



Constitution of the
Arts & Science
Students' Union

Revised January 24, 2024

The Arts & Science Students' Union represents and is constituted by a diverse range of students from innumerable backgrounds.

Our constitution is dedicated to the idea of ***service, representation, and support***. That is, the belief that we are a better school, a better campus, and a better community when we act in selfless service to advocate for and aid our fellow students and to acknowledge the variety of experiences the USask community is home to.

As part of recognizing the diversity of our members and our commitments to them, we acknowledge that we are based on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. We further acknowledge that our members hail from both treaty and non-treaty territories from across Turtle Island and beyond. We are committed to furthering Indigenous cultural, linguistic, and historical education in search of lasting partnership and reconciliation.



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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 & Science shall be known as the Arts and Science Students' Union, herein known as the 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 & Science through accountable and productive leadership.

Article III: Membership

A. Members-at-Large

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

B. Council Members

- a. Any Member-at-Large who has attended three (3) or more ASSU Council Meetings shall be a council member of the ASSU;
- 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;

- 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 positions on ASSU Committees;
- iii. To have a single, equal vote on all motions put forward in ASSU Council Meetings and Committee Meetings of which they are a member; .
- iv. To fulfill the responsibilities delegated to them as members of a Committee;
- v. To get a discounted price for ASSU merchandise and office amenities, as well as tickets to ASSU hosted events;
- vi. To access ASSU sponsorship and collaboration benefits as they arise;
- vii. To put forth motions at ASSU Council;
- viii. To promote ASSU events in the Arts tunnel or other venues when required;
- ix. To pay the membership fee as set forth by the Executive Members of the year;
- x. All Council Members are strongly encouraged to fulfill office hours in the ASSU Office as needed where they:
 - Answer student inquiries and requests;
 - Treat all students with respect;
 - Sell lockers;
 - Stamp posters for Ratified Student Groups (maximum ten (10) per purpose);
 - Maintain the cleanliness of the office;
 - Sell pool memberships.
- xi. To attend the following meetings:
 - Annual General Meetings
 - ASSU Council Meetings;
 - Committee Meetings of which they are a member;
 - Emergency Meetings.

- xiii. To send regrets to the Vice President of Internal Affairs prior to the beginning of any meeting they are unable to attend. Failure to send regrets for three (3) consecutive meetings will result in disciplinary action which may include removal of Council Member status. Disciplinary action will be determined by the Executive Members with special circumstances, such as serious illness, taken into consideration.

C. Executive Members

- a. Any Council Member elected, or appointed, to one (1) of five (5) Executive Positions shall be an Executive Member of the ASSU;
- b. The five (5) Executive Positions shall consist of:
 - i. The President;
 - ii. The Vice President of Internal Affairs;
 - iii. The Vice President of Academic Affairs;
 - iv. The Vice President of Marketing;
 - v. The Vice President of External Affairs.
- c. All Executive Members shall have the following rights and responsibilities in addition to those possessed by Members-at-Large and Council Members:
 - i. To make purchases under \$50 with approval by simple majority of the Executive Members;
 - ii. To attend Executive Committee Meetings when called by the President;
 - iii. To have a single, equal vote in all Executive Committee Meetings;
 - iv. To delegate tasks to each member of the Committee of which they are chair;
 - v. To provide a defined set of goals for the Committee of which they are chair at the beginning of each academic year;
 - vi. To submit a report regarding the execution of their Executive Portfolio at every Council Meeting;

- vii. To reference and refer to the best of their ability the guidelines set under the ASSU Executive Handbook;
- viii. To maintain a digital record in the ASSU Executive Handbook on how to successfully fulfill their Executive Portfolio for the use of future Executives;
- ix. To fulfill all other responsibilities outlined in their Executive Portfolio under Article IV.

D. Disciplinary Action

- a. Failure to fulfill the responsibilities outlined in Article III shall result in disciplinary action:
 - i. For Council Members and Executive Members, disciplinary action shall be determined by the Executive Committee and may include suspension or impeachment;
 - ii. For Members-at-Large, disciplinary action shall be determined by the Dean's Executive.

