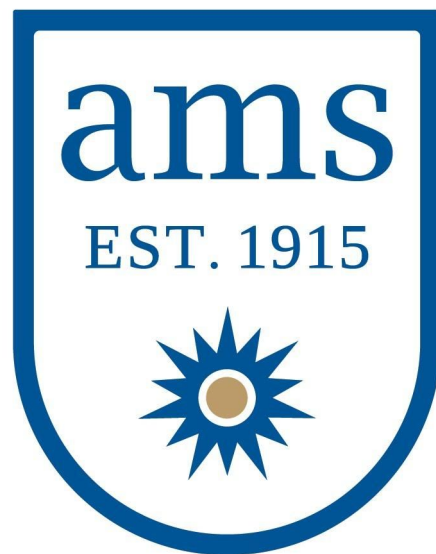


# CONSTITUENCY EXECUTIVE HANDBOOK



Student Society  
of UBC Vancouver

Updated: April 2018

## **HISTORY**

In February of 2017, after several constituency executives expressed confusion and disappointment over the relationship between the AMS and Constituencies, a [report](#) was published outlining discussions and recommendations from the AMS Ad-Hoc Committee on Relationship with Constituencies. One of the recommendations was for the AMS Executive to create an Undergraduate Handbook (now called the Constituency Executive Handbook to be more inclusive) that would complement the Constituency Executive Orientation in April of every year. In May of 2017, the Administration portfolio took on this project, and conducted various levels of consultation with constituency executives (past and current), clubs, AMS Staff and executives to help put this book together. Excerpts from AMS Code and Bylaws are included as well.

## **PURPOSE**

The purpose of this handbook is to be a guide for all constituencies on ways to make the most out of their year in their executive positions. This is not meant to instruct or enforce rules on executives, nor is this meant to be interpreted as enforceable policy; it is simply a resource that the AMS encourages all constituency executives to refer to in order to understand their relationship and responsibilities with the AMS, University Faculty and the student body, as well as how to effectively run themselves. This handbook will be updated regularly by Presidents Council.

This Handbook is merely a guide, not a legal document. If a statement in this Handbook conflicts with the Society Act, the University Act, the AMS Constitution, Bylaws, or Code, the AMS Executive Procedures Manual, or any other AMS governing documents, or any regulations of UBC's Board of Governors or Senate, those other acts, bylaws, or regulations shall prevail.

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## **INTRODUCTION:**

### **CONSTITUENCIES**

#### **A. General:**

- i. Council shall recognize the student associations and undergraduate societies of the degree granting faculties and schools of UBC Vancouver as Constituencies of the Society, subject to the following conditions: i) Unless otherwise created by a Two-thirds (2/3) Resolution of Council, new student associations for degree-granting schools shall only be recognized as Constituencies if their enrolment exceeds one percent (1%) of the total enrolment of UBC Vancouver. ii) Groups of students which would otherwise be eligible to form a new constituency but which fail to meet the minimum enrolment requirement shall be granted membership in an existing Constituency by Resolution of Council.

#### **B. The Constituencies of the UBC Vancouver Campus under the AMS are as follows:**

- i. Architecture
- ii. Arts
- iii. Audiology
- iv. Board of Governors
- v. Commerce
- vi. Dentistry
- vii. (Vancouver School of) Economics
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## **AMS COUNCIL**

### **A. General**

- a. AMS Council shall consist of voting and nonvoting members.  
Voting members include:
  - i. All 5 AMS Executives (President; VP Academic and University Affairs; VP Administration; VP External; VP Finance)
  - ii. Representatives from all constituencies
- b. Non-Voting Members Include:
  - i. Student Services Manager
  - ii. 2 appointed representative from UBC Vancouver Senate
  - iii. 2 student representative from the Board of Governors

### **B. Constituency Representatives on Council**

- a. During Spring election period, constituencies will vote for members of their society to represent them on AMS Council, known as AMS Representatives
- b. In some Societies, the President is also an AMS Representative
- c. The number of AMS Representative a society can vote to represent them in Council is 1 per 3000 students in the society, rounding up
  - i. Example: a Society with 8000 students will have 3 members from their society representing them on AMS Council

## PRESIDENTS COUNCIL OPERATIONS

In addition to the Handbook, the ad hoc committee recommended that there be a formation of Presidents Council, a committee that meets monthly for all constituency Presidents and the AMS President to meet and discuss common issues. In addition, this council requires Presidents to send in metrics that outline expenditures and projects.

This is also the body that will edit the Constituency Executive Handbook as necessary.

*From AMS Code ...*

### COMPOSITION:

1. There shall be a Presidents Council composed of:
  - (a) the Society's President;
  - (b) the Presidents of the Society's Constituencies;
  - (c) the Presidents of the student associations at the Affiliated Institutions;
  - (d) the President of the Graduate Student Society;
  - (e) one (1) other Executive as designated by the Executive Committee, who shall be non-voting; and
  - (f) the Society's Communications Manager, who shall be non-voting.
2. The Council shall be chaired by the Society's President.

### Meetings and Minutes

1. The President shall call meetings of the President's Council at least once a month during the School Year and at the discretion of the Society's President from May to August.
2. Quorum for meetings shall be a majority of the members.
3. At the written request of a majority of the Presidents of the Constituencies and the Presidents of the student associations at the Affiliated Institutions, the President shall call a meeting of the Presidents Council, to take place within one week of the request.
4. Notice, including agendas, for all meetings of the Presidents Council shall be issued by the President no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes. Notice and agendas shall

be issued to members of the Presidents Council and also posted on the Society's website.

5. Meetings of the Presidents Council shall be open to the public, unless the Council decides otherwise by Resolution.

6. The minutes of all meetings of the Presidents Council, once approved by the Council, shall be submitted to AMS Council by the President. Once approved by AMS Council, they shall be posted on the Society's website.

7. The Presidents Council may, at its discretion, allow members who cannot take part in a meeting in person to phone in or to connect to the meeting electronically, so long as a speaker phone or some other similar device is used to allow all members present in person or connecting from afar to hear each other and participate in debate. If this standard is met, members connecting from afar may both participate in debate and vote on motions.

8. If an issue has already been discussed at a Presidents Council meeting, the President may conduct a vote on the issue by email and the Council may send any resulting recommendation to AMS Council or act on any resulting decision as if the recommendation or decision had been approved at a regular meeting of the Council, provided that the following conditions have been met:

(a) There must already have been substantive discussion of the issue at a meeting of the Presidents Council.

(b) The President must send the request for an email vote to all members of the Presidents Council and allow at least forty-eight (48) hours for the members to submit their email votes, with the understanding that in emergency cases a shorter time period may be allowed.

(c) For a vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for the Presidents Council.

