to determine whether the product is suitable for consumption.

6.4 Regular measures shall be taken to ensure that all food items, including donations and purchased food, at all times satisfy a high standard of safety and quality.

6.5 Food shall be discarded when:

- a) it is improperly packaged (torn, opened and resealed, leaking, etc.) or has been opened in any way that may have permitted outside contact
- b) it has reached its expiry date
- c) it has failed to undergo proper refrigeration when required (e.g. dairy products, eggs, meats)
- d) it lacks an official expiry date and was not purchased by the Food Bank Manager

6.6 The Food Bank Manager and the Social Issues Commissioner shall determine the guidelines for the Bank's operational groceries.

6.7 Patrons may make requests for specific food items that are not included in the Bank's regular operational shopping. These requests may be filled at the discretion of the Food Bank Manager. The fulfillment of requests shall not interfere with the Bank's capacity to provide an adequate supply of food items to other patrons.

7. Finances and Budget

7.1 The Food Bank Manager shall be responsible for the administration of an annual budget. The budget shall be prepared by the Social Issues Commissioner in consultation with the Food Bank Manager. The Manager shall provide a monthly budget update to the Social Issues Commissioner.

7.2 There shall be a meeting during the transition period in April of each year for discussion of the proposed budget by the incoming and outgoing Food Bank Managers and Social Issues Commissioners.

7.3 All expenditures shall be subject to the approval of the Social Issues Commissioner.

8. Transition Report

8.1 The Food Centre Manager shall submit a transition report to the Vice-President University Affairs and the Social Issues Commissioner by the end of April. The Transition Report shall include:

Progress

Summary of events/projects

Changes made this year

Next year's goals

Survey information

Budgetary information

Appendices of proposals, applications and any new manuals

Section 4, Part C: Queen's 175th Anniversary Advisory Committee

Mandate

The Advisory Committee will ensure that AMS members have the opportunity to meaningfully participate in the Queen's 175th Anniversary celebrations.

Terms of Reference

The Advisory Committee shall be responsible for liaising with the Queen's 175th Anniversary Executive Committee to provide input on the special events, new initiatives, and existing activities organized for the 175th Anniversary. The Advisory Committee shall work with AMS Council and Faculty Societies to develop specific AMS programming to promote the Anniversary. The Advisory Committee shall complete their work by April 30, 2017.

Timeline

The Advisory Committee shall be filled by the Nominating Committee. The Advisory Committee shall meet at least once a month in the 2015-2016 academic year to assist in the planning and execution of the anniversary celebrations and other events that will take place in the 2016-2017 academic year.

Composition

Vice President (University Affairs) (Chair)
Vice President (Operations)
AMS Marketing & Communications Officer
AMS Advancement Officer
Two (2) voting members of Assembly
AMS Information & Policy Officer (Ex-Officio)
Student Representative from the Executive Committee (Ex-Officio)

Others may be added to the membership or invited to attend meetings at the discretion of the committee.

Reporting

The VPUA shall be responsible for providing regular updates to AMS Assembly over the course of the academic year.

Section 5: Clubs Office and Election Team

Section 5, Part A: Queen's Clubs Office

1. Mandate

There shall be a Queen's Clubs Office formed annually. This team shall:

- I. Act as the liaison between the AMS, SGPS and officially designated Faculty Society clubs
- II. Organize and hold a Clubs Night(s), which shall serve as an information night for all clubs and societies on campus
- III. Be responsible for the administrative affairs in relation to clubs, including but not limited to re-ratification, room booking lists, space allocation, club grants, the planning and execution of club workshops, and the production of a clubs manual.
- IV. Aid any member of the AMS or SGPS wishing to form an official Queen's club.

2. Office Structure

- V. This team shall be directed and managed by the Clubs Manager
- VI. The team shall also have one Assistant Clubs Manager (Auditing and Insurance)
- VII. This team shall have two Coordinators: a Human Resources (HR) Coordinator and a Marketing Coordinator.

3. Appointment

- A. The Clubs Manager shall be chosen by the incoming Vice-President (University Affairs), a SGPS representative, the Clubs Caucus Chair and the AMS Information and Policy Officer.
- B. The Assistant Clubs Manager shall be chosen by the incoming Clubs Manager, the incoming Vice-President (Operations) and a SGPS designate.
- C. The HR Coordinator and Marketing Coordinator shall be chosen by the incoming Assistant Clubs Manager, incoming Clubs Manager, the incoming Vice-President (University Affairs) and a SGPS designate.

4. Duties and Responsibilities

- A. The Clubs Manager shall be responsible for the overall functioning of the Clubs Office and ensuring that all programming is carried out
- B. The Assistant Clubs Manager shall be responsible generally for overseeing financial auditing and accounting practices and insurance and risk mitigation strategies of the AMS in regards to clubs.
- C. The HR Coordinator shall be responsible for intra- and inter- club HR issues, mediation strategies and workshops and overseeing club environment scans.
- D. The Marketing Coordinator shall be responsible for marketing of the Clubs Office and supporting clubs with marketing opportunities and workshops.

5. Committees

A. Ratification Review Committee

1. Mandate

The Ratification Review Committee shall review new club applications and ratify those clubs which through their application package prove a capacity for longevity, provide opportunities to the Queen's student community, comply with applicable AMS/SGPS policy, and do not replicate the opportunities or experiences already provided by another club. The Ratification Review Committee shall also review all re-ratification packages each year.

II. Composition:

The Ratification Review Committee shall be comprised of:

1. The Clubs Manager (chair)
2. The Assistant Clubs Manager (for meetings that occur during their term)
3. The Vice-President University Affairs
4. The AMS General Manager (non-voting)
5. The Club Manager Intern(s) may sit on the committee to observe the process of ratification
6. A SGPS designate

B. Space Allocation Committee

1. Mandate

The Space Allocation Committee shall review applications for office and shared space and allocate all available space based on such requests each year. The Space Allocation Committee shall also be responsible for reviewing space audit results and making necessary disciplinary decisions regarding space, including removal of space privileges.

2. Composition

A. The Space Allocation Committee shall be comprised of:

1. The Clubs Manager (chair)
2. The Clubs Assistant Manager
3. The Vice-President University Affairs
4. The Student Centre Managing Manager
5. A SGPS designate

3. Space Designation

A. AMS Specific Space shall be classified as the following:

I. Ancillary Space (Revenue Generating or Non-Revenue Generating)

II. Office Space

B. Queen's Club Space

C. External Space

I. Commercial Space

II. Shared Space with another entity

4. Allocation Process

- A. The Space Allocation Committee shall be responsible for allocating all designated Queen's Club Space as per the procedures set out in AMS Policy Manual 1 under Club Space Allocation.
- B. The AMS/SGPS Executive shall consult with the Space Allocation Committee on any re-designation of AMS/SGPS Specific Space and its subcategories and re-designation of AMS/SGPS Specific Space as External Space.
- C. The AMS/SGPS Executive shall have the authority to re-designate AMS/SGPS Specific Space as Queen's Club Space or External Space as Queen's Club Space pursuant to the appropriate processes and University policies.
- D. Any re-designation of Queen's Club Space as AMS Specific Space or External Space must be decided by the AMS/SGPS Space Allocation Committee.

C. Clubs Grants Committee

1. Mandate

The Clubs Grants Committee shall make recommendations to Assembly on providing clubs with additional funding to achieve user-specific goals that enhance the quality of education and life at Queen's University. These recommendations shall come in the form of a report to Assembly which shall include the following:

1. a list of Clubs Grants applicants
2. a list of Clubs Grants recipients
3. for each recipient or non-recipient, a summary of the committee's decision.

