

Article I: Name

The organization responsible for the governing of the undergraduate student affairs within the College of Arts and Science shall be known as the Arts and Science Students Union (ASSU).

Article II: Mission

The ASSU exists as a volunteer body to serve, represent, and support the academic and non-academic needs of the undergraduate students within the College of Arts and Science through accountable and productive leadership.

Article III: Membership

Membership in the ASSU shall consist of all undergraduate students within the College of Arts and Science. ASSU Council and Executive members exist as a subset of ASSU members; only ASSU Council and Executive members shall have the right to vote on matters that come before the ASSU Council.

Article IV: Definitions

Member-at-large – Any undergraduate student enrolled in the College of Arts and Science (See Sec. III)

Council Member – Any Member who has attended two more more ASSU Council meetings

Position-holding Council Member – Any council member holding an elected or appointed position defined in the ASSU Constitution

Executive Member – Any Member of the ASSU elected to one of five executive positions

Article V: Rights

All *members-at-large* of the ASSU shall have the following rights:

1. To be eligible for all positions (subject to the term of service requirement in the case of Executive positions); and
2. To attend and have speaking privileges at any ASSU council meetings.

In addition to all rights possessed by *Members-at-large*, all *Council Members* (including *position-holding Council Members*) of the ASSU shall have the following additional rights:

1. (Excluding the sitting *chair* during a given council meeting) To have an equal vote regarding all motions put forward in ASSU council meetings. To put forth a motion at ASSU Council meetings for the consideration of Council.

In addition to all rights possessed by *Members-at-large* and *Council Members* (including *position-holding Council Members*), all *executive members* have the following rights:

1. To have an equal vote in all *Executive Committee Meetings*.

Article VI: Organization

The affairs of the ASSU shall be governed by the Executive Committee, and the ASSU Council.

1. Composition:

A. The Executive Committee shall act in accordance with Article IX and be composed of the following:

- i. The President
- ii. The Vice President Internal Affairs
- iii. The Vice President External Affairs
- iv. The Vice President Academic Affairs
- v. The Vice President Marketing
- vi. Human Resources Officer (non-voting member)

B. The ASSU Council shall act in accordance with the Article X and be composed of the following:

- i. Secretary
- ii. Office & Lounge Director
- iii. Technical Manager
- iv. Financial Operations Director
- v. Internal Operations Director
- vi. External Promotions Director
- vii. Event Manager I
- viii. Event Manager II
- ix. Event Forecaster
- x. Marketing Promotions Director
- xi. Design Director
- xii. Social Media Director
- xiii. Event Coordinator
- xiv. Photography Director
- xv. Science Representative
- xvi. Social Science Representative
- xvii. Humanities & Fine Arts Representative
- xviii. Academic Mentor
- xix. Scholarship Coordinator
- xx. Three (3) Members of University Students' Council (MSC)

2. Meetings:

Format:

A. Chair:

- I) Chair of Council Meetings will be appointed by council at the first council meeting
- II) Chair must have some understanding of the bylaws and ability to run a meeting
- III) Preference will be given to the President

B. Each member of the ASSU Council shall be entitled to one vote:

- I. "Yes," "In favour" or
- II. "No," "Not in favour" vote.

- C. Quorum shall consist of fifty percent plus one, necessarily including the Chairperson, and three executive members including the President.
- D. No member shall be entitled to a proxy vote.

Types:

A. The ASSU Council:

- i. Shall meet on a weekly basis beginning upon assembly in September and shall sit until dissolution in the first week of April;
- ii. Shall be governed, in Council Meetings, with strong reference to Roberts Rules of Order;
- iii. Shall maintain accurate minutes, which are to be posted and openly accessible to all Council Members or upon request;
- iv. Shall remain open to all Arts and Science Undergraduate students, with voting rights available only to Council members; and
- v. Shall meet in a clearly advertised and accessible location.

B. The Executive Committee:

- i. Shall meet no less than twice per month, and preferably once per week;
- ii. When the ASSU Council is unable to meet, most notably in the period between assembly and dissolution in the months between April and September wherein quorum is scarcely achievable, the Executive Committee shall govern in their name.

