

2024 - 2025
A.S.A. POLICY HANDBOOK

TABLE OF CONTENTS

ARTICLE 1

NAME

ARTICLE 2

MISSION STATEMENT

ARTICLE 3

RESPONSIBILITIES

ARTICLE 4

MEMBERSHIP

Section 1 - A.S.A. Membership

Section 2 -Lifetime Membership

ARTICLE 5

CABINET AND OFFICERS POSITION DESCRIPTIONS

Section 1 - Honorary President

Section 2 - President

Section 3 - Internal Vice President

Section 4 - External Vice President

Section 5 - Academic Vice President

Section 6 - Treasurer

Section 7 - Public Relations Officer (PRO)

Section 8 - Secretary

Section 9 - Counsellor(s)

Section 10 - Senior Stick

Section 11 - Communications Director

Section 12 - Internal Social Director

Section 13 - External Social Director

Section 14 - Athletic Director

Section 15 - Complayment Officer

Section 16 - Morale Booster

Section 17 - Lounge Director

Section 18 - Literary and Photo Officer

Section 19 - First-Year Degree Representative

Section 20 - Second Year Representative

Section 21 - First-Year Diploma Representative

Section 22 - Club Liaison

Section 23 - Drag Director

Section 24 - A.S.A Chairperson

ARTICLE 6

FINANCES

Section 1 - Fees

Section 2 - Moneys and Accounts

Section 3 - Reserve Funds

Section 4 - Budget

Section 5 - Fiscal Year

Section 6 – Auditing

ARTICLE 7

COLLEGE EMBLEMS FINANCE

Section 1 - The College Coat-of-Arms

Section 2 - Agro Apparel

Section 3 - Graduation Rings

Section 4 - Graduation Steins

Section 5 – Graduation Participation

ARTICLE 8

MEETINGS

Section 1 - A.S.A. Chair

Section 2 - General Meeting

Section 3 - A.S.A. Council

Section 4 - A.S.A. Executive

Section 5 - Cross Over Meeting

Section 6 - Bitch Meetings

Section 7 - Budget Meeting

ARTICLE 9

ELECTIONS

Section 1 - The Returning Officer

Section 2 - Nominating Committee

Section 3 - The Executive and Council

7

Section 4 - The Honourary President

Section 5 - Recontestation

Section 6 - Vacancies

Section 7 - Senior Stick

Section 8 - Committee Elections

Section 9 – AG BAG DRAG (GOOSE)

ARTICLE 10

RULES OF ORDER

ARTICLE 11

AMENDMENTS TO THE CONSTITUTION

Section 1 - Amendments

Section 2 - Interpretation of the Constitution:

ARTICLE 12

COMING INTO EFFECT

APPENDIX "A" HISTORY

THE TOMMY FRASER MEMORIAL AWARD

APPENDIX "B" HISTORY

THE BARRY EDWARD MEMORIAL SHIELD

ARTICLE 1 NAME

The name of the organization shall be, "The Agricultural Students' Association, University of Saskatchewan, Saskatoon, Saskatchewan", hereafter known as the A.S.A..

ARTICLE 2 MISSION STATEMENT

The Agriculture Students' Association exists to enhance the University experience of all students in the College of Agriculture and Bioresources, and the broader community. The A.S.A. council shall act as a representative and an advocate for the students and maintain an environment that encourages academic, social, athletic, and professional development as well as Agro pride. A.S.A. also promotes an environment that is free of discrimination. In the act of selecting peers to represent them, the students in the A.S.A. have entrusted these people to speak on their behalf with the collective voice of the entire Agriculture and Bioresources student body of the College of Agriculture and Bioresources, and in return the council has accepted a responsibility to dutifully serve these students. The A.S.A. is a not-for-profit community minded organization that exists for the betterment of the student body within the College of Agriculture and Bioresources at the University of Saskatchewan. We strive to maintain community connections through our philanthropic investments and volunteerism in a multitude of charitable causes.

ARTICLE 3 RESPONSIBILITIES

- A. To constitute a recognized medium of communication between students of the College of Agriculture and Bioresources students and the Faculty of the College of Agriculture and Bioresources , the University Students' Council (U.S.C.), and other organizations.
- B. To provide academic support for its Agriculture and Bioresources student body
- C. To provide programs and activities to the end of exposing students enrolled in the College of Agriculture and Bioresources to fuller university life

- academic, social, and athletic, making full advantage of opportunity for relationships with other students and of resources available on the University campus and in the province of Saskatchewan.
- D. To develop leadership and a greater understanding of rural situations and problems.
 - E. Promotion of college functions and activities.

ARTICLE 4

MEMBERSHIP

Section 1 - A.S.A. Membership

- A. All registered undergraduate students in the College of Agriculture and Bioresources are considered members of the A.S.A.
- B. Only undergraduate Agricultural and Bioresources students, holding A.S.A. memberships, shall have the right to hold any office within the A.S.A., subject to the provisions of Article 6, A.S.A. Constitution.
- C. Members may attend meetings upon invitation by any member of the A.S.A. but shall have no voting privileges.
- D. The Officers shall reserve the right to prohibit individuals from participation in A.S.A. activities when voting has passed by 75% of office within due cause outlined by University of Saskatchewan code for Non-Academic Misconduct. The individual shall be:
 - a. Prohibited from participation in Agro intramural Teams
 - b. Prohibited from attending A.S.A. events
 - c. Prohibited from using A.S.A owned assets in the kitchen, back room, or office

Section 2 - Lifetime Membership

- A. Honorary A S A. Lifetime Membership
- B. An honorary lifetime Membership to the A.S.A. shall be granted to any person the executive deems worthy. This person must have contributed greatly to the improvement of the A.S.A. and/or the College of Agriculture as a whole.
- C. This award shall consist of a plaque bearing a gold replica of the A.S.A. membership card with the addition of the words "Honorary Lifetime Member" and the signatures of the current President and Secretary. This plaque shall also include the words "In recognition of his/her outstanding contribution to the members of the Agricultural Students' Association.
- D. The executive shall accept written nominations from any member of the

- A.S.A..
- E. The A.S.A. shall keep a permanent record of Lifetime Members in the form of a portrait and a record of his /her contribution to be displayed in the A.S.A. lounge.

ARTICLE 5

CABINET AND OFFICER POSITION DESCRIPTIONS

Section 1 - The Honorary President

The Honorary President shall:

- (a) Act as a member of the Tommy Fraser Memorial Award Selection Committee.
- (b) Present the Senior Stick pin to the outgoing Senior Stick at the Annual Graduation Banquet
- (c) Attend A.S.A. meetings upon request.

Section 2 – The President

The President shall:

- (a) Call all meetings of the A.S.A. Council and of the Executive Committee.
- (b) Enforce due observance of the Constitution and Policy Handbook.
- (c) Co-ordinate the functioning of the A.S.A., the A.S.A. Council, and Executive Committee.
- (d) Cast the vote to make or break a tie, on any vote, except where a Returning Officer is in charge.
- (e) Be given the access code to the safe

Section 3 – The Internal Vice-President

Internal Vice-President shall:

- (a) Shall preside over all Executive and Council meetings at the request of, or in the absence of, the President.
- (b) Shall chair the A.S.A. Archival Committee and preside over all committee meetings.
- (c) Organize the AgBio Grad Banquet and Reception
- (d) Chair the Graduation Committee

Section 4 - The External Vice-President

The External Vice-President shall:

- (a) Be responsible for organizing the annual Agro Football trip, Fall Mixer, Hockey Trip, Spring Mixer and other excursions that may arise.

Section 5 - The Academic Vice-President

The Academic Vice-President shall:

- (a) Be an Agriculture and Bioresources student representative in accordance with Article 5, Sections 1 and 2, A.S.A. Constitution.
- (b) Sit on Class Evaluation Committee as in accordance with Article 3, Section. 5, A.S.A. Constitution.
- (c) Award and keep accurate records of the A.S.A. Academic points.
- (d) Must chair the A.S.A. Agriculture and Bioresources Student Scholarship selection committee.
- (e) Serves on the Undergraduate Affairs Committee.
- (f) Attend faculty meetings at request.

Section 6 - The Treasurer

The Treasurer shall:

- (a) Account for all money belonging to the A.S.A.
- (b) Be responsible to file non-profit papers, GST, and other government financial papers.
- (c) Receive all accounts and submit them to the A.S.A. or the A.S.A. Council for authorization of payment.
- (d) Be prepared to give a financial statement at all meetings.
- (e) Post A.S.A. Council budgets as per Article 6; Section 4; Part C, Policy Handbook.
- (f) Be given the access code to the safe

Section 7 - The Public Relations Officer (P.R.O.)

The Public Relations Officer shall:

- (a) Act as the Publicity Director of the A.S.A.
- (b) Publicize the role of the College of Agriculture and Bioresources throughout the province.
- (c) Represent the A.S.A. on the Executive of the S.A.G.A

Section 8 - The Secretary

The Secretary shall:

- (a) Keep a record of the business of the A.S.A general meetings.
- (b) Keep a record of attendance and move that any officer who has missed more than two Consecutive, or 3 out of 5 meetings, without due reason, be asked to resign at the discretion of the council.
- (c) Serve as a member on the Graduation Committee

Section 9 - The Councillor(s)

The Councillor(s) shall:

- (a) Be returning officer for all A.S.A. elections.
- (b) Be representative (liaison) between the College of Agriculture and Bioresources on the University Student Council (U.S.C.).

- (c) Chair the Constitution Revision Committee Meetings.
- (d) Chair Nomination Committee.

Section 10 - The Senior Stick

The Senior Stick shall:

- (a) The Senior Stick shall be an officer of the Executive of the A.S.A. and a special envoy of the College of Agriculture and Bioresources to other colleges on campus. The individual shall make themselves available to aid and advise Agriculture and Bioresource students.
- (b) Present the Senior Stick to the incoming recipient at the Annual Graduation Banquet.

Section 11 - The Communications Director

The Communications Director shall:

- (a) In cooperation with the Literary and Photo Officer, as well as other positions run social media pages, be in charge of collecting and maintaining a history of the A.S.A. pertaining to sports, social, and morale boosting activities which are to be submitted at the end of each term.
- (b) Act as a member on the Yearbook Committee.
- (c) Manage all dealings related to the AGRO's Website.

Section 12 - The Internal Social Director

The Internal Social Director shall:

- (a) Chair the social committee meetings (subject to provisions of Article 10, Section 1, and A.S.A. Constitution).
- (b)
- (c) Assist the External Social Director in coordinating all social activities for the members of the A.S.A.
- (d) Be responsible for all on campus functions.
- (e) Plan the primary winter semester social event.

