

Arts Student Union

Constitution

A large, stylized orange splash graphic that originates from the left side and spreads across the bottom half of the page. It features a solid orange base with a white, splattered, ink-like texture on top, particularly on the left side.

asu

arts student union

"CELEBRATING THE BOAR"

A short history of the boar

Dr. Henry Crapo, a former faculty member in the Department of Pure Mathematics, donated the bronze boar to the Descartes Foundation at the University of Waterloo in 1978.

When the boar arrived on Campus he was an instant hit with staff, faculty, and students alike. His rugged good looks and modest demeanor earned him pride of place in the Modern Languages foyer where he quickly became adopted as the Arts Faculty mascot.



Through the 1980's the boar, named Porcellino, waited patiently for a permanent home. He became a good luck symbol, and his shiny nose is a testament to the many who rubbed it for luck. He presided over formal gatherings and secret trysts with equal discretion and poise.

An unattached boar, even one weighing 700 pounds, is always a target for pranks. In the fall of 1991 he was kidnapped by Engineers and forced to masquerade as a dog, which he did with his usual flair and inimitable panache. After this a search began in earnest for a permanent site.

In 1991-92 on behalf of the Dean of Arts, Ann Roberts of UW's Fine Arts Department began to look for a permanent site which would be physically and aesthetically suitable and which would reflect the wishes of the University community. The task passed to the Works of Art Committee under Tony Urquhart, and a site was chosen -- in front of the Modern Languages Building, in the crux of the ramp. The Arts Alumni Group took up the cause to help fund the siting, with the result that in June of 1994 the Boar will be officially placed, as part of the UW Alumni Affairs reunion weekend celebrations.

"Celebrating The Boar," Photos from the Doris Lewis Rare Book Room, Dana Porter Library. Copyright © 2000 University of Waterloo Library, Last Updated: February 23, 2010, Date Accessed: September 9th, 2012

<http://www.lib.uwaterloo.ca/tour/boar/BoarContents.html>.



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ARTICLE I

NAME

- I. The name of this organization shall be "The Arts Student Union of the University of Waterloo".
- II. The official Arts Student Union motto shall be "nati omnes artifices" (All Born Artists).
- III. The official Arts Student Union symbol is subject to change at the discretion of the ASU Executive Committee.

ARTICLE II

DEFINITIONS

I. GENERAL:

- III. The "ASU" is defined as the Arts Student Union as set out in this Constitution.
- IV. "Faculty" is defined as the Faculty of Arts of the University of Waterloo.
- V. "College" is defined as a college federated or affiliated with the University of Waterloo.
- VI. "University" is defined as the University of Waterloo, Waterloo, Ontario.
- VII. "WUSA" is defined as the Waterloo Undergraduate Student Association Inc. at the University of Waterloo.
- VIII. "Spring Term" is defined as the University of Waterloo period of operation between May and August.
- IX. "Winter Term" means the University period of operation between January and April.
- X. "Fall Term" is defined as the University of Waterloo period of operation between September and December.
- XI. "They" is defined as any person or set of persons being made reference to in this Constitution.
- XII. "Quorum" is the minimum number of members required in attendance in order for business to be conducted

II. SOCIETIES AND CLUBS:

- I. "Societies" is defined as all the societies recognized by WUSA and University of Waterloo excluding the ASU.
 - i. "Society" is defined as any recognized department organization as set out in this Constitution.
- II. "Clubs" is defined as all organizations, student-run or not, that is recognized by WUSA and the University of Waterloo excluding the ASU.
 - a. Clubs are independent of societies and the Faculty in which the society is hosted under.
 - b. Clubs are governed by the rules and policies set out by WUSA, whereas Societies are co-governed by the policies set out by WUSA, as well as the ASU.
- III. "Fee" is defined as the Society membership fee collected by the Senate of the University of Waterloo.

III. COUNCIL:

- A. "Council" is defined as the ASU Council as set out in this Constitution.
- B. "Councilor" is defined as any person elected or appointed to a position on the Council.
- C. "Executive" is defined as the ASU Executive Committee as set out by this Constitution.
- D. "Ex-officio" is defined as said person may propose or second any motion but is without voting privileges.
- E. "Proxy" is defined as the ability to give someone one's own voting rights if one is unable to attend.
- F. "Clear majority" is defined as two-thirds (2/3) of voting members.
- G. "Supra majority" is defined as 75% or three-fourths (3/4) of the voting members.
- H. "Simple majority" is defined as 50% plus one of the voting members.
- I. "Senate" is defined as the Senate of the University of Waterloo.

