

# **Arts and Humanities Students' Council**



**2016-2017 Online Manual**

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# Introduction

Welcome to the Arts and Humanities Students' Council! This manual is designed to introduce you to the AHSC and various responsibilities of a council member, or as a general member.

The primary goal and purpose of the AHSC is to represent undergraduate Arts and Humanities students at Western. Broadly speaking, this includes academic advocacy and support, social events, publishing opportunities, and being a liaison with The University Students' Council and London community.

Our Mission Statement, as outlined in our constitution, is as follows:

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

This year, the executive has identified goals such as:

- To create a safe and happy work environment for all
- Maintain open communication
- Ensuring every member knows their role and responsibilities
- Host, plan and organize awesome events, initiatives and programming for our A&H students
- Increase awareness of the AHSC to all students on campus
- Talk and relay the opinions and views of our constituents to administration
- Create relationships with groups on campus and in the London community
- Improve student participation within the A&H community

The AHSC executive would love to hear your thoughts about these goals, and to let us know if you have anything you want to add!

## Acronyms and Individuals to Know

AHSC – Arts and Humanities Students' Council

BOG – Board of Governors

BPC – Big Purple Couch Talk Show

BUCSC – Brescia University College Students' Council

CHRW – Radio Western (On-Campus Radio Station)

GA – General Assembly

GM – General Member (someone who is not a hired or elected council member but comes to watch and speak at council meetings. Any student is welcome)  
HBAA – Honours Business Administration Association (Ivey's undergraduate students' council)  
HUCSC – Huron University College Students' Council  
JW – Western's Mascot  
KUCSC – King's University College Students' Council  
OGB – Orientation Governance Board  
OPC – Orientation Programming Committee  
OSPG – Orientation Strategic Planning Committee  
OUSA – Ontario Undergraduate Students' Alliance  
SAO – Summer Academic Orientation  
SASC – Student Appeals Support Center  
SCAPA – Senate Committee on Academic Policy and Awards  
SDC – Student Development Centre  
SHS – Student Health Services  
SOGS – Society of Graduate Students  
SRBA- Senate Review Board Academic  
SSC – Science Students' Council  
SSSC – Social Science Students' Council  
UES – Undergraduate Engineering Society

### **Arts and Humanities**

Dr. Michael Milde – Dean  
Dr. Tracy Isaacs – Associate Dean, Academics  
Jo Jennings – Communications Officer  
Andrea Purvis – Director of Administration  
Carrie Connelly – Associate to the Associate Dean Academic and the Academic Counsellors  
Jessica Schagerl – Alumni & Development Officer  
Elizabeth Moreau – Dean's Office Receptionist  
Megan Fletcher – Assistant to the Dean  
Amanda Green – Academic Counsellor  
Ben Hakala – Academic Counsellor  
Chelsea Brimstin – A&H Head Soph

### **AHSC Departmental Committee Presidents**

Laura Brooks – Coterie President  
Cameron Eidlitz – WUFS Co-President  
Christine Jurychuk – WUFS Co-President  
Ronnie Clarke – VASA President  
Marie Kamukuny – WSSC Co-President  
Samantha Smyth – WSSC Co-President  
Emily Amos-Wood – Iconoclast Co-Editor-in-Chief  
Emma Cohen – Iconoclast Co-Editor-in-Chief  
Nojoud Al Mallees – FSA President

### **Faculty Council Presidents**

Deanna Vezina – Brescia UCSC

Curtin Jenkin – Huron UCSC

Nate Little – Kings UCSC

Carina Gabriele – Arts and Humanities Students' Council

Stefan Losberg – HBAA Council

Khalid Backtash – Undergraduate Engineering Society

Riley Garno – Health Sciences Council

Krista Pace – Information and Media Studies Council

Jaclyn Siou – Music Council

Noor Shakfa – Science Students' Council

Rebecca Amoah – Social Science Students' Council

### **USC**

Eddie Avila – USC President

Jamie Cleary – USC Vice President

Emily Ross – USC VP Communications

Allie Adamo – USC Student Programs Officer

Isaac Jacobi – USC Secretary Treasurer

Robin Kirk – Compliance Coordinator

Shari McIntyre – Student Organizations Advisor

## **AHSC Member Duties**

The AHSC's constitution is our roadmap; it outlines what we can and cannot do. For example, the constitution describes the structure of our council, member responsibilities, election procedures, budget information, and other logistical and administrative details. The constitution can be found on our website. Please take a moment and look to see how the constitution addresses each AHSC role.