C. Committees:

- I. Shall meet no less than twice per month;
- II. Shall consist of both position-holding Council Members and Council Members not holding constitutionally-defined positions
- III. Shall discuss specific committee matters before bringing them to the larger council for discussion where matters will be put to a motion
- IV. Shall help to delegate tasks for Council Members not holding a position within the committee.

Article VII: Responsibilities of Committees:

The ASSU shall consist of five (6) committees that are immediately established upon the assumption of office of a council on May 1st, though are not required by Constitution to meet until the assembly of Council in the first week of September. All decisions by the following committees, excluding those of the Executive Committee, are not valid until ratified by the ASSU Council. Each committee shall set their own operating rules.

1. The Executive Committee

- A. The Executive Committee shall consist of the following members:

- i. The President (as Chair)
- ii. The Vice President Internal
- iii. The Vice President External
- iv. The Vice President Marketing
- v. The Vice President Academic
- vi. Human Resources Officer (as non-voting member)

B. The Executive Committee shall:

- i. Serve as a coordinating group for the ASSU;
- ii. Meet when it is infeasible to summon council and pass motions in the name of the ASSU;
- iii. Coordinating the recruitment of new members at the beginning of September
- iv. Enforce the ASSU Code of Ethics;
- v. Carry out, at any point following the assembly of the Executive Committee at the start of May, the appointment of Council members to all ASSU Positions left vacant during elections;
- vi. Coordinate the placement of Council Members not holding Constitutionally-defined positions in the ASSU into one of five committees
- vii. Prepare, collaboratively, the yearly ASSU Budget
- viii. Meet at the request of the President

2. The Internal Affairs Committee

A. Internal Affairs Committee shall consist of the following members:

- i. The Vice President Internal (as Chair)
- ii. The Secretary
- iii. The Office and Lounge Director
- iv. The Technical Manager
- v. The Financial Operations Director
- vi. The Internal Operations Director
- vii. All Council Members appointed to the Internal Affairs Committee not holding a Constitutionally recognized position

B. The Internal Affairs Committee shall be responsible for:

- i. Deciding on funding requests from student groups related to the College of Arts and Science
- ii. Considering all financial matters and making recommendations on them to the ASSU Council; and
- iii. To ensure the continuing operations of all ASSU property; and
- iv. To maintain the tidiness of the ASSU Office;
- v. Final funding decisions regarding ASSU General Funding policies and allocation of funding;

- vi. To oversee the procurement of all new ASSU assets, including office supplies, appliances, and other items;
- vii. To ensure the upkeep of computer hardware and software possessed by the ASSU, overseeing the storage of any digital assets, and maintaining the ASSU website in coordination with the Marketing Committee; and
- viii. To ensure the preparation meaningful proposal for the weekly ASSU Council meeting.

3. The External Affairs Committee

A. External Affairs Committee shall consist of the following members:

- i. The Vice President External Affairs (as Chair)
- ii. The External Promotions Director
- iii. The Event Manager I
- iv. The Event Manager II
- v. Advanced Event Planner
- vi. All Council Members appointed to the External Affairs Committee not holding a Constitutionally recognized position

B. The External Affairs Committee shall be responsible for:

- i. Coordinating all ASSU social or charitable events and their promotion;
- ii. Maintaining coordination with other Student Groups at the University of Saskatchewan as to meaningfully schedule events that enrich the experience of Arts and Science Students—by definition, all Members-at-large in the ASSU
- iii. Coordinating the affairs of the First-Year Committee and overseeing their projects

4. The Academic Affairs Committee

A. The Academic Affairs Committee shall consist of the following members:

- i. The Vice President Academic Affairs (as Chair)
- ii. The Sciences Representative
- iii. The Social Science Representative
- iv. The Humanities & Fine Arts Representative
- v. The Academic Mentor
- vi. The Scholarship Coordinator
- vii. All Council Members appointed to the Academic Affairs Committee not holding a Constitutionally recognized position

B. The Academic Affairs Committee shall be responsible for:

- i. Representing students in the sciences, social sciences, fine arts,

- and humanities Faculty Division Meetings, sending at least one Academic Affairs Committee member to attend per meeting;
- ii. Working to address academic issues facing students in Arts and Science and contributing to their solutions;
- iii. Having at least one member sitting on the Sub-Committee on Academic Affairs and Grievances; and
- iv. Coordinating the design and execution of any scholarship and/or bursaries sponsored by the ASSU
- v. Providing for the maintenance and expansion of the ASSU Exam File.