(d) If any one (1) member of the Presidents Council asks for additional discussion, the email vote shall not take place, and instead the issue shall be discussed at a subsequent meeting of the Presidents Council.

9. The results of any email vote shall be recorded in the minutes of the next meeting of the Presidents Council. Article 3. Powers and Duties 1. The Presidents Council shall:

(a) facilitate cooperation between the Constituencies and between the Constituencies and the central AMS (for the purposes of this Article the term Constituencies shall include the student associations at the Affiliated Institutions);

(b) be the forum in which the Constituencies may update each other and the central

AMS on activities, events, and issues within the Constituencies, including but not limited to departmental clubs, negotiations and advocacy within the University, and potential Constituency referendum campaigns;

(c) be the forum through which the Executive Committee may communicate with the Constituencies;

(d) advise on yearly Constituency executive orientation;

(e) oversee and suggest edits to the Constituency Executive Handbook

(f) collect and review reporting metrics from the Constituencies in accordance with paragraph 2 below;

(g) have the power to pass a Resolution advising any body within the Society, and that body shall be required to respond to the advice given;

(h) have the power to pass a Resolution to put questions to any body within the Society, and that body shall be required to respond to the questions asked; (i) have the power to make recommendations to AMS Council on any issue related to AMS-Constituency relations, including but not limited to Society and Constituency events, Society and Constituency communications, media protocols, websites and social media, publications, orientations, budgets and financing, Constituency accounts, contracts, and Constituency operations.

## 2. Constituency Metrics

(a) Twice a year, in October and March, the Constituencies shall present reports to the Presidents Council.

(b) The report in October shall include: (i) a high-level budget summary; (ii) a report on events the Constituency will be involved in throughout the academic year; (iii) a list of contracts involving the Constituency.

(c) The report in March shall include: (i) a high-level budget update; (ii) a report on events in which the Constituency participated; (iii) a list of contracts involving the Constituency.

(d) The reports shall be made using a template provided by the Presidents Council.



## **AMS AND CONSTITUENCIES**

Students in UBC's various faculties and schools are organized into undergraduate societies and student associations, such as the Arts Undergraduate Society and the Education Students Association. Each of these undergraduate societies and student associations is a constituency of the AMS, sending representatives to Student Council and conducting activities for its members.

The number of representatives sitting on Council representing a given constituency is contingent on the number of students in the constituency; Arts, being the largest faculty, has the most representatives. All constituencies have at least one Council representative, with larger constituencies typically having an additional representative for every 3000 students in the constituency.

In practice, the constituencies have a fair amount of autonomy; however, they do not exist as separate legal entities, and therefore their funds and assets do technically belong to the AMS. In addition, AMS Council has the power to issue directives to the Constituencies and to alter any given Constituency's constitution or bylaws. That being said this rarely happens, the exception being when a Constituency is unable to change its constitution itself because of stringent quorum requirements.

Contracts entered on behalf of Constituencies (such as contracts to rent space in a hotel or more major contracts to do with social space for a Constituency) must be submitted to the AMS for approval, and must be signed by AMS signing officers. In addition, constituencies must do their banking through accounts set up in the AMS Administration Office.

Constituencies get dedicated fees separate from the AMS fee, which they can alter by means of Constituency referendums. The results of such referendums must be sent to AMS Council, who then forwards them to the University's Board of Governors if procedures have been properly followed.

It is up to Council to recognize what group is the Constituency organization for each School and Faculty.

### **GSS**

Different from all other constituencies,, the GSS (Graduate Student Society) is an independently incorporated society. It is independent of the AMS, but also sends representatives to AMS Council, and its members (all of UBC Vancouver's graduate students) are also members of the AMS.

Therefore, the AMS acts as an overseeing body and provides a number of benefits,

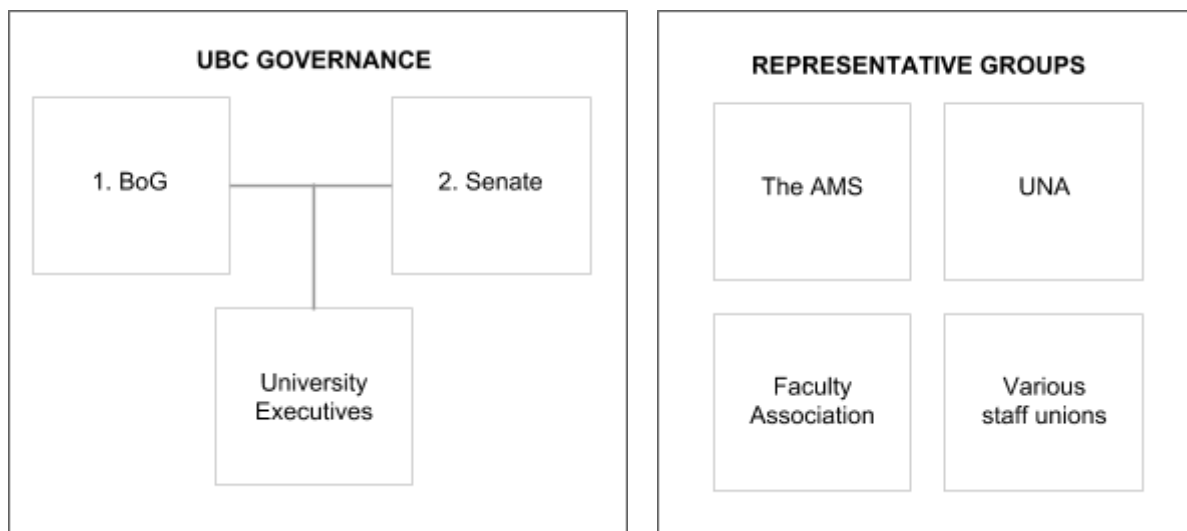
similar to how the AMS provides benefits to clubs:

- (a) Free bookings in the Nest
- (b) Reduced cost of catering
- (c) Free rentals at the SLSC
- (d) Banking
- (e) Orientations
- (f) Human Resources Management
- (g) General support

The last point is amongst the most crucial. The AMS is the immediate line of support to all the constituencies, and should be one of the first bodies to consult whenever assistance is needed.

### **BODIES ON CAMPUS**

UBC has two major bodies on campus: UBC Governance and Representative Groups.



**‘UBC Governance’ is comprised of:**

#### **1. Board of Governors:**

The Board of Governors is the highest governing body on campus that deals with anything non academic. Topics that are discussed in BoG are money, property, policy, people, and strategic direction. There are two student representatives.

## **2. Senate:**

The UBC Vancouver Senate is the highest governing body on campus that deals with anything academic related. Topics that are discussed in senate include academic policy, curriculum, and student appeals on academic discipline to name only a few. There are 5 senators elected during AMS elections, plus 1 student senator elected from each constituency, who hold a seat on senate and on the constituency's council.