2. Composition

The committee shall be comprised of the following individuals:

1. The Vice-President University Affairs
2. The Clubs Manager (chair)
3. A SGPS designate
4. A member of the Board of Managers
5. A member of AMS Assembly

D. Club Awards Committee

1. Mandate: The Clubs Awards Committee

The Club Awards Committee shall recognise the work of the clubs community through rewarding clubs which best encapsulate the spirit and achievements of Queen's, the AMS, the SGPS and clubs community.

2. Composition

The committee shall be comprised of the following individuals:

- A. Clubs Manager (Chair)
- B. Vice-President (University Affairs)
- C. The Assistant Clubs Manager
- D. The Club Manager Intern(s) may sit on the committee to observe club awards.
- E. A SGPS designate

E. Clubs Caucus

1. There shall be a Clubs Caucus formed annually to serve as a venue for discussion about club resources, the sharing of best practices, and for facilitating connections between clubs on campus. Every club shall be entitled to send one representative to the Caucus to represent the needs of their club. Every club shall be entitled to fully participate in the activities of the caucus and shall have a vote on any issues brought forward to the Caucus. The Clubs Manager shall sit as an ex-Officio member for the purpose of providing relevant information.

2. The Caucus shall normally meet monthly. The first caucus meeting of the year in September shall be run by the Clubs Manager who shall provide sufficient notice to all Clubs to attend. This shall be a mandatory session. At the first caucus meeting, the club representatives shall elect a Chair and Vice-Chair of the Caucus, through a secret ballot. After the election of the Chair/Vice-Chair, the Clubs Manager shall immediately assume the ex-Officio role, providing support to the Chair/Vice-Chair as requested.

Section 5, Part B: Elections Team

1. **Mandate:** There shall be an AMS Elections Team formed annually as a standing Committee under the AMS Secretariat. This committee shall:
 - A. Be responsible for conducting and overseeing all society wide elections and referenda processes in an unbiased and impartial manner,
 - B. Aim to increase the awareness of and participation levels of the student body in elections and referenda,
 - C. Prepare a budget for its operations in conjunction with the AMS Secretary,
 - D. Report the results of any election or referenda in accordance with this policy,
 - E. Have the power to interpret elections policy and procedures,
 - F. Have the power to create additional rules and regulations for the running of elections and referenda to be published in the nomination package,
 - G. Have the power to penalize candidates for violations of the policy.
2. **Membership**
 - A. The Chief Electoral Officer (co-chair)
 - B. The Chief Returning Officer (co-chair)
 - C. Up to four (4) Deputy Returning Officers for the following portfolios:
 - I. Logistics
 - II. Marketing
 - III. Engagement
 - IV. Dispute Resolution
3. **Appointment**
 - A. The Chief Electoral Officer and Chief Returning Officer shall be nominated by an ad hoc Assembly committee that will be chaired by the incoming AMS Secretary and include two other members of Assembly who have declared their intention not to run in an election the following year, and must be ratified by AMS Assembly before the last assembly of the academic year.
 - B. The Deputy Returning Officers shall be hired by the incoming AMS Secretary, Chief Electoral Officer and Chief Returning Officer.
4. **Duties and Responsibilities:**

- A. The AMS Secretary shall be delegated limited responsibilities in regards to the coordination of Elections and Referenda. Such responsibilities include the following:
 - I. Budgetary oversight and signing authority for Elections Team finances
 - II. Preparing contracts between the AMS and other groups which may include but is not limited to groups or faculty societies using the AMS online voting system, advertising contracts etc.
 - III. Basic logistical preparation that takes place over the summer months where the Elections Team may not be present or available.
 - IV. Setting the days for the fall and winter referendum and spending limits in conjunction with the Chief Electoral Officer and Chief Returning Officer
- B. The Chief Electoral Officer is responsible for:
 - I. Overseeing the Elections Team in its entirety and setting its direction and tone,
 - II. Managing the Deputy Returning Officers and ensuring all delegated tasks are completed
 - III. Being the official spokesperson for the Elections Team,
 - IV. Ensuring the existence of a level playing field as a basis for resolving election questions in a fair and impartial manner,
 - V. Any and all matters relating to election campaigning expenses including setting pricing for campaign materials,
 - VI. Settling and recording all violations and disputes
 - VII. Being the final authority on interpretations of AMS elections policy and procedure,
 - VIII. Compiling and producing the relevant statistics and the follow-up report of the election and referenda which includes, but is not limited to, voter turnout, votes for and against each question and is signed by the CEO and CRO
 - IX. Ensuring that the committee and its events are in accordance with the AMS Mission Statement,
 - X. Adhering to all applicable policies of Senate, the AMS, Room Booking Offices, and other Queen's administrative bodies.
- C. The Chief Returning Officer shall be responsible for:
 - I. Managing the Deputy Returning Officers and ensuring all delegated tasks are completed
 - II. Overseeing general logistics and advertising efforts
 - III. Preparing nomination and validation forms
 - IV. Coordinating the all-candidates meetings and preparing material for distribution
 - V. Managing the online polling system
 - VI. The logistics and coordination of the polling stations
- D. Deputy Returning Officer (Logistics) shall be initially responsible for:
 - I. Assisting in the planning of the All Candidates Meetings.
 - II. Organizing, formatting and publicizing moderated forums between candidates.
 - III. Coordinating campaign boothing schedules for all candidates.
 - IV. Any other tasks as delegated by the Chief Electoral or Chief Returning Officer.
- E. Deputy Returning Officer (Marketing) shall be initially responsible for:
 - I. Coordinating with the Marketing and Communications Office to develop coherent strategic marketing plan for all referenda and elections.
 - II. Completing or organizing graphic design work for the elections team
 - III. Working with campus publications and media outlets to advertise.
 - IV. Any other tasks as delegated by the Chief Electoral or Chief Returning Officer.
- F. Deputy Returning Officer (Engagement) shall be initially responsible for:
 - I. Coordinating with the elections representatives from faculty societies or other organizations using online voting system

- II. Conducting coordinated faculty society outreach in conjunction with the DRO Marketing
- G. Deputy Returning Officer (Dispute Resolution) shall be initially responsible for:
 - I. Approving all campaign materials.
 - II. Monitoring all teams' online social media sites to ensure compliance with elections and referenda rules and regulations.
 - III. Monitoring on-campus campaigning to ensure compliance with elections and referenda rules and regulations.
 - IV. Creating complaint forms and distributing them to candidates
 - V. Receiving complaints from candidates and corresponding with the complainants.
 - VI. Any other tasks as delegated by the Chief Electoral Officer or Chief Returning Officer

Section 6: President

Section 6: Part A: AMS Alumni Council

Mandate:

Serves to coordinate and facilitate the provision of mentorship, training and general support of AMS current and long term initiatives. This committee shall also serve to develop and preserve relationships between former and current AMS leadership and staff.