Article IV: Executive Portfolios

A. The President

- a. Shall oversee all affairs of the ASSU;
- b. Shall be the chief spokesperson of the ASSU;
- c. Shall serve as chair of the ASSU Council, The Elections Committee, and the Executive Committee;
- d. Shall sign any contracts or other negotiable instruments on behalf of the ASSU;
- e. Shall co-sign cheques issued by the ASSU;
- f. Shall maintain open communications with the Dean of Arts and Science;
- g. Shall maintain the relationship between the ASSU and other organizations;
- h. Shall serve as a member of the Association of College Presidents (AOCP);
- i. Shall oversee the planning of all ASSU coordinated events;
- j. Shall delegate all duties not outlined in this constitution;
- k. Shall serve as an ex-officio member of all ASSU Committees;
- l. Shall serve as chair of the Elections and Appointments Committee;
- m. Shall serve as chair of the Elections Committee;

B. The Vice President of Internal Affairs

- a. Shall serve as chair of the Internal Affairs Committee;
- b. Shall oversee all the operations and services of the ASSU;
- c. Shall spearhead the production of the annual ASSU Budget;
- d. Shall maintain all ASSU property;
- e. Shall assume the office of Acting President, in the absence of a President and until a by-election can take place;
- f. Shall maintain the status of the ASSU as a non-profit organization;
- g. Shall co-sign cheques issued by the ASSU;
- h. Shall maintaining the relationship of the ASSU with its banking institution(s) of choice;
- i. Shall maintain and operate the ASSU website;
- j. Shall be responsible for maintaining member access and key dispersal to ASSU property;
- k. Shall oversee the submission of USSU funding requests;
- l. Shall appoint Council Members into Committees.

C. The Vice President of Academic Affairs

- a. Shall serve as chair of the Academic Affairs Committee;
- b. Shall manage 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 maintain and modify the Arts and Science Students' Union Scholarship and or terms and conditions as seen fit by the Executive Committee;
- f. Shall maintain the ASSU Examination File;
- g. May submit USSU funding requests.

D. The Vice President of Marketing

- a. Shall serve as chair of the Marketing Committee;
- b. Shall spearhead the creation of any advertising the ASSU should require;
- c. Shall set out clear and specific guidelines for the use of 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. May submit USSU funding requests.

E. The 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, unless a motion is passed by the External Committee and ratified in the following Council Meeting which states otherwise;
- d. Shall ensure that at least two (2) events are open to all ages;
- e. May submit USSU funding requests;
- f. Shall hold one (1) academic event per year;
- g. Any academic events shall be organized in collaboration with the Vice President of Academic Affairs;
- h. Shall organize recruitment initiatives, such as tabling.

Article V: Committees

A. Committee Requirements

- a. The ASSU shall consist of at least five (5) Committees that are immediately established upon the assumption of office of a Council on May 1st;
- b. Five (5) of the Committees immediately established on May 1st shall include:
 - i. The Executive Committee;
 - ii. The Internal Affairs Committee;
 - iii. The Academic Affairs Committee;
 - iv. The Marketing Committee;
 - v. The External Affairs Committee.
- c. All decisions by Committees, excluding those of the Executive Committee, are not valid until ratified by the ASSU Council.

B. The Executive Committee

- a. Shall consist of the following members:

- i. The President;
 - ii. The Vice President of Internal Affairs;
 - iii. The Vice President of Academic Affairs;
 - iv. The Vice President of Marketing;
 - v. The Vice President of External Affairs.
 - b. Shall serve as the central coordinating group for the ASSU;
 - c. Shall pass motions in the name of the ASSU Council when the latter is either unable to meet or dissolved;
 - i. While the Executive Committee is governing on behalf of the ASSU Council no changes shall be made to the Constitution.
 - d. Shall coordinate the recruitment of new members at the beginning of September each year;
 - e. Shall carry out, at any point following the assembly of the Executive Committee at the start of May each year, the appointment of Council Members to all ASSU Positions left vacant immediately after elections have taken place;
 - f. Shall act in solidarity for the betterment of Arts and Science students;
 - g. Shall manage the dealings and transactions of the ASSU;
 - h. Shall select one (1) of its members, except the President, to sit as the Chief Returning Officer on the Elections Committee when the latter is formed.
- C. The Internal Affairs Committee
- a. Shall be responsible for:
 - i. Administrative Assistant position will be appointed by the incoming Vice President of Internal Affairs;
 - b. Shall resolve funding requests from Ratified student groups related to the College of Arts and Science;
 - c. Shall consider all financial matters and make recommendations on them to the ASSU Council;
 - d. Shall ensure the continued operations and maintenance of all ASSU property;
 - e. Shall oversee the procurement of all new ASSU assets, including office supplies, appliances, and other items;

- f. Shall 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;
- g. Shall order and distribute all ASSU related merchandise in coordination with the Marketing Committee;
- h. Shall select one (1) of its members to sit on the Elections Committee when the latter is formed.