**This handbook's listing of 'Representative Groups' is comprised of:**

### **1. The Alma Mater Society (AMS):**

The Alma Mater Society is the student union at UBC Vancouver. It is comprised of 5 elected executives (President; VP Academic and University Affairs; VP Administration; VP External; VP Finance) as well as other hired and volunteer staff.

### **2. The University Neighbourhoods Association (UNA):**

The University Neighbourhoods Association aims to offer services to members of the university residential community. The UNA oversees the major residential neighbourhoods around UBC's campus including Wesbrook Village, Hampton Place, and Chancellor Place.

### **3. Faculty Association:**

The UBC Faculty Association promotes the interests of UBC Faculty and UBC, keeping in mind the principles of academic freedom and freedom from discrimination and harassment. It also acts as the bargaining agent of all faculty members employed by UBC.

### **4. Various staff unions**

'Various staff unions' refer to the plethora of CUPE and MNP group unions that exist to represent the student and otherwise employees at UBC. The BoG deals with all union negotiations, and this is a very important way that staff issues are addressed.

Other members of the UBC Governance include:

- (a) The UBC President (Santa Ono) - chief executive officer of the University
- (b) The Vice-President Students (Louise Cowin) - responsible for UBC Student Services, UBC Athletics, and liaison with the AMS and the student Constituencies.

## AMS EXECUTIVES AND PROFESSIONAL STAFF

The AMS has 5 executives: President, VP External, VP Academic and University Affairs, VP Administration and VP Finance. Each oversee a specific portfolio that help the Society run and be successful in its efforts to provide students with academic, social, and professional support. Additionally, each executive has the potential to support every constituency in a unique way:

### **PRESIDENT:**

*From AMS Bylaws:*

- (1) chair or delegate the chair at all Council meetings, provided however, Council may, by Two-thirds (2/3) Resolution, determine the chair at any time for any period of time;
- (2) prepare the agenda for each Council meeting;
- (3) sit as a non-voting member of all committees of the Society with the exception of any committee established to oversee the President and with the further exception of any committee to which Council appoints them as a voting member;
- (4) ensure that the policies and programs of Council are properly implemented;
- (5) be the official liaison between the Society and the Managing Director;
- (6) be responsible for the public relations of the Society

*From AMS Code:*

- (a) coordinate, in general, the activities of the Executive and the Society as a whole;
- (b) be the Spokesperson for Council and the Society;
- (c) write letters on behalf of Council;
- (d) represent the Society on the Alumni Association Council, or designate a representative;
- (e) chair the Presidents Council in accordance with the provisions of Section XVII;
- (f) oversee and coordinate the activities of the Presidential Officers, and provide for all expenses relating to these positions within his or her budget;
- (g) review the advice provided by the Advisory Board and direct the Managing Director in accordance with that advice;
- (h) be responsible for implementing the Strategic Framework in accordance with Code Section II, Article 12;
- (i) communicate or cause to be communicated to appropriate staff members decisions of Council, including but not limited to HR decisions, the expenditure of funds, and decisions related to bookings;
- (j) arrange for a review of the Student Services to be done every three (3) years, such a review to be conducted with the assistance of the Student Services Manager in accordance with Section X, Article 6

Talk to the President:

- Support with strategic planning
- Information on media relations
- Advice on providing support to other executives

### **VP EXTERNAL:**

*From AMS Bylaws:*

- (1) be a liaison and encourage friendly relations with other student organizations;
- (2) keep Council informed of Provincial and Federal Government educational policy;
- (3) be responsible for the preparation, in consultation with the Executive and other persons set out in the Code, and subject to the approval of Council, of any briefs, discussions, or negotiations with respect to higher education prior to their submission to either or both the Federal and Provincial Governments

*From AMS Code:*

- (a) be responsible for community outreach and external political events of the Society;
- (b) liaise with, and represent the Society on, external organizations, committees and coalitions, unless such duties have been otherwise assigned in the Bylaws or Code;
- (c) liaise with residence associations;
- (d) be responsible for lobbying local, provincial and federal governments;
- (e) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying

Talk to the VP External about:

- Advice on lobbying and campaigns

*Note: the VP External of constituencies often DOES NOT do the same thing as the VP External of the AMS*

### **VP ACADEMIC AND UNIVERSITY AFFAIRS:**

*From AMS Bylaws:*

- (1) keep or cause to be kept the records required pursuant to Bylaw 18, including the Constitution, Bylaws, Code and other related documents;
- (2) keep or cause to be kept and maintained the minutes of each Council meeting;
- (3) keep or cause to be kept and maintained the copies of all letters, written or received by Council and its committees;
- (4) receive all written submissions made to Council;
- (5) approve, or delegate such approval as outlined in the Code, of any expenditures in the budget of Council;

(6) assist the President in the duties of the President's office;

*From AMS Code:*

- (a) lobby the University on issues of interest to students and involving the University, including but not limited to daycare, equity, safety, academics, University policies, campus planning, mental health and well-being, and student housing;
- (b) assist Constituencies with academic and other issues between them and their Faculty or School;
- (c) liaise with the Constituencies on academic matters and relations with the University;
- (d) inform Council members if they are not in compliance with the requirement to seek election to serve on a minimum of one (1) Standing Committee, in accordance with Section II, Article 6(2);
- (e) ensure that bodies and individuals report back to Council on actions Council has directed them to take;
- (f) along with the Council Senators, act as a liaison between Council and the student members of the UBC Vancouver Senate;
- (g) after an Annual General Meeting, cause to be filed with the Registrar of Companies the documents as required by the Society Act, and any other documents; and
- (h) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning University affairs;
- (i) assist in the establishment of new Constituencies in accordance with Code Section II, Article 17;
- (j) present options and recommendations to Council regarding policies or plans that are related to the mandate of the Vice-President Academic & University Affairs

Talk to the VP Academic and University Affairs:

- Advice on advocacy initiatives and campaigns
- A helping hand to fight for the needs of the Faculty

### **VP ADMINISTRATION:**

*From AMS Bylaws:*

- (1) be responsible for the construction and maintenance of capital projects undertaken by the Society;
- (2) keep Council informed as to the use, maintenance and condition of facilities owned or operated by the Society;
- (3) liaise with subsidiary organizations of the Society

