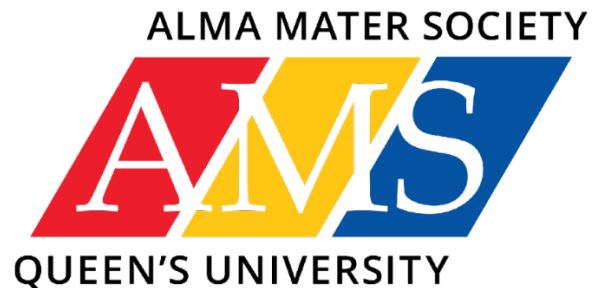


# THE CONSTITUTION OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

<b>Responsibility</b>	President
<b>Approved by</b>	Assembly
<b>Date initially approved</b>	1858
<b>Date last revised</b>	April 20, 2026
<b>Date last interpreted<sup>1</sup></b>	April 16, 2025



---

<sup>1</sup> This refers to the date of the most recent Constitutional Interpretation. This should be tracked to enter any interpretations into the Constitution directly.

# Table of Contents

Land Acknowledgement .....	5
Scope.. .....	5
Mission Statement .....	5
Mandate.....	6
Interpretation .....	6
References .....	9
<b>PART 1: THE SOCIETY AND THE EXECUTIVE.....</b>	<b>9</b>
Section 1: The Society.....	9
Section 2: The Executive.....	11
Section 3: The President .....	12
Section 4: The Vice-President (Operations) .....	12
Section 5: The Vice-President (University Affairs) .....	12
Section 6: The Honorary President of the Society .....	13
<b>PART 2: MEMBERSHIP .....</b>	<b>14</b>
Section 1: Membership .....	14
Section 2: Honorary Membership.....	15
Section 3: Honorary Life Membership .....	16
Section 4: Student Activity Fees .....	17
<b>PART 3: LEGISLATIVE AFFAIRS .....</b>	<b>17</b>
Section 1: Jurisdiction .....	17
Section 2: Membership .....	19
Section 3: Suspension of Members .....	21
Section 4: Terms of Reference .....	22
Section 5: Summer Assembly.....	24
Section 6: Scribe.....	25
<b>PART 4: CIVIC AFFAIRS .....</b>	<b>25</b>
Section 1: Civic Affairs Office .....	25
Section 2: Election, Removal, Suspension and Discipline of the Executive.....	27
Section 3: Referenda .....	30

Section 4: General Assembly .....	31
<b>PART 5: JUDICIAL AFFAIRS .....</b>	<b>34</b>
Section 1: Jurisdiction .....	34
Section 2: Judicial Affairs Office.....	35
Section 3: Judicial Council .....	36
<b>PART 6: GOVERNMENT AFFAIRS .....</b>	<b>38</b>
Section 1: Commissions .....	38
Section 2: Commission of Clubs.....	40
Section 3: Commission of Social Issues.....	40
Section 4: Commission of Environmental Sustainability.....	41
Section 5: Commission of Campus Affairs.....	41
Section 6: Commission of External Affairs.....	42
<b>PART 7: INTERNAL AFFAIRS.....</b>	<b>42</b>
Section 1: Secretariat.....	42
Section 2: Council of Order.....	44
Section 3: President's Council.....	46
Section 4: Government Council.....	47
<b>PART 8: CORPORATE AFFAIRS .....</b>	<b>48</b>
Section 1: The Corporation.....	48
Section 2: The Services.....	48
Section 3: The Offices .....	51
Section 4: Senior Management.....	53
Section 5: Corporate Council.....	53
<b>PART 9: FINANCIAL AFFAIRS .....</b>	<b>53</b>
Section 1: Budgets .....	53
Section 2: Assembly Budget .....	54
<b>PART 10: EXTERNAL AFFAIRS.....</b>	<b>56</b>
Section 1: Full Membership .....	56
Section 2: Observer or Associate Membership.....	56
<b>PART 11: CLUBS .....</b>	<b>57</b>

Section 1: Jurisdiction .....	57
Section 2: Ratification .....	58
<b>PART 12: FACULTY SOCIETIES.....</b>	<b>59</b>
Section 1: Membership .....	59
Section 2: Jurisdiction .....	60
Section 3: Rights.....	61
<b>PART 13: UNIVERSITY AFFAIRS.....</b>	<b>62</b>
Section 1: Queen’s Insignia.....	62
Section 2: Undergraduate Student Trustee.....	63
Section 3: The Rector.....	64
<b>PART 14: THE JOURNAL.....</b>	<b>65</b>
<b>PART 15: AMENDMENTS .....</b>	<b>66</b>

## **Land Acknowledgement**

We acknowledge that we are on the traditional lands of the Mississauga of the Credit, Huron-Wendat, Anishinaabe (Ojibwe) and Haudenosaunee (Iroquois) peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation. Our words have power; through this acknowledgment, we aim to honour life. The resurgence and self-determination of Indigenous peoples inspire us to act with humility and in consideration of the future generations. We look to the Dish with One Spoon Wampum Belt Covenant, which perpetually teaches mutual understanding of shared land and resources, as a guiding principle in our journey toward reconciliation in Katarokwi and on Turtle Island. We are dedicated to creating an environment where Indigenous students, faculty, and staff feel valued, heard, and supported.

## **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.

## **Mission Statement**

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

## 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.

## Interpretation

The terminology defined below apply in this part and all other parts of the Constitution, unless the context requires otherwise. The AMS Judicial Council shall have the final authority to interpret the Constitution. Terminology is grouped into sections for ease of presentation. The grouping or categorization of terms should have no weight on their interpretation.

### ***Associations***

1. "**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;
2. "**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***

3. "**Constitution**" means the Constitution of the Society which governs the affairs of the Society;
4. "**Letters Patent**" means the letters patent of Incorporation of the Corporation, as amended, or restated from time to time;
5. "**By-law**" means a by-law of the Corporation enacted in accordance with the Act and which governs the affairs of the Corporation;
6. "**Society Policy**" means the policies of the Society which shall guide the actions of the Society and are subject to approval by Assembly;

7. "**The Act**" means the Ontario Not-for-Profit Corporations Act or any successor statute, as amended from time to time;
8. "**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;

### ***Structural Terms***

9. "**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;
10. "**Board**" means the Board of Directors of the Corporation;
11. "**Commissions**" refers to AMS commissions, which advocate on behalf of students at Queen's through particular responsibilities and goals;
12. "**Services**" mean the services provided by the Corporation either solely or by agreement with other agencies or organizations
13. "**Member Society**" or "**Faculty Society**" means a professional faculty, school, division, or institute of the University recognized by the Society as a Member Society as defined by subsection 12.1.1.

### ***Positions***

14. "**Senior Management**" means the Senior Management Team of the AMS as described in Part 8, Section 4.
15. "**Executive**" means the Executive of the Society as described in subsection 1.2.1;
16. "**President,**" also known as "AMS President" means the individual elected/appointed as the President of the Society;
17. "**Secretary of Internal Affairs**" refers to the manager of the Internal Affairs Office, who facilitates the governance operation, rules, and policies as they guide the direction of the AMS;
18. "**Judicial Affairs Manager**" refers to both the Judicial Case Manager and Judicial Disputes Manager who are hired in accordance with the Judicial Affairs Office appointment procedures and whose roles, responsibilities and duties are outlined by the policies governing the Judicial Affairs Office.

### ***Policy***

19. "**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:

- a. Any policy that which govern the day-to-day operations of specific areas of the Commissions and Assembly;
  - b. 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;
  - c. Organizational structures for Commissions
20. **"Commitment"** means a document which describes the commitments of the AMS towards an issue, topic or mandate. Commitments are ratified by Assembly.