D. The Academic Affairs Committee

- a. Shall address academic issues facing students in the College of Arts and Science;
- b. Shall select at least one (1) member to sit on the Sub-Committee on Academic Affairs and Grievances of the University of Saskatchewan Student Union (USSU);
- c. Shall coordinate the design and execution of any scholarship and/or bursaries sponsored by the ASSU;
- d. Shall provide for the maintenance and expansion of the ASSU Exam File;
- e. Shall select one (1) of its members to sit the Elections Committee when the latter is formed.

E. The Marketing Committee

- a. Shall be responsible for:
 - i. All advertising, marketing, and design activities of the ASSU;
 - ii. Maintaining the social media presence of the ASSU;
 - 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.
 - v. Shall design all ASSU related merchandise in coordination with the Internal Affairs Committee.
- b. Shall select one (1) of its members to sit on the Elections Committee when the latter is formed.

F. The External Affairs Committee

- a. Shall organize all ASSU student life events and charitable events;
- b. Shall coordinate with other Student Groups at the University of Saskatchewan to collaborate on events and create inter-organizational relationships
- c. Shall select one (1) of its members to sit on the Elections Committee when the latter is formed.

G. The Elections Committee

- a. Shall consist of the following members:
 - i. The President;
 - ii. One (1) member of the Executive Committee;
 - iii. One (1) member of the Internal Affairs Committee;
 - iv. One (1) member of the Academic Affairs Committee;
 - v. One (1) member of the Marketing Committee;
 - vi. One (1) member of the External Affairs Committee.
- b. The Elections Committee shall form as soon as Executive elections are called by the Executive Committee as per Article VII, Section A, Subsection a;
- c. Shall oversee all ASSU elections by:
 - i. Ensuring the fairness of all elections;
 - ii. Listening to all electoral complaints;
 - iii. Recommending to the ASSU Council either to ratify the election or recommend that the ASSU Council hold new elections or appointment processes.

H. Other Committees not Specified in this Constitution

- a. May be established through a motion at an ASSU Council Meeting:
 - i. Any Committee thus formed shall have their mandate given by the ASSU Council;
 - ii. Any Committee thus formed shall be chaired by an individual appointed at the discretion of the ASSU Council;

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 each year;
- 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 on the ASSU website;
- d. Shall be chaired by the 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;
- e. If the President is not present, notwithstanding Article VI Section A Subsection d., Council Meetings shall be chaired by the Vice President of Internal Affairs, who must uphold the same rules and guidelines as outlined in Article VI, Section A;
- f. For each motion put forth at an ASSU Council Meeting, every Council Member present shall be entitled to a single vote of either "yes," "no," or "abstain," which cannot be cast by proxy.
- g. For a motion to pass, unless otherwise stated, it must receive a simple majority of "yes" votes compared to "no" votes and no more than fifty (50) percent of all votes may be abstentions;
- h. Quorum shall consist of fifty (50) percent plus one (1) of the total numbers of Council Members, including the Chair, and three (3) Executive Members, one (1) of which must be the President.

B. Annual General Meetings

- a. Shall be held once a year in the Winter academic term;
- b. Shall act as a forum through which the ASSU Constitution may be amended;
- c. Shall be conducted in accordance with the rules outlined in Article VI, Section A and those in Article VIII, Section A.
 - i. In cases where there is discrepancy between the rules in Article VI, Section A and Article VIII, Section A, the latter's supersede those of the former.

C. Emergency Meetings

- a. Shall be called by the President or the Vice President of Internal Affairs when serving as Acting President;
- b. Shall be called regarding matters of pressing necessity when other meetings cannot be called or are inappropriate given the situation;
- c. Shall be conducted in accordance with the rules outlined in Article VI, Section A.