*From AMS Code:*

- (a) keep the Operations Committee and Council informed as to the use, maintenance and condition of the AMS Student Nest;
- (b) be the signing officer for the Operations Committee;
- (c) liaise with the Constituencies and the Student Resource Groups on administrative matters and the use of the Society's facilities;
- (d) represent the Society on the University Athletic Council, the Aquatic Centre Management Committee, and the Walter Gage Memorial Fund Committee, or designate a representative to sit on those Committees;
- (e) make regular reports to Council about the operation of the Aquatic Centre;
- (f) have the right to attend meetings of all Society Clubs and to speak and present motions at such meetings, or to send a delegate with these powers to such meetings;
- (g) ensure the implementation of the Society's sustainability policies;
- (h) ensure that sustainability presentations or submissions are made to Council as follows: (i) in June a report on annual sustainability priorities for actions and projects, such priorities to be approved by Council; (ii) in October an update on the fulfillment of the sustainability priorities; (iii) in March an annual sustainability report

Talk to the VP Administration:

- Support with overseeing clubs
- Information on building management
- Ideas for sustainability initiatives in the constituency
- Anything. If they don't know the answer, they'll find it

*Note: The VP Administration is the main executive responsible for liaising with constituencies*

## **VP FINANCE:**

*From AMS Bylaws:*

- (1) prepare or cause to be prepared the financial statements of the Society, including a statement of source and application of funds, for presentation to the annual general meeting;
- (2) be responsible for monitoring the financial affairs of the Society, branch societies and subsidiary organizations, and informing delinquent organizations of their obligations and, with the approval of Council, taking whatever action may be necessary to rectify any such deficits;
- (3) be responsible for all monies received and disbursed by the Society and shall keep or cause to be kept all bills, receipts and vouchers;
- (4) approve function control reports, as defined by the Code, submitted by any subsidiary organization of the Society which requires funds from the Society other than those funds in the subsidiary organization's account with the Society;
- (5) prepare the budget in accordance with Bylaw 11

*From AMS Code:*

- (a) manage the financial affairs of the Society in accordance with the Fiscal Procedures of the Code;
- (b) further to Bylaw 11(1) prepare the budget so that it includes actual results, budgeted results, variances and the prior year's comparative results;
- (c) ensure that Clubs and Constituencies submit annual financial reports in accordance with Bylaw 13(9);
- (d) have the power to authorize any expenditure provided for in the budget as approved by Council;
- (e) serve as a director on the CiTR Board of Directors or, if not eligible to serve, attend meetings of the CiTR Board of Directors;
- (f) work with the Society's businesses and its building and facility managers to implement the Society's sustainability strategy

Talk to the VP Finance for:

- Support on budgeting
- Information about potential grants and funds for the constituency or for affiliates

#### **STUDENT SERVICES MANAGER:**

- (1) Responsible for overseeing all the services of the society

Talk to the Student Services Manager for:

- opportunities for collaboration and integration

Additionally, there are some important professional staff at the AMS who support the AMS executives, and can also provide support to constituencies.

#### **OMBUDSPERSON:**

The AMS Ombudsperson represents all members of the AMS and assists those with complaints in relation to any sort of wrongdoing, including maladministration or violation of rights. Should this be experienced in a constituency (or anywhere in the AMS), they are the most effective point of contact.

#### **HUMAN RESOURCES:**

This department is helpful for advice on conflict resolution, management, orientations, hiring practices and how to balance a student government responsibilities and other responsibilities.



**MANAGING DIRECTOR:**

The managing director oversees everything in the AMS that is NOT governance (they also have a non-voting seat on AMS Council and the Executive Committee). This includes services, Catering and Conferences, Building Operations, Finances, and Human Resources. Speak to the Managing Director if there is any concern about the operations of the AMS, or if there are questions related to liability as a constituency.

**COMMUNICATIONS TEAM:**

This team is responsible for marketing and media. They oversee the AMS social media pages and help with promotions of the businesses and AMS initiatives. They also work with the Executive when media requests come in to ensure that they're following the media policy. Speak to them to gain input on social media outreach and media relations.

**ARCHIVES:**

Everything in the AMS is archived. This office is available to assist any constituency in finding some history that may help them in solving a current issue. It is also a fantastic resource if help is needed to draft up policy.

**ADMINISTRATION/BOOKINGS:**

This office is right beside the front desk, and is usually the first stop in receiving general information about the AMS. This is also the office to inquire about Nest bookings and conferences and catering.

**FINANCE:**

The staff at the AMS front desk that handle all the contracts, reimbursement forms and cheques that come their way. Speak to them about how to get contracts and reimbursements processed.

**POLICY ADVISOR:**

This staff is available to help with drafting of policy submissions.

**IT MANAGER:**

Resource for a constituency that needs web space or wants to set up a database.

**AMS EVENTS:**

The department in the AMS that plans all the major events such as Welcome Back BBQ, Block Party, etc. Speak to them about potential partnerships or tips on creating successful events.

## **CONSTITUENCY STRUCTURE**

Every constituency is organized a bit differently. Here are some examples (taken from the individual constituency's code or bylaws):

### **ARTS UNDERGRADUATE SOCIETY (AUS):**

The President shall:

- a) Chair for all Executive Committee meetings.
- b) Act as Chair for all Council meetings in the absence of the Speaker of Council.
- c) Oversee due observance of the Constitution and Code of Procedures.
- d) Act as a member ex officio of all committees of Council.
  - e) Represent the AUS to the Faculty of Arts and the UBC Administration.
  - f) Represent the AUS to AMS Student Council. If the President is ineligible to sit on AMS Council, then the President must attend all AMS Council meetings and appoint a designated proxy to represent the AUS.
  - g) Act as the chief spokesperson on behalf of the AUS.

The Vice-President, Internal shall:

- a) Chair the Internal Committee
- b) Serve as a liaison between the AUS and all Departmental Clubs.
- c) Oversee elections, including acting as an Elections Administrator in the absence of an appointed Elections Administrator.
- d) Oversee the annual collection of continuity reports and maintain such records.
- e) Continuity Reports shall provide AUS Council with an update on goals and tasks of Executives and their committees
- f) Organize Council events, such as the Annual Council Retreat, the Council Holiday Dinner etc.
- g) Ensure that all Council members fulfill their duties.
- h) Organize The Great Arts Send-Off.
- i) Review the AUS Constitution and Code of Procedures annually and draft amendments to the Constitution and/or Code of Procedures for review by Council

The Vice-President, External shall:

- a) Chair the External Committee
- b) Serve as a liaison between the AUS and all external organizations.
- c) Promote relations with other faculties and their respective constituencies.
- d) Oversee philanthropy, sustainability and sponsorship.
- e) Oversee and maintain AUS relations with Alumni Affairs

The Vice-President, Finance shall:

- a) Chair the Finance Committee
- b) Serve as the sole signing officer of the AUS.
- c) Oversee the financial accounts of the AUS and manage their day-to-day transactions.
  - d) Prepare and present a budget for approval by Council prior to submission to the AMS to be approved by Council as a 2/3 resolution
  - e) Oversee the club and conference grant processes.
  - f) Advise on matters of a financial nature to Council.
- g) Organize AUS merchandise

The Vice-President, Academic shall:

- a) Chair the Academic Committee
- b) Engage in an academic strategy that serves to address issues academic support, professional development and wellness by providing services and organizing events for students.
- c) Oversee the academic mission of the AUS.
- d) Work with the Faculty of Arts on academic initiatives.
  - e) Organize events of broad academic interest.
- f) Liaise between the AUS and UBC Career Services.
- g) Organize the AUS Humanities & Social Sciences Conference.

