

THE CONSTITUTION OF THE  
**ARTS STUDENT UNION**

A large, stylized illustration of an orange slice, cut in half, with the segments clearly visible. The orange is rendered in various shades of orange and yellow, with a soft, glowing effect. The slice is centered on the page and serves as a background for the main text.

**ASU**

ARTS STUDENT UNION

# CAPYCCINO THE CAPYBARA

Capybaras are furry creatures native to South America, who came into vast internet popularity in 2024, for both their peaceful expressions and cute demeanours. Popular motifs included balancing an orange on their heads, and motivational quotations pasted over their photos. For the 2024-25 ASU executive team, their undeniable allure brought forth the idea of the installation of an ASU-exclusive mascot...forever.

The capybara's genus name, *Hydrochoerus*, is, in part, derived from the Greek word for pig or hog: χοῖρος (choiros). Classified as rodents, capybaras also hold considerable resemblance to the guinea pig. Sure, they're no boar. But capybaras are the pig of choice for the Arts undergraduate students in the form of the official Arts Student Union mascot, Capyccino!

Do they really fit in a mug? No, capybaras are actually the largest rodent in the world! But our Capyccino is a special capybara, tinted orange to reflect the Faculty of Arts and named after a favoured coffee, not unlike those available at the ASU's own tuck shop. As a species, capybara can be revered for their dedication to community and to work toward a more common goal. They are also known to work flawlessly with the other animals within their ecosystems, as gentle, peaceful herbivorous creatures that spend most of their days in biomes that go from as dry as Savannah to as wet as the swamp.

As such, Capyccino represents the dedication of the Arts Student Union in bettering the lives of Arts students, whether that be through their advocacy, through their events or the cultivation of community. Like his cousins, he symbolizes the bond between the varying programs and majors within the Arts faculty and the many different landscapes that the Arts undergraduate students traverse throughout their degrees.

Like many students, capybaras are most active in either the morning or the evening, or even late nights, when they feel threatened by external stressors. Ever stay up late to make a deadline or study for a midterm? Capy gets it!

Capyccino the Capybara was born in the Fall of 2024. In addition to his cute mug (wink), he brings forth the renewal of the Arts Student Union as a force for student voices following a lull during the Covid-19 Pandemic.



## **Contents**

<b>CAPYCCINO THE CAPYBARA.....</b>	<b>1</b>
<b>1. BRANDING .....</b>	<b>4</b>
<b>2. DEFINITIONS .....</b>	<b>4</b>
2.1. GENERAL.....	4
2.3. SUBSOCIETIES AND CLUBS.....	4
2.4. COUNCIL.....	4
2.5. MEMBERSHIP:.....	5
<b>3. PURPOSES AND OBJECTIVES .....</b>	<b>5</b>
<b>4. PRIVILEGES.....</b>	<b>6</b>
<b>5. SUBSOCIETIES .....</b>	<b>6</b>
5.1. DEFINITION.....	6
5.4. GOVERNANCE.....	6
5.5. RESPONSIBILITIES.....	7
5.7. CONSTITUTION.....	7
<b>6. COUNCIL.....</b>	<b>8</b>
6.1. COMPOSITION .....	8
6.2. DUTIES AND POWERS .....	9
6.3. MEETINGS.....	9
<b>7. EXECUTIVE COMMITTEE.....</b>	<b>9</b>
7.2. COMPOSITION .....	10
7.4. DUTIES AND POWERS .....	10
<b>8. ARTS STUDENT UNION VOLUNTEERS .....</b>	<b>16</b>
<b>9. OPERATIONS AND GOVERNANCE.....</b>	<b>17</b>
9.1. BUSINESS.....	17
<b>10. ELECTIONS.....</b>	<b>18</b>
10.1. GENERAL.....	18
10.2. RULES.....	18
10.3. DEMOCRATIC COMMISSIONER.....	18
<b>11. FUNDS, FINANCES, AND FEES.....</b>	<b>19</b>
11.1. GENERAL.....	19
11.2. BASIC ALLOTMENTS:.....	19
11.4. REQUESTS FOR ADDITIONAL FUNDING .....	19

**12. DISCIPLINARY MEASURES ..... 20**  
**13. AMENDMENTS..... 20**  
    13.1. *CONSTITUTION*.....20

## 1. BRANDING

- 1.1. The name of this organization shall be “The Arts Student Union of the University of Waterloo”.
- 1.2. The official Arts Student Union motto shall be “nati omnes artifices” (All Born Artists).
- 1.3. The official Arts Student Union logo is subject to change at the discretion of the ASU Executive Committee.
- 1.4. The ASU official mascot shall be Capycchino the Capybara.

## 2. DEFINITIONS

### 2.1. GENERAL

- 2.1.1. The "ASU" is defined as the Arts Student Union as set out in this Constitution.
  - 2.1.2. "Faculty" is defined as the Faculty of Arts of the University of Waterloo.
  - 2.1.3. "College" is defined as a college federated or affiliated with the University of Waterloo.
  - 2.1.4. "University" is defined as the University of Waterloo, Waterloo, Ontario.
  - 2.1.5. "WUSA" is defined as the Waterloo Undergraduate Student Association at the University of Waterloo.
  - 2.1.6. "Spring Term" is defined as the University of Waterloo period of operation between May and August.
  - 2.1.7. "Winter Term" means the University period of operation between January and April.
  - 2.1.8. "Fall Term" is defined as the University of Waterloo period of operation between September and December.
- 2.2. "They" is defined as any person or set of persons being made reference to in this Constitution.
- 2.2.1. "Quorum" is defined as half of all members, plus one, to ensure the majority.