### **General**

21. **"Clubs"** refers to AMS ratified clubs;
22. **"Full-time Student"** means a student taking sixty (60) per cent of a full-time course load as evaluated by their faculty
23. **"Member"** means an individual member of the Society as defined by Part 2, Section 1 who is registered as a full-time or part-time student in an academic program of the University;
24. **"Part-time Student"** means a student taking less than sixty (60) per cent of a full-time course load as evaluated by their faculty;
25. **"Student Activity Fees"** refers to yearly fees that are used to fund activities and services provided by the AMS;
26. **"NAMIO"** or **"Non-Academic Misconduct Intake Office"** means the primary body of investigative cases at Queen's;
27. **"University"** means Queen's University at Kingston.
28. **"Society Event"** (Per the Decision of the Judicial Council on April 28, 2025): The Judicial Council has ruled the following are interchangeable: "Society event" or "AMS event" or "AMS sanctioned events."
29. **"Editorial Autonomy"** (per the Decision of the Judicial Council on April 28, 2025): Editorial autonomy refers to the ability in non-business functions to control the production, publication, and dissemination of content free from external influences in alignment with the mission and mandate of the publication with respects to what to cover, how to cover, and where to place the content in the publication. It is understood that the business function should not assign or determine the content or tone of a publication, and that editorial content should not be shown to anyone prior to their publication.

## References

To reference a clause of this constitution, it should be sufficient to specify the number beside the clause ex. AMS Constitution sec. 5.1.1. It is not necessary to cite the Part and Section numbers as they are used for the ease of documentation. However, other policies that references the Constitution, should include the Part and Section numbers and titles, such that, in the event the constitution is amended, the part and sections can still be accurately identified (ex. Part A, Section 2: The Society).

## PART 1: THE SOCIETY AND THE EXECUTIVE

### Section 1: The Society

- 1.1.1 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.
- 1.1.2 The Society is the representative of all students of the 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.
- 1.1.3 The Society is to uphold the principles of Indigenization, Equity, Diversity, Inclusion, Anti-Racism, and Accessibility within the Queen's community.
  - I. The Society 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 shall strive to be free of these forms of discrimination with its Members in all its endeavours.
  - II. The Society 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.
  - III. The Society shall exert every reasonable effort to ensure the accessibility of all its services and programs.

- IV. Pursuant to the approval of the Assembly, a right under subsection (I) and/or paragraph (III) 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 paragraph (I), and whose aim is to achieve equal opportunity, or that is likely to contribute to the elimination of the infringement of rights under paragraph (I).
- V. 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.
- VI. Society Policy shall be consistent and reflective of the items outlined in paragraph (I) to (v) inclusive.
- VII. This section shall be subject to evolve with the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms

1.1.4 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.

1.1.5 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.

1.1.6 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.

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

1.1.8 The Alma Mater Society shall consist of the following branches:

- I. Executive System, which is formed of the Society Executive (executive branch), and Government Council (advisory branch).
- II. Legislative System, which is formed of the AMS Assembly (legislative branch) and President's Council (advisory branch).
- III. Civic System, which is formed of the Civic Affairs Office (administrative branch), and Council of Order (advisory branch).
- IV. Judicial System, which is formed of the Judicial Affairs Office (investigative branch), and Judicial Council (adjudicative branch).

## **Section 2: The Executive**

1.2.1 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. The positions shall be considered full-time from May 1 until April 30 of the following year.

1.2.2 The Executive must 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.

1.2.3 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.

1.2.4 The Executive shall present to the Annual General Assembly, an annual report, and analysis of the state of the Society, with recommendations for the Executive-elect.

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

1.2.6 To aid in transition, the outgoing Executive shall conduct a survey, to collect student

feedback on advocacy priorities, to better inform summer goal planning for the incoming Government Council.

1.2.7 The Executive-elect and incoming Government Council shall serve as Ex-Officio members of Assembly starting on March 15<sup>th</sup> or upon being hired, whichever comes later, until April 30<sup>th</sup> as a part of the transition process.

1.2.8 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.

### **Section 3: The President**

1.3.1 The President shall represent the majority opinion of the Queen's University undergraduate student body to the administration and the general public.

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

1.3.3 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.

1.3.4 The President is an ex-officio voting member of the University Senate.

### **Section 4: The Vice-President (Operations)**

1.4.1 The Vice-President (Operations) is responsible for all day-to-day operational and financial matters of the Society.

1.4.2 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.

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

### **Section 5: The Vice-President (University Affairs)**

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

- 1.5.2 They will be responsible for governmental representation and lobbying, external affairs, and representation.
- 1.5.3 They shall, in tandem with the Vice-President (Operations), oversee and be financially accountable for all the Commissions' finances.
- 1.5.4 They shall assist the President in such duties as required by the President or at the direction of the Assembly.
- 1.5.5 They shall act for the President if the President and the Vice President (Operations) are unable to do so.

## **Section 6: The Honorary President of the Society**

- 1.6.1 At the recommendation of the Executive, the AMS Assembly may appoint any person as an Honorary President of the Society. This title is intended to honor members of the Society, the University, or the Kingston community who work closely with the Executive of the Society in accordance with the AMS Mission and Mandate, in a manner that goes above and beyond the regular scope of their duties and responsibilities. This title can honor contributions made over one or multiple academic years and should focus on recognizing those who directly or indirectly contribute to the Office of the Executive consistently and exceptionally.
- 1.6.2 An Honorary President may be appointed at any time, and only for the duration of the academic year in which their appointment is made. Honorary Presidents of the Society will be considered retired on April 30 with the incumbent Executive.
- 1.6.3 An Honorary President will not have any additional powers within the Society or Corporation except as follows:
  - I. The Honorary President must release at least one written statement addressed to Members of the Alma Mater Society prior to their retirement, and in recognition of the office they hold. The Honorary President shall have full discretion on the content and nature of their statement. If possible, this statement must be made in time for the Annual General Assembly.
  - II. The Honorary President is entitled to the same rights and privileges as Honorary Members of the Society if they are not a Student Member.
  - III. The Honorary President is an honorary member of President's Council and may observe meetings at the discretion of the President.

1.6.4 In making a recommendation, the Executive should aim to preserve the legacy of previous Honorary Presidents and as such, it is not necessary to recommend an Honorary President every year.

## **PART 2: MEMBERSHIP**

### **Section 1: Membership**

2.1.1 Members of the Society shall be either Society Members or Honorary Members:

- I. Members shall be all students at the University who have paid all mandatory AMS student activity fees, including the AMS Membership Fee, in full or on a pro-rated basis subject to the Board's policy on Student Activity Fees, and who comply with 2.1.2.
- II. Honorary Members are defined by Part 2, Section 2 of this Constitution.
- III. The Society may create Honorary Life Memberships of the Society through the Annual General Assembly, Special General Assembly, referenda, or the Assembly. Honorary Life Memberships are further elaborated on in Part 2, Section 3 of this Constitution.

2.1.2 Members of the Society shall be all students at the University who would otherwise not be considered a member of the Society for Graduate and Professional Studies; and who are:

- I. Enrolled in an undergraduate program at Queen's University, with a primary program delivery in-person at Kingston, Ontario; OR
- II. Enrolled in at least one undergraduate course delivered through an in-person format on the Kingston campus.

2.1.3 Each member 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. The eligible Member Societies are defined by section 12.1.1.

2.1.4 For three calendar years commencing on May 1, 2025, the AMS President with the approval of the respective president of the Member Society, may approve exceptions to 2.1.2 in consultation with the Secretary of Internal Affairs. Exceptions must be stored with the Secretary. By April 30<sup>th</sup> of 2028, an aggregate list (excludes all names) of situations leading to exceptions must be compiled by the Secretary,

to support the review and implementation of 2.1.2.

2.1.5 The rights and privileges of Society Members, as described in paragraph (I) of subsection 2.1.1 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 Assembly 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 Special or Annual General Assembly;
- 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.

2.1.6 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.

2.1.7 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.

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

## **Section 2: Honorary Membership**

2.2.1 Honorary Members shall include the Honorary President (Part 1, Section 6),

Observer and Ex-Officio members of Assembly (Part 3, Section 2), Chancellor, the Rector, Trustees, and Senators of the University. Such Honorary Members may also be Society Members if they comply with 2.1.1. of this Constitution.

2.2.2 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 Government Council. This is a retained position, and it is not necessary to add an Honorary Member every year.

2.2.3 The rights and privileges of Honorary Members include the right:

- I. To attend meetings of the General Assembly 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.