IV. MEMBERSHIP:

1. "Student" is defined as any full-time or part-time person registered in the Faculty of Arts at the University of Waterloo.
2. "ASU Volunteer" is defined as any person appointed by the Executive to assist in the day-to-day operations of the ASU.
3. "Commissioner" is defined as any person appointed by the Executive Committee to perform a specific function for the ASU.
4. "Member" is defined as any member in good standing (see ARTICLE IV sub. A(1))
5. "Non-returning Member" is defined as any member who has not been in office any terms previous to the current
6. "Alumni" is defined as any persons who have previously been members of the ASU and have since graduated.
7. "Active" refers to a member who maintains regular and direct interaction with the ASU during an on-campus term.

ARTICLE III

PURPOSES AND OBJECTIVES

The purposes and objectives of the ASU shall be as follows:

- I. To be the official representative body of all undergraduate Arts students.
- II. To secure and promote the interests of all members of the ASU.
- III. To ensure all societies and organizations under the ASU act in the most effective and efficient manner to the interest of their constituencies.
- IV. To establish and promote unity and communication among all students, societies, organizations, and departments within the Faculty.
- V. To sponsor, co-ordinate and execute social, educational, cultural, athletic and academic endeavours for all members of the ASU.
- VI. 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.

ARTICLE IV

MEMBERSHIP

XVII. DEFINITION:

- I. A “member in good standing” of the ASU shall be any person who has paid their fee and is registered within the faculty as a full or part-time student or is an individual employed by the Arts Student Union. They shall enjoy all rights and privileges offered by the ASU and all societies residing under it, as set out in ARTICLE IV, Section B.
- II. 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.
- III. An “honorary member” is any alumni of the ASU. They enjoy all rights and privileges offered by the ASU save 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.
- IV. A “non-returning member” is defined as a member of the ASU that has not been active with the ASU in previous terms.
- V. “Active” refers to a member who maintains regular and direct interaction with the ASU during an on-campus term.

XVIII. PRIVILEGES:

All members of the ASU shall be entitled to:

- I. Participate fully in any general meeting;
- II. Vote in all executive and their corresponding departmental society elections;
- III. Nominate or second any candidate for any ASU election;
- IV. Hold any office within the ASU subject to any restrictive clauses stated within the Constitution;
- V. Propose or second any amendments to the Constitution;
- VI. Engage in Council meetings provided they are recognized by the speaker;
- VII. 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; (See Article VII: C.3(b))
- VIII. To participate in any activities under control of the ASU and their corresponding societies.

ARTICLE V

SOCIETIES

I. DEFINITION:

- I. Any student organization in a department within the faculty may apply to become a society of the ASU, subject to the following;
 - a. No department may have more than one (1) society representing the students of that department and;
 - b. A group of societies may amalgamate to form a single society to represent the students of the participating departments as a whole, subject to council approval.
- II. 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.
- III. An organization can only be made an official society after its Constitution is current, published, and approved, along with its executive list, by the ASU and council. In cases where a Constitution has been provided in a previous term, a member of the society is required to inform the President that they are operating under the previous term's Constitution.

Any society under the umbrella of the ASU which fails to attend four (4) council meetings, or fails to submit a budget in a term will not receive funding for that term.

- i. During the Spring term, a society must attend a minimum of two (2) council meetings to receive funding for that term.
- IV. They shall provide for their constituents social and educational activities, information, and resources.

II. GOVERNANCE:

- I. The purpose of the society must be clearly stated and reflect the events and activities the society hopes to coordinate. The purpose of the society must be consistent with the University's, the Waterloo Undergraduate Student Association's, and ASU's mission and mandate.
- II. Membership Structure: Unless it would specifically interfere with the stated purpose of the society, all societies will be open for membership to all students under the department.
 - a. Only University of Waterloo students (undergraduates and post-graduate students) may hold executive positions within the society, with a majority being undergraduate students.
 - i. The titles of the officers must be clearly stated.
 - ii. The duties of the officers must be clearly stated.
 - b. Only University of Waterloo students (undergraduates and post-graduate students) are eligible to vote society decision making measures
- III. Elections Process: the process of elections for the society must be clearly stated, providing for a minimum of one election per year. Elections must be fair and democratic. Only University of Waterloo students that are "members in good standing" with the society may vote during the election process. The following details must be included:
 - . The nomination process for executive positions
 - i. The type of vote required for election (majority, 2/3, etc.)

