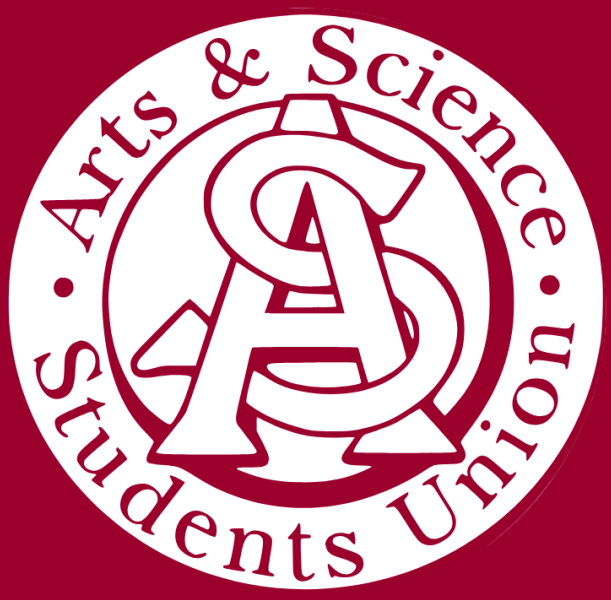



Constitution and Bylaws of the

# Arts & Science Students' Union

**Last amended 4 March 2026**

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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 & 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 and Science through accountable and productive leadership.

## Article III: Membership

A. Membership Cards
    a. Any undergraduate student at the University of Saskatchewan may purchase a membership card from the ASSU, which shall entitle them to benefits from the union, local businesses, and other partners;
    b. All membership card holders shall have the following rights and responsibilities:
        i. To pay the membership fee as set forth by the Executive Members of the year;
        ii. To get a discounted price for ASSU merchandise, office amenities, and tickets to ASSU-hosted events;
    c. Benefits shall be determined every year under the direction of the Sponsorship and Benefits Committee;
        i. Students outside Arts and Science may purchase a membership card but will be denied any benefits that are applied only to Arts and Science students, should they exist;
        ii. Membership cards and their associated benefits may be revoked at the discretion of the President and Vice President of Internal Affairs.

B. 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 any ASSU Council Meetings;
        iii. To vote in ASSU elections and by-elections.

C. Council Members
    a. Any Member-at-Large who possesses a membership card and 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 and membership card-holders:
        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 put forth motions at ASSU Council;
        vi. To promote ASSU events in the Arts tunnel or other venues when required;
        vii. 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.

viii. To attend the following meetings:
- Annual General Meetings;
- ASSU Council Meetings;
- Committee Meetings of which they are a member;
- Emergency Meetings;

ix. 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 Committee with special circumstances, such as serious illness, taken into consideration.

D. 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 $100 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 their 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 meet with the Dean of the College of Arts and Science and their Executive team at least once in Fall and Winter terms each;
x. Shall adhere to the University Conflict of Interest Policy, referring to the Office of the Dean in place of a direct supervisor;
xi. To fulfill all other responsibilities outlined in their Executive Portfolio under Article IV.

E. 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 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 by the ASSU;
f. Shall provide monthly reports to the ASSU Council detailing the amount of money earned and spent and the number and nature of services provided during the regular academic year (September to April);
    i. Should any issue prevent a monthly report from being delivered, the President must obtain a motion to table the report until such time that it can be delivered.
g. Shall maintain communication with the Dean of the College of Arts and Science and their Executive Team;
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 serve as a member of the College of Arts and Science Faculty Council and deliver regular reports thereto;
k. Shall serve as a member of the College of Arts and Science Faculty Council Bylaws Committee;
l. Shall oversee the planning of all ASSU coordinated events;
m. Shall delegate all duties not outlined in this constitution;
n. Shall serve as an ex-officio member of all ASSU Committees;
o. Shall serve as chair of the Sponsorship and Benefits 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 lead the production of the annual ASSU Budget;
    d. Shall report the current financial figures of the ASSU at each Annual General Meeting;
    e. Shall maintain all ASSU property;

f. Shall assume the office of Acting President, in the absence of a President and until a by-election can take place;
g. Shall maintain the status of the ASSU as a non-profit organization;
h. Shall co-sign cheques issued by the ASSU;
i. Shall maintain the relationship of the ASSU with its banking institution(s) of choice;
j. Shall maintain and operate the ASSU website;
k. Shall be responsible for maintaining member access and key dispersal to ASSU property;
l. Shall oversee the submission of USSU funding requests;
m. Shall appoint record the appointment of Council Members into Committees.

