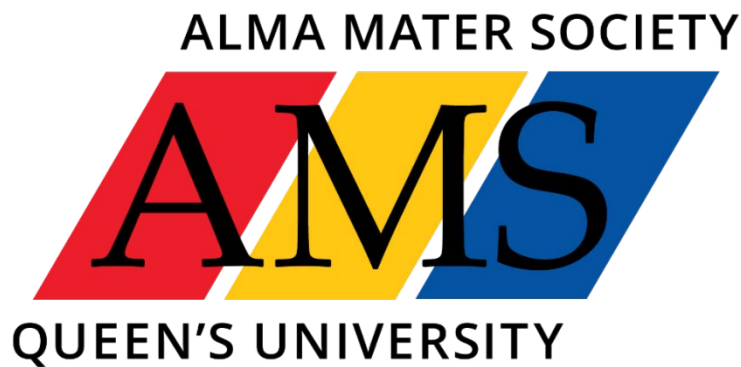


**THE CONSTITUTION  
OF THE  
ALMA MATER SOCIETY  
OF QUEEN'S UNIVERSITY**

Responsibility	President
Approved by	Assembly
Year initially approved	1858
Date last revised	March 9, 2023



## AMS MISSION STATEMENT

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

## AMS MANDATE

1. To represent Queen's University students within the university and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education.
2. To provide experiential, out-of-classroom opportunities to develop skills and learn, through the provision of services and programs.
3. To uphold the principles of Indigenization, Equity, Diversity, Inclusion, Anti-Racism, Accessibility (I-EDIAA) within the Queen's community and on behalf of Queen's undergraduate students.
4. To serve as a liaison between the various affiliated student societies.

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## Scope

This constitution is a set of rules pertaining to the operations of all AMS activities. It outlines the roles and responsibilities of each entity and the necessary procedures that must be followed. This policy has influence over all members of the AMS and its associated societies. This document will reference other policies.

## Part 1: INTERPRETATION

### Section 1.1 Definitions

- 1.1.1 These apply in this part and all other parts of the Constitution, unless the context requires otherwise:

#### Associations:

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

#### Documents of Association

- I. "Constitution" means the Constitution of the Society which governs the affairs of the Society;
- II. "Letters Patent" means the letters patent of Incorporation of the Corporation, as amended, or restated from time to time;
- III. "By-law" means a by-law of the Corporation enacted in accordance with the Act and which governs the affairs of the Corporation;
- IV. "Society Policy" means the policies of the Society which shall guide the actions of the Society and shall be recorded in AMS Policy Manuals;

#### General

- I. "The Act" means the Ontario Not-for-Profit Corporations Act or any successor statute, as amended from time to time;
- II. "Assembly" means the Assembly of the Alma Mater Society of Queen's University, or such other body as preceded or may succeed the Assembly or be substituted therefore from time to time;
- III. "Assembly Policy" means a motion, resolution, statement, paper, report, or position adopted by the Assembly in accordance with the requirements of this Constitution. Policies shall be further subdivided into three (3) categories:
  - i. Operational policy, that which govern the day-to-day operations of specific areas of

- the Commissions and Assembly;
- ii. Representational policy, that which, in the representative role of the AMS, elected and appointed officials lobby on behalf of students on issues covered by these policies;
  - iii. Organizational structures;
- IV. "Board" means the Board of Directors of the Corporation;
  - V. "Board Policy" means a motion, resolution statement, paper, report, or position adopted by the Board in accordance with the requirements of the Act, the letters patent, and the by-laws;
  - VI. "Commissions" refers to AMS commissions, which advocate on behalf of students at Queen's through particular responsibilities and goals;
  - VII. "Clubs" refers to AMS ratified clubs;
  - VIII. "Senior Management" means the Senior Management Team of the AMS as described in subsection 6.0.3;
  - IX. "Executive" means the Executive of the Society as described in subsection 2.2.1;
  - X. "Full-time Student" means a student taking sixty (60) per cent of a full-time course load as evaluated by their faculty
  - XI. "Member Society" means a professional faculty, school, division, or institute of the University recognized by the Society as a Member Society as defined by subsection 3.1.1;
  - XII. "Member" means an individual member of the Society as defined by subsection 3.1.2 who is registered as a full-time or part-time student in an academic program of the University;
  - XIII. "Part-time Student" means a student taking less than sixty (60) per cent of a full-time course load as evaluated by their faculty;
  - XIV. "President," also known as "AMS President" means the individual elected/appointed as the President of the Society;
  - XV. "Program" means activities funded by Student Activity Fees received by the AMS or Member Societies;
  - XVI. "Services" mean the services provided by the Corporation either solely or by agreement with other agencies or organizations;
  - XVII. "Student Activity Fees" refers to yearly fees that are used to fund activities and services provided by the AMS;
  - XVIII. "Secretary of Internal Affairs" refers to the manager of the Secretariat, who facilitates the governance operation, rules, and policies as they guide the direction of the AMS;
  - XIX. "NAMIO" or "Non-Academic Misconduct Intake Office" means the primary body of investigative cases at Queen's;
  - XX. "University" means Queen's University at Kingston.

## Part 2: THE SOCIETY AND EXECUTIVE OF THE SOCIETY

### Section 2.01 The Society

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

**2.1.2** The Society is the representative of all students of its Member Societies of Queen's University to the administration of that University and to the external community. It shall endeavour to provide services to its Members, to provide an intellectually stimulating experience both within academic programming and non-academic programming, additionally, the Society is to uphold the principles of Equity, Diversity, Inclusion, Indigeneity, and Accessibility within the Queen's community.

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

**2.1.3** As the central student society representing the diversity of undergraduate students at Queen's, the Society shall uphold the principles of Indigenization-Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA). The Society commits to fostering a safe(r), more inclusive and more equitable university environment for Queen's undergraduate students. The AMS is committed to:



- I. Prioritizing, supporting, and amplifying marginalized communities at Queen's;
- II. Fostering ongoing learning;
- III. Practicing accountability and transparency;
- IV. Fighting for equity, not equality;
- V. Working to foster safe(r) and more accessible campus spaces.

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

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

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

## Section 2.02 Executive of the Society

**2.2.1** The Executive of the Society shall consist of a President, a Vice-President (Operations), and a Vice-President (University Affairs) who must be Society members. Their primary duties shall be to uphold the mandate of the AMS in all actions of the Society. They shall be members of Senior Management and voting members of Assembly. The positions shall be considered full-time from May 1 until April 30 of the following year.