III. RESPONSIBILITIES:

- I. Societies are subject to being financed solely by the allotments provided to them by the ASU and must gain council approval to accept all other donations and proceed with fundraising initiatives, and consequently must report subsequent donations to the ASU Vice President Finance.
- II. Societies 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.
- III. Societies shall appoint a member of their executive to have the right to vote for that society at Council meetings. In cases where societies have yet to hold an election in that term, executive members from a previous term have the right to vote.
- IV. Each constituent society shall prepare a Treasurer's Report at the end of every term to be presented at the second Council meeting of the following term, and should include the following;
 - a. an official statement of savings held in all accounts; and
 - b. a detailed budget covering the overall finances of the club; and
 - c. a proposed overall budget for the current term.
- V. All societies 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.
- VI. Societies are encouraged to make every effort to balance social and educational programming within their events.
- VII. All Societies 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.
 - a. As in sub-section B(2) above, 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

IV. CONSTITUTION

- I. Active societal constitutions shall be housed in the ASU office.
- II. If a constitution is not supplied by the society, the ASU Executive Committee will supply a generic one for them.
- III. If the societal constitution does not cover the procedure for the removal of an executive member, the following procedure will be followed:
 - a. An executive member shall submit a formal, written, private complaint against the executive(s) to the ASU President.
 - b. The ASU shall meet with the society executive team to try to accomplish an amiable resolution. If unable to resolve the issue(s), impeachment processes can begin.
 - c. An open forum addressing the issues among members may be discussed in a formal discussion provide that:
 - i. The formal letter of initial complaint is to be read verbatim to all members by an executive, not in question.
 - ii. A statement from the executive(s) under question will be read verbatim to all members by the executive in question.
 - iii. The member who brought the motion may not speak to the issue, or bring forward new opinions, facts, or information.

- iv. Each executive member, excluding the two parties, may have two, two-minute opportunities to speak to the issues among themselves.
 - v. Both parties must be present.
 - vi. The ASU President must be present, ensuring that the procedure remains respectful.
 - d. After everyone has had a chance to speak, voting will occur.
 - e. The impeacher and the impeachee must leave the room while the voting takes place.
 - f. The vote shall be a secret ballot among all executives, tallied by the ASU President.
 - g. The impeachment must be ratified by a two third (2/3) vote by the majority, in favour of the impeachment.
- IV. Should an issue arise among the society executive team that is not covered by either the society constitution or the ASU constitution, the society executive team will come to a solution with the ASU President and VP Internal's assistance.

ARTICLE VI

COUNCIL

III. COMPOSITION:

Council shall consist of one delegate from each club as defined by Article V

- A. Voting members of Council shall be as follows:
 - i. President
 - ii. Vice-President Internal
 - iii. Vice-President Finance
 - iv. Vice President Communications
 - v. Vice-President Academic
 - vi. Vice-President Social
 - vii. Vice-President Retail
 - viii. Representative(s) of First Year Relations
 - ix. Delegates from the constituencies as stipulated in Article V:B.3
- V. Ex-officio members of Council shall be as follows:
 - i. any and all ASU Volunteers
 - ii. the Dean of the Faculty of Arts
 - iii. the President of WUSA
 - iv. the President of the University
 - v. any and all ASU Events Committee members
 - vi. ASU representatives of the University, WUSA and faculty bodies and committees.
- VI. No person on Council may hold more than one voting position.

IV. DUTIES AND POWERS:

- I. The ASU shall be governed by the Council. Its duties and powers shall be as follows:
 1. To recommend membership fees and provide for their collection as set out in ARTICLE XI;
 2. To supervise and approve the administration of all ASU monies and properties, exceeding purchases over \$500;
 3. To oversee and approve the budget of the ASU and alter it from time to time as the need arises;
 4. To fill any vacancy that may arise according to Section D of this Article;
 5. To ensure that all executive officers carry out their designated functions, powers, and duties subject to disciplinary actions;
 6. Has the right to any and all information of interest to the ASU, excluding information that breaches confidentiality contracts and university policy;
 7. Has the right to veto any presidential and vice-presidential appointment and/or unilateral and/or executive decision by a two-thirds (2/3) majority.

V. MEETINGS:

1. The Council shall meet at least once every two weeks during the Fall and Winter terms, with exceptions given for reading week. At least one meeting is required to be called during the Spring term. There shall be no regularly scheduled Council meetings held during the exam period.
2. Notice of all meetings must be given to Council representatives at least seventy-two (72) hours in advance of the meeting.
3. Quorum for Council shall be fifteen (15) voting members in the Fall and Winter terms, and seven (7) voting members for the Spring term.
4. All meetings shall be run by Robert's Rules of Order Revised with such modifications as set out in this Constitution.
5. The President shall be responsible for chairing Council meetings and serving as Speaker unless they have appointed another individual.
6. Any meetings requiring a speaker in the absence of the President shall be presided over by a speaker appointed by the President subject to Council approval.
7. 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.
8. A Council representative may use the right of proxy only twice in any given term. The person to whom the proxy is given must be known to the President at least one (1) hour before the meeting and must be a member of the ASU and the constituent club.
9. Emergency meetings may be called by the President or by fifty percent (50%) of the Council representatives with twenty-four (24) hours' notice.

