



# **Alma Mater Society of UBC**

**Ad-Hoc Committee on AMS' Relationship with Constituencies**

**Final Report  
February 2017**

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# 1. Executive Summary

Upon direction of AMS Council, the Ad-Hoc Committee was formed to address relationships between the AMS and Constituencies. The Committee was formed with Councillors with various expertise and was given the power to review and recommend, not implement.

The Committee conducted a short consultation along with multiple discussions that produced six disconnect risks and four disconnect opportunities. From the consultation one quote best summarizes this current situation between AMS and Constituencies.

***“The AMS does not offer anything to complement the work we accomplish within our society. I see the AMS as an overseeing body for UBC that offers services to the larger scale of UBC students. Some initiatives put out by the AMS seem to come too little to late, or not at all. The relationship is not bad, but does not aid us in our endeavours.”***

**- Constituency Executive**

This is obviously a significant issue as the AMS and Constituencies should be acting as symbiotic organisms and supporting each other. As such, the Committee conducted their work and produced twelve recommendations addressing everything from orientation to financial oversight.

The Committee will be presenting these recommendation to AMS Council for discussion on February 8 2017. Council will be given time to review the recommendations and they will be added to the agenda for February 15 2017. The recommendations can be found in Section 8.

## 2. Committee Overview

### 2.1. Committee Mandate

The mandate of the Ad-Hoc Committee on AMS and Constituency relationships is to conduct a high-level overview of existing procedures to identify existing risks and opportunities. The committee must return for the first week of February with their report. This council date has been set as February 8, 2017.

As outlined in Section 1.3, the term Constituency outlined in this report refers to subsidiary student organization and does not include the Graduate Student Society (GSS). The committee decided to limit this definition as it was deemed that the AMS-GSS relationship is larger and more legally complex. The committee however would be remiss to not use the GSS as an example of potential consequences related to constituency incorporation and negative engagement. Therefore, references to the GSS can be found throughout the report.

## 2.2. Committee Membership

The Committee is comprised of the following members elected from AMS Council on November 23, 2016. The Committee is not acting as official representatives from their constituency or society but as delegates of AMS Council.

Ad-Hoc Committee Membership:

- Ava Nasiri, *AMS President, Ex-Officio Member*
- Diane Nguyen, *Science Undergraduate Society*
- Elise Mance, *Arts Undergraduate Society*
- Jakob Gattinger, *Engineering Undergraduate Society*
- Mackenzie Lockhart, *Graduate Student Society*
- Maria de Fatima Lazo, *Governance Committee Representative*
- Samantha So, *Executive Committee Representative*
- Veronica Knott, *Board of Governors, Chair*

This report shall be colloquially known as Veronica Knott's AMS Manifesto.

## 2.3. Definitions

The following terms are used throughout the following report.

- **“AMS”** - The AMS refers to the Alma Mater Society of UBC, the legally incorporated student society that includes all students studying at the University of British Columbia, Vancouver.
- **“Constituency”** - The term will be used to define all subsidiary constituencies of the society such as the Engineering Undergraduate Society etc. that represent students within a specific degree granting program. For the purpose of this report, “Constituency” will not include the Graduate Student Association (GSA) as they are a shell organization for the Graduate Student Society (GSS) which is a separate entity that is not subsidiary to the AMS.
- **“SAC”** - Referring to the AMS Student Administration Commission
- **“AMS Council”** - AMS Council refers to the student council and Board of Directors of the Alma Mater Society
- **“Finance Commission”** - The Finance Commission refers to the Finance Commission as outlined in AMS Code.
- **“Budget Committee”** - The Budget Committee refers to the Budget Committee specified in the Bylaws and Code of the AMS.
- **“President’s Council”** - President’s Council refers to the collective council of the Presidents of constituencies and the AMS.
- **“BC Societies’ Act”** - The BC Societies’ Act is the legislation that governs the operations and parameters of the AMS, since it is an incorporated non-for-profit society. This act was updated in 2016.

- **“Governance Committee”** - The Governance Committee is a standing committee of the AMS that is responsible for the overall governance, code and procedures of the society.
- **“\_\_ Undergraduate Society”** - Throughout the document there will be reference to different organizations such as EUS, AUS, SUS. Each of these is a faculty constituency society created to represent and serve specific groups of students. Major organizations often mentioned are Engineering (EUS), Arts (AUS), Science (SUS), Commerce (CUS), etc.
- **“Graduate Student Society”** - The Graduate Student Society refers to the legally incorporated society that operates on the UBC Vancouver Point Grey campus and also serves as the Graduate Student Association that is represented on AMS Council.
- **“AMS Firstweek”** - This is the title of the week during the first week of September organized by AMS Events as part of a campus wide first year orientation.
- **“The Ubyyssey”** - The UBC Vancouver campus newspaper.

## 3. Background

### 3.1. Committee Background

On November 23, 2016, a discussion item was added to the AMS Council agenda surrounding AMS and their relationship with student societies. This discussion item was created in response to an ongoing conversation occurring on campus surrounding an identified deficit in the UBC Arts Undergraduate Society.

This budget deficit was managed and mitigated within the society however it did remind AMS Councillors of the financial relationship between societies and the AMS Council. As the discussion occurred it became evident that the AMS needed to review the relationships it currently has with student societies. This review needed to not only identify areas of risk or potential failure but also areas where the AMS could improve the support of these organizations.

This review would typically fall under the Governance Committee, as much of the review requires Code and Policy. However, the Governance Committee currently has a large workload and Council decided that an ad-hoc committee would be able to provide a more holistic approach to the review. The ad-hoc committee therefore has no powers to make changes but has been created to present recommendations to AMS Council by the first meeting in February 2017.

The committee has no specified scope or mandate as such the report will cover a variety of topics under the overarching theme of AMS and Student Society relationships, namely the major constituencies. The mandate was self defined by the Committee in Section 1.1.

## 3.2. AMS Background

At UBC, the AMS is the official student society governed by the BC Societies Act. The AMS along with the GSS are the only two incorporated societies on the Vancouver Campus. The AMS acts as the umbrella for many other “societies” on campus, as it is the only formally existing legal entity. The AMS provides blanket insurance coverage and financial services to subsidiaries, meaning deficits or problems incurred by subsidiaries ultimately affect the AMS as a whole.

Constituencies are student societies whose membership is all students enrolled in the degree granting faculty or school they encompass. Historically, undergraduate societies have been granted relative autonomy over operations, budgets and general operations of their organizations. However, the AMS maintains a number of mechanisms of control over constituencies.

As part of the Committee responsibilities, the mechanisms of control of AMS over its constituencies have been listed and summarized below. This list has been generated with the wisdom and knowledge of AMS Archivist and Clerk of Council Sheldon Goldfarb. The committee would like to thank Sheldon for these contributions.