Other AHSC member responsibilities include:

- Attending mandatory bi-weekly AHSC meetings
- Holding an office hour
- Attending at least one of two information sessions scheduled in September

These are just the basics! There are plenty of pop-up opportunities throughout the year to get further involved. For example, there are council committees for various projects and many opportunities to volunteer. Both council members and general members are welcome to volunteer for a variety of our events. The AHSC will post available volunteer positions on our social media as they arise.

## **Council Structure**

Council is divided into five portfolios, each run by an executive member. The portfolios are:

Presidential | Carina Gabriele | [cgabrie6@uwo.ca](mailto:cgabrie6@uwo.ca)

- President
- Associate Vice President Presidential
- Alumni Relations Coordinator
- Speaker
- Arts and Humanities USC Councillor
- Arts and Humanities Head Soph
- 2 South Side Residence Representatives (Ontario, Perth, Essex)
- 2 East Side Residence Representative (Saugeen-Maitland, Medway-Sydenham, Delaware, Elgin)
- 1 Off-Campus Representative

Finance | Massimo Perruzza | [mperruz2@uwo.ca](mailto:mperruz2@uwo.ca)

- Vice President Finance
- Associate Vice President Finance
- First Year Finance Associate

Events | Leigha King | [lking66@uwo.ca](mailto:lking66@uwo.ca)

- Vice President Events
- Associate Vice President Events
- Play Coordinator
- Community Outreach Coordinator
- Philanthropy Coordinator
- First Year Events Associate

Communications | Alexis Pronovost | [apronovo@uwo.ca](mailto:apronovo@uwo.ca)

- Vice President Communications
- Theatre Critic Commissioner
- Editor-in-Chief
- Academic Managing Editor
- Creative Managing Editor
- Layout Editor
- Copy Editor
- Administrative Assistant
- Promotions Coordinator
- Graphic Design Commissioner
- Web Design Commissioner
- Video Productions Commissioner
- Social Media Commissioner

- First Year Communications Associate

Academics | Jacqueline Grassi | [jgrassi@uwo.ca](mailto:jgrassi@uwo.ca)

- Vice President Academics
- Associate Vice President Academics
- English and Writing Studies Representative
- Women's Studies Representative
- French Studies Representative
- Modern Languages & Literature and Linguistics Representative
- Classics Representative
- Visual Arts Representative
- Philosophy Representative
- School for Advanced Studies in the Arts and Humanities Representative
- Film Studies Representative
- First Year Academics Associate

Even though the portfolios are distinct, they are definitely encouraged to collaborate!

## Meeting Structure

The Speaker of Council (Haley Everitt | [heveritt@uwo.ca](mailto:heveritt@uwo.ca)) runs meetings. If you have a presentation you would like to present to the AHSC, email her at least 48 hours before the meeting.

Council meetings:

1. Regular Council Meetings
  - Attendance is mandatory for council members
  - Bi-weekly on Tuesday evenings at 5:30 p.m.
  - Arts and Humanities Building, Room 2R23

Most meetings follow this structure:

**Call to Order** – The Speaker gets everyone's attention.

**Roll Call** – The Speaker takes attendance and confirms quorum (majority) is reached.

**Adoption of Past Minutes** – The Speaker will ask someone to “move” to support the adoption of the minutes from the previous meeting. The first person to move the motion carries it. You also need someone to second it. This is how every motion works. To support a motion or to carry it, raise your placard. Only voting members can carry motions.

**Adoption of Agenda** - The Speaker will place the agenda on the screen. Council must approve the minutes for the meeting.

**Presentations** – External presentations. (e.g. Relay for Life)

**Executive Announcements** – The executives give their reports.

**Member Reports** – Council members give reports. This is your opportunity to talk about your position and what is going on!

**Motions** – If anyone wants to create a motion, email the Speaker 48 hours before the meeting with the motion so that it can be sent out to our council members. You can make a motion on the floor (during the meeting) but it tends to be more difficult, considering that members haven't had time to think about it.

