

THE UNIVERSITY OF WESTERN ONTARIO'S  
ARTS AND HUMANITIES STUDENTS' COUNCIL (AHSC)  
CONSTITUTION  
2015/2016

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## **1.00 DEFINITIONS AND INTERPRETATIONS**

1.01 In this Constitution, unless otherwise stated or the context requires otherwise:

- (1) This organization shall be called the Arts and Humanities Students' Council, hereafter referred to as the AHSC.
- (2) The AHSC constitution shall hereafter be known as the Constitution.
- (3) The University Students' Council shall hereafter be known as the USC.
- (4) The University of Western Ontario shall hereafter be known as Western U.
- (5) Executive means the Officers of the Arts and Humanities Students' Council, which includes the President and each of the Vice-Presidents.
- (6) A&H refers to the Faculty of Arts and Humanities.
- (7) "*ex-officio*" means a member by virtue of his/her office.

## **2.00 PREAMBLE**

2.01 Code of Ethics

- (1) The Arts and Humanities Students' Council is the representative body of the students in Arts and Humanities (A&H) programs. The Arts and Humanities Students' Council derives its duties, responsibilities, and powers from this Constitution. It is the purpose and duty of the AHSC to secure and promote the interests and welfare of A&H students.
- (2) The AHSC will carry out its duties in a responsible manner in accordance with the A&H Code of Conduct and Academic Integrity Policy. Members shall:
  - i. Conduct themselves in a manner that is consistent with the A&H Student Code of Conduct as well as Western U's Code of Conduct.
  - ii. Refrain from any theft or vandalism against the AHSC or A&H or its facilities.
  - iii. Avoid any type of assault against the A&H community.
  - iv. Avoid any insidious actions against the council that does not serve the interests of the A&H student population.
- (3) Any individual that displays conduct that goes against the AHSC Code of Ethics will result in immediate removal of said individual through the formal proceedings outlined in this Constitution.

2.02 Mission Statement

- (1) The AHSC stands to aid in the development of the goals of the Mission Statement of the Faculty of Arts and Humanities, to foster the pride and character of the A&H student body, facilitate the greatest student experience, and to communicate, interact, and cooperate with A&H students. The AHSC strives to provide academic, philanthropic, and social programming for all A&H students, and to foster an inclusive environment that caters to the diverse needs of our program.

### **3.00 STRUCTURE OF COUNCIL AND COMMITTEES**

3.01 The following members of council have voting power:

- (1) The Executive, which shall include:
  - i. President
  - ii. Vice-President Academics
  - iii. Vice-President Communications
  - iv. Vice-President Events
  - v. Vice-President Finance
  
- (2) Department Representatives, which shall include one (1) representative from each department:
  - i. Classical Studies
  - ii. English and Writing Studies
  - iii. Film Studies
  - iv. French Studies
  - v. Modern Languages and Literature and Linguistics
  - vi. Philosophy
  - vii. School for Advanced Studies in the Arts and Humanities
  - viii. Visual Arts
  - ix. Women's Studies and Feminist Research
  
- (3) First Year Residence Representatives, which shall include:
  - i. One (1) Off-Campus Representative
  - ii. Two (2) Southside Representatives (Perth Hall, Ontario Hall, Essex Hall)
  - iii. Two (2) Eastside Representatives (Medway-Sydenham Hall, Delaware Hall, Elgin Hall, Saugeen-Maitland Hall)
  
- (4) USC Arts and Humanities Councillor(s)
  
- (5) Associate Vice-Presidents, which shall include:
  - i. Associate Vice-President Presidential
  - ii. Associate Vice-President Academics
  - iii. Associate Vice-President Events
  
- (6) AHSC Publications Editor-in-Chief

(7) Promotions Coordinator

(8) Play Coordinator

3.02 The following members of council do not have voting power:

(1) First Year Associates, which shall include:

- i. First Year Academics Associate
- ii. First Year Communications Associate
- iii. First Year Events Associate
- iv. First Year Finance Associate

(2) Members of the AHSC Publications Team, which shall include:

- i. AHSC Publications Academic Managing Editor
- ii. AHSC Publications Creative Managing Editor
- iii. AHSC Publications Copy Editor
- iv. AHSC Publications Layout Editor

(3) Philanthropy Commissioner

(4) Social Media Commissioner

(5) Website Design Commissioner

(6) Graphic Design Commissioner

(7) Video Productions Commissioner

(8) Alumni Relations Commissioner

(9) Theatre Critic Commissioner

(10) Community Outreach Commissioner

(11) Speaker

(12) Administrative Assistant

(13) Arts and Humanities Head Soph

(14) Arts and Humanities, Music, and FIMS Senator

(15) Associate Dean (Academics)

(16) Associate Vice-President Finance

(17) All Members of the Departmental Committees

(18) Members-at-Large

### 3.03 Meeting Procedures

- (1) The Speaker will chair all AHSC meetings. He/She will set the meeting agenda and post it at least 24 hours in advance of a scheduled meeting. Any revisions to the agenda after that point will be made during the meeting under the Adoption of Agenda.
- (2) Should a member of the council wish to challenge a decision of the Speaker concerning the conduct of a meeting, Robert's Rules of Order shall be held authoritative.
- (3) Should the Speaker be absent at a meeting, the Administrative Assistant shall conduct the meetings. If both are absent, the President shall appoint a non-voting member of council to conduct that meeting.
- (4) The Speaker will conduct the meeting according to the following agenda approach:
  - i. Call to Order
  - ii. Roll Call
  - iii. Adoption of Past Minutes
  - iv. Adoption of Agenda
  - v. Presentations
  - vi. Motions
  - vii. Executive Announcements
  - viii. Member Reports
  - ix. New Business
  - x. Adjournment

### 3.04 Attendance Policy

- (1) Members who do not attend meetings and/ or office hours will be awarded demerit points in accordance with the following:
  - i. Missed meeting, no regrets: 2.00
  - ii. Missed meeting, regrets: 0.50
  - iii. Leaving before adjournment, no regrets: 0.50
  - iv. Missed office hour, no regrets: 0.50
- (2) Violations:
  - i. Members who accumulate 3.0 points will receive a warning from the Speaker of Council. The Speaker shall inform the President of such warning.

- ii. A member who receives 4.5 points will receive a written warning from the President.
- iii. When a member accumulates 6.0 points, the Speaker shall inform the President. The President shall request a meeting with the member in person to discuss the member's absences and potential resignation.

3.05 Eligibility

- (1) Only those registered in A&H may run for President, Vice-President, and USC Councillor positions.
  - i. Students enrolled in an Ivey Business School/A&H combined (dual-degree) program are eligible to run for a Vice-President position on the AHSC.
- (2) Only those registered in their first year of study at Western U and are registered in A&H are eligible to hold a First Year position on the AHSC.
  - i. In order to be eligible to run for a First Year Residence Representative position, students must reside in the constituency they represent.
- (3) Students are eligible to run for a Department Representative position on the AHSC only if they are registered in the department (minor, major, specialization, or honors specialization module) that they represent.
- (4) No member of the AHSC may hold two voting positions simultaneously. However, a member may hold a voting and non-voting position on the AHSC.
- (5) No member may hold the position of Speaker as well as another position, whether voting or non-voting, on the AHSC.