### 3.2.1. Mechanisms for AMS Oversight for Constituencies

1. Council can at anytime vote by a  $\frac{2}{3}$  motion to de-constitute a constituency.
  - *Reference:* Bylaw 13(2))
2. Council can at anytime alter a constituencies By-Law, Code or Governing Documents. This is especially true if there is a conflict between constituency documents and AMS. AMS documents will always override.
  - *Reference:* Bylaw 13(2), 13(4)
3. Constituencies must comply with regulations and directives passed by Council.
  - *Reference:* Bylaw 13(5)
4. Constituency assets belong to the AMS.
  - *Reference:* Bylaw 13(6 to 9)
5. The AMS VP Finance has power over Constituency financial matters.
  - *Reference:* Bylaw 5(3)(d)(iii), Code Section VI, Code Section IX B
6. Constituencies cannot sign contracts.
  - *Reference:* Code Section IX B, Article 9(3)
7. AMS dictates the procedure for the creation of Constituency fees.
  - *Reference:* Bylaw 14
8. AMS dictates the procedure for Constituencies to conduct their elections
  - *Reference:* Code Section IX A, Article 9

### 3.2.2. Commentary on Mechanisms

The following commentary has been summarized to give relevant context.

- **Mechanism 1 and 2**

It is important to note that mechanisms 1 and 2 have not been used in living memory except at the request of the constituency.

- **Mechanism 3**

Any applications of mechanism 3 has been responded with negative perceptions and pushback. Constituencies have not enjoyed AMS or Council's attempts at control.

- **Mechanism 4**

Mechanism 4 presents an interesting dichotomy where although the assets belong to the AMS the administration of the assets are controlled by the constituencies. This however is countered by outlines in Bylaw 5(3)(d)(iii) which give the AMS VP Finance control over Constituencies financial matters as outlined in mechanism 5.

- **Mechanism 5**

Mechanism 5 is supported by Code Section VI, Article 6 and Code IX B which indicate financial procedures and rules. This mechanism has recently been altered by the removal of Fincom.

- **Mechanism 6**

Mechanism 6 is the most frequently exercised method of control. This mechanism however brings up question of extent as it has been debated if AMS should be also in charge of negotiation and setting the limits or if this should remain the responsibility of the constituency. Examples of disagreement have included the Kinesiology Contract, Engineering Student Centre, and Sauder Space Usage Agreement.

- **Mechanism 7**

Council has given constituencies oversight to ensure the creation of new fees is done in the proper process. The major issues have arisen when Council or AMS Executive fundamentally disagree with the justification or magnitude of the fee. A recent example of this was the CUS fee increase of \$500, Council strongly disagreed to the concept of the fee but passed it due to following the outlined procedures.

- **Mechanism 8**

Constituencies have the power to conduct their own elections but must follow the procedures outlined by the AMS under the guise of giving a fair and democratic election.

## 4. Process

The Ad-Hoc Committee will focus on a high level overview of the current situations and possibilities. The process will be conducted in a short period of time from November 23 to the first week of February. Due to the time frame, a majority of the pre-work will be conducted online through shared documents. The following is the schedule for review:

1. Online Report Draft - *Starting Nov 23 2016 Concluding Feb 6 2017*
  - A draft overview and discussion occurred through online shared documents.
2. First Meeting - *Jan 6 2017*
  - At the first meeting the Committee reviewed the draft report and identified next steps to completing the report and any identified problems with the process. The minutes for this meeting can be found in Appendix A.1.

3. Online Survey - *Jan 28 to Feb 1 2017*
  - An Online Survey was conducted to all Constituency Executive to receive an understanding of a broader range of ideas and opinions.
4. Second Meeting - *Feb 3 2017*
  - The second meeting will be to finalize the report and recommendations to prepare for the AMS Council submission. Minutes can be found in Appendix A.2.
5. Final Presentation - *Feb 8 2017*
  - The final report as well as a summary presentation will be given to council at the first meeting of February in 2017.

Minutes of all meetings will be taken and can be found attached as an Appendix A to this report.

## 5. Consultation

As outlined in Section 4, the Committee conducted a short consultation through an online survey. The online survey was created through collective suggestions from all committee members. The objective of the survey was to remain general but to gain both positive and negative feedback.

The full document of results can be requested if needed. The data that was collected was summarized below. The survey produced many valuable concepts and ideas that have been integrated further in the report through Sections 7, 8 and 9.

### 5.1. Methodology

There was no overarching methodology to the survey. It was conducted informally as a method of gaining general feedback. Questions were split between empirical and open-ended. All empirical questions were scaled according to a Likert Scale as it has been proven to give the most accurate and least biased responses.

Filters were applied to generalize responses into major constituencies. For example, President of Department Clubs submitted responses however they also serve on the Board of their Constituency. Their responses were changed to be from the overarching constituency instead of dealing with each individual constituency.

### 5.2. Demographics of Respondents

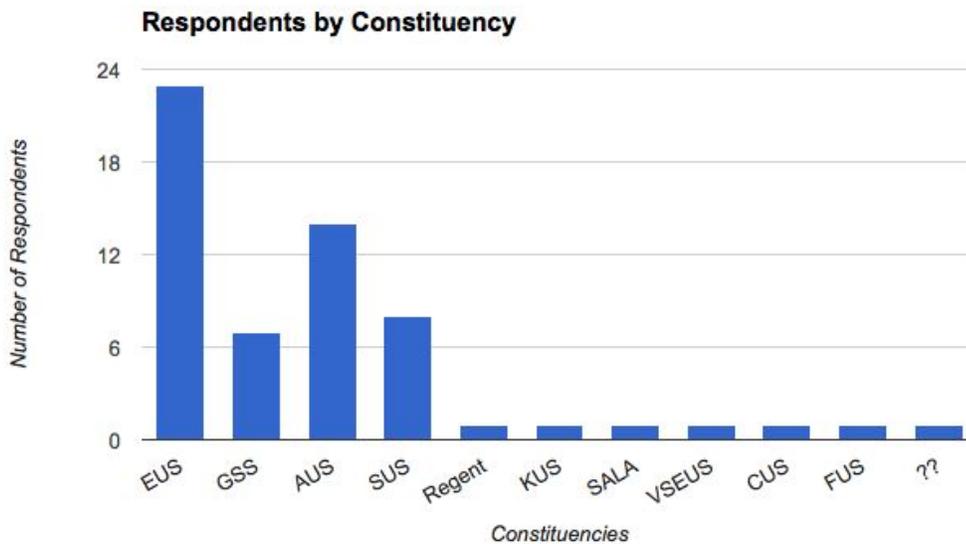
A total of 59 responses were received over the course of 5 days. This was a higher than expected response, especially due to the specialized experience required to submit a response. As in all surveys, data was obviously biased towards strong positive or negative opinions.

Additionally, there were a significantly higher number of respondents from the Engineering Undergraduate Society and from the role of President. This breakdown can be further seen in Sections 5.2.1 and 5.2.2.

### 5.2.1. Constituencies of Respondents

As briefly mentioned above, 35% of the respondents were from the Engineering Undergraduate Society. This can be seen in Figure 1 below.