### 2.3. SUBSOCIETIES AND CLUBS

- 2.3.1. Parent societies are defined as all the societies recognized by WUSA and University of Waterloo.
- 2.3.2. "Subsociety" is defined as any recognized academic unit organization as set out in this Constitution.
- 2.3.3. "Clubs" is defined as all organizations, student-run or not, that is recognized by WUSA and the University of Waterloo excluding the ASU and Subsocieties under the ASU.
- 2.3.4. Clubs are independent of societies and the Faculty in which the society is hosted under.
- 2.3.5. Clubs are governed by the rules and policies set out by WUSA, whereas subsocieties are co-governed by the policies set out by WUSA, as well as the ASU.
- 2.3.6. "Fee" is defined as the Society membership fee collected by the Senate of the University of Waterloo.

### 2.4. COUNCIL

- 2.4.1. "Council" is defined as the ASU Council as set out in this Constitution.
- 2.4.2. "Councilor" is defined as any person elected or appointed to a position on the Council.
- 2.4.3. "Executive" is defined as the ASU Executive Committee as set out by this Constitution.

- 2.4.4. "Ex-officio" is defined as said person may propose or second any motion but is without voting privileges.
- 2.4.5. "Clear majority" is defined as two-thirds (2/3) of voting members.
- 2.4.6. "Majority" is defined as more than 50% (half of all attendees plus one) of voting members.
- 2.4.7. "Senate" is defined as the Senate of the University of Waterloo.

## **2.5. MEMBERSHIP:**

- 2.5.1. "Student" is defined as any full-time or part-time person registered in the Faculty of Arts at the University of Waterloo.
- 2.5.2. "ASU Volunteer" is defined as any person appointed by the Executive to assist in the day-to-day operations of the ASU.
- 2.5.3. "Commissioner" is defined as any person appointed by the Executive Committee to perform a specific function for the ASU.
- 2.5.4. "Member" is defined as any arts undergraduate student, excluding students enrolled in the School of Accounting and Finance (SAF).
- 2.5.5. A "non-member" is any student registered within the faculty who has taken back their fee. In doing so, they lose all rights and privileges offered by the ASU.
- 2.5.6. "Non-returning Member" is defined as any member who has not been in office any terms previous to the current.
- 2.5.7. "Alumni" is defined as any persons who have previously been members of the ASU and have since graduated.
- 2.5.8. "Active" refers to a student who has paid the ASU fee.
- 2.5.9. An "honorary member" is any alumni of the ASU. They enjoy all rights and privileges offered by the ASU except the ability to participate, run, or vote in executive elections. Honorary members may be admitted and regulated by council subject to one week's notice.

## **3. PURPOSES AND OBJECTIVES**

- 3.1. To be the official representative body of all undergraduate Arts students, excluding students under the School of Accounting and Finance (SAF) program.
- 3.2. To secure and promote the interests of all members of the ASU.
- 3.3. To ensure all societies and organizations under the ASU act in the most effective and efficient manner to the interest of their constituencies, excluding the Accounting and Financial Student Association.
- 3.4. To establish and promote unity and communication among all students, societies, organizations, and departments within the Faculty.
- 3.5. To sponsor, co-ordinate and execute social, educational, cultural, athletic and academic endeavours for all members of the ASU.
- 3.6. To represent its members and express their interests on those governing bodies and other organizations within the University that are deemed relevant to the ASU by its student stakeholders.

- 3.7. To establish and maintain friendly connections with inter-faculty, campus-wide organizations, such as student societies, and services.

## 4. PRIVILEGES

### 4.1. All members of the ASU shall be entitled to:

- 4.1.1. Participate fully in any general meeting.
- 4.1.2. Vote in all executive and their corresponding subsociety elections.
- 4.1.3. Nominate or second any candidate for any ASU election.
- 4.1.4. Hold any office within the ASU subject to any restrictive clauses stated within the Constitution.
- 4.1.5. Propose or second any amendments to the Constitution.
- 4.1.6. Engage in Council meetings provided they are recognized by the speaker.
- 4.1.7. The right to see any or all business transactions and books of the ASU in the presence of the officer in charge of such books.
- 4.1.8. To participate in any activities under control of the ASU and their corresponding subsocieties.

## 5. SUBSOCIETIES

### 5.1. DEFINITION

- 5.1.1. Any student organization in a department within the faculty may apply to become a subsociety of the ASU, subject to the following:
  - 5.1.1.1. A group of subsocieties may amalgamate to form a single subsociety to represent the students of the participating academic unit as a whole, subject to council approval.
- 5.1.2. They shall be constituted as representing the student body in their subject area and membership shall be open to all students of that subject area.
- 5.2. An organization can only be made an official subsociety if it's connected to a field of study with the Faculty of Arts and approved by the ASU.
- 5.3. Any subsociety under the umbrella of the ASU which fails to attend half of ASU council meetings, or fails to submit a budget in a term, will not receive funding for that term.
  - 5.3.1. They shall provide social and academic activities, information, and resources for their constituencies.

### 5.4. GOVERNANCE

- 5.4.1. The purpose of the subsociety must be clearly stated and reflect the events and activities the subsociety hopes to coordinate. The purpose of the subsociety must be consistent with the University's, the Waterloo Undergraduate Student Association's, and ASU's mission and mandate.
- 5.4.2. Membership Structure: Unless it would specifically interfere with the stated purpose of the subsocieties, membership will be open to students under the academic units.
  - 5.4.2.1. Only University of Waterloo undergraduate students may hold executive positions within the subsocieties.