**2.2.2** The President and Vice-Presidents shall run as a team and shall be elected from the student body at large. The campaign and election shall be held in accordance with the Society Policy on Elections and Referenda. Campaigns can be conducted both remotely and in-person. Candidacy is permissible during internships, co-op, exchange programs, and in the discretion of the Society should other reasons be raised. For these instances, the Chief Electoral Officer must be notified in advance. Individuals running for executive positions shall be AMS members during the school term in which they run for office and may be enrolled in no less than one (1) course during the fall and winter of their terms. Executive members may take more than three (3) courses only by appeal to the Assembly.

**2.2.3.** Incumbent members of the AMS Executive shall not be eligible to run for re-election but shall be eligible to run in a subsequent year. The Human Resources Manager, Judicial Affairs Manager, AMS Secretary of Internal Affairs, Chief Electoral Officer and Elections Deputies shall not be eligible to run for an AMS Executive position in the academic year in which they hold or have held that position.

**2.2.4** In the absence or unavailability of any one member of the Executive, or if any one of the three Executive offices becomes vacant, the remaining Executive members may appoint a

replacement, who is a Society member, subject to the approval of two-thirds (2/3) of the members of the Assembly present and voting at a meeting where notice of a motion of approval has been duly given. Should the nominee of the remaining Executive members be rejected, the Assembly may make an appointment, or it may require the remaining Executive members to propose alternative nominees.

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

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

**2.2.7** The Executive shall present to Assembly, at either the first or second Assembly meetings in the fall Term, an operational plan for the society for the year

## Section 2.03 The President

**2.3.1** The President shall represent the majority opinion of the Queen's University undergraduate student body to the administration and the general public. The President or, at their discretion, they or their representative(s) who may be an ex-officio member of the Society, shall preside over all meetings of the Senior Management and Offices unless otherwise stated in this Constitution.

**2.3.2** The President, in conjunction with the other members of the Executive, shall ensure that the mission and mandate of the Society are being carried out.

**2.3.3** The President is an ex-officio voting member of the University Senate. The President may select Senior Management members to delegate on behalf of the Society.

**2.3.4** When acting officially on behalf of the Assembly, the President shall represent the majority opinion of the Assembly.

## Section 2.04: The Vice-President Operations

**2.4.1** The Vice-President (Operations) shall be a member of the Senior Management, and shall preside over Corporate Caucus meetings, and be responsible for all day-to-day operational and financial matters of the Society.

**2.4.2** They shall work with the other members of the Executive as their duties require, or in such duties as required by, or at the direction of, the Assembly.

**2.4.3** They shall act for the President if the President is unable to do so.

## Section 2.05: The Vice-President University Affairs

**2.5.1** The Vice-President (University Affairs) shall be a member of the Senior Management and shall be responsible for all matters of an educational nature, research, and external Policy development, supporting equity initiatives, campus affairs, orientation, clubs, and internal academic issues. They shall do this, in part, via oversight of the Commissions.

**2.5.2** They will be responsible for governmental representation and lobbying, external affairs, and representation.

**2.5.3** They shall, in tandem with the Vice-President (Operations), oversee and be financially accountable for all the Commissions' finances.

**2.5.4** They shall assist the President in such duties as required by the President or at the direction of the Assembly.

**2.5.5** They shall act for the President if the President and the Vice President (Operations) are unable to do so.

## Section 2.06 Removal of the Executive

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

**2.6.2** Such removal may be affected by:

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

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

**2.6.3** If a non-confidence vote or an impeachment referendum are resolved in the affirmative,

the Assembly shall proceed under the Society Policy on Elections and Referenda to elect a new Executive team or member so that not more than one month passes before the new President and/or Vice-Presidents take office. Throughout the interim period the duties of the Executive shall be carried out by such person or persons as appointed by the Assembly.

## Part 3: MEMBERSHIP AND FEES

### Section 3.01 Membership

**3.1.1** The following shall be Member Societies of the Society:

- I. Arts & Science Undergraduate Society;
- II. Engineering Society;
- III. Commerce Society;
- IV. Nursing Science Society;
- V. Physical & Health Education & Kinesiology Students' Association;
- VI. Concurrent Education Students' Association;
- VII. Computing Students' Association;
- VIII. Health Sciences Society.

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

- I. To be recognized as a member society, eligibility must:
  - a. Be associated with a faculty;
  - b. Meet the minimum representation requirement for one seat on Assembly;
  - c. Must have a constitution;
  - d. Must have documents that outline their respective roles and responsibilities.

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

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

**3.1.3** Each student must belong to a Member Society subject to their Constitution, as well as the Society. They shall enjoy the rights and privileges of both societies.

### Section 3.02 Rights, Privileges, and Obligations

**3.2.1** The rights and privileges of Society Members, as described in paragraph (I) of subsection 3.1.2 shall include the right:

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

**3.2.2** The rights and privileges of Honorary Members described in paragraphs (ii) and (iii) of subsection 3.1.2 shall include the right:

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

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

**3.2.4** Assembly members may resign in writing, which shall be effective upon acceptance thereof by the Assembly. In the case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by them to the Society prior to acceptance of their resignation. The resigning member will be resigning their rights, privileges and obligations, and their organization shall be responsible for finding a replacement for their position.

## Section 3.03 Student Activity Fees

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

**3.3.2** All student activity fees, unless exempted by the Board as non-reviewable, shall be subject to a triennial review in accordance with Student Activity Fee Policy.

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

- I. "Do you agree that all AMS student activity fees shall be established only by a Society-wide referendum?"

- II. "Do you agree that all AMS student activity fees, except those exempted by the Board shall be subject to a vote at a Society-wide referendum every three years?"
- III. Do you agree that amendments to subsection 3.3.1/3.3.2/3.3.3 of the AMS Constitution shall require a question in a Society-wide referendum?"

**3.3.4** In the case of 3.3.3.iii, the Elections Team shall include the wording of subsection 3.3.1 and 3.3.2 alongside the referendum question. Notwithstanding subsection 4.1.12, Assembly shall not have authority to adjust these referendum questions. Responsibility for interpretation of member eligibility for student activity fee levies rests with the Vice-President Operations as per their role as the Chair of the Student Activity Fee Review Committee.

## Part 4: ELECTIONS AND REFERENDA

### Section 4.01 Elections and Referenda

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

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

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

- I. The Chief Electoral Officer (Chair)
- II. Elections Deputies

**4.1.4** The Chief Electoral Officer shall bear ultimate responsibility for all Society elections and referenda and shall serve as the chair of the Elections Team.