**Figure 1: Respondents by Constituencies**



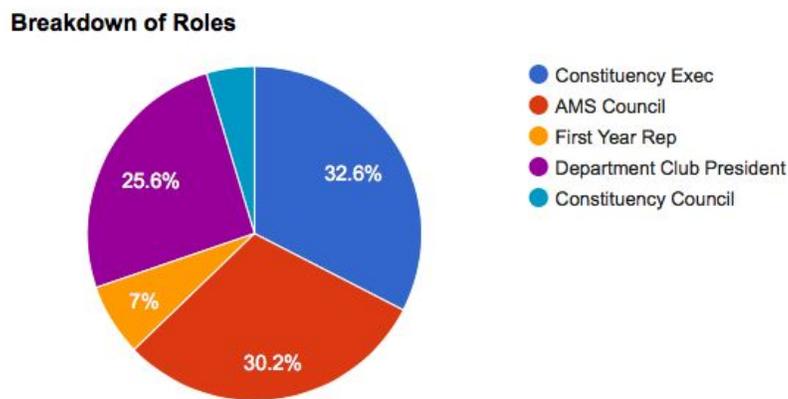
Due to the skew in this data, it is important to take into consideration the significant influence the EUS has in the data responses. It also however does highlight them as a constituency of interest if further studies or understanding should need to be conducted.

### 5.2.2. Roles of Respondents

Out of the respondents there was good diversity in the roles and responsibilities that were held. The breakdown of role can be seen in Figure 2. Although each individual gave specific roles, the data was looped into the following categories:

- **Constituency Exec:** Roles for Vice President or Constituency Operations
- **AMS Council:** Mostly respondents were AMS Reps from Constituencies.
- **First Year Rep:** Either on the first year council or AMS First Year Rep.
- **Department Club President:** President's of a Constituency Department Club, most also held a seat on the Constituencies governing Board
- **Constituency Council:** The SUS Executive worked together to submit one response on behalf of their Council.

**Figure 2: Breakdown of Roles**



An overall observation was that almost every respondent had held multiple roles. This shows the strong community in constituencies and the tendencies for constituency executives to become president or take on other influence roles. This reinforces the need for positive constituency engagement.

### 5.3. Results

The large amount of open-ended data collection required data analysis to be conducted. Below are the overarching themes and key suggestions from the feedback. If requested, more detailed responses will be provided.

#### 5.3.1. View on Current Relationship with Constituency

The summary of responses is an overall theme of not understanding the relationship between AMS and constituency. The one caveat however is a relationship due to the finances control the AMS has. All respondents recognizes the financial controls that the AMS has over constituencies.

*“I view the relationship as rather unclear. It is hard to distinguish how exactly we work together other than the fact that we are connected through our finances.”*

In summary however the respondents felt that the AMS often said they would offer help but the true supports were not there and offers were never followed up on.

*“It's really awesome that AMS is always wanting to support but sometimes a bit frustrating because in the times that we have reached out there hasn't been much reciprocity.”*

This resulted in constituencies feeling self reliant and that they served their students better than the AMS did. Although the relationship was not always described as negative, there didn't seem to be any clear explanation of areas of support. It seems the relationship with constituencies would be greatly benefited by more structured support.

### 5.3.2. Ideas for Change

A majority of the ideas for change surrounded the improvement of the financial process. A short list of summaries for ideas are as followed:

- Credits Cards
- Online Reimbursements
- Consideration when planning Events and Services
- Constituencies different from AMS Clubs
- Help promote constituency events
- Improved communication and reciprocity
- Faster response time
- VPs reaching out to respective constituency roles
- Overall feeling only “insiders” can be effective
- Improved training
- Extending AMS discounts to Constituency executives
- Recognize work done by Constituencies
- Clarity on who in AMS is responsible for support
- A resource package
- Streamlined elections process
- Uncertain about Blue and Gold Society and overlap with existing organizations

Overall the respondents felt that the AMS was a group of insiders that needed a more structured way of supporting constituencies. It was felt that constituencies were often lumped in with other organizations and not recognized for the significant work they do on campus. Many of the suggestions above centered around improving that issue.

### 5.3.3. Positive Aspects of AMS Relationship

The respondents summarized their benefits from the positive aspects of the AMS Relationship.

- SLSC is great!
- Advocacy to university
- Legal umbrella for the organization
- Friendship
- Welcome Back and Block Party
- Constituencies can govern themselves
- Chris Scott is great.
- Introduce to other constituencies

Constituencies seem to enjoy their freedom, it does however counter that they want more support. It highlights the overarching dilemma of how to create support without additional constraints.

### 5.3.4. Orientations Integration

The orientations question was lacking in specificity therefore answers were received for both orientations for constituencies and first year orientations. The responses are split as such.

Constituency Executive Responses:

- Socials every semester
- VP Meetings
- Standardizing communication and orientations

First Year Orientation Responses:

- Imagine Day is already busy and constituencies have a large impact on that. It was felt that any additional AMS involvement in orientations would only take away from constituencies.
- Setting out AMS dates ahead of time and integrating constituencies into events like Welcome Back instead of just informing them

### 5.3.5. Graduation Integration

Overall it seemed that graduation was not something commonly associated with constituencies or the AMS. As such it clearly is an area for improvement.

- Don't hold graduation events in April as students are in their final exams.
- Get Graduation Council starting earlier
- Anecdotal feeling that most students felt uncomfortable with the way grad class council money was spent.
- Create a career event fund
- More information about actual UBC graduation process

- Perks to Block Party
- How-To Packages, similar to AMS 101 but for transitioning out of university

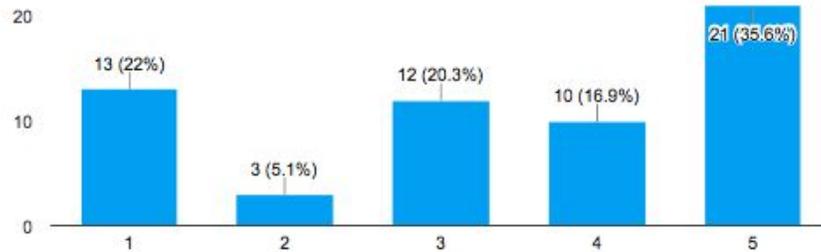
### 5.3.6. AMS Council Constituency Representative Elections

Although this section is on the outside scale of the report’s scope the committee felt it was an important aspect of the AMS-Constituency relationship. The committee asked if respondents felt AMS Reps should be elected and the same time and if the AMS should run the elections.

As seen in Figure 3 and 4, the AMS felt Representatives should be elected at the same time but should not be elected by the AMS, the elections should still be run by constituencies.