VI. VACANCIES:

Should any Council seat fall vacant at any time the Council shall:

1. Ask the subject constituency club, or if one does not exist, the subject constituency department, to nominate a member of said constituency to sit on Council.
2. The subject constituency club shall always be notified first and only after their failure to produce the requested representative shall the department be notified.

ARTICLE VII

EXECUTIVE COMMITTEE

1. GENERAL:

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

2. COMPOSITION:

Voting members of the Executive Committee shall be as follows:

1. President
2. Vice-President Internal
3. Vice-President Finance
4. Vice-President Communications
5. Vice-President Academic
6. Vice-President Social
7. Vice-President Retail
8. Representative(s) of First Year Relations

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

1. All ASU Volunteers
2. All standing committee chairpersons
3. All ASU Events Committee members

3. DUTIES AND POWERS:

1. President

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

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;
2. They shall establish, with the Executive Committee, a running schedule of office hours, and maintain and enforce this schedule;
3. They shall be the Chief Executive Officer of the ASU and carry out the policies and directives of the Council;
4. 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;
5. In collaboration with the Executive Committee, they shall be responsible to Council for the day-to-day operations of the office.
6. They shall have the power to call an emergency meeting of Council with twenty-four (24) hours notice;
7. They shall be an ex-officio member of committees of the ASU;
8. They shall, along with the Vice-President Internal, act as the liaison with the Dean's Office and Arts Undergraduate Office.
9. They shall appoint all committee chairpersons, in consultation with the Vice President Academic, and subject to the approval of Council;
10. They shall be responsible for ensuring that the positions of Spring Term Vice is filled, subject to the Executive Committee's approval;

11. In collaboration with the Vice-President Internal, they shall recommend to Council, appropriate disciplinary actions when necessary.
12. They shall be the co-chief signing officer for the ASU.
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.
14. They shall be responsible for completing any other executive roles in times of absences.
15. They shall make themselves available at all faculty related events to be the representation of the ASU.
16. They must be present on Waterloo campus in both Fall and Winter terms.

2. Vice-President Internal

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

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;
2. They shall assume the powers and duties of the President in their absence;
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;
 1. They shall oversee, under the advisement of the President, all policies and procedures pertaining to the ASU and its constituents, including elections, and existing societies;
4. 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;
5. In collaboration with the President, they shall recommend to Council, appropriate disciplinary actions when necessary.
6. They shall manage all communications with external parties regarding equipment loans;
7. They shall act as the ASU representative and liaison, in collaboration with the President, in all matters relating to WUSA, University, and Societies under the ASU;
 1. They shall act the official liaison between the ASU and the Societies under the ASU.
 2. In collaboration with the Vice-President Finance, they shall hold termly meetings with said Societies.
 3. Societies shall report to the Vice-President Internal when needed.
8. 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.
9. They must be present on Waterloo campus in both Fall and Winter terms.
10. They shall be keep a copy of the constitution as amended, and be responsible for the publications of constitutional revisions.
11. The position for VPI can be held for one term conditional on the person being present for the fall or winter term.

3. Vice-President Finance

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

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;
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.
3. They shall make sure all of the office's financial records are kept in good order and that they may be examined and be understood by any councillor or member with seventy-two (72) hours' notice;
4. They shall hold regular meetings with the WUSA Society Accountant
5. They shall be responsible to have the records audited regularly by the WUSA Society Accountant;
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. 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;
8. They shall be responsible for recommending a payment plan to the University of Waterloo in the event of any ASU overdue debts;
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;
 1. In consultation with the President, they shall have authority over matters relating to society allotments, funding, and budgets.
10. They shall be the co-chief signing officer for the ASU;
11. They shall oversee the completion of all reimbursements from the ASU
12. They shall be responsible for the collection of budgets from all ASU societies, as well as holding regular Budget Meetings with said societies.