**4.00 COMMITTEES**

4.01 Membership

- (1) All members of the AHSC are required to be a member of at least one (1) Committee.
  - i. In accordance to 5.00, any member who is not mandated to be a member of a specific committee shall submit a preferential list of committees to the speaker no later than the third AHSC meeting of the academic year.
  - ii. The speaker will announce the members of each committee no later than one (1) week following the deadline stating above in 3.06(1)i

4.02 AHSC Committees shall consist of the following:

Committee	Chair	Vice-Chair	Members
Constitution Review	President	USC Arts and	Speaker, 5-10 others

Committee		Humanities Councillor	
Department Representatives' Roundtable Committee	VP Academics	AVP Academics	Department Representatives, First Year Academics Associate, 3-5 others
Departmental Committees Committee	AVP Presidential	President	Presidents of all Departmental Committees
Environmental Awareness Committee	Elected	Elected	5-10
Executive Committee	President	None	Executive
Events Committee	VP Events	AVP Events	First Year Events Associate, Events portfolio members encouraged. 5-20 others
First Year Committee	AVP Presidential	Elected	First year students
Promotions Committee	Promotions Coordinator	Elected	VP Communications, option for First Year Communications Associate, 5-20 others
Publications Committee	Editor-in-Chief	Elected	VP Communications, Publication Members, option for First year Communications Associate, 3-5 others
Student Donation Fund Committee	AVP Finance & Undergraduate Associate Dean Academics	None	VP Finance, President, First Year Finance Associate, 3- 5 others (see 13.02)

#### 4.03 Committee Structure

- (1) Committee members shall attend all Committee Meetings and remain for the duration of the meetings to represent their constituents' interests.
- (2) Committee members shall send regrets to the Committee Chair if they are unable to attend a meeting, or are unable to stay for the duration of the meeting.
- (3) A two-thirds (2/3) vote is needed to pass a motion for a new AHSC Committee.

#### 4.04 Committee Elections

- (1) Elections for Committee Chairs will occur at the third AHSC meeting of the academic year, and will adhere to the following:
  - i. Notice of Committee Chair elections shall be promoted one (1) week prior to such election, and the nomination form shall be due at least 48 hours prior to the election.
  - ii. The Speaker and Administrative Assistant will conduct the election of Committee Chairs in a manner that ensures fairness and democracy.
  - iii. The Speaker shall be in charge of moderating debate and announcing the winner of each position.
  - iv. The Administrative Assistant shall be in charge of preparing the ballot and tabulating the cast votes.
  - v. The ballot shall consist of the candidates' names listed in alphabetical order by last name.
  - vi. Each voting member of the AHSC will be authorized to submit one (1) ballot for each Committee Chair election.
  - vii. Voting shall be done in a preferential manner with voters marking their preferred candidate and ranking the other candidates in order of preference.
  
- (2) Elections for Committee Vice-Chairs will occur at the first meeting of the Committee, and will adhere to the following:
  - i. The Speaker will conduct the election of the Committee Vice-Chair.
  - ii. The Speaker shall be in charge of moderating debate and announcing the winner of each position.
  - iii. The Speaker shall be in charge of preparing the ballot and tabulating the cast votes.
  - iv. The ballot shall consist of the candidates' names listed in alphabetical order by last name.
  - v. Each voting member of the Committee will be authorized to submit one (1) ballot.
  - vi. Voting shall be done in a preferential manner with voters marking their preferred candidate and ranking the other candidates in order of preference.

## **5.00 DUTIES AND POWERS**

### **5.01 All Members**

- (1) Every member of the AHSC shall:
  - i. Perform his/her duties as specified in this Constitution.
  - ii. Perform any other reasonable duties not explicitly stated above.
  - iii. Attend all AHSC meetings.
  - iv. Seek areas in which his/her portfolio can be enhanced, and take appropriate action to improve his/her effectiveness as a member.
  - v. Submit a final report at the end of each semester.

- vi. Be responsible for training his/her successor during the month of March.
- vii. Be directly responsible to the head of your portfolio unless otherwise stated.
- viii. Represent A&H to the students at-large, Western U, and the local community.
- ix. Be responsible for the security of the AHSC office.

## 5.02 Executive

### (1) President shall:

- i. Sit on the AHSC, *ex-officio*, voting.
- ii. Chair the Executive Committee, which shall meet bi-weekly, *ex-officio*, voting.
- iii. Chair the Constitutional Review Committee, *ex-officio*, voting.
- iv. Sit on the Student Donation Fund Committee, *ex-officio*, voting.
- v. Act as a liaison between the AHSC and the A&H Dean's Office.
- vi. Represent A&H students on the USC, *ex-officio*, or decline taking his/her vote on the USC as outlined in USC By-Law #1, 4.03, (3), v.
- vii. Be responsible for ensuring that all members of the AHSC perform their duties as outlined in this Constitution.
- viii. Have signing authority for all AHSC accounts.
- ix. Ensure that the Administrative Assistant has the most current electronic copy of the AHSC Constitution and Operational Documents.
- x. Be responsible for all external AHSC relations with Western U and the City of London.
- xi. Oversee and offer support to the Arts and Humanities Head Soph, USC Councillor(s), AVP Presidential, and the Speaker.
- xii. Represent the AHSC on the President's Roundtable.
- xiii. Oversee member training throughout the summer, in September, and at the Turnover Meeting in March.
- xiv. Oversee the Orientation Week transactions, alongside the President, and provide guidance for the financial responsibilities of the Arts and Humanities Head Soph.

### (2) Vice-President Academics shall:

- i. Sit on the AHSC, *ex-officio*, voting.
- ii. Chair the Department Representatives' Roundtable Committee, *ex-officio*, voting.
- iii. Sit on the Executive Committee, *ex-officio*, voting.
- iv. Be responsible for promoting academics, education, and self-improvement of A&H students.
- v. Work with the A&H Associate Dean Academics and the Academic Counsellors to address students' academic needs and concerns.
- vi. Shall conduct Student Focus Groups with the A&H Associate Dean on a biennial basis unless more meetings are required.

- vii. Be responsible for organizing activities and workshops that promote academic aid and student welfare.
- viii. Represent the AHSC on the Educational Policy Committee.
- ix. Plan at least one (1) event per semester.
- x. Oversee and offer support to the Academics portfolio.
- xi. Oversee and provide guidance to the Associate Vice President Academics.

(3) Vice-President Communications shall:

- i. Sit on the AHSC, *ex-officio*, voting.
- ii. Sit on the Executive Committee, *ex-officio*, voting.
- iii. Sit on the Publications Committee, *ex-officio*, voting.
- iv. Sit on the Promotions Committee, *ex-officio*, voting.
- v. Assist the President and all other members in their duties.
- vi. Have signing authority for all AHSC accounts.
- vii. Oversee and offer support to the Communications portfolio.
- viii. Be responsible for the cleaning and upkeep of the AHSC Office, including the acquisition of office supplies.
- ix. Ensure, in conjunction with the Promotions Coordinator, that all AHSC events are adequately advertised.
- x. In conjunction with the Promotions Coordinator, ensure that all AHSC Elections are adequately advertised.
- xi. Provide additional training sessions for council if such are deemed necessary.
- xii. Create an office hour schedule no later than the second Monday of September, and not later than the second Monday of January.
- xiii. Be responsible for recruiting volunteers and organizing the AHSC booth for the faculty's Fall Preview Day and March Break Open House.