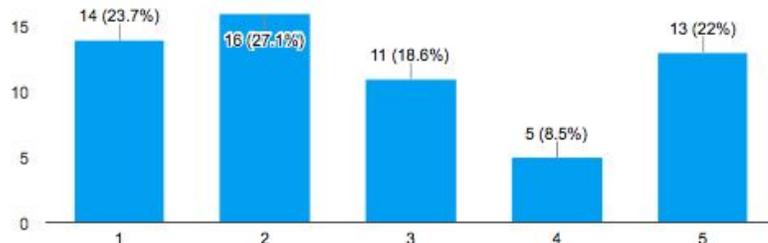
**Figure 3: Elections Timing\*\***

Elections: How would you feel if AMS Council Constituency Representative Elections were mandated to run at the same time across campus?  
(59 responses)



**Figure 4: AMS Organized Elections\*\***

Elections Continued: How would you feel if the AMS Council Constituency Representative Elections were conducted with the AMS Executive Elections and organized by the AMS?  
(59 responses)



\*\*For both Figure 3 and 4, 1= Against and 5=Support

### 5.3.7. AMS Council Orientation/Retreat

The qualitative feedback felt that hosting an AMS Council Orientation would make for a more unified and educated council. This support, for even a mandatory event, was countered by two key concerns:

1. That the retreats do not cost significant amounts of money - not wasting student money should be the absolute priority.
2. The retreats should not be over the summer since many students use the summer to gain essential work experience and travel. It is unfair to expect them to remain at UBC. The date should also be made clear months ahead of time to properly prepare councillors.

### 5.3.8. Financial Oversight

There were two questions surrounding financial oversight. The first addressed how the AMS served the constituency and the other addressed how the AMS financial oversight was.

#### 5.3.8.1. AMS Operation

There was one key and unified response, the reimbursement process needs to be streamlined. Student executives talked about how they have been maxing out their credit cards and having to pay interest because of the time it takes to get reimbursements processed. Although the credit cards should improve this process, there is still confusion why the process cannot be put online. There was a lot of respect for the AMS Staff however they felt the VP Finance office varied greatly every year.

It was also felt that it would be great if the constituencies can become more involved with other AMS funds and fees that exist. Integration with more of the funds and fees that the AMS collects elsewhere that could be potentially better used by the constituencies.

#### 5.3.8.2. AMS Oversight

This was a disjointed section as constituencies hands down felt more oversight was necessary however felt that if it was done badly or slowly it would greatly hamper the constituencies. As such suggestions were made surrounding improved budgeting training. Constituencies also mentioned that they felt no one was actually reviewing or overseeing their budgets. It was suggested that more check-ins were necessary, especially for Treasurers.

### 5.3.9. Marketing and Promotion

Constituencies felt they did an effective job at marketing themselves so they didn't feel they needed support in the creation of materials but did need support

in distribution. It was universally mentioned that it would seem beneficial if the AMS promoted for constituencies. It was shown that AMS promotes for some of its clubs but not for constituencies. Ideas were suggested including a print shop at decreased costs, a website coordinator or hosting ability, but overall a feeling about supporting executive and constituencies in things that constituencies are spending money on.

It should be noted that a majority of the responses were from the EUS who felt they did not need graphic design however some of the smaller constituencies did feel this would be beneficial.

### 5.3.10. Additional Comments

Overall respondents were very happy this was finally being discussed as they felt it was an important issue. The respondents did however mention that it was a “[pandora’s box](#)” of issues that would take a significant amount of effort to fix.

It should be noted that many GSS executives responded. Their responses were significantly different from the undergraduate responses. They felt the AMS did not represent their students and since their finances were not tied they did not have any interaction except for Council and the occasional executive interaction. This relationship clearly has significant issues that should be addressed further.

## 6. Comparisons

After conducting a comprehensive review of the current AMS structure, the committee then conduct base level competitive analysis to research other existing structure for student unions. The goal was to brainstorm ideas for potential solutions to the disconnects that were identified. The a brief summary of the comparisons conducted is below.

### 6.1. Queen's' Alma Mater Society

Queen’s’ AMS has two main decision making bodies: the society’s Board of Directors and AMS Assembly. The Board of Directors is comprised of six student directors, three non-student directors, and the three members of the AMS Executive. The Chair and Vice Chair of the Board are elected by the voting members of the Board at an organizational meeting that occurs annually. The Assembly is composed of representatives from the constituent societies, each representing a faculty, as well as a small core of executive and is responsible for directing non-service, policy and political affairs of the Society.

Constituencies are constituted similarly to at UBC, in that they represent academic units and are not their own legally incorporated societies. However, they appear to operate very independently beyond their connection with the Assembly. Budgets are produced, passed, and held accountable solely within the constituency itself as there is no requirement they

be looked over by either the Assembly or Board of Directors, at least according to both the governing documents of the AMS and the constituencies. Any relationship between these bodies outside of the role that constituency members play within the Assembly is informal.

## 6.2. University of Toronto Students' Union

The University of Toronto Students' Union (UTSU) is governed by a Board of Directors which is compromised by their Executive, Colleges, Professional Faculties, UTM, General Equity Directors and Observers. The Board representatives are defined by different "Divisions". The different divisions are given slightly altered responsibilities and assignments. The Bylaws of the UTSU make no mention of Constituencies or relationships with these organizations (congratulations you've made it this far, here is your [reward](#)).

The UTSU Policy manual however makes reference to Sister Students' Unions. These "Unions" are the UBC equivalent to Constituencies. From further reading each of these societies is an individually incorporated society with their own funding and responsibilities. The separation seems to have created established and organized constituencies however initial research shows strained relationships when the organizations do not see eye-to-eye. A recent reports shows the EngSoc moving to have their UTSU fees removed.

## 6.3. Western University Students' Council

The Western University Students' Council (USC) has a unique bicameral structure that intertwines responsibility. The USC has a Board of Directors made up of eight students-at-large and the President as voting. The Board deals with the business and operation of the corporation. The USC additionally has a Council. The Council follows the similar format of proportional representation with the caveat that all Presidents of constituencies are one of the representatives.

Preliminary reading suggests that constituencies at Western are all individual corporations. This point however is unclear and further verification is required if this governance model is referenced elsewhere.

In summary, the three organizations summarized above each have representative Council with incorporated constituencies. There seem to be benefits to the independence gained by incorporated constituencies however the tensions between ideologies and oversight seems stressed in this format. None of these comparisons have greatly impacted the Committee's thoughts however are referenced here as examples of research that was conducted.

## 7. Disconnects

### 7.1. Disconnect Definition

Upon review the following disconnects between AMS and their affiliate student societies were identified. Disconnects have been separated into two distinct categories: risks and opportunities.

A “**disconnect risk**” is defined as an area within the AMS and affiliate relationship that has not been addressed and could potentially have a negative impact on either organization.

A “**disconnect opportunity**” is defined as an area where the AMS and affiliate relationship is lacking and if developed could create a positive outcome.

The committee has identified the following disconnects and has provided a brief summary to the reasoning behind the existing disconnect. This section does not include any recommendations to improving these disconnects as that is identified in the following section.