4. Vice-President Communications

The powers and duties of the Vice-President Communications shall be as follows:

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;
2. They shall be responsible for taking the minutes at each Council meeting and making them available to the Councillors within one (1) week of the meeting.
3. 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;
 1. They shall, in collaboration with the President, and Vice-President Retail, recommend marketing, communication, and promotional strategies of the ASU;
4. They shall consolidate the agenda and make it available to Councillors no later than twenty-four (24) hours prior to the meeting;
5. They shall be responsible for maintaining all files of the ASU.
 1. A current list of recognized club 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;
6. Approve postings for the ASU-owned bulletin boards and monitor items posted there;
 7. They shall be responsible for marketing all ASU events and the creation of marketing materials;
 1. 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;
 8. The role of Vice-president Communications will have two available positions each term.

5.Vice-President Social

The powers and duties of the Vice-President Social shall be as follows:

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;
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;
 1. 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 in fall and winter.
3. 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.
4. They shall prepare a budget prior to each event and a financial reconciliation after the event takes place;
5. They shall organize and advertise all social functions to be offered to the membership of the ASU;
6. They shall prepare reports on any ASU social event to be presented at Council meetings;
7. They shall be responsible for gathering and assigning volunteers for events;
8. 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.
 1. If any position of the Events Committee becomes vacant, they are responsible for the timely appointment of a new member with the approval of the Executive Committee.
9. They must hold weekly meetings with the Events Committee to exchange progress reports regarding any and all upcoming ASU events.
10. They shall be responsible for scheduling and budgeting for all mandatory events, each term prior, not excluding spring.
 1. The finalized event schedule shall be delivered to the Executive Committee no later than the second week of each term for final approval.

6.Vice-President Academic

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

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;
2. They shall be responsible for the organization of any and all academic events for the ASU;
3. They shall be responsible for ASU involvement in any academic related events run by the Arts Undergraduate Office or the Deans Office
4. They shall prepare a budget prior to each event and a financial reconciliation after the event takes place;
5. They shall organize at least one academic event per term to be offered to the membership of the ASU;
6. They shall prepare reports on any ASU academic event to be presented at Council meetings;
7. They shall attend, where appropriate, or stay informed of all academic 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 information.

7.Vice-President Retail

The powers and duties of the Vice-President Marketing shall be as follows:

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;
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;
 1. They shall be responsible for coordinating the replenishment of all sellable goods, including assigning an "Acting Executive" in cases where the VP Retail cannot expedite the duty themselves;
 2. They shall recommend operational strategies for the Tuck Shop, in collaboration with the Executive Committee;
 3. They shall replenish the inventory of the Tuck Shop on a regular basis;
3. They shall be responsible for managing all ASU branded merchandise, including the creation, and procurement of all goods;
 1. They shall, in collaboration with the Executive Committee, recommend marketing, communication, and promotional strategies of ASU merchandise;
4. They shall act as the ASU representative in all matters relating to office sales, inventory, and services, in conjunction with the Vice-President Finance;
5. They shall be responsible for the knowledge of all sales and services of the office and coordinate all promotions and advertising, in conjunction with the President and Vice-President Communications
6. 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. They shall balance the Tuck Shop Till at least weekly, and submit a report to the VP Finance;
8. In conjunction with the Executive Committee, they shall assist the Vice-President Social in all purchases related to any event executed by the ASU.
9. They shall be responsible for maintaining a regular schedule off hours for the Tuck Shop, and recurring volunteers to maintain this schedule

8. Representative(s) of First Year Relations

The powers and duties of the Representative(s) of First Year Relations shall be as follows:

1. They shall conduct their office in the best interests of the ASU and be accessible to the membership at regular and reasonable hours;
2. They shall make themselves available to attend various committee meetings around campus and should the need arise, to inform these bodies of the position of the ASU on specific issues;
3. They shall make a reasonable effort to inform all major First Year classes of various ASU events throughout the term. A similar effort shall be made to inform Residence Council of ASU events.
4. They shall be voting members of both the Executive Committee and Council;
5. They shall attend all meetings, including residential, academic, etc., concerning first year students of the Faculty and provide verbal reports, and when necessary, make recommendations to Council on matters concerning first year students.
6. They shall solicit first year students for feedback at least once per fall and winter terms, and provide recommendations or reports to the Executive on said information.
7. The first-year representative will be appointed by the Executive Committee.

8. Events Committee Members

The powers and duties of the Events Committee members shall be as follows:

1. The Events Committee shall be active each fall and winter term.
2. They shall be responsible for the execution of all mandatory events (as per the constitution) and all events determined by the Executive Committee in any given term, in collaboration with the Vice-President Social.
3. They shall be responsible for all marketing of ASU events in collaboration with the Vice-President Communications.
4. They shall work with the Vice-President Social to consolidate a schedule, marketing strategy and budget for all winter events, no later than the second week of the winter term.