**4.1.5** All campaigns for elections and for referenda shall be run in conjunction with the Society Policy on Elections and Referenda. Complaints regarding the violation of these regulations shall be brought to the attention of the Elections Team. Complaints must be in writing, follow the designated template, and must be brought forward within the timeline stipulated in Society policy on Elections and Referenda.

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

**4.1.7** Assembly shall be notified of all student activity fee questions to be placed on the referendum ballot, the purpose and intent of the fees, and of all groups who failed to meet the validation requirements and why through a written and oral report given by the Vice



President Operations at the Assembly immediately following the nomination period. Assembly shall reserve the right to reject any student activity fee question to be placed on the referendum ballot at the Assembly meeting immediately following the nomination period. Assembly shall only exercise this authority if there is clear and sufficient evidence brought forward that the fees were not properly vetted during the validation period.

**4.1.8** The placement on the referendum ballot of questions that are not Student Activity Fee based shall be subject to Assembly approval. Normally, Assembly shall approve any question that has garnered sufficient signatures in support. However, Assembly shall retain the authority to reject any question where it finds compelling reason to believe that the passage of the question would constitute a violation of the mission or operating statement of the Society; a violation of law; a contravention of University policy; a violation of contractual, financial, or other obligations undertaken by the Society; or would otherwise pose a significant threat to the best interests of the Society or be injurious to the welfare of the Queen's undergraduate student body. Any such rejection shall require a two-thirds (2/3) vote in support from all voting members of the Assembly.

**4.1.9** The wording of all questions to be placed on any Society referendum shall be subject to the approval of the Assembly. Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar. Assembly shall not have the authority to fundamentally change the substance of a question or the amount, in the event of a fee question.

**4.1.10** Notwithstanding section 4.1.9, the wording of student activity fee questions shall be subject to the Society Policy on Elections and Referenda.

**4.1.11** Policy-based referenda decisions shall bind Assembly policy but shall not bind the policy of Member Societies unless so provided in the individual constitutions of the Member Societies.

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

## Part 5: ASSEMBLY

### Section 5.01 Membership of the Assembly

**5.1.1** The voting members of the Assembly shall come from the list in 3.1.1 in addition to the President and Vice-Presidents of the Society.

**5.1.2** In order to account for the size of the population represented by a Member Society, seats will be allocated to each based on the relative proportion of students represented by that society as set out in the formula in subsection 5.1.2. Representation is intended to reflect proportional membership of Member Societies while ensuring that the size of Assembly does not exceed a level at which effective and efficient functioning is compromised. The number of representatives listed in paragraph II of subsection 3.1.1, for each Member Society will be determined at the end of the winter semester based on the most recently available enrollment figures from the Office of the University Registrar and based on the following table:

Percentage of AMS Members	Number of Representatives
>45%	7
35.00-44.99%	6
25.00-34.99%	5
15-24.99%	4
5.00-14.99%	3
3.00-4.99%	2
2.00-2.99%	1
<1.99	0

**5.1.3** Should there be a substantive increase or decrease in projected enrolment numbers that would materially affect the number of representatives allocated to a Member Society released after the composition for the next year has already been determined as explained in 5.1.2, the new numbers will be considered, and adjustments may be made at the discretion of the Secretariat.

**5.1.4** Representatives from the Member Societies shall be elected in a manner determined by the Member Society.

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

- I. The Speaker, who shall be elected by the Assembly in accordance with Society Policy. The Speaker shall chair all meetings of the Assembly, and shall enforce the Assembly Rules of Order;
- II. The Scribe;
- III. An Honorary Member, who shall be a graduate, a member of the academic or administrative staff of the University or a friend of the University. They shall be

appointed by the Assembly upon the recommendation of the Senior Management. This is a retained position, and it is not necessary to add an Honorary Member every year;

- IV. Any persons appointed by the Board as non-elected non-voting members of the Assembly for the purpose of enabling them to qualify as Directors of the Corporation;
- V. Society Commissioners;
- VI. Secretary of Internal Affairs;

**5.1.6** The elected non-voting members may include:

- I. The Rector;
- II. The President of the Society of Graduate and Professional Students (SGPS) whose role would be limited to speaking on behalf of the SGPS Executive Committee or SGPS Council;
- III. The Undergraduate Trustee;
- IV. The Student Senate Caucus Chair;
- V. The President of the Residence Society;
- VI. The Chair of the Board of Directors;
- VII. The President of the Queen's Student Alumni Association.

**5.1.7** Assembly shall strive to have a ratio of 500 students per 1 seat filled at Assembly.

## Section 5.02 Terms of Reference of the Assembly

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

**5.2.2** Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfil its mandate by debating and dealing with any reports, including their recommendations and conclusions; with motions, as submitted by the Society Commissioners, Assembly or the AMS membership at large; with policy decisions regarding the official stance of the Society on any issue within the purview of Assembly; and with granting allocations for all moneys assigned to grants in the current Assembly Budget. The Assembly shall also be empowered to direct the Executive and/or the Commissioners to represent the Society where it is deemed necessary, and to carry out various duties in the interest of the student body. The Commissioners report directly to the Vice President (University Affairs) who is responsible for and has authority over their programming, activities, and financial affairs. Any budget funding allocation associated with these directions needs to be approved by the Board.

**5.2.3** The Assembly shall be responsible for the actions and activities of the various Society

Commissions, all Assembly committees, and any groups or organizations as outlined in this Constitution, which are within the jurisdiction of the Assembly.

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

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

**5.2.6** The Constitution shall guide the Assembly In all debate and decision-making activities.

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

## Section 5.03 Election and Removal of Assembly Members

**5.3.1** With the exception of the Society President and Vice-Presidents, the members of the Assembly shall be designated by their respective Member Societies according to the rules and regulations for the designation of Assembly members, as specified by the Member Societies.

**5.3.2** Each Assembly member is expected to act in the best interest of all Society members.

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

- I. Absence from four or more duly called meetings;
- II. Just cause;
- III. Failure to submit four or more monthly reports;
- IV. Ineligibility to be a member;
- V. Failure to pay Member Society and AMS Membership Fees.

**5.3.4** In the case where a situation falls outside the scope of the options listed in 5.3.3, the Assembly may, as a two-thirds (2/3) majority vote, request an investigation on an Assembly member to be presented to the AMS Judicial Committee, which has the power to remove the individual.

**5.3.5** Subject to 5.3.4, members of the Assembly can only be removed from the Assembly by the Faculty Society<sup>[OBJ][OBJ]</sup> which they represent, according to the procedure for removal which governs that Faculty Society. The Speaker of the Assembly, however, is charged with formally notifying both Assembly and the appropriate Faculty Society of a voting Assembly member's

breach of subsection 5.3.3. Furthermore, the Assembly and/or the Speaker of the Assembly may make recommendations to the respective Faculty Society so that appropriate action is taken.

