



**ALMA MATER SOCIETY
INTERNAL AFFAIRS OFFICE**



2024 Referenda Fee Increase/Establish Package



Winter 2024 Referendum: Triennial Review and Establishing/Increasing Fees Information

Thank you for your interest in establishing, increasing, or continuing your fee with the Alma Mater Society! This is a very important aspect of student life, as it helps to engage and connect students to clubs and groups in the Queen's and Kingston community.

The validation package consists of a document to fill out contact and club information, as well as a blurb for The Journal. There is also a budget template attached to fill out and return so we can verify your eligibility. Please fill it out and return it to us no later than **December 12th**. If you require more time, please let us know as soon as possible.

The upcoming Referendum serves three purposes. Reviewing pre-existing fees, increasing existing fees, and establishing new fees for clubs and resources on campus.

For Triennial Review groups, this referendum is where students can vote on the continuation of your fee. As such, you do not need to pay attention to the nomination and signature requirements, as you have already met that. After filling out the validation package, the next dates you will need to pay attention to is the information session as well as the campaign period dates.

If you are a group looking to increase or establish a fee with the AMS, please pay careful attention to all the dates posted below. To be eligible, you must provide us with a completed validation package and budget. You will have to determine the amount you would like your fee set at. Then, you will be given the opportunity to collect nomination signatures from AMS members, and after that is completed, be verified at AMS assembly. After, you will be allowed to campaign for people to vote yes to your fee and vote yourselves on election and referenda day in February! Note that this process is for establishing or increasing fees for the **2024-2025** school year. More information will be provided in the **nominations** package after your club or group is validated.

If you have any questions or run into any problems, the Elections Team will be more than happy to help you out. This process may seem like a lot, but we are here to make it a bit easier! We can be reached by using the contact information below. Keep scrolling for dates!

Happy student fee-ing!



AMS Referenda 2024 Dates

Friday December 12th

Validation Packages Due for Winter Referendum at 12:00 PM

Thursday January 11th

Referendum Information Session

Monday January 15th

Nomination Period Begins

Thursday January 18th

Nomination Period Ends & Nominations Due at 12:00 PM (noon)

Tuesday January 23rd

Validation at AMS Assembly

Monday January 29th

Campaign Period Begins

Monday February 5th

Campaign Period Ends

Tuesday February 6th – Wednesday February 7th

Voting Days – Online Campaigning Permitted!