4. VACANCIES:

1. Should the position of President fall vacant at any time, the Vice-President Internal shall assume this position and a new Vice-President Internal shall be appointed.
2. Should Sub-Section (1) occur at the beginning of the Fall term Council shall:
 1. Appoint the most qualified councillor to the position of interim Vice President Internal and,
 2. At the beginning of the winter term, Council shall call an Executive by-election.
3. Should Sub-Section (1) occur during the winter term only, Sub-Section 2(a) shall occur.
4. Should the position of Vice-President Internal, Vice-President Communications, and/or Vice-President Finance fall vacant during the Fall term, Council shall:
 1. appoint the most qualified councillor to the position of interim Executive and

2. at the beginning of the Winter term, Council shall call an Executive by-election.
5. Should Sub-Section (4) occur during the winter term, Sub-Section 4(a) shall occur.
6. Should any Council seat become vacant because of a promotion to the Executive, then Council shall ask the affected constituency club for another representative according to ARTICLE VI, Section D.
7. The President has the right to appoint any member to an empty Executive office, should the Council neglect to do so. This appointment shall remain in effect unless overruled by a two-thirds (2/3) majority Council decision.

ARTICLE VIII

ARTS STUDENT UNION VOLUNTEERS

1. GENERAL:

1. Volunteers are hired or appointed by the Executive Committee to assist in the day-to-day operations of the ASU.
 1. Volunteers include but are not limited to: Tuck Shop volunteers and events volunteers
2. Commissioners are hired or appointed by the Executive Committee to assist on long-term projects initiated by or assigned to the ASU.
3. 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.

2. SPRING TERM VICE-PRESIDENT INTERNAL:

The Spring Term Vice-President Internal is appointed by the outgoing President providing the President or Vice-President Internal will not be a registered student or is unable to fulfill their obligations in the Spring Term, subject to the approval of Council and shall:

1. Conduct their office in the best interests of the ASU and make themselves accessible to the membership at regular and reasonable hours, with a minimum of five (5) office hours per week;
2. Along with the Spring Term Secretary-Treasurer, be responsible for all financial records during the Spring Term;
3. Be responsible to the Council for the day-to-day operation of the ASU during the Spring Term;
4. Along with the Spring Term Secretary-Treasurer, prepare and submit a report to the Council describing the Spring Term activities and expenditures;
5. Be responsible for determining active societies and maintaining regular contact with them.

3. SPRING TERM VICE-PRESIDENT COMMUNICATION-FINANCE:

The Spring Term Vice-President Communication-Finance is filled by the Office Administrator provided that the Vice-President Finance or Vice-President Communications will not be a registered student or is unable to fulfill their obligations in the Spring Term and shall:

1. Conduct their office in the best interests of the ASU in consultation with the President and Spring Term Vice-President Internal;
2. Along with the Spring Term Vice-President Internal, be responsible for all financial records during the Spring Term. They shall ensure that these records are maintained in good order, and that they may be examined and understood by any member of the ASU with one (1) week's notice;
3. Be the chief signing officer for the Spring Term funds of the ASU;

4. Along with the Spring Term Vice-President Internal, prepare a report to the Council describing the Spring Term activities and expenditures for submission to Council at their request.

ARTICLE IX

1. BUSINESS

1. All ASU businesses shall be conducted in the best interests of the rules and regulations of the University of Waterloo.
2. Businesses shall be run primarily by the Executive Committee
3. Any decisions regarding the overall operation and function of the businesses shall be subject to the approval of the executive committee.
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.
5. Chief signing authority on ASU business accounts shall be the President second signing authority shall be the Vice-President Finance.
6. Any surplus money shall be used to repay any debts or loans to the ASU, and/or to the University of Waterloo at the recommendation of the Vice-President Finance.

7. GENERAL MEETINGS

1. General meetings shall include the entire membership of the ASU.
2. They shall be held at the request of the President, a majority of Council, or twenty-five (25) members of the membership.
3. All general meetings shall be advertised at least one (1) week in advance by the ASU.
4. Quorum for a general meeting shall be twenty-five (25) members of the ASU.
5. Should quorum not be achieved at the first call, another meeting shall take place two (2) weeks later with quorum being all those present.
6. Motions will be decided by a simple majority of all members present.
7. The Executive Vice-President shall act as Speaker at all general meetings.
8. General meetings shall be conducted according to Robert's Rules of Order revised with such modifications as set out in this Constitution.
9. The agenda shall be determined by Council.