5. The Marketing Committee

A. The Marketing Committee shall consist of the following members:

- i. The Vice President Marketing (as Chair)
- ii. The Marketing Promotions Director
- iii. The Social Media Director
- iv. The Event Coordinator
- v. The Photography Director

B. The Marketing Committee shall be responsible for:

- i. All advertising, marketing, and design activities of the ASSU
- ii. Maintaining The ASSU webpage in coordination with the Internal Committee
- iii. Maintaining the social media presence of the ASSU, including currently Facebook, Twitter, and Instagram;
- iv. The coordination of all public events for the purpose of promoting the ASSU; and
- v. Sculpting the general image of the ASSU in the public and professional eye.

6. The First-Year Committee

A. The First-Year Committee shall be composed of members of the ASSU who are not of legal drinking age.

B. The First-Year Committee shall be responsible for:

- i. Ensuring inclusivity with the ASSU toward members under the age of 19;
- ii. The creation of events that cater to the same demographic in the College of Arts and Science;

Article VIII: Standing Committees:

The ASSU shall consist of any committees that are deemed necessary by the majority of the ASSU and shall be filled by secret ballot during and regular meeting of the ASSU Council. All decisions by the following committees are not valid until ratified by the ASSU Council. Each committee shall set their own operating rules.

1. The Elections and Appointments Committee

- A. The Elections and Appointments Committee shall consist of the following members:
- i. The President (as Chair)
 - ii. One member of the Executive Committee (as Chief Returning Officer)
 - iii. One member of the Marketing Committee
 - iv. One member of the External Affairs Committee
 - v. One member of the Internal Affairs Committee
 - vi. One member of the Academic Affairs Committee
- B. The Elections and Appointments Committee shall be responsible for:
- i. The running of all ASSU elections;
 - ii. Ensuring the fairness of all elections;
 - iii. Listening to all electoral complaints; and
 - iv. Recommend to the ASSU Council either to ratify the election or recommend that the ASSU Council hold new elections or appointment processes.

Article IX: Executive Portfolios:

Execution of Contracts and Negotiable Instruments

Contracts and Cheques

- A. Contracts or other negotiable instruments must be signed by:
- i. The President; or
 - ii. The Vice President under whose portfolio the matter consists in
- B. Cheques issued by the ASSU must be signed by:
- i. The President
 - ii. The Vice President Internal

I: The President

The ASSU President shall:

1. Oversee all affairs of the ASSU;
2. Coordinate the Executive Committee;
3. Be the chief spokesperson of the ASSU;
4. Act as chairperson of the ASSU Council;
5. Maintain open communications with the Dean of Arts and Science;

6. Maintain the relationship of the ASSU with the USSU;
7. Serve as a member of the Association of College Presidents;
8. Oversee the planning of all ASSU social events;
9. Have residual powers for all duties not mentioned in this constitution;
10. Serve as an ex-officio member of all ASSU committees;
11. Serve as chair of the Elections and Appointments Committee;
12. Produce and promote policies for the betterment of the ASSU;
13. Ensure the good-working relationship between the ASSU and other organizations; and
14. Have the power to veto, for a period of up to one week, any motion passed in a Council Meeting, provided that the veto is supported by 2/3 of the ASSU Council present at the Council Meeting the following week.

II: The Vice President Internal Affairs

The ASSU Vice President Internal Affairs shall:

1. Be responsible for all the operations and services of the ASSU;
2. Be responsible spearheading the production of the annual ASSU Budget;
3. Be responsible for all ASSU property;
4. Chair the Internal Affairs Committee;
5. In the case of the President resigning, assume the office of Acting President;
6. Be responsible for maintaining the status of the ASSU as a non-for-profit organization on the Corporate Registry
7. Be responsible for maintaining the relationship of the ASSU with its banking institution(s) of choice;
8. To assign portfolios to each member of the Internal Affairs Committee who does not hold a Constitutionally-defined position in the ASSU.