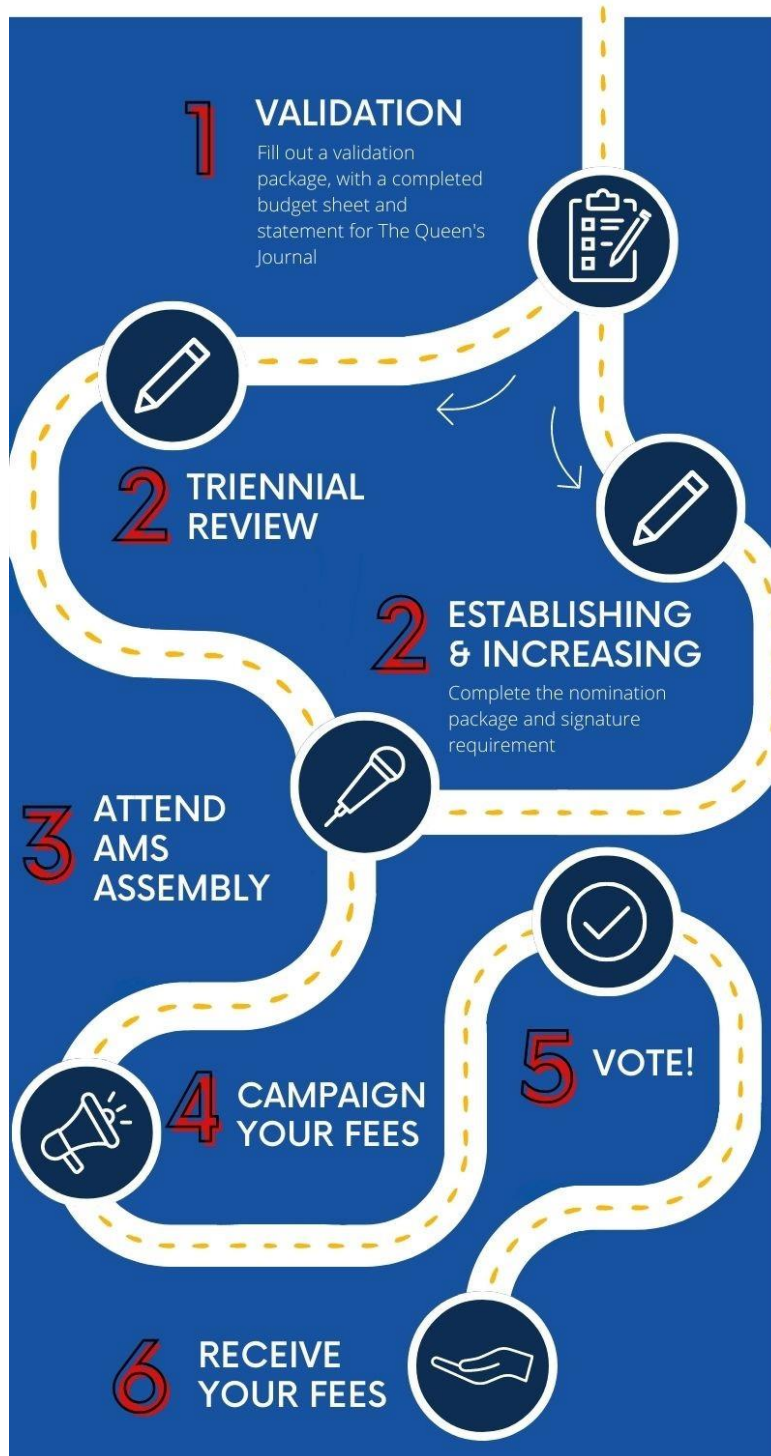
ALMA MATER SOCIETY
INTERNAL AFFAIRS OFFICE

2023-2024



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STUDENT FEE PROCEDURE



Thank you for your interest in establishing or increasing a fee with the Alma Mater Society. This package contains all the information and forms that you will need to participate in the election process. Please read this document in its entirety and fully understand its contents, paying particular attention to the Dates section, as you will be held completely responsible for all of the material contained herein. Please view this document in **desktop mode!** Please note that all times for information sessions, debates and deadlines are in Kingston time (EST). As always, it is up to you if your organization would like to run a “vote yes!” campaign.

If you have any questions or run into any problems, the Elections Team will be more than happy to help you out. We can be reached by using the contact information below. We strongly encourage you to ask for clarification of any of the rules or regulations regarding soliciting nominations or campaigning and encourage you to discuss your campaign strategy with us to ensure that you are within campaign rules and regulations. There are no stupid questions, and it is better to be safe than sorry! Also, we look to you for comments or suggestions to help make elections and referenda run more smoothly.

Good luck!

AMS Elections Team Contact Information:

Calder Bryson, Chief Electoral Officer (ceo@ams.queensu.ca)

Alysha Ahmad, Secretary of Internal Affairs (secretariat@ams.queensu.ca)

Kesha Ongagna, Logistics Deputy (logistics_deputy@ams.queensu.ca)

Raquel Noronha, Disputes Deputy (disputes_deputy@ams.queensu.ca)

Andrew Mun-Shimoda, Marketing Deputy (iao.marketing@ams.queensu.ca)

NOTE: Please ensure that you fill out the form entirely when going through the nomination package. This is essential. We will need to contact you during the nomination and campaign periods.