- 5.4.2.1.1. The titles of the officers must be clearly stated.
- 5.4.2.1.2. The duties of the officers must be clearly stated.
- 5.4.2.2. Only University of Waterloo undergraduate students are eligible to vote subsociety decision-making measures.
- 5.4.3. Elections Process: the process of elections for the subsociety must be clearly stated, providing for a minimum of one election per academic year.
  - 5.4.3.1. Elections must be fair and democratic.
  - 5.4.3.2. Only University of Waterloo students that are active members may vote during the election process, subject to the discretion of the subsociety, and approval from the ASU executive committee.
  - 5.4.3.3. The following details must be included:
    - 5.4.3.3.1. The nomination process for executive positions.
    - 5.4.3.3.2. The type of vote required for election (majority, 2/3, etc.).
    - 5.4.3.3.3. To the discretion of the subsociety, elections may be “open” (voting is available to all undergraduate Arts students) or ‘closed’ (voting is only open to students within the academic unit).

## **5.5. RESPONSIBILITIES**

- 5.5.1. Subsocieties are subject to being financed allotments provided to them by the ASU. All other donations, endowments, and fundraising initiatives consequently must be reported to the ASU Vice President Finance.
- 5.5.2. Subsocieties shall be subject to all rules, procedures, and regulations of the ASU. Furthermore, they shall be guided by the policies, procedures, and regulations outlined by the University, and by WUSA.
- 5.5.3. To vote in Council meetings, Subsocieties must appoint a member of their Executive who is an Arts undergraduate student.
- 5.6. Each constituent subsociety shall prepare a budget and submit it a term ahead to the Vice President Finance to be considered active.
  - 5.6.1. All subsocieties must present original (itemized) receipts in order to be eligible for allotment or reimbursement, unless otherwise agreed upon, in writing, with the Vice-President Finance.
  - 5.6.2. Subsocieties are encouraged to make every effort to balance social and educational programming within their events.
  - 5.6.3. All subsocieties are required to complete a WUSA Event form on the ASU website at least two (2) weeks prior to their event(s) and are only permitted to proceed if given permission.
    - 5.6.3.1. All events shall be guided by the policies set out by the University, and by WUSA. This includes but is not limited to: (1) Alcohol at events; (2) Sporting Trips, and; (3) Food.

## **5.7. CONSTITUTION**

- 5.7.1. Active societal constitutions shall be made available on the ASU website, in addition to being stored in the ASU executive records.

- 5.7.2. If a constitution is not supplied by the subsociety, the ASU Executive Committee will supply a generic one for them.
- 5.7.3. If the societal constitution does not cover the procedure for the removal of an executive member, the following procedure will be followed:
  - 5.7.3.1. An executive member shall submit a formal, written, private complaint against the executive(s) to the ASU President.
  - 5.7.3.2. An executive member shall submit a formal, written, private complaint against the ASU President to the Waterloo Undergraduate Student Association.
  - 5.7.3.3. The ASU shall meet with the subsociety executive team to try to accomplish an amiable resolution. If unable to resolve the issue(s), the ASU will go through binding arbitration with said subsociety.
  - 5.7.3.4. An open forum addressing the issues among members may be discussed in a formal discussion, to the discretion of the VPI or alternate ASU executive serving as arbiter.
  - 5.7.3.5. After everyone has had a chance to speak, voting will occur.
  - 5.7.3.6. The impeacher and the impeachee must leave the room while the voting takes place.
  - 5.7.3.7. The vote shall be a secret ballot among all executives, tallied by the ASU Vice President Internal or alternate ASU executive serving as arbiter.
  - 5.7.3.8. The impeachment must be ratified by a two third (2/3) vote by the majority, in favour of the impeachment.
- 5.7.4. Should an issue arise among the subsociety executive team that is not covered by either the subsociety constitution or the ASU constitution, the subsociety executive team will come to a solution with the ASU President and VP Internals' assistance.

## 6. COUNCIL

### 6.1. COMPOSITION

- 6.1.1. Council shall consist of one delegate from each subsociety, as well as the ASU Executive Committee.
- 6.1.2. Voting members of Council shall be as follows:
  - 6.1.2.1. President
  - 6.1.2.2. Vice-President Internal
  - 6.1.2.3. Vice-President Finance
  - 6.1.2.4. Vice-President Academic
  - 6.1.2.5. Vice-President Retail
  - 6.1.2.6. Vice-President Social
  - 6.1.2.7. Vice President Communications
  - 6.1.2.8. First Year Secretary
  - 6.1.2.9. Delegates from the constituencies

- 6.1.3. Ex-officio members of Council shall be as follows:
  - 6.1.3.1. Any and all ASU Volunteers
  - 6.1.3.2. The Dean of the Faculty of Arts
  - 6.1.3.3. The President of WUSA
  - 6.1.3.4. The President of the University
- 6.1.4. No person on Council may hold more than one voting position.

## **6.2. DUTIES AND POWERS**

- 6.2.1. To recommend membership fees and provide for their collection as set out in section 11;
- 6.2.2. To supervise and approve the administration of all ASU assets, exceeding purchases over \$500;
- 6.2.3. To oversee and approve the budget of the ASU and alter it as the need arises;
- 6.2.4. To ensure that all executive officers carry out their designated functions, powers, and duties subject to disciplinary actions;
- 6.2.5. Has the right to any and all information of interest to the ASU, excluding information that breaches confidentiality contracts and university policy;
- 6.2.6. Has the right to veto any executive appointment and/or unilateral and/or executive decision by a clear majority.