III: The Vice President External Affairs

The ASSU Vice President External Affairs shall:

1. Be responsible for the external relations of the ASSU;
2. To establish a calendar of social and charity events for the year;
3. To coordinate the Campus Rec representatives and hear their reports;
4. To coordinate the Members of University (Students') Council and hear their reports;
5. To chair the External Affairs Committee; and
6. To assign portfolios to each member of the External Affairs Committee who does not hold a Constitutionally-defined position in the ASSU.

IV: The Vice President Academic Affairs

The ASSU Vice President Academic Affairs shall:

1. Be responsible for the internal college relations of the ASSU;
2. Sit on the Sub-Committee for Academic Affairs and Grievances;
3. Serve as a Student advocate;
4. Inform the year representatives of any issues they need to be aware of;
5. Maintain the Arts and Science Students Union Scholarship;

6. Develop the ASSU Examination File;
7. Chair the Academic Affairs Committee; and
8. To assign portfolios to each member of the Academic Affairs Committee who does not hold a Constitutionally-defined position in the ASSU.

V: The Vice President Marketing

The Vice President Marketing shall:

1. Be responsible for any advertising the ASSU should require;
2. Assist in the publication of the Arts and Science Publication (The ASP);
3. Set out clear and specific guidelines for poster in or on ASSU property;
4. Supervise the development of the ASSU website, display cases, and bulletin boards;
5. Chair the Marketing Committee; and
6. To assign portfolios to each member of the Marketing Committee who does not hold a Constitutionally-defined position in the ASSU.

VI: General

The ASSU Executive shall have the following additional responsibilities:

1. To sign the ASSU Executive Code of Conduct and follow its guidelines;
2. To sit as the ASSU Code of Ethics and Discipline Committee;
3. To attend all ASSU Council meetings;
4. To attend and coordinate all committee meetings they are part of; and
5. To submit to the President weekly reports of their positions and committees; and
6. To attend Executive Committee meetings when called by the President; and
7. To act in solidarity for the betterment of Arts and Science students; and
8. To fulfill any additional duties required by the President; and

Article X: Councilor Duties:

Every ASSU Council member shall be required to fulfill the following duties

1. Office Hours

- A. All members are required to fulfill two (2) office hours a week in the ASSU Office where they will:

- i. Sell Lockers
- ii. Check the ASSU Exam File Email (examfile@gmail.com)
- iii. Answer any student inquiries and requests
- iv. Treat all students with respect
- v. Stamp posters
- vi. Sell tickets to ASSU events
- vii. Tidy the office

B. Additional office duties

- i. Council Members may occasionally be required to relocate to the tunnel or some other venue to support ASSU events.
- ii. Council Members are encouraged to do homework, invite friends, and socialize in the ASSU office to help make it a student friendly environment.

2. Attend Meetings

A. All members are required to attend the following meetings:

- i. ASSU Council Meetings
- ii. Any committee meetings they are part of
- iii. Any College Committee they were asked to sit on

3. Send Regrets

A. All members are required to send regrets for all meetings within the following time constraints:

- i. Twenty-four (24) hours in advance of ASSU Council meetings
- ii. Twelve (12) hours in advance of any committee meeting

B. Special circumstances such as serious illness will be taken into consideration

C. Failure to send regrets for three consecutive meeting will result in automatic impeachment

4. Respect Others

A. All ASSU members are required to treat each other with the utmost respect and to maintain the Campus Positive Space Campaign on all ASSU property, and within all publications and communications.

5. Weekly Updates

A. All ASSU members are required to submit weekly updates regarding their respective positions on the ASSU to their Vice President. Should there be no information needing to be sent, an email stating this must be sent instead.

6. Failure to abide

A. Failure to abide by the previously stated guidelines will result in disciplinary action that may include suspension or impeachment.

Article XI: Elections:

1. Timing of Elections:

- A. The ASSU Elections shall be called by the ASSU Elections and Appointments Committee no later than the first week of March, and shall be held within one week of being called.

