



Arts and Science Students' Union

Constitution

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Article I: Name

The non-profit 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

The ASSU shall consist of the following types of members:

A. Member-at-Large

- a. Any undergraduate student enrolled in the College of Arts and Science
- b. All Members-at-Large shall have the following rights:
 - i. To attend and have speaking privileges at any ASSU Council Meetings.
 - ii. To vote in ASSU elections and by-elections.

B. Council Members

- a. Any Member-at-Large who has attended three or more ASSU Council Meetings
- b. All Council Members shall have the following rights and responsibilities in addition to those possessed by Members-at-Large:
 - i. To be eligible to hold any position within the ASSU so long as they meet any term of service requirements in case of Executive Positions.
 - ii. To hold a position on one of the ASSU Committees
 - iii. To have a single, equal vote regarding all motions put forward in ASSU Council Meetings and Committee Meetings.
 - iv. To put forth motions at ASSU Council meetings for the consideration of Council.



- v. Council Members will occasionally be required to promote ASSU events in the tunnel or other venues.
- vi. All Council Members are required to fulfill **one (1)** office hours a week in the ASSU Office where they will:
 - Sell lockers;
 - Answer student inquiries and requests;
 - Treat all students with respect;
 - Stamp posters for Ratified Student Groups (maximum 15);
 - Maintain the cleanliness of the office;
 - Sell pool memberships;
- c. All members are required to attend the following meetings:
 - i. ASSU Council Meeting.
 - ii. Committee Meetings.
 - iii. Convocated Meetings.
 - iv. Council Members are required to send regrets prior to the beginning of every meeting they are unable to attend. Failure to send regrets for three consecutive meetings will result in automatic impeachment and removal of Council Member status. Special circumstances such as serious illness will be taken into consideration.

C. Executive Members

- a. Any Council Member elected to one of five executive positions.
- b. All Executive Members shall have the following rights and responsibilities in addition to those possessed by Members-at-Large and Council Members:
 - i. Shall attend Executive Committee meetings when called by the President;
 - ii. Shall have a single, equal vote in all Executive Committee Meetings;
 - iii. Shall delegate tasks to each member of their committee;
 - iv. Shall submit a weekly report of their position and committee to the President and Council Members;
 - v. Shall maintain a digital record on how to successfully fulfill the role for the proceeding member;



- vi. Shall fulfil all other responsibilities outlined in their portfolio under Article IV;

D. Member Requirements

- a. All members are required to treat everyone with the utmost respect and to maintain the Campus Positive Space Campaign on University property, as well as within all publications and communications.
- b. Failure to fulfill the responsibilities outlined in Article III will result in disciplinary action that may include suspension or impeachment.

Article IV: Executive Portfolios

A. President

- a. Shall oversee all affairs of the ASSU;
- b. Shall be the chief spokesperson of the ASSU;
- c. Shall coordinate the Executive Committee;
- d. Shall act as chairperson during ASSU Council Meetings and Executive Committee Meetings;
- e. Shall sign any contract or other negotiable instruments;
- f. Shall co-sign cheques issued by the ASSU;
- g. Shall maintain open communications with the Dean of Arts and Science;
- h. Shall maintain the relationship between the ASSU and other organizations;
- i. Shall serve as a member of the Association of College Presidents (AOCP);
- j. Shall oversee the planning of all ASSU coordinated events;
- k. Shall have residual powers for all duties not mentioned in this constitution;
- l. Shall serve as an ex-officio member of all ASSU committees;
- m. Shall serve as chair of the Elections and Appointments Committee;
- n. Shall produce and promote policies for the betterment of the ASSU;

B. Vice President of Internal Affairs

- a. Shall serve as chair of the Internal Affairs Committee;
- b. Shall be responsible for all the operations and services of the ASSU;
- c. Shall be responsible spearheading the production of the annual ASSU Budget;



- d. Shall be responsible for all ASSU property;
 - e. Shall assume the office of Acting President, in the absence of a President;
 - f. Shall be responsible for maintaining the status of the ASSU as a non-for-profit organization on the Corporate Registry;
 - g. Shall co-sign cheques issued by the ASSU;
 - h. Shall be responsible for maintaining the relationship of the ASSU with its banking institution(s) of choice;
 - i. Shall be responsible for maintaining and operating the ASSU website
 - j. Shall fulfill any additional duties required by the President;
- C. Vice President of Academic Affairs
- a. Shall serve as chair of the Academic Affairs Committee;
 - b. Shall be responsible for the internal college relations of the ASSU;
 - c. Shall sit on the Sub-Committee for Academic Affairs and Grievances;
 - d. Shall serve as a Student advocate;
 - e. Shall inform the Executive Committee of any issues they need to be aware of;
 - f. Shall maintain the Arts and Science Students' Union Scholarship;
 - g. Shall maintain the ASSU Examination File;
 - h. Shall fulfill any additional duties required by the President;
- D. Vice President of Marketing
- a. Shall serve as chair of the Marketing Committee;
 - b. Shall be responsible for any advertising the ASSU should require;
 - c. Shall set out clear and specific guidelines for advertising using posters on ASSU property;
 - d. Shall supervise the development of display cases and bulletin boards;
 - e. Shall organize social media campaigns and giveaways for Members-at-Large;
 - f. Shall fulfill any additional duties required by the President;
- E. Vice President of External Affairs
- a. Shall serve as chair of the External Affairs Committee;
 - b. Shall lead the committee in planning and executing student-life events and charitable events;
 - c. Shall host an event at least once a month while fall and winter classes are sitting;