The Vice-President, Administration shall:

- a) Chair the Administration Committee
- b) Maintain regular correspondence of the AUS.
- c) Serve as the bookings representative for the AUS.
- d) Record the minutes of all Executive and Council meetings.
- e) Oversee the day-to-day operations, bookings and maintenance of MASS and properties of the AUS
- f) Oversee locker rentals
- g) Act as Chair of the Arts Student Centre committee and oversee the project.

The Vice-President, Student Life shall:

- a) Chair the Student Life Committee
  - b) Plan, organize and execute all social and sports events of the AUS
  - c) Facilitate and encourage participation of Arts students in UBC Intramurals
  - d) Recruit, train and maintain volunteers for the AUS.
  - e) Organize Arts Week.
  - f) Organize the first year orientation event.
  - g) Liaise between the AUS and Arts Student Development and Orientations.

The Vice-President, Communications shall:

- a) Chair the Communications Committee
- b) Oversee general communications management including branding, social media management, multimedia, website management, and promotions for the AUS.
- c) Oversee general consultation with Arts students.

### **SCIENCE UNDERGRADUATE SOCIETY (SUS):**

#### President:

- (a) be the main spokesperson for the society
- (b) chair all general meetings of the society and meetings of council in the absence of the speaker of council
- (c) supervise and coordinate the Executive of the Society
- (d) Be a non-voting member of all committees of Council, unless otherwise stated
- (e) Be responsible for the planning of the Society's involvement in Imagine Day, and liaise with UBC Orientations
- (f) Be responsible for the organization of the Annual General Meeting
- (g) Maintain communication with former Executives of the Society
- (h) act as liaison to the Faculty of Science and the Dean's Office
- (i) hold a voting seat on AMS Council

#### VP External:

- (a) act as a liaison with any external organization and other AMS constituencies and to keep Council informed of their activities
- (b) inform science students of employment opportunities by acting as a liaison between the society and the UBC Student Career Services and/or any other student employment office(s)
- (c) chair council and executive committee meetings in the absence of the President
- (d) inform undergraduate science students of postgraduate opportunities
- (e) obtain different forms of sponsorship for the Society and its functions
- (f) maintain a sponsorship database detailing the sponsor, date of sponsorship, liaising personnel of the Society and sponsor the amount/type of sponsorship
- (g) Have sole signing authority alongside the President for any contracts with external organization and sponsors
- (h) be responsible for liaising and coordinating with Alumni Affairs to maintain relations and keep Science Alumni engaged in the Society

#### VP Internal:

- (a) Assist first year science students in the transition to university life (forming and facilitating the First Year Committee)
- (b) organize the executive retreat in the summer of their term for the outgoing and incoming executives, and organize the Annual Council Retreat in the Fall of their term (the total cost for the two Retreats shall not exceed 4% of student fees received)

by the Society of the previous academic year)

- (c) Hold Councilor check-ins once a term
- (d) promote council team building
- (e) facilitate elections
- (f) notify council of councillors who have not fulfilled the duties outlined in Article 4 and recommend appropriate disciplinary action
- (g) organize an end-of-year recognition reception

VP Administration:

- (a) record the minutes of the SUS Executive meetings, keep the minutes on file in the Society's office, submit an electronic version to the SUS website, and forward a copy of the minutes to the AMS Archivist/Researcher
- (b) Hire and supervise the Building Manager and together be responsible for the maintenance and premise bookings of the ABdul Ladha Centre
- (c) have UBC bookstore signing authority
- (d) coordinate the office hours of councilors, Executives and ex officious
- (e) keep a current version of the Constitution, Bylaws and Code of Procedures, and have a current version of the Constitution, Bylaws, and Code of Procedures at meetings of the Society
- (f) Have the authority to renumber, reformat, and grammatically correct the Code of Procedures to ensure uniformity and consistency throughout the aforementioned document (changes of this nature may only be made provided the implications of Code are not altered; the VP Administration must inform council that they have corrected the code at the subsequent council meeting)
- (g) oversee the annual review of standing of Science Clubs and shall (oversee and chair the Clubs Commission)
- (h) notify council of clubs requiring revision of their standing with the society
- (i) notify clubs of their standing on behalf of the society
- (j) be responsible for the organization of one-on-one meetings with Science Club representatives held once per term
- (k) maintain the Job Descriptions of all appointed positions of the Society, which must include (general tasks, functions, and responsibilities of the position; the supervisor of the position; qualifications or skills needed for the position; compensation)

VP Finance:

- (a) be responsible for the finances of the society
- (b) be the sole signing officer of the Society's main account
- (c) submit all budgets as required by the AMS finance commission
- (d) be responsible for the reimbursement of the society's general account
- (e) obtain estimates of all proposed expenditures
- (f) sign all requirements of approved expenditures

- (g) work in conjunction with the incoming VP Finance and the incoming President in preparing the budget for the following term of office
- (h) submit and present end of term reports to council of all the accounts of the Society
- (i) supervise the expenditures of all committees and commissions

VP Communications:

- (a) Coordinate the charity events of the society
- (b) coordinate any publications of the society
- (c) approve any press release to the media
- (d) actively promote, through the SUS media outlets, vacant positions on SUS council and SUS Committees to the Members of the Society
- (e) be responsible for the promotion and coverage of SUS and affiliated events
- (f) coordinate the annual First Week of the Society, to take place on the first week of the school year
- (g) regularly update the Society's website

VP Academic:

- (a) represent the society on the Faculty of Science Curriculum Committee as one of the student representatives
- (b) Chair the Academic Committee
- (c) encourage and facilitate the creation of ad hoc committees for the purpose of planning academically-oriented events
- (d) be responsible for the organization and execution of various academic events such as conferences or information sessions targeting Members of the Society ranging from first years to graduating students
- (e) lobby the Faculty of Science and/or relevant departments when appropriate as reflective of student feedback
- (f) liaise with the AMS and Associate Deans of Science to promote student feedback on courses, professors, teaching assistants and other academic issues
- (g) host and promote health and wellness initiatives

VP Student Life:

- (a) be responsible for the appointment of the Science First Year Orientations Committee Chair(s) and oversee the Committee
- (b) be responsible for the appointment of the Science Week Committee Chair and oversee the Science Week Committee
- (c) be responsible for the appointment of the Science Grad Committee Chair(s) and oversee the Science Grad Committee
- (d) Be responsible for the appointment of the Sports Committee Chair and the Social Committee Chair and oversee those Committees

## **ENGINEERING UNDERGRADUATE SOCIETY (EUS):**

### President:

- a) External liaison (AMS, UBC, Faculty of Applied Science, Canadian Federation of Engineering Students, etc.)
- b) Run elections
- c) Manage executives and absorb unfinished tasks
- d) Take on special projects as required

### VP Academic:

- a) Run EUS tutoring sessions
- b) Lobby to faculty on behalf of students (eg course/curriculum concerns, study space concerns)
- c) Run health and wellness events
- d) Organize Iron Ring ceremony and related graduation programming

### VP Admin:

- a) Maintain the ESC including key distribution, cleaning, scheduling, etc.
- b) External bookings
- c) EUS council
- d) Sustainability initiatives

### VP Comm:

- a) Manage all social media (Facebook, Insta, SC, Twitter)
- b) Manage e-nEUS (our weekly e-mail newsletter)
- c) Oversee our publications (handbuk planner, slipstick yearbook) and negotiate advertising sales
- d) Oversee all media including pictures, videos, graphics
- e) Organize and run the Iron Pin ceremony
- f) Maintain all physical and digital archives

### VP Finance:

- a) Reimburse all expenditures on behalf of the Society
- b) Create and maintain the Society's yearly budget
- c) Update council on budgetary matters at the end of October, January, and April
- d) Distribute Performance Funding for clubs
- e) Manage all EUS businesses and services (ESC Eatery, Red Sales, EUS Career Fair)
- f) Liaise with industry and EGBC

### VP Spirit:

- a) Organize all Week E<sup>0</sup> orientations events

- b) Organize and run E-Week
- c) Liaise with UBC Engineering alumni in collaboration with the APSC Alumni Office
- d) Manage general volunteer list

VP Student Life:

- a) Oversee all charity involvements of the society
- b) Oversee all sports events and involvements of the society
- c) Organize and assist constituency clubs with organizing all alcoholic and non-alcoholic social events
- d) Run the annual UBC Engineering Competition

**LAND AND FOOD SYSTEMS UNDERGRADUATE SOCIETY (LFSUS):**

President:

- (a) resolve a tie, in the case of a tie-vote cast by Voting Members
- (b) chair General Council and Executive Council meeting;
- (c) serve as the representative on behalf of the LFS student body in meetings and events across campus;
- (d) improve inter-faculty relations by connecting and working with other University faculty representatives, through AMS President's Council;
- (e) oversee and support all portfolios and their respective committees;
- (f) facilitate Monthly Council Evaluations with the Senior Advisor;
- (g) be responsible for the organization of the General and Annual General Meeting;
- (h) liaise with Faculty and staff of the Faculty of Land and Food Systems; and
- (i) develop and oversee the LFS|US non-departmental clubs.

Vice-President Internal:

- (a) assist with the election and management of the representative members(s) of the Internal Portfolio, including → First Year Representatives
- (b) appoint and manage the members of the Internal Portfolio, including: Wednesday Night Dinner (WND) Committee, including WND Manager, WND Shift Leaders, WND Volunteer Coordinator; Graduation Coordinators
- (c) assist the First Year Representatives in the appointment and management of the First Year Committee Members within the Internal Portfolio;
- (d) act as the liaison with Agora Eats Café; and
- (e) organize and manage LFS|US apparel sales.



Vice-President External:

(a) appoint and manage the members of the External Portfolio, including:

1. Fundraising Coordinators
2. Alumni Relations Coordinator
3. Case Competition Promotion Coordinator
4. Case Competition Logistics Coordinator

(b) manage and maintain external relationships connected to LFS|US, including other AMS Constituencies, UBC faculty staff, UBC alumni and other club coordinators on campus;

(c) promote the LFS|US to UBC students and external organizations;

(d) obtain sponsorships for LFS|US events to support the execution of initiatives and events; and

(e) participate in organizing the LFS|US Career Fair in conjunction with the Vice-President Academic by contacting companies and organizations for the event.

Vice-President Finance:

(a) initiating accountability of finances within the Society;

(b) oversee the financial operation of the budget of the LFS|US;

(c) manage all financial transactions records within LFS|US including invoices, receipts, and reimbursements;

(d) design cost-effective budgets for student-run initiatives related to academic and career development, health and wellness, social engagement, and fundraising events;

(e) present an annual budget to the Executive Council for approval; and

(f) explore and present grant opportunities to Members of Society.

Vice-President Administration:

(a) appoint and manage the members of the Administration Portfolio, including:

1. Student Lounge Coordinators
2. Elections Coordinator

(b) record accurate and detailed meeting minutes, which shall be shared with Council and the public through the LFS|US website in a timely matter;

(c) create and manage documents to increase Council-wide organization, communication, and efficiency;

(d) organize the official governance documents of the LFS|US including; The LFS|US Constitution and Bylaws, The LFS|US Code of Procedures;

(e) coordinate and book LFS|US-related meetings with:

1. Executive Councillors
2. General Councillors
3. LFS Faculty members
4. Members of Society;

- (f) assist with room-bookings procedures in the MacMillan Building;
- (g) assist with Councillor key access and requests with the LFS Keydesk;
- (h) schedule weekly LFS|US Executive office hours and Administration portfolio lounge hours;
- (i) regulate MacMillan Building locker rentals;
- (j) coordinate with the LFS Learning Centre to generate official LFS|US emails under the landfood.ubc.ca email domain and assist in access and maintenance of accounts;
- (k) update the LFS|US communication boards in the MacMillan Building basement; and
- (l) facilitate the LFS|US Involvement Subscription List and coordinate volunteers for events, excluding WND-related opportunities.