## **6.3. MEETINGS**

- 6.3.1. The Council shall meet at the discretion of the ASU Executive Committee, with exceptions given for reading week. There shall be no regularly scheduled Council meetings held during the exam period.
- 6.3.2. Notice of all meetings must be given to Council representatives at least seventy-two (72) hours in advance of the meeting.
- 6.3.3. Quorum for Council shall be simple majority of subsocieties active during said academic term.
- 6.3.4. All meetings shall be run by Robert's Rules of Order Revised at the Chair's discretion.
- 6.3.5. The President shall be responsible for chairing Council meetings and serving as Speaker unless they have appointed another individual.
- 6.3.6. The VP Communications shall provide a draft agenda at least twenty-four (24) hours prior to a meeting. Additions to the agenda must be given to the Vice President Internal at least forty-eight (48) hours prior to the meeting. Alternatively, additions to the agenda can be made during council with majority support.
- 6.3.7. Emergency meetings may be called by the President or by fifty percent (50%) of the Council representatives with twenty-four (24) hours' notice.

## **7. EXECUTIVE COMMITTEE**

- 7.1. The Executive Committee shall be responsible for the day-to-day operations of the ASU and is accountable to the Council.

## 7.2. COMPOSITION

7.3. Voting members of the Executive Committee shall be as follows:

- 7.3.1.1. President
- 7.3.1.2. Vice-President Internal
- 7.3.1.3. Vice-President Finance
- 7.3.1.4. Vice-President Academic
- 7.3.1.5. Vice-President Retail
- 7.3.1.6. Vice-President Social
- 7.3.1.7. Vice-President Communications
- 7.3.1.8. First Year Secretary

7.3.2. Ex-officio members of the Executive Committee shall be as follows:

- 7.3.2.1. All ASU Volunteers
- 7.3.2.2. All standing committee chairpersons

## 7.4. DUTIES AND POWERS

### 7.4.1. President

**The powers and duties of the President shall be as follows:**

- 7.4.1.1. This role shall be reserved for a student who has previously served on the Arts Student Union Executive Committee for a minimum of one academic term.
- 7.4.1.2. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.1.3. They shall establish, with the Executive Committee, a running schedule of office hours, and maintain and enforce this schedule.
- 7.4.1.4. They shall be the Chief Executive Officer of the ASU and carry out the policies and directives of the Council.
- 7.4.1.5. Along with the Vice-President Internal, they shall be the chief representative of the ASU in dealings with all University departments, organizations and governing bodies.
- 7.4.1.6. In collaboration with the Executive Committee, they shall be responsible to Council for the day-to-day operations of the office.
- 7.4.1.7. They shall have the power to call an emergency meeting of Council with twenty-four (24) hours' notice.
- 7.4.1.8. They shall be an ex-officio member of committees of the ASU following their departure, following their expected tenure, for up to one term.
- 7.4.1.9. They shall, along with the Vice-President Internal and Vice-President Academic, act as the liaison with the Dean's Office and Arts Undergraduate Office
- 7.4.1.10. They shall appoint all committee chairpersons, in consultation with the Vice President Academic, and subject to the approval of Council.
- 7.4.1.11. In collaboration with the Vice-President Internal, they shall recommend to Council, appropriate disciplinary actions when necessary.
- 7.4.1.12. They shall be the co-chief signing officer for the ASU.

- 7.4.1.13. They shall sit, or assign a delegate as the ASU Representative, and the Undergraduate Student Representative, in any committees set out by the Faculty of Arts and/or the Deans.
- 7.4.1.14. They shall be responsible for completing any other executive roles in times of absence.
- 7.4.1.15. They shall make themselves available at all faculty related events to be the representation of the ASU.
- 7.4.1.16. Between the President and the VP Internal, at least one must be available on campus each academic term.

#### **7.4.2. Vice-President Internal**

##### **The powers and duties of the Vice-President Internal shall be as follows:**

- 7.4.2.1. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.2.2. They shall assume the powers and duties of the President in their absence.
- 7.4.2.3. They shall be a member of any committee that may be struck to amend this Constitution, and they shall advise Council, in consultation with the President, on all Constitutional matters.
- 7.4.2.4. And they shall advise Council, in consultation with the President, on all Constitutional matters.
- 7.4.2.5. They shall oversee, under the advisory of the President, all policies and procedures pertaining to the ASU and its constituents, including elections, and existing societies.
- 7.4.2.6. The VP Internal is responsible for recommending a Democratic Commissioner to the ASU executive committee for approval. The roles and responsibilities of the Democratic Commissioner are outlined in section 10.3/
- 7.4.2.7. They shall sit on all committees that the ASU is required to be or should be involved with, as provided by the Dean's Office.
- 7.4.2.8. In collaboration with the President, they shall recommend to Council, appropriate disciplinary actions when necessary.
- 7.4.2.9. They shall manage all communications with external parties regarding equipment loans.
- 7.4.2.10. They shall act as the ASU representative and liaison, in collaboration with the President, in all matters relating to WUSA, University, and Subsocieties under the ASU.
- 7.4.2.11. They shall act as the official liaison between the ASU and the Societies under the ASU.
- 7.4.2.12. In collaboration with the Vice-President Finance, they shall hold termly meetings with said Societies.
- 7.4.2.13. Societies shall report to the Vice-President Internal when needed.
- 7.4.2.14. They shall oversee the operations of the ASU with regards to membership, and in collaboration with the President, appointed and commissioned roles to the ASU.

- 7.4.2.15. Between the President and the VP Internal, at least one must be available on campus each academic term.
- 7.4.2.16. They shall keep a copy of the constitution as amended and be responsible for the publications of constitutional revisions.