ARTICLE X

ELECTIONS

1. GENERAL:

1. The Executive shall be elected at large by members in good standing.
2. These elections shall be conducted annually during the months of February and March.
3. All elected offices shall be of the duration of three (3) consecutive terms starting in the following May.
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 fill the position.

2. RULES:

1. Arts Student Union Policy on Elections Procedures for detailed outline of rules and guidelines.
2. Nominations will be collected at vote.wusa.ca. These must be received by the Chief Returning Officer at least one (1) week before the date of elections.
3. Each candidate must be a member in good standing of the ASU.
4. Candidates for the Executive must be nominated by at least ten (10) members of the ASU.
5. No person may nominate more than one (1) person for any given position.
6. Campaigns shall not begin until the close of nominations and must end the midnight before the date of elections.
7. Campaigns shall follow the rules set down by the Chief Returning Officer.
8. The rules for elections shall be revised each year by Council to make sure that elections are held in an orderly manner.
9. Any candidate who contravenes any of these rules shall be disqualified by the Chief Returning Officer. Any and all appeals regarding this decision and the election in general shall be directed to the Chief Returning Officer and Council.
10. Nominations for President and Vice-President Internal executive roles will only be accepted if the proposed candidate has previously held an executive on the ASU.
11. Nominations for the Vice-President social executive role will only be accepted if the proposed candidate has previously held an executive position on the ASU or the ASU Events Committee

3. CHIEF RETURNING OFFICER (CRO):

A non-returning member of the ASU Executive shall be appointed Chief Returning Officer by the Vice-President Internal:

- If none exist, a CRO will be appointed by the Executive Committee.
 - They shall not vote except in the case of a tie.
1. They shall declare, after a review by the Waterloo Undergraduate Students Association, the candidates elected.
 2. They shall be responsible for the supervision of all elections and ballot counting for the ASU, in collaboration with a representative from the Waterloo Undergraduate Student Association.
 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.
 4. They shall advertise, with the assistance of the Vice-President Internal, the date for elections and the location of polling stations at least one (1) week before the date of the election.
 5. They shall conduct by-elections, in collaboration with a representative of the Waterloo Undergraduate Student Association, at the request of Council.
 6. They shall publish and enforce all election rules as set out in this Constitution and shall make sure that each candidate is aware of them by the close of nominations.
 7. 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 Student Association and with the approval of Council.

ARTICLE XI

FUNDS, FINANCES AND FEES

1. The Vice-President Finance of the ASU shall be responsible for handling all ASU monies. The Spring Term Vice-President Communication-Finance shall be responsible for handling all monies during the Spring Term.
2. The Vice-President Finance, in regards to allotments, shall be the Chief Signing Officer for the ASU during the Fall and Winter terms, and the Spring Term Vice-President Communication-Finance shall be the Signing Officer for the Spring Term.
3. The Office Administrator, in regards to allotments, shall be the other signing officer for the ASU.
4. The general allocation of funds shall be set down in the budget by the Executive Committee, subject to ratification by Council.
5. The Council shall recommend membership fees and provide for their collection through the Senate of the University and WUSA.
6. 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.
 1. The ASU Executive will recommend basic allotment amounts and additional funding, and;
 2. The allotments will be determined in the following formula:

1. BASIC ALLOTMENTS:

1. This is a sum of money given to each society that has achieved club status (as defined by Article V Section A) each term. The formula used to calculate the amount is:
 1. Allotment = \$5.00 x the number of students in a society's major who have paid the ASU fee with each club receiving a minimum of \$200.00 for Fall and Winter terms and \$75.00 for Spring term. 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.
1. Societies must submit original receipts and monthly bank statements to the Vice-President Finance in order to be eligible for allotment, as regulated by Article V, Section C(5)
2. Allotments must be used to benefit all students wanting to take part in any or all activities, as regulated in ARTICLE V, Section B(6), subsidized by allotments. In cases where serving alcohol may represent a cultural component or relationship building opportunity with faculty, each society shall comply with, in full, the University's Policy 21 on Alcohol Use and Education, available for reference at the Secretariat's Office. In any such case, the society shall provide a signed letter from its Executive absolving the Arts Student Union of liability and noting its understanding of, and commitment to fulfilling compliance with policy 21.
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.

4. Societies not using allotments as prescribed by ARTICLE V, Section B(6), shall have, at the discretion of the ASU Executive, allotments amended or suspended. Exemptions and appeals regarding such actions are to be made to the Executive Committee.
5. Societies granted exemptions must provide proposed budgets of events before the event takes place, and provide final budgets following events for remainder of present school year. In the event no other events are ran, such action must take place in the following Fall term.