**Questions**

**New Business** – This is the time to raise a new idea/issue.

**Adjournment** – End of the meeting.

## AHSC Meeting Dates

September 13, 27

October 11, 18

November 1, 15, 29

January 12, 31

February 14, 28

March 14, 28

## Making a Presentation

During Member Reports, council members have the opportunity to make presentations to the AHSC. General Members can also make presentations to our council. Follow the steps below to make a presentation to council:

1. Email the speaker at least 48 hours before the meeting. If you have a PowerPoint, website, etc. that goes along with your presentation, please email the file/link/etc. to the speaker with your initial email.
2. When council is adopting the agenda, ensure that you see your name on



- the agenda
3. When the Speaker calls you, come to the front of the room to make your presentation.

## Rights

Speaking rights allow an individual to speak during a council meeting. Everyone has speaking rights, including general members.

Voting rights allow an individual to vote on motions brought forward to council. Not everyone has voting rights. Please refer to our constitution for more information on positions that have voting rights. If a position does not have voting rights, it is because they do not directly represent any group of A&H students. Every council member has a placard. If your placard is white, you **do not** have voting rights. If your placard is blue, you have voting rights.

## Motions

Making a motion is how you can change something within the AHSC. Let's use the example that a council member wants to make it mandatory for council members to wear pink on Wednesdays.

There are two parts of the motion. The first starts with **whereas**. This is where you state the current situation. So we would say: "**Whereas** it is not required by the AHSC for council members to wear pink on Wednesdays,"

The next part of the motion is **be it resolved**, where you state the recommended solution. For example: "**Be it resolved** that the AHSC requires council members to wear pink on Wednesdays."

So the full motion would appear as:

**Whereas** it is not required by the AHSC for council members to wear pink on Wednesdays,

**Be it resolved** that the AHSC require council members to wear pink on Wednesdays.

In a real motion, there would be more detail (which could include a change to our constitution).

After a motion is presented to council, it needs a seconder in order to be discussed. Once there is a seconder, there can be a discussion. The mover and seconder are allowed to speak first. During the discussion, you can speak in favour of the motion, against the motion, or ask questions. You can also amend the motion, by presenting a new motion on the floor, so that more members are

satisfied with the change.

Only voting members can vote on motions, but non-voting members are still encouraged to speak.

Council must meet quorum (majority) in order to pass a motion.

A motion template, along with an example on how to fill out the motion template is located on our AHSC website under Resources>Motion Template. Only council members can bring forward a motion. If you have a motion you would like to bring to council, please contact your council representative to discuss the nature of your motion.

## Robert's Rules of Order

Robert's Rules of Order provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives.

Motion	What you say	Interrupt?	Seconder?	Debatable?	Amendable?	Vote to Pass?
Call for a break	I move that we recess for x minutes	No	Yes	No	Yes	50%+1
Move to a vote instantly	I call the question	No	Yes	No	No	Two-thirds
Request information	Point of information	Yes	No	No	No	No vote
Protest breach of rules/conduct	Point of order	Yes	No	No	No	No vote
Complaint about infringement of personal right	Point of personal privilege	Yes	No	No	No	No vote
Motion	What you say	Interrupt?	Seconder?	Debatable?	Amendable?	Vote to Pass?

Suspend the rules	I move that council go into committee of the whole	No	Yes	No	No	Two-thirds
Adjournment	I move that the meeting be adjourned	No	Yes	No	No	50%+1
Table the motion	I move that the motion be tabled until x date	No	Yes	No	No	50%+1
Limit or extend debate	I move that we limit/extend debate to/for x time	No	Yes	No	Yes	Two-thirds
Amendment	I would like to amend the motion	No	Yes	Yes	Yes	50%+1
Roll call vote	I move for a roll call vote	Yes	No	No	No	No vote

## Demerit Points

AHSC members are subject to demerit points should they not fulfill the commitment they made to the AHSC when they accepted their offer. As outlined in our constitution, demerit points will be given to members in the following circumstances:

Members who do not attend meetings and/or office hours will be given points in accordance with the following:

1. Missed meeting, no regrets: 2.0
2. Missed meeting, regrets: 0.5
3. Leaving before adjournment, no regrets: 0.5
4. Leaving before adjournment, regrets: 0
5. Missed office hour, no regrets: 0.5
6. Missed office hour, regrets: 0
7. Missed committee meeting, no regrets: 1.0
8. Missed committee meeting, regrets: 0

Violations:

1. Members who accumulate 3.0 points will receive a warning from the Speaker. The Speaker shall inform the President of such warning.
2. A member who receives 4.5 points will receive a written warning from the President.
3. When a member accumulates 6.0 points, the Speaker shall inform the President. The President shall request a meeting with the member in person to discuss the member's absences and potential resignation.