**5.3.6** Notwithstanding that, by virtue of subsection 5.3.5, Assembly members may only be removed from the Assembly by the Faculty Society which they represent, upon notifying the Assembly of a voting Assembly member's breach of subsection 5.3.3 the Speaker shall move a motion, which has had proper notice, that the offending Assembly member's voting rights be denied. Such a motion does not require a seconder. If such a motion is approved by a majority of the Assembly members present and voting, then the offending Assembly member shall be denied their vote from there forward. An Assembly member denied their vote in accordance with this subsection shall retain all other rights associated with Assembly membership but shall not be counted in quorum. The Assembly may reinstate at any time in the future an Assembly member's vote which has been denied.

**5.3.7** Subsection 5.3.4 does not apply to the Executive of the Society, whose removal from office is governed by Part 2.

## Section 5.04 Assembly Meetings

**5.4.1** The Assembly will meet at least eight (8) times during the fall/winter academic terms, September to April. Meetings will be held in accordance with the Rules of Order as outlined in Assembly Policy

**5.4.2** The meetings of the Assembly shall be open to the public, however, there shall be recourse to move to a closed session if so, decided by a majority of the members present.

**5.4.3** Assembly members may vote at meetings by proxy if permitted by the constitutions of their Member Societies.

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

## Section 5.05 Notice of Assembly Meetings

**5.5.1** The President or Vice-Presidents of the Society shall have the power to call, at any time, a special meeting of the Assembly. Further, such meetings shall be called by the AMS Secretary of Internal Affairs upon receipt of a petition to do so signed by 25% of Assembly members. Notice of a special meeting of the Assembly shall be forty-eight (48) hours.

**5.5.2** In the case of an emergency, the President of the Society, shall also have the ability to call a special meeting of the Assembly at any time exempt from the forty-eight (48) hour notice requirement.

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

**5.6.1** The order of business shall be:

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

**5.6.2** The agenda shall be available for Assembly members and for the general public seventy-two (72) hours prior to the start of the Assembly.

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

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

## **Part 6: PRESIDENT'S CAUCUS, SENIOR MANAGEMENT, SUMMER ASSEMBLY, COMMISSIONS, SECRETARY, AND OFFICES**

### **Section 6.01 President's Caucus**

**6.1.1** The Presidents of the Member Societies as defined in Section 3.01.01 shall have one vote on President's Caucus. The Vice-Presidents shall sit as ex-officio non-voting members on President's Caucus.

**6.1.2** President's Caucus meetings in the summer months serve in place of the Assembly body when regular classes are not in session. When regular session classes resume, President's Caucus serves as an information sharing, collaboration, and question period between the AMS President and respective President's Caucus membership. The AMS President has full jurisdiction over membership.

**6.1.3** The President of a Member Society may appoint a proxy to attend and cast the Member Society's one vote on President's Caucus at their discretion, unless otherwise specified by Member Societies' policies and procedures.

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

**6.1.5** President's Caucus shall have the delegated powers of the Assembly between May 1 and August 31 of each year (Summer Assembly) and other such times when regular classes are not in session at the University. No decision of President's Caucus which is made under the authority of the delegated powers from Assembly shall continue to stand unless reaffirmed by the Assembly at its first or second meeting following the period when such powers were delegated.

**6.1.6** President's Caucus meetings are not open to general members or other members of Assembly unless permitted by the AMS President.

### **Section 6.02 President's Caucus Meetings**

**6.2.1** President's Caucus shall normally meet at the discretion of the President. The agenda and minutes for such meetings shall be the responsibility of the AMS Secretariat.

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

All major policy decisions taken by the President's Caucus will be reported at the first or second Assembly meeting proceeding and will not be considered Society Policy until such decisions are ratified by a vote of the Assembly.

**6.2.3** Quorum for President's Caucus meetings shall be thirty-three per cent (33%) plus one of the total Member Societies. Motions at President's Caucus meetings shall be decided by a majority of votes. In the case of an equality of votes, the motion shall be deemed to have been defeated.

**6.2.4** Meetings for President's Caucus may be conducted remotely at the discretion of the President.

## Section 6.03 Senior Management

**6.3.1** The following shall be the members of Senior Management:

- I. The President and Vice-Presidents of the Society;
- II. The Commissioners, Office Directors, and Service Head Managers;
- III. Such other persons as may be appointed by the President.

**6.3.2** Government Caucus - Without in any way restricting the generality of the foregoing, the Society Commissioner shall fulfil its mandate by coordinating the work of the various Commissions, and Offices, which are represented in the membership of government caucus; by reviewing reports which come forward from the various departments and committees of the Assembly with a view to aiding in their presentation at Assembly; by preparing reports based on both its own initiative and in response to other reports and/or situations of concern to the Society in general; by preparing policy drafts for consideration by the Assembly; and, by working towards the specific goals of the current Assembly and Executive. As much as possible the Senior Management Team will be both an initiative-filled and a responsive body, guided by the objectives of the Society.

## Section 6.04 Corporate Caucus

**6.4.1** The Senior Management Team shall normally meet once during the summer months, fall and winter terms, at the discretion of the President. The agenda and minutes for such meetings shall be the responsibility of the President.

**6.4.2** There shall be a Corporate Caucus as a sub-caucus of the Senior Management. The Corporate Caucus shall attempt to clarify issues for the Board of Directors, identify and deal



with AMS corporate problems, and handle administrative details involving the society. The Corporate Caucus shall normally meet weekly or biweekly at the discretion of the Vice-President Operations. The Corporate Caucus shall be comprised of those holding the following positions:

- I. Vice-President Operations
- II. Head Managers
- III. Director of the Student Life Centre
- IV. Operations Officer
- V. Controller

## Section 6.05 AMS Commissions

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

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

**6.5.3** Each Commissioner shall:

- I. Carry out the directives of the Executive, the Assembly, and this Constitution;
- II. Be accountable to Assembly for ensuring that the activities and affairs which occur under the jurisdiction of their commission comply with AMS policy;
- III. Administer the budget of their Commission. They may change the budgets of their Commission at any time in consultation with the Vice-President University Affairs and the Vice-President Operations. If the changes are significant (i.e., ten percent (10%) or greater), they shall require approval by Assembly;
- IV. Sit on the Commission to contribute ideas and debate, intending to support the Executives' responsibility for setting the direction and goals of the year and the AMS in general.