(4) Vice-President Events shall:

- i. Sit on the AHSC, *ex-officio*, voting
- ii. Chair the Events Committee, *ex-officio*, voting.
- iii. Sit on the Executive Committee, *ex-officio*, voting
- iv. Be responsible for at least two (2) events per semester.
- v. Be responsible for organizing council bonding activities to promote the general team spirit of the AHSC.
- vi. Act as the producer for the AHSC annual play.
- vii. Oversee and offer support to the Events portfolio.
- viii. Oversee and provide guidance to the Associate Vice President Events.

(5) Vice-President Finance shall:

- i. Sit on the AHSC, *ex-officio*, voting.
- ii. Sit on the Executive Committee, *ex-officio*, voting.
- iii. Sit on the Student Donation Fund Committee, *ex-officio*, voting.
- iv. Discharge the duties of the President in the President's absence.
- v. Assist the President and all other officers in their duties; in particular, those pertaining to finance.

- vi. Keep records of financial transactions of any concern with AHSC accounts.
- vii. Ensure that all expenditures are properly authorized and documented.
- viii. Ensure the AHSC office always has budget and cheque requisition forms available.
- ix. Shall prepare the budgets of the AHSC every September and January for submission to the USC Vice-President Finance.
- x. Present AHSC budget at the General Budget meeting in September and present the updated budget in March.
- xi. Have signing authority for all AHSC accounts.
- xii. Oversee the Orientation Week transactions, alongside the President, and provide guidance for the financial responsibilities of the Arts and Humanities Head Soph.
- xiii. Oversee and offer support to the Associate Vice President Finance.
- xiv. Provide guidance for the financial responsibility of the Arts and Humanities Departmental Committees.
- xv. Work with the AHSC Departmental Committees to establish appropriate budgets.

### 5.03 Presidential Portfolio

#### (1) Associate Vice-President Presidential shall:

- i. Sit on the AHSC, *ex-officio*, voting.
- ii. Chair the First Year Committee, *ex-officio*, non-voting.
- iii. Be responsible for working with the President to support him/her as needed.
- iv. Oversee the Residence Representatives and First Year Portfolio Associates in their respective duties.
- v. Create at least one (1) event that targets first-year students in conjunction with the First Year Committee.
- vi. Act as a liaison between the AHSC and the AHSC Departmental Committees.

#### (2) Speaker shall:

- i. Chair the AHSC in a manner consistent with the provisions of the AHSC Constitution, *ex-officio*, non-voting.
- ii. Sit on the Constitution Review Committee, *ex-officio*, voting.
- iii. Not hold any additional positions of the AHSC.
- iv. Set the agenda for all meetings of the AHSC, following the outline in 3.03(4).
- v. Ensure that order is maintained during all AHSC meetings, and enforce disciplinary action where warranted.
- vi. Administer the elections of the AHSC in the fall and spring according to the AHSC Elections Code.
- vii. Have a strong working knowledge of Robert's Rules of Order.

- viii. Be responsible for notifying all AHSC members of the time and location of the AHSC meetings.
  - ix. Follow the guidelines of the Attendance Policy.
  - x. Have the authority to call for a vote on any given question or amendment should he/she determine that debate or discussion of the question has gone off topic or has become circular in nature. The Speaker may call for a vote at any time, regardless of the number or nature of names remaining on the Speaker's List.
- (3) USC Arts and Humanities Councillor(s) shall:
- i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Vice-Chair the Constitution Review Committee, *ex-officio*, voting.
  - iii. Be elected by the A&H student body in accordance with the USC bylaws.
  - iv. Represent the interests of A&H on the USC.
  - v. Act as a liaison between the USC and the AHSC.
  - vi. Report to the AHSC at each meeting the events of the previous USC meeting.
  - vii. Be directly responsible to the President of the AHSC.
- (4) Residence Representatives shall:
- i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Sit on the First Year Committee, *ex-officio*, voting.
  - iii. Be a first year student in the constituency they represent.
  - iv. Serve as a liaison between the AHSC and their constituency.
  - v. Create at least one (1) event that targets first-year students in conjunction with the First Year Committee.
  - vi. Promote AHSC events and activities to their residences.
  - vii. Be directly responsible to the AVP Presidential.
- (5) Arts and Humanities Head Soph shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Maintain relations with the Associate Dean Academics.
  - iii. Have all expenses approved by the President and the VP Finance.
  - iv. Be responsible for reporting all AHSC events to the soph team so that the information can be relayed to first year students.
- (6) Alumni Relations Commissioner shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Responsible for coordinating the Alumni Networking Programme, including:
    - a. Work alongside the Faculty's Alumni & Development Officer to form a contact list of alumni to interview.
    - b. Recruit a team of Western students to conduct interviews with alumni. Following the interviews, students will write an article summarizing the interview experience.

- c. Coordinate the publication of articles on the AHSC website in conjunction with the Web Design Commissioner.

#### 5.04 Academics Portfolio

- (1) Associate Vice-President Academics shall:
  - i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Vice-Chair the Department Representatives' Roundtable Committee, *ex-officio*, voting.
  - iii. Be responsible for working with the VP Academics to support him/her as needed.
  - iv. Support and supervise the Department Representatives.
- (2) Department Representatives shall:
  - i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Sit on the Department Representatives' Roundtable Committee, *ex-officio*, voting.
  - iii. Be registered in the department (minor, major, specialization, or honors specialization module) that they represent.
  - iv. Maintain contact with the chair/director and undergraduate chair of his/her respective department.
  - v. Promote the interests and concerns of his/her-add constituents to the AHSC.
- (3) First Year Academics Associate shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the First Year Committee, *ex-officio*, voting.
  - iii. Sit on the Department Representatives' Roundtable Committee, *ex-officio*, voting.
  - iv. Responsible for providing assistance within the Academics portfolio.

#### 5.05 Communications Portfolio

- (1) Administrative Assistant shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Record the minutes of each AHSC meeting, and make them available within 48 hours following the conclusion of the meeting to:
    - a. Members of the AHSC
    - b. The public on the AHSC website.
  - iii. Serve as the Deputy Speaker in the event that the Speaker is absent.
  - iv. Appoint a non-voting member to take minutes in the event of the Speaker's absence.
  - v. Assist the Speaker in the administration of the elections of the AHSC according to 5.00.
  - vi. Ensure that all AHSC members have a council contact list. Send all members of the AHSC a copy of the AHSC Constitution.

- (2) Promotions Coordinator shall:
  - i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Chair the Promotions Committee, *ex-officio*, voting.
  - iii. Be responsible for distributing physical promotional materials for all AHSC events and elections.
  - iv. Be responsible for taking photos at AHSC events and watermarking these photos with the AHSC logo for social media publication.
  