Membership:

6 to 8 AMS alumni
 current AMS President
 AMS Advancement and Development Officer
 AMS Human Resource Officer (as needed)
 Queen's Office of Advancement AMS designated staff (as needed)
 AMS Executive Manager and/or AMS Information Officer (as needed)

The committee shall be co-chaired by the AMS President and a designated AMS alumni (to be selected by the committee)

Objectives:

- 1. Seek to enhance AMS training for council, staff and volunteers**
 - i) Develop models for training based on nuanced understanding and AMS experience
 - ii) Facilitated professional development workshops by alumni - particularly in areas relating to communication, leadership, public relations, research and development, marketing and negotiations strategy.
- 2. Seek to provide mentorship (via meetings, website, email list serv, phone database etc.) on current/pressing matters facing the AMS in a timely fashion.**

3. **Seek to develop and provide social/networking opportunities and a sense of community between current AMS members and alumni via:**
 - i) Annual AMS Alumni Homecoming Reunion
 - ii) AMS Cocktail Event prior to the annual John Orr dinner
 - iii) Career strategy sessions for AMS members in different vocations - this may extend to job shadowing, mock interviews and/or summer internships
 - iv) Other events as deemed appropriate by the committee

Section 6, Part B: Queen's Centre Student Working Group

Queen's Centre Student Working Group
(Created by AMS Assembly 6 Jan 04 and Amended 16 Sept 04, 18 Sept 08, 19 Jan 2012, Sept 18 2014)

Preamble

The Queen's Centre Student Working Group was originally created by AMS Assembly in January 2004 to support the AMS President in their role of advocating for the student life component of the Queen's Centre Project. It was later amended to include additional responsibilities, including oversight over issues of implementation and design of elements of the Queen's Centre construction and operations.

The Queen's Centre Phase 1 opened in December 2010. At this time, the university halted construction on successive phases of the project. In response, the AMS Assembly passed a motion to withhold the annual student fee contributions to the project until construction resumed.

By May 2011 it became apparent that the university did not intend to resume construction. The AMS executive undertook the task of negotiating a settlement regarding what should constitute the total student contribution to those components of the original Queen's Centre vision that were completed and specifically to what should constitute the remaining student contribution to Phase 1. An MOU outlining this settlement was approved by AMS Assembly January 18, 2012. It was agreed that a portion of the settlement contribution would be directed to renovations within the John Deutsch University Centre, to be commenced no later than April 30, 2015.

Recognizing the importance of continued student stewardship of the remaining funds, QCSWG has been repurposed to provide feedback on how the remaining funds can best enhance student life space and to oversee the management of the planned renovation projects.

Pursuant to this goal, the QCSWG shall operate in an advisory capacity with primary responsibility for making recommendations to the AMS President surrounding the stewardship for the creation, negotiation or amendment of all documents and signed agreements relating to the use of the remaining student capital contribution towards the Queen's Centre Project. Insofar as the QCSWG in effect functions as a sub-committee of the AMS Assembly, any recommendations in this regard shall be subject to Assembly approval.

Membership

1. The QCSWG membership shall consist of:

AMS Executive (President shall serve as Chair)
AMS Student Trustee
AMS Board of Managers Chair
Student Centre Officer (secretary)
Two undergraduate student members-at-large appointed by AMS Assembly
AMS Executive Manager (observer)
AMS Information Officer (observer)
AMS Facilities Officer (observer)
Rector (observer by invitation)

2. Others shall be invited to attend meetings where their constituencies have a particularly well-defined interest. New members may be added to the membership at the discretion of the working group.

3. Representation from campus student groups (excluding ones the AMS directly oversee) shall be present for all formal discussion and recommendations/decisions that relate to those groups' interests and Student Centre space.

4. A Vice-chair shall be selected by the QCSWG members from among student members-at-large.

Term

1. The QCSWG shall remain active until the project renovations have been completed

2. The Chair shall ensure an effective transition for each year's incoming new members prior to May 1.

Reporting

1. The Chair shall provide regular verbal updates for Assembly, as committee developments dictate.

2. Minutes of QCSWG meetings will be kept and distributed to all who attend. Minutes shall be available for public viewing unless otherwise designated by the QCSWG.

Section 6, Part C: Special Committee on External Alignment Membership

Mandate:

In accordance with Section 17.01.05 of the AMS Constitution, the committee shall conduct a comprehensive review of all provincial or federal postsecondary education lobby groups with whom the AMS enjoys full membership status, or wishes to become affiliated with, in the academic year of Assembly immediately preceding the academic year in which the Assembly will vote on the status of its membership in that group, or at any time as deemed appropriate by the Assembly. This review shall take the form of a written report which shall consider the group's policies, membership structure, financial statements, and activities since the last review.

The report shall be presented by the committee to the AMS Assembly no later than the Assembly's second last scheduled meeting in the winter term and be shall made public to the society's members.

Membership:

i) AMS President
AMS Academic Affairs Commissioner

3 voting AMS Assembly Members

The AMS President shall serve as chair.

ii) The committee shall be struck, in its entirety, no later than the third Assembly of the Fall Term.

Section (C) Duties and Responsibilities:

- (a) The committee shall meet to discuss issues within its mandate as required.
- (b) The chair shall be responsible for updating AMS Assembly on the committee's activities as required.
- (c) The committee shall actively solicit feedback from the general AMS membership regarding the external group's policies, efficacy and general activities. This consultation may include utilizing focus groups, town halls, online polls, emails to the student body and presentations to faculty societies. The committee shall be responsible for including all forms of consultation in its report.

Section 6, Part D: Presidents Caucus

Section 1: Mandate

The Presidents' Caucus will act as a forum for discussion between the student societies and the Alma Mater Society, to allow for the sharing of resources and information, and to offer support in lobbying on university-wide issues. What is outlined in this policy shall serve only as the bare minimum mandate; members ought to seek to go above and beyond what is mandated in this policy.

Section 2: Membership

Presidents' Caucus shall consist of the following members:

- President of the Alma Mater Society
- President of the Aesculapian Society
- President of the Arts and Science Undergraduate Society
- President of the Commerce Society
- President of the Computing Student' Association
- President of the Concurrent Education Students Association
- President of the Engineering Society
- President of the Masters of Business Administration Student Executive Council
- President of the Nursing Science Society
- President of the Physical Health and Education & Kinesiology Students' Association
- President of the Residence Society
- Undergraduate Student Trustee
- Student Senate Caucus Chair*
- University Rector*

The chair of Presidents' Caucus shall be the President of the Alma Mater Society. Guests may be allowed at the chair's discretion.

*Where the incumbent is not a member of the Alma Mater Society, membership shall be at the discretion of the chair.

Section 3: Duties and Responsibilities

The President of the Alma Mater Society shall be responsible for:

- a) The preparation of an agenda and the taking of minutes for all meetings.
- b) Updating members of the Caucus on the activities of meetings they miss.
- c) Ensuring that the Caucus meets once before each Assembly.
- d) Reporting to the Caucus all relevant information on the activities of the Alma Mater Society.
- e) The completion of all action items, unless delegated to another member.

Each President of the Caucus shall be responsible for:

- a) Attending meetings, or sending a proxy representative if unable to attend
- b) Reporting to the Caucus all relevant information on the activities of his or her student society and any changes related to the environment in his or her area of jurisdiction.

The Undergraduate Student Trustee shall be responsible for:

- a) Reporting to the Caucus all relevant information on the activities of the Board of Trustees.

The Student Senate Caucus Chair shall be responsible for:

- a) Reporting to the Caucus all relevant information on the activities of the Senate.

The University Rector shall be responsible for:

- a) Reporting to the Caucus all relevant information on the duties of the Rector.

Section 7: Academic Affairs Commission

Section 7, Part A: The Teaching Awards Committee

Section 1: Committee Mandate

There shall be a Teaching Awards Committee formed annually as a Standing Committee under Academic Affairs. This committee shall:

- a) actively promote the Frank Knox Award for Excellence in Teaching, the Christopher Knapper for Excellence in Teaching and the nomination process for the awards
- b) collect and compile nomination packages
- c) review all nominees for the Frank Knox Award and Christopher Knapper Award and select two recipients for each award, one from each of the fall and winter terms. The selection process is outlined in Policy Manual 1.
- d) hold an annual teaching Awards Ceremony where the Frank Knox Award and Christopher Knapper Award are presented to the winners.