C. The Vice President of Academic Affairs
    a. Shall serve as chair of the Academic Affairs Committee;
    b. Shall sit on the College of Arts and Science Faculty Council and its Sub-Committee for Academic Affairs and Grievances;
        i. Shall attend Academic Misconduct Hearings as the student representative or nominate a designate if unavailable;
        ii. Shall closely adhere to the Academic Misconduct Guidelines when serving as a student representative and make said guidelines available to their designate, if applicable;
        iii. Shall recuse themselves from any academic case involving a student or instructor they are acquainted with, close to, or otherwise biased toward;
    c. Shall maintain and modify the Arts and Science Students' Union Scholarship and or terms and conditions as seen fit by the Executive Committee and in accordance with the relevant guidelines in the Bylaws section of the Constitution;
    d. Shall maintain the ASSU Examination File;
        i. Shall remove exams upon request from instructors;
        ii. May expand the exam file only with the written and signed consent of instructors authorizing the release of copyrighted material;

iii. Should an instructor provide consent to their exams being stored, placing the authorization into the Examination File;
iv. Must inform the relevant instructor(s) of any exam submitted by a student.
v. Must record the following information of any student who receives an exam from the Examination File:
    1. Their name;
    2. Their student number;
    3. Their network services ID (NSID);
    4. The exam(s) they requested.
vi. Must inform any student who receives exams from the Examination File that exams are for their private study only and may not be shared or transmitted via any means, and that failure to do so could result in academic misconduct under the Regulations on Student Academic Misconduct.

e. 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 and maintain ASSU display cases and bulletin boards;
    e. Shall organize social media campaigns and giveaways for Members-at-Large;
    f. Shall maintain the image of the ASSU appropriately and professionally;
    g. Shall create and/or maintain a brand kit for the ASSU, including, but not limited to:
        i. Fonts;
        ii. Colours;
        iii. Logos;
        iv. Branding for annual events;

v. Graphic design style.

h. Shall ensure, where possible, that all branding, graphics, or other advertising are appropriate for viewing or engagement by those with disabilities;

i. 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 in collaboration with the Vice President of Academic Affairs;

g. Shall organize recruitment initiatives, such as tabling;

h. Shall serve as chair of the Student Group Collaboration Committee.

## Article V: Committees

A. 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. 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;

vi. The Sponsorship and Benefits Committee;

vii. The Student Group Collaboration 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:
   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;
d. While the Executive Committee is governing on behalf of the ASSU Council no changes shall be made to the Constitution;
e. Shall coordinate the recruitment of new members at the beginning of September each year;
f. 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;
g. Shall act in solidarity for the betterment of Arts and Science students;
h. Shall manage the dealings and transactions of the ASSU;
i. May provide financial support to ratified student groups representing programs in the College of Arts and Science upon request and review;
j. Shall maintain access to policies related to academic and non-academic misconduct, sexual harassment and assault, and other relevant student affairs and health and safety policies on record in the ASSU office;
k. Shall select one (1) of its members who is not seeking re-election to sit on the Elections Committee when the latter is formed;

i. Should all Executives be campaigning for re-election, see Article V, Section G, subsection b.

C. The Internal Affairs Committee
    a. Shall be responsible for:
        i. Resolving funding requests from ratified student groups representing programs in the College of Arts and Science;
        ii. Considering all financial matters and making recommendations on them to the ASSU Council;
        iii. Ensuring continued operations and maintenance of all ASSU property;
    b. Shall oversee the procurement of all new ASSU assets, including office supplies, appliances, and other items;
    c. 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;
    d. Shall order and distribute all ASSU related merchandise in coordination with the Marketing Committee;
    e. 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 coordinate the design and execution of any scholarship and/or bursaries sponsored by the ASSU;
    c. Shall provide for the maintenance and expansion of the ASSU Exam File;
    d. 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. Designing all ASSU related merchandise in coordination with the Internal Affairs Committee;
vi. Organizing all public events for the purpose of promoting the ASSU;

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. One (1) member of the Executive Committee;
      ii. One (1) member from each committee established under Article V, Section A, except the Sponsorship and Benefits Committee and the Student Group Collaboration Committee;
      iii. One (1) member from the ASSU Council appointed through a motion made at the meeting where the Executive Elections are called;
      iv. One (1) of the aforementioned members shall be elected as chair and oversee the duties of the Elections Committee.
   b. Membership in the Elections Committee shall apply notwithstanding the following:

i. No Executive member campaigning for re-election may serve on the Elections Committee;
ii. If all members of the Executive Committee are campaigning for re-election, the Council shall approve one (1) additional Council member to sit on the Elections Committee;
iii. No declared candidate(s) for either the ASSU or the University of Saskatchewan Students' Union may serve on the Elections Committee.

c. The Elections Committee shall form as soon as Executive elections are called by the Executive Committee as per Article VII, Section A, Subsection a;
d. Shall oversee all ASSU elections by:
    i. Determining the election schedule, the scheduling of all election-related events (forums, debates, etc.), and ensuring that all candidates are informed of said schedule;
    ii. Coordinating with the Executive Committee to prepare electronic ballots through the PAWS Election System operated by the University Governance Office;
    iii. Ensuring the fairness of all elections and managing/ruling on appeals and complaints made by candidates;
    iv. Approving or disqualifying candidates;
    v. Recommending to the ASSU Council either to ratify the election or recommend that the ASSU Council hold new elections or appointment processes.