### 7.2. Disconnect Risks

The following disconnect risks have been defined. This list is not exclusive and only identifies the risks that have been identified as a current priority through experience or feedback from consultations conducted.

#### 7.2.1. Financial Oversight

The key identified risk is financial oversight and accountability from the AMS. The AMS has existing policies to oversee financial oversight however, it has become clear that in recent years these processes have become lapsed and act as a formality, rather than serving the purpose of oversight. This poses a significant risk as constituency budgets are significant. If there were deficits in more than one society, the AMS could be at financial risk.

An example of this was the recent financial hardship felt by the Arts Undergraduate Society. Although the deficit was mitigated within the Society, were the surpluses from previous years smaller, they would not have been able to cover the deficit through budget cuts alone.

The Committee recommend this risk be addressed as outlined in Recom. 5 and 7.

### 7.2.2. Liability Concerns

Another identified risk is the liability concerns that constituencies represent to the AMS. As the only legally incorporated society, the AMS is liable for the actions of the constituent student societies and their own clubs and constituent units. While this has not proven to be an issue, the committee identified three major ways in which this could pose a threat to the AMS.

Within the AMS, only certain individuals can sign contracts on behalf of the society and none of these figures are within constituencies. This not only can add a wait time and time delay for societies but also a significant risk that without clear training individuals outside of those legally entitled to sign contracts might do so, putting both themselves and the AMS in legally risky area.

Another potential liability threat is that the AMS is liable for all the activities put on by the constituencies. Were a constituency in some way negligent, the AMS and Council would be liable for any legal action that ensues. While this too has not been an issue in recent years, there is a real chance that this could pose a risk to the AMS in the future.

Finally, as briefly mentioned in Mechanism 7 in [Section 3.2](#), the AMS is often asked to sign contracts that have been negotiated and agreed upon by constituencies with no input from the AMS. Sometimes the Executive or AMS Staff is forced, by direction of Council, to sign an agreement that they do not necessarily agree with. This is a question of true liability and responsibility if one of these contracts were to be disputed.

The Committee recommend this risk be addressed as outlined in Recom. 3 and 7.

### 7.2.3. Lack of Public Relations Training

The committee has also identified a lack of public relations training as a potential threat. The AMS currently does not provide training in public relations to constituency executives but these executives are often interviewed by news media and serve in prominent positions. The committee feels that a lack of training in public relations poses a very real risk to the society as media interest in constituencies is usually highest in times when the society is facing a major issue. The lack of training the execs receive may lead to permanent damage to the constituency and the AMS's public images.

The Committee recommend this risk be addressed as outlined in Recom.4 and 10.

#### 7.2.4. Misunderstanding of Delays

The risk that has been identified throughout all of the other risks is an overall sense that AMS oversight comes at the cost of increased delays. This was also reflected in the survey responses. Areas in which the AMS exerts more influence and oversight are areas in which Constituencies must face long periods of wait. The most common example of this identified is the signing of contracts which can often delay the planning of events significantly. This is a risk as misperception and misunderstanding of these delays plays significant into deteriorating relationships.

The Committee recommend this risk be addressed as outlined in Recom.1 and 6.

#### 7.2.5. AMS Council Overlap

There is often a confusion between Constituency engagement and AMS Council. It is often felt that informing council is equal to informing constituencies. While there are representatives of all Constituencies who sit on Council, it is not the case that informing these members always leads to information being passed on to Constituencies.

The Committee recommend this risk be addressed as outlined in Recom. 6.

#### 7.2.6. The Implementation of Bylaw 22

The committee identified the addition of a new Bylaw 22 in accordance with the BC Societies Act as a potential risk. Without a proper understanding of the nature of the branch societies the bylaw would create, the committee feels that the AMS is open to risk from the incorporation of branch societies.

The Committee recommend this risk be addressed as outlined in Recom. 11.

### 7.3. Disconnect Opportunities

The following disconnect opportunities have been defined. This list is not exclusive and only identifies the opportunities that have been identified as a current priority.

#### 7.3.1. First Week Collaboration

Almost every constituency conducts their own individual first week collaborations. Each society runs them with a varying success however it is clear that a coordinated approach to first week events would allow for an improved student experience and decreased financial risk.

Opportunities include coordinated timing, sponsorship, integrated marketing with AMS Firstweek, standardized basic training for orientation leaders, introductory workshop on “how to plan a successful Orientation weekend” etc.

The Committee recommends this opportunity be addressed as outlined in Recom. 9.

### 7.3.2. Graduation Event Collaboration

Certain constituencies run graduation or end of year events. There already exists a Graduation Committee of representatives. The opportunity to collaborate on year end events could be a potential development of improved communication.

The Committee recommends this opportunity be addressed as outlined in Recom. 8.

### 7.3.3. Standardizing Transition and Orientation Procedures

Since it was identified that Council is used for constituency relations. It was brought up that transition and orientation of Council could be significantly improved. Additionally, transition and orientation procedures for constituency executives and councils more widely.

The Committee recommends this opportunity be addressed as outlined in Recom.1, 2, 3 and 12.

### 7.3.4. Cross Marketing and Promotion Opportunities

It seems like a win-win relationship for the AMS and Constituencies to promote for each other. This was also a suggestion from the survey results.

The Committee recommends this opportunity be addressed as outlined in Recom.10.

## 8. Recommendations

Based on the disconnect risks and opportunities identified in the above section, the committee proposes the following next steps, hereby described as “recommendations”. This section has been separated from “risks” and “opportunities” as this outlines specific action items and individuals responsible.

## 8.1. Institute a Mandatory Constituency Executive Orientation at the end of April

The committee recommends introducing a Mandatory Constituency Orientation which would be a mandatory one day workshop for all constituency executives hosted at the end of April. During the event, constituency executives would be familiarized with:

- Fiduciary duty as elected representatives of students pertaining to financial and democratic responsibility
- AMS resources available to support each constituency executive role
- \*New\* Constituency media protocol
- Coaching on how to manage a team of volunteers
- Creation of an Undergraduate Handbook

It could also double as an opportunity to share goals and priorities for the year between constituencies, as well as providing a forum for coordination around First Week and other inter-constituency events.

**RECOMMENDATION 1:** *BIRT Council direct the AMS Executives to create:*

1. *Constituency Executive Orientation at the end of April including, but not exclusive to, the list of topics above plus informal networking*
2. *An Undergraduate Handbook*

## 8.2. Institute AMS Orientations for Constituency Councils

The committee recommends that the AMS take proactive steps in requiring AMS executives to provide an orientation to the Council of each constituency. This would be in the form of presentations made to Constituencies about their relationship with the AMS. Orientation material would include the legal relationship between the constituencies and the AMS, information on having contracts signed, and information on who is ultimately liable for the actions of the constituency.

This should also address and improve coordination with department clubs prominent on the Constituency council. It is also important that the councils and AMS communicate especially the structure of constituency club's relationship including their overview of club's finances. If constituencies are incorporating department clubs without AMS legal and financial oversight, there is significant risks.