D. Executive Committee Meetings

- a. Shall be held on a weekly basis while class is in session or at the discretion of Executive Members;
- b. Shall be chaired by the President:
 - i. The Chair in Executive Committee Meetings shall retain their right to vote.
- c. For each motion put forth at an Executive Committee Meeting, each Executive Member present shall be entitled to a single vote of either "yes," "no," or "abstain," which cannot be cast by proxy;
- d. For a motion to pass, unless otherwise stated, it must receive a simple majority of "yes" votes compared to "no" votes and no more than fifty (50) percent of all votes may be abstentions;
- e. Quorum for Executive Committee Meetings shall consist of three (3) Executive Members, one (1) of which must be the President.

E. Non-Executive Committee Meetings

- a. Shall be held on a weekly basis while class is in session or at the discretion of the Committee chair;
- b. Shall be chaired by the Member specified in Article IV or appointed by the ASSU Council if not otherwise specified;
- c. The Committee chair shall make decisions on behalf of the Committee by finding the consensus of its members;
- d. Quorum shall consist of the chair of the Committee in question and at least one (1) other member of that Committee;
- e. Committee chairs may, when necessary, request members from outside the Committee to perform tasks in line with the duties of the Committee.

Article VII: Selection and Removal of Members

A. Elections and Appointments

- a. Elections for the ASSU Executive shall be called by the Executive Committee no later than the first week of March each year and shall be held within one week of being called:
 - i. After the election has been called, eligible Members may declare their candidacy for any Executive position and campaign until the election takes place.
- b. Elections shall be conducted in line with Article VII, section A by the Elections Committee:
 - i. All electoral positions shall have a vote of non-confidence, wherein all council members present shall be entitled to a single, equal vote of "confidence," "non-confidence," or "abstain" which cannot be cast by proxy;
 - ii. For a Member to be approved for their electoral position, they must receive a simple majority of "confidence" votes compared to "non-confidence" votes.
- c. ASSU elections shall take place in line with the USSU elections;
- d. All Council and Executive members shall be eligible for (re)election to any position on the ASSU, with the following restrictions:
 - i. All electoral positions shall have a vote of non-confidence, wherein all council members present shall be entitled to a single, equal vote of "confidence", "non-confidence", or "abstain" which cannot be cast by proxy;
 - ii. Any previous Executive Member who has resigned shall not be eligible for any Executive position until six (6) calendar months have elapsed;
 - iii. Council Members shall not be eligible for any executive position unless they have served as a Council Member for four (4) consecutive months directly prior to the election.

- e. Elections shall be conducted by secret electronic ballot;
- f. All Council Members shall be entitled to a single, equal vote which they may either give in support of a single candidate on the ballot or hold in abstention;
- g. The candidate that receives the most votes, regardless of abstentions, will be elected into the position;
- h. A vote of non-confidence option will be added to the ballot as well. Elected candidate must have more yes votes than votes of non-confidence;
- i. For any position that only receives one (1) applicant, the applicant shall undergo the same electoral procedures as stated in Article VII Section A Subsection b, being required to receive a more votes of confidence in comparison to votes of non-confidence.
- j. Should any position on the Executive Committee remain unfilled immediately after an Election, or should an Executive Member resign, the Executive Committee may appoint an interim Executive Member until the position may be filled in a by-election:
 - i. Preference for Interim Executive Members shall be given to members of the Committee which the vacant Executive holds a duty to chair under Article IV;
 - ii. Interim Executive Members shall be appointed by unanimous consent of Executive Members;
 - ii. A by-election to replace the interim Executive member shall be held as soon as possible.
- k. Should an Executive Member be rendered unable to fulfill their duties through unforeseen circumstance, they shall be replaced under the rules set out under Article VII Section A Subsection d.

B. Resignation

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

C. 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 Committee Member may be removed from a committee at the discretion of that Committee's chair;
- c. A Council Member may be impeached and 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.

Article VIII: Constitutional Amendment and Dissolution

A. Amending the Constitution

- a. Motions to amend the Constitution may be made at an Annual General Meeting;
- b. Motions to amend the Constitution shall only be made by Executive Members;
- c. 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 present to pass;
- c. Should the ASSU be dissolved, all of its assets shall be put into trust of the University of Saskatchewan Students' Union (USSU) 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.

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