### **Section 3: Honorary Life Membership**

2.3.1 An Honourary Life Membership is granted to any person who has made an outstanding contribution to the Alma Mater Society and demonstrated an unparalleled commitment in support of AMS members. This should only be granted to recognize individuals who have shown a high level of passion for students or an unusual commitment to enhancing the overall student experience and student life on-campus through their work with or for the Alma Mater Society. The high standard set for this award will normally only be met through contributions made over more than two academic years. However, in exceptional circumstances, contributions in response to unique or unprecedented challenges, that demanded an unusual level of integrity, persistence, transparency, accountability and dedication may also be recognized.

2.3.2 An Honorary Life Membership may be granted at Assembly or by General Assembly at the unanimous recommendation of

- I. President's Council; or
- II. AMS Executive; or
- III. Council of Order if the honor is to be granted to an incumbent Executive or a member of Presidents' Council (excluding the Secretary of Internal Affairs)

2.3.3 The Honorary Life Membership will grant the person the same rights and privileges

as Honourary Members of the Society. As the name implies, Honourary Life Membership does not have a set date of expiration or retirement.

## **Section 4: Student Activity Fees**

- 2.4.1 There shall be no dues or fees payable by Society members except those established by referendum.
- 2.4.2 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.
- 2.4.3 Amendment of 2.4.1, 2.4.2, or 2.4.3 shall require a binding question through society wide referendum in accordance with the Society Policy on Elections and 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 2.4.1/2.4.2/2.4.3 of the AMS Constitution shall require a question in a Society-wide referendum?"
- 2.4.4. In the case of 2.4.3.(III), the Elections Team shall include the wording of subsection 2.4.1 and 2.4.2 alongside the referendum question. Notwithstanding subsection 4.3.7, Assembly shall not have authority to adjust these referendum questions.
- 2.4.5. Responsibility for interpretation of member eligibility for student activity fee levies rests with the Student Activity Fee Review Committee, as determined by the Board's Policy on Student Activity Fees.

## **PART 3: LEGISLATIVE AFFAIRS**

### **Section 1: Jurisdiction**

- 3.1.1 The Constitution shall guide the Assembly in all debate and decision-making activities.
- 3.1.2 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.

3.1.3 Without in any way restricting the generality of the foregoing, the Assembly shall aim to fulfil its mandate by debating and dealing:

- I. With any reports, including their recommendations and conclusions;
- II. With motions, as submitted by the Society Commissioners, Assembly or the AMS membership at large;
- III. With policy decisions regarding the official stance of the Society on any issue within the purview of Assembly;
- IV. With granting allocations for all moneys assigned to grants in the current Assembly Budget. This responsibility is generally delegated to standing or selection committees of Assembly, as outlined by the Society Policy on Awards, and Assembly.

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.1.7 The 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.

3.1.8 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.

3.1.9 The Assembly shall delegate responsibility for the oversight of AMS General Office to the 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.

## **Section 2: Membership**

3.2.1 The term 'Member of Assembly' shall refer to Voting Members, Non-Voting Member and Observers of the Assembly as outlined by 3.2.5, 3.2.11, and 3.2.13 respectively.

3.2.2 Each Member of Assembly is expected to act in the best interest of all Society members.

3.2.3 With the exception of the Society President and Vice-Presidents, the Voting Members of the Assembly shall be designated by their respective Member Societies according to the policies specified by the Member Societies.

### ***Voting Members of Assembly***

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

3.2.5 The voting members of the Assembly shall consist of:

- I. Executive of the Society; and
- II. Representatives from Faculty Societies, as defined by subsection 12.1.1, the number of which is determined by subsection 3.2.7.

3.2.6 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 3.2.7.

3.2.7 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 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

3.2.8 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 3.2.7, the new numbers will be considered, and adjustments may be made at the discretion of the Secretariat. If the Secretariat takes actions under this clause, the Assembly should be notified, and any such decision(s) or actions must be ratified by a majority of voting members present.

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

3.2.10 Turnover and transition for Voting Members of Assembly may change in accordance with Member Societies' constitutions, policies, and transition processes.

***Non-voting Members of Assembly***

3.2.11 The following are the Non-Voting Members of Assembly:

- I. Commissioner of Clubs
- II. Commissioner of Social Issues (Internal)
- III. Commissioner of Social Issues (External)
- IV. Commissioner of Campus Affairs
- V. Commissioner of External Affairs
- VI. Commissioner of Environmental Sustainability

- VII. Orientation Roundtable Coordinator
- VIII. Secretary of Internal Affairs

3.2.12 The appointment of the individuals to the positions listed in 3.2.11 is subject to approval of a motion which reads: "That the AMS Assembly approve the appointment of (full name) to the position of (position title) for the (year) academic year." Such motions are further governed by the Society Policy on Assembly.

### ***Observers of Assembly***

3.2.13 The following are the official Observers of Assembly:

- I. Chairperson of the Board of Directors
- II. President of the Residence Society
- III. Student Senate Caucus Chair
- IV. Undergraduate Trustee
- V. University Rector

### ***Rector Ex-Officious of Assembly***

3.2.14 The following are Ex-Officious of Assembly by virtue of holding their office:

- I. President of the Queen's Student Alumni Association
- II. The President of the Society of Graduate and Professional Students (SGPS) whose role would be limited to speaking on behalf of the SGPS.

## **Section 3: Suspension of Members**

3.3.1 All Assembly members are subject to suspension 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.

3.3.2 In the case where a situation falls outside the scope of the options listed in 3.3.1, the Assembly may, by a two-thirds (2/3) majority vote, request an investigation on an Assembly member to be presented to the Judicial Council, which has the power to remove the individual.

3.3.3 Subject to 3.3.2, Voting Members of the Assembly can only be removed from the Assembly by the Faculty Society 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 Members' breach of subsection 3.3.1. Furthermore, the Assembly and/or the Speaker of the Assembly may make recommendations to the respective Faculty Society so that appropriate action is taken. Upon the delivery of the notification, the Speaker shall move a motion, which has had proper notice, to suspend the voting rights of the member. 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 and responsibilities 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.

- 3.3.4 For Non-Voting Members and Observers of Assembly, suspension includes a removal from any Assembly committees which the member was a part of. The Assembly may make recommendations to the appropriate assembly, council or other governing body so that appropriate action is taken subject to the Society Policy on Assembly.
- 3.3.5 Ex-Officio Members of Assembly hold a position by virtue of their office, and as such, are normally responsible to an external governing body, assembly or council. The Society Policy on Assembly shall outline the roles and responsibilities of Ex-Officio Members to Assembly. There is no recourse for the suspension and removal of such individuals from Assembly, except through an amendment of the Constitution.
- 3.3.6 A breach of 3.3.1. or a recommendation by the Judicial Council for the suspension of Executive of the Society per 3.3.2 is subject to Part 4, Section 2 of this Constitution, which governs the removal of the Executive of the Society.

#### **Section 4: Terms of Reference**

- 3.4.1 The Assembly will meet at least eight (8) times during the fall/winter academic terms, September to April. Meetings will be held subject to the Society Policy on Assembly. This excludes meetings of the General Assembly which is subject to Part 4, Section 4.

- 3.4.2 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. The terms of reference and procedures relating to Closed Session meetings shall be outlined in the Society Policy on Assembly.
- 3.4.3 Assembly members may vote at meetings by proxy. Only members of the Alma Mater Society may act as a proxy if notice is given to the Secretariat by any deadline(s) communicated.
- 3.4.4 All motions of the Assembly shall be decided by a majority vote unless stated otherwise in this Constitution or Society policies, with each voting Assembly member entitled to one vote. In the case of an equality of votes, the motion is considered defeated.
- 3.4.5 All votes at Assembly meetings shall be taken by usual way of a show of hands. The Society Policy on Assembly shall outline procedure to vote by ballot with the approval of the Speaker, or at the request of a majority of Assembly.
- 3.4.6 Quorum for Assembly meetings shall be thirty-three per cent (33%) plus one of the Voting Members of Assembly.