Vice-President Student Life:

- (a) appoint and manage the members of the Student Life Portfolio, including:
  1. *LFS Week Committee, including:*
    - (1) *LFS Week Coordinators*
    - (b) *Plan LFS Week to foster faculty pride as well as work alongside the Social Coordinators*
    - (2) *Social Coordinators*
    - (a) *Plan social events throughout the year as well as work alongside the LFS Week Coordinators*
    - (3) *Athletic Coordinators*
    - (a) *Coordinate intramural teams and teams for UBC REC events*
    - (b) plan and organize social LFS|US events;
    - (c) collaborate with other faculties and clubs for inter-faculty events; and
    - (d) increase student engagement with the LFS Faculty members by organizing the Imagine Day lunch in collaboration with LFS Student Services.
    - (e) Attend meetings for the Blue and Gold Society
      - a) *Learn about what other clubs are doing on campus so events do not overlap too much*
      - b) *Be able to network with other clubs/constituencies for future collaborations*

Vice-President Communications:

- (a) appoint and manage the Communications portfolio, including:
  1. *Photographer/Cinematographers*
  2. *Social Media Coordinator(s)*
  3. *Webmaster*
  4. *Graphic Designer*
- (b) create and facilitate marketing campaigns that promote LFS|US and LFS;

- (c) maintain and update the LFS|US and WND whiteboards in the Macmillan Building basement;
- (d) reach out to marketing platforms and organizations on campus to support the LFS branding and presence at UBC;
- (e) promptly respond to messages on the LFS|US Facebook page from our student body and/or relay messages to the appropriate council member; and
- (f) conduct and analyze statistical analysis on LFS|US social media platforms, including:
  1. *Facebook*
  2. *Snapchat*
  3. *Instagram*
  4. *WeChat*
  5. *Website*.

Vice-President Academic:

- (a) manage the Academic Portfolio Representatives and Coordinators, including:
  1. *APBI Representative*
  2. *FNH Representative*
  3. *GRS Representative*
  4. *Health and Wellness Coordinator*;
- (b) participate in the following external committee meetings to support academic-related issues:
  1. *AMS VP Academic Caucus*
  2. *Core Team Action Plan Meetings*
- (c) create and facilitate academic and career related events for undergraduate students, including, but not limited to LFS|US Career Month and LFS|US Career Fair;
- (d) act as the liaison between LFS Faculty members and Members of Society; and
- (e) use and conduct student feedback surveys to improve student experience including, but not limited to:
  1. *AMS Academic Experience Survey*
  2. *LFS|US Student Feedback Surveys*.

AMS Representative:

- (a) be a reliable liaison between LFS|US and the AMS by consistently attending the AMS Council, LFS|US Executive and General Council meetings;
- (b) attend LFS|US Academic Committee meetings and engage with the efforts of other members and their events;
  1. *prepare debriefs that can be published and shared to the LFS student body*;
- (c) relay information and directives between AMS Council and the LFS|US
- (d) ensure LFS|US members have a voice within the AMS and strive to provide

transparency to keep LFS students informed to campus-wide issues and initiatives.

(e) ensure communication with the student body is prompt and efficient and that the best interest of LFS students are met by the AMS council.

Senator:

(a) attend Senate, Student Senate Caucus, and Senate Committee meetings;

(b) organize with other Student Senators in incorporating previously passed frameworks into Senate;

(c) connect the conversations and policy changes of Senate to LFS by communicating relevant updates to LFS|US during Executive and Council meetings;

(d) collaborate with LFS|US VP Academic on evaluating the academic experience of LFS students;

(e) attend LFS Curriculum meetings and work with APBI/FNH/GRS Representatives on course changes being presented;

(f) attend weekly LFS|US Academic Committee meetings and engage with the efforts of other members and their events; and

(g) support UBC students with drafting proposals, advocating for their needs, and engaging with university stakeholders, and faculty.

### **KINESIOLOGY UNDERGRADUATE SOCIETY (KUS):**

President:

(a) Chairs KUS council and KUS executive meetings and is responsible for preparing agendas for each

(b) enforces the constitution

(c) attends constituency Presidents' council meetings

(d) attend the School of Kinesiology Meetings, and if unable to do so will appoint a proxy

(e) Holds weekly office hours and enforces this shared commitment be upheld by all the executives

(f) Directly oversees the duties of the FROSH coordinator

(g) Directly oversees the duties of the Grad Coordinator

(h) In conjunction with the VP Administration, directly oversees the budget

(i) Attends AMS Council Meetings and AMS Committee meetings, and if unable to do so will appoint a proxy who must be a member of the Executive

(j) In general oversees all developments within the Executive Council and KUS

Vice President Academic:

(a) Holds weekly office hours

(b) appoints and oversees the duties of the Tutoring Coordinator

- (c) Appoints and oversees the duties of the Career Fair Coordinator
- (d) Attends the School of Kinesiology Meetings, and if unable to do so will appoint a proxy
- (e) Is responsible for liaising with students, faculty, and administration on academic issues
- (f) will assume Tutoring and Career Fair Coordinator positions if not filled

#### Vice President Administration:

- (a) Assumes Presidential duties in his/her absence
- (b) Monitors financial affairs of the KUS and reports them to Council
- (c) Liaises with President to prepare budget for the following year
- (d) liaises with president to prepare budget for the following year
- (e) organizes and distributes all Coordinator applications
- (f) receives and appropriately allocates all completed Coordinator applications to their respective Executive Council member
- (g) Records minutes at Council and Executive Council meetings
- (h) Posts meetings minutes online on the KUS website
- (i) manages the Executive and Council filing cabinets
- (j) Submits Executive Council representative list in April to the AMS BUbusiness office, including names, summer addresses, and new positions of representatives
- (k) submits and updates council representative lists in September, including names, student numbers, positions, phone numbers, email, and addresses of representatives
- (l) will assume coordinator positions if not filled

#### Vice President Communications

- (a) Holds regular office hours
- (b) Directly oversees duties of the Merchandise Coordinator
- (c) Directly oversees duties of the Website Coordinator
- (d) Directly oversees duties of the Newsletter Coordinator
- (e) Directly oversees duties of the Kin TV Coordinator
- (f) Directly oversees duties of the Year Representatives and Stream Representatives, also referred to as the KUS Street Team
- (g) Will assume coordinator positions if not filled

#### Vice President Social:

- (a) Holds regular office hours
- (b) Directly oversees duties of the Boat Cruise Coordinator
- (c) Directly oversees duties of the Rum and Eggnog Coordinator
- (d) Directly oversees duties of the Dinners and Kinners Coordinator
- (e) Directly oversees duties of the Ski Trip Coordinator
- (f) Directly oversees duties of the Kin Week Coordinator
- (g) Possesses managerial Serving it Right license or is responsible for obtaining it at own cost

- (h) obtains liquor license for, and is present at all KUS events involving liquor distribution
- (i) Responsible for ordering and purchasing refreshments for social functions
- (j) chairs social committee
- (k) Responsible for the coordination of planning and implementation of social events
- (l) will assume coordinator positions if not filled

### **FORESTRY UNDERGRADUATE SOCIETY (FUS):**

#### President:

- a) Must host weekly meetings with the Vice Presidents and the Secretary
- b) Responsible for creating the schedule of events for the term
- c) Responsible for making sure that all FUS Executive and General Council members understand and hold them accountable to their roles
- d) Responsible for scheduling and holding a combined meeting of the Executive and General Council 2 times per semester
- e) Responsible for delegating roles when organizing Executive Council events
- f) Responsible for updating FUS Constitution and FUS Binder as needed
- g) Must attend AMS All Presidents Council Meeting
- h) Develop goals and vision for the year