Section 2: Membership

- a) This committee shall have one Chair, hired by the Academic Affairs Commissioner in accordance with the AMS hiring policy.
- b) The committee shall be composed of volunteers, selected on an annual basis in accordance with AMS hiring policy.

Section 3: Duties and Responsibilities

The Teaching Awards Committee is responsible for:

- a) ensuring that the Committee and its meetings and any events that it holds are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Bookings Office, and other Queen's administrative bodies
- c) overseeing the Committee
- d) ensuring that the Committee fundraises and obtains sponsorship and donations as necessary to run successful meetings and any events
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Academic Affairs All-Chair meetings and meeting with the Academic Affairs Commissioner and/or deputy when necessary.
- g) submitting a Committee Timeline by the end of June which precedes the fall and winter academic terms during which the Committee will meet
- h) collecting and compiling any records of the Committee meetings
- i) submitting a written Committee Chair Transition Report according to the regulations of the A.M.S. Constitution
- j) ensuring that the Committee is not duplicating services or events already run by other university or community groups
- k) submitting a proposed budget according to the regulations of the A.M.S. constitution
- l) submitting update budgets as they become available
- m) keeping the Committee under budget
- n) paying all of the Committee's outstanding bills before they become due
- o) submitting a final budget according to the regulations of the A.M.S. constitution
- p) reviewing the teaching awards materials with respect to relevancy/timeliness
- q) creating a Teaching Awards Committee Strategic Plan
- r) striking the Teaching Awards Committee
- s) ensuring that there is adequate advertising for Teaching Award nominations in campus media
- t) ensuring that Teaching Awards Nomination Packages are distributed throughout campus
- u) ensuring that the Teaching Awards Nomination Packages are collected and compiled
- v) ensuring that top Teaching Award candidates are reviewed
- w) ensuring that Teaching Awards winners are selected
- x) ensuring that Teaching Awards are purchased and presented to selected winners
- y) holding at least one office hour per week
- z) meeting with the Deputy at least bi-weekly to report on the progress of the committee.
- aa) ensuring that the annual Teaching Awards ceremony is carried out.

Section 7, Part B: The University Issues Committee

Section 1: Committee Mandate

There shall be a Teaching University Issues Committee formed annually as a Standing Committee under Academic Affairs. This committee shall be the voice of the commission on academic issues that directly impact the quality of education at Queen's. The Committee shall be focused on packaging and presenting initiatives on behalf of the AAC to the student body in a variety of formats, including, but not limited to, campaigns, focus groups, and surveys.

Section 2: Membership

- a) This committee shall have one or two Chair(s), to be chosen by the Academic Affairs Commissioner.

b) The committee shall have at least 4 Members. These members are to be chosen by the University Issues Committee Chair(s).

Section 3: Duties and Responsibilities

The Chair(s) of the University Issues Committee is/are responsible for:

- a) ensuring that the Committee, its meetings and any events that it holds are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Bookings Office, and other Queen's administrative bodies
- c) overseeing the Committee
- d) ensuring that the Committee fundraises and obtains sponsorship and donations as necessary to run successful meetings and any events
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending monthly Academic Affairs All-Chair meetings and meeting with the Academic Affairs Commissioner and/or deputy when necessary.
- g) submitting a Committee Timeline by the end of June which precedes the fall and winter academic terms during which the Committee will meet
- h) collecting and compiling any records of the Committee meetings
- i) submitting a written Committee Chair Transition Report according to the regulations of the A.M.S. Constitution
- j) ensuring that the Committee is not duplicating services or events already run by other university or community groups
- k) submitting a proposed budget according to the regulations of the A.M.S. constitution
- l) submitting update budgets as they become available
- m) keeping the Committee under budget
- n) paying all of the Committee's outstanding bills before they become due
- o) submitting a final budget according to the regulations of the A.M.S. constitution
- p) working on projects concerning the quality of teaching at Queen's, or researching issues concerning the quality of teaching at Queen's and producing written reports that can be submitted to the A.M.S. Assembly, Queen's administration, or the provincial or federal government
- q) increasing awareness and evaluating the effectiveness of the Centre for Teaching and Learning.
- r) arranging regular meetings of the Committee
- s) holding at least one office hour per week.
- t) meeting with the Deputy Commissioner(s) at least bi-weekly to report on the progress of the committee.

Section 7, Part C: Student/Faculty Relations Committee

Section 1: Mandate

The committee will be responsible for the promotion of student-faculty interaction, including but not limited to smokers, mixers, lectures and special events that involve both students and faculty, giving them the opportunity to interact.

Section 2: Membership

There shall be a Student/Faculty Relations Committee formed annually as a standing committee under Academic Affairs. This committee shall have one or two chairs as chosen by the Academic Affairs Commissioner and Deputy, and an open membership.

Section 3: Duties and Responsibilities

The Chair shall be responsible for:

- a) adhering to all applicable policies of Senate, AMS, Room Bookings Office, and other Queen's administrative bodies
- b) holding at least one office hour per week
- c) meeting at least bi-weekly with the Deputy Commissioner(s) to report on the activities of the committee
- d) attending monthly Academic Affairs all-chair meetings and meeting with the Academic Affairs Commissioner and/or Deputy when necessary
- e) collecting and compiling any records of the meetings
- f) submitting a written transition report according to the regulations of the AMS constitution
- g) ensuring that he/she is not duplicating services or events already run by other University or community groups
- h) submitting a proposed budget according to the regulations of the AMS constitution
- i) submitting updated budgets as they become available
- j) keeping their activities under budget
- k) submitting a final budget according to the regulations of the AMS constitution
- l) planning, supervising and overseeing projects as envisaged and developed by the Caucus
- m) meeting with the Communications Officer to seek assistance with projects
- n) working with the faculties and administration to foster a good working relationship to enhance the mandate of the committee
- o) Working with the Deputy Commissioner (Engagement) to fundraise and organize fundraise and organize an academically focused conference designed to bring students and faculty together in critical and collegial dialogue on classroom issues.

Section 7, Part D: Academic Caucus

Section 1: Mandate

The Academic Caucus will act as a forum for discussion between the faculty societies, to allow for the sharing of resources and information, and to offer support in lobbying on university-wide issues. In addition, Academic Caucus will discuss and implement cross faculty academic initiatives.

Section 2: Membership

Academic Caucus shall consist of the following members:

Engineering and Applied Science one member
Arts and Science one member
Commerce one member
Computing Science member
Concurrent Education one member
Education one member
MBA member
Medicine one member
Nursing Science one member
Physical and Health Education and Kinesiology one member
Academic Affairs Commissioner

The chair of Academic Caucus shall be the Academic Affairs Commissioner.

Section 3: Duties and Responsibilities

The Academic Affairs Commissioner shall be responsible for:

- a) The preparation of an agenda and the taking of minutes for all meetings.
- b) Ensuring that the Caucus meets at least bi-weekly, and that meetings begin no later than September in the fall term and January in the winter term
- c) Reporting to the Caucus all relevant information on the activities of the Academic Affairs Commission and any changes to the academic environment at Queen's
- d) The completion of all action items, unless delegated to another member

Each member of Academic Caucus shall be responsible for:

- a) Attending meetings, or sending a proxy representative if unable to attend
- b) Reporting to the Caucus all relevant information on the activities of his or her faculty society and any changes related to the academic environment in his or her faculty.