### ***Notice of Meetings***

- 3.4.7 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 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.
- 3.4.8 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.
- 3.4.9 The agenda shall be available for Assembly members and for the general public seventy-two (72) hours prior to the start of the Assembly, of which fourteen (14) must occur during regular business hours.
- 3.4.10 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.

## **Section 5: Summer Assembly**

- 3.5.1 Between May 1 and August 31 of each year an adjusted form of Assembly must exist called, Summer Assembly, which shall have the delegated powers of the Assembly. Summer Assembly must normally meet once per month while it is in session.
- 3.5.2 No decision of Summer Assembly 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.
- 3.5.3 The composition of Summer Assembly shall be as follows:
- I. President
  - II. Vice-Presidents
  - III. Commissioners
  - IV. Orientation Roundtable Coordinator
  - V. Secretary of Internal Affairs
  - VI. Director of Communications (scribe)
  - VII. Presidents of all Member Societies as listed in subsection 12.1.1
  - VIII. Observers of Assembly as listed in subsection 3.2.13.
- 3.5.4 The voting members of Summer Assembly shall be the President, and Presidents of Faculty Societies as listed in subsection 12.1.1. The Vice-Presidents of the Society shall not have a vote on Summer Assembly in recognition of the amended representation.
- 3.5.5 The minutes of Summer Assembly meetings, except when Summer Assembly enters into a closed session shall be made public within ten (10) days of the meeting taking place.
- 3.5.6 Quorum for Summer Assembly 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.

- 3.5.7 Meetings for Summer Assembly may be conducted remotely at the discretion of the President.
- 3.5.8 Summer Assembly meetings are not open to general members or other members of Assembly unless permitted by the President.

## **Section 6: Scribe**

- 3.6.1 The administrative affairs of Assembly shall be within the purview of the Office of the Secretariat.
- 3.6.2 The Chief Governance Officer shall hold and fulfill the responsibilities position of the scribe and is responsible for the administrative affairs of the Assembly, including the agenda and meeting minutes, during the fall and winter terms.
- 3.6.3 In the summer months, the administrative affairs are the responsibility of the Secretary of Internal Affairs. The meeting minutes will be compiled and prepared by the Director of Communications.
- 3.6.4 The Speaker of Assembly is elected by the AMS Assembly and is responsible for chairing meetings of Assembly in accordance with the Society Policy on Appointments.

## **PART 4: CIVIC AFFAIRS**

### **Section 1: Civic Affairs Office**

- 4.1.1 There shall be a Civic Affairs Office, which is a functionary of the Society through the Internal Affairs Office, co-led by the Chief Electoral Officer and Chief Returning Officer, which in accordance with the AMS Mission Statement fulfills the following areas of jurisdiction:
- I. To conduct and oversee all Society elections and referenda
  - II. To bear the ultimate responsibility for all Society elections and referenda
  - III. Ensure all Society elections and referenda are administered in accordance with the principles of fairness, impartiality and neutrality.
  - IV. Administer Society elections as required.

4.1.2 The Chief Electoral Officer (“CEO”), is a functionary of the Society through the Internal Affairs Office and responsible to fulfill the following areas of jurisdiction:

- I. To conduct of all Society wide elections, including but not limited to elections of *The Queen’s Journal* Editor(s)-in-Chief.
- II. To act as the Chief Electoral Officer as requested by a Member Society.
- III. To facilitate act as an educational resource and develop training material for electoral teams of Faculty Societies.

4.1.3 The Chief Returning Officer (“CRO”), is a functionary of the Society through the Internal Affairs Office and responsible to fulfill the following areas of jurisdiction:

- I. To conduct all Society wide Referenda, including but not limited to binding, plebiscite, and fee-related referenda.
- II. To administer the Student Activity Fee Review Committee and support to groups wishing to establish, continue or increase their student activity fees.
- III. To serve the Society and Member Societies on matters pertaining to Elections or Referenda policies.

4.1.4 In the fall semester of their term the CEO and CRO shall be an undergraduate student in at least their third year of study, with at least one year completed at the University.

4.1.5 The CEO and CRO are to be hired by a panel consistent with the Board’s policy on *Hiring and Appointments*, which must include the outgoing Secretary of Internal Affairs. In the event of a vacancy or unavailability of the outgoing Secretary of Internal Affairs, the Chair of the Judicial Council, Vice-Chair of the Judicial Council or Speaker of Assembly may substitute for the outgoing Secretary of Internal Affairs.

4.1.6 The CEO and CRO enjoy full decision-making autonomy for the administration of the *Civic Engagement Policy*, which is to be guaranteed by the Corporation and Constitution; and honored by all Executives, Officers of the Society, the Corporation, and the University. The CEO and CRO must be free from any influence or interference that undermines their integrity, impartiality and actual or perceived neutrality.

4.1.7 The Secretary of Internal Affairs works with the CEO and CRO for external

representation of the Civic Affairs Office including to all media organizations.

4.1.8 The CEO and CRO shall make a verbal report at the AMS Annual General Assembly detailing the activities of the office and the state of civic engagement at the AMS.

4.1.9 The appointment of the CEO and CRO is subject to a majority approval of Assembly through a motion which reads: "That the AMS Assembly approve the appointment of (full name) to the position of (position title) for the (year) academic year."

## **Section 2: Election, Removal, Suspension and Discipline of the Executive**

4.1.1 The Society shall conduct elections and referenda to ensure direct participation of students in the processes of student government. The election for the Executive of the Society shall be conducted yearly ideally in January

4.1.2 Incumbent members of the AMS Executive are not eligible to run for re-election but shall be eligible to run in a subsequent year. The Secretary of Internal Affairs, Judicial Case Manager, Judicial Disputes Manager, Chief Electoral Officer, Chief Returning Officer, Chief Governance Officer and Chair of the Judicial Council are not eligible to run for an AMS Executive position in the academic year in which they hold or have held that position.

4.1.3 The President and Vice-Presidents shall campaign as individuals and shall be elected as individuals 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 at 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,

4.1.4 In the event that no Society member is ratified as a candidate for any one of the Executive positions, or if any position remains vacant after the election cycle in which nominations for executive positions were open, the AMS Assembly may appoint members to the AMS Executive. Incumbent members of the AMS Executive are not eligible to seek re-appointment.<sup>2</sup>

---

<sup>2</sup> Appointment for precedent are the Winter Election of 2024, and Winter Election of 2018.

### ***Vacancies in the Executive***

- 4.1.5 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. 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.
- 4.1.6 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.

### ***Removal of the Executive***

- 4.1.7 The President and Vice-Presidents may be removed from office as a team or as individuals. 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 following Society Policy on Elections and Referenda on a date selected by the Secretary of Internal Affairs, 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?"

4.1.8 If a non-confidence vote or an impeachment referendum are resolved in the affirmative, the Assembly shall proceed per 4.1.5, 4.1.6 or call an election 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.

### ***Suspension of the Executive***

4.1.9 The President and Vice-Presidents may be suspended from office as a team or as individuals for a period not exceeding ninety (90) days, with or without pay. Such suspension may be affected by a vote by the Assembly. Such a vote must be the result of a motion that has had at least two (2) weeks written notice to all Assembly members. To be resolved, the suspension motion must be passed by a two-thirds (2/3) majority of the total membership of the Assembly. Throughout the period of suspension, the duties of the Executive shall be carried out by such person or person as appointed by the Assembly.

### ***Discipline of the Executive***

4.1.10 The President and Vice-Presidents may be the subject of discipline. Such discipline may be affected by a vote by the Assembly. Such a vote must be the result of a motion that has had at least two (2) weeks written notice to all Assembly members and that sets out the form of discipline to be considered. To be resolved, the disciplinary motion must be passed by a two-thirds (2/3) majority of the total membership of the Assembly.

4.1.11 The Assembly shall delegate to the Board of Directors the authority to discipline, with the exception of suspension and removal from office, the President and/or Vice-Presidents. Disciplinary action taken against the President and/or Vice-Presidents by the Board shall require a two-thirds (2/3) majority vote of the Board. The Chair of the Board shall be responsible for reporting to Assembly on all disciplinary actions undertaken by the Board in fulfilment of this delegated responsibility. Assembly may overrule any disciplinary action taken by the Board against the President and/or Vice-Presidents by majority vote.