2. Eligibility for Office:

- A. All undergraduate members of the College of Arts and Science have the right to be eligible for election to all positions on the ASSU, save for the following restrictions:
 - i. Any past member of council who has been impeached will not be eligible to seeking re-election for any position for twelve (12) calendar months.
 - ii. Any past member who has resigned will not be eligible to seek re-election for six (6) calendar months.
 - iii. Any member, who wishes to hold a position on the ASSU Executive, must have served from the first meeting of January until the end of their term in the previous year as a Council or Executive Committee member. Should no such individual be found, a exception shall be made and this requirement shall be discarded.
 - iv. Any unfilled positions on the ASSU can be appointed by the current ASSU Executive come September
 - v. If any member of the Executive is to resign, the remaining four members of the Executive may proceed in one of two ways: first, they may opt to fill the vacant position by unanimous executive appointment pursuant to the same time of service requirement as applies to elections; or second, they may opt to hold an election at a time of their choosing with eligible candidates consisting of Council Members pursuant to the same time of service requirement as applies to elections.

3. Eligibility for Voting:

- A. All members of the ASSU whose membership is defined in Article III of this Constitution shall be eligible to cast a vote for all candidates for all elected positions on the ASSU.
- B. Members who are appointed shall be selected by the ASSU Executive Committee.

4. General

- A. The ASSU Elections and Appointments Committee may pass a bylaw that governs the administration of elections, voting procedures, and rules respecting elections, terms of office, and appointing members of the ASSU.
- B. Members who cease to be undergraduate members of the College of Arts and Science immediately forfeit their vote on ASSU Council and their position unless the ASSU Council votes to maintain their services without voting privileges.
- C. All bylaws passed by the Elections and Appointments Committee pertaining to the administration of elections, voting procedures, and rules respecting elections, terms of office, and appointing members of the ASSU must not impinge on any of the

election rules or requirements set out in the Constitution and must defer to such rules absolutely.

5. Oversight:

- A. Election or appointment for any position on the Executive Committee or the ASSU Council shall be administered by the ASSU Elections and Appointments Committee.
- B. Elections shall be concluded by secret electronic ballot and the candidate shall be declared elected if they receive the largest number of the votes cast for their position.
- C. For any position that only receives one applicant, the applicant shall be declared acclaimed without a vote of confidence.

6. Vacancy

- A. Should the position of President become vacant for any reason throughout the term of office, the remaining executive shall choose an Acting President from within by consensus. Failure to do this within one week shall defer the decision to the remaining Executive Committee.
- B. Should the Acting President wish to become President, they must ask for confirmation by the ASSU Council.
- C. Confirmation shall consist of support of two thirds (2/3) of those councillors present
- D. Should any position on the Executive Committee become vacant for any reason, the ASSU Council shall at their discretion seek a nomination for the position.
- E. Should any position other than that of President on the Executive Committee become vacant for any reason, the ASSU Executive Committee fill it through an open appointment process.

Article XII: Resignation

- 1. Resignation from the ASSU shall abide by the following guidelines or else be considered invalid.
 - A. The resignation shall consist of a written (or typed) document of intent
 - B. All resignations accepted by the ASSU Council are final and cannot be contested

Article XIII: Removal

Members of the Executive Committee and the ASSU Council may only be removed involuntary from office by the following methods.

1. Executive Committee

- A. Executive Committee Members may be removed from office following a non-confidence vote initiated by a member of the ASSU Council
- B. A successful removal must consist of a two thirds (2/3) majority of those members present.

2. ASSU Council

- A. ASSU Council Members may only be removed from office following a non-confidence vote initiated by a member of the Executive Committee of the ASSU
- B. A successful removal must consist of a majority of ASSU Council Members present.

Article XIV. Amendment of the Constitution:

2. Methods:

- A. General meetings; and
- B. Must obtain 2/3 of the ASSU Council in favour.

3. Guidelines:

- A. Voting
 - i. All Council Members have a right to vote on all amendments

Article XVI. Dissolution of the Union:

Dissolution of the ASSU shall occur by a unanimous vote of the entire ASSU Council. Upon dissolution of the ASSU, all assets of the ASSU shall be put into trust of the University of Saskatchewan Students Union who shall pass them on to a democratic organization of student representatives of all undergraduate Arts and Science students.