Section 7, Part E: External Advocacy Coordinators

While the Academic Affairs Commissioner and the VP (UA) will remain as Steering Committee/Executive representatives to all AMS external affiliates, the Academic Affairs Commissioner shall hire 2 external coordinators, to be responsible for on-campus awareness for both OUSA and any other political or academic advocacy organization the AMS is affiliated with. The 2 external coordinators shall also serve as AMS delegates to any OUSA AGM and conferences.

These coordinators are to be hired in March for the upcoming year, after AMS Deputy Commissioners, but before committee chairs.

Section 7, Part F: Representational Policy Committee

Mandate

The committee shall be responsible for maintaining and updating the AMS' current representational policies, and operates as a support unit for representational policy development across the Society.

The Committee shall also be responsible for an annual review of AMS Policy Manual 3, to ensure this document does not become outdated.

The committee shall be responsible for identifying gaps in current policy coverage, assisting salaried staff with the research and editing process, and making recommendations around content and format.

The committee shall bring forward any formal representational policy reports or policy statements to AMS Assembly for ratification and approval.

Membership

The committee shall have one Chair, hired by the Academic Affairs Commissioner in accordance with the AMS hiring policy.

The committee shall be composed of volunteers, selected on an annual basis in accordance with AMS hiring policy.

The Academic Affairs Commissioner and the Academic Affairs Deputy Commissioner of Policy shall serve as ex office members of the committee

Section 8: Commission of Environmental Affairs

Section 8: Commission of Environmental Affairs

The vision of the Commission is to create a culture of sustainability and environmental consciousness across the AMS and the greater Queen's community that will be shown in operations, decisions, and activities. This will result in tangible environmental, economic, and social benefits.

Section 8, Part A: STUDENTS FOR SUSTAINABILITY

Section 1: Mandate

Students For Sustainability shall work to:

- a) Raise awareness on current environmental issues
- b) Advocate change in student, staff, and faculty attitudes towards environmental issues and stewardship, encouraging them to view the world in a more holistic manner.
- c) Create a forum at the university level in which the links between environmental concerns and career objectives are discussed.

Section 2: Membership

- a) All hiring shall occur in conjunction within normal AMS volunteer hiring periods and follow AMS procedure.
- b) At the discretion of the Commissioner of Environmental Affairs and the Deputy of Advocacy and Education (who directly oversees Students For Sustainability), there may be either one or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chair(s) shall be conducted by the Commissioner of Environmental Affairs, the Deputy of Advocacy and Education, and another member of the Commission of Environmental Affairs.
- c) The chairs will decide the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Commissioner of Environmental Affairs, may bypass the interview process - as provided for by the AMS hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and the Deputy of Advocacy and Education, and in the event of a single chair, the Commissioner themselves.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee and its events are in accordance with the AMS mission statement
- b) Adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) Overseeing and providing support to the committees
- d) Attending all-chairs training and sensitivity training

- e) Ensuring that the committee fundraises and obtains sponsorship and donations as required
- f) Attending weekly meetings with the deputy
- g) Submitting a detailed strategic plan outlining the schedule of events for the year
- h) Informing both the Deputy of Advocacy and Education and the Commissioner of Environmental Affairs of activities and events planned; such notification shall include details of the event
- i) Submitting a written transition report according to the regulations of the AMS constitution
- j) Ensuring that the committee is not duplicating services or events already run by other university or community groups
- k) Ensuring that there is financial accountability by:
 - i) submitting proposed budgets according to the regulations of the AMS constitution
 - ii) submitting updated budgets according to the regulations of the AMS constitution
 - iii) keeping on budget
 - iv) submitting a final budget according to the regulations of the AMS constitution
- l) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work on Students For Sustainability.
- m) Ensuring all members have an opportunity to learn about various issues relating to environmental sustainability
- n) To initiate endeavors and events that promote the mandate of Students For Sustainability.
- o) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner
- p) Striking a balance between planning events/awareness campaigns and the self-education of its members

Section 8, Part B: Greenovations

Section 1: Mandate

Greenovations shall work to:

- a) Improve the energy efficiency of student housing by performing basic energy upgrades
- b) Provide energy efficient equipment and products to students
- c) Provide information on green housing

Section 2: Membership

- a) All hiring shall occur in conjunction with normal AMS volunteer hiring periods and follow AMS procedure.
- b) At the discretion of the Commissioner of Environmental Affairs and the Deputy of Advocacy and Education (who directly oversees Greenovations), there may be either one or two co-chairs. In the event of co-chairs, all major decisions must be agreed to by both co-chairs. The hiring of chair(s) shall be conducted by the Commissioner of Environmental Affairs, the Deputy of Advocacy and Education, and another member of the Commission of Environmental Affairs
- c) The chairs will decide the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Commissioner of Environmental Affairs, may bypass the interview process - as provided for by the AMS hiring procedure.
- d) In the event that interviews for members will be required, all interviews will be conducted by the chair(s) and the Deputy of Special Projects, and in the event of a single chair, the Commissioner him/herself.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee is in accordance with the AMS mission statement
- b) Adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) Setting regular committee meetings and ensuring members are aware of such meetings

- d) Ensuring that finances are properly taken care of and that all expenditures not exceed the allocation from Assembly
- e) Attending regular meetings with the Deputy of Advocacy and Education
- f) Attending all-chairs training and sensitivity training
- g) Submitting a written transition report according to the regulations of the AMS constitution
- h) Ensuring that the committee is not duplicating services or events already run by other university or community groups
- i) Ensuring that there is financial accountability by:
 - i) submitting proposed budgets according to the regulations of the AMS constitution
 - ii) submitting updated budgets according to the regulations of the AMS constitution
 - iii) keeping on budget
 - iv) submitting a final budget according to the regulations of the AMS constitution
- j) Ensuring all members have an opportunity to gain skills, experience and a sense of empowerment through their work with Greenovations
- k) Ensuring all members have an opportunity to learn about various issues relating to environmental sustainability and green living/housing
- l) To initiate endeavours and events that promote the mandate of Greenovations
- m) Submitting a detailed strategic plan outlining the schedule of events for the year
- n) Holding one office hour a week, to be decided in consultation with the Deputy and the Commissioner

Section 8, Part C: The Sustainability Action Fund Granting Committee

Section 1: Committee Mandate

The Sustainability Action Fund (SAF) Committee shall work to:

- a) Review project proposals submitted for funding through SAF grants
- b) Facilitate the granting of funds collected through the SAF student fee to AMS member initiatives
- c) Seek to provide financial assistance to student-run projects that increase campus energy efficiency, reduce waste, and/or educate the Queen's community on sustainability-related issues

Section 2: Membership

The SAF Granting Committee shall be comprised of the following representatives:

- AMS Vice President University Affairs
- AMS Commissioner of the Environmental Affairs (Chair)
- Three (3) AMS Assembly members (to be selected at the beginning of the academic year)
- AMS Commission of the Environmental Affairs Deputy Commissioners (Non-Voting)
- Queen's Sustainability Office Sustainability Manager (Non-Voting)
- At least one faculty member, preferably whose field of expertise involves sustainability and the environment (Non-Voting, selected by the Chair)

It shall be the responsibility of the Chair to:

- i. Schedule and preside over all meetings of the Committee
- ii. Act as a liaison between the Granting Committee and the Administration
- iii. Ensure adequate yearly transition is achieved through creating and maintain written records/reports/manual
- iv. Administer the grants to the successful applicants