4.1.12 The Assembly shall delegate to the Board of Directors the authority to temporarily, and for a period not exceeding thirty (30) days, limit the corporate duties,

responsibilities and/or access to AMS premises, systems and records, of the President and/or Vice-Presidents (collectively referred to as “limiting actions”). Limiting actions taken against the President and/or Vice-Presidents by the Board shall require a two-thirds (2/3) majority vote of the Board. The Chair of the Board shall be responsible for reporting to Assembly on all limiting actions undertaken by the Board in fulfillment of this delegated responsibility. Assembly may overrule any limiting actions taken by the Board against the President and/or Vice-Presidents by majority vote.

### **Section 3: Referenda**

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 Referenda must follow the Society Policy on Civic Engagement, which must include provisions on addressing complaints regarding violations. 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.
- 4.3.4 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 Civic Affairs Office that is supported by signatures of at least five per cent (5%) of current Society members, subject to the provisions of Sections 4.3.7, 4.3.8, 4.3.9.
- 4.3.5 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 Secretary of Internal Affairs 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.

4.3.6 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.

4.3.7 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.

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

4.3.9 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.

#### **Section 4: General Assembly**

4.4.1 There shall be two (2) types of General Assembly of Society members: Annual General Assembly and Special General Assembly.

4.4.2 Meetings of the General Assembly shall be held on the campus of the University in a location determined by the President. 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.

4.4.3 Meetings of the General Assembly 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.

4.4.4 All members of the Society:

- I. May be present at any meeting of the General Assembly;
- II. May speak to any motion under consideration;
- III. May move or second motions;
- IV. May exercise their voting privileges.

4.4.5 Each member of the Society shall be entitled to one vote at the General Assembly, so long as they have paid all dues or fees, if any, that are payable by them.

4.4.6 Society members are not entitled to vote by proxy at the meetings of the General Assembly.

4.4.7 Motions at all meetings of the General Assembly 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.

4.4.8 Notice of the time and place of meetings of the General Assembly (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.

4.4.9 Quorum at meetings of the General Assembly 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 Special General Assembly. The petition shall only be received within two (2) weeks after the adjournment of the impugned meeting and the replacement Special General Assembly shall be held within one (1) week of the receipt of the petition. The quorum at such a replacement Special General Assembly shall be one per cent (1%) of the Society, and if present the replacement Special General Assembly may review any decision of the impugned meeting and by a majority vote confirm or reject it. If no quorum is present, the replacement Special General Assembly cannot convene, and the decisions of the impugned meeting shall become binding.

4.4.10 Any Society member may place a motion on the agenda for a meeting of the General Assembly 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 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. Such determination must be made unanimously by the Speaker, the President, and the Secretary of Internal Affairs.

4.4.11 The agenda for meetings of the General Assembly (where possible) shall be

available to all Society members at least five (5) days before the day of the meeting.

4.4.12 Unless otherwise specified, meetings of the General Assembly 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 meetings of the General Assembly shall be binding.

### ***Annual General Assembly***

4.4.13 The Annual General Assembly shall be held once every year. 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.

### ***Special General Assembly***

4.4.14 The President or Vice-Presidents of the Society shall have the power to call at any time, a Special General Assembly. 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 5: JUDICIAL AFFAIRS**

### **Section 1: Jurisdiction**

5.1.1 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 Category 1 Non-Academic Misconduct, that are referred to the Judicial Affairs Centre 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.

5.1.2 There shall be a Judicial Council 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 Council shall exercise authority over any breach of the Queen's University Student Code of Conduct (subject to 5.1.1.), this Constitution or any violation of an appropriately published non-academic rule or regulation of the University or the Society.

- 5.1.3 Insofar as the Judicial Council 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 University. The Judicial Council shall not hear cases of academic discipline.
- 5.1.4 The 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 Council Chair.

## **Section 2: Judicial Affairs Office**

- 5.2.1 There shall be a Judicial Affairs Office co-led by the Judicial Case Manager, and Judicial Disputes Manager who shall be functionaries of the Society through the Internal Affairs Office.
- 5.2.2 The Judicial Affairs Managers shall be responsible for initiating a proceeding before the Judicial Council, 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 Judicial Affairs Manager reasonably believes that there has been a violation under section 5.1.2 of this constitution.
- 5.2.3 The Judicial Affairs Managers shall be appointed in accordance with the Society Policy on Appointments. In the fall semester of their term of office, the Judicial Affairs Manager shall be an undergraduate student in at least their third year of study, with at least one year completed at the University.

- 5.2.4 The Judicial Affairs Managers shall make a verbal report at the AMS Annual General Assembly detailing the activities of the office and the state of AMS non-academic misconduct.
- 5.2.5 The Judicial Affairs Managers are to be hired by a panel consistent with the Board's policy on *Hiring and Appointments*, which must include the outgoing Secretary of Internal Affairs. In the event of a vacancy or unavailability of the outgoing Secretary of Internal Affairs, the Chair of the Judicial Council, Vice-Chair of the Judicial Council or Speaker of the Assembly may substitute for the outgoing Secretary of Internal Affairs.
- 5.2.6 The Judicial Affairs Managers enjoy full decision-making autonomy for the administration of their cases, which is to be guaranteed by the Corporation and Constitution; and honored by all Executives, Officers of the Society, the Corporation, and the University. The Judicial Affairs Managers must be free from any influence or interference that undermines their integrity, impartiality and actual or perceived neutrality.
- 5.2.6 The Secretary of Internal Affairs works with the Judicial Affairs Managers for external representation of the Judicial System including to all media organizations.

### **Section 3: Judicial Council**

- 5.3.1 In all cases, the Judicial Council shall be the final level of appeal for all decisions/rulings made regarding all Society elections and referenda.
- 5.3.2 The Judicial Council 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 Judicial Council 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.

5.3.3 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 Judicial Affairs Office, and brought before the Judicial Council for a hearing.

5.3.4 Any member charged under 5.1.2 who is brought before the Judicial Council and found to have committed the offence may be subjected to one or a combination of any of the sanctions set out in the Society Policies on Judicial Affairs. Such sanctions shall be in proportion to the seriousness of the offence committed.

5.3.5 The Judicial Council shall consist of one (1) chair, and up to nine (9) members, with each selected from a program represented by a Member Society as defined by 12.1.1 and subject to the Society Policy on Appointments. Quorum for Judicial Council consists of the chair, and four (4) members of the council.

5.3.6 The responsibility of hiring the incoming Judicial Council is that of the outgoing Internal Affairs Office subject to the Society Policy on Appointments. In the fall semester of their term of office, the Chair and the Vice Chair of the Judicial Council 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 Judicial Council shall be undergraduate students in at least their second year of study, with at least one year completed at Queen's.

5.3.7 In recognition of the significant scheduling and availability challenges facing the Judicial Council in adjudicating non-academic discipline cases that arise outside the traditional academic year, there shall be an alternate form of the council operative during the May–August period, called Summer Judicial Council. This council shall enjoy the same authority and jurisdiction afforded the Judicial Council in this constitution. The Summer Judicial Council shall consist of:

- I. The outgoing Judicial Committee Chair (chair);
- II. The incoming Judicial Committee Chair;

- III. The outgoing Judicial Committee Vice-Chair;
  - IV. At least one other member of the outgoing Judicial Council.
- 5.3.8 In the event one or more of these members is unavailable, the 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 and subject to the Society Policy on Appointments
- 5.3.9 The Judicial Council 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.
- 5.3.10 There shall be a Judicial Appeals Board and/or other forms of the Judicial Council, as defined by the Society Policy on Appointments or the Judicial Policy.

## **PART 6: GOVERNMENT AFFAIRS**

### **Section 1: Commissions**

- 6.1.1 The Executive-elect shall recommend Commissioners to each Commission, subject to 3.2.12 and a majority vote at the Annual General Assembly. In the event of a vacancy or unavailability of a Commissioner the Executive can appoint a replacement subject to 3.2.12 and approval by a two-third (2/3) majority of Assembly.
- 6.1.2 Each Commissioner will:
- 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., thirty percent (30%) or greater), they shall require approval by Assembly.
  - IV. Serve on the Government Council and support the Executive in setting the direction and goals of the year and the AMS in general.
- 6.1.3 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.