- d. Shall ensure that at least 2 events are open to all ages;
- e. Shall fulfill any additional duties required by the President;

Article V: Committees

A. Committee Requirements

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

B. The Executive Committee

- a. The Executive Committee shall consist of the following members:
 - i. The President (as Chair);
 - ii. The Vice President of Internal Affairs;
 - iii. The Vice President of External Affairs;
 - iv. The Vice President of Marketing;
 - v. The Vice President of Academic;
- b. The Executive Committee shall:
 - i. Serve as a coordinating group for the ASSU;
 - ii. Meet when it is infeasible to hold ASSU Council Meetings and pass motions in the name of the ASSU;
 - iii. Coordinate the recruitment of new members at the beginning of September;
 - iv. 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;
 - v. Coordinate the placement of Council Members into one of five committees;
 - vi. To act in solidarity for the betterment of Arts and Science students;



- vii. Be responsible for managing the dealings and transactions of the ASSU;

C. Internal Affairs Committee

- a. Shall be responsible for;
 - i. Administrative Assistant position will be appointed by the Vice President of Internal Affairs;
 - ii. Deciding on funding requests from Ratified student groups related to the College of Arts and Science;
 - iii. Considering all financial matters and making recommendations on them to the ASSU Council;
 - iv. To ensure the continuing operations of all ASSU property;
 - v. To maintain the tidiness of the ASSU Office and Lounge;
 - vi. Final funding decisions regarding ASSU General Funding policies and allocation of funding;
 - vii. To oversee the procurement of all new ASSU assets, including office supplies, appliances, and other items;
 - viii. 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 other committees;
 - ix. To ensure the preparation of meaningful proposals for the weekly ASSU Council meeting;
 - x. To design, order, and distribute all ASSU related merchandise.

D. Academic Affairs Committee

- a. 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 each and every meeting;
 - ii. Working to address academic issues facing students In the College of Arts and Science, contributing to their solutions;
 - iii. Having at least one member sitting on the Sub-Committee on Academic Affairs and Grievances;



- 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.

E. Marketing Committee

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

F. External Affairs Committee

- a. External Affairs Committee shall be responsible for;
 - i. Coordinating all ASSU student life events and 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.

G. First Year Committee

- a. The First-Year Committee shall be composed of members of the ASSU who are in their first year of university
- 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



H. Elections and Appointment 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;
 - iv. Recommend to the ASSU Council either to ratify the election or recommend that the ASSU Council hold new elections or appointment processes.

I. Other Committees

- a. From time to time, the ASSU may find it useful to establish other committees.
 - i. Such a committee may be established by passing a motion at an ASSU Council Meeting.
 - ii. Such a committee shall have their mandate given by the Executive Committee
 - iii. Such a committee shall be chaired by an individual appointed at the discretion of the Executive Committee.
 - iv. Such a committee shall determine their own internal operating rules.
 - v. The decisions by such a committee must be ratified by passing a motion at an ASSU Council Meeting.
 - vi. Committee should follow all the rules and guidelines previously established under the Council Members article



Article VI: Meetings

A. ASSU Council Meetings

- a. Shall be held on a weekly basis beginning in September and shall sit until dissolution in the first week of April;
- b. Shall be conducted with reference to Robert's Rules of Order;
- c. Shall maintain accurate minutes, which shall be posted and openly accessible to all Members at Large upon request;
- d. Shall be chaired by ASSU President
 - i. The Chair must have a good understanding of the bylaws of the ASSU and Roberts' Rules of Order;
 - ii. Speaking preference shall be given to the president upon request;
 - iii. Notwithstanding Article VI Section A subsection v. The meeting shall be chaired by the Vice President of Internal Affairs, who must uphold the same rules and guidelines.
- e. For each motion put forth at an ASSU Council Meeting, each Council Member shall be entitled to a single vote of either "yes," "no," or "abstain."
 - i. Voting cannot be conducted by proxy
- f. Quorum for ASSU Council Meetings shall consist of fifty percent plus one of the total numbers of Council Members, including the Chair, and three Executive Members, one of which must be the President.