### **7.4.3. Vice-President Finance**

#### **The powers and duties of the Vice President Finance shall be as follows:**

- 7.4.3.1. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.3.2. They shall be responsible for all financial records pertaining to the general office of the ASU and shall keep apprised of all merchandising activities undertaken by the ASU, either through direct involvement or continued contact with the executive members involved to ensure accountability and return on appropriate investments.
- 7.4.3.3. They shall make sure all the office's financial records are kept in good order and that they may be examined and be understood by any councilor or member with seventy-two (72) hours' notice.
- 7.4.3.4. They shall hold regular meetings with the WUSA Society Accountant.
- 7.4.3.5. They shall be responsible for having the records audited regularly by the WUSA Society Accountant.
- 7.4.3.6. If requested, they shall report to the Council at least once a month as to the financial status of the ASU if requested by Council.
- 7.4.3.7. They shall prepare a proposed budget for the ASU, in consultation with the Executive Committee, to be presented to Council for discussion by the second Council meeting of each of the Fall and Winter terms, as well as a financial report for the previous term.
- 7.4.3.8. They shall be responsible for recommending a payment plan to the University of Waterloo in the event of any ASU overdue debts.
- 7.4.3.9. They shall act as a liaison to the Waterloo Undergraduate Student Association regarding the financial status of the ASU, including allotments and shall oversee the disbursement of allotments to societies, ensuring all criteria for club status and allotment entitlement are appropriately met and allotments are delivered in a timely manner.
- 7.4.3.10. In consultation with the President, they shall have authority over matters relating to subsociety allotments, funding, and budgets.
- 7.4.3.11. They shall be the co-chief signing officer for the ASU.
- 7.4.3.12. They shall oversee the completion of all reimbursements from the ASU.
- 7.4.3.13. They shall be responsible for the collection of budgets from all ASU subsocieties, as well as holding regular Budget Meetings with said societies.
- 7.4.3.14. In conjunction with the Executive Committee, they shall assist the Vice-President Social in all purchases related to any event executed by the ASU.

### **7.4.4. Vice-President Academic**

#### **The powers and duties of the Vice-President Academic shall be as follows:**

- 7.4.4.1. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.4.2. They shall, along with the President, and Vice-President Internal, act as the liaison with the Dean's Office and Arts Undergraduate Office.
- 7.4.4.3. They shall be responsible for the organization of any and all academic and/or co-op events for the ASU.
- 7.4.4.4. They shall be responsible for ASU involvement in any academic related events run by the Arts Undergraduate Office or the Faculty of Arts' Dean's Office.
- 7.4.4.5. They shall be responsible for ASU involvement in any co-op related events run by the Arts Undergraduate Office, Faculty of Arts' Dean's Office and Cooperative and Experiential Education, so long as they pertain to Arts undergraduate student.
- 7.4.4.6. They shall prepare a budget prior to each event and financial reconciliation after the event takes place.
- 7.4.4.7. They shall organize at least one academic and/or co-op event per term to be offered to the membership of the ASU.
- 7.4.4.8. They shall prepare reports on any ASU academic or co-op event to be presented at Council meetings.
- 7.4.4.9. They shall attend, where appropriate, or stay informed of all academic and/or co-op meetings and matters concerning students of the Faculty and reports to Council all pertinent information. In addition, they shall also make statements on behalf of the ASU, in collaboration with the Executive, concerning all academic and co-op information.
- 7.4.4.10. They shall represent the academic and co-op concerns of Arts students on committees, including but not limited to Arts Faculty Council, Senate Undergraduate Committee, Arts Undergraduate Affairs Group, Arts Undergraduate Advisory Forum, Co-op Student Council, and any WUSA Academic Committees

#### **7.4.5. Vice-President Retail**

##### **The powers and duties of the Vice-President Retail shall be as follows:**

- 7.4.5.1. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours subject to change at the VP Retail's discretion and as communicated to members.
- 7.4.5.2. They shall champion all aspects of the ASU Tuck Shop, including but not limited to inventory management, daily cash reports, liaising with vendors (including WUSA), and the maintenance of the POS system.
- 7.4.5.3. They shall be responsible for coordinating the replenishment of all sellable goods.
- 7.4.5.4. They shall be responsible for overseeing the Tuck Shop Commissioner, who must be instated for terms that the Tuck Shop manager is off-campus.
- 7.4.5.5. The VP Retail is able to elect up to two (2) Tuck Shop Commissioners at their discretion.
- 7.4.5.6. They shall recommend operational strategies for the Tuck Shop, in collaboration with the Executive Committee.

- 7.4.5.7. They shall replenish the inventory of the Tuck Shop on a regular basis
- 7.4.5.8. They shall be responsible for managing all ASU branded merchandise, including the creation, and procurement of all goods.
- 7.4.5.9. They shall, in collaboration with the Executive Committee, recommend marketing, communication, and promotional strategies of ASU merchandise.
- 7.4.5.10. They shall act as the ASU representative in all matters relating to office sales, inventory, and services, in conjunction with the Vice-President Finance.
- 7.4.5.11. They shall be responsible for the knowledge of all sales and services of the office and coordinate all promotions and advertising, in conjunction with Vice-President Communications and Tuck Shop Commissioner.
- 7.4.5.12. They shall prepare and produce reports on the sale of goods via the ASU and make it available to all executives within a mutually accepted timeframe from the original request.
- 7.4.5.13. They shall balance the Tuck Shop money till at the frequency of request of the WUSA Accounting Team.
- 7.4.5.14. They will submit reports regarding inventory and income to WUSA Accounting and VP Finance at the frequency of request of the WUSA Accounting Team.
- 7.4.5.15. They shall be responsible for maintaining a regular schedule of hours for the Tuck Shop, and recruiting volunteers to maintain this schedule