IMPORTANT DATES

- December 12th** **Validation Packages and Budgets Due**
Please fill out the validation form and provide a budget, using the sample budget on site. The packages are due at the latest by 5:00 PM EST on December 1st. Please also include a statement for QJ and return it to ceo@ams.queensu.ca. **No signatures are needed by this date.**
- January 15th** **Nomination Period Opens**
Starting at 12:00 AM on January 15th you are permitted to gather signatures using the instructions found in this document.
- January 18th** **Nominations Close**
Nomination packages are due on this day before 12:00 PM EST. Please ensure you have 204 or more signatures (1% of AMS members).
- January 23rd** **Validation Day**
The Elections Team will verify all the collected nomination signatures. All candidates will go before AMS Assembly to be ratified thus allowing campaigning to begin. **Please submit any graphics, campaign materials, and websites you would like approved at this time to guarantee they are ready for the start of campaigning.**
- January 29th** **Campaigning Begins**
Please refer to AMS Elections and Referenda Policy Manual for regulation on campaigning. Campaigning may begin at 12:00 AM EST.
- February 5th** **Campaigning Ends**
This is just the last day before voting commences. In-person campaigning must be stopped at 8:00 PM EST. Campaigning can still take place **online** during the election days.
- February 6th – 7th** **VOTING DAYS**
Voting closes at 8:00 PM EST on the second day. Referenda groups will be informed by the latest, a day after voting.
- February 8th** **Referendum Expenses Receipts Due**
Please turn in all campaign receipts to ceo@ams.queensu.ca **BEFORE** 5:00 pm on the 20th. The campaign-spending limit is \$25.00. If you do not submit expenses by this date, you will not be reimbursed, and you will be fined and/or disqualified. This only applies to teams who are choosing to spend during their campaign.

How Should I Get Signatures?

This year, we require you to submit the list of signatures (name, student number and email) in a table format, either attached to this document or submitted separately. It will all be online.

Important information:

- Anyone can nominate you, as long as they are a fee-paying AMS Member;
- You are required to get at least 204 valid signatures;
- A reminder that campaigning during this time will result in consequences. While you can share the information of “My group is X, and we are looking to have a student fee,” you cannot disclose any of your platform;
- Please try to uphold anonymity for signatories. It is discouraged to share a document where everyone can fill in their information. Rather, it is encouraged to have them fill out a form or give you the information directly.
- Ensure that students fill out the email section of the form so that we can verify the validity.

Example of a way to solicit nominations and required format:

Nomination Form

Hi! My name is X and I am planning to run for the position of Y. Please fill out the information below to help nominate me!

First and Last name
Short answer text

Student Number
Short answer text

Queen's Email
Short answer text

Name	Student Number	Email
Person One	1111111	00XYZ@queensu.ca
Person Two	2222222	00ZYX@queensu.ca

To Do List

- Solicit more than 204 signatures on the nomination forms for your candidacy. Be sure to collect more than the number of signatures that you require as some people will provide false information, sign your sheets more than once, or sign illegibly. If a signature cannot be verified against our student list, it will not count.

- Check your email. We will confirm that you acquired at least 204 signatures. That's your go-ahead to attend assembly on January 23rd. Attendance is **mandatory** for all candidates. If you cannot attend, you must notify the CEO by emailing them 24 hours before Assembly informing them that you cannot attend. Failure to do so may result in disqualification.

- Run a campaign, paying attention to the campaign expense limits of \$25.00. In addition, pay close attention to all campaign rules and regulations outlined in the AMS Constitution, Policy, and Procedures Manuals.

- Understand AMS elections campaigning policy and procedure, as well as disputes procedure, which is attached in this form.

- Things that must be handed in:
 - Validation Package (December 12th, 2023)
 - 204 signatures (January 18th, 2024 at 12:00 PM)
 - This package, signed at the end (January 18th, 2024 at 12:00 PM)