**RECOMMENDATION 2:** *BIRT Council direct AMS Executives attend Constituency Councils in Term 1 to present on how AMS can integrate with their work.*

**RECOMMENDATION 3:** *BIRT Council direct AMS Executives to review governance relationship between constituencies and department clubs to ensure appropriate financial and liability oversight.*

### 8.3. Create Constituency Media Protocol

UBC does offer public relations and media training. As such, it is recommended that the AMS team up with UBC to offer these services to Constituency Executive.

- Ensure Constituency president acts as “chief communications officer” for each constituency and has access to AMS communications manager for statement and media release formation
- implement media policy for constituencies to apply to all elected council members and hired coordinators and staff

**RECOMMENDATION 4:** *BIRT Council direct the Governance Committee to review and update the Constituency Media Protocol Policy.*

### 8.4. Review AMS Committees Constituency Oversight

As part of the Governance Review conducted by the AMS in 2016, section of relevant code surrounding constituencies were deleted. As such, the Committee recommends two sections be reintroduced (in a way that also makes relevant updates to fit the current governance structure of the AMS). These sections are outlined below.

**RECOMMENDATION 5:** *BIRT Council direct the Governance Committee to reintegrate the following revised sections of now-defunct Code:*

#### *Approval of Club and Constituency Deficits*

- 1. Club or Constituency expenditures that would create any deficit under \$1,000 must be approved by the Budget Committee and the Vice-President Finance.*
- 2. Club or Constituency expenditures that would create a deficit of over \$1,000 must be approved by the Budget Committee, the Vice-President Finance and the Vice-President Administration in advance. Such approval shall be in writing.*

#### *Credit Card Reimbursements*

*All credit card reimbursements over the amount of five thousand dollars (\$5000.00) may be subject to the review and approval of the Budget Committee.*

## 8.5. Conduct Monthly President's Council Meetings

The overlap and misuse of council to act as constituency integration is clear. From comparison of other societies and feedback, it was clear that Council should be surrounding AMS operation and not expected to facilitate constituency cooperation.

To separate these two jobs of the AMS, the committee recommends that President's Council Meetings be formalized and become more frequent. President's Council Meeting should include all members of the AMS Executive and Constituency Presidents. The President's Council should meet once monthly and focus on constituency operations and interaction with the AMS.

This will allow for check ins throughout the year between the Presidents and AMS Executive, not just being isolated during the start of term orientations. This council will be utilized for many of the other recommendations to improve communication throughout events, communications, finances etc.

**RECOMMENDATION 6:** *BIRT Council direct Governance Committee to formalize and create a AMS President's Council for Constituency Presidents and AMS Executives with a monthly meeting requirement as well as remove Constituency updates from AMS Council meetings as well as standardize council representative election times.*

## 8.6. Metric Reporting to Council

In order to improve financial and operational oversight of Constituencies, the AMS will ask for a reporting metric to be submitted to Council twice annually. The Committee has made a draft version of this metric found in Appendix D. This version will need additional review but it is supposed to provide an outline to how this reporting should be structured.

This reporting metric is suggested in order to not increase delays or frustrations but reinforce Council's fiduciary duty to oversee the actions of Constituencies. The goal is that if a reporting metric is not acceptable Council can temporarily suspend their budgets and increase oversight.

There is also the concern of liability. As such, it is recommended that a list of any and all contracts signed should since the previous reporting period be included.

**RECOMMENDATION 7:** *BIRT Council direct Governance Committee to institute and review the council reporting metric suggested in Appendix D.*

## 8.7. Review First Year and Graduating Committee

It was indicated that First Year and Graduating Committees were acting as bodies separate to their relevant constituencies. This integration needs to be reviewed as it could potentially create symmetry to the constituency/AMS engagement.

Governance Committee is currently proposing changes to the graduating committee. As such, our recommendation has been amended to address this.

**RECOMMENDATION 8:** *BIRT Council direct the Graduating Committee to review the responses from this consultation and improve incorporation with constituencies.*

**RECOMMENDATION 9:** *BIRT Council direct President's Council to review the incorporation with First Year Council and Constituencies.*

## 8.8. Review Communications Policy

Through feedback it became evident that the AMS does not support promotion of constituency events and operations. The Committee feels this is a missed opportunity for shared value.

**RECOMMENDATION 10:** *BIRT Council direct the AMS Executive to liaise with the Communications Department at the AMS to improve promotion and to bring the department to a President's Council Meeting to improve collaboration.*

## 8.9. Understand Bylaw 22

The massive risks associated with Bylaw 22 became evident through this. The Committee debated the risk of not addressing the influence of this Bylaw or if it was possible to minimize this risk. The Committee did not feel they could adequately address it.

**RECOMMENDATION 11:** *BIRT Council direct the Governance Committee to review the risks surrounding the adoption of Bylaw 22.*

## 8.10. Standardizing Council Elections

It became evident that constituencies, although they enjoy their autonomy, recognize the significant benefit to having all council representatives elected at the same time. This will greatly improve Council training and education.

**RECOMMENDATION 12:** *BIRT Council direct Governance Committee to standardize Constituency Elections dates and timelines.*

## 9. Conclusion

In conclusion, the ad-hoc committee has reviewed the relationship of the AMS and constituencies in detail. This review included consulting with existing affiliate organizations and existing code to identify possible disconnect risks and opportunities. The committee has synthesized this information into twelve key recommendations.

It is clear the relationship between the AMS and Constituencies are strained and is an area for significant improvement. If the relationship could improve it will significantly increase the benefit to students without significant additional costs. It is also important to improve oversight due to the high level of risk if mistakes are made.

# Appendix A: Meeting Minutes

## A.1 Committee Meeting 1 - January 6, 2017

**Attendance:** Veronica Knott, Diane Nguyen, Elise Mance, Mackenzie Lockhart, Maria de Fatima Lazo, Samantha So

**Regrets:** Jakob Gattinger, Ava Nasiri

### **Summary of Minutes:**

Over the break the Committee has been collectively working on a Google Document. This has allowed for the initial format of the report to be created and topics of discussion to be addressed. The Committee went through the report section by section outlining and discussing the key topics. The discussion topics and outcomes are summarized below.

### **Graduate Student Society Exclusion**

As highlighted on the Google Doc as well as validated in the meeting, the Committee decided to not include the GSS in its review. This is due to the legal and complex issues surrounding the GSS/AMS relationship. The committee though did think a warning should be added as an example of how its relationships with subsidiary organizations can deteriorate.

### **Mechanisms for Control**

The report outlines that AMS has mechanisms of control over the constituencies however the report does not outline them. The committee decided the list of AMS mechanisms should be outlined.

### **Consultation Surveys**

The Committee decided it was important to conduct consultation as well as referencing any existing consultation. The Committee agreed to conduct a simple survey to Constituencies as well as integrate existing SWOT analyses. It was noted however that any surveys that were conducted outside of the committee the results should be noted to be from different sources.