**6.5.4** In order to fulfil its mandate, various committees shall be organized under the Commission as is recommended by the Commissioner; with final approval of the Executive who has the responsibility for preparation of the annual budget to be approved by Board. The mandates of these committees shall be approved by Assembly.

**6.5.5** Each Commissioner shall report to the Vice-President University Affairs and Assembly about the activities of their Commission including its committees. The Assembly has the right to reverse any decision taken by a Commission, and no decision shall be presented as Society Policy before it has been approved as such by the Assembly.

**6.5.6** Each Commissioner shall make available to Assembly, at either the first or second

Assembly of the Fall Term, an operating plan, found within their Goal Plan, for their Commission for the year that has been approved by the Executive with a budget that has been approved by Board.

**6.5.7** Each Commissioner, subject to approval from the Vice-President University Affairs, shall be responsible for presenting budgets to the Vice- President Operations for submission to the Board of Directors which may make non-binding recommendations before the budgets are submitted to Assembly. Revisions may contain requests for additional monies if the Commissioner believes that these funds are necessary for the successful organization of all programs and events of the Commission. The revised budgets will be subject to the availability of such funds, and a two-thirds (2/3) Assembly approval. All Society financial allocations ultimately, fall under the authority of the Board.

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

## Section 6.06 Social Issues Commission

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

- I. Representing the diversity of students at Queen's through anti-oppression activism;
- II. Supporting equity-seeking students and strengthening students' institutional lobbying power;
- III. Working to foster an environment of equity, social awareness, and tolerance on campus;
- IV. Advocating for social change ~~by lobbying the administration~~ and raising awareness of social issues in the Queen's University community and on behalf of AMS members;
- V. Creating an opportunity for members to access information and education regarding issues of social justice;
- VI. Fostering a safe and welcoming space for members of traditionally disenfranchised groups.

## Section 6.07 Campus Affairs Commission

**6.7.1** The Campus Affairs Commission acts in full compliance with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. To review and approve all events planned by members to ensure safe, policy compliant and equitable events are held and covered by the AMS general liability insurance;
- II. To implement and support programming and advocacy avenues for undergraduate

- students in the Queen's community;
- III. To act as a liaison between the undergraduate student body and the University to represent the demands of the current student climate to manage the AMS Event Sanctioning process for student-led member groups for on and off campus events;
  - IV. To advocate in undergraduate international affairs sectors to improve programming and supports;
  - V. Oversee Orientation Roundtable activities and planning acting as a support. Oversee NEWTS Orientation Week.

## Section 6.08 Commission of External Affairs

**6.8.1** The Commission of External Advocacy acts in full compliance with the AMS Mission Statement to fulfil the following areas of jurisdiction:

- I. Researching and formulating policy of an academic nature to be lobbied for by the Society;
- II. Lobbying of the administration; municipal, provincial, & federal governments on issues related to academics or issues as they impact the student body at the direction of the Executive and/or Assembly;
- III. Providing services that assist students in navigating academic grievances;
- IV. The development of relevant education campaigns on issues of housing and property standards, safety, community development and student poverty;
- V. Acting as a liaison with groups and organizations within the Kingston community to foster positive Town Gown relations.

## Section 6.09 Commission of Clubs

**6.9.1** The Commission of Clubs acts in full compliance with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Act as the central resource for all AMS-ratified clubs;
- II. Provide yearly reviews of clubs policy;
- III. Communicate regularly with AMS-Ratified clubs and ensure compliance with Clubs Policy;
- IV. Allocate space, ratify clubs, and distribute grants.

**6.9.2** The Commission of Clubs oversees the Queen's Clubs Office acts in full compliance with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Queen's Clubs Office and helps administer the Club experience for members of the AMS, SGPS and surrounding Kingston Community;
- II. Clubs Commission assists in facilitating club activities by allocating space, providing funding, helping with club initiatives including professional development, auditing finances, and advocacy.

## Section 6.10 Commission of Environmental Sustainability

**6.10.1** The Commission of Environmental Sustainability acts in full compliance with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Representing the undergraduate students through environmental activism;
- II. Advocating for sustainable change and climate action;
- III. Working with Offices, Services, and other Commissions to implement best practices in sustainability;
- IV. Working to fill gaps in sustainability work at the Society.

## Section 6.11 Offices

**6.11.1** The Executive shall hire Directors to such Offices.

**6.11.2** The Executive shall appoint Directors subject to ratification at a Board of Directors meeting by a two-thirds (2/3) majority of members present and voting.

**6.11.3** Directors shall carry out the directives of the Executive, the Board, and this constitution. The Directors are responsible for the administration of their Office budget and are responsible to the Board for ensuring that the activities and affairs that occur under the jurisdiction of their Office comply with AMS policy. All budgets and goal plans for Offices shall be subject to approval by the Board of Directors.

## Section 6.12 Office of the AMS Secretariat

**6.12.1** The AMS Secretary of Internal Affairs acts in concert with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Matters concerning Assembly, in accordance with the requirements with the Assembly Constitution and Policy on Assembly;
- II. Maintain accurate and complete records for Assembly; agendas, minutes and make available to the membership;
- III. To serve the AMS executive on matters of policy, interpretation and general direction of the Society;
- IV. Elections and referenda in accordance with the requirements of the Assembly Policy on Elections and Referenda;
- V. The AMS Judicial Committee including appointments to this body;
- VI. The AMS Judicial Affairs Office including appointments to this body;
- VII. Oversight of the AMS Non-Academic Misconduct System; ensuring compliance with the University Agency agreement;

- VIII. To ensure that the Constitution and Policies are up-to-date and available;
- IX. Sit on governance-related bodies of advocacy at the university level;
- X. Act as a resource for Faculty Societies for policy assistance;
- XI. To serve as the corporate secretary for the Board of Directors.

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

## Section 6.13 Communications Office

**6.13.1** The Communications Office serves to manage the two-way flow of information between the AMS and the student body while managing all public relations to ensure consistent perception of the AMS in all communications made. Its purpose shall be:

- I. To establish and enforce a consistent AMS brand across the Society in order to enhance perception and encourage a strong, reliable, unified, and engaging organization;
- II. To coordinate the presentation of the AMS Government to the student body, while acting as a support system for the corporate side of the AMS;
- III. To supervise the creation of AMS publications and provides resources for Services, Commission, and Offices, to assist in event promotion, information campaigns, and media relations;
- IV. To inform, facilitate, and engage members of the AMS in events, referendums, opportunities, and initiatives;
- V. To develop strategies for increasing positive media coverage of the AMS; preparing employees and volunteers for interviews, liaising with media and Queen's University Communications, and tracking all coverage of the AMS in campus, local and national media outlets.

