Attendance
Present: Alan Ehrenholz (President), Max Holmes (VP Academic), Pooja Bhatti (VP Administration), Sally Lin (VP External), Marium Hamid (Student Services Manager), Kelsi Wall (Policy Advisor), Keith Hester (Managing Director), Sheldon Goldfarb (Archivist & Clerk of Council)

Regrets: Alim Lakhiyalov (VP Finance)

Recording Secretary: Sheldon Goldfarb

Call to Order
The meeting was called to order at 11:12 am (Pooja Standard Time).

Agenda
• The agenda was approved (Pooja, Max).

Minutes
• The minutes of December 7 were approved (Max, Pooja).

Sexual Violence Prevention and Respectful Environment Policy Working Group
• Max:
  o Met with Ken, Keith, Alan, Sally, Pooja, Marium, and Kelsi.
  o Also Jenna Omassi, one of my predecessors as VP Academic.
  o In the Terms of Reference that I have circulated for this group, the biggest difference from last time is about membership in the group.
  o It will be smaller, mostly from SASC (the Sexual Assault Support Centre) and HR.
  o They’ll each have one member, and there will also be an Executive as part of the group.
  o The Executive will mostly be providing facilitation: keeping records, inviting people, etc.: the grunt work. They won’t be making policy proposals.
  o The final document will essentially come from SASC and HR.
  o The terms of reference for the group lays out consultation and submission procedures.
  o The final report from the group will come back to the Executive in time to go to Council in April.
AMS Executive Committee

Minutes of December 14, 2017

- Haven’t put that date in the terms of reference. Want some flexibility, but it would be good to at least finish the consultation by April because that’s when we leave.
- If the consultation is not finished by April, then it would probably have to wait till the fall because it would be hard to do in the summer.
- But if the consultation was done and the group just needed a few more weeks to write, they could come to the Executive and ask for a short extension.
- Having a deadline is good to ensure the report gets done in a timely fashion.

- Alan: Will the lawyers be involved?
- Max: The terms of reference say that legal advice will be solicited.

MOVED MAX, SECONDED POOJA:

“Be it resolved that the Executive Committee create the Sexual Violence Prevention and Respectful Environment Policy Working Group and approve its terms of reference as presented [see below].

Be it further resolved that the final report and recommendations from the Sexual Violence Prevention and Respectful Environment Policy Working Group be presented to the Executive Committee in time for the final report and recommendations to be presented and put forward for adoption at the last Council meeting in April of 2018.”

... Carried

MOVED POOJA, SECONDED SALLY:

“That Max be appointed as the designated executive to serve on the Sexual Violence Prevention and Respectful Environment Policy Working Group.”

... Carried

Ombudsperson

- Alan:
  - Would like to discuss the future of this position.
  - In the summer we went back and forth on whether to hire one.
  - Currently they work 15 hours a week and focus on conflict management more than on resolution.
  - There’s been a suggestion that this should be a permanent, perhaps full-time position (rather than a one-year position hired annually).

- Sheldon:
  - The position goes back to the 60’s and was originally elected.
  - As of the 1980 bylaws it became an appointed position with a dual focus: both on representing students to the University and on handling internal AMS complaints.
Back then the University had no Ombudsperson.
Since the University created its own Ombudsperson, the AMS Ombudsperson has focused on internal complaints.

- Keith: It could be subsumed by HR.
- Alan: We thought of that; that was the idea behind not hiring them. But Council didn’t agree.
- Max:
  - I don’t think we should get rid of it and put its responsibilities under HR.
  - Is there need for a permanent employee in the position? Will there be enough work? A lot is handled by HR.
- Pooja: Also by me.
- Alan:
  - A permanent employee could free up HR and Pooja.
  - It wouldn’t have to be 40 hours a week. Could be less, especially in the summer.
- Keith: There would be a problem having them report to HR because HR reports to me.
- Alan: They wouldn’t: it would be like the University’s ombudsperson, who doesn’t report to anyone but just makes reports to the President.
- Max:
  - May need to tweak the bylaws if we’re going to get a professional permanent employee with perhaps a legal background.
  - We’d want to remove the bylaw provision saying they handle cases between students and the University.
- Alan: I like the idea of a legal background and professionalism and don’t see why we would change the bylaw.
- Max: I thought we want them to just do internal cases.
- Marium: Our Ombudsperson has been involved with cases jointly with the UBC Ombudsperson.
- Alan: Maybe we can look at other student societies and other organizations.
- **Action Item: Kelsi to investigate this.**

**Adjournment**
The meeting adjourned at 11:50 am.
Terms of Reference for the Sexual Violence Prevention and Respectful Environment Policy Working Group
(Created December 2017)

1. Preamble
The Alma Mater Society created the Respectful Environment Policy in January of 2014. At the time of the policy’s creation, there was no review date mandated nor was any committee assigned as the responsible body for the policy’s enforcement or review. In addition, since the creation of the Respectful Environment Policy, the AMS advocated for the creation of a stand-alone Sexual Assault Policy for the university. The AMS was involved in the creation of this policy (UBC Policy 131) and it was adopted by the UBC Board of Governors in April of 2017. Alongside the AMS’ advocacy for a University Sexual Assault Policy, work began on the creation of both an internal and external Sexual Assault Policy for the AMS. An external policy (E-6) was adopted by Council in December of 2015 and the creation of an internal policy fell by the wayside. Currently, the External Policy (E-6) is in the process of being reviewed by the responsible Executives and Committee. The AMS will show leadership in demonstrating the seriousness of sexual violence prevention and ensuring accountability to uphold a respectful environment for all associated with the AMS.