- (3) Graphics Design Commissioner shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Promotions Committee, *ex-officio*, voting.
  - iii. Be responsible for designing the visual and creative content of AHSC promotional materials, including, but not limited to, posters, graphics, videos, and banners.
  
- (4) Video Design Commissioner shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Promotions Committee, *ex-officio*, voting.
  - iii. Be responsible for designing video content for AHSC promotions.
  
- (5) Social Media Commissioner shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Promotions Committee, *ex-officio*, voting.
  - iii. Be responsible for maintaining AHSC social media outlets for promotional purposes.
  
- (6) Website Design Commissioner shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Promotions Committee, *ex-officio*, voting.
  - iii. Ensure that the AHSC website is functional throughout the year.
  - iv. Be responsible for maintaining and updating the AHSC website on a weekly basis, and ensuring that all council activities and information are promoted on the website.
  - v. Work with the A&H Communications Officer to ensure that the AHSC website is easily accessible from the main faculty website at all times.
  
- (7) Theatre Critic Commissioner shall:
  - i. Responsible for coordinating the Theatre Review Programme, including:
    - a. Establish communications with London theatres.
    - b. Recruit a team of Western students to write reviews.
    - c. Coordinate the publication of reviews on the AHSC website in conjunction with the Website Design Commissioner.
  
- (8) First Year Communications Associate shall:
  - i. Sit on the AHSC, *ex-officio*, voting.

- ii. Sit on the First Year Committee, *ex-officio*, voting.
  - iii. Sit on the Promotions Committee, *ex-officio*, voting and/or the Publications Committee, *ex-officio*, voting.
  - iv. Responsible for providing assistance within the Communications portfolio.
- (9) AHSC Publications Editor-in-Chief shall:
- i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Chair the Publications Committee, *ex-officio*, voting.
  - iii. Ensure at least one (1) issue of *Symposium* and *Semi-Colon* are published per semester.
  - iv. Ensure that one (1) issue of the *AHSC Pocketbook* is published before September 1st in order to be distributed in the A&H Orientation Kits.
- (10) AHSC Publications Creative Managing Editor shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Publications Committee, *ex-officio*, voting.
  - iii. Be responsible for selecting the content of *Symposium*.
  - iv. Assist in the creation of the AHSC Pocketbook.
  - v. Report directly to the Editor-in Chief.
- (11) AHSC Publications Academic Managing Editor shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Publications Committee, *ex-officio*, voting.
  - iii. Be responsible for selecting the content of *Semi-Colon*.
  - iv. Assist in the creation of the AHSC Pocketbook.
  - v. Report directly to the Editor-in Chief.
- (12) AHSC Publications Layout Editor shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Publications Committee, *ex-officio*, voting.
  - iii. Be responsible for design and layout of all AHSC Publications.
  - iv. Assist in the creation of the AHSC Pocketbook.
  - v. Report directly to the Editor-in Chief.
- (13) AHSC Publications Copy Editor shall:
- i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the Publications Committee, *ex-officio*, voting.
  - iii. Be responsible for reviewing the content of all AHSC Publications for typographical errors.
  - iv. Refrain from editing the content and style or otherwise changing the work of the author in any way that alters the spirit of the work.
  - v. Assist in the creation of the AHSC Pocketbook.
  - vi. Report directly to the Editor-in Chief.

## 5.06 Events Portfolio

- (1) Associate Vice-President Events shall:
  - i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Vice-Chair the Events Committee, *ex-officio*, voting.
  - iii. Be responsible for supporting the VP Events as needed.
  - iv. Run at least one (1) social event per semester.
  
- (2) Philanthropy Commissioner shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Organize and coordinate the involvement of the AHSC and A&H students in charitable events and initiatives.
  - iii. Organize one (1) A&H specific charitable event each semester.
  - iv. Select a not-for-profit organization with a registered Canadian Charity number for sponsorship no later than the last Wednesday of September.
  
- (3) Play Coordinator shall:
  - i. Sit on the AHSC, *ex-officio*, voting.
  - ii. Be responsible for selecting and organizing the annual AHSC play.
  - iii. Serve as the director of the AHSC play and work alongside the producer (VP Events).
  - iv. Provide the VP Events with bi-weekly updates in regards to the status of auditions, rehearsals, and any other business related to the play.
  
- (4) Community Outreach Commissioner
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Be responsible for researching all arts and/or humanities related events occurring in the greater London community.
  - iii. Coordinating the publication of events on the AHSC Website in conjunction with the Website Design Commissioner.
  
- (5) First Year Events Associate shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Sit on the First Year Committee, *ex-officio*, voting.
  - iii. Sit on the Events Committee, *ex-officio*, voting.
  - iv. Responsible for providing assistance within the Events portfolio.

## 5.07 Finance Portfolio

- (1) Associate Vice-President Finance shall:
  - i. Sit on the AHSC, *ex-officio*, non-voting.
  - ii. Co-chair the Student Donation Fund Committee in conjunction with the Associate Dean Academics, *ex-officio*, voting.
  - iii. Be responsible for working with the VP Finance to support him/her as needed.
  - iv. Contact the Associate Dean Academics for all Student Donation Fund information.

- v. Conduct the business of the Student Donation Fund according to the principles set out in the Student Donation Fund Constitution.
- vi. Promote any and all Student Donation Fund deadlines.
- vii. Contact all students who submitted proposals to inform them of the decisions of the Student Donation Fund Committee.

(2) First Year Finance Associate shall:

- i. Sit on the AHSC, *ex-officio*, non-voting.
- ii. Sit on the First Year Committee, *ex-officio*, voting.
- iii. Sit on the Student Donation Fund Committee, *ex-officio*, voting.
- iv. Responsible for providing assistance within the Finance portfolio.

#### 5.08 Members-at-large

(1) Members-at-large shall:

- i. Be any student that attends meetings of council or participates in the activities of council that does not hold a position on the AHSC.
- ii. Have speaking rights at all AHSC Meeting.

### 6.00 ELECTIONS PRODCEDURES AND BY-LAWS

#### 6.01 USC President Elections

(1) In the event of an election for USC President, the AHSC shall:

- i. Invite all USC Presidential candidates to the first AHSC meeting of the campaign period.
- ii. In the event that the candidates are unable to attend an AHSC meeting during the campaign period, members of the AHSC will be highly recommended to attend the USC Presidential Debate.

#### 6.02 AHSC President and Arts and Humanities USC Councillor(s) Elections

(1) In the event of an election for either AHSC President or USC Councillor(s), the AHSC shall:

- i. Hold a debate for the candidates the second Tuesday of the campaign period.
  - a. During the debate period, speeches shall occur in alphabetical order by last name.
  - b. Speeches will be no longer than five (5) minute.
  - c. Following the debate period, the length of the question period shall not exceed 45 minutes. Each candidate will be allotted 30 seconds to respond to each question.
  - d. Questions must be directed to all candidates.
- ii. Candidates may not distribute campaign materials to council.
- iii. Be responsible for promoting said debate to A&H students.

- iv. Any election of AHSC President or USC Councillor shall be conducted according to USC Bylaw #2.