**6.13.2** The Communications Office is bound by the AMS Mission Statement and all relevant documents pertaining to the running of this Office.

## Section 6.14 Marketing Office

**6.14.1** The Marketing Director shall be hired per Section 6.12 of the Constitution.

**6.14.2** The AMS Marketing Office acts in concert with the AMS Mission Statement to fulfill the following areas of jurisdiction:

- I. Develop a marketing and branding strategy in conjunction with the AMS President

- and AMS Director of Communications;
- II. Create and enforce a consistent AMS brand across the Society in order to encourage a strong and recognizable AMS;
  - III. Ensure that AMS branding is equitable and accessible for all members;
  - IV. Understand and provide upkeep on the AMS Visual Identity Standards;
  - V. Work with Offices, Services and Commissions, at their discretion, on creating individual branding and marketing campaigns.

## Part 7: CLUBS

### Section 7.01 Rights, Privileges and Obligations of Clubs

**7.1.1** All Clubs shall recognize the obligations, powers and jurisdiction of the Society as granted by this constitution.

**7.1.2** All Club members must be members of the AMS or SGPS

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

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

### Section 7.02 Ratification and Guidelines

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

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

**7.2.3** No members or executive officers of clubs shall directly or indirectly receive profit sharing or remuneration.

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

**7.2.5** De-ratification of a club can occur in three ways: 1) by failure to follow the re-ratification process annually; 2) by a two-thirds (2/3) vote in the AMS Assembly; 3) through the Alternate Judicial Committee of the Group Non-Academic Misconduct system.

**7.2.6** The Assembly shall be notified if a club is de-ratified by the Vice President University Affairs.

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

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

**7.2.9** Any funding from the Society shall be spent for the exact purpose for which it was requested and approved by the society and meet all of the criteria of the Grant Procedures

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

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



## **Part 8: SOCIETY ANNUAL MEETINGS AND SOCIETY SPECIAL GENERAL MEETINGS**

### **Section 8.01 General**

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

**8.1.2** Society Annual Meetings and Society Special General Meetings shall be held on the campus of the University in a location determined by the Secretary of Internal Affairs. Such meetings shall be chaired by the President of the Society. The President may, at their discretion, turn the chair over to any other member of the Society.

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

**8.1.4** All members of the Society:

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

Each member of the Society shall be entitled to one vote at Society Annual Meetings and Society Special General Meetings, so long as they have paid all dues or fees, if any, then payable by them.

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

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

manner as the Chair shall direct. In the case of an equality of votes, the Chair shall be entitled to a second or deciding vote. In such cases, the Chair shall vote to maintain the status quo where possible.

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

**8.1.8** Quorum at Society Annual Meetings and Society Special General Meetings shall be one per cent (1%) of current Society members. Should there be no quorum at such a meeting, business may proceed as usual; all decisions made shall be binding, except in the case of:

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

**8.1.9** In accordance with section 3.2 any Society member may place a motion on the agenda for Society Annual Meetings and Society Special General Meetings provided that:

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

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

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

## Section 8.02 Society Annual Meetings

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

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

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

## Section 8.03 Society Special General Meetings

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

## Part 9: AMS NON-ACADEMIC MISCONDUCT

### Section 9.01 Authority

This constitution recognizes the Queen's University Board of Trustee's authority over the Non-Academic Misconduct System for Queen's students and its delegation to the AMS of the responsibility to exercise authority over any matters of level 1 non-academic misconduct, that are referred to the Judicial Affairs Office by the Non-Academic Misconduct Intake Office (NAMIO), involving inappropriate behaviour of undergraduate students, which adversely affect the interests and responsibilities of the University community. This authority shall be exercised through a validly constituted peer discipline system that shall not entertain questions as to its jurisdiction or legitimacy.

### Section 9.02 AMS Judicial Committee

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

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

**9.2.3** The AMS Judicial Committee shall also be responsible to the Society for all matters of constitutional interpretation, for adjudicating on Speaker's Rulings which may be contested from the Assembly and for overseeing the procedure followed in the running of the Society elections and referenda. Without restricting the generality of the foregoing, the AMS Judicial Committee may exercise jurisdiction regarding:

- I. A question of constitutional interpretation which is brought forward from the Assembly by the Speaker of the Assembly or any members of the Assembly;
- II. A question of constitutional interpretation which is brought forward by any member of the Society and/or of its Member Societies;
- III. A Speaker's ruling from the Assembly which is contested by a member of the

- Assembly, or a member of the Society, and/or any of its Member Societies;
- IV. The overseeing of all Society elections and referenda to ensure that they are being run in accordance with the Society Policy on Elections and Referenda.

**9.2.4** Any member of the AMS, who is alleged to have violated one or more of the offences set out in this section, may be investigated by the AMS Judicial Affairs Office, and brought before the AMS Judicial Committee for a hearing.

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

**9.2.6** The AMS Judicial Committee shall consist of:

- I. A Chair;
- II. An Alternate Chair; and
- III. Five (5) other members.

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

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

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

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

The AMS Secretary of Internal Affairs shall have the discretion to adjust procedural timelines

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

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

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

### Section 9.03 AMS Judicial Affairs Office

**9.3.1** There shall be an AMS Judicial Affairs Manager who shall be a functionary of the Society through the Office of Internal Affairs.

**9.3.2** The AMS Judicial Affairs Manager shall be responsible for initiating a proceeding before the Judicial Committee, on behalf of the Society, any member of the Society or any member of the public (including, but not limited to the faculty and staff of Queen's University), where the AMS Judicial Affairs Manager reasonably believes that there has been a violation under section 9.2.1 of this constitution.

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

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

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

## Part 10: QUEEN'S STUCONS

### Section 10.01 Queen's StuCons

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

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

**10.1.2** The Society shall hire a Head Manager of the service, who will hold the concomitant title of Chief Constable.

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

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

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

**10.1.7** The Society shall cover the expenses resulting from personal injuries and/or property damage which are incurred by any Constable while performing their duty, over and above those covered by the Government, University, Society, private health plans, and/or AMS insurance policies.

**10.1.8** The Head Manager shall, in consultation with the Director of Clubs and Vice President University Affairs, administer the Student Constables Bursary as outlined in Section 9 of Clubs Policy.