2. Duties and Purpose
The Sexual Violence Prevention and Respectful Environment Policy Working Group, hereby referred to as The Working Group, will be created:

- To review, in consultation with all affected groups, the current Respectful Environment Policy and propose any changes
- To review, in consultation with all affected groups, any relevant policies and procedures, including the current Respectful Environment Policy, to address sexual violence within the AMS and its subsidiaries and to propose any changes
- To create, in consultation with all affected groups, an internal policy to address Sexual Violence within the AMS and its subsidiaries that includes procedures for disclosure, reporting, investigation, response, and prevention

3. Membership and Quorum
The Working Group will consist of the following permanent members:

- Designated Executive by the Executive Committee (Chair – Voting Member)
- Senior Human Resources Manager (Voting Member)
- Sexual Assault Support Center Manager (Voting Member)

Quorum for The Working Group will be the attendance of all three voting members.

The designated Executive may be changed by the Executive Committee.

4. Procedures and Consultation
The Working Group will have the flexibility to complete all work given to them however, they must follow these procedures especially for consultation:

- The Working Group shall keep a record of all drafts and comments made on all relevant policies and procedures reviewed and created by the group
The Working Group shall meet at the call of the Chair and the Chair will give a brief report on the progress of the group to the Executive Committee at least once a month.

The Working Group shall meet more frequently if the Executive Committee determines progress is not being made in an efficient manner.

The Working Group shall consult on the drafts for all policies created and edited by them with affected groups including but not limited to: executives, staff of the society, councilors, subsidiaries (clubs and constituencies), volunteers, and active members of the AMS.

- Consultation on the creation of the first draft will include advice from invited guests (any guest can be invited by one member of the working group) and invitation for submissions of advice from all affected groups.
- Consultation on the completed first draft will include consultation with all affected groups including a public town hall for active members of the AMS.
- Consultation on the completed second draft will include consultation with all affected groups and, if determined necessary, another public town hall for active members of the AMS.
- All affected groups will be invited to send submissions of advice to the Chair and these submissions will be shared with members of the working group.

The Working Group shall make a final report after completing all its duties.

The Working Group shall pass any final report with the consent of all voting members of The Working Group.

The Chair of The Working Group will have the following additional responsibilities:

- The Chair shall facilitate discussion and ensure The Working Group is completing their work in an efficient manner in accordance with the Terms of Reference.
- The Chair shall be the spokesperson of The Working Group and shall only offer the opinion of the entire group when speaking outside of the group about any drafts and reports.
- The Chair shall, if a decision cannot be made by consensus, require the Non-Executive Voting Members to come to a compromise, whenever possible, and if a compromise cannot be made break the tie.
- The Chair shall have the ultimate responsibility of ensuring The Working Group completes the work given to it. If the Executive Committee determines the Chair is failing to do this in an efficient manner they may vote to remove and replace the Chair.
- The Chair shall solicit the advice and assistance of the AMS Archivist and Clerk of Council to ensure all drafts and the final report follow AMS Policy I-1 Policy on Policies.
- The Chair shall solicit the advice and assistance of the AMS Policy Advisor for research on all drafts and the final report, and to provide advice on how to align all drafts and the final report with external positions on sexual violence.
- The Chair shall solicit legal advice on the creation and review of all policies by the working group.
- The Chair shall make available a forum for anonymous submissions from members of all affected groups throughout the entire process. These submissions will be stripped of all identifying information and shared with the entire working group for consideration during policy revision and development.
The Chair shall be responsible for organizing public town halls for the active membership of the AMS to attend and offer their comments and advice.

The Chair shall assist in holding consultation events for other affected groups, if necessary, beyond active members of the AMS including: staff of the society, volunteers, councilors, and subsidiaries (clubs and constituencies).

- The Chair shall assist the AMS VP Administration in all consultation events relating to subsidiaries (clubs and constituencies) and all other groups related to their portfolio.
- The Chair shall assist the President in all consultation events relating to Councilors and all other groups related to their portfolio.
- The Chair shall assist the Human Resources Department in all consultation events relating to staff of the society.

The non-executive voting members of The Working Group shall have the following additional responsibilities:

- The Non-Executive Voting Members shall actively engage in discussing, reviewing, deliberating, and creating all the material that is reviewed and created by The Working Group.
- The Non-Executive Voting Members shall offer their subject matter expertise and work as a group to come to a consensus whenever creating or reviewing material.
- The Non-Executive Voting Members shall to the best of their ability make decisions by consensus, whenever possible.
- The Non-Executive Voting Members shall be responsible for assisting the Chair in ensuring the working group finishes the work in an efficient manner.

5. Confidentiality and Records
To allow for open debate, creation of the best policies and procedures, and in the interest of transparency, The Working Group shall keep all deliberations, discussions, and preliminary decisions of The Working Group in a summarized form that will be submitted as minutes of the Working Group to the Executive Committee. These summaries must be approved by the entire working group at a later meeting. Any discussions that arise that would reveal personal information shall not be included in the summaries. All drafts, reports, and summarized minutes shall be made public to allow for proper consultation and open debate and discussion by the public.

6. Final Report
The Working Group shall create a final report that includes all recommendations, including reviewed and newly created policies to be approved by the Executive Committee and then adopted by Council. The final report will be made publicly available and shall include a summary of all comments from submissions and town halls, all recommended reviewed policies, all newly recommended created policies, all other further recommendations from The Working Group, and any other information deemed necessary by The Working Group.

7. Repugnancy and Dissolution
The Working Group shall be dissolved upon the completion of its duties and purpose, and all records will be given to the Archivist and Clerk of Council upon dissolution. In case of conflicts, the AMS Code of Procedures, Bylaws, and Policies will supersede these terms of reference.