#### **7.4.6. Vice-President Social**

##### **The powers and duties of the President shall be as follows:**

- 7.4.6.1. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.6.2. They shall be responsible for the organization of any and all major social activities for the ASU, to be determined and approved by the Executive Committee at the beginning of office
- 7.4.6.3. This must include Arts Gala, Winter Conference, at least one event in collaboration with the Arts Undergraduate Office (AUO), and at least one ASU Volunteer social event in fall and winter.
- 7.4.6.4. They shall be responsible for making sure all social events, including those of the ASU and its societies, follow all guidelines and regulations set out by the ASU constitution, and policies of WUSA, and the University.
- 7.4.6.5. They shall prepare a budget prior to each event and financial reconciliation after the event takes place.
- 7.4.6.6. They shall organize and advertise all social functions to be offered to the membership of the ASU.
- 7.4.6.7. They shall prepare reports on any ASU social event to be presented at Council meetings; They shall provide updates on ASU social events at Council meetings, especially when ASU budget is presented
- 7.4.6.8. They shall be responsible for gathering and assigning volunteers for events.

- 7.4.6.9. They shall be responsible for the appointment of the Event Committee members in collaboration with the Executive Committee in the fall and winter terms, sustaining a minimum of three members
- 7.4.6.10. If any position on the Events Committee becomes vacant, they are responsible for the timely appointment of a new member with the approval of the Executive Committee.
- 7.4.6.11. They are responsible for chairing, managing, and overseeing the event committee.
- 7.4.6.12. They shall be responsible for scheduling and budgeting for all mandatory events, each term prior, not excluding spring.
- 7.4.6.13. The finalized event schedule shall be delivered to the Executive Committee no later than the second week of each term for final approval.

#### **7.4.7. Vice-President(s) Communications**

**The powers and duties of the Vice President(s) Communications shall be as follows:**

- 7.4.7.1. This executive role shall have two (2) positions.
- 7.4.7.2. They shall conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours.
- 7.4.7.3. They shall be responsible for taking the minutes at each Council meeting and making them available to the Councilors within one (1) week of the meeting.
- 7.4.7.4. They shall be responsible for all correspondence of the ASU on matters relating to the operations of the organization, including social media, and media relations.
- 7.4.7.5. They shall, in collaboration with the President, and Vice-President Retail, recommend marketing, communication, and promotional strategies of the ASU.
- 7.4.7.6. They shall consolidate the agenda and make it available to Councilors no later than twenty-four (24) hours prior to the meeting.
- 7.4.7.7. They shall be responsible for maintaining all files of the ASU.
- 7.4.7.8. A current list of recognized society names, along with their executive lists and room numbers, e-mail addresses and phone numbers shall be a part of these files, which should be distributed to ASU Executive, Council and the Dean's Office.
- 7.4.7.9. Approve postings for the ASU-owned bulletin boards and monitor items posted there.
- 7.4.7.10. They shall be responsible for marketing all ASU events and the creation of marketing materials.
- 7.4.7.11. If they are unable to manufacture marketing materials, they must recruit a marketing commissioner who is able to create said marketing materials. They shall keep the ASU executives up to date with campus events.
- 7.4.7.12. The role of Vice-president Communications will have two available positions each term.
- 7.4.7.13. They shall oversee the Orange Juice portfolio.
  - 7.4.7.13.1. They shall also take the responsibility of final approval of each issue and are responsible for appointing all other members of the Juicer.

#### **7.4.8. First Year Secretary**

**The powers and duties of the First Year Secretary shall be as follows:**

- 7.4.8.1. This role shall be reserved for a student in their first year in a Faculty of Arts program at the University of Waterloo.
- 7.4.8.2. The role will be filled through a hiring process conducted at the discretion of the ASU President and VP Internal rather than an election.
- 7.4.8.3. They shall undertake a secretarial role and be responsible for taking meeting minutes in ASU weekly executive meetings, ASU termly council meetings, and all other ASU official meetings.
- 7.4.8.4. Support and facilitate President and Vice Presidents in all their duties.
- 7.4.8.5. They shall sit on the Academic Advisory Committee and other committees as necessitated by the President.

### **8. ARTS STUDENT UNION VOLUNTEERS**

- 8.1. Volunteers are hired or appointed by the Executive Committee to assist in the day-to-day operations of the ASU.

#### **8.2. ORANGE JUICE**

- 8.2.1. Orange Juice is the official publication of the University of Waterloo Arts Student Union (ASU).
- 8.2.2. Its purpose is to publish and amplify the voices of Arts students at the University of Waterloo.
- 8.2.3. While submissions are accepted from all University of Waterloo students, priority shall be given to works that address issues, experiences, and topics relevant to Arts students.
- 8.2.4. Orange Juice shall accept submissions in the following categories:
  - 8.2.4.1. Journalistic Pieces, which will include, but is not limited to, op-eds, editorials, interviews, and investigative articles.
  - 8.2.4.2. Creative Writing, which will include, but is not limited to, poetry, short stories, and satire.
  - 8.2.4.3. Arts and Culture, which will include, but is not limited to, reviews, recipes, and campus life features.