#### Vice President External:

- (a) Responsible for all outreach, inquiries, and meetings that involve parties outside of the Faculty of Forestry
- (b) Must communicate updates from the AMS Representative and the Student Senator at Executive Council meetings, and hold these representatives accountable to their responsibilities
- (c) Responsible for any other tasks delegated to them by the President
- (d) Attend AMS Blue and Gold Society Meetings
- (e) Attend any external events that require a Forestry representative

#### Vice President Internal:

- (a) Responsible for all communications and meetings with parties within the Faculty of Forestry
- (b) Must meet with the Forestry Director of Student Services and the Associate Dean of Forestry regularly according to an agreed schedule
- (c) Responsible for the FUS Office (lounge), including maintenance of the current room and its resources, as well as planning and creation of a new and improved FUS lounge; also responsible for potential creation of a “Mindfulness Room” in the old FUS Office
- (d) Must communicate updates from the Christmas Tree Farm Manager at Executive Meetings and hold this representative accountable to their responsibilities

- (e) Liaise with Forestry Grad Council and communicate updates at Executive Meetings
- (f) Responsible for any other tasks delegated to them by the President
- (g) Responsible for performing the duties of the President when he/she is unavailable or unfit for the task

Vice President Finance:

- (a) Attend treasurer orientation by AMS Finance
- (b) Must facilitate the reimbursement of FUS members by the AMS for all payments that have been made for FUS expenses
- (c) Must maintain a budget for the year, and keep track of all transactions
- (d) Responsible for managing FUS lockers
- (e) Responsible for managing FUS Square account, Showpass account and credit card
- (f) Responsible for managing FUS drop box and key
- (g) Responsible for FUS money box and key
- (h) Must communicate updates from the Greensales Representative and the Loggersports Representative at Executive Council meetings
- (i) Responsible for any other tasks delegated to them by the President

Vice Presidents Student Life (2 positions):

- (a) Responsible for organizing the Year Representatives and the Program Representatives for the planning of all General Council events
- (b) Responsible for initiating, organizing, and running social events for the forestry community throughout the year
- (c) Responsible for any other tasks delegated to them by the President
- (d) Take main lead on scheduling event dates, obtaining liquor permits, equipment rentals (fences, porta potties, sound/light equipment), food and liquor purchasing, and booking entertainment when needed.

Vice President Academic:

- (a) Must organize 1 Occupational First Aid level 1 course per semester for students in the Faculty of Forestry
- (b) Must organize 1 Firearms Safety course per semester for students in the Faculty of Forestry
- (c) Must communicate updates from the CIF liaison and the ABCFP liaison at Executive Council meetings and hold these representatives accountable to their responsibilities
- (d) Responsible for organizing any potential volunteer opportunities for Forestry students
- (e) Responsible for organizing and operating AMS tutoring for Forestry students
- (f) Responsible for any other tasks delegated to them by the President

Vice President Media Relations:

- (a) Responsible for the FUS Facebook page, instagram account, and website

- (b) Responsible for all forms of promotion for all FUS Executive Council and General Council events, including: creation of Facebook events; sharing Facebook events on the Forestry Community and Events Facebook page; website updates; ads on the atrium TV screens; and, inclusion of FUS events on the Forestry Digest email newsletter
- (c) Must communicate updates from the Greensheets Coordinator and the Yearbook Coordinator at Executive Council meetings, and hold these representatives accountable to their responsibilities
- (d) Responsible for any other tasks delegated to them by the President

Secretary:

- (a) Must document all Executive Council meetings and forward meeting minutes to VP Media Relations in order to be available to all Forestry students
- (b) Responsible for room bookings for all FUS events and meetings
- (c) Responsible for any other tasks delegated to them by the President
- (d) Responsible for organizing FUS elections

### **VANCOUVER SCHOOL OF ECONOMICS UNDERGRADUATE SOCIETY (VSEUS):**

President:

Oversees and coordinate the running of VSEUS, chairs all executive meetings and acts as the Chief spokesperson on behalf of VSEUS to the UBC community.

VP Academic:

Oversee the academic mission of VSEUS and organizes events related to academic interests.

VP Administration:

Maintain regular correspondence of VSEUS, manages assets, and serve as the bookings representative for all Economics students in the Iona Building.

VP External:

Act as the liaison between VSEUS and external organizations, promote relations with other faculties and constituencies, and oversee website and marketing functions of VSEUS.

VP Finance:

Oversee financial accounts of VSEUS, prepare budgets and manage day-to-day transactions as the sole signing officer of VSEUS.

VP Student Life:

Oversee the social events of VSEUS and organize first-year orientation events.



## **NURSING UNDERGRADUATE SOCIETY (NUS):**

### **President:**

- (a) Chair or delegate the chair at all Council and annual general meetings
- (b) in collaboration with the Executive Vice-President, prepare the agenda for all meetings based on timing of upcoming events, important of topics and submissions for the agenda by NUS council members
- (c) represent the NUS as official liaison between the School of Nursing and the Faculty of Applied Science
- (d) Ensure that the Constitution is reviewed annually and revised as appropriate by the Constitution Revision Committee
- (e) Attend School of Nursing Undergraduate Program Committee meetings in the event that the VP Academic and Peer Support Advisor are unable to attend
- (f) Ensure that the Election Committee is organized and chaired
- (g) Assist in the coordination of the monthly Town Hall meetings with UBC SON Associate Director as needed
- (h) Receive the applications to the NUS enriched experience fund and make them anonymous.
- (i) Delegate, as appropriate, duties to other members of the NUS
- (j) Be familiar with the policies and procedures of the School of Nursing and the NUS and be instrumental in promoting and updating these policies together with the NUS council
- (k) Be familiar with the AMS Treasurer's Handbook
- (l) Be responsible for orienting and mentoring the incoming President regarding pertinent NUS activities and Presidential duties in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor
- (m) Ensure that council members are oriented to and well-supported in their positions
- (n) Be committed to serving on the NUS Council for two years, serving in a mentorship capacity to the incoming President for the second year

### **The Executive Vice-President:**

- (a) Assume the duties of the President when delegated by the President or in the President's absence.
- (b) Collaborate with President to co-chair and develop meeting agendas for Council meetings.
- (c) Work with the Communications Coordinator to ensure the NUS student handbook (Blue Book) is prepared, updated, and made available to all Nursing students.
- (d) Coordinate a Yearbook Committee to aid with design, preparation, printing and

distribution of the Yearbook for the Graduating Class.

(e) Coordinate monthly Town Hall meetings with UBC SON Associate Director.

(f) Receive anonymