

SAC POLICY HANDBOOK



ams
student society

Revised: April 2009

TABLE OF CONTENTS

SAC Policy

SAC Operations

SUB Operations

- A. Prohibited Activities
- B. Office Painting and Re-decorating
- C. Displays

AMS Art Gallery Vault Protocols

- A. Accessing the Art Gallery Vault
- B. Inside Vault Protocol

AMS Clubs Policy

- A. Definition and Purpose
- B. Constituting AMS Clubs
- C. Membership
- D. Annual Registration of Clubs
- E. De-constituting Clubs
- F. SAC Penalties
- G. General Meetings of Clubs
- H. Club Executives
- I. Club Finances
- J. Property of AMS Clubs
- K. AMS Services and Privileges for AMS Clubs
- L. Administration of AMS Clubs
- M. Departmental Clubs
- N. Clubs Days

AMS Constituencies Policy

- A. General
- B. Constituency Financial Arrangements
- C. Property of AMS Constituencies
- D. AMS Services and Privileges Provided for Constituencies
- E. Administration of AMS Constituencies

SAC Resource Groups Policy

- A. General
- B. SAC's Role in Establishing Student Resource Groups
- C. Membership
- D. Executive Elections of Student Resource Groups
- E. Student Resource Group Privileges and Responsibilities

SUB Bookings Policy

- A. General
- B. SUB Bookings Procedures
- C. Commercial Bookings Procedures
- D. SUB Bookings Priorities
- F. AMS Bookings Line-Up
- G. Annual Bookings in SUB
- H. Booking Rules for Internal AMS Groups
- I. Rules for Commercial Bookings in SUB
- J. Cancellations
- K. Controversial bookings
- L. Bookings Suspensions

SAC Contracts Policy

SUB Assignable Offices Policy

- A. General
- B. Priorities
- C. Eviction and Other Penalties

SUB Storage Locker Policy

- A. General
- B. Priorities
- C. Registration and Review

Keys Policy for the SUB

- A. Keys for Clubs and Resource Groups
- B. Keys for the AMS Student Government
- C. Keys for AMS Staff

Lock Box Policy

SUB Publications and Distribution Policy

- A. Criteria
- B. Containers
- C. Handouts

Postering Policy

Bookable Bulletin Boards

Sandwich Board Policy

SAC Policy of the SUB Climbing Wall

Appendix 1: Alcohol Training Policy

Appendix 2: Independent Contractor Policy

Appendix 3: SUB Expulsion Policy

SAC POLICY

DEFINITIONS

Active Members - shall be those Club members who are also AMS members.

Administration Office - shall mean the AMS Administration Office located on the 2nd floor of the SUB.

Alma Mater Society (AMS) - shall be the student society of the University of British Columbia Vancouver.

AMS Bookings Representative - shall mean the AMS staff member who is responsible for coordinating the various bookings requests of internal AMS groups.

Assignable Office - shall mean an office that may be allocated to an internal AMS group as authorized by SAC.

Associate Members - shall be those Club members who are not Active Members but who pay a Club membership fee.

Bookable Room - shall mean a room in SUB designated for booking.

Bookings Representative - shall mean a representative from an internal AMS group responsible for making bookings in the SUB.

Bylaws - shall mean the Bylaws of the AMS.

Club – shall mean a group of persons constituted as a club by SAC.

Code - shall mean the Code of Procedure of the AMS.

Constituency - shall mean a student association of a degree granting faculty or school of UBC Vancouver.

Executive Orientations – shall mean orientations for executives of internal AMS groups.

Facilities and Retail Services Manager - shall mean the AMS staff member who provides support to SAC and attends SAC meetings as a non-voting member.

Finance Commission - shall mean the AMS commission responsible for the administration of the finances of all internal AMS groups.

Fiscal Year – shall mean the period of time between May 1st and April 30th inclusive.

Honourary Members – shall be Club members who are not Active Members and who do not pay a Club membership fee.

Norm – The main theatre/auditorium in the SUB.

SAC Vice-Chair – shall mean the member of SAC appointed to be vice-chair of the Student Administrative Commission.

School Year - shall mean that period of time between September 1st and April 30th inclusive.

Student Resource Group - shall mean a Student Resource Group of the AMS as defined in Code Section XI.

Student Service - shall mean a Student Service of the AMS as defined in the AMS Code of Procedure. See Code Section X.

SUB - shall mean the Student Union Building at the University of British Columbia.

Summer - shall mean the period of time between May 1st and August 31st inclusive.

University - shall mean UBC Vancouver.

VP Administration - shall mean the Vice-President Administration of the AMS, who is the chair of SAC.

VP Finance - shall mean the Vice-President Finance of the AMS, who is chair of the Finance Commission.

SAC OPERATIONS

A. General

1. SAC shall meet once a week during the School Year, except for meetings during December and April, which shall be held at SAC's discretion.
2. SAC meetings shall be held at least twice a month during the summer.
3. SAC agenda items shall be submitted to the SAC Vice-Chair at least four (4) business days before the SAC meeting.
4. SAC meetings shall be open to all active AMS Members.
5. SAC meetings shall go *in camera* upon a resolution of SAC and it is up to SAC's discretion to allow non-SAC members to be present during *in camera* sessions.
6. Quorum at SAC meetings must be five (5) voting members of SAC, in accordance with AMS Bylaw 7 (5)(d); that is, SAC cannot alter its own quorum.
7. In accordance with the Bylaws, the Vice-President Administration is a voting member of SAC and shall be counted as part of quorum.
8. All procedural matters shall be governed by Robert's Rules of Order, current edition, subject to the discretion of SAC.
9. For more on the composition and duties of SAC, and for more rules on Clubs, Constituencies, and Resource Groups, see AMS Bylaws 7 and 13, AMS Code of Procedure Section VIII, and the Executive Procedures Manual.

B. Interpretation, Amendment, and Appeal of SAC Policy

1. The SAC Policy Handbook, or anything therein, may be amended, added to, or suspended upon a two-thirds (2/3) resolution of SAC.
2. SAC Policy shall be interpreted by SAC except where a ruling is made by Student Council.
3. Decisions of SAC may be appealed to SAC.
4. SAC minutes must be approved by Student Council before the resolutions contained in them take effect.

C. Duties

1. Overseeing internal AMS groups.
2. Allocating SUB office spaces/lockers/parking passes.
3. Overseeing SUB bookings.
4. Overseeing security in SUB.
5. Organizing Clubs Days.
6. Organizing Executive Orientations for internal AMS groups.
7. Constituting and deconstituting clubs.

8. Maintain a electronic information database on Constituencies, Clubs, Resource Groups.
9. Managing the AMS art gallery and collection.
10. Overseeing club elections.
11. Administering Resource Groups in accordance with Section XI of the AMS Code.
12. Administering the AMS alcohol policy.
13. Adjudication matters under the AMS Discrimination and Harassment Policy.

SUB OPERATIONS

A. Prohibited Activities

1. There shall be no smoking in the SUB and within six (6) metres of all SUB entrances. Smoking is also not permitted in the Courtyard or on the balconies.
2. No animals shall be allowed in the SUB, except for assistance animals.
3. No skateboarding or rollerblading shall be permitted in the SUB.
4. Bicycles may be wheeled through the main concourse of the SUB, but not ridden there or anywhere else in the building. Bicycles are not permitted on any other floor of the building.
5. The selling of merchandise in the SUB by internal AMS groups shall not be permitted other than in the group's office or in space booked by the group. Only merchandise relevant to the group may be sold, unless permission is granted by a resolution of SAC.

B. Office Painting and Redecorating

1. The VP Administration, in consultation with SAC and the Renovations Planning Group, shall designate five paint colours to be used in AMS offices.
2. The currently designated colours are the following Glidden (ICI) paints:
 - a. Shell White
 - b. Blue Haven
 - c. Silent Fog
 - d. Eldorado Tan
 - e. Yellow Days.
 - f. White Mountain
 - g. Beryl Green
 - h. Beyond Blue
3. The occupant of an office may choose one of the five designated colours for repainting.
4. Office occupants may accessorize their offices with pictures, statuary, or artifacts, provided that such accessories are acceptable to reasonable community standards of taste and subject matter and do not infringe in any way on the principles of the BC Human Rights Code.

C. Displays

1. All displays in SUB public areas shall be approved by SAC.
2. All changes in such displays shall be approved by SAC.

AMS Art Gallery Vault Protocols

A. Accessing the Art Gallery Vault

1. No one shall enter the Vault on their own. Either the Facilities and Retail Services Manager or the SUB Security Manager must accompany anyone else entering the Vault. If either the Facilities and Retail Services Manager or the SUB Security Manager wishes to enter the Vault themselves, they must be accompanied by the other manager or by the Art Gallery Commissioner.
2. Only the Art Gallery Commissioner, the Facilities and Retail Services Manager, the SUB Security Manager, and other persons designated by either the Facilities and Retail Services Manager or the SUB Security Manager may enter the Vault.
3. There shall be an alarm system protecting the Vault.
4. Only the Facilities and Retail Services Manager and the SUB Security Manager shall know the code to disarm the alarm system.
5. The alarm system code shall be changed on a yearly basis.
6. There shall be a key to unlock the Vault. Only the Facilities and Retail Services Manager and the SUB Security Manager shall have copies of the key.
7. Before entering the Vault, the entering parties shall sign in on a Sign-In/Sign-Out sheet, such sheet to be kept for one month in the Art Gallery Commissioner's office, after which it shall be filed with the SUB Security Manager, who shall keep it as long as required for insurance purposes.
8. When signing in, the entering parties shall note their full names, position, date and time, and reason for entering the Vault.
9. Once work in the Vault has been completed, the Vault shall be locked, the alarm shall be rearmed, and the entering parties shall sign out on the Sign-In/Sign-Out sheet, noting the time that they leave.

B. Inside Vault Protocol

1. Any touching or handling of artwork must be done with washed hands and cotton gloves, unless handling is too challenging with gloves, in which case, washed bare hands are acceptable.
2. Works should not be handled unless necessary for observation, cleaning, showing, arranging for proper storage, or as approved by either the AMS Art Gallery Commissioner or the Facilities and Retail Services Manager.
3. When a work is removed from the Vault, whether for showing, condition report, or otherwise, it must be signed out on a "Works Sign-In/Sign-Out sheet." The Sign-out shall note the title of the

work, its condition upon removal, the date and time of removal, and the person authorizing the removal.

4. This sheet shall be kept for one month in the Art Gallery Commissioner's office, after which it shall be filed with the SUB Security Manager, who shall keep it as long as required for insurance purposes.
5. When a work has been taken out of the Vault, it must be adequately supported, either on a clean, protected worktable, or within its box/crate, or hanging (in the case of a show). Under no circumstances shall it be placed on the floor.
6. Upon return to the Vault, the work must be signed back in on the "Works Sign-In/Sign-Out sheet" and placed in its correct location. When signed in, the following shall be noted: the condition of the work upon return, the time and date of return, and the person returning it.

AMS CLUBS POLICY

A. Definition and Purpose

1. There shall be Clubs and Departmental Clubs (see Section M) which shall be Subsidiary Organizations affiliated with the AMS under provisions of Bylaw 13(3).
2. AMS Clubs shall be groups of at least 2/3 Active AMS Members who have organized under the terms of the *AMS Clubs Policy* to pursue a common interest, goal or mandate.
3. All AMS Clubs shall be subject to AMS Policies, the AMS Code of Procedure, AMS Bylaws, the AMS Constitution, and the AMS Privacy Policy.
4. Clubs must be constituted by SAC in order to use the identity of the AMS or of the University in their name, correspondence, or activities.
5. No Club may be controlled financially or operationally by an external organization.

B. Constituting AMS Clubs

1. Each group of Active AMS Members intending to form a club, or who have formed a club, may apply for AMS club status by preparing the following mandatory items:
 - a) a proposed constitution of the Club that is reflective of the group's desired mandate;
 - b) a one-year budget;
 - c) a petition signed by ten (10) active members requesting AMS club status;
 - d) an executive list (to be effective until the annual club election period at the end of February or the beginning of March);
 - e) a one-year plan outlining proposed monthly activities; and
 - f) a letter of intent stating the purpose and goals of the club.
2. AMS constituted clubs must contain either "UBC" or "AMS" in their names.
3. AMS constituted clubs must not contain the words "council" or "society" in their names.
4. Executive member(s) of a prospective club must make a five-minute presentation at a SAC meeting and answer any questions SAC may have.
5. SAC shall constitute a club on the basis of the following:
 - a) The club's mandate furthers the Mission Statement of the AMS.
 - b) There are sufficient resources within the AMS.
 - c) It is open to all AMS Members.
 - d) There is adequate justification for AMS club status.
 - e) The group's mandate does not overlap with the mandate of an existing AMS group.
 - f) The group should demonstrate the likelihood of future membership and financial stability.
 - g) Other criteria as determined by SAC.
6. Newly constituted clubs must submit a club membership list/waiver form to the Finance Commission within fourteen (14) days of being constituted.
7. When a group's application has been approved by a motion of SAC, the group shall become an

AMS Club on a six-month probation period. After the six months are over, the President of the club must arrange an interview with the SAC Vice-Chair to evaluate whether the Club should continue as a club. If the SAC Vice-Chair is not satisfied with the progress of the club, they may recommend deconstitution. Failing to arrange this interview may also result in deconstitution. If the interview falls due in the summer and the President is not available, the President should arrange to send a proxy or reschedule the interview.

8. The Vice-Chair of the Finance Commission shall ensure that the new Club has accounts in the AMS Administration Office.
9. SAC shall advise newly constituted clubs of additional requirements they need to fulfill.
10. SAC shall ensure that newly constituted clubs are entered into SAC databases.

C. Membership

1. Membership in all AMS Clubs shall be open to all Active AMS Members in good standing, as defined in Bylaw 2.1.
2. The Club may only extend membership to non-AMS members as provided for in the Club Constitution as approved by SAC. These persons shall be noted as Associate or Honourary Members.
3. Honourary members shall be members of a club exempt from paying a membership fee. They shall be invited to join a club by the club's executive or general membership. They shall not be permitted to vote, hold office or sign club petitions. Additional policy regarding honourary members may be stated in the club's constitution.
4. A minimum of two-thirds (2/3) of a Club's membership shall be Active Members of the AMS. Club members who are not Active Members of the AMS and who are not honourary members are Associate Members. Associate Members may not vote, hold office in the club, or sign club petitions.
5. Membership classes may be differentiated if criteria are clearly stated in the Club's Constitution and approved by SAC.
6. Membership privileges and obligations shall be clearly stated to each prospective member.
7. The membership period shall not be longer than one (1) year, and shall end no later than September 30th.
8. Active members shall pay an annual non-refundable membership fee of a minimum of \$1 (one dollar) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least 50% more than active membership fees.
9. Changes in membership fees shall not become binding on the established members until the termination of the current membership period.
10. Each new member, including Associate and Honourary members, of a club must sign an AMS waiver form.
11. Amendments to a club's constitution, including changing the name of the club and changes to membership fees, must be approved by SAC before they become effective.

D. Annual Registration of Clubs

1. All AMS Clubs shall provide the following annually:
 - a) an operating budget for the upcoming fiscal year and a summary of revenue and expenditures from the previous fiscal year, submitted to the Finance Commission by the deadline established by the Finance Commission;
 - b) a yearly programming plan outlining club activities and social events for the coming year, submitted to SAC by the deadline established by SAC;
 - c) a complete list of assets and inventory, submitted to the Finance Commission by the deadline established by the Finance Commission;
 - d) a club membership list/waiver form, submitted to the Finance Commission no later than fourteen (14) days after Clubs Days in September; this list of members must be updated regularly during the course of the year if the club acquires new members;
 - e) a current list of all Executive members' names, student numbers, phone numbers, and email addresses, submitted to SAC by the deadline established by SAC, such information to be used in accordance with the privacy laws for official SAC purposes only;
 - f) club contact information (i.e. a phone number and/or email) for public release, submitted to SAC.
2. Each club must send at least two members of its executive to the annual executive orientations conducted by SAC.

E. Deconstituting Clubs

1. AMS Clubs shall cease to be AMS clubs either:
 - a) voluntarily; or
 - b) by a resolution of SAC.
2.
 - a) The executive of a club wishing to voluntarily end its AMS affiliation shall attend a SAC meeting to answer questions.
 - b) If SAC agrees with the proposal to end the affiliation of the club with the AMS, the club executive must call a SAC-supervised general meeting of the club at which a vote shall be held on whether the club should remain an AMS club. If at least ten (10) active members wish to remain affiliated with the AMS, the club shall remain an AMS club.
 - c) The end of the club's affiliation with the AMS must be confirmed by a motion of SAC, and the club shall be deconstituted.
3. SAC may deconstitute a club on the basis of any of the following:
 - a) violation of SAC Policies, AMS Code or AMS Bylaws;
 - b) failing to have financial transactions go through their AMS business account for one year;
 - c) having less than ten (10) Active Members;
 - d) a history of poor financial management;

- e) inactivity;
- f) failure to register on an annual basis (as per D.1 and D.2 above);
- g) failure to adhere to its mandates and goals;
- h) failure to adhere to the rules of conduct set forth by the AMS Discrimination and Harassment Policy; or
- i) other reasons as determined by SAC.

Clubs to be deconstituted shall be served notice at least two (2) weeks in advance of the meeting at which SAC will vote on deconstitution. During that two-week period, the club may appeal to SAC.

4. When clubs are deconstituted:
 - a) the Vice-Chair of the Finance Commission shall ensure that their accounts are rendered inactive;
 - b) all Club Office and/or locker privileges shall be removed;
 - c) all phone privileges shall be removed;
 - d) all AMS keys held by the club must be handed into the AMS Administration Office within fourteen (14) days or the deposit on them shall be forfeited;
 - e) any surplus monies in the club's accounts shall be transferred into the Clubs Benefit Fund after the club has been deconstituted for one year.;
 - f) any deficits shall be rectified in the year of deconstitution. The deficit of deconstituted clubs shall be approved by the VP Administration and the VP Finance and transferred to general surplus if the AMS decides not to pursue alternative action. If any alteration of the AMS Budget is required, such alterations shall be as per Bylaw II (1)(f).
 - g) all SAC files shall be updated, including but not limited to the SAC database and club folders.

F. SAC Penalties

1. Clubs violating AMS policies may:
 - a) have their bookings privileges suspended;
 - b) have fines levied on their account;
 - c) have their AMS accounts frozen;
 - d) have their phone privileges removed (if applicable);
 - e) have their Club Office and/or locker privileges removed (if applicable);
 - f) become deconstituted by a minute of SAC;
 - g) be banned from all or part of Clubs Days; or
 - h) have other penalties applied to them as determined by SAC.

G. General Meetings of Clubs

1. Each club shall have at least one General Meeting during each term of the School Year so that its members may initiate and help decide Club business.
2. Minutes of meetings must be kept if Club decisions are to be upheld by SAC in case of dispute, and shall be the accepted record of proceedings.
3. General Meetings may be called by the President at the request of the Executive, or on receipt of a petition signed by 40% of the general membership of the Club or a quorum as specified in the Club constitution, whichever is lesser.

4. General Meetings shall be held at reasonable times and places, and be properly publicized to club membership at least seven days in advance.
5. If procedure at a meeting is challenged, the procedural reference text shall be "Robert's Rules of Order, Newly Revised".
6. Only Active Members of the Club shall vote at meetings, or be included in quorum.
7. If a General Meeting does not have quorum, a Club member may challenge the motions passed at that meeting by contacting SAC, which shall review the challenge. SAC may declare such motions invalid. Quorum shall be stated in the Club constitution as a percentage of the Active Members appropriate to the size of the organization.

H. Club Executives

1. A Club shall elect executives to manage the affairs of the Club on behalf of the general membership.
2. The duties and powers of the executives shall be clearly specified in the Club constitution.
3. Elections shall only be held at General Meetings with quorum.
4. All voting shall be done by secret ballot, ~~preferably by AMS Link.~~
5. Annual elections of executives shall be held and the results submitted to SAC by March 15, unless a later date is approved by SAC. Requests to hold elections at a later date must be submitted to SAC before March 15. Clubs failing to comply with this provision shall not qualify to take part in Clubs Days. Additional elections to fill vacancies shall be called as they become necessary.
6. Nomination procedures shall be clearly stated in the constitution, and allow for nominations from the floor.
7. Only Active Members who have paid their club membership fee shall be eligible for executive positions.
8. All Active Members of the club shall be eligible for any executive position, unless the Club Constitution sets specific qualifications (such as length of membership, previous office held, etc.) for certain positions.
9. Results of the election, in the form of a complete Executive List, must be submitted to SAC no later than seven (7) days after the election.
10. Newly elected executives shall attend Executive Orientations by March 31.
11. Executive positions shall be voluntary and Club executives shall not receive honoraria or salary from the club.
12. Clubs may not hire their own executives or enter into any contract providing compensation for services provided by their own executives, unless permission in writing is granted by SAC.
13. All executives must be registered in at least one class (3 credits) during the Winter Session or be a registered graduate student pursuing a UBC Vancouver degree.

I. Club Finances

1. Club finances shall be administered by the Finance Commission.
2. All funds and monies received by AMS Clubs must be deposited and banked through their AMS account. This protects the Club from improper handling by Club Executives, and provides complete back-up records of the Club account. Furthermore, under the *BC Society Act*, the AMS must be able to account for all monies belonging to its Subsidiaries. Special arrangements to cover unusual circumstances may be granted by a minute of the Finance Commission.
3. Active members shall pay a non-refundable membership fee of a minimum of \$1 (one dollar) as approved by resolution of a General Meeting with quorum. Associate membership fees shall be at least 50% more than active membership fees.
4. AMS Clubs shall be eligible for Club Grants and Loans, as determined by the Finance Commission.
5. The President cannot be the signing officer of the club.
6. All AMS Clubs shall be non-profit and self-sustaining.
7. See the Finance Commission *Treasurer's Handbook* for detailed financial procedures and regulations.
8. The Club Executive may amend fees at the First Executive meeting of the winter session. The amendment shall not be valid unless passed by SAC.

J. Property of AMS Clubs

1. Property acquired by affiliated Clubs shall be legally the property of the AMS under the management of the Club. (AMS Clubs are not recognized as legal entities under the *Society Act*.) A detailed list including serial numbers and any identifying characteristics of the assets shall be documented and handed in to the Finance Commission by the last Friday in March of each year.
2. SAC or any other AMS organization shall not requisition or expropriate property acquired by AMS Clubs against the wishes of the Club, except when sale of such property is necessary to remove the Club's account from a deficit position.
3. Each Club or Society shall manage property in the best interest of the general membership, and shall not dispose of property without the express approval of the Club members at a general meeting with quorum and approval of SAC.
4. The sale or disposal of Club property may be vetoed by a minute of SAC if the decision or action is decided to be not in the best interests of the members of that Club, or of the AMS.
5. All sales or disposal of AMS property shall be via a sealed-bid system.

K. AMS Services and Privileges for AMS Clubs

1. The AMS Administration Office shall provide constituted Clubs with complete banking services, billing services, and back-up bookkeeping free of charge.
2. Clubs shall have photocopying privileges at *AMS Copyright* (billed directly to their account) on orders with a minimum value of \$5 (five dollars).
3. Clubs shall be entitled to mailbox service in the SUB at a nominal fee.

4. AMS Clubs may apply to SAC for locker space and office space in the SUB each year.
5. AMS Clubs shall have the privilege of booking SUB bookable space at no charge; in the case of a commercial booking, please refer to the AMS Bookings Rep..
6. AMS Clubs shall have bookings priority in the SUB during the School Year for meetings and activities under the provisions of the *SUB Bookings Policy*.
7. AMS Clubs may book other facilities on campus under AMS sponsorship.
8. SAC, the Finance Commission, the AMS Administration Office, and the Executive Secretary, shall be available to advise Clubs.
9. Clubs may apply for Club Loans and Travel Grants, as determined by the Finance Commission.
10. SAC may provide Clubs with expertise to represent the Club or assist the Club in negotiations.
11. Contracts between Clubs and non-AMS organizations shall be signed by two signing officers of the AMS. Any contracts not signed by the AMS make the individual signing the contract personally responsible for its content. See *the section on contracts in the AMS Code of Procedure*.

L. Administration of AMS Clubs

1. SAC shall direct the Club to the appropriate AMS person if other assistance is required.
2. Email reminders shall be sent to active affiliated Clubs informing them of various deadlines via the SAC email list but it is the responsibility of the Club to ensure that they turn in their documents on time.
3. Current files on AMS constituted Clubs shall be kept in the SAC Office (SUB Rm. 238F). These files shall contain the following:
 - a) current Club Constitution;
 - b) formal agreements between SAC and the Club;
 - c) current Executive list;
 - d) current membership list;
 - e) any letters or documents pertaining to a Club, especially including records of conflicts between clubs or between clubs and third parties.
4. Current operating budgets shall be administered and kept on file by the Finance Commission.
5. Copies of signed contracts shall be kept by the Executive Secretary in the SAC document book and by the AMS Archivist in the Vault.

M. Departmental Clubs

1. Departmental clubs are clubs that are closely linked with a department or school within their faculty and are supported by their specific department and their Constituency organization.
2. Such clubs shall be subject to the AMS Clubs Policy found in the SAC Policy Handbook with the following exceptions:
 - a) To be constituted, such clubs shall require a letter of support from their department or school and from the Executive of their Constituency organization. This shall be submitted with their

proposed constitution and budget.

- b) These clubs will not be open to all AMS members. The membership of such clubs will consist of every student enrolled in the department with which the club is affiliated. The club may have associate members as defined in SAC Club Policy.
- c) Members shall not pay membership fees directly to the club, unless they are associate members. The Constituency with which the club is affiliated shall collect fees on behalf of the club and shall transfer these fees to the club's account at the beginning of the fiscal year. The dollar amount per student enrolled in the department shall be determined by the Constituency in consultation with the departmental club. Associate member fees shall reflect the 50 percent increase as determined in the SAC Club Policy section of the handbook. These fees shall be collected by the club treasurer.
- d) Departmental clubs shall be exempt from submitting a yearly membership list.
- e) If the department with which the club is affiliated changes its name, the club shall submit to SAC the new name for SAC approval.
- f) Departmental clubs shall not have office or locker privileges in the SUB.
- g) Departmental Clubs may be subject to additional requirements from the affiliated Constituency. These requirements shall be outlined in the Constituency's constitution.
- h) An executive of a departmental club shall not hold an executive position with the Constituency with which said departmental club is affiliated.

N. CLUBS DAYS

1. Clubs Days is a regularly scheduled event organized by SAC to help Clubs and Resource Groups promote themselves to the wider University community.
2. During Clubs Days, Clubs and Resource Groups shall be assigned a booth in the SUB by SAC. SAC shall determine how the booths are assigned. SAC shall ensure that booth assignments are made in the fairest way possible. Once SAC has made the booth assignments, no switching of assigned space shall be permitted unless authorized by SAC for reasons of safety or discipline.
3. SAC shall decide when Clubs Days will occur.

AMS CONSTITUENCIES POLICY

Introduction

SAC acts as the official liaison between the AMS and Constituencies, and is generally responsible for overseeing the activities of Constituencies.

A. General

1. SAC shall maintain an information database on Constituencies that includes up-to-date information on executives.
2. SAC shall require all Constituencies to submit the following information to SAC by October 15th of each year:
 - a) Executive list - including names, phone numbers, email addresses and student numbers. (NOT a general membership list)
 - b) Central location or office location.
 - c) Office phone number.
 - d) Location and time of regular meetings.
 - e) Approximate number of members.
3. Contracts between Constituencies and non-AMS organizations shall be signed by two signing officers of the AMS. Any contracts not signed by the AMS make the individual signing the contract personally responsible for its content. See *the contracts section in the AMS Code*.

B. Constituency Financial Arrangements

1. See the Finance Commission *Treasurer's Handbook* for detailed financial procedures and regulations.

C. Property of AMS Constituencies

1. See AMS Bylaw 13 and the Treasurer's Handbook.

D. AMS Services and Privileges Provided for Constituencies

1. The AMS Administration Office shall provide Constituencies with complete banking services, billing services, and back-up bookkeeping free of charge.
2. Constituencies shall have photocopying privileges at *AMS Copyright* (billed directly to their account) on orders with a minimum value of \$5 (five dollars).
3. Constituencies shall be entitled to mailbox service in the SUB at a nominal fee.

4. Constituencies shall be granted free bookings privileges in the SUB.
5. Constituencies shall have bookings priority over commercial bookings in the SUB during the School Year for meetings and activities under the provisions of the *SUB Bookings Policy* (see p. xxx).
6. Constituencies may book other facilities on campus under AMS sponsorship.
7. SAC may provide Constituencies with expertise to represent the Constituency or assist the Constituency in negotiations.

E. Administration of AMS Constituencies

1. Reminders shall be sent to Constituencies informing them of various deadlines via the SAC email list.
2. Current files on AMS Constituencies shall be kept in the SAC Office. These files shall contain the following:
 - a) current Executive list.
 - b) any letters or documents pertaining to a Constituency.
 - c) a current copy of the Constituency Constitution.
3. Copies of signed contracts sent to SAC for review shall be kept by the Executive Secretary in the SAC document book and by the AMS Archivist in the Vault.

SAC RESOURCE GROUPS POLICY

A. General

1 The following organizations are the Student Resource Groups of the Alma Mater Society, as constituted by Council on the recommendation of SAC:

- a) Pride UBC
- b) The Social Justice Centre
- c) The Student Environment Centre
- d) The Women's Centre
- e) Colour Connected Against Racism
- f) Allies

1 SAC shall maintain a contact information database on the Student Resource Groups.

1 SAC shall keep a copy of each Resource Group's constitution or equivalent governing document on file in the SAC office.

1 SAC shall require the Student Resource Groups to submit the following information to SAC each year by a deadline set by SAC:

- a) Executive list –including names, phone numbers, e-mail addresses, and student numbers of executive members of the Resource Group;
- b) office phone number;
- c) E-mail address for general inquiries.

1 No Resource Group may be controlled financially or operationally by an external organization.

B. SAC's Role in Establishing Student Resource Groups

1. In accordance with Code, Council establishes Student Resource Groups on the recommendation of SAC. SAC shall not recommend that an organization become a Student Resource Group unless:

- a) the purpose of the proposed Resource group is clearly defined and does not overlap with the purpose of an already existing resource Group;
- b) the proposed Resource Group has already been constituted as an AMS Club or Association by SAC, and has been in existence for a minimum of two (2) years;
- c) the proposed Resource Group's finances are in good order, as determined by the Vice-President Finance; and
- d) SAC has invited the Resource Group Allocation Committee to make a presentation to SAC on the merits of the proposal to create a new Student Resource Group, such an invitation to be made in writing no less than fourteen (14) days before the meeting at which SAC

considers the proposal.

2. If a new Resource Group is established, the SAC Vice-Chair shall arrange to have accounts created for it.

C. Membership

1. In accordance with Code, membership in all Resource Groups shall be open to all Active Members of the Society. This provision notwithstanding, a Resource Group may limit, in its constitution, for specifically defined groups of members:
 - a) access to specific areas of that same Resource Group's space, or attendance at specifically defined events or activities (excluding general meetings) of that Resource Group, but only in the interests of preserving and protecting the mental, emotional, or physical security of other members of said Resource Group, and
 - b) the ability to hold an executive position on that same Resource Group, but only in the interests of preserving and protecting the mandate of said Resource Group as set out in its constitution.
2. The Student Resource Group may only extend membership to non-AMS persons as provided for in the Resource Group constitution as approved by members of the said Resource Group.
3. Membership privileges and obligations shall be clearly stated to each incoming person.
4. Changes in membership criteria shall not become binding on the established members until the termination of the current membership period.

D. Executive Elections of Student Resource Groups

1. The Resource Group shall elect people to fill executive or similar positions to manage the affairs of the Resource Group on behalf of the general membership.
2. In accordance with Code, the rules, regulations, and procedures of a Resource Group must ensure that it operates democratically. They must also ensure that only those members of the Resource Group who are active Members of the Society shall exercise voting rights at Resource Group meetings and other Resource Group events and hold Executive positions, or similar positions, within the Resource Group.
3. Duties and authority of elected officers shall be clearly specified in the Resource Group constitution.
4. Elections of executives shall be held at least once in the Winter Session of any membership year, preferably in the first two weeks of March unless otherwise specified in the Resource Group Constitution. Additional elections shall be called as they become necessary.

E. Student Resource Group Privileges and Responsibilities

1. The AMS Administration Office shall provide Resource Groups with complete banking services, billing services, and back-up bookkeeping free of charge.
2. Resource Groups shall have photocopying privileges at AMS Copyright (billed directly to their account) with a minimum order of \$5.00.
3. Resource Groups shall be entitled to mailbox service in the SUB.
4. Resource Groups shall have the privilege of booking SUB bookable space at no charge as per the SUB Bookings Policy.
5. SAC shall ensure that Resource Groups be given priorities over Clubs and Associations with regard to booking space in the SUB.
6. Resource Groups may book other facilities on campus under AMS sponsorship.
7. Resource Groups shall be allocated space and lockers by SAC.
8. Resource Groups must maintain their space in a state that does not contravene health and safety regulations as determined by SAC. If they fail to maintain their space in such a manner, SAC may charge for clean-up.

SUB BOOKINGS POLICY

Introduction

Selected facilities in the SUB may be booked by individuals or groups for certain purposes and at times which shall be specified in this policy. See the AMS Bookings Representative for a list of facility listings.

A. GENERAL

1. Internal AMS groups shall have free booking privileges within the SUB all year round subject to terms and conditions in this policy.
2. Internal AMS groups seeking to book SUB space shall make their booking requests through the AMS Bookings Representative. Certain bookings require SAC approval, including but not limited to:
 - (a) liquor functions in the Ballroom with more than 350 attendees;
 - (b) liquor functions in the Partyroom with more than 175 attendees;
 - (c) all Norm bookings; and
 - (d) bookings of Council chambers by clubs.
3. Requests for all non-AMS Bookings of SUB facilities shall be made through the AMS Conference Coordinators and may be subject to SAC approval during the School Year.
4. Bookings by non-AMS groups shall pay full rental rates. If the booking will enhance the "personal, educational or social lives of students", SAC may choose to subsidize the rental rates. This shall be approved by a resolution of SAC.

BOOKINGS DEFINITIONS

Major Room:	one of the following rooms: Ballroom, Partyroom, Norm, 214/216, 207/209
Minor Room:	any bookable room other than those listed above
Single Booking:	one (1) room in SUB booked for a one-time event
Block Booking:	a series of bookings of one (1) room in SUB for a recurring event (e.g. weekly meetings) for up to one term

B. SUB BOOKINGS PROCEDURES

DURING THE SCHOOL YEAR (SEPTEMBER TO APRIL)

1. The AMS Bookings Representative is available in SUB Room 230A Monday to Friday during posted hours.
2. Each internal AMS group shall have two (2) Bookings Representatives, one of whom shall be the group's Treasurer. The Bookings Representatives shall register their names, positions in their group, contact phone numbers and email addresses with the AMS Bookings Representative. An individual shall be the Bookings Representative for no more than one (1) internal AMS group.
3. Bookings shall only be made in person or by submitting a written form.
4. Only the Bookings Officers may make bookings for a group. Either of a group's Booking Officers may make the bookings; it is not necessary that both submit the booking. Bookings made by persons other than the appointed Bookings Officers shall not be accepted under any circumstances.
5. Bookings requests shall contain the following:
 - a) date and time
 - b) duration
 - c) description of event
 - d) desired room(s)
 - e) estimated number of guests attending
 - f) whether or not liquor will be served
 - g) whether or not food will be served
 - h) whether or not special equipment will be required
 - i) whether or not this event is open to the general public
 - j) whether or not the group is selling items or taking in donations
 - k) whether or not an event is being co-sponsored by another group.
8. For Concourse bookings and bookings in the areas surrounding the SUB each internal AMS group may book space for a maximum of ten (10) days per term.
9. It is recommended that all booking requests be made a minimum of 48 hours in advance of the bookings date. No booking requests will be accepted the day of an event.
10. All internal AMS groups holding functions in the SUB where live or recorded music is played shall submit the required SOCAN fees to the AMS Bookings Representative, who will forward the fees to SOCAN (Society of Composers, Authors and Music Publishers of Canada).
11. Requests for AV equipment and other special equipment shall be made at least 48 hours in advance through the AMS Bookings Representative. A deposit may be required for some AV equipment rentals. A fee will also be charged for AV equipment use.
12. Requests for booking cancellations, room changes, time changes, housestaff labour, liquor licensing information, , and any other inquiries or complaints may be made to the AMS Bookings Representative.

13. Any complaints or inquiries related to Bookings policies may be addressed to the SAC Bookings Commissioner, or the SAC Vice-Chair.

DURING THE SUMMER (MAY TO AUGUST)

During the summer, the bookings policies and procedures listed above still apply, except that internal AMS groups may not make bookings more than two (2) weeks in advance.

C. COMMERCIAL BOOKINGS PROCEDURE

1. All bookings for non-AMS groups shall be considered Commercial Bookings.
2. All Commercial Bookings shall be administered by the AMS Conference Coordinators.
3. All Commercial Bookings shall be subject to rental rates.

E. SUB BOOKINGS PRIORITIES

1. During the school year priority shall be given to internal AMS groups over commercial bookings.
2. During the summer, commercial bookings shall get priority over internal AMS groups, with the exception of Student Council and the AMS Executive Committee.
3. Among internal AMS groups, bookings shall be made on a first come, first served basis, except that in accordance with Code Resource Groups shall be given priority over Clubs.

BOOKINGS CONFLICTS:

1. *Conflicts* shall be defined as when any one or more of the following situations is present:
 - a) Two (2) or more requests are made for the same room at the same time.
 - b) The times for two (2) or more requests are sufficiently close as not to allow adequate preparation between events.
 - c) Two highly incompatible events or groups are scheduled adjacent to each other.
 - d) The total attendance at functions to be conducted simultaneously in adjacent areas is so great as to be a source of potential congestion and/or hazard.
2. To resolve such conflicts, the following list of who gets priority for space shall be consulted:
 - a) Student Council

- b) Executive Committee
- c) Commissions, Committees, and Planning Groups
- d) Student Services
- e) Student Resource Groups
- f) Constituencies
- g) AMS Events
- h) Clubs
- i) Commercial Bookings

Where the priority list above provides no clear solution to the conflict, discussions shall be held between the concerned parties and SAC. SAC shall arbitrate the conflict as it sees fit.

F. SINGLE BOOKINGS LINE-UP AND BLOCK BOOKINGS FORUM

1. Each school term, the SAC Bookings Commissioner and the AMS Bookings Representative shall organize the Single Bookings Line-up and the Block Bookings Forum.
2. Single and block bookings for the second term of winter session may be made during the Single Bookings Line-up and the Block Bookings Forum held during the first term of winter session.
3. During the second term of Winter Session booking requests may be made for Winter Session Term 1 of the following school year.
4. SAC shall set deadlines for block booking requests to be turned in to the SAC Bookings Commissioner. SAC shall also set the dates on which the Single Bookings Line-up and the Block Bookings Forum are to occur.
5. At the Single Bookings Line-up, internal AMS groups shall receive appointments with the AMS Bookings Representative on a first come, first served basis.
6. During appointments, each internal AMS group may book a maximum of two (2) minor bookings per month or one (1) major booking and one (1) minor booking per month. After all single and block bookings have been made, space remaining will be allocated on a first come, first served basis.
7. Block Bookings requests shall be submitted to the SAC Bookings Commissioner, who shall allocate space accordingly. Conflicts that arise shall be resolved at the Block Bookings Forum between the groups in conflict; if no resolution is reached by the groups, the conflict shall go to SAC.
8. Internal AMS groups may request up to 12 (twelve) hours per week for Block Bookings. No more than one (1) hour per week may be between 12 noon and 1 pm; no more than ten (10) hours may be booked Monday to Thursday between 6 pm and 9 pm; and no more than three (3) nights per week may be booked.

9. Bookings Representatives from internal AMS groups requesting space shall attend any mandatory meetings deemed necessary by the SAC Bookings Commissioner and the AMS Bookings Representative.
10. If a Bookings Representative cannot make a meeting, they are to contact the SAC Bookings Commissioner with seventy-two (72) hours notice, and they are responsible for arranging a replacement to take their place.

G. Annual Bookings in SUB

1. All AMS Student Services, Constituencies and Resource Groups who have a designated "Week" must book the Concourse and any other required rooms for their "Week" before the relevant Single Bookings Line-up.

2. The Weeks are as follows:

September (fourth full week)	Forestry Undergraduate Society
October (fourth full week)	Nursing Undergraduate Society
January (second full week)	Arts Undergraduate Society
January (third full week)	Agriculture Undergraduate Society
January (fourth full week)	Science Undergraduate Society
February (first full week)	Engineering Undergraduate Society
February (second full week)	Pride
March (first full week)	Pharmacy Undergraduate Society

3. Space may be allocated for the following commercial shows:

September	Back to School Days
September and January	Imaginus
October	Fall Market Place
November	Christmas Gift Fair
February	Valentine Show
March	Summer Job Fair
	Spring Show

4. SAC and the AMS may be given space in the SUB for the following events:

September and January	Clubs Days
October or November	SAC Wine and Cheese
January	AMS Campaigning and Elections
March	Grad Class Council AGM

H. BOOKINGS RULES FOR INTERNAL AMS GROUPS IN THE SUB

1. It shall be the responsibility of all internal AMS groups holding any function to be aware and inform all members of liquor, security, booking, and other regulations.
2. Ignorance of policy shall not be accepted as an excuse.
3. Bookings shall not be transferable to other groups. Bookings made for a group shall be for the exclusive use of that group and under no circumstances shall any person or group reserve space in the building falsely on behalf of another group in an attempt to gain free bookings privileges or a higher booking priority.
4. An internal AMS group seeking to hold a public event shall pay commercial rates for such an event, but if there are special circumstances, they may apply to SAC for subsidy or fee waiver. Such application must be made at least two weeks in advance.
5. A public event is an event:
 - a) at which a fee is charged to attend;
 - b) for which advertising is directed at the general public; or
 - c) at which it is expected that less than fifty percent (50%) of the attendees will be students.
6. Any functions at which liquor is to be consumed shall require a liquor license. The liquor license shall be signed by someone certified by the provincial government with a *Serving It Right* licensee certificate. All licensed functions in SUB shall have either AMS Security or security approved by AMS Security. *For licensed functions outside the SUB, internal AMS groups shall provide a copy of the liquor licence to the AMS Bookings Representative.*
7. Security for the Ballroom and Partyroom shall be administered by AMS Security. The cost of providing security for the Ballroom and the Partyroom shall be set by the AMS Security Manager at the beginning of each term and approved by SAC.
8. The Function Organizer shall meet with the AMS Security Manager at least 48 hours prior to the function.
9. Security for all other functions in the SUB where a temporary liquor license is required can be arranged by the function organizers as long as these security arrangements are approved by AMS Security.
1. SAC may direct AMS Security to perform security duties for any other single function.
1. SAC members shall be granted full access to all functions of internal AMS groups to oversee the functions.

- 1 In accordance with the AMS Training Program (see appendix), all internal AMS groups wishing to hold a licensed event must send one of their executives to an Alcohol Training Program session. For further rules on alcohol-related issues and on security, see Appendix 1.
- 1 All bookings in SUB are subject to AMS Fire and Safety Regulations.
14. Internal AMS groups requiring use of the Served sinks and/or beer bars must request them at the time of their booking. A rental fee and a damage deposit will be charged at the time of booking; the damage deposit will be reimbursed providing the Served and/or beer bars are returned in a safe, clean condition.
15. The internal AMS group's account shall be charged for any cleaning and/or repairs to the room that are necessary as a result of a function.

I. RULES FOR COMMERCIAL BOOKINGS IN SUB

1. All Commercial Bookings shall be subject to the contract signed by both parties, as prepared by the Conference Coordinators .

See the Conference Coordinators for more details.

J. CANCELLATIONS

1. SAC may cancel bookings at its discretion; with the limitation that it may not cancel more than twenty percent (20%) of the time booked for a Block Booking and may not cancel more than one (1) Single Booking per group every two (2) months. Notwithstanding this limitation, SAC may cancel any amount of bookings for disciplinary reasons.
2. SAC will attempt to give as much notice as possible in the case of a cancellation.
3. If a group wishes to cancel its booking, it must do so within the time periods stated below:

Thirty (30) days notice:	SUB Ballroom, Partyroom, Norm, Council Chambers, 207/209 (as one booking), 214/216 (as one booking)
Fourteen (14) days notice:	SUB 205, 207, 209, 211, 212, 212A, 213, 214, 215, 216, 224, 42T, 42U, 42V, North Plaza, South Plaza, Concourse
4. A group that fails to provide the appropriate notice as above shall receive a warning the first two times this happens. On the third offence, groups shall be fined \$25 for violating the 14-day notice requirement and \$50 for violating the 30-day requirement. In both cases, groups will also have all their bookings cancelled for the rest of the term.

K. CONTROVERSIAL BOOKINGS

1. Bookings that may be controversial shall be brought to SAC for approval.
2. Those bookings that require SAC approval shall be forwarded to the Executive Secretary, who shall add it to the SAC agenda.
3. Controversial bookings may be tentatively made with the AMS Bookings Representative before approval by SAC.

L. BOOKINGS SUSPENSIONS

1. Booking privileges in the SUB may be suspended by SAC for one or more of the following reasons:
 - a) violation of liquor regulations
 - b) violation of security regulations
 - c) failure to use booked space
 - d) failure to cancel a booking within the appropriate amount of time
 - e) other violations of regulations, or problems as interpreted by SAC
 - f) failure to adhere to the standards of behaviour outlined in the AMS Discrimination and Harassment Policy.
2. When imposing a suspension of booking privileges, SAC shall do so at the first available opportunity. After SAC has imposed a suspension, the group in question may appeal the suspension. The suspension may then be reduced at the discretion of SAC.
3. If a violation occurs at the end of the term and/or the suspension extends past the end of the term, the suspension shall begin or continue as of January 1st and/or September 1st.
4. Groups with suspended booking privileges may make bookings during their suspension for dates which occur after the end of the suspension period. The suspended groups may also go through the Bookings Line-up.

SAC CONTRACTS POLICY

1. In accordance with the AMS Code, a contract shall mean the following: binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
2. The VP Finance, the VP Administration, the VP Academic, and the SAC Vice-Chair are the only individuals who can bind the AMS to a legal contract.
3. Members of constituencies, associations, clubs, and commissions (including treasurers and signing officers) are not authorized to sign any contract on behalf of the Society. If a non-authorized party signs a contract or binding agreement on behalf of the Society they are engaging themselves in this agreement and shall be responsible for the contract.
4. If any individual or group wishes to enter the AMS into a contract, the proper procedure must be observed. For procedures, please see the Treasurer's Handbook.
5. Signing officers shall not refuse to approved a contract solely because of disagreement with the purpose or philosophy implicit in that contract.
6. SAC may approve standard administrative contracts for use throughout the Society's operations, including but not limited to bookings agreements, employment contracts and contracts with suppliers. Such standard administrative contracts need not be reapproved by SAC each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.

SUB ASSIGNABLE OFFICES POLICY

Introduction

Clubs may apply to SAC for an Assignable Office. Applications are available in second term. Clubs that do not apply in a given year shall be assumed to have forfeited their office privileges.

A. General

1. It shall be the responsibility of each club to make its own arrangements with its general membership as to the accessibility and security of the office.
2. No flammable, explosive, perishable, alcoholic or illicit materials shall be stored in the office.
3. In September, SAC shall set the deadline for the submission of applications, such deadline to be in February or March. Assignment of offices shall be confirmed no later than July 31st. Offices shall be vacated by a date in August set by SAC and groups shall be moved in by a subsequent date set by SAC.
4. Keys are available from the AMS Administration Office. See *Keys Policy*.
5. Telephones may be installed and maintained at the expense of the group.
6. No Assignable Office shall be booked or used for liquor events.

B. Priorities

1. Assignable Offices shall only be allocated to internal AMS groups; and the allocation shall be done based on the following priorities:

- a) Student Services:

In accordance with Code Section X, Student Services shall be guaranteed office space in the SUB without having to apply for it annually.

- b) Student Resource Groups:

In accordance with Code Section XI, Student Resource Groups shall be guaranteed office space in the SUB without having to apply for it annually.

c) The Ombudsperson:

The Ombudsperson shall be guaranteed a private office and shall not be required to apply for space annually.

d) Clubs:

Offices for Clubs shall be allocated according to the following criteria:

- i. Regular use of office (for clubs that already have an office), as determined by SAC's monthly audit of offices and lockers.
- ii. Adherence to SAC, AMS, Fincom, and University policies.
- iii. Other criteria as determined by SAC.

Note: Due to the specialized facilities required by the following Clubs, they are guaranteed the same space in SUB provided they reapply each year:

Film Society
Aqua Society
Bike Co-op
Photo Society
Pottery Club

Note: Clubs may be required to share office space with other clubs; SAC may assign up to a maximum of four clubs in any one office.

C. Eviction and Other Penalties

1. An internal AMS group shall be subject to penalties if it:
 - a. endangers safety or health within the building;
 - b. fails to respect the space of other clubs; or
 - c. fails to adhere to SAC, Fincom, or AMS policy.
2. In such cases, SAC may order the group to rectify the problem within a specified time limit. If the group does not rectify the problem, SAC may impose penalties, including but not limited to the following:
 - a. eviction;
 - b. a fine to cover the cost of any clean-up or removal required;
 - c. freezing of accounts;
 - d. cancellation of booking privileges;
 - e. deconstitution

SUB STORAGE LOCKER POLICY

Introduction

Internal AMS groups may apply to SAC for a storage locker. Applications are available in second term. Groups that do not apply in a given year shall be assumed to have forfeited their locker privileges.

A. General

1. It shall be the responsibility of each group to make its own arrangements with its general membership as to the accessibility and security of the storage locker.
2. No flammable, explosive, illicit, alcoholic or perishable materials shall be stored in the storage lockers.
3. No more than two (2) lockers shall be allocated to any group.
4. In September, SAC shall set the deadline for the submission of applications, such deadline to be in February or March. Assignment of storage lockers shall be confirmed no later than July 31st. Lockers shall be vacated by a date in August set by SAC and occupied by the new year's assignee by a subsequent date set by SAC.

B. Priorities

Storage lockers shall only be allocated to internal AMS groups; and the allocation shall be done based on the following priorities:

1. Groups which were not allocated an Assignable Office, and have a considerable program of activities requiring an on-going and consistent need of a storage locker; this category includes both groups that applied for an office and groups that did not apply.
2. Groups which were allocated an Assignable Office incapable of providing sufficient storage space necessary to the group's on-going operations.

C. Registration and Review

1. All lock combinations and serial numbers shall be registered confidentially with SAC.
2. Besides SAC commissioners, lock combinations shall be disclosed only to current members of that AMS group's executive as indicated on their current executive list on file with SAC.
3. Any groups which change storage lockers or locks without notifying SAC shall have the lock in question removed and may lose their storage locker privileges for a period determined by SAC.

KEYS POLICY FOR THE SUB

Introduction

1. Keys to offices in the SUB shall be issued to staff, members of the AMS Student Government, clubs that have been assigned offices, and other internal AMS groups with offices in the SUB.
2. All authorized key holders shall be registered with the AMS Administration Office at all times.
3. Transfer and duplication of keys is strictly prohibited.
4. Upon termination of access, all applicable keys shall be returned to the AMS Administration Office.

A. Keys for Clubs and Resource Groups

1. Student Resource Groups and Clubs that have been assigned offices shall be issued up to three (3) keys each. Except as provided in paragraph 4 below, at no time may any Club or Resource Group have more than three keys. If a keyholder leaves, they must return their key before another one can be issued to the Club or Resource Group.
2. Keys shall not be transferred directly to new keyholders by outgoing ones.
3. Keys for Clubs shall be issued only to those Club members authorized by their club President to have them.
4. Keys for Resource Groups shall be issued only to those Resource Group members authorized to have them by the Resource Group president or equivalent.
5. Requests for more keys shall be considered by SAC in consultation with the Facilities and Retail Services Manager.
6. Each individual issued a key shall pay up to a twenty-five dollar (\$25) refundable deposit for each key. This deposit shall be paid in cash upon receipt of the key.
7. When leaving office, keyholders must return their keys to the Administration Office. Failure to do so within two (2) weeks of leaving office shall result in the forfeiture of key deposits and a charge levied against the Club or Resource Group for the necessary lock and key changes. A full refund of the key deposit shall be made only to the registered holder for keys.
8. Each Club and Resource Group is responsible for making its own arrangements with its general membership as to the accessibility and security of its allocated space.
9. One (1) Mailbox key per Club or Resource Group may be allocated.
10. Replacements for lost keys can be acquired from the Facilities and Retail Services Manager at a set price.

B. Keys for the AMS Student Government

1. Members of the AMS Student Government (including but not limited to Executives, Commissioners, Student Service Coordinators, Student Senators, and Board of Governors representatives) shall be entitled to keys as authorized by the VP Administration.
2. Each individual issued a key shall pay up to a twenty-five dollar (\$25) refundable deposit for each key. This deposit shall be paid in cash upon receipt of the key.
3. When leaving office, keyholders must return their keys to the Administration Office. Failure to

do so within two (2) weeks of leaving office shall result in the forfeiture of key deposits and a charge levied against the department for the necessary lock and key changes. A full refund of the key deposit shall be made only to the registered holder for keys.

C. Keys for AMS Staff

1. For AMS staff, key authorizations shall be made by direct supervisors or managers in consultation with the Facilities and Retail Services Manager.
2. When leaving employment, staff members must return their keys to the Administration Office no more than two (2) weeks after their final day. If keys are not returned, a charge may be levied against the appropriate department for new keys and any resulting lock and key changes.

LOCK BOX POLICY

1. Clubs that have a large number of members accessing their office may wish to install a lock box on their club door. The lock box is opened with a combination and holds the key to the office.
2. Clubs wishing to have a lock box installed should contact the Facilities and Retail Services Manager. The cost of the lock box shall be set by Facilities and Retail Services Manager. The club treasurer must bring a signed Journal Voucher for the required amount when requesting a lock box.
3. Combinations of the lock box may be changed at any time by SAC. Clubs wishing to change their combination shall contact SAC. If a club is assigned an office previously belonging to another club, the lock box combination will be changed. Clubs that are changing offices in September may request to have their lock box moved to their new office by contacting the Facilities and Retail Services Manager.
4. The AMS is not responsible for replacing lock boxes that fail to operate. In that case, a new lock box must be purchased at the club's expense.
5. Clubs using lock boxes should make all of their members aware of the need to check that the faceplate is securely locked into place when they leave. Any lock boxes that are found to be unlocked will be turned into the AMS Administration Office. Notice of removal of the faceplate will be put under the door of the club office.

SUB PUBLICATIONS DISTRIBUTION POLICY

Introduction

The object of this policy is to allow relevant free publications to be distributed in the SUB.

A. Criteria

1. All publications distributed in the SUB should:
 - a) be UBC operated, UBC student produced (published/written/edited), or produced by one of UBC Vancouver's affiliates or the students thereof; and
 - b) not contain offensive material.
2. Publications currently permitted in the SUB in accordance with paragraph 1 above are:
 - a) The Ubyyssey;
 - b) UBC Reports;
 - c) Trek;
 - d) The Underground;
 - e) The Graduate;
 - f) Perspectives;
 - g) The Point;
 - h) The Knoll;
 - i) Discorder;
 - j) The Cavalier.
3. Any publication not operated by UBC, its students, or the UBC Vancouver affiliates or the students thereof may apply to SAC for permission to be distributed in the SUB. Permission shall be granted based on the extent to which the publication covers issues that are of direct concern to AMS members (e.g., campus issues, postsecondary education, transit, housing, employment, etc.).
4. Currently, the non-UBC publications permitted in the SUB in accordance with paragraph 3 are:
 - a) Georgia Straight; and
 - b) The Republic of East Vancouver.
5. Non-UBC publications permitted under paragraph 3 shall be required to reapply for permission every two years. As part of the reapplication process, the publication must provide justification

for continuing to be distributed in the SUB. If SAC feels that this justification is insufficient, it may withdraw its permission and the publication shall cease to be distributed in the SUB.

6. SAC, on behalf of the AMS, reserves the right to cancel any non-UBC publication's permission to distribute in the SUB at any time.

B. Containers

1. Publications that qualify for distribution in the SUB but that are not listed above may apply to SAC for an assigned space.
2. All approved publications shall be issued a space and may not be left anywhere else in the building. Publications that violate this rule may be banned from the SUB.

C. Handouts

1. No handing out of magazines, handbills, newspapers, leaflets, or other published materials or literature shall be permitted within the SUB or within fifteen (15) metres of the SUB.
2. Under special circumstances, SAC will accept written requests through the VP Administration for discussion in accordance with the criteria set out in A(1)(a) and (b) above.

POSTERING POLICY

1. Posters shall only be displayed on designated bulletin boards.
2. No posters shall be allowed on windows, doors, walls, ceilings, floors, or the glass covers of bulletin boards.
3. Staples, adhesives, adhesive tapes, and spray paint are prohibited in the Student Union Building. Tacks may be used, but only on regulation bulletin boards.
4. No poster, notice, or advertisement shall exceed 30 cm by 45 cm (11 in. by 17 in.).
5. No poster, notice, or advertisement shall cover another.
6. Any violation of this policy shall be cause for removal of all offending material, and may also be cause for either temporary or permanent suspension of advertising or booking privileges in the SUB, or other punitive action as may be deemed necessary by SAC. SAC may also order violators to pay the cost of removing offending material.

BOOKABLE BULLETIN BOARDS

1. SAC may designate locked bulletin boards in the SUB as bookable bulletin boards.
2. Bookable bulletin boards shall be available to internal AMS groups on a first come, first served basis.
3. Each internal AMS group may book a board once each term for up to a week in order to put up materials that showcase the group.
4. Materials should not be commercial or inappropriate. If SAC deems any materials to be inappropriate, it may order the group to remove them.
5. At the end of the booking, the group shall be responsible for taking down its materials and returning the bulletin board key. If the key is not returned on time, a charge will be made.

SANDWICH BOARD POLICY

1. No sandwich boards shall be allowed either within the SUB or within fifteen (15) metres of the SUB. However, SAC may accept written requests through the VP Administration to display sandwich boards. The VP Administration shall forward the request to SAC for discussion. Requests may be approved by SAC only under very special circumstances.
2. Unauthorized sandwich boards shall be removed and held in the SAC Office. until claimed by the sandwich board owners or for a maximum period of seventy-two (72) hours, after which time they shall be discarded.

SAC POLICY ON THE SUB CLIMBING WALL

1. Unsupervised use of the wall shall be restricted to registered members of the Varsity Outdoors Club (VOC) who have obtained a Climbing Wall Pass and who have signed a waiver form with respect to injury from use of the wall. The waiver form shall be approved by SAC. Beginners who have not obtained a Climbing Wall Pass shall be given instruction on the wall by an experienced member of the VOC who has a Climbing Wall Pass, and beginners shall only use the wall under the supervision of an experienced member of the VOC who has a Climbing Wall Pass. The VOC executive shall keep a list of all users of the wall.
2. Users shall use the wall in groups of at least two people. All injuries shall be reported to the Proctor, the VP Administration, the VOC Administration and SAC. All technical or maintenance problems shall be reported to the Facilities and Retail Services Manager and the VOC executive.
3. Users shall keep away from non-VOC equipment in the Norm, in particular the movie screen and any electrical panels.
4. The VOC shall be responsible for maintenance and repairs to the wall, as well as any damage to surrounding areas caused by VOC members, or people given entrance to the Norm during a VOC booking.
5. The climbing wall shall be booked through the AMS Bookings Representative. It shall not be booked when there is a function scheduled for the Norm. Film Society bookings shall take precedence over VOC bookings; moreover, SAC may cancel a booking for the wall with notice of two weeks.
6. When the wall is in use, mats shall be placed on the floor next to the wall, covering the length of the wall. After use the mats and any other VOC equipment shall be cleared away from the wall.
7. The VOC shall be given a key which gives access to the Norm. Only the VOC Climbing Wall Coordinator shall have access to the key. The key shall only be used when the VOC has a booking for the wall. If the key is used at any other time, SAC may impose penalties on the VOC.
8. A "use at your own risk" sign, along with regulations for the use of the wall (including this policy), shall be posted near the wall.

APPENDIX 1

Alcohol Training Policy

1. An Alcohol Training Program will be established under the authority of the AMS Vice-President Administration.
2. The Training Program shall be mandatory for all AMS subsidiary organizations and resource groups wishing to hold licensed events, and shall be available in September and in January for no less than three separate sessions per term, in order to accommodate interested parties. If demand warrants, subsequent training sessions can be arranged during the year, at the discretion of the Vice-President Administration.
3. Each AMS club, constituency, resource group: and other appropriate subsidiary must send at least one executive who must be the President (or co-chair), Treasurer, or Social Coordinator to an Alcohol Training Program session. The representative who attends an Alcohol Training Program session will then be responsible for disseminating the information they have received from the session to the appropriate members, and should be involved in the planning and coordinating of licensed events held by their subsidiary for the rest of the school year (or until executive turnover occurs).
4. The Training Program shall be devised through a collaborative effort between the AMS Student Administrative Commission (SAC), the AMS Food and Beverage Department, and the AMS Executive Projects Officer for Safety. SAC shall oversee the process and approve the final draft of the Training Program devised by the Food and Beverage Manager (or his or her designate) and the Executive Projects Officer for Safety. The Food and Beverage representative and the Executive Projects Officer for Safety may consult other sources or interested stakeholders as needed. The Training Program, once devised, shall be subject to yearly review by the AMS Executive Projects Officer for Safety, the Vice-President Administration, and Food and Beverage Manager. All proposed changes must be approved by SAC.
5. While the specifics of the Training Program are to be designed by the parties mentioned above, the program must encompass the following issues:
 - a. logistical procedures and AMS policy around holding a licensed event (examples: SAC policies around clean-up, how to rent a bar, tips for serving drinks quickly, how to recognize an intoxicated individual and the protocol around serving said individual);
 - b. legal and safety issues around sexual assault and drinking (examples: consent and drinking, rates of sexual assault, date rape drugs;
 - c. legal, wellness, and safety issues around drinking (examples: dangers of mixing alcohol consumption and drugs, physical effects of drinking, drinking illegally and the consequences of such action, alternatives to drinking and driving);
 - d. liability issues around holding licensed events;
 - e. vandalism and drinking.

6. The Training Program will be designed in such a way that it is consistent with the principles of the AMS Alcohol Policy and with AMS Code, Policies and Bylaws, the SAC policy Handbook, and the terms and conditions outlined by the BC Liquor Control and Licensing branch.
7. Any AMS staff working in licensed venues or at licensed events are exempt from the Training Program on the condition that they are receiving or have already received training which is at least as comprehensive as the Training Program. The comprehensiveness of their training is to be determined by the appropriate staff supervisor (for instance, the manager of the Pit, the Food and Beverage Manager).
8. Any AMS subsidiary attempting to hold a licensed event without having first sent an executive to an Alcohol Training Program Session may be denied a request to hold such an event until one of their executives receives appropriate training.
9. Any AMS subsidiary that holds a licensed event without having sent a representative to attend an Alcohol Training Program Session may be banned from holding future events or, in the event of a flagrant violation, may face deconstitution or other disciplinary action determined by SAC.
10. An AMS subsidiary that holds a licensed event shall be responsible for that event and for any incidents which occur as a result of said event, even if they have sent a representative to an alcohol training program session, and may face disciplinary action from SAC.
11. Any AMS Subsidiary holding a licensed event must provide adequate non-alcoholic alternatives for the duration of the entire event, as per the Liquor Control and Licensing Act.

Security:

1. Any group holding a licensed event held in the SUB shall be responsible for security, as per the SAC policy.
2. All AMS employees who are working as security, bar staff, or in responsible capacities at licensed events shall refrain from alcohol consumption on shift, as required by law. Any drinking on shift will result in termination of employment.
3. Any AMS subsidiary holding an alcohol-based event must ensure that there are no individuals serving who have consumed alcohol before or during the shift. Failure to comply will result in penalties to be determined by SAC.
4. AMS and Pit Staff security are responsible for the safety of students and the security of the SUB. Any individual who appears greatly intoxicated may be refused entry to the SUB or removed from the SUB, at the discretion of Security. Should an intoxicated individual cause or show intent to cause property damage, or pose a serious threat to AMS students, staff, or any other individual on campus, security may take more serious precautions (which may include contacting campus security, the RCMP, or the Vancouver police department).

5. Individuals using SUB facilities are expected to behave in a respectful and safe manner towards those facilities, security, staff, students, and any other individual using said facilities.

Advertising of licensed events and alcohol-free events:

1. No advertising in the SUB is to contain phrases or images which directly correspond to (alcohol consumption or serving, as per University postering policy.
2. AMS subsidiaries are encouraged to promote safe drinking through advertising and word of mouth. AMS subsidiaries are also encouraged to advertise non-alcoholic alternatives at their events, and in pre-event postering, word-of-mouth, and other advertising.
3. All AMS subsidiaries are encouraged to hold events which provide alternatives to drinking. AMS subsidiary executives are encouraged to promote a diversity of events within their Club, Constituency, Resource Group, or other subsidiary organization.
4. All AMS subsidiaries must make available (through postering at or before an event, or through other equivalent means) information about safe trips home (e.g. Safewalk, taxi services, designated driver programs, security bus, Campus Security, and so on). This information and any additional resources shall be provided to AMS subsidiaries by the AMS upon request.

AMS Executive and Council:

1. AMS Councilors are expected to provide a model of ethical and responsible leadership for other students and individuals in the AMS. AMS Councilors who are engaging in alcohol consumption or serving at public licensed events should be aware of all laws and local bylaws surrounding their actions, and should act accordingly. This would include, but is not limited to: incident reporting, assistance of other students at risk, reporting vandalism or property damage.
2. Any AMS Executive who wishes to be part of running a licensed event must first attend an Alcohol Training Program session. A Serving it Right license may also be required, as per the Liquor Control and Licensing Act.

APPENDIX 2

Independent Contractor Agreement Use Policy

At times, services are provided to the AMS under arrangements other than regular employee appointments. Unless the provision of such services is restricted (Bylaws, Code of Procedures, Collective Bargaining Agreements, Other Established Policies...), the AMS may contract for these services with an independent contractor carrying on business as an individual or as a company. In this regard, the AMS provides the **AMS Independent Contractor Agreement 9-09** for use while at the same time honour its statutory obligations.

The **AMS Independent Contractor Agreement 9-09** is not intended to replace bona fide agreements provided by third parties, but is available for use in the absence of one.

Where an employer/employee relationship exists in respect of the performance of services, the AMS is required by law to provide statutory benefits (CPP, EI and WCB) and to follow specific source deductions and reporting procedures. In this circumstance, the **AMS Independent Contractor Agreement 9-09** should **NOT** be used and the employee must be setup on AMS payroll.

In determining whether an employer/employee relationship exists, several factors are used. The following criteria are provided as reference only but are neither definitive nor exhaustive:

1. Intent - what was the intention of the working arrangement: contract of service (employer/employee relationship), or business relationship for services (independent contractor). Usually the intent can be found in a written agreement.
2. Control - the relationship is one of subordination where the payer often direct, scrutinize, and effectively control many elements of how the work is performed (employer/employee relationship), or does the worker work independently within a defined framework with little or no oversight (independent contractor).
3. Tools and equipment - the payer supplies most of the tools and equipment required to perform the service and is responsible for repair, maintenance, and insurance costs (employer/employee relationship), or does the worker provide the tools and equipment required to perform the work (independent contractor).
4. Subcontracting work or hiring assistants - the worker cannot hire helpers or assistants (employer/employee relationship), or the worker can hire another party to complete the work, or help complete the work, and pays the costs of doing so (independent contractor).
5. Financial risk - the worker is not usually responsible for any operating expenses and is not financially liable if the obligations of the work is not fulfilled (employee/employer relationship) or the worker is hired for a specific job rather than an ongoing relationship and is financially liable if the obligations of the contract is unfulfilled (independent contractor).

6. Responsibility for investment and management - the worker has no capital investment in the business and does not have a business presence (employer/employee relationship), or the worker has capital investment, employs and manages staff under its own organization, and has established a business presence (independent contractor).
7. Opportunity for profit – the worker is not in a position to realize a business profit or loss (employer/employee relationship), or the worker can hire and pay a substitute to perform the work, and the worker is compensated by a flat fee and incurs expenses in performing the service (independent contractor).

Where there is uncertainty or a difference of opinion about whether an employer/employee relationship exists, the AMS Administration Office should be consulted, and if required, may seek a ruling from Canada Revenue Agency after consultation with the department involved.

APPENDIX 3

AMS Policy on Expulsion from the Student Union Building

August 2, 2006

Preamble:

The Alma Mater Society (AMS) is committed to providing a Student Union Building environment that is safe, inclusive, and positive for all students, visitors, and employees. All members of the campus community and visitors to campus are welcome to use SUB facilities, but in return are expected to treat the building and other visitors with respect. The AMS Mission Statement is our guiding principle:

“To improve the quality of the educational, social, and personal lives of the students of UBC.”

Policy:

It is AMS practice to allow members of the general public to use AMS services located in the Student Union Building (SUB), the public access computers, and the food service outlets, providing they respect and adhere to SUB general rules and conduct themselves according to reasonable community standards of behaviour.

It is therefore understood that everyone who visits the SUB will do their part to contribute to this positive environment. To help establish this positive environment, all persons in the Student Union Building are asked to respect community standards of behaviour and refrain from the following activities:

- Violence in any form (verbal, physical, or sexual) and harassment of any type (sexual or personal).
- Illegal activities, including but not limited to, theft, consumption of illegal drugs, consumption of alcohol outside of licensed areas, unauthorized gambling, vandalism and graffiti.
- Remaining in the building after closing time or entering restricted areas of the SUB unless authorized to do so.
- Removing or relocating items that are not lawfully yours or the unauthorized storage of personal items anywhere in the building. By way of clarification, such authorization will fall within the jurisdiction of the Student Administrative Commission (SAC).
- Using the SUB as a sleeping facility for extended periods of time. Occasional napping may be deemed acceptable.
- Salvaging discarded food from garbage cans or bringing animals into the SUB (except for seeing eye/personal assistance dogs). This is due to the Department of Health regulations for facilities preparing and selling food.
- Being unclothed, or not wearing footwear at all times, due to the same Health regulations.

- Posting materials in areas other than the public bulletin boards unless authorized by SAC or its designates.
- Soliciting or selling any item or service inside the SUB or on the external plazas, except through the AMS or AMS-sanctioned fundraising events or as authorized by SAC or its designates.
- Using SUB washrooms as private bathing facilities.
- Smoking anywhere inside the building (due to WCB regulations prohibiting the behavior). Smoking is permitted on exterior balconies and in the Courtyard.
- Viewing pornographic materials on the public access computer terminals.
- Using rollerblades or skateboards, or bringing bicycles inside the building. This is for the safety of the public.

This list illustrates examples of the SUB's reasonable standards of behaviours. Other behaviours that detract from quiet enjoyment of the SUB may also be addressed by AMS staff and security. When violations of these reasonable standards occur, the AMS reserves the right to exercise appropriate disciplinary measures which may include the expulsion of individuals from the SUB on a temporary or permanent basis.

Procedures and Regulations:

The Student Administrative Commission (SAC) will be responsible for developing procedures under this policy, including:

- procedures for warning individuals who are violating reasonable standards of behaviour;
- procedures for expelling such individuals from the SUB;
- procedures for creating appropriate documentation of incidents in which reasonable standards of behaviour were violated;
- procedures for posting or distributing information concerning reasonable standards of behaviour; and
- any other procedures or regulations as determined by Council or SAC from time to time.