H. The Sponsorship and Benefits Committee
    a. Shall be chaired by the President;
    b. Shall adhere to the appropriate bylaws established each year and placed in the Bylaws section of the Constitution;
    c. Shall be responsible for negotiating with outside clubs, organizations, and businesses to obtain discounts and benefits for those holding ASSU membership cards;
        i. Active benefits must be published on the ASSU website.

I. The Student Group Collaboration Committee
    a. Shall be chaired by the Vice President of External Affairs;
    b. Shall adhere to the appropriate bylaws established each year and placed in the Bylaws section of the Constitution;
    c. Shall aim to provide a space for communication and collaboration amongst ratified student groups representing programs in the College of Arts and Science;
    d. Shall host a meeting once a term (in the Fall and Winter terms) to increase collaboration and funding opportunities for Arts and Science student groups;
        i. Membership in the committee shall be voluntary;
        ii. Member groups shall send one executive member to attend the meetings when held.

J. 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 as contained in the Bylaws section of the Constitution;
    c. Shall maintain accurate minutes, which shall be posted and openly accessible to all Members on the ASSU website;
    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;

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. Annual General Meetings shall be held once annually in the Winter Term to conduct the following business:
      i. Amend the ASSU Constitution as outlined in Article VIII, Section A;
      ii. View pertinent financial documents dating from the start of the previous academic term;
      iii. Raise additional motions as deemed important by the Executive Committee or a Council Member;
   b. Members-at-Large may vote at Annual General Meetings.

C. Emergency Meetings
   a. Emergency Meetings shall be called and chaired by the President or Vice President of Internal Affairs when serving as Acting President in the following circumstances:

i. The Executive Committee unanimously votes to hold such a meeting;
ii. An Executive Member or several Executive Members have resigned or are pending impeachment;
iii. A Dean, Vice-Dean, or Associate-Dean of the College of Arts and Science, the USSU Executive, or the University President or a member of their team have requested an emergency meeting with the ASSU Council;
iv. A two-thirds majority of the ASSU Council requests that an emergency meeting be scheduled.

b. Emergency Meetings shall operate under the same guidelines outlined in Article VI, Section A;
    i. Scheduling guidelines thereof do not apply to emergency meetings.

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 must be held, at the latest, in the final week of March;
      i. After the election has been called, eligible Members may declare their candidacy for any Executive position and may campaign once the campaign period established by the Elections Committee begins
   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. Candidates shall be informed of election results firstly by email from the Chair of the Elections Committee;
   d. ASSU elections shall occur within the timeframe of the USSU elections;

e. All Council and Executive members shall be eligible for re-election to any position on the ASSU, with the following restrictions:
    i. Any former Executive Member who has been impeached will not be eligible for any Executive position;
    ii. Any former Executive Member who has been impeached will not be eligible for any Executive position;
    iii. Any former Executive Member who has been impeached will not be eligible for any Executive position;
f. Elections shall be conducted by secret electronic ballot;
g. All Council Members present 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;
h. The candidate that receives the most votes, regardless of abstentions, will be elected into the position;
i. A vote of non-confidence option will be added to the ballot as well. The elected candidate must have more yes votes than votes of non-confidence;
j. 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 more votes of confidence in comparison to votes of non-confidence.
k. 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;
    iii. A by-election to replace the interim Executive member shall be held as soon as possible;

iv. Should an Executive Member be rendered unable to fulfill their duties through unforeseen circumstances, they shall be replaced under the rules set out under Article VII Section A Subsection d.

l. The ASSU shall be responsible for electing the Members of Student Council (MSC) for the College of Arts and Science according to the provisions under Article VII, Section A, notwithstanding the following:
    i. Any undergraduate student in good academic standing within the college may run to be an MSC, and candidacy shall not be limited to ASSU Council Members.

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 Amendments 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 Members-At-Large and 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 Members-At-Large, Council Members, and Executive Members present to pass;
   c. Should the ASSU be dissolved, 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.

## Bylaws

The following documents are placed in the ASSU constitution for reference:

1. ASSU Scholarship and Award Terms of Reference
2. Sponsorship and Benefits Committee Guidelines
3. Student Group Collaboration Committee Guidelines