- 6.1.4 The Commissioners report directly to the Vice President (University Affairs) who is responsible for and has authority over their programming, activities, and financial affairs.

### ***Organizational Structure***

- 6.1.5 Each Commission shall consist of the Commissioner, and various staff or volunteer as designated by the Commission's organizational structure. The organizational structure and mandate of each Commission should be reviewed on a triennial basis.

- 6.1.6 Review of the organizational structure of a Commission, or a restructuring of the Commission, must first be presented to the AMS Assembly with a motion that reads: "That the AMS Assembly support the (restructure/other descriptive word) proposal for the Commission of (title) that will be presented to the AMS Board of Directors"

- 6.1.7 The Assembly may accept, reject or amend a proposal to restructure as deemed necessary to reflect the priorities of the Assembly. A proposal affecting the organizational structure of a Commission must receive support from the AMS Assembly prior to its presentation to the Board.

- 6.1.8 The Board shall reserve the right to reject a proposal brought forward for financial or other reasons which fall within its purview; and to return the proposal to the Commissioner and/or Assembly with the possibility for resubmission following the implementation of Board's feedback.

### ***Goal plans***

- 6.1.9 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.
- 6.1.10 Each Commissioner shall make available to Assembly, at either the first or second Assembly of the Fall Term, an operating plan, for their Commission for the year that

has been approved by the Executive with a budget that has been received by Board.

## **Section 2: Commission of Clubs**

6.2.1 The Commissioner of Clubs shall be ultimately responsible for the fulfillment of the mandate of the Commission of Clubs subject to the Society Policy on Clubs.

6.2.2 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.

6.2.3 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 3: Commission of Social Issues**

6.3.1 The Commissioner of Social Issues (External) shall be ultimately responsible for fulfillment of the mandate of the Social Issues Commission with respects to student facing programming, initiatives and support and as defined by the Society Policy on Equity.

6.3.2 The Commissioner of Social Issues (Internal) shall be ultimately responsible for the fulfillment of the mandate of the Social Issues Commission with respects to internal educational matters, and University facing advocacy and as defined by the Society Policy on Equity.

6.3.3 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 4: Commission of Environmental Sustainability**

6.4.1 The Commissioner of Environmental Sustainability shall be ultimately responsible for the fulfillment of the mandate of the Commission of Environmental Sustainability.

6.4.2 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 in line with the *Sustainability Commitment*;
- IV. Working to fill gaps in sustainability work at the Society.

#### **Section 5: Commission of Campus Affairs**

6.5.1 The Commissioner of Campus Affairs shall be ultimately responsible for the fulfillment of the mandate of the Commission of Campus Affairs.

6.5.2 The Commission of Campus Affairs 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;

## **Section 6: Commission of External Affairs**

6.6.1 The Commissioner of External Affairs shall be ultimately responsible for the fulfillment of the mandate of the Commission of External Affairs.

6.6.2 The Commission of External Affairs 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.

## **PART 7: INTERNAL AFFAIRS**

### **Section 1: Secretariat**

7.1.1 The Office of the Secretariat shall have the mandate to sustain the good governance of Alma Mater Society and offer confidential and impartial advice for all members of the Alma Mater Society. The Office of the Secretariat shall be managed by the Secretary of Internal Affairs and supported by the Chief Governance Officer.

7.1.2 The Secretary of Internal Affairs is responsible for the fulfillment of the mandate of the Internal Affairs Office and for the administration of internal governing bodies of the Society. To that end, the Secretariat is responsible to the:

- I. President for all matters concerning personnel, staffing and all matters of a financial nature.
- II. President's Council, for all matters pertaining to appointments and removal of members of the Judicial Council and disclosures of conflicts of interest as outlined by Society Policy.
- III. Council of Order, with respect to the political and public representation of the Internal Affairs Office.
- IV. Board of Directors, with respect to their role as the chair of the Student Activity Fee Review Committee.
- V. Assembly, with respect to the approval of the goal plan, budget of the Internal Affairs Office, and through their role as a member of Assembly.

7.1.3 The Secretary of Internal Affairs enjoys full decision-making autonomy and is bound to maintain confidentiality that must be protected and honored by the Executive, Assembly, President's Council and Board with respect to all judicial, and civic affairs<sup>1</sup> of the Society, for the purposes of ensuring compliance with Society Policy and supporting the autonomous units of the Internal Affairs Office.

7.1.4 The roles and responsibilities of the Secretary of Internal Affairs are described and contained within various policies of the Society, which without limiting the generality of the foregoing, the purpose and function of the Secretary is concerned with the internal operations of the Society, and in accordance with the AMS Mission Statement, includes the following areas of jurisdiction to:

- I. All 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 Judicial Council including appointments to this body;
- VI. The 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 Member Societies for policy assistance;
- XI. To serve as the corporate secretary for the Board of Directors.

7.1.5 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 Secretary of Internal Affairs.

## **Section 2: Council of Order**

7.2.1 The Council of Order has a composition defined below and is in session between September and April of each academic year.

- I. Secretary of Internal Affairs (Chair)
- II. Chief Electoral Officer
- III. Chief Returning Officer
- IV. Judicial Case Manager
- V. Judicial Disputes Manager
- VI. Chief Governance Officer
- VII. Speaker(s) of Assembly
- VIII. Chair of the Judicial Council, who serves as a non-voting, ex-officio member of the council. The JCOMM chair is a member of the council by virtue of their position and only to the extent necessary to provide oversight on matters concerning the integrity or autonomy of judicial and civic affairs.

7.2.2 Meetings of the Council of Order may only be called by the Secretary and should occur twice a term in the Fall and Winter, and as necessary. Quorum consists of all voting members of the council.

7.2.3 As much as possible, the Secretary should avoid making decisions that fall within

the purview of the council in summer months, when the council is unavailable. However, when decision making is inevitable, the Secretariat must consult with the President, who shall respect the office and responsibilities of the Secretary.

7.2.4 This council is ultimately responsible for ensuring the Society practices good governance, and exists with the mandate to:

- I. Act in a manner beyond reproach upholding a high standard of personal and collective responsibility, integrity, accountability and transparency.
- II. Act in a manner that safeguards the impartiality, neutrality, procedural fairness and autonomy of governance proceedings.
- III. Act as an advisory council to the Secretariat and direct the public and political representation of the autonomous units of Internal Affairs Office.
- IV. With the guidance and direction of the Secretariat, identify gaps in policy, and set goals and priorities for policy reviews.
- V. Express formal support or opposition to changes brought forward to policies if the presentation of changes must be accompanied by a consultation with the council prior to their reception by Assembly. Assembly retains full jurisdiction over policies affecting internal affairs, and the council cannot block the presentation of any proposal.
- VI. Grant the Council of Order Awards by a unanimous vote of the council if possible, or a majority vote otherwise.
- VII. To recommend that a member of President's Council (excluding the Secretary) or the incumbent Executive be granted an Honorary Life Membership as outlined by Part B, Section 3.
- VIII. The Council of Order, when in session, retains full autonomy free from the influence of the Executive, Board or Assembly. The Secretariat retains full authority on the membership of the council, to the extent of inviting expert advisors to meetings of the council. All meetings of the council are strictly confidential. Any formal or public statements released by the council must be made via a non-binding consultation with the President and Director of Communications.

4.2.5 The Constitution recognizes that Council of Order members may not be formally classified as members of Senior Management. However, this Constitution empowers the council members to act on their constitutional obligations as governed and described by this Constitution or other Society policies impartially with their

jurisdiction extending on all members of the Society including individuals whom the Corporation may, from time to time, consider to be of a higher seniority. In other words, the corporate classification of the council members should not prevent them from the dutiful execution of their obligations subject to all governing policies and applicable policies and legislation. The Secretariat and members of the council must notify the General Manager of legal risk(s) within 48 hours of awareness.