Section 3: Duties of the Sustainability Action Fund Granting Committee

- a) The Granting Committee shall have complete authority over the SAF and all of its functions
- b) It shall be the responsibility of the Granting Committee Members to:
 - i) Attend and participate in regular meetings of the Granting Committee
 - ii) Review grant applications and determine the allocation of funds
 - iii) Provide feedback to all individuals/groups submitting grant applications
 - iv) Promote the SAF to members of the Queen's student body
 - v) Conduct promotional campaigns to encourage the submission of grant applications
 - vi) Conduct promotional campaigns to encourage student involvement in the administration of the SAF, including applications to the Granting Committee
 - vii) Ensure proper measurement and accountability by all grant recipients Ensure the submission of final reports by all grant recipients
 - viii) Review all final report submissions and determine whether grant funds have been spent appropriately
 - ix) Compile and publish an annual report, submitted to AMS Assembly, outlining all activities and expenditures of the SAF
 - x) Orient and create transition manuals for incoming Granting Committee Members
 - xi) Complete a SAF program review every third year of the SAF's operations, prior to the triennial review of the SAF student fee and make recommendations re the SAF fee duration, amount, and optional/mandatory status
 - xii) Promote the SAF to students in order to have the fee passed at referendum. A committee member who has any involvement or connection with an applicant organization shall declare this to the Chair who shall determine whether a conflict of interest exists and how best to proceed.

Section 4: Meeting Procedures and Voting Powers of the Granting Committee

- a) The Granting Committee shall operate as a consensus-based decision-making body. When a consensus cannot be reached, a supermajority (2/3) of voting Committee Members shall be required to allocate funds
- b) All 2/3 supermajority requirements will be rounded up to the highest whole number
- c) 2/3 of voting members must be present for Quorum to be reached and a meeting to be held
- d) Meetings/votes during the May-August period may be conducted online, if necessary, and shall be facilitated by the Chair

Section 5: Allocation of Funds and Project Selection

- a) The Granting Committee shall determine the allocation of funds to applicant projects by consensus or a 2/3 supermajority vote of the voting members of the Committee
- b) The Committee may elect to fund only a portion of a project where it sees fit
- c) All funds dispersed by the Committee shall be allocated to projects with direct AMS member involvement. Such projects may include, but not be limited to, internships, initiatives which include students in their oversight bodies, students' research, and projects proposed and to be managed by students
- d) All projects eligible for SAF funding shall satisfy the following general requirements and criteria:
 - i) Projects must directly address environmental sustainability on the Queen's University campus, or in the capacity that on-campus activities influence sustainability off-campus
 - ii) All proposed projects must have a clearly defined, measurable, and/or quantifiable outcome
Submitted project proposals must have at least one AMS member involved in the project in a managerial capacity
 - iii) Projects shall have received all necessary written approval by any applicable or appropriate campus officials prior to consideration by the Granting Committee
 - iv) SAF funding shall not be allocated to projects already mandated by law or by Queen's University policy directive, as Queen's University is already obligated to allocate funds towards such projects

- v) Projects shall have a mechanism for measurement, evaluation, and/or follow-up after funding has been dispersed. At minimum, a project plan must include the creation of a report made to the Granting Committee after successful (or unsuccessful) implementation

e) The Granting Committee shall give preference and priority to project proposals that meet the following criteria in addition to meeting all general requirements, however, meeting the following criteria is not required for projects to be considered for SAF funding

- i) Preference will be given to projects that demonstrate the greatest reduction in Queen's University's negative environmental impacts for a reasonable cost
- ii) Preference will be given to projects with a strong student participation and leadership component
- iii) Preference will be given to projects that address the environmental, social, and economic aspects of sustainability in a holistic manner
- iv) Preference will be given to projects that have a publicity, education, or outreach component

Preference will be given to projects that have not applied for the fund in the prior yearf) All funds received from the SAF student fee shall be granted during the same academic year

g) SAF funds are not to be used or reallocated for purposes other than those described in this document

h) Recipients of the SAF shall publicize the fund during their event/campaign/project

i) The SAF shall normally have three yearly granting periods: the first shall be held no later than the end of July, the second shall be held in the Fall term no later than the end of October, and the third to be held in late February (if necessary). However, the committee may choose to review applications received outside the normal application period in exceptional circumstances.

The availability of a summer granting period reflects the practical reality that for some student organizations, particularly AMS Services, this is a period where there is more capacity to identify and develop projects, apply for grants and to prepare to implement new initiatives that will impact the Queen's community as soon as possible in the upcoming academic year.

The committee shall normally aim to allocate approximately 1/3rd of the fund in each granting period. In accordance with AMS Student Fee Policy, the granting committee shall seek to disburse the entirety of the funding it receives from the SAF fee in the year it which it was collected. However, in the event the committee receives an insufficient number of viable applications to comply with this requirement, it may retain up to 25% of the SAF funding for granting purposes the following year.

Section 6: Accountability, Records, and Reports

a) The SAF, as overseen by the Granting Committee, shall remain accountable to the student body and therefore shall:

- i) Make all records of the SAF available to the public if requested
- ii) Issue an annual report of its activities to the AMS Assembly

b) All projects receiving funding from the Sustainability Action Fund shall submit a report to the Granting Committee at the conclusion of the project or annually from the date of the project approval if the project is funded for longer than one year

- i) The report must include a budget detailing all expenditures of funds granted or loaned to a project by the Granting Committee
- ii) All projects receiving SAF funding must keep adequate and correct books and records of account, as well as records of all expenditures, and must be able and willing to provide any or all of this information to the Granting Committee at any time upon request

c) Upon review of a report, the Granting Committee shall judge whether the funds allocated to a project were spent appropriately within the scope of the project, as outlined in the project proposal. If the Committee feels the funds were spent inappropriately, the Committee may require the return to the SAF of the funds allocated to the project

d) The Chair, on behalf of the SAF Granting Committee, must keep on record:

- i) Minutes of all meetings of the Granting Committee, indicating the time and place of such meetings, the names of those present, and the proceedings thereof

- ii) Adequate and correct books and records of account, including accounts of its properties and business transactions, and accounts of its assets, receipts, disbursements, gains, and losses
- iii) Record of projects proposed and selected each year and the funds allocated to each
- iv) Reports made back to the Granting Committee on completed projects and all annual reports received from projects with ongoing benefits and/or revenues
- v) Copies of all annual reports which the Granting Committee has issued to the AMS Assembly

Section 8, Part D: Bikes and Boards

Section 1: Mandate

1.1 Mission Statement

Bikes and Boards seeks to provide students with a centre for financially accessible bike and longboard retail and maintenance, as well as active transport education to advance the development of low-carbon, active transportation resources in the Queen's Community.

1.2 Philosophy and Purpose

Bikes and Boards provides students with an outlet that actively encourages community support and enthusiasm for active, pollution-free transportation. It specifically provides:

- a) a space to teach and transfer knowledge regarding bike maintenance skills
- b) a service that procures, refurbishes, and retails low cost bicycles, as well as longboards
- c) a service that provide sharpening and basic repairs for skates
- d) promotion of social, environmental, and economic sustainability through its internal operations and community outreach programming

Section 2: Structure and Administration

2.1 Bikes and Boards shall be administered under the Commission of Environmental Affairs portfolio. It shall be supervised by a management team consisting of one Manager and two Coordinators who shall be hired by, and shall report to, the Commissioner of Environmental Affairs and the Vice-President University Affairs. The management teams shall be AMS members and shall have responsibilities in the following areas:

- a) preparation and administration of an annual budget
- b) oversight and maintenance of all operations in the centre
- c) working a minimum of 10 hours per week while ensuring the centre is always properly staffed
- d) bi-weekly meetings with the Commissioner of Environmental Affairs to provide updates
- e) submitting annual transition manuals and an annual report on the full status of the centre
- f) recruitment and hiring of volunteer staff for the centre

2.1.1 Head Manager

The Manager shall be a year-long position hired in the spring hiring period along with the Marketing and Technical Coordinators. The position shall be part-time salaried from May-April.

The Manager shall be responsible for:

- a) overseeing the budget

b) monitoring expenditures and sales to facilitate a financially sustainable project

- c) completion of an updated budget at the end of each year to be submitted to the Commissioner of Environmental Affairs
- d) keeping track of all materials in the shop with sound inventory management and placing orders with the supplier
- e) communicating with existing volunteers and creating volunteer schedules
- f) sitting on the hiring panel for Bikes and Boards volunteers
- g) working a minimum of 20 hours per week during the summer and 10-15 hours per week during the academic year on shift in the shop

2.1.2 Marketing Coordinator

The Marketing Coordinator shall have an eight month volunteer term from September to

April. The Marketing Coordinator shall be responsible for:

- a) marketing and advertising the centre in the Queen's and Kingston communities
- b) recruiting and sustaining communication with volunteers
- c) researching and applying to funding grants as required
- d) maintaining regular content creation for the Bikes and Boards Facebook and Twitter pages and website
- e) working a minimum of eight shift hours per week in the shop
- f) sitting on the hiring panel for Bikes and Boards volunteers

2.1.3 Technical Coordinator

The Technical Coordinator shall have an eight month volunteer term from September to

April. The Technical Coordinator shall be responsible for:

- a) overseeing all maintenance and repair that is conducted in the centre
- b) ensuring all volunteers are trained in health and safety procedures, bike mechanical knowledge, and how to operate machinery and tools in the shop
- c) assisting the Head Manager in completing inventory and supplier orders
- d) working a minimum of eight shift hours per week in the shop
- e) sitting on the hiring panel for Bikes and Boards volunteers

2.2 Volunteers

2.2.1 AMS members shall be eligible for volunteer opportunities.

2.2.2 Volunteers at Bikes and Boards shall normally be required to work approximately 3 hours per week and shall be responsible for attending their scheduled shifts or finding a replacement if unable to do so.

2.2.3 Volunteers shall complete skill and safety training provided through the centre prior to operating tools and machinery.

Section 3: Safety and Theft Policies

3.1 Ensuring safety and preventing theft shall be priorities given the volunteer-run nature of the centre and that the space will house several valuable objects that are potentially subject to misuse and theft by volunteers or patrons (e.g. tools, parts, machinery, and bikes).

3.2 To promote safety and to protect the centre from liability issues, volunteers and participants in Bikes and Boards shall be required to sign a waiver form signifying that they understand and accept the risks that they may experience as a result of working in the centre and that they specifically agree to undertake these risks at no fault of the shop.

3.3 To prevent theft, the password to the shop lock shall be given only to the shop volunteers, Manager, Coordinators and the Commissioner of Environmental Affairs.

3.4 The shop shall remain open during operation hours with at a minimum of one volunteer in the shop at all times to provide community watch and theft prevention.

3.5 The Manager shall be responsible for all financial transactions and updating the tool inventory at the end of each week to ensure nothing is unaccounted for.

Section 8, Part E: Youth Mentoring Youth

Section 1: Mandate

Youth Mentoring Youth shall work to:

- a) Promote sustainability in the greater Kingston community
- b) Educate schoolchildren on the merits of environmentalism
- c) Foster behavioural change via the students then influencing their families and peers to engage in sustainable practices

Section 2: Membership

- a) All hiring shall occur in conjunction with normal AMS volunteer hiring periods and follow AMS procedure.
- b) The program shall have two co-chairs, to be hired by the Deputy of Advocacy and Education, the Commissioner of Environmental Affairs, and one other member of the Commission of Environmental Affairs.
- c) The chairs will decide the membership limit (if any is to be imposed). If there is no limit, the chair(s) of the committee, along with the respective Deputy and the Commissioner of Environmental Affairs, may bypass the interview process - as provided for by the AMS hiring procedure.

Section 3: Duties and Responsibilities

The chair(s) of the committee are responsible for:

- a) Ensuring that the committee is in accordance with the AMS mission statement
- b) Adhering to all applicable policies of Senate, AMS, Room Booking Offices, and other Queen's administrative bodies
- c) Setting regular committee meetings and ensuring members are aware of such meetings
- d) Ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs (this includes the necessary in-kind donations)
- e) Making contact with school board representatives as well as teachers for the purpose of recruiting interested classes
- f) Making contact with the Faculty of Education for the purpose of soliciting assistance with the educational aspects of the program
- g) Ensuring proper budgeting takes place in accordance with AMS policy
- h) Drafting lesson plans and material to be taught to the schoolchildren. Material is subject to approval by the Deputy of Advocacy and Education and the Commissioner of Environmental Affairs
- i) The training of all volunteers and instructors in the material being presented as well as teaching methods
- j) Arranging transportation measures for the volunteers both to and from the school at which they are teaching
- k) Submitting a written transition report according to the regulations of the AMS constitution
- l) Ensuring that the committee is not duplicating services or events already run by other university or community groups
- m) Initiating endeavours and events that promote the mandate of Youth Mentoring Youth

- n) Submitting a detailed strategic plan outlining the schedule of events for the year
- o) Holding one office hour a week, to be decided in consultation with the Deputy of Advocacy and Education and the Commissioner of Environmental Affairs

Section 8, Part F: The Earth Centre

Section 1: Mandate

1.1 Mission Statement

The Earth Centre offers Queen's students, faculty and community members the opportunity to transform their environmental concern into positive action through green consumerism and innovative discussion. The Earth Centre encourages students to engage in positive dialogue about the environment through exposure to new information and opinions on environmental topics. The products The Earth Centre carries offer a more sustainable, responsible alternative to students' consumer needs.

1.2 Philosophy and Purpose

The Earth Centre provides students with an opportunity to reduce their personal environmental impact by:

- a) providing the Queen's and Kingston communities with access to inexpensive environmentally friendly products as well as local products made by featured local artisans,
- b) educating the Queen's and Kingston communities on various environmental concerns and issues via its resource library and outreach/education initiatives

Section 2: Structure and Administration

The Earth Centre shall be administered under the Commission of the Environmental Affairs portfolio. It shall be supervised by a management team consisting of one Manager, one Operations Coordinator, and one Marketing/Events Coordinator.. All members of the management team are expected to commit 10 hours each week in The Earth Centre.

The Earth Centre Management Team shall:

- a) hold its first meeting before the end of September
- b) remain in contact with one another regarding different actions and projects pursued throughout the year
- c) carry out business of the centre within the limits of this policy.
- d) actively seek the input and exchange of ideas with the volunteer/club member base
- e) work in a democratic and open setting that encourages the free flow of ideas while setting achievable goals on set timelines

2.1 Earth Centre Manager

The Manager shall be hired by, and shall report to, the Commissioner of Environmental Affairs and the Vice-President University Affairs. They shall be eight month volunteer positions from September to April, and shall be hired in the spring hiring period. The Manager shall be AMS members and shall have responsibilities in the following areas:

- a) preparation and administration of an annual budget
- b) oversight and maintenance of all operations in the centre
- c) working a minimum of 10 hours per week while ensuring the centre is always properly staffed
- d) weekly meetings with the Commissioner of Environmental Affairs to provide updates
- e) submitting annual transition manuals and an annual report on the full status of the centre
- f) recruitment and hiring of volunteer staff for the centre
- g) hiring of Operations and Marketing/Events Coordinators and volunteers
- h) organizing transaction systems and staffing
- i) overseeing the Operations and Marketing/Events Coordinators

- j) internal communications (meeting minutes, staff memos, etc)
- k) addressing miscellaneous issues or general inquiries regarding staffing, product line or operations
- l) organizing outreach, education and public profile of the Earth Centre
- m) maintaining external communication (interviews, displays, listserv, general inquires and community partnerships/events
- n) overseeing volunteer hiring
- o) creating and distributing staff schedule
- p) addressing volunteer concerns and questions

2.2 Earth Centre Operations and Marketing/Events Coordinators

The Operations and Marketing/Events Coordinators shall be hired by, and shall report to, the Manager and the Commissioner of Environmental Affairs. They shall be eight month volunteer positions from September to April, and shall be hired in the spring hiring period. The two Coordinators shall be AMS members and shall have responsibilities in the specific oversight of various aspects of the service.