Section 13 - The External Social Director

The External Social Director shall:

- (a) Coordinate all social activities provided for the members of the A.S.A. with assistance of the Internal Social Director as needed.
- (b)
- (d) Be responsible for A.S.A. social events organized by the social directors and the social committee.
- (e) The sole liaison between local establishment and entertainment companies that relate directly to the External Social Director duties.

Section 14 – The Athletic Director

The Athletic Director shall:

- (a) Represent the College of Agriculture and Bioresources on the Campus Rec. and coordinate the athletic programs and activities with the members of the A.S.A.
- (b) Be responsible for tracking the athletic points

Section 15 - The Employment Officer

The Employment Officer shall:

- (a) Publicize the training received by the students in the Agriculture and Bioresources College with a view to creating a greater demand among employers for the service of undergraduate students.
- (b) Work alongside the Career Development Coordinator in promotion/organization of career and professional development events.
- (c) Advertise job opportunities to undergrad students.
- (d) Organize a career networking night known as "Casino Night" with agriculture related companies and industry professionals open to all A.S.A members.

Section 16 - Morale Booster

The Morale Booster shall:

- (a) Act as a member and head the Morale Committee (subject to provisions of Article 10 Section 12.
- (b) Be responsible for student interest and spirit at Agriculture and Bioresources College and University functions.
- (c) Act as a liaison to other social committees on campus.
- (d) Attend at least 65% of college events in which social points are awarded.

Section 17 - The Lounge Director

The Lounge/Inventory Director shall:

- (a) Have the authority to delineate and endorse lounge regulations.
- (b) Maintain and improve the facilities of the lounge and A.S.A executive room in the interests of the members using the lounge including recycling, kitchen, microwave and stereo.
- (c) Be responsible for all inventory goods sold through A.S.A. and maintain current inventory of all A.S.A. inventory property.
- (d) Be responsible for communication and purchases of food and beverage products for the lounge.
- (e) Oversee the creation and sponsorship of executive jackets.
- (f) Maintain working order of A.S.A. office supplies and equipment.

Section 18 - The Literary and Photo Officer

The Literary and Photo Officer shall:

- (a) Be responsible for organizing photographers for council photos and grad composite.
- (b) Post pictures taken for or at college/ morale events.
- (c) Must serve as the chair on the Yearbook Committee.

- (d) Shall receive a discounted price to attend events hosted and/or organized by the A.S.A.

Section 19 - The First Year Degree Representative

The First Year Degree Rep shall:

- (a) Through an assistant in each of the other first-year class sections, act as a liaison between first-year members and the A.S.A.
- (b) Act as a member of the Morale Committee

Section 20 - The Second-Year Representative

The Second Year Rep shall:

- (a) Act as a liaison officer between the second-year members and the A.S.A.
- (b) Be a representative/liaison between the A.S.A. and SIA Agriculture and Bioresources Student Ambassadors (Saskatchewan Institute of Agrologists).
- (c) Act as a member of the Morale Committee.

Section 21 - First Year Diploma Representative

The First Year Diploma Rep shall:

- (a) Through an assistant in each of the other first-year diploma class sections, act as a liaison between first-year diploma members and the A.S.A.
- (b) Act as a member of the Morale Committee.

Section 22 - The Club Liaison

The Club Liaison shall:

- (a) Be a liaison between the A.S.A. and clubs in the College of Agriculture and Bioresources
- (b) Chair the Agriculture and Bioresources student liaison committee meetings (subject to provisions of Article 9, Section 11, and A.S.A. Constitution).
- (c) Act as a member of the Morale Committee
- (d) Act as the Saskatchewan Young Ag Entrepreneurs (SYA) student representative.

Section 23 - The Drag Director

The Drag Director shall:

- (a) Organize Ag Bag Drag, Ag Bag Drag Kickoff, and Ag Bag Drag PubCrawl.
- (b) It is up to the discretion of the Drag Director if they choose to stay on the executive when an individual from the current A.S.A office is elected by the current A.S.A office shall remain on executive until an individual from the current A.S.A office is elected by the current A.S.A office.

- (c) In the case there is no current A.S.A individual to be elected, nominations will open up to members of the A.S.A and voted on internally by the A.S.A office.

Section 24 - The A.S.A. Chairperson

The A.S.A. Chairperson shall:

- (a) Chair all meetings of the A.S.A. Executive Committee and Council (subject to Article 8, Policy Handbook).
- (b) Be responsible for orderly meetings that follow basic parliamentary procedures.
- (c) Hold all members accountable in completing their duties.
- (d) Be elected by the A.S.A., this election shall be held internal to the A.S.A and conducted through two rounds of voting.
 - i. The first round will consist of candidates being nominated by the A.S.A. members.
 - ii. The second round will consist of the three candidates with the highest number of votes from the first round.
- (e) Hold an individual executive review meeting with members of council

ARTICLE 6

FINANCE

Section 1 - Fees

The membership fee shall be adjusted and set at the beginning of each school year by the External Social Director.

Section 2 - Moneys and Accounts

- A. The Treasurer shall receive and account for all moneys belonging to the Association. All accounts shall be submitted to and authorized by the A.S.A. or Executive before payment. All bills to be submitted to Treasurer at the weekly Executive meetings. All money shall be kept in a chartered bank, or credit union, and all payments shall be made by cheque, cash or e-transfer. Cheques shall be signed by the Treasurer and either the President, the External Social Director, the Public Relations Officer.
- B. President and Treasurer shall be the only positions privy to the safe combination and access.

Section 3 - Reserve Funds

- A. The Reserve Fund shall constitute such moneys as shall be voted to it by a majority vote of the general meeting. The fund shall not be less than \$1,000 and shall be kept in a savings account at the chartered bank or credit union where the current A.S.A. account is maintained.
- B. Withdrawal from the Fund must be approved at a General Meeting.
- C. Upon extension of a budget, the Treasurer and the Executive or Council member who exceeds higher budget shall re-balance the total budget.

Section 4 - Budget

- A. An itemized copy of the proposed A.S.A. budget shall be made available to A.S.A. members at least two days prior to the Budget Meeting.
- B. No officer of the Committee shall make expenditures in excess of the amount delineated within the budget without receiving prior approval of the Council by a two-thirds majority, or a majority of the general A.S.A. body.

All Executive and Council members shall be responsible for preparing an updated budget to be displayed during September. These budgets shall be submitted to the Treasurer who shall be responsible for their posting.

Section 5- Fiscal Year

The A.S.A. Fiscal Year shall be from September 1 to August 31 of the following year.

Section 6 - Auditing

The treasurer's books shall be open to audit by a chartered accountant at any time upon request by an A.S.A member. A written motion must be presented to an Executive member of the A.S.A, motion will be brought up at the Executive meeting and If the motion is passed, an audit shall be performed with the A.S.A. covering the costs.

ARTICLE 7

COLLEGE EMBLEMS

Section 1 - The College Coat-of-Arms:

The College Coat-of-Arms shall consist of a blue shield with a silver border bearing three upright golden heads of wheat arranged two and one. In the upper left-hand corner shall be superimposed the canton, the University of Saskatchewan Coat of Arms. The crest at the top of the shield shall be the natural colours resting on a wreath of six twisted skeins, the colours of silver and blue in that order. The scroll at the bottom shall bear the word "Agriculture" in blue. The Coat-of-Arms shall be made up of a pin and shall be a felt sweater

design. The Coat-of-Arms may not be worn by anyone other than graduates or students of the University of Saskatchewan College of Agriculture.

Section 2 - Agro Apparel

Agro apparel includes jackets, hoodies, shirts, caps, and other specialty items based on the discretion of the current Lounge Director. Apparel will be available for purchase during the school year out of the backroom and twice yearly through an online storefront set up by the Lounge Director. Apparel shall be available for purchase by all current and past A.S.A members. All Agro's merchandise must be sold solely by the ASA unless otherwise approved by the ASA Council with a $\frac{3}{4}$ majority vote.

A. Agro Jackets:

- a. The college jacket shall consist of a royal blue, raglan-sleeved jacket with white piping on the sleeves and white trimmed slash pockets. The cuffs and collars shall also be royal blue. The year of graduation shall be worn on the left sleeve The "Agros, U. of S.", shall be sewn on the left breast.. The Agro jacket is of special significance and as such, shall not be sold, given or traded to anyone other than to A.S.A. members and Agro Grads.

B. Agro Sweaters (Jerseys):

- a. The Agro sweater shall be royal blue, having white stripes around the bottom. Sweaters shall have "Agros" written on the front and the name of choice written on the back. Numbers are optional

Section 3 - Graduation Rings:

The ring shall be a full band, Semi-domed and shall be made of 10K yellow or white gold. It shall have a 10K yellow or white gold raised appliqué which shall have a central letter "A" block style, partially surrounded by two curved wheat heads joined at the bottom. The width of the ring shall be 6.0 millimeters. Any person graduating with a degree or diploma from the College of Agriculture and Bioresources is eligible to purchase a graduation ring in either 10K yellow or white gold. Historically a degree graduate receives a 10K yellow gold ring and a diploma receive a 10K white gold ring to wear on your right pinky.

Section 4 - Graduation Steins

The stein shall be pewter, glass bottomed, one pint capacity, stein. It shall have an attached College of Agriculture and Bioresources crest, enameled in the Agriculture colours. Above the centred crest shall be engraved in block style the words "University of Saskatchewan" in full. Below the crest the graduate's name shall be engraved in a matching size and style. The initials and the surname shall be in full, and below the year shall be engraved: (eg. 86 or 87).

Section 5 – Graduation Participation

In order to participate in the A.S.A. graduation ceremonies the graduates must be current members of the A.S.A, see Article 6 Section 1 of the A.S.A Constitution

for membership requirements.

ARTICLE 8

MEETINGS

Section 1 - A.S.A. Chair:

The A.S.A. Chair would be responsible for the duties of chairing the General, Bitch, Budget, of the A.S.A. This would be an appointed position on the recommendation of the Council. This person must be an A.S.A. member, have a good knowledge of the Robert's Rules of Order and be familiar with the workings of the A.S.A., and not a member of the Council. Executive Reviews will be conducted by a committee of 5 non-Council ASA members, with input from the general ASA membership, appointed and chaired by the ASA Chair, meetings are to be done twice per year with timing at the discretion of the Chair.

The Chair would have all rights granted to that person as outlined in Robert's Rules of Order. The Chair would be given a Gavel Award.

Section 2 - General Meeting

General Meetings of The A.S.A. shall occur at least once per year prior to April 1st.. Notice of a General Meeting must be posted 10 school days in advance of the day of the meeting. 50 members of the A.S.A. shall constitute quorum at the General Meeting.

Section 3 - A.S.A. Council

Meetings of the members of the A.S.A. Council shall occur weekly. Attendance by Council members is mandatory. Any member that misses two consecutive meetings, or 5 meetings total, without a legitimate excuse submitted to the Chair will be removed from Council. Quorum shall consist of 12 members of the Council.

Section 4 - A.S.A. Executive

Meeting of the A.S.A. Executive shall occur in the event of an emergency or a special situation at the discretion of the President. Quorum shall consist of five members of the Executive, one of which must be the President or one of the Vice Presidents.

Section 5 - Cross-Over Meeting

A combined meeting of the retiring and new Executive and Council shall occur at the end of the winter semester, at which time the duties shall be turned over to the new officers.

Section 6 - Bitch Meetings

Bitch meetings shall be called upon request by members of the A.S.A or when deemed necessary by the A.S.A chairperson. At least one Bitch Meeting shall be called per year.. The purpose of these meetings is for the members of the A.S.A. to ask questions of the Council members and to give the Council input as to their performance during the year.

Section 7 - Budget Meeting

A budget meeting shall be called within the first 30 days of the school year. Budgets will be presented by each Executive and Council member. The budget meeting shall be open to attendance by all A.S.A members, members will be notified of the meeting date and time prior to the event.

ARTICLE 9 ELECTIONS

Section 1 - The Returning Officer

The Returning Officer shall be appointed by the Council if the Councilor is a candidate in the elections. The Returning Officer shall conduct the elections with the help of the Nominations Committee and Council.

Section 2 - Nominating Committee

The Council shall appoint three non-returning members of the A.S.A. as a Nominating Committee who shall work with the current Councilors to ensure all those nominated for all positions are eligible and avoid acclimation of positions when possible

Section 3 -The Cabinet and Officers

- A. The Cabinet: The Cabinet including the positions of The President, Internal Vice-President, External Vice-President, Academic Vice President, Secretary, Treasurer, Athletic Director, External Social Director, Internal Social Director, Personal Relations Officer (P.R.O), Communications Director, and Councilors, shall be elected in the first round of spring elections. The nomination papers of candidates for each office must be signed by 10 members and handed into the Returning Officer by the specified date. The Returning Officer shall add all candidates to the election ballot and announce the opening of the election. Elections will be held via Paws and the Returning Officer will announce the results of the election following its close.

- B. The Officers: The Officers including the positions of Honorary President, Athletics Director, Complayment Officer, Morale Booster, Lounge/Inventory Director, Literary and Photo Officer, 2nd Year Representative, Drag Director, Club Liaison, shall be elected in the second round of spring elections. The same process will be followed as detailed above in Section 3 (A). The Cabinet and the Officers together make up the ASA Executive Council.
- C. The First Year Degree and Diploma Representatives shall be elected during a fall election occurring within the first three weeks of the fall semester. The election procedure detailed in Section 3 (a) will be followed.

Section 4 - The Honorary President

The Honorary President shall be elected by an internal election at the beginning of the school year.. The Honorary President can be any member of the University of Saskatchewan who has not held this position in the previous year.

Section 5 - Recontestation

Any member of the A.S.A. Council or a standing committee may be forced to recontest his seat by ballot at the next General Meeting of the A.S.A., upon written request of ten percent of the A.S.A. members.

Section 6 - Vacancies

Vacancies occurring on the A.S.A. Council or Standing Committees shall be dealt with accordingly:

- A. If any Executive position becomes vacant on or before October 31, a by election shall be held to fill the vacant position.
- B. When vacancies are filled in the fall it shall be done in the way of a by-election.
 - a. The A.S.A members shall nominate the empty position(s) in the first two weeks of class. They shall be elected by ballot before the Budget meeting in September by the A.S.A members. The nomination papers of candidates for each office must be signed by 10 A.S.A members and handed into the returning Officer by the specified date. The Returning Officer shall post the date of the by-election and a list of nominees the day after nominations are due. Returning officer will create an election through Paws and announce the election opening and closing dates. Returning Officer will annouce election results once available
- C. If any Executive position becomes vacant after October 31, the roles and responsibilities of such Executive position shall be divided amongst the existing Executive for the balance of the term, at the discretion of Council to either:
 - a. split the duties between the Executive; or
 - b. a by-election; or
 - c. appoint.

Section 7 - Senior Stick

A member of the A.S.A. shall be chosen annually to act as Senior Stick for the following University session, which shall be his graduation year.

- A. In choosing the Senior Stick, voters shall give consideration not only to scholastic achievements and interest in college activities, but also to personal character and qualities of leadership.
- B. The Senior Stick shall be an officer of the Executive of the A.S.A. and a special envoy of the College of Agriculture to other Colleges on campus. He/she shall assist in all activities of the A.S.A.. He/she shall make himself/herself available to aid and advise Agriculture students.
- C. The Senior Stick shall be chosen by a popular vote of all A.S.A. members by means of a preferential ballot, sometimes called "Alternate Vote" - first, second, and third choice being signified.
- D. The Senior Stick is eligible for any other office in the A.S.A..
- E. A list of eligible students shall be published one week before the vote
- F. The Senior Stick shall be responsible for arranging two speakers, one per term, to speak on agricultural related topics.

Section 8 - Committee Elections

Standing committees including the Social Committee, Yearbook Committee, Nominating Committee, P.R.O Committee, Executive Review Committee, Finance Committee, Contract Committee, Archival Committee, and Moral Committee positions shall be appointed by respective committee chair and/or filled on a volunteer basis (subject to Article 10 of the A.S.A Constitution). New committees will have to be added.

Section 9 - AG BAG DRAG (GOOSE)

The drag committee is in charge of planning Ag Bag Drag *Goose*. The Drag Director may appoint a committee consisting of 4-6 people who will help plan and be present working Ag Bag Drag *GOOSE*, and will be awarded social points for doing so.

ARTICLE 10

RULES OF ORDER

All rules of practice and procedure shall follow "Robert's Rules of Order".

ARTICLE 11

AMENDMENTS TO THE CONSTITUTION AND

POLICY HANDBOOK

Section 1 - Amendments:

- A. The Constitution, Policy Handbook, or any part here of, may be amended by a three-quarters majority of the members present at any general meeting of the A.S.A.,

Section 2 - Interpretation of the Constitution and Policy Handbook:

A committee consisting of the President, Senior Stick, and Honourary President shall be empowered to interpret the A.S.A. Constitution and Policy Handbook as they see fit. They shall in all interpretations make due reference to the Constitution and Policy Handbook, as well as the spirit and tradition of the College. They shall, however, not be bound by past interpretations or by traditions. In the event that the President and Senior Stick are the same person, the Committee shall consist of the President, Honourary President and the Internal Vice President.

Article 12

Awards

Section 1 - Athletic Awards

- (a) The maximum points shall be allotted on the basis of sports participation and at the discretion of the Athletic Director:
 - i. Captaincy: 2 points
 - ii. Rec Tournament: 3 points
 - iii. 1 term campus rec sports team: 5 points
 - iv. Varsity Teams - Minor: 5/term, Major: 10/term
- (b) Minor Athletic Award - Large "A" made in felt (old English style) with a gold sheaf of wheat placed over the center, and a scroll bearing the word "Athletics". Required points: A.S.A. degree student member 50 points, diploma student member 25 points.
- (c) Major Athletic Award - A pin in the form of a silver "A". Required points: A.S.A. degree student member 75 points, diploma student member 30 points.
- (d) Honour Athletic Award - The same as the Major, being in gold rather than silver. Required points: A.S.A. degree student member 100 points, diploma student member 50 points.
- (e) Distinction Award - A wall plaque. Required points: A.S.A. degree student member 150 points, diploma student member 75 points.

Section 2 - Social Awards

- (a) The maximum of points shall be allotted at the discretion of the Social Committee.
- (b) The Social Committee may bestow 1-10 points on any member for rendering special services with particular emphasis on non-Council members.
- (c) Assistant to Council members 1-10 points on recommendation of the Council member.
- (d) Minor Award - shall be at large "A" made in felt (old English Style) with a gold sheaf of wheat placed over the center and a scroll bearing the word "Social", 16 points for degree A.S.A. member; 8 points for diploma A.S.A. member.
- (e) Major Award - Shall comprise a gold pin in the form of an old English "A", finished in royal blue enamel, with a gold sheaf in the center, and across it a scroll bearing the words "Pro Merito" and shall be awarded to any A.S.A. degree student obtaining 32 points or more, and A.S.A. diploma student obtaining 16 points or more as outlined.

- (f) Honor Award - Shall comprise a gold Pronghorn Antelope head, and shall be awarded to any A.S.A degree student obtaining a total of 50 points and A.S.A. diploma student obtaining a total of 25 points or more as outlined.
- (g) Distinction Award - A wall plaque. Shall be awarded to any A.S.A. degree student obtaining 90 points and any A.S.A. diploma student obtaining 45 points or more as outlined.

Section 3 - Tommy Fraser Memorial Award:

- (a) Basis of selection of Trophy Recipient:
 - (i) The Agriculture and Bioresources student shall be a member in good standing of the A.S.A.
 - (ii) The Agriculture and Bioresources student shall have exhibited, during their College career those qualities of sportpersonship in the field of athletics and out, and to have proved themselves in the eyes of their fellow athletes, classmates and instructors, worthy of receiving such an award. The term "sportpersonship" defies accurate definition, but it is in part that quality found usually in the sphere of athletics, which consists of not only the skill to pursue the game with reasonable success, but to achieve that end without regard to personal gain, with the grace of a true champion and for the love of the game itself. It may include a gift so evident in the late Tommy Fraser, to heighten the spirits of team-mates, to rise above the petty and inconsiderate acts sometimes committed for a win, and to endear themselves to team-mates that they might be known not only as a "good athlete" but also a "good person", and in good standing with the A.S.A and the College of Agriculture and Bioresources.
 - (iii) Selection of candidates shall be by Agriculture and Bioresources student nomination. Nomination shall be made on the official form entitled "Nomination for Tommy Fraser Memorial Award" and shall be signed by five members of the A.S.A. There should be included also a detailed listing of pertinent information about the nominee. The major responsibility for publicizing this award in the A.S.A. shall rest with the Sports Director. Any member of the A.S.A. may initiate a nomination. The Sports Director of the A.S.A. should see that a reasonable minimum of nominations are submitted. Preference shall be given to a graduating Agriculture and Bioresources student. However, if there is a lack of top-flight sportpersons in the fourth year (and especially where there are two or more exceptionally outstanding undergraduates), the Selection Committee shall strongly consider giving the award to an undergraduate. No Agriculture and Bioresources student may win the award twice.
 - (iv) The factors to be considered by the Selection Committee in order of importance shall be in the document of awards and sponsorship.
- (b) Selection Committee: The Selection Committee shall consist of:
 - (i) The Dean of the College of Agriculture and Bioresources.
 - (ii) The A.S.A. Athletic Director or their nominee.
 - (iii) The President of the Saskatchewan Agricultural Graduates Association.
 - (iv) The President of the A.S.A. or their nominee.
 - (v) The Honorary President of the A.S.A.
- (c) The President of the A.S.A. shall be responsible for informing Committee members early in the term of their responsibilities. It is suggested that each Committee member be provided with a copy of the Constitution of the Tommy Fraser Memorial Award. Nominations are to be received by the Sports Directors and submitted to the Dean prior to the meeting of the Selection Committee, the date of the meeting each year shall be

determined by the Dean and the President of the A.S.A. The Dean, as Chairman of the Committee, shall notify Committee members and call the meeting. It is felt that the final selection of the winner of this award shall not be made by Agriculture and Bioresources student vote, but in the event that a change is necessary, the personnel of the Committee may be added to. New members in all cases shall be faculty members, or other individuals closely associated with Agriculture and Bioresources student life, including athletic events.

(d) Trustees:

- (i) The trophy was given to the A.S.A. by the Saskatchewan Agricultural Graduates Association and shall remain in the A.S.A.'s custody. It shall remain the A.S.A.'s obligation to see that the trophy is properly and safely kept. The Saskatchewan Agricultural Graduates Association shall be responsible for the engraving of the trophy and the names of successive recipients.

(e) History - see Appendix A

(f) The recipient awarded a commemorative plaque.

Section 4 - Barry Edwards Memorial Shield

(a) The Shield

- (i) The shield shall be awarded at the discretion of the Executive Committee.
- (ii) The Barry Edwards Memorial Shield shall be awarded annually to the College year that attends the most blood donation appointments throughout the year. It shall be awarded at the graduation in the spring of the year.

(b) Award Procedure:

- (i) The shield shall be awarded to the winning college year at the annual Bean Feed in the fall on the year in which the blood Drive occurred.
- (ii) The shield is A.S.A. property and shall remain in the recipient year.
- (iii) The A.S.A. shall be responsible for engraving the successful year on the shield.

Section 5 - A.S.A. Executive Award

- (a) Basis of the Award: The Executive Award was implemented in 1975 to honour a graduating non-Council member who has contributed much time and effort to the A.S.A. and who has never been given much credit for his efforts.
- (b) Presentation of the Award: The winner of the A.S.A. Executive Award shall be selected by the A.S.A. Council in a manner they see fit. The winner shall be announced and presented with the award at the Annual Agriculture Graduation and Dance. The winner of the Tommy Fraser Memorial Award is not eligible to receive the Executive Award.
- (c) Criteria found in awards and sponsorship document:
- (d) The recipient be presented with an award, Plaque, Scroll, or misc.

Section 6 - Instructor of the Year Award

- (a) An award for the outstanding instructor (in teaching) in the College of Agriculture and Bioresources. Any instructor actively teaching agriculture classes are eligible at the discretion of the Academic Vice President.

- (b) Selection is made on the basis of the nominations submitted by any Agriculture and Bioresources student enrolled in the College of Agriculture and Bioresources.
- (c) Criteria for nominations found in Awards and Sponsorship document
- (d) Presentation of Award of the winner of the Instructor of the Year Award shall be announced at the Annual Graduation Banquet. The Dean shall present the award.
- (e) Selection Committee:
 - (i) The Selection committee shall consist of one third or fourth year member from each of the six major areas of study, those being: outlined in awards and sponsorship document.
 - (ii) The Dean, The Internal Vice President, one member from first year and one member from second year will also serve on the Committee. The Agriculture and Bioresources students will be elected to this committee at the first general meeting of the A.S.A. in the fall session.
- (f) The recipient will be awarded a scroll commemorative plaque.
- (g) Criteria for the Instructor of the Year Award
 - Any instructor (prof. or lab instructor)
 - Actively teaching in the college of AgBio
 - Student nominations
 - A letter or nomination (max two pages signed by 6 Exec. Members) sent to dean's office is required –
 - Nominee has following characteristics;
 - Organized
 - Engaging
 - Personality, funny, interesting
 - Familiarity with subject matter
 - Good student relationships
 - Understanding
 - Involved in college teams and events.

Section 7 - The A.S.A. Academic Award

- (a) Points required for an award are as follows:
 - i. Minor Award (jacket patch): 10 points for degree, 5 points for diploma
 - ii. Major Award (Silver crest pin): 20 points for degree, 10 points for diploma
 - iii. Honours Award (Gold crest pin): 25 points for degree, 12 points for diploma
 - iv. Distinction Award (Wall plaque): 35 points for degree, 17 points for diploma
- (b) Students participating in the AgBio Challenge are entitled to 3 academic points
- (c) Students from any placing team of the AgBio Challenge are entitled to an additional 2 points
- (d) Points can be awarded as follows but are not limited to:
 - i. Career fair volunteering (1-point)
 - ii. Attending speakers in the lounge (1-point) [excluding Lunch and Learns]
 - iii. Making the Dean's List (3-points per year)
 - iv. Attending A.S.A. AGM (1-point per meeting)
 - v. Submissions to the Exam File (1-point per submission)
 - vi. Other events at the discretion of the Academic VP

Section 8 - Diploma Awards

The following diploma awards will be decided on by the 2nd year graduating diploma class before graduation.

- (a) Golden Sheaf Award – Winner chosen by preferential ballot by the graduating class. Students assign graduating diploma A.S.A members points. First person gets 5 points, the second gets 3 points, and the third gets 1 point. The person with the most points wins the Golden Sheaf.

Section 9 - Graduating Awards

Agriculture and Bioresources students graduating with either a degree or diploma are eligible for the following awards, to be voted on by their peers before graduation.

- (a) Leadership

- (b) Sportsperson(s) (previously Sportsman and Sportswoman) award.
- (c) Two Personality Awards.

Section 10 - E. W. Mckenzie Memorial (Communications award)

- (a) Awarded to a graduation member showing great prowess in oral and written.
- (b) Communications here fitting the ASA.
- (c) Selected through nominations from the general membership.
- (d) To be awarded at graduation.
- (e) Final selection will be voted on by the general A.S.A membership.

Section 11- Dunn Well Award

- (a) Be elected by the Athletic Director
- (b) Be presented to any first, second, third, or fourth year student
- (c) Be awarded to one female and one male student at the annual grad banquet
- (d) Basis of Selection
 - i. Demonstrate strong spirit, leadership, and participation through intramural sports

ARTICLE 13

COMING INTO EFFECT

This A.S.A. Policy Handbook shall come into effect as of January 30, 1993, A.D. Upon the termination of the A.S.A., the funds held by the organization shall be disbursed by the Executive and that any liabilities be demanded first and that any excess funds be donated to the College of Agriculture.

Revised March 14th, 2025.

APPENDIX "A" HISTORY

THE TOMMY FRASER MEMORIAL AWARD

The Tommy Fraser Memorial Trophy was instituted in 1940 as a tribute to flight lieutenant Thomas Grant Fraser of the R.C.A.F., who was killed when his Hawker "Hurricane" plane crashed at Mission City, B.C. on June 9, 1939. His friends at Saskatchewan University, from which he had graduated in 1936,

decided to commemorate this gallant flier and personal friend in this way. The Saskatchewan Agricultural Graduates' Association was responsible for the establishment and dedication of the trophy, but contributions towards its erection came from all his countless friends throughout Canada.

Tommy Fraser, as he was known, was born April 28, 1913, in India, where his father was a Major in the Imperial Army. He left India at an early age to take his elementary education under the disciplinary conditions of English boarding school. He arrived in Canada as a "boy immigrant" in 1930. Such he can be considered, for he could have known little of the country, its people or their customs on his arrival. Yet, within six years, one of which he spent at Manitoba Agriculture College, he graduated from this University with a Bachelor's degree in Agriculture. He was employed for a year following graduation by the Dairy Department, and later by the Cockshutt Plow Company. He enlisted in the Royal Canadian Air Force in January 1938.

This Scottish lad who overcome almost insurmountable obstacles to gain such a high place in our minds and who finally made the supreme sacrifice for his country, was indeed one of the most admirable characters that graced the walks of our institution. His great popularity while a student, and this trophy, serve as evidence.

One of his many admirable qualities, his prowess and sportsmanship on the athletic field seems most prominent. He was an outstanding athlete, but it was more his personality and intense love of the game which is remembered. Win or lose, Tommy was the same. It is this sportsmanship, so contagious to those who played with him and his spirited personality, which so endeared him to everyone, that we remember today.

APPENDIX "B" HISTORY

THE BARRY EDWARD MEMORIAL SHIELD

The Barry Edward Memorial Shield is a living tribute to John Barry Edward's who met with tragic death in an automobile accident August 27, 1963, near Morden, Manitoba, while working for the Extension division of the Manitoba Department of Agriculture.

Barry was born in 1936 and raised in the town of Evesham in western Saskatchewan. He received his public and high school education at Evesham and worked in the community for three years prior to coming to University in the fall of 1958. Sports played an important part of Barry's extracurricular activities and his spirited participation was an inspiration to rally his companions on to greater victories. Barry had an intense desire to enjoy life to its fullest, and it was the contagious condition of this desire that made him so well liked by so many people. He had that admirable ability to remember names and faces of people that he had brief associations with and, because of this, his list of friends and acquaintances was a long one. The news of his death saddened people not only from the College of Agriculture but from all other Colleges on campus.

During his membership in the A.S.A., Barry's appealing personality made him the popular choice of his fellow students for Moral Booster in his third year and Vice-President in his fourth year. At graduation during his final year he was

honoured by being chosen as the recipient of the "Tommy Fraser Memorial Award" which paid due tribute to the qualities of sportsmanship and personality that he so generously possessed.

During his last year at University, Barry instituted and designed a shield to be awarded annually to the class in the College of Agriculture that first attained 100% in the annual Blood Drive. In 1964, the A.S.A. named this shield "The Barry Edwards Memorial Shield" in recognition of the loss felt by his many friends.