### 6.03 AHSC Vice-President Elections

- (1) Candidates shall announce their candidacy with a nomination form, requiring the signature of ten (10) students enrolled in A&H.
  - i. Notice of Vice-Presidents elections shall be promoted two (2) weeks prior to such election, and the nomination form shall be due at least 48 hours prior to the election.
  - ii. Nominations will be deemed valid only if the nomination form has been submitted on time and has been filled out completely and accurately.
  - iii. The nomination period shall be at least ten (10) days in length, and elections shall take place at the first meeting of council following the close of nominations.
- (2) The outgoing President and Speaker shall coordinate elections for the Department Representatives at the AHSC meeting immediately following the USC elections.
- (3) The Speaker and Administrative Assistant shall conduct the election of Vice-Presidents in a manner that ensures fairness and democracy.
- (4) The Speaker shall be in charge of moderating debate and announcing the winner of each position.
- (5) The Administrative Assistant shall be in charge of preparing the ballot and tabulating the cast votes.
  - i. If required, the Administrative Assistant may request the help of another non-voting member of council (other than the Speaker) to help tabulate votes.
- (6) The elections meeting shall include a series of debates followed by question periods where all candidates will deliver a speech and respond to questions from the AHSC.
  - i. There shall be a separate debate for each Vice-President position. Debates shall occur in alphabetical, in the following order: Academics, Communications, Events, and Finance.
  - ii. During the debate period, speeches shall occur in alphabetical order by last name.
  - iii. Speeches will be no longer than two (2) minutes.
  - iv. Following the debate period, the length of the question period shall not exceed 20 minutes per Vice-President. Each candidate will be allotted 30 seconds to respond to each question.
  - v. Questions must be directed to all candidates.
- (7) Candidates may not distribute campaign materials to council.

(8) Each voting member of the outgoing council, the incoming President, and the incoming USC Councilor(s) shall be entitled to one (1) vote.

- i. The ballot shall consist of the candidates' names listed in alphabetical order by last name.
- ii. No member shall cast more than one (1) ballot for each position.
- iii. Voting by proxy is not permitted.
- iv. Only members who are present for speeches from all candidates for a particular position are eligible to vote for that position.
- v. Voting shall be done in a preferential manner with voters marking their preferred candidate and ranking the other candidates in order of preference.

(10) The President shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions.

(11) In the event of an election with only one (1) candidate, the candidate must receive a vote of confidence following the question period in order to be acclaimed.

#### 6.04 AHSC Department Representatives Elections

(1) Candidates shall announce their candidacy with a nomination form, requiring the signature of five (5) students enrolled in A&H.

- i. Notice of Department Representative elections shall be promoted two (2) weeks prior to such election, and the nomination form shall be due at least 48 hours prior to the election.
  - ii. Nominations will be deemed valid only if the nomination form has been submitted on time and has been filled out completely and accurately.
  - iii. The nomination period shall be at least ten (10) days in length, and elections shall take place at the first meeting of council following the close of nominations.

(2) The outgoing President and Speaker shall coordinate elections for the Department Representatives at the AHSC meeting immediately following the Vice-President elections.

(3) The Speaker and Administrative Assistant shall conduct the election of Department Representatives in a manner that ensures fairness and democracy.

(4) The Speaker shall be in charge of moderating debate and announcing the winner of each position.

(5) The Administrative Assistant shall be in charge of preparing the ballot and tabulating the cast votes.

- i. If required, the Administrative Assistant may request the help of another non-voting member of council (other than the Speaker) to help tabulate votes.
- (6) The elections meeting shall include a series of debates followed by question periods where all candidates will deliver a speech and respond to questions from the AHSC.
  - i. There shall be a separate debate for each department. Debates shall occur in alphabetical order by department.
  - ii. During the debate period, speeches shall occur in alphabetical order by last name.
  - iii. Speeches will be no longer than one (1) minute.
  - iv. Following the debate period, the length of the question period shall not exceed 15 minutes per department. Each candidate will be allotted 30 seconds to respond to each question.
  - v. Questions must be directed to all candidates.
- (7) Candidates may not distribute campaign materials to council.
- (8) Each voting member of the outgoing council, the incoming President, the incoming Vice Presidents, and the incoming USC Councilor(s) shall be entitled to one (1) vote.
  - vi. The ballot shall consist of the candidates' names listed in alphabetical order by last name.
  - vii. No member shall cast more than one (1) ballot for each position.
  - viii. Voting by proxy is not permitted.
  - ix. Only members who are present for speeches from all candidates for a particular position are eligible to vote for that position.
  - x. Voting shall be done in a preferential manner with voters marking their preferred candidate and ranking the other candidates in order of preference.
- (10) The Executive shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions.
- (11) In the event of an election with only one (1) candidate, the candidate must receive a vote of confidence following the question period in order to be acclaimed.

#### 6.05 AHSC First Year Residence Representatives Elections

- (1) Candidates shall announce their candidacy with a nomination form, requiring the signature of five (5) students enrolled in A&H.
  - i. Notice of First Year Residence Representations elections shall be promoted one (1) weeks prior to such election, and the nomination form shall be due at least 24 hours prior to the election.

- ii. Nominations will be deemed valid only if the nomination form has been submitted on time and has been filled out completely and accurately.
  - iii. The nomination period shall be at least seven (7) days in length, and elections shall take place at the first meeting of council.
- (2) The Speaker shall coordinate elections for the First Year Residence Representatives at the first AHSC meeting.
- (3) The Speaker and Administrative Assistant shall conduct the election of First Year Residence Representatives in a manner that ensures fairness and democracy.
- (4) The Speaker shall be in charge of moderating debate and announcing the winner of each position.
- (5) The Administrative Assistant shall be in charge of preparing the ballot and tabulating the cast votes.
  - ii. If required, the Administrative Assistant may request the help of another non-voting member of council (other than the Speaker) to help tabulate votes.
- (6) The elections meeting shall include a series of debates followed by question periods where all candidates will deliver a speech and respond to questions from the AHSC.
  - vi. There shall be a separate debate for each constituency. Debates shall occur in alphabetical order by constituency.
  - vii. During the debate period, speeches shall occur in alphabetical order by last name.
  - viii. Speeches will be no longer than one (1) minute.
  - ix. Following the debate period, the length of the question period shall not exceed 15 minutes per constituency. Each candidate will be allotted 30 seconds to respond to each question.
  - x. Questions must be directed to all candidates.
- (7) Candidates may not distribute campaign materials to council.
- (8) Each voting member of council shall be entitled to one (1) vote.
  - xi. The ballot shall consist of the candidates' names listed in alphabetical order by last name.
  - xii. No member shall cast more than one (1) ballot for each position.
  - xiii. Voting by proxy is not permitted.
  - xiv. Only members who are present for speeches from all candidates for a particular position are eligible to vote for that position.
  - xv. Voting shall be done in a preferential manner with voters marking their preferred candidate and ranking the other candidates in order of preference.

(10) The Executive shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions.

(11) In the event of an election with only one (1) candidate, the candidate must receive a vote of confidence following the question period in order to be acclaimed.

## **7.00 APPOINTMENTS**

### **7.01 Nominating Committee**

(1) Nominating Committee for AHSC positions shall be composed of:

- i. The incoming AHSC Executive.
- ii. The outgoing AHSC Executive (upon request of the incoming Executive).