### **Creating of a Constituency Committee**

A recommendation was suggested to create a separate constituency committee. Although the initial idea was received positively, the Committee discussed how the AMS had recently undergone a Governance Review to streamline the Committee. It was highlighted how they did not want to reverse any of those recommendations and felt that the Committee would overlap many of the existing structures. As such the Committee felt that although existing reporting methods could remain, they needed to be verified, communicated, and additional oversight needed to be added.

### **Reporting Metrics to Council**

As summarized above, the committee did not want a unique committee but felt additional Council oversight was necessary. The committee discussed a wide range of ideas including presentations and reports but decided it wanted to be cautious to not overload Council or asking the constituencies for too much. The final idea that was settled on was that constituencies should be required to submit operational metrics to Council. If there are any anomalies they should be explained and Council should ask for a presentation. The details of the frequency and type of metrics still needs to be discussed.

### **Utilization of AMS Retreat**

A discussion was held surrounding the possibility to utilize AMS Council retreat in the summer as a form of orientation. This idea seemed plausible however it identified two key themes. First, that the committee strived to not confuse Council and Constituencies. Therefore it was deemed that the targeted individuals for the orientation would not be at AMS Council Retreat. Next, it was clarified that the summer timeline of the AMS Retreat was not ideal.

### **Constituency Handbook**

It was highlighted that an updated and custom to constituency handbook should be created and easily circulated at Constituency Orientations.

### **Constituency Orientations**

One the most discussed topics was constituency orientations. The difficulty of attending and the mix with clubs and other organizations were two of the biggest issues with the constituency orientations. In response to these concerns, the committee discussed flipping the method of orientation. Instead of asking constituencies to attend a once a year orientation, the AMS would run individual orientations to the constituencies. The Council discussed how this would extend the reach of the AMS and put the responsibility on the larger organization. At the section it was discussed that there could be a need for an AMS staff member dedicated to constituency engagement and support.

### **Bylaw 22**

The risk that was identified surrounding Bylaw 22 was decided to be massive. As such, the committee decided the true legal implications could be outside the abilities of this committee however it should be identified as a potential risk and further researched. The committee also agreed to further consult with Jakob who had originally highlighted the risk.

### **Action Items**

The action items created by the committee are:

1. Create and Conduct Survey Consultation
2. Finish writing and creating the report with recommendations
3. Add discussion items from meeting
4. Set up meeting for end of January

## **A.2 Committee Meeting 2 - February 3, 2017**

**Attendance:** Veronica Knott, Diane Nguyen, Elise Mance, Mackenzie Lockhart, Maria de Fatima Lazo, Samantha So, Jakob Gattinger, Ava Nasiri

**Regrets:** No one because we're fun!

### **Summary of Minutes:**

The Committee continued to work between the first meeting and this second through a combination of the Google Document, Facebook Chat, and Survey. The work conducted was to coordinate the survey questions and continue to debate ideas and formats. At the end of January meeting a draft of the Report had been finished and the committee was ensuring there was collective support for the recommendations and overview.

### **Review Survey Data**

The Committee did a quick overview of the data and saw that it supported the recommendations that had be discussed. Additionally further recommendations were made based on the results.

### **Review Disconnects especially Bylaw 22**

It was recognized the true risk of Bylaw 22 but that properly addressing Bylaw 22 would require resources not available to the Committee. It was deemed an important recommendation.

### **Review Recommendations**

The recommendations were updated and support was reissued.

### **Outline Any Concerns or Dissent to be Included**

There was discussion and dissent surrounding if Bylaw 22 needed to be addressed. Additionally, discussion was prominent about the aspects of mandatory Council retreat. As a result, the Committee did reach consensus since all the recommendations are to ask other bodies to implement.

### **Coordinate Council Presentation**

The discussion surrounded how to best present this to Council and pass the recommendations quickly. It was decided it would be better to present the recommendations on Feb 8, let the two weeks in between for Councillors to comment if they want anything removed from an omnibus motion, and then move for approval at the next Council meeting on the 15th.

## Appendix B: Opinion from Sheldon

Thanks for sending the report, Veronica. I'll take a look at it.

In the meantime, to answer your two questions:

1) The old Code rules for SAC made it the body to liaise with the Constituencies, but the September restructuring removed everything on SAC from Code, and this liaison duty was not given to anyone else. (By the way, I'm not sure if you meant to suggest that Constituencies as clubs; they are not, though both clubs and Constituencies are Subsidiary Organizations of the AMS.)

So there was an official link but only for liaison: nothing very powerful there in the SAC-Constituency relationship, and now SAC is virtually gone, and will be completely gone if the proposed Bylaw amendment passes, and the liaison duty has gone away.

2) Constituencies can have their accounts suspended (by the VP Finance) if they fail to submit a budget or bank outside of the AMS or have gone into debt and are not making attempts to get out of debt. Details in the Code.

Sheldon

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**From:** Veronica Knott [[vcaknott@gmail.com](mailto:vcaknott@gmail.com)]

**Sent:** Tuesday, January 31, 2017 10:40 PM

**To:** Sheldon Goldfarb

**Subject:** Re: AMS Control over Constituencies

Hi Sheldon,

My apologies for the delayed response - I wanted to spend time and properly review your response. I agree with you I was misaligned with the Council restricting funds. I have updated the mechanisms upon your direction.

I have two lingering questions:

- How and in what way do Constituencies interact with SAC/as AMS Clubs? What is the level of responsibility there? Is there any official link?
- Theoretically since Council can direct constituencies, could they refuse to allow constituencies access to their own funds? (Thinking in the theoretical).

If you are interested in the report, it can be found here - it is still very rough (we have a lot of work before Council, uh oh!) but the section I have outlined from our conversation is Section 3.2. Report:

[https://docs.google.com/document/d/1hRp\\_bsWFOzSWmQoL5m85q4bOOg9r4gXAIrce3MSXjy4/edit?usp=sharing](https://docs.google.com/document/d/1hRp_bsWFOzSWmQoL5m85q4bOOg9r4gXAIrce3MSXjy4/edit?usp=sharing)

Thanks,

Veronica

Veronica Knott

Mining Engineering Student - University of British Columbia

UBC Board of Governors Member

[vcaknott@gmail.com](mailto:vcaknott@gmail.com) - 7789890284

On Thu, Jan 12, 2017 at 9:42 AM, Sheldon Goldfarb <[Archives@ams.ubc.ca](mailto:Archives@ams.ubc.ca)> wrote:

Hi Veronica,

Thanks for asking.

Yes, Bylaw 13(2) gives Council the power to deconstitute a Constituency or alter its constitution or bylaws. However, in all the time I've been here, I've never seen Council do that, except at the request of a Constituency: a couple of times Constituencies have said they couldn't amend their own constitution because of their quorum rules and they asked Council to step in and do it for them, which Council did.

So although Council has this huge hammer, it essentially never uses it.