## Part 11: RIGHTS, PRIVILEGES AND OBLIGATIONS OF MEMBER SOCIETIES

### Section 11.01 Rights, Privileges and Obligations of Member Societies

**11.1.1** The Member Societies shall recognize the obligations, powers, and jurisdiction of the Society as granted by this Constitution.

**11.1.2** The Society shall exercise its jurisdiction under subsection 2.1.4 over the Member Societies only in extreme circumstances. If an action by the Society in this regard is opposed by a Member Society, it shall only be achieved and implemented by a two-thirds (2/3) vote of the total membership of the Assembly.

**11.1.3** While Member Societies are primarily responsible to their respective faculties, they also recognize their responsibility to all AMS students at the University and to the Society as the student government at the University.

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

- I. Every Member Society has jurisdiction over its own governmental structure, and its aims and purposes. As a consequence, Member Societies shall have authority to amend their constitution, to administer and regulate their own elections, and shall control the selection and tenure of their representatives on the Assembly;
- II. Every Member Society has jurisdiction over its own policies;
- III. Every Member Society has jurisdiction over its own finances and their administration. The Member Society shall have full control over their budget and Faculty Society Fees. These fees shall be approved and collected by the University. The Society shall make recommendations to the University in this field and shall support any fee request determined by the Member Societies in a democratic manner in accordance with the constitution of the Member Society;
- IV. Every Member Society has the authority:
  - i. To run social events subject to the guidelines in this Constitution and AMS event review and approval policy;
  - ii. To publish any publication it wishes, as long as in compliance with best editorial practices and the values of its society;
  - iii. To administer, regulate and control its own physical space in accordance with the regulations of the University and, where applicable, the Society;
- V. Every Member Society shall have authority over and responsibility for its own orientation program as regards to policies, programs, regulations, and specific events. The Member Societies recognize the authority of Orientation Roundtable and the Senate Orientation Review Committee, as may be established, by the Assembly;
- VI. Every Member Society has the right to prior consultation upon request regarding any



Society Policies or constitutional amendments which might affect the Member Societies, before such policies or constitutional amendments are presented to the Assembly.

**11.1.5** This section shall only be amended by a referendum held in accordance with the Assembly Policy on Elections and Referenda, or at a Society Annual Meeting or Society Special General Meeting where the motion to amend has been included with the agenda made available at least five (5) days before the day of the meeting as provided for in subsection 9.02 as stated in the rules governing Society Annual and Society General Meetings.

## **Part 12: BOARD OF TRUSTEES MEMBERS**

### **Section 12.01 Undergraduate Student Trustee**

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

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

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

**12.1.4** If no Undergraduate Student Trustee is elected during the normal election period, they must be elected in the following Fall Term.

**12.1.5** The Undergraduate Student Trustee shall be a non-voting, ex-officio member of the Assembly, as described in section 5.1.5.

**12.1.6** The Undergraduate Student Trustee shall normally serve for two (2) years.

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

### **Section 12.02: The Rector**

**12.2.1** The Rector of the University is one of the students' representatives on the Board of Trustees of the University. They shall be a non-voting, ex-officio member of the Assembly as described in subsection 5.1.5.

**12.2.2** The Rector election shall normally occur during the Fall Term concurrent with the Society's referendum. The Rector shall be elected in a campus-wide election in which all students enrolled in the University shall be eligible to vote. The nomination, campaign and election shall be run in accordance with the Society Policy on Elections and Referenda, except for matters covered by this section. The University Secretariat and Society of Graduate and Professional studies work in conjunction with the AMS Elections team to facilitate the

election.

**12.2.3** Nominations for the position of Rector shall be received by the Assembly no later than the second meeting of the Assembly after the incumbent has announced their intention to resign.

Nominations are valid only if signed by at least one percent (1%) of the student body (based on enrolment figures from the Registrar's Office). The Assembly shall inform the Society of Graduate and Professional Students of all proceedings regarding the Rector election.

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

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

## Part 13: QUEENS'S INSIGNIA

### Section 13.01 Queen's Insignia

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

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

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

**13.1.4** The Society recognizes the following to be the official colours of the Member Societies indicated:

- I. The Arts and Science Undergraduate Society, scarlet red (#C10C26 RGB(193, 12, 38));
- II. The Engineering Society, gold (#F9F703 RGB(249, 247, 3));
- III. The Commerce Society, burgundy (#8A3547 RGB(138, 53, 71));
- IV. The Nursing Society, white (#FFFFFF RGB(255, 255, 255));
- V. The Concurrent Education Students' Association, teal (#1A6DA3 RGB(26, 109, 163));
- VI. The Health Sciences Society, navy blue (#1F3A60 RGB(31, 58, 96)).

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

## Part 14: MEDIA

### Section 14.01 Queen's Journal

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

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

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

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

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

**14.1.5** The editorial autonomy of the Queen's Journal is guaranteed by the AMS Corporate By-laws and Constitution. It shall be honoured by all Officers of the Society, the Corporation and the University. Opinions published in the Queen's Journal shall not necessarily be those of the Society, the Corporation, the University, or any officer thereof. The Queen's Journal shall regularly bear notice to this effect.

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

- I. 14.1.1;
- II. 14.1.2;
- III. 14.1.3;
- IV. 14.1.5.

## Section 14.02 Studio Q

**14.2.1** Studio Q shall be a media service functioning under the Corporation. Its purpose shall be:

- I. To provide an opportunity to those students who desire experience in the fields of videography, broadcasting, photography, design, marketing, and publishing.

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

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

**14.2.3** The editorial autonomy of Studio Q is guaranteed by the AMS Corporate By-laws and Constitution. It shall be honoured by all Officers of the Society, the Corporation, and the University. Opinions expressed by Studio Q shall not necessarily be those of the Society, the Corporation, the University, or any officer thereof. Studio Q shall regularly bear notice to this effect.

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

**14.2.5** At least two (2) Studio Q personnel shall be admitted free of charge to any Society or corporation event which Studio Q management considers to be of sufficient interest to be included in the Tricolour Yearbook or other Studio Q production.

## Section 14.03 Other Publications

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

## Part 15: THE CORPORATION

### Section 15.01 The Corporation

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

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

**15.2.3** The members of the Corporation shall be the members of the Assembly.

**15.2.4** Peer Support Centre shall be a support service functioning under the Corporation. Its purpose shall be:

- I. To provide a confidential safe space that is inclusive to all students and to all experiences by providing empathetic listening to all peers who choose to share their own personal challenges and experiences.

**15.2.5** Common Ground Coffee House shall be a food service functioning under the Corporation. Its purpose shall be:

- I. To provide a recreational, social, and study-oriented space in a safe and welcoming environment that provides reasonable priced, sustainably sourced, and quality food and beverage options.