CLARIFICATIONS

- ✓ You need to collect 204+ (1%) signatures from members of the AMS (undergraduate students). When obtaining nominations, please ensure that all names and student numbers are clearly legible. Please ensure that nominators write their student number, not their phone number.
- ✓ Non-compliance with nomination rules may result in disqualification of your candidacy, as there are no other forms of control available until after validation. Appeals may be directed to the Chief Electoral Officer (ceo@ams.queensu.ca).
- ✓ The campaign-spending limit has been set at \$25.00. Please keep ALL receipts and note what you spent on the Expense Summary Form. Hand in both receipts and the Expense Summary Form no later than Midnight on February 8th.
- ✓ All campaign materials (including any advertisements you may want to place in campus publications, etc. and any new social media presence [Facebook pages, events, groups and profiles, as well as Twitter accounts]) must be approved by the CEO.
- ✓ There is to be no campaigning during the nomination periods. You can only ask people to sign your nomination form, and, if they ask, explain what you are doing (i.e. what your student fee is for).
- ✓ You are responsible for the activities of all individuals associated with your campaign. Please ensure that they fully understand the rules and regulations regarding the soliciting of nominations and campaigning.
- ✓ This is NOT a complete list of rules and policy, so it is IMPERATIVE that you read and understand all parts of the Constitution, AMS Student Activity Fee policy, AMS Elections Policy, and AMS Referendum Policy and other information contained within this package. All relevant AMS Policy can be found under the governance section of myams.org
- ✓ Complaint forms for candidates and members at large can be found at myams.org/elections to submit infractions of elections policy or the Queen's Student Code of Conduct.

This is NOT a complete list of rules and policy, so it is IMPERATIVE that you read and understand all parts of the Constitution, AMS Elections and Referendum and other information contained within this package. All relevant AMS Policy can be found under the governance section of myams.org.

Campaigning Cheat Sheet

<u>I want to...</u>		<u>You must...</u>
Collect signatures	→	Ask students to give name, student number and email. Collect more than 204 in case of fake/incorrect/repeating names.
Post on social media	→	Send all photos, blurbs and posts to the CEO for approval. Once something has been approved once, you do not have to get it re approved. It is suggested to make a plan ahead of time to get everything approved on time.
Run any other campaigning event (ex. platform talk)	→	Have event approved by elections team.
Campaign over social media	→	Get all accounts and websites approved by elections team.
Lodge a complaint	→	Email ceo@ams.queensu.ca and cc disputes_deputy@ams.queensu.ca . Complaints are generally answered within an hour.

Expense Information

Referendum candidate: \$25 campaign-spending limit

1. Keep track of ALL expenses and corresponding receipts related to the campaign, both paper and electronic. Make sure to stay below your spending limit! Collect receipts for all donations as they count against the spending limit.
2. Notify the Elections Time before use of any materials that do not incur a cost. These **must** be approved by the CEO prior to use. The CEO can sanction you if you do not notify them of these materials.
3. Submit your completed Expense Summary Form and campaign expense receipts in a single email to logistics_deputy@ams.queensu.ca no later than 11:59 PM EST on February 8th. No reimbursements will be issues to any expenses submitted past this date or without a receipt. Paper forms or receipts may be scanned and attached in PDF or JPEG format.

Infraction of Elections Policy Complaint Form

Please include as much information as possible and reference AMS policy where applicable. The name of the complainant and respondent is necessary for the case to be processed. Please note that all complaints will be kept confidential and will only be shared with members of the Elections Team.

Contact information

Your name:

Your email:

Your phone number:

If applicable, please provide the team/group with which you are affiliated:

Which group/individual are you filing this complaint against?

Explain the incident pertaining to this complaint. If applicable, please include the specific section of AMS policy you believe was violated.

(Complaint must be filed within 24 hours of the incident coming to your attention):

Please advise as to how the Elections Team can alleviate this issue:

Signature

I have read and understood the terms and conditions of this referenda package. I will uphold all of the policies in place and ensure my group does as well.

Contact Name: _____

Signature: _____

More Resources

[AMS Constitution](#)

The AMS Constitution is the primary governing document of the Society. It contains both the AMS mission and operating statements and broadly delineates the fundamental principles by which the Society is governed. Any part, section, subsection or paragraph of the constitution may only be amended following two readings held at two separate regular meetings of the Assembly.

[Student Activity Fee Policy](#)

The Student Activity Fee Policy provides clear policy and procedures for the establishment, collection, administration, maintenance, and distribution of Student Activity Fees within the jurisdiction of the AMS.

[Elections Policy](#)

Elections Policy governs all AMS elections and is used to ensure a fair and transparent elections process. This policy supersedes faculty society elections policies in cases where Faculty Societies have no policy.

[Referenda Policy](#)

Referenda Policy governs all AMS referenda and is used to ensure a fair and transparent referenda process. This policy supersedes faculty society referenda policies in cases where Faculty Societies have no policy.