(2) All applicants may be interviewed for more than one (1) position.

(3) The following appointments shall be made during the Spring Term:

- i. Associate Vice-President Presidential
- ii. Associate Vice-President Academics
- iii. Associate Vice-President Events
- iv. Associate Vice-President Finance
- v. First Year Academics Associate
- vi. First Year Communications Associate
- vii. First Year Events Associate
- viii. First Year Finance Associate
- ix. AHSC Publications Editor-in-Chief
- x. AHSC Publications Academic Managing Editor
- xi. AHSC Publications Creative Managing Editor
- xii. AHSC Publication Copy Editor
- xiii. AHSC Publications Layout Editor
- xiv. Promotions Coordinator
- xv. Play Coordinator
- xvi. Philanthropy Commissioner
- xvii. Social Media Commissioner
- xviii. Website Design Commissioner
- xix. Graphic Design Commissioner
- xx. Video Productions Commissioner
- xxi. Alumni Relations Commissioner
- xxii. Speaker
- xxiii. Administrative Assistant

### **7.02 Term of Office**

(1) The term of office shall be from April 1 of the year elect to March 31 for spring appointments.

- (2) The term of office shall be from Date of Appointment to March 31 for Fall appointments.

#### 7.03 Creation and Elimination of Positions

- (1) Approval of a new position requires a two-thirds (2/3) vote of Council.
- (2) Elimination of a position requires a two-thirds (2/3) vote of Council.
- (3) If the need comes to make an appointed position into an elected, a two-thirds (2/3) vote of Council is needed to switch the statue of the position.

#### 7.04 Turnover

- (1) A Turnover Meeting shall occur in the first week of April.

### **8.00 VACANCIES AND SUCCESSION**

#### 8.01 Vacancy Definition

- (1) The office of a member will become vacant after the resignation, impeachment, incapacitation, or demise of a member.
- (2) Due to timing and/ or logistical difficulties, the Executive may decide not to fill any vacant positions.

#### 8.02 Office of the AHSC President

- (1) Should the office of the AHSC President become vacant, due to the aforementioned reasons, the Vice-President Finance will assume the office and a by-election will be held to replace the Vice-President Finance.
- (2) The level of succession, in the case the Vice-President Finance is removed along with the President, due to the aforementioned reasons, is deemed as follows:
  - i. Vice-President Academics
  - ii. Vice-President Events
  - iii. Vice-President Communications
  - iv. Speaker of Council

#### 8.03 Other Elected Positions

- (1) The vacant position will be filled through a by-election.

- (2) Nominations for the position will be open as soon as possible but no later than two weeks following the creation of the vacancy.
- (3) All by-elections will follow in accordance with 5.00 (Election Procedures and By-Laws) under the direction of the Speaker of Council.

#### 8.04 Appointed Positions

- (1) The vacant position will be filled by appointment.
- (2) Applications for the position will be open within two weeks of the creation of the vacancy.
- (3) The appointment will be made after the close of the application period in accordance with 7.00.

### **9.00 IMPEACHMENT PROCEDURES**

#### 9.01 Reason

- (1) An elected member may be impeached for financial irresponsibility, misappropriation of funds, lack of commitment to position, failure to perform duties, failure to follow proper procedures, failure to adhere to the A&H Code of Conduct, or any other infraction deemed a serious offence by either the Executive or on the recommendation of the AHSC.

#### 9.02 Method

- (1) Once an infraction has been brought to the attention of the Executive through the above mentioned process, the Executive must hear a petition for impeachment signed by an Executive Member that will maintain the following structure:
  - i. “I, (name of the petitioner), who holds the position of AHSC (position), request that the AHSC proceed with impeachment hearings on (name of the accused) for the infractions of (list infractions) by the wishes of (Executive, A&H Administration and/or Student petition).”
- (2) Once the petition has been delivered to the executive, they must contact the accused individual and proceed in the following procedure:
  - i. Ask if the individual wishes to defend himself or herself from the accusation.
  - ii. Ask the individual to resign.
  - iii. Proceed with further action if 8.02.(2).ii is not invoked.
  - iv. In the event that a USC Arts and Humanities Councillor, Arts and Humanities, Music, and FIMS Senator, or A&H Head Soph is removed

from the USC, he or she will automatically forfeit his or her membership on the AHSC and be replaced in accordance with the USC by-laws.

- v. In the case of an impeachment brought to council, a two-thirds vote must take place for removal of the individual(s) in question.

## **10.00 AMENDMENTS**

### 10.01 Constitution

- (1) Amendments to this constitution can be made by the AHSC.
- (2) Notice of proposals regarding amendments shall be posted publically, where possible, one (1) week before the amendments are considered by the AHSC.
- (3) The amendment must pass by a two-thirds majority vote of the present quorum.
- (4) This constitution is subject to a yearly review by the Constitution Review Committee, as chaired by the AHSC President.

## **11.00 Appropriation of Funds**

### 11.01 Generally

- (1) Only the President, VP Finance, VP Communications, VP Academics, and VP Events will have signing authority over accounts.
- (2) Any request for funds must be submitted in writing to the VP Finance in advance of the expense being incurred.
- (3) The Dean's Office must approve all budgets after being approved by the AHSC during the September Budget Meeting.
- (4) If a change to a budget involving more than \$500.00 is made after the budget has been approved, it must be brought to the attention of the Dean's Office.

### 11.02 Revenue

- (1) The AHSC shall derive its revenue from:
  - i. Any grants or subsidies received from the USC and/ or A&H.
  - ii. Any other sources, as set from time to time, by the AHSC (e.g. sweater sales).
  - iii. Any external funding, through corporate sponsorships.

### 11.03 Expenditures

- (1) The AHSC shall expend money to:
  - i. Execute its duties as outlined in this Constitution.
  - ii. Execute any other activity, as set from time to time by the AHSC.
  - iii. The Executive, as a single body, may act upon its own authority provided that the action is of urgent and pressing nature, yielding a positive impact to a significant proportion of A&H students, and further provided that such action is ratified by the AHSC as soon as possible.
  
- (3) Expenditures relating to Orientation Week will be dealt with in the following manner:
  - i. The A&H Head Soph shall consult with the President and VP Finance in regards to all budgetary proposals in preparation for and implementation of Orientation Week.
  - ii. The President and VP Finance in consultation with the A&H Head Soph will determine the loan amount the AHSC will lend to the Head Soph for the purchase of Orientation Week Kits.

#### 11.04 Budget Meetings

- (1) The AHSC will hold two mandatory budget meetings, one in September and one in March.
  
- (2) The September Budget Meeting will include:
  - i. The presentation of the AHSC General Budget.
  - ii. The presentation of the Departmental Committees Budget.
  - iii. The Orientation Week Budget.
  
- (3) The March Budget Meeting will include:
  - i. The revised AHSC General Budget.
  - ii. The revised Departmental Committees Budget.

## **12.00 CONFLICT OF INTEREST POLICY**

### 12.01 Generally

- (1) The AHSC strives to conduct its business and political affairs in conformity with the highest ethical and moral standards, thereby ensuring that the A&H community has complete confidence in the integrity of the AHSC. The AHSC expects that all of its members will act in a manner that will enhance the AHSC's reputation by showing integrity in all of its dealings.
  