Council members, please send your regrets to the Speaker **before** a meeting or your office hour occurs. General members do not have to email the speaker any regrets, as general members are not subject to the demerit point system.

## Office Hours

Council members are required to hold one office hour per week. The office is open Monday - Friday from 9:30 a.m. - 4:30 p.m. AHSC office hours are also shared with the Arts and Humanities Soph Team.

Council members will sign up for an office hour at our first meeting in September.

Arts and Humanities students are welcome to come to the office and ask questions, ask for directions, or to submit applications, publication submissions, contest entries, etc. If your question is not fully addressed, please email [usc.ahsc.exec@uwo.ca](mailto:usc.ahsc.exec@uwo.ca).

## Staying in Contact

To email the executive, email: [usc.ahsc.exec@uwo.ca](mailto:usc.ahsc.exec@uwo.ca)

### **Presidential Portfolio:**

Carina Gabriele (President) - [cgabrie6@uwo.ca](mailto:cgabrie6@uwo.ca)  
Sarah Gilpin (AVP Presidential)  
Erica Molinaro (Community Outreach Coordinator)  
Haley Everitt (Speaker)  
Kate Moran (A&H USC Councillor)  
Chelsea Brimstin (A&H Head Soph)  
Dominie Yu - (2 south side residence reps)  
Christine Nasr - (2 east side residence reps)  
TBA - (Off-Campus Rep.)

### **Finance Portfolio:**

Massimo Perruzza (VP Finance) – [mperruz2@uwo.ca](mailto:mperruz2@uwo.ca)  
Elizabeth Reid (AVP Finance)  
Victoria Orjalo (First Year Finance Associate)

**Events Portfolio:**

Leigha King (VP Events) – [lking66@uwo.ca](mailto:lking66@uwo.ca)  
Travis Tetreault (AVP Events)  
Camille Inston (Play Coordinator)  
Brenna Pinckard (Philanthropy Coordinator)  
Morgan McAuley (Community Outreach Coordinator)  
Natalie Scola (First year Events Associate)

**Communications Portfolio:**

Alexis Pronovost (VP Communications) – [apronovo@uwo.ca](mailto:apronovo@uwo.ca)  
Alero Ogbeide (Editor-in-Chief)  
Lauren O'Donnell (Academic Managing Editor)  
Areesa Kanji (Creative Managing Editor)  
Kimberlyn Hawkins (Layout Editor)  
Katrina Fowler (Copy Editor)  
Monika Young (Administrative Assistant)  
Sofia Berger (Graphic Design Commissioner)  
Alicia Johnson (Social Media Commissioner)  
Aislyn Higgins (Website Commissioner)  
Keira Lindgren (Video Productions Commissioner)  
Hannah Stanley (Promotions Coordinator)  
Julia Sebastien (Theatre Critic)  
Simone Miklosi (First Year Communications Associate)

**Academics Portfolio:**

Jacqueline Grassi (VP Academics) – [jgrassi@uwo.ca](mailto:jgrassi@uwo.ca)  
Emma Clarke (AVP Academics)  
Laura Brooks (English and Writing Rep.)  
Chrisinda Gordon (Women's Studies Representative)  
Lyndon Rey (Modern Languages & Linguistics Rep.)  
Isabella Vesely (Classics Rep.)  
Devon Lowrie (Visual Arts Rep)  
Samantha Kong (Philosophy Rep.)  
Misha Apel (SASAH Rep.)  
Patricia Park (French Rep.)  
Chloe Trabucco (First Year Academics Associate)

## Departmental Committees

Departmental Committees are similar to clubs. The DCs associated with the AHSC are:

1. The Western Undergraduate Film Society (WUFS)
2. The Visual Arts Supporters Association (VASA)
3. The Women's Studies Student Collective (WSSC)
4. French Students' Association (FSA)
5. The Coterie
6. Iconoclast

The AHSC funds these six student groups so that they can run events for A&H students throughout the year. The AHSC needs to approve all DC events in advance. The AHSC's President (Carina Gabriele) is the main point of contact with the DCs. Each DC President sits as a non-voting member on the AHSC.