2.2.1 Operations Coordinator

The Operations Coordinator shall be responsible for:

- a) overseeing library purchasing and recommendations
- b) making product information available to consumers and centre volunteers
- c) tracking all revenues and expenses
- d) ensuring float is regular and present daily
- e) keeping the Management Team updated about the service's finances
- f) ordering stock and record transactions
- g) managing and recording inventory
- h) monitoring sales and recommending new products

2.2.2 Marketing and Events Coordinator

The Marketing and Events Coordinator shall be responsible for:

- a) assigning weekly readings from the library
- b) organizing the educational board
- c) designing and updating display boards
- d) managing advertisement campaigns throughout the year
- e) managing and updating Facebook profile, website and volunteer group
- f) ensuring information about the service is available and accessible to the Queen's and Kingston Communities
- g) booking tables and rooms for events
- h) organizing staff socials and meetings

2.3 Earth Centre Volunteers

The volunteers shall be hired by, and shall report to, the Management Team. They shall be eight month volunteer positions from September to April, and shall be hired in the spring hiring period with a second hiring period in the fall.

2.3.1 AMS members shall be eligible for volunteer opportunities.

2.3.2 Volunteers at the Earth Centre shall normally be required to work approximately 2 hours per week and shall be responsible for attending their scheduled shifts or finding a replacement if unable to do so.

2.3.3 Volunteers shall complete skill and safety training provided through the centre prior to operating tools and machinery.

Section 3: Safety and Theft Policies

3.1 Ensuring safety and preventing theft shall be priorities given the volunteer-run nature of the centre and that the space will house several valuable objects that are potentially subject to misuse and theft by volunteers or patrons.

3.2 To prevent theft, the key to the shop shall be given only to the shop volunteers, Managers, Coordinators and the Commissioner of Environmental Affairs.

3.3 The shop shall remain open during operation hours with at a minimum of one volunteer in the shop at all times to provide community watch and theft prevention.

3.4 The Operations Coordinator shall be responsible for all financial transactions and updating the service inventory at the end of each week to ensure nothing is unaccounted for.

Section 8, Part G: Queen's Sustainability Conference

Section 1: Committee Mandate

There shall be an annual Sustainability Conference administered through a standing committee, under the supervision of the Commissioner of Environmental Affairs. This committee shall plan and run an environmental sustainability themed conference in second semester with the intent of educating Queen's students on the importance of environmental sustainability, as well as providing learning opportunities on how to make changes to the current system.

Section 2: Membership

- a) This committee shall have one or two chair(s), to be chosen by the Commissioner of Environmental Affairs
- b) The committee shall also have at least 8 executive members. These members are to be chosen by the conference Chair(s) and the Commissioner.
- c) The committee shall have a designated Treasurer who is responsible for the budget.

Section 3: Participation

- a) At least 15% of the maximum number of delegate positions will be reserved for students in their first year of study.
- b) The delegate selection process shall consist of an application-based system. Each delegate application shall be pre-screened for seriousness of purpose by an impartial panel, as determined by the Chair(s). All approved applications shall then be subject to a randomized process by which the successful delegates shall be selected.

Section 4: Duties and Responsibilities

The chair(s) of the conference are responsible for:

- a) ensuring that the committee and its events are in accordance with the A.M.S. Mission Statement
- b) adhering to all applicable policies of Senate, A.M.S., Room Booking Offices, and other Queen's administrative bodies
- c) overseeing the committee
- d) ensuring that the committee fundraises and obtains sponsorship and donations as necessary to run successful events and programs
- e) fundraising if the committee goes over budget in order to make back the entire amount lost, when possible
- f) attending regular meetings with the Commissioner of Environmental Affairs
- g) submitting a Proposed Schedule of Events within the first month
- h) submitting an Event Planner before each planned event or activity

- i) submitting an Event Report after each event or activity by the end of the month in which the event was held
- j) submitting a written transition report according to the regulations of the A.M.S. constitution
- k) ensuring that the committee is not duplicating services or events already run by other university or community groups
- l) ensuring that there is a treasurer
- m) ensuring that the treasurer complies with the following responsibilities:
 - i) submitting proposed budgets according to the regulations of the A.M.S. constitution
 - ii) submitting updated budgets according to the regulations of the A.M.S. constitution
 - iii) keeping on budget
 - iv) making sure all outstanding bills are paid before April 1st of that year
 - v) submitting a final budget according to the regulations of the A.M.S. constitution
- n) ensuring that all dignitaries are appropriately welcomed and thanked

Section 9: AMS First-Year Intern Program

1. Introduction and Purpose

The AMS shall operate an annual intern program in which first-year students may volunteer as interns for senior salaried AMS leadership positions.

The intent of the program shall be to provide meaningful volunteer opportunities for first-year students that are designed to enhance their university experience and to provide encouragement to expand their extracurricular involvement within both the AMS and other campus organizations in subsequent years.

Ideally, the program will serve to facilitate the acquisition of skills and knowledge as it introduces first-year students to the availability and importance of the myriad learning opportunities that lie outside the formal classroom experience.

2. Eligibility

Only first-year students shall be eligible to apply for the intern program. Exceptions may be made for students in their second year of study, but first year at Queen's, including but not limited to transfer students and students whose first year was spent at the Castle.

Interns shall not be eligible to hold volunteer or service positions within the portfolio of the salaried AMS employee for whom they are interning.

3. Expectations for Interns

Interns shall be expected to fulfil their responsibilities 1-2 hours per week. Flexibility shall be encouraged, where possible, to accommodate the schedule demands of first-year students who are adjusting to university life.

Collectively, AMS interns shall form an Intern Council, chaired by the Human Resources Deputy. This shall serve as a biweekly forum to share their experiences and challenges. Intern Council shall also devise and undertake an annual project, subject to approval of the AMS Executive.

4. Position Availability

It is highly encouraged for all AMS Commissioners, Officers, Service Managers and members of the Executive to offer 1-2 intern positions each. Additional AMS senior salaried leadership positions including, but not limited to the Judicial Affairs Manager, Peer Support Centre Manager, Clubs Manager and Service Managers may submit a proposal for interns as well.

5. Intern Position Approval

Each AMS position for which an intern position(s) has been approved shall be required to submit an overview of what tasks and projects are being proposed for the intern and an applicable timeline.

It shall be the responsibility of the Executive, in consultation with the AMS Human Resources Officer, to ensure intern position proposals are congruent with the objectives and purpose of the program. Specifically, proposals shall consist of activity designed to genuinely benefit the intern and provide opportunities for learning and mentorship.

6. Selection

Interns shall be recruited and hired in accordance with timelines and a process determined by the Human Resources Officer, in consultation with the Executive.