- (2) This policy shall apply to all members of the AHSC.

### 12.02 Conflict of Interest

- (1) It is the responsibility of the individual to consult with their supervisor or the Speaker of Council if they feel they are in a questionable or conflicting situation.
  - i. The conflict can be one that is clearly demonstrated or one that has a potential conflict, where the result would lead to a conflict of interest.
  
- (2) A conflict of interest arises where an individual has or appears to have an opportunity to use their authority, knowledge, or influence derived from their position to improperly benefit the individual or another person. This would include:
  - i. Participating in the appointment or promotion of a family member.
  - ii. Having personal financial dealings with an individual or company whose business with the AHSC involves the individual's sphere of responsibility.
  - iii. Participating in the management of a company that is a supplier of materials or services of the AHSC.
  
- (3) A conflict of interest arises if gifts, gratuities or favours of any kind are exchanged between an individual and any individual or company whose relationships with the AHSC involves the individual's sphere of responsibility.
  - i. Cash payments in any amount must not be accepted or given as a gift or favour under any circumstance.
  - ii. This policy does not apply to incidental gifts and other benefits that are below a value of thirty dollars (\$30.00) and that are received as a result of general business practices.
  
- (4) A conflict of interest arises if an individual accepts outside employment or engages in outside activities that may interfere with the efficient performance of the individual's duties.

### 12.03 Procedure

- (1) An investigation into whether a conflict of interest exists must involve the Speaker of Council and the guidance of the Assistant Dean (Academics).
  
- (2) Any individual who has or may have a conflict of interest, or has doubt as to whether a conflict of interest exists or may exist, must disclose, in writing, the circumstances to their immediate supervisor, or the Speaker of Council.
  
- (3) If conflict of interest occurs to a member while sitting in Council, the individual must immediately disclose the circumstance to the Speaker of Council.
  
- (4) If the Speaker of Council has a conflict of interest, they must disclose the circumstance to the President immediately.
  
- (5) If the President has or may have a conflict of interest, they must disclose the circumstance to the Speaker of Council immediately.

- (6) Any allegations made towards a member about actual or potential conflict of interest must be made in writing to that individual's immediate supervisor.
  - i. Any allegations made towards an individual while sitting in Council must be made to the Speaker of Council.
  - ii. Any allegations that the Speaker of Council has, or may have, a conflict of interest must be made to the President.
  - iii. Any allegations that the President has or may have a conflict of interest must be made to the Speaker of Council.
  
- (7) The supervisor or Speaker of Council or other designated individual shall determine whether an actual or potential conflict of interest exists and, where a conflict is found to exist, either:
  - i. Provide written direction on the means by which that conflict may be removed or avoided, or
  - ii. Refer the matter to the Speaker of Council for further investigation and/or recommendation.
  
- (8) Avoidance or removal of a conflict of interest may involve, but is not limited to:
  - i. Abstaining from discussion on the issue with the individual who has the conflict;
  - ii. Require the individual to abstain from voting on the issue;
  - iii. Requiring the individual to excuse herself from any discussions involving the issue; and,
  - iv. Requiring the individual to withdraw entirely from the situation in which the conflict arises.
  
- (9) Where it is discovered that an individual should have disclosed a conflict of interest, regardless of whether the matter is concluded or resolved, the AHSC may:
  - i. Require the individual to relinquish any benefit obtained to the AHSC;
  - ii. Impose disciplinary action, including termination or removal; or,
  - iii. Take any other action that is befitting the situation.

## **13.00 DEPARTMENTAL COMMITTEE POLICY**

### 13.01 Generally

- (1) All student-run Departmental Committees will be a part of the AHSC as February 26, 2013.
  
- (2) All student-run activities and events organized in conjunction with A&H will be run through the AHSC as of February 26, 2013.

- (3) All Departmental Committees will report to the AHSC's President and AVP Presidential.
- (4) The following is a list of the six (6) ratified Departmental Committees under the AHSC as of March 22, 2016:
  - i. Iconoclast
  - ii. The Coterie
  - iii. The French Student Association (FSA)
  - iv. The Visual Arts Supporters Association (VASA)
  - v. The Western Undergraduate Film Society (WUFS)
  - vi. The Women Studies Students' Collective (WSSC)
- (5) Each member of the Departmental Committee will be a member of the AHSC and must oblige by the policy and procedures in this document. Each member is exempt, however, from having to sit in on council meetings and it is only the responsibly of the Chairs of the committee (the Presidents) to sit on AHSC meetings and the meetings of the Departmental Committees Committee.
- (6) The AHSC AVP Presidential will be responsible for all contact with the clubs regarding administrative matters. The president or other designated member of each Departmental Committee will be responsible for maintaining contact with the AVP Presidential to keep him or her informed of all events that take place to avoid conflict between student organizations.
- (7) Departmental Committee Presidents are required to submit all event proposal to Western Link to be approved by the AHSC and USC.

### 13.02 Elections and Appointments within Departmental Committees

- (1) All members of the Departmental Committees are chosen by said committee.
  - i. The selection process of members is determined by the discretion of the committee.
  - ii. The AHSC Executive may only step in if asked by the Committee President(s), or if unfair practice is taking place.
- (2) Students who have held a Departmental Committee executive position in the past and who wish to remain involved in the same capacity must reapply in order to retain their role.
- (3) All Departmental Committees must select the incoming president(s) before March 15.
- (4) The outgoing AHSC AVP Presidential has the option of sitting in the presidential selection interviews or elections to ensure a fair selection process.

- (5) The AHSC AVP Presidential is responsible for selecting Departmental Committee president(s) in the event of any ailed turnovers.
- (6) The incoming and outgoing AHSC AVP Presidential are required to organize a Departmental Committees Presidents' meeting with all incoming Departmental Committee Presidents within one week of the AHSC annual turnover meeting at the end of March.

### 13.03 Departmental Committees Finances

- (1) Departmental Committees will use a sub-account under the AHSC's accounts with the USC.
- (2) Signing Authority for the account must go to the Departmental Committee President(s) and VP Finance (if applicable), with a maximum of two people with signing authority privilege.
- (3) Signing Authority will not be given until each signing authority officer has participated in a financial training session put on by the AHSC's President, VP Finance, and AVP Presidential.
- (4) The AHSC President and VP Finance will also have signing authority of the account.
- (5) Before budgets can be released into the Departmental Committee accounts, they are required to submit the following by no later than August 31:
  - i. Full-year budget to be presented at the AHSC General Budget Meeting in September.
  - ii. Executive contact list.
  - iii. Full year event plan.
  - iv. Updated constitution.
- (8) Departmental committees must also:
  - i. Submit a summer budget (if necessary) at the March Budget Meeting.
  - ii. Submit a revised budget at the March Budget Meeting.
- (9) A financial review may occur at any time according to the discretion of either the AHSC President or VP Finance, or by the Dean's Office.
- (10) Departmental Committees are required to maintain proper documentation of their finances and are required to provide such materials as:
  - i. An updated cash budget with both budgeted and actual expense information.
  - ii. Receipts, contracts, or any materials that were used to reimburse Departmental Committee members.
  - iii. Account statements.