## Social Media

AHSC has the following social media accounts:

- Facebook: Arts and Humanities Students' Council (UWO)
- Twitter: @ahscuwo
- Instagram: @ahscwesternu
- Snapchat: ahscuwo

All council members and A&H students are encouraged to follow our social media accounts and share AHSC social media posts! Throughout the year, social media contests will take place where students will have the opportunity to win prizes for following, tweeting, or sharing our posts!

Check out our website for more info: <http://www.ahscwesternu.com/>

## University Students' Council

As a faculty students' council, the AHSC works closely with the USC. Specifically, they assist us with financing, event programming, and advocacy. A small portion of our budget (roughly \$6000) comes from a USC grant.

The AHSC has two representatives that sit as voting members of the USC – Kate Moran, the A&H USC Councillor and Carina Gabriele, the AHSC President. They represent all undergraduate Arts and Humanities students at Western. If you ever have a question or concern regarding the USC, please feel free to speak with either of them.

USC meetings occur monthly at 7:30 p.m. in the Community Room (2<sup>nd</sup> floor in the UCC). Anyone is welcome to attend these meetings. However, only members of the USC have speaking rights (unlike the AHSC). However, Kate and Carina

have the power to give their speaking rights to anyone outside of the USC if they wish. They can also speak on your behalf.

## Funding

A small amount of money (roughly \$6000) comes from a USC grant. The other money comes from the SDF (Student Donation Fund). The SDF is comprised of an optional \$50 donation to the faculty from undergraduate Arts and Humanities students. This is why the AHSC has a smaller budget than some other faculty councils – they simply have more students, and as a result, more money.

Students can apply to receive an SDF grant at the beginning of the first and second semesters. They first complete an application stating why they want the money, and how it would enrich the Arts and Humanities at Western (such as covering travel expenses to a conference). More information plus an example of how to fill out an SDF grant application form are found on our website under Resources> Student Donation Fund, or by following this link: <http://www.ahscwesternu.com/#!/student-donation-fund/qhqzg>.

The AHSC dedicates \$8,000 per year to applicants of the SDF grant.

Next, the SDF committee holds a meeting to decide how to allocate grant funds to the applicants. The committee is comprised of the AHSC VP Finance, AVP Finance, and President, as well as the Associate Dean Academics, A&H professors, and A&H students.

## Budget Example

Every time we want to spend money, a budget needs to be created in advance. A copy of our 2016-2017 Master Budget can be found on our website under Documents>Constitution and Budget. If you are planning an event, you'll need to create a budget to submit with your event proposal. Below is an example of an appropriate budget to submit in addition to your event proposal:

AHSC Fall Coffeehouse Budget		
Items	Estimated Cost	Actual Cost
Catering (Coffee, tea, cookies)	\$85.00	
Venue Rental (including Tech. Crew)	\$120.00	
Promotions (posters, rave cards)	\$25.00	
Total:	\$230.00	

It is important to break down the total costs to show what you are specifically buying with the money you request. Do your research. Your actual total cost and your estimated total cost should be as close as possible. Always slightly over-budget if you are unsure of a cost. Tax should be included in your estimates. Always round up to the nearest dollar.

After your event is approved and you spend the money, record what the actual costs were. This will help with future event programming.

## Publications

The AHSC has three publications put together by the Pubs Team. The publications are a great way for students to improve their writing and/or visual art CV. We encourage all AHSC members to submit anything they would like to see published to this year's Pubs Team!

**Semicolon** is a biannual academic journal that showcases A level essays from any and all Arts and Humanities courses offered on Western's main campus. Anyone who has taken an Arts and Humanities course, and received a mark of 80% or above, is eligible to submit their essay for consideration. The Pubs Team looks for a variety of essay topics to publish in each edition from English to Art History to Classics to Women's Studies and beyond.

**Symposium** is a biannual arts and literary magazine that demonstrates the creativity and passion of the Arts and Humanities at Western. The AHSC publishes creative writing, poetry, photography, and visual art. In the past, Symposium has focused on certain submission themes, such as identity.

**Premier** is an annual first year guide published by the AHSC as a resource for incoming first year A&H students. The incoming pubs team creates this publication during the summer so it can be included in A&H Orientation Week packages.

Email the pubs team [ahscpubs@gmail.com](mailto:ahscpubs@gmail.com) or AHSC Editor-In-Chief Alero at [eogbeide@uwo.ca](mailto:eogbeide@uwo.ca) for more information!

Read our publications online at [www.issuu.com/ahscpubs](http://www.issuu.com/ahscpubs)

Credit to Haley Everitt for making the original document!