**15.2.6** Tricolour Outlet shall be a retail service functioning under the Corporation. Its purpose shall be:

- I. To foster a sense of school spirit amongst students, alumni, and their families by providing affordable merchandise and other services as a student-run retail service.

**15.2.7** Walkhome shall be a service functioning under the Corporation. Its purpose shall be:

- I. To offer students, faculty, and staff the option of being safely and comfortably accompanied when walking in the vicinity surrounding the Queen's campus.

**15.2.8** Print & Copy Centre shall be a retail service functioning under the Corporation. Its

purpose shall be:

- I. To provide the Queen's community with high-quality products and printing services that are financially accessible, while prioritizing sustainability and ensuring exceptional customer service.

**15.2.9** Food Bank shall be a service functioning under the Corporation. Its purpose shall be:

- I. To provide fresh and nutritious food and other essential items to Queen's University students in a professional, confidential, and non-judgemental manner.



## **Part 16: EXTERNAL ALIGNMENT WITH PROVINCIAL AND FEDERAL POSTSECONDARY EDUCATION LOBBY ORGANIZATIONS**

### **Section 16.01 Full Membership**

**16.1.1** Full membership status in a provincial or federal postsecondary education lobby organization shall require a two-thirds (2/3) vote in favour by Assembly and subsequent approval of both membership and any applicable membership fee via a campus-wide referendum of AMS members.

**16.1.2** The AMS shall not be eligible for membership in any external lobby organization in which the autonomy of the AMS would be compromised. For greater certainty, the AMS constitution and any applicable Society policies shall always take precedence. The Assembly shall determine this eligibility.

**16.1.3** Full membership status shall be subject to a review by Assembly after a period not exceeding three years. The Assembly shall establish for this purpose. The committee may submit a report on the status of membership and at that time, Assembly shall vote on renewing full membership. Renewal of full membership shall require a two-thirds (2/3) majority vote. Should the vote fail, full membership shall terminate.

**16.1.4** Termination of full membership status may be initiated at any time by:

- I. A Society-wide referendum called by a petition containing the signatures of no less than 10% of the membership of the Society. Approval shall require a two-thirds (2/3) vote in favour in the referendum; or
- II. A two-thirds (2/3) vote of members of Assembly.

**16.1.5** Consideration of a proposed increase in a membership fee shall be deemed distinct from consideration of continued membership in an external organization and thus shall be subject solely to a vote by Assembly. Approval of an increase in a membership fee shall require a three-quarters (3/4) vote in favour by Assembly.

### **Section 16.02 Associate Membership**

**16.2.1** Where a provincial or federal postsecondary lobby organization provides the option of associate membership status, the AMS may approve this form of affiliation by a two-thirds (2/3) vote in favour by the Assembly and subsequent approval via a campus-wide referendum of AMS members. Any membership fee shall be paid through an Assembly allocation.

**16.2.2** Associate membership shall be subject to a review by Assembly after a period not exceeding one year. At that time, Assembly shall determine whether to renew associate

membership, discontinue associate membership or pursue full-time membership. Renewal of associate membership, where permitted by the external organization, shall require a two-thirds (2/3) majority vote at Assembly. Under no circumstances shall associate membership exceed a period of two (2) consecutive years.

## Section 16:03 Representation

**16.3.1** The AMS Representative to External Affiliate bodies shall be either the AMS President or their designate(s).

## Part 17: BUDGETS

### Section 17.01 Budgets

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

**17.1.2** The Assembly Budget shall include those matters associated with the Assembly, the Executive, the Commissions, and the Undergraduate Trustee. These budgets must maintain transparency and stray from the heavy utilization of miscellaneous sections without explanation. The Assembly shall have no financial control over Corporation monies other than the allocation of revenues properly accruing to the Society by means of the AMS Specific Fee and any revenues, other than interest, generated out of any year fees within its power to control or out of any endeavour it may operate. Assembly shall not budget to run a deficit. The Assembly Budget shall be approved by the Assembly and the Assembly shall be responsible for ensuring that it is properly adhered to through the Assembly Finance Committee. If, however, material deviations from the Assembly Budget come about and the Assembly does not take the necessary action to bring performance in line with the Budget, the Board may intervene and take whatever action it deems necessary to ensure that the Assembly Budget is adhered to. Such action taken by the Board shall be binding on the Assembly and the Society.

**17.1.3** To ensure accountability over the summer, and in recognition of their limited time capacity, incoming Senior Management shall endeavour to adhere to spending consistent with the year prior, as monitored by the Executive. Upon completion of the formal goal planning and associated budget process, formal Commission budgets will be presented for Assembly's approval at the first or second Assembly meeting of the new academic year.

**17.1.4** The General Office Budget shall include those matters associated with the Offices and the day-to-day operations of the corporation, full-time staff, and activities that support the whole corporation. The General Office Budget shall be approved by the Board, and shown to Assembly for information purposes, and the President, Vice-President (Operations), and General Manager shall be responsible for ensuring that it is properly adhered to.

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

**17.1.6** The Restricted Funds Schedule shall include those matters associated with the

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

**17.1.7** Notwithstanding subsection 18.01.03, the Board of Directors shall approve the total budgeted amount allocated for full-time employees. Such total budgeted amount shall include base salaries, projected salary increases and employment benefits.

## Part 18: TRANSITION

### Section 18.01 Transition

**18.1.1** The Executive shall be retired as of May 1<sup>st</sup> of each year. At that time the Executive-Elect shall assume the powers vested in the offices of the Executive.

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

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

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

**18.1.5** Considerations set out in this constitution that reference the Executive, including, but not limited to, Section 2.2, Section 2.4, Section 6.3, and Section 6.11, shall apply where reasonable and as appropriate to the Executive-Elect.

# Part 19: AMENDMENTS

## Section 19.01 Amendments

**19.1.1** Unless otherwise stated in this Constitution, any part, section, subsection, or paragraph of this Constitution may only be amended following two readings held at two separate regular meetings of the Assembly. These motions must be passed by a two-thirds (2/3) majority of the Assembly. Proper notice of such motion to amend need be given. Amendments may also occur with a two-thirds (2/3) majority of Members present at a Society Annual Meeting or Society Special General Meeting. No motion shall appear for a second reading before an Assembly that did not vote on the first reading, nor shall a second reading take place in a different academic year than the first reading.

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

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

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

Contact person	Secretary of Internal Affairs
Date of next review	March 2026
Related policies, procedures, and guidelines	All
Policies superseded by this policy	N/A