Your third point I think is drawing on later parts of Bylaw 13? By the way, Bylaw 13 is confusingly laid out: 13(2) refers to Constituencies; 13(3) just to Clubs, but then from 13(4) on, it is referring to both Clubs and Constituencies.

Bylaw 13(4) says Constituencies can't have constitutions or bylaws that conflict with the AMS constitution and bylaws.

Bylaw 13(5) says Constituencies must comply with regulations and directives passed by Council. This I have seen used a couple of times: once to direct the AUS about safety measures for Arts County Fair; another time to tell the Constituencies to follow the rules in the AMS policy on alcohol use (for beer gardens: to make sure servers have been trained properly etc.). Both those attempts by Council to exert control met with serious pushback, and this is a rare thing for Council to attempt.

Another example was when Council debated whether to allow the Constituencies to use its old electronic voting system which had been shown to have security vulnerabilities. The Executive wanted to stop the Constituencies; the Constituency majority said no, it is up to us individually to decide (and they won, but they then decided not to use the compromised system because it was, well, compromised. But the principle was that they wanted to decide for themselves).

Bylaw 13(6) through 13(9) essentially say that Constituency assets belong to the AMS, but also say that administering those assets is left to the Constituencies, and I don't think the AMS as a rule steps in and tells a Constituency how to manage its assets.

Note that Bylaw 14 lays out the procedures a Constituency must follow to alter its Constituency fee. Council has little say over that except to ensure that the Constituency has followed the procedures. So when the CUS voted for a huge \$500 fee increase Council approved it even though many Councillors didn't like it. It was similar with the Kinesiology fee.

Bylaw 5(3)(d)(iii) gives the AMS VP Finance power over the Constituencies in financial matters. See also Code Section VI, Article 6 and the Fiscal Procedures section of Code (IX B). Constituencies must bank with the AMS, and there are various rules they must follow about their accounts, budgets, etc. (Some of this got dropped when we abolished Fincom, which is what prompted the current discussions.) See the Committee Restructuring Code amendment on the website:

<http://www.ams.ubc.ca/wp-content/uploads/2013/06/Code-changes-2016-committee-restructuring-as-amended-at-Council.pdf>

But the Code amendment didn't touch Code Section IX B, Article 9(3) on contracts. Constituencies cannot sign contracts. Only the AMS can do that, so that's a major source of control that is actually used: Constituencies have to come to the AMS with any contract they want to enter into. Even there in the past there have been issues. CUS drafted its own contract for use of the new Sauder space, and the AMS had grave misgivings: there is no clear procedure for who should be drafting (and negotiating) a contract. Having the power to sign (or not sign) is one thing, but who does the negotiating? This was also an issue with the Kinesiology contract about their proposed new building. And also with Engineering and its contract for the new Engineering Student Centre, especially the food outlet in it.

Still, this is definitely a place where the AMS exerts control; it gets to decide on contracts. Contracts, budgets, and accounts are the main ways, it seems to me, that the AMS exerts control over the Constituencies. You may want to speak to Louis and Keith for more information on how this works in practice.

There is also the issue of Constituency elections. The AMS electoral procedures, while explicitly granting Constituencies the power to run their own elections according to their own rules, does set down a set of rules that Constituencies must comply with. See Code Section IX A, Article 9.

I'm still not sure about your final point: "Council can restrict or alter use of funds for constituencies." What Bylaw or Code provision are you thinking of?

Anyway, hope this helps. In general, I would say the AMS allows the Constituencies a great deal of autonomy and exerts control primarily in banking and contracts. Large powers exist that would seem to grant the AMS more control, but in practice these are not used.

Sheldon

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**From:** Veronica Knott [<mailto:vcaknott@gmail.com>]

**Sent:** Wednesday, January 11, 2017 6:47 PM

**To:** Sheldon Goldfarb

**Subject:** AMS Control over Constituencies

Hi Sheldon,

The Ad-Hoc Committee is putting together a list of mechanisms by which the AMS has control over constituencies and their operations. The committee has put together a short list but we would like to check with you, as master of all AMS knowledge, if there were mechanisms we were missing.

Mechanisms for AMS Oversight for Constituencies:

1. Council can at anytime vote by a  $\frac{2}{3}$  motion to de-constitute a constituency
2. Council can at anytime alter a constituencies By-Law, Code or Governing Documents
3. Council can restrict or alter use of funds for constituencies

Any insight you could provide would be great,

Veronica

## Appendix C: Bylaw 22

### BYLAW 22: BRANCH SOCIETIES

1. Any subsidiary organization may apply to Council for incorporation as a branch society in accordance with the Societies Act, provided that the following conditions have been satisfied:
  - a. Submission to Council of the proposed draft constitution and bylaws which shall provide that, subject to the provisions in the Societies Act as amended from time to time Alma Mater Society of UBC Vancouver BYLAWS -2016 Page 30 governing dissolution of branch societies, the branch society shall surrender its certificate of incorporation upon a Two-thirds (2/3) Resolution of Council requiring such surrender.
  - b. Submission to Council of the proposed ballot to be used by the subsidiary organization in the referendum seeking approval to become a branch society.
2. Upon Council approving the submissions of the subsidiary organization as provided for in Bylaw 22(1), Council may, by Two-thirds (2/3) Resolution, approved the incorporation of the subsidiary organization as a branch society provided that the treasurer of the subsidiary organization has tendered to Council a declaration stating the following:
  - a. That a referendum by secret ballot of the members of the subsidiary organization has been held and that Two-thirds (2/3) of those voting approved the incorporation of the branch society.
  - b. That the results of the referendum have been made public within the subsidiary organization and in the Ubyyssey or other campus publication and that ten (10) days have elapsed since the date of the first publication of the results.
  - c. That in those subsidiary organizations whose membership is less than one thousand (1,000) that twenty-five percent (25%) of those eligible to vote or one hundred and fifty (150) members, whichever is the lesser, have voted in the referendum and that in those subsidiary organizations with membership over one thousand (1,000) that fifteen percent (15%) of those eligible to vote have voted in the referendum.
3. There shall be a period of not less than three (3) years before a branch society which has surrendered its certificate of incorporation or had its incorporation revoked as provided above may be re-incorporated as a branch society.”

## Appendix D: Council Oversight Metrics

The metric would be a maximum of two pages plus contract list. It would be sent to Council at two points in the year, at first in September during the planning for the year and in April at the end of the year. Council would be required to take further action, such as restricting further expenses if the metrics show areas of concern.

### Budget Reporting

High level summary of the planned budget categories, including major one off events.

- Maximum one page summary.

### Event Reporting

Summary of the planned events for each category and brief descriptions.

- Maximum one page summary.

The event categories the committee recommended review are the following five. The idea is to ensure the constituencies are conducting events in a broad range of areas.

1. Academic
2. Social
3. Professional
4. Health
5. Philanthropic

### Contract Reporting

To improve liability oversight, the Constituency should also submit a list of contracts that were signed by the AMS on the constituencies behalf.