- 4.2.6 Council of Order Awards are granted by the Council of Order to members of Assembly, the Society or the University, who have made unique, invaluable and outstanding contributions to the Internal Affairs Office by virtue of their commitment to good governance, or the support they offered to the Council of Order. These awards are established to recognize and encourage members to interact positively with and support the Internal Affairs Office. Awards are presented at the Annual General Assembly with a motion to honor the decision of the Council of Order. There exists no specific criteria or list of awards that must be given on an annual basis; as the administration of such awards is solely made at the discretion of the council, pending budgetary approval from the Secretariat. The presentation and selection of awardees is the final opportunity for the council to demonstrate its ability to maintain objectivity, impartiality and fairness.

### **Section 3: President's Council**

- 7.3.1 President's Council is the advisory branch of Assembly, and as such serves as an information sharing, collaboration, and question period between the AMS President and respective President's Council membership. The President's Council shall have the delegated powers of Assembly with respect to appointments, and oversight of the Judicial System and Civic System of the Society only to the extent outlined by the Society Policy on Elections and Referenda, Assembly, or the Judicial Policy. President's Council is also responsible for advising the President on setting the direction for the Society, and directing the Government Council on various initiatives, policies or matters as needed.
- 7.3.2 President's Council has a composition defined as follows:
- I. President of the Alma Mater Society (Chair)
  - II. Secretary of Internal Affairs (non-voting, ex-officio)
  - III. Presidents of all Faculty Societies as defined by subsection 12.1.1.
  - IV. Any other person admitted at the discretion of the President, who retains full jurisdiction on the composition of the council.

7.3.3 President's Council is in session from September to April of each academic term and shall normally meet monthly, and at the discretion of the President. The agenda shall be the responsibility of the President. The meeting minutes, where requested by the chair, or if a motion is approved, are the responsibility of the Secretary of Internal Affairs.

7.3.4 The President of a Member Society may appoint an executive, as defined by the constitution of the society as a proxy to attend and cast the Member Society's vote on President's Council at their discretion

#### **Section 4: Government Council**

7.4.1 The Government Council shall be the advisory branch of the Executive System of the Society. The Government Council 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. As much as possible the Government Council will be both an initiative-filled and a responsive body, guided by the objectives of the Society.

7.4.2 Without in any way restricting the generality of the foregoing, the mandate of the Government Council shall be fulfilled:

- I. By coordinate the work of the various Commissions and Offices, which are represented in the membership of Government Council;
- II. By reviewing reports which come forward from the various committees of the Assembly with a view to aiding in their presentation at Assembly;
- III. 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;
- IV. By reviewing any policy proposals before their presentation at Assembly;
- V. By preparing policy drafts for consideration by the Assembly; and,
- VI. By working towards the specific goals of the current Assembly and Executive.

7.3.5 The Government Council shall have a composition as follows:

- I. Vice-President of University Affairs, (chair)
- II. Secretary of Internal Affairs (non-voting, scribe)
- III. Commissioners
- IV. Director of Marketing
- V. Any other person admitted at the discretion of the Vice-President (University

Affairs), who retains full jurisdiction on the composition of the council.

7.4.3 The Government Council shall normally meet monthly, and at the discretion of the Vice-President of University Affairs. The agenda is the responsibility of the chair. The meeting minutes, where requested by the chair, or if a motion is approved, are the responsibility of the Secretary of Internal Affairs.

## **PART 8: CORPORATE AFFAIRS**

### **Section 1: The Corporation**

8.1.1 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.

8.1.2 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.

8.1.3 The Board is the ultimate decision-making body for the Corporation.

8.1.4 The members of the Corporation shall be defined by the Bylaws of the Corporation.

8.1.5 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.

### **Section 2: The Services**

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

8.2.2 Tricolour Outlet shall be a retail service functioning under the Corporation. Its

purpose shall be 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.

8.2.3 Peer Support Centre shall be a support service functioning under the Corporation. Its purpose shall be 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.

8.2.4 Walkhome shall be a service functioning under the Corporation. Its purpose shall be to offer students, faculty, and staff the option of being safely and comfortably accompanied when walking in the vicinity surrounding the Queen's campus.

8.2.5 Food Bank shall be a service functioning under the Corporation. Its purpose shall be to provide fresh and nutritious food and other essential items to Queen's University students in a professional, confidential, and non-judgemental manner.

### ***AMS Media Centre***

8.2.6 The AMS Media Centre "AMC" shall be a retail service functioning under the Corporation. Its purpose shall be to

- I. Provide the Queen's community with high-quality products and printing services that are financially accessible, while prioritizing sustainability and ensuring exceptional customer service;
- II. Provide an opportunity to those students who desire experience in the fields of videography, broadcasting, photography, design, marketing, and publishing.

8.2.7 AMC 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.

8.2.8 The editorial autonomy of AMC 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 AMC shall not necessarily be those of the Society, the Corporation, the University, or any officer thereof. AMC shall regularly

bear notice to this effect.

8.2.9 AMC 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.

8.2.10 At least two (2) AMC personnel shall be admitted free of charge to any Society or Corporation event which AMC management considers to be of sufficient interest to be included in the Tricolour Yearbook or other AMC production.

### ***Queen's StuCons***

8.2.11 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.

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

8.2.13 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.

8.2.14 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 Corporation.

8.2.15 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.

8.2.16 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.

8.2.17 The Head Manager shall, in consultation with the Director of Clubs and Vice President University Affairs, administer the Student Constables Bursary as outlined by the Society Policy on Grants and Bursaries.

### **Section 3: The Offices**

8.3.1 The Executive shall hire Directors to such Offices. Directors are responsible to the President for all matters within their purview, and as outlined by this Constitution.

8.3.2 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.

8.3.3 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.

#### ***Communications Office***

8.3.4 The Communications Office, managed by the Director of Communications, 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.

### ***Marketing Office***

8.3.5 The AMS Marketing Office, managed by the Director of Marketing acts in accordance 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 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.

### ***Internal Affairs Office***

8.3.6 The Internal Affairs Office is a term used to describe the areas of jurisdiction fulfilled by the Secretary of Internal Affairs as it pertains to the facilitation of the Judicial Affairs Office, Civic Affairs Office, Office of the Secretariat, Council of Order, Judicial Council, President's Council, Government Council and Assembly. This term is also used to refer to the budget managed by the Secretary of Internal Affairs.

8.3.7 The Secretary of Internal Affairs shall hold the office of the Society Secretariat and serve as the Corporate Secretary for the Corporation (as defined by the Board's policies).

8.3.8 Notwithstanding 8.3.3. the Internal Affairs Office budget and goal plan, as well as appointments to this office, shall be within the purview of the Assembly.

### ***Orientation Round Table***

8.3.9 The Orientation Roundtable Office is a term used to describe the areas of jurisdiction fulfilled by the Orientation Roundtable Coordinator, as it pertains to the facilitation of the fall orientation for first year students.

8.3.10 Notwithstanding 8.3.3. the budget and goal plan, as well as appointments to this

office shall be within the purview of the Assembly.

## **Section 4: Senior Management**

8.4.1 The following shall be members of Senior Management:

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

8.4.2 The Senior Management Team shall normally meet once during the summer months, fall and winter terms, at the discretion of the President. The agenda for such meetings shall be the responsibility of the Vice-President (Operations).

## **Section 5: Corporate Council**

8.5.1 There shall be a Corporate Council as a sub-caucus of the Senior Management. The Corporate Council 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 Council shall normally meet weekly or biweekly at the discretion of the Vice-President Operations. The Corporate Council shall be comprised of those holding the following positions:

- I. Vice-President of Operations
- II. Service Head Managers
- III. Director of the Student Life Centre
- IV. Director of Communications

# **PART 9: FINANCIAL AFFAIRS**

## **Section 1: Budgets**

8.1.1 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 Consolidated Budget shall contain four parts: the Assembly Budget, the General Office Budget, the Corporation Budget, and the Restricted Funds Schedule.

- 8.1.2 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.
- 8.1.3 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.
- 8.1.4 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.
- 8.1.5 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 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.
- 8.1.6 Notwithstanding subsection 8.1.3, 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.