- (11) In the case of an unsuccessful financial review, Departmental Committees will be required to change their event plan or budget, as well as any other actions deemed necessary by the AHSC President or VP Finance, or Dean's Office.
- (12) The amount, source, and obligations from any corporate sponsorships must be disclosed clearly in the Departmental Committee budget.
- (13) Discretionary Expenses:
  - i. Each Departmental Committee is allowed to designate the lesser of 10% of their budgets (before subsidies and sponsorship) or no more than \$150 to be used for unexpected expenses, such as parking, printing, signage, etc..
  - ii. The AVP Presidential will determine if other expenses qualify.
  - iii. Disagreements will be decided upon the AHSC President and VP Finance.
- (14) For disagreements regarding the result of a financial review, please see 12.04.

#### 13.04 Demerit Points

- (1) Demerit points will be issued to Departmental Committees if the following circumstances arise:
  - i. Excess spending, especially pertaining to restricted line items (discretionary expenses), 4.00
  - ii. holding at least 50% of planned events compared to the event plan submitted at the beginning of the term, 3.00
  - iii. Presence of new, expensive events that were not previously disclosed to the AVP Presidential or presented at the General Budgets meeting, 3.00
  - iv. Any other indication of irresponsible management of club funds as determined by the AHSC President, AVP Presidential, VP Finance, or Dean's Office, 2.00
  - v. Poor management in the planning and promotion of events to member base, 1.00
  - vi. Missing receipts for expenses, 1.00
  - vii. Failure to send at least one (1) representative to attend AHSC meetings and the Departmental Committees Committee meetings, 0.50
- (2) Violations:
  - i. Departmental Committees that accumulate 2.50 points will receive a warning from the AVP Presidential. The AVP Presidential shall inform the President of such warning.
  - ii. Departmental Committees that accumulate 4.00 points will receive a written warning from the President.
  - iii. When a Departmental Committee accumulates 5.00 points, the AVP Presidential shall inform the President. The President shall request a meeting with the Departmental Committee President(s) to discuss the violations.

- iv. When a Departmental Committee accumulates 6.00 points, the situation will be brought to the attention of council. Council shall have the opportunity to discuss the potential deratification of the Departmental Committee or the potential removal of an individual from their position. If the latter occurs, an interview process will be scheduled to replace him or her at the earliest possible time.

### 13.05 Starting a Departmental Committee

- (1) Applications to start a new Departmental Committee must be presented by two A&H students who, in the event of ratification, must serve as co-presidents. If for whatever reason one individual cannot serve in this position after ratification, the AVP Presidential and remaining Departmental Committee president will hold an interview process to fill the position.
- (2) This application must be submitted by March 15 to be considered for ratification for the following school year.
- (3) The following information is required for application:
  - i. A proposed constitution.
  - ii. A list of at least 10 A&H students (complete with name and email) who are interested in being members of the proposed Departmental Committee.
  - iii. A proposal outlining the objective of the Departmental Committee, Departmental Committee composition, planned initiatives for the first year of operation, and a draft of the first year's budget.
- (4) The proposal will be presented to the AHSC President and AVP Presidential who will then determine the appropriateness and viability of the proposed Departmental Committee in the A&H Community.
  - i. If a Departmental Committee is deemed viable, the two individuals applying will be required to present the Committee and its offerings to the AHSC, who will vote on whether the committee is viable within the Arts and Humanities Community.
  - ii. A two-thirds vote of council is required to ratify a new Departmental Committee.
  - iii. If the AHSC rejects the proposal, the students who made the initial proposal may appeal the decision to the Faculty Administration.

## 14.00 THE STUDENT DONATION FUND

### 14.01 Collection and Disbursement

- (1) Monies collected by the Dean's office would be placed in a trust account for A&H.

- i. The Dean's Office shall oversee the collection and official distribution of levy monies.
  - ii. The Dean's Office shall deposit a share of the collection into the AHSC account, always leaving \$8000.00 specifically for the SDF and its committee.
  - iii. The Dean's Office shall liaise with the AVP Finance to choose the deadline and advertisement of the levy opt-out.
- (2) Students wishing to use levy money would submit a written proposal to the A&H Student Donation Fund Committee.
- (3) The Associate Dean (Academic) will be required to approve quotes for amounts over \$2000.00. For purchases over \$2000.00, the applicant will have to secure at least two (2) quotes.
- (4) The Director of Finance and Human Resources for A&H shall have the responsibility for the disbursement of the funds. A reconciliation of the account will be provided quarterly to the Associate Dean (Academic), and made available to the AHSC.
- (5) The AHSC and Departmental Committees cannot apply to the SDF unless the proposal insures that all monies will be placed back into the account. The SDF can only act as a loan service in the case that the AHSC and/or Departmental Committees need extra funding for an event or activity.

#### 14.02 Student Donation Fund Committee

- (1) The committees shall be composed of:
- i. AVP Finance
  - ii. Undergraduate Associate Dean Academics
  - iii. VP Finance
  - iv. AHSC President
  - v. First Year Finance Associate
  - vi. Two Faculty representatives
  - vii. Three students-at-large
- (2) There will one (1) Student Donation Fund Proposal deadline in the Fall Term and one (1) Student Donation Fund Proposal deadline in the Winter Term.
- (3) Students will be informed via a multitude of advertisement mediums to apply for funding via their department from the Student Donation Fund.
- (4) Proposals will be submitted to the VP Finance through the AHSC Executive email account. The VP Finance will then submit said proposals to the Office of the Associate Dean (Academic) and the Student Donation Fund Committee to be reviewed.

- (5) The basic criteria for the Student Donation Fund Proposal shall include:
  - a. Group requesting monies.
  - b. The sum requested.
  - c. Purpose of monies.
  - d. Preliminary budget accounting for the spending of levy monies.
  - e. Contact information
- (6) The Student Donation Fund Committee has the right to decide to fund only a portion of a proposal. A majority vote is required to determine the amount that will be granted.
- (7) The AVP Finance will send letters of notification to all applicants no later than a week following the Student Donation Fund Committee Meeting. A copy will be sent to the Director of Finance and Human Resources of A&H.

#### 14.03 Ineligible Proposals

- (1) Monies cannot go towards faculty-based research projects, ancillary faculty fees, or any event not deemed beneficial to A&H students.
- (2) Student who chooses to opt-out of the Student Donation Fund are not eligible to apply to the Student Donation Fund.
- (3) AHSC Departmental Committees are not eligible to apply to the Student Donation Fund.

#### 14.04 Opt-Out Clause

- (1) Students who choose to opt out can do so by filing out an online form at the A&H website, coordinated by the A&H Academic Counselling Office.
- (2) Should a student opt-out, they will receive a tuition credit; should the student be in their final year, they will receive the amount of the levy at the residence of the payer of tuition by mail.
- (3) The criteria will be published on the Faculty website and be made available in the Dean's office.
- (4) A student who chooses to opt-out of the Student Donation Fund will not be allowed to send in a proposal to the Student Donation Fund Committee.