2. REQUESTS FOR ADDITIONAL FUNDING

1. In order for a society to receive additional funding beyond that of the basic allotment, the society 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 society 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.
2. GRANTS: If a society 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 a grant to assist with the running of the event. Grants cannot be used to subsidize the purchase of alcohol. Grant 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. Grants are not repaid.
3. LOANS: If a society wishes to host an event which has the potential to generate revenue, but needs funding to cover initial costs, it may apply to the ASU for a loan. Loans will be repaid in full no later than the end of the term in which the loan is issued, or another appropriate date, set by the Executive. Any loan which remains outstanding at the end of the term shall be deducted from that society's basic allotment (as defined under Article XI.7) of the following term(s) or in another manner set out by the Executive. Loans may also be issued to cover the initial cost of paraphernalia.
4. All loans or grants must be obtained from the ASU and processed within three (3) months of the creation of said grant or loan, unless otherwise agreed upon by the Executive Committee.
5. All approved grants must acknowledge the utilization of ASU grant 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 grant money supports. Should this not be honored, the ASU reserves the right to withhold the grant money.
6. The Executive has the right to withhold society allotments until the Treasurer's Report has been presented to the ASU Vice-President Finance.
7. If a society does not follow through with its event, any allotment to which it might be entitled for its next event can be refused – unless by some unfortunate circumstance the event could not take place, in which case, the society must notify council at the next meeting.
8. Members of the ASU may also apply for Grants or Loans subject to:
 1. They are a member in good standing with the ASU;

2. The funding requested will provide some academic benefit to other good standing ASU members during or immediately after the completion of the project the funding subsidized;
3. The funding will go towards a project that is directly related to the Faculty and one of its courses, projects, clubs, etc.;
4. A follow up report is guaranteed, in writing, to be presented to Council;
5. Any and all other criteria, in regards to REQUESTS FOR ADDITIONAL FUNDING, as stated above are satisfied.

ARTICLE XII

DISCIPLINARY MEASURES

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.
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.
3. A councillor may be impeached by a clear majority vote of Council for neglect of duty, absenteeism, or gross misconduct. The vacancy is then to be filled according to ARTICLE VI, Section D.
4. All disciplinary actions regarding allotments and society status can be found above in ARTICLE V and ARTICLE XI.

ARTICLE XIII

AMENDMENTS

1. This Constitution may be amended by Council provided that each representative has consulted with his constituents on their feelings about the proposed amendment.
2. Amendments may be proposed by any member of the ASU.
3. Any proposed Amendment must be furnished in writing to the ASU executive no later than one (1) Executive meeting before the Council meeting where the Amendment is to be presented.
4. 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 a minimum of two (2) weeks later. This supersedes Article VII.C.1(e).
5. The Amendment shall be furnished in documented form to the ASU and each club (as defined by Article V) at the Council meeting at which the Amendment is presented.
6. The Amendment shall be posted at the office of the ASU and all clubs (as defined by Article V) until the next Council meeting as stated in section 4, to permit viewing by the student population.
7. The Amendment shall be re-read, discussed and voted upon at the second Council meeting.
8. For an Amendment to pass it must receive a vote of seventy-five percent (75%) in favour by all voting Council members (as defined in Article VI) present, subject to the exception of the following:
 1. Any amendment regarding allotment amounts and uses, and disciplinary actions in regards thereof and in regards to this sub-section, whereas for an amendment to be passed regarding the said sections, a vote of seventy-five percent (75%) of Council and sixty percent (60%) of the Executive must be received.
9. An Amendment may not receive a vote via proxy. This supersedes ARTICLE VI. C(7).
10. All Amendments shall be made known to the Committee of Presidents of WUSA and WUSA Council.
11. No amendments may be initiated during the Spring Term.

ARTICLE XIV

POLICY AND BY-LAWS

1. POLICY:

1. Policy shall be established by Council when it believes that the particular method, statement, commitment, etc. that it has made shall be maintained for longer than one academic year.
2. Policy shall be established by Council after a simple majority vote at one (1) Council meeting and a two-thirds (2/3) majority at a second Council meeting.
3. Policy shall be amended or repealed by a simple majority vote at the first meeting and a two-thirds (2/3) majority vote at a second meeting.
4. All policies shall be dated and kept in chronological order by the Vice-President Communication in the same file as the Constitution and the by-laws.

2. BY-LAWS:

1. By-laws shall be established by Council when it believes that this constitutional addition or amendment is important enough to take to the students.
2. By-laws may only be accepted and/or amended at a general meeting.
3. Proposed by-laws, together with notice of the general meeting at which they are to be presented, must be advertised by the ASU by all means available.