#### **8.2.5. COMPOSITION**

- 8.2.5.1. Orange Juice shall be managed by an editorial board, known as “The Juicer”.
- 8.2.5.2. The Juicer shall consist of two tiers: Senior Juicer and Junior Juicer.
- 8.2.5.3. Members of the Senior Juicer shall be as follows:
  - 8.2.5.3.1. ASU Management
  - 8.2.5.3.2. Commissioner(s)
  - 8.2.5.3.3. Journalistic Editor(s)
  - 8.2.5.3.4. Creative Editor(s)
  - 8.2.5.3.5. Arts and Culture Editor(s)
  - 8.2.5.3.6. Design Editor(s)
- 8.2.5.4. Members of the Junior Juicer shall be as follows:
  - 8.2.5.4.1. Staff Writer(s)
  - 8.2.5.4.2. Staff Designer(s)

8.2.5.4.3. Puzzle Maker(s)

## **8.2.6. DUTIES**

### **8.2.6.1. ASU Management**

8.2.6.1.1. Refer to section 7.4.7.13.

### **8.2.6.2. Commissioner(s)**

8.2.6.2.1. They shall act as the Editor(s)-in-Chief, and shall determine the editorial direction of each issue and oversee the operations of The Juicer.

### **8.2.6.3. Journalistic Editor(s)**

8.2.6.3.1. They shall be responsible for reviewing and editing journalistic submissions.

### **8.2.6.4. Creative Editor(s)**

8.2.6.4.1. They shall be responsible for reviewing and editing creative writing submissions.

### **8.2.6.5. Arts and Culture Editor(s)**

8.2.6.5.1. They shall be responsible for reviewing and editing arts and culture submissions.

### **8.2.6.6. Design Editor(s)**

8.2.6.6.1. They shall be responsible for the layout and visual design of each issue and for sourcing or creating accompanying illustrations and images.

### **8.2.6.7. Staff Writer(s)**

8.2.6.7.1. They shall be responsible for producing written content for publication.

### **8.2.6.8. Staff Designer(s)**

8.2.6.8.1. They shall be responsible for creating illustrations and/or photography for publication.

### **8.2.6.9. Puzzle Maker(s)**

8.2.6.9.1. They shall be responsible for creating or sourcing puzzles, comic strips, and interactive content for publication.

8.3. Volunteers include but are not limited to: Tuck Shop volunteers, Events Committee Volunteers, and Orange Juice Juicer.

8.4. Each constituent, Director or Commissioner, is independent of each other but is ultimately accountable to the Council. They may be removed by a clear majority vote of the Council or by the President directly with an Executive Committee simple majority vote.

8.5. Each constituent, Director or Commissioner, is independent of each other but is ultimately accountable to the Council. They may be removed by a two thirds (2/3) majority vote of the Council or by the President directly with an Executive Committee simple majority vote.

## **9. OPERATIONS AND GOVERNANCE**

### **9.1. BUSINESS**

9.1.1. All ASU businesses shall be conducted in the best interests of the rules and regulations of the University of Waterloo.

9.1.2. Businesses shall be run primarily by the Executive Committee

9.1.3. Any decisions regarding the overall operation and function of the businesses shall be subject to the approval of the executive committee.

9.1.4. Reports and updates of all ASU businesses shall be presented to council by the Vice-President Finance, at least once per term, and at any other time upon the request of council.

- 9.1.5. Chief signing authorities on ASU business accounts shall be the President, Vice President Finance and Vice President Internal as necessary.

## 10. ELECTIONS

### 10.1. GENERAL

- 10.1.1. The Executive shall be elected at large by active members.
- 10.1.2. These elections shall be conducted annually during the months of February and March.
- 10.1.3. All elected offices shall be of the duration of three (3) consecutive terms starting in the following May.
- 10.1.4. If any Executive position remains vacant, after the elections the President-elect has the right to appoint any member to that position until Council can meet and vote on a by-election.

### 10.2. RULES

- 10.2.1. Nominations will be collected at [vote.wusa.ca](http://vote.wusa.ca).
- 10.2.2. The Arts Student Union will follow the election procedures under the Waterloo Undergraduate Student Association (WUSA).

### 10.3. DEMOCRATIC COMMISSIONER

- 10.3.1. The Democratic Commissioner shall be appointed by the Vice President Internal
- 10.3.1.1. If none exist, the Executive Committee will appoint the Democratic Commissioner.
- 10.3.2. The Responsibilities of the Democratic Commissioner for ASU General and By-Elections
- 10.3.2.1. They shall not vote except in the case of a tie.
- 10.3.2.2. They shall be responsible for supervising all ASU elections, in collaboration with the Waterloo Undergraduate Students Association Society Relations Officer and relevant WUSA IT support.
- 10.3.2.3. They shall advertise, with the assistance of the Vice-President Internal, that nominations are open for the specified offices at least one (1) week before the close of nominations.
- 10.3.2.4. They shall publish and enforce all election rules as set out in this Constitution and shall ensure that each candidate is made aware of them by the close of nominations.
- 10.3.2.5. They shall judge, with the assistance of the Vice-President Internal, the validity of all nominators and nominations, and shall have the power to disqualify any nominee due to a faulty form, after consultation with the Waterloo Undergraduate Students Association and with the approval of Council.
- 10.3.2.6. They shall advertise, with the assistance of the Vice-President Internal, the date and online voting period for elections at least one (1) week before the date of the election.
- 10.3.2.7. They shall conduct by-elections, in collaboration with a representative of the Waterloo Undergraduate Students Association, at the request of Council.
- 10.3.2.8. They shall declare the candidates elected after a review and certification by the Waterloo Undergraduate Students Association.
- 10.3.3. The Responsibilities of the Democratic Commissioner in relation to ASU Subsocieties:

- 10.3.3.1. They shall be charged with ensuring that the ASU's subsocieties comply with the election guidelines set forth by the ASU, WUSA, and the Office of the Registrar.
- 10.3.3.2. They shall work alongside relevant sub-society executives to ensure that regular democratic elections are held.
- 10.3.3.3. At the behest of the Vice-President Internal and the Executive Committee, they shall investigate the democratic processes of the subsocieties.