## **Section 2: Assembly Budget**

- 8.2.1 The Assembly Budget includes those matters associated with the Assembly, the Internal Affairs Office, the Orientation Roundtable, the Commissions, and the Undergraduate Trustee.
- 8.2.2 Budgets under the purview of the Assembly, as defined by 8.2.1, must maintain transparency and stray from the heavy utilization of miscellaneous sections without explanation.
- 8.2.3 Budgets under the purview of the Assembly, as defined by 8.2.1, may not plan to run a deficit. Such budgets must be approved by the Assembly and the Assembly shall be responsible for ensuring that it is properly adhered to through the

Assembly Finance Committee.

### ***Budget Approvals***

- 8.2.4 Commission budgets must be prepared in consultation with the Vice-President (University Affairs); and the office budgets must be prepared in consultation with the President.
- 8.2.5 Budgets under the purview of Assembly, as defined by 8.2.1, must be submitted to Board prior to their presentation to Assembly, with a motion that reads “Be It Resolved That the AMS Board of Directors receive the (year) budget for the Commission of (title) as presented”. The Board may make non-binding recommendations before budgets are submitted to Assembly. Notwithstanding the wording of the motion, the Chairperson of Board may amend the wording of the motion to reflect Board practices.
- 8.2.6 Once received by Board, at either the first or second Assembly of the Fall Term (or for the Office of the Orientation Roundtable during March) an operating plan, which includes a goal plan and a budget, must be presented to the Assembly.

### ***Jurisdiction with Board***

- 9.2.1 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.
- 9.2.2 If, material deviations from budgets under the purview of Assembly, as defined by 8.2.1, 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.
- 9.2.3 Each Commissioner, subject to approval from the Vice-President University Affairs, shall be responsible for presenting budgets 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.

9.2.4 All financial allocations ultimately, fall under the authority of the Board.

## **PART 10: EXTERNAL AFFAIRS**

### **Section 1: Full Membership**

- 10.1.1 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.
- 10.1.2 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.
- 10.1.3 Full membership status shall be subject to a review by Assembly after a period not exceeding three years. The standing Committee on External Alignment, whose terms are outlined by the Society Policy on Assembly, must 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.
- 10.1.4 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.
- 10.1.5 Consideration of a proposed increase in a membership fee shall be deemed distinct from consideration of continued membership in an external organization and thus subject to all policies governing Student Activity Fees as outlined by Part 2, Section 4.

### **Section 2: Observer or Associate Membership**

- 10.2.1 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.
- 10.2.2 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.
- 10.2.3 For greater clarity, 'one year' as described by 10.2.2 should be interpreted to mean that the review must be completed by April 30<sup>th</sup> of the year in which the associate membership rights and privileges were exercised. This must be made through the Committee on External Alignment.
- 10.2.4 The AMS Representative to external bodies shall be the Commissioner of External Affairs.

## **PART 11: CLUBS**

### **Section 1: Jurisdiction**

- 11.1.1 All Clubs shall recognize the obligations, powers and jurisdiction of the Society as granted by this constitution.
- 11.1.2 All Club members must be members of the AMS or SGPS
- 11.1.3 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 the Society Policy on Clubs.
- 11.1.4 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 2: Ratification**

- 11.2.1 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.
- 11.2.2 No club under the jurisdiction of the Society shall be exclusive in its membership except in accordance with the Ontario Human Rights Code.
- 11.2.3 No members or executive officers of clubs shall directly or indirectly receive profit sharing or remuneration.
- 11.2.4 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.
- 11.2.5 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.
- 11.2.6 The Assembly shall be notified if a club is de-ratified by the Vice-President University Affairs.

- 11.2.7 Clubs shall be eligible to receive grants from the AMS in accordance with all AMS policy on eligibility and allocation of such funding.
- 11.2.8 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.
- 11.2.9 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
- 11.2.10 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.
- 11.2.11 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 12: FACULTY SOCIETIES**

### **Section 1: Membership**

12.1.1 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

12.1.2 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 meeting of a General Assembly.

12.1.3 To be recognized as a Member Society, eligibility must:

- I. Be associated with a Faculty or School.<sup>3</sup>
- II. Meet the minimum representation requirement for one seat on Assembly
- III. Must have a constitution
- IV. Must have documents that outline their respective roles and responsibilities.

## **Section 2: Jurisdiction**

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

12.2.2 The Society shall exercise its jurisdiction under subsection 1.1.5 over the Member Societies only in extreme circumstances. If an action by the Society in this regard is opposed by a Member Society, it shall only be achieved and implemented by a two-thirds (2/3) vote of the total membership of the Assembly.

12.2.3 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.

12.2.4 This section shall only be amended by a referendum held in accordance with the Assembly Policy on Elections and Referenda, or at a meeting of the General Assembly 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 Part 4, Section 4 as stated in the rules governing meetings of the General Assembly.

---

<sup>3</sup> Refer to the Queen's Senate policy for definitions

### **Section 3: Rights**

*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:*

- 12.3.1 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;
- 12.3.2 Every Member Society has jurisdiction over its own policies;
- 12.3.3 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.
- 12.3.4 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;
- 12.3.5 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;
- 12.3.6 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.

12.3.7 This section shall only be amended by a referendum held in accordance with the Assembly Policy on Elections and Referenda, or at a meeting of the General Assembly, 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 stated in the rules governing meetings of the General Assembly.

## **PART 13: UNIVERSITY AFFAIRS**

### **Section 1: 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 the Society Policy on Trademarks. 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 Physical & Health Education & Kinesiology Student Association, dark red (#A51E28 RGB(165, 30, 40)); and yellow (#F2EA0B RGB(242, 234, 11));
- VII. The Computing Students' Association, purple (#461D76 RGB(70,29,118));
- VIII. The Health Sciences Society, navy blue (#1F3A60 RGB(31, 58, 96)).

13.1.5 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.

## **Section 2: Undergraduate Student Trustee**

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

13.2.2 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 Society member during the academic term in which they run for office. They must be a student during their term, and pay the AMS student activity fee in each year they serve as Student Trustee.

13.2.3 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.

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

13.2.5 The Undergraduate Student Trustee shall be a non-voting, observer of the Assembly.

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

13.2.7 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 3: The Rector**

13.3.1 The Rector of the University is one of the students' representatives on the Board of Trustees of the University.

13.3.2 They shall be a non-voting, observer member of the Assembly.

13.3.3 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.

13.3.4 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.

13.3.5 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.

13.3.6 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.

13.3.7 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 14: THE 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, or at a meeting of the General Assembly:

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

## **PART 15: AMENDMENTS**

15.1.1 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 meeting of the General Assembly. 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.

15.1.2 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 Secretary of Internal Affairs shall notify Assembly of any such amendments.

15.1.3 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.

15.1.4 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 Information**

<b>Contact person</b>	Secretary of Internal Affairs
<b>Policies superseded by this policy</b>	Everything ;)

**Constitutional Amendment Log**

April 1995	April 1996	September 1996	October 1996
January 1997	September 1997	October 1997	January 1997
March 1998	September 1998	January 1999	March 1999
October 1999	February 2000	September 2000	November 2000
October 2001	November 2001	April 2002	September 2002
November 2002	January 2003	March 2003	October 2003
November 2003	March 2004	March 2004	November 2004
March 2005	March 2006	September 2006	September 2007
February 2008	March 2008	November 2008	April 2009
October 2009	November 2010	January 2011	April 2011
Sept-Jan (overhaul) 2011-12		April 2012	January 2013
September 2013	November 2013	March 6 2014	April 3 2014
Sept 18 2014	October 2 2014	October 30 2014	November 13 2014
November 27 2014	March 5 2015	March 19 2015	April 2 2015
October 8 2015	October 22, 2015	November 5 2015	March 16 2016
March 16 2016	March 31 2016	November 3 2016	January 19 2017
February 2 2017	March 29 2017	April 10 2017	September 21 2017
March 9 2023	November 18 2024	March 24 2025	April 7 2025
April 20 2026			

**Constitutional Interpretation Log**

April 3 2017	January 28 2018	April 16 2025
--------------	-----------------	---------------