B. Executive Committee Meetings

- a. Shall be held on a weekly basis while class is in session;
- b. From the moment when the ASSU Council is dissolved in the first week of April, until it is reformed in September, the Executive Committee shall conduct the business of the ASSU independent of the ASSU Council;
- c. While the Executive Committee is governing independently no changes shall be made to the Constitution;
- d. Shall be chaired by the President;
 - i. The Chair in Executive Committee Meetings shall retain their right to vote.



- e. For each motion put forth at an Executive Committee Meeting, each Executive Member shall be entitled to a single vote of either “yes”, “no” or “abstain.”
 - i. Voting cannot be done by proxy
- f. Quorum for Executive Committee Meetings shall consist of three Executive Members, one of which must be the President;

C. Committee Meetings

- a. Shall be held on a weekly basis while class is in session
- b. Shall be chaired the Vice President of the Committee in question;
- c. The Vice President of the Committee in question shall make decisions on behalf of the Committee by finding the consensus of its members.
- d. Quorum for Committee Meetings shall consist of the Vice President of the Committee in question and at least one other member of that Committee.
- e. Vice Presidents may, when necessary, request members from outside the Committee to perform tasks in line with the duties of the Committee.

Article VII: Elections and Impeachment

A. Elections and appointments

- a. The ASSU Elections shall be called by the Executive Committee no later than the first week of March and shall be held within one week of being called, ASSU elections should be in line with the USSU elections.
- b. Elections shall be conducted by and in a manner at the discretion of the Elections and Appointments Committee.
- c. All Members-at-Large shall be eligible for election to any position on the ASSU, with the following restrictions:
 - i. Any former Council Member who has been impeached will not be eligible to seek re-election.
 - ii. Any Council Member who has resigned from an Executive position will not be eligible to seek re-election for six (6) calendar months.



- iii. Any member, who wishes to hold a position as an ASSU Executive, must have served as a Council Member for 1 complete school term directly prior to the election.
- d. Should any position on the Executive Committee go unfilled in an Election, or should an Executive Member resign, the rest of the Executive Committee may appoint an interim Executive until the position may be filled in a by-election.
 - i. Preference for Interim Executive Members shall be given to members of that Executive's Committee
 - ii. Interim Executive Members must be appointed by unanimous consent.
 - iii. Such a by-election must be held as soon as possible.
- e. Should an Executive Member be rendered unable to fulfill their duties through unforeseen circumstance, they may be replaced under the rules set out under Article VI Section D Subsection IV
- f. Should the position of President go unfilled or become vacant, the Vice President Internal Affairs shall assume the role of Acting President, until a by-election is held and a new president is elected.
- g. Elections shall be conducted by secret electronic ballot and the candidate shall be declared elected if they receive the largest number of the votes cast for their position.
- h. For any position that only receives one applicant, the applicant shall undergo the same electoral procedures as stated in Article VI Section D, being required to receive a greater amount of abiding votes in comparison to abstentions.

B. Resignation

- a. Resignation from either the Executive Committee or any appointed position within the ASSU shall consist of a physical signed document of intent and must be presented to the Executive Committee.
- b. All resignations are final and of immediate effect.

C. Removal of Members and Impeachment

- a. An Executive Member may be removed from their position by a motion at an ASSU Council Meeting which receives two thirds majority approval of the Council Members present.



- b. A Council Member may be removed from their position at the discretion of the Executive of their Committee.
- c. A Council Member may have their Council Member status revoked by a motion at an ASSU Council Meeting which receives two thirds majority approval of the Council Members present.
 - i. The motion must be made by an Executive Member
 - ii. Failure to satisfy the requirements of the position as outlined may result in impeachment

Article VIII: Constitutional Modifications

- A. Amending the Constitution
 - a. Motions to amend the Constitution must be made at an Annual General Meeting.
 - b. Motions to amend the Constitution must receive two thirds approval of the Council Members present to pass.
- B. Dissolution of the Union
 - a. A motion to dissolve the ASSU must be made at an Annual General Meeting.
 - b. A motion to dissolve the ASSU must receive unanimous approval of all Council Members to pass.
 - c. Should the ASSU be dissolved, all of its assets shall be put into trust of the University of Saskatchewan Students' Union which shall pass such assets on to a democratic organization which is representative of undergraduate students in the College of Arts and Science should one arise in the future.

Article IX: Covid-19 Amendments

- A. Conditions
 - a. The conditions written under Article IX shall be held until the official end of the COVID-19 pandemic policies established by the University of Saskatchewan.
 - b. All conditions must align with the safety measures put in place by the University of Saskatchewan.



B. Events

- a. The ASSU shall be responsible for organizing student life and charitable events according to the safety measures established by the University of Saskatchewan

C. Meetings

- a. Meetings shall be held online through Webex for the duration of University building closures
- b. Meetings shall be held bi-weekly
- c. Members are still responsible for upholding the expectations listed in Article III