## 11. FUNDS, FINANCES, AND FEES

### **11.1. GENERAL**

- 11.1.1. The Vice-President Finance of the ASU shall be responsible for handling all ASU monies.
- 11.1.2. The Vice-President Finance, in regard to allotments, shall be the Chief Signing Officer. In their absence, the President or Vice President Internal will take on this responsibility.
- 11.1.3. The general allocation of funds shall be put forth in the budget by the Executive Committee, subject to ratification by Council.
- 11.1.4. The Council shall recommend membership fees and provide for their collection through the Senate of the University and WUSA.
- 11.1.5. Any proposed change in the ASU membership fee shall be determined by Council, taken to the Waterloo Undergraduate Student Association, and approved by the Senate.
  - 11.1.5.1. The ASU Executive will recommend basic allotment amounts and additional funding, and;
  - 11.1.5.2. The allotments will be determined in the following formula in section 11.2.

### **11.2. BASIC ALLOTMENTS:**

- 11.3. This is a sum of money given to each subsociety that has achieved subsociety status (as defined by section 5) each term. The formula used to calculate the amount is:
  - 11.3.1.1. Allotment = \$5.00 x the number of students in a subsociety's major who have paid the ASU fee. This is subject to the exception of the Arts and Business program, where allotment = \$5.00 x the number of first-year students registered in said program who have paid the ASU fee with the same minimum funding applied.
  - 11.3.2. Allotments must be used to benefit all students wanting to take part in any or all activities, in compliance with ASU and WUSA regulations.
  - 11.3.3. Promotional items for events subsidized by ASU allotment money shall include the ASU logo, made available on the ASU website and/or upon request to the ASU office. Should this not be honored, the ASU reserves the right to withhold reimbursements from cheque requests until a further discussion occurs with the parties involved in event organization.

### **11.4. REQUESTS FOR ADDITIONAL FUNDING**

- 11.4.1. In order for a subsociety to receive additional funding beyond that of the basic allotment, the subsociety must fill out a GRANT/LOAN Proposal Form and return it to the ASU office no later than two (2) business days prior to the next Council meeting. The request for funding must be reviewed, approved and deemed reasonable by the Executive, then motioned by the

subsociety at a Council meeting. In order for additional funds to be distributed the motion must pass by a simple majority vote of Council. Alternative amounts of funding may be suggested and passed by Council by simple majority.

- 11.4.2. If a subsociety wishes to host an event that lacks potential to generate revenue, but cannot finance the event solely from its own funds, it may apply to the ASU for funds to assist with the running of the event. Funds cannot be used to subsidize the purchase of alcohol. Funding amounts must be deemed reasonable and other sources of funding must be sought out and evidence of such ventures must be shown to and satisfy Council. Funds are not repaid.
- 11.4.3. All funds must be obtained from the ASU and processed within three (3) months of the creation of said funding, unless otherwise agreed upon by the Executive Committee.
- 11.4.4. All approved funding must acknowledge the utilization of ASU fund money by placing the ASU logo (provided online on the ASU website and by request to the ASU office) on all promotional items, whether they be digital or printed, pertaining to the event/activity that the allotment supports. Should this not be honored, the ASU reserves the right to withhold the funding money.
- 11.4.5. The Executive has the right to withhold subsociety allotments until the Treasurer's Report has been presented to the ASU Vice-President Finance.

## 12. DISCIPLINARY MEASURES

- 12.1. An Executive officer may be subject to disciplinary actions, outside of impeachment, as unilaterally seen fit and executed by the President and/or Vice President Internal, for neglecting duties, gross misconduct, or absenteeism, subject to the review of the Executive Committee at the next Executive meeting and seconded by Council at the following Council meeting.
- 12.2. An Executive officer may be judged subject to impeachment, at the review of the Executive Committee, for neglecting their duties, gross misconduct, or absenteeism, and then decided by a clear majority vote of the Council. The Executive officer in question has the opportunity to state their case before Council before the vote takes place.
- 12.3. A councilor may be impeached by a clear majority vote of Council for neglect of duty, absenteeism, or gross misconduct.
- 12.4. All disciplinary actions regarding allotments and subsociety status can be found above in subsections 2.3, 2.5, and section 5.

## 13. AMENDMENTS

### 13.1. CONSTITUTION

- 13.1.1. This Constitution may be amended by Council provided that each subsociety representative has consulted with their constituents on their feelings about the proposed amendment.
- 13.1.2. Amendments may be proposed by any member of the ASU.

13.1.3. Any proposed amendment must be provided in writing to the ASU executive no later than one (1) executive meeting before the Council meeting, where the amendment is to be presented.

13.2. An Amendment must be motioned, seconded, and the rationale behind the Amendment must be explained at a Council meeting. It shall then be tabled for discussion until the next Council meeting. This supersedes 6.3.2.

13.2.1.1. If multiple amendments are proposed, the parties concerned must provide a document outlining the existing clauses, the proposed amendment, and the justification for the change.

13.2.2. The amendment shall be provided in documented form to the ASU and each subsociety at the Council meeting at which the amendment is presented.

13.2.3. The amendment shall be sent to the ASU email and distributed to the rest of the subsocieties prior to the next scheduled Council meeting.

13.2.4. The amendment shall be re-read, discussed, and voted upon at the second Council meeting.

13.2.5. For an Amendment to pass, it must receive a clear majority of the vote in favour by all voting Council members present.

13.2.6. All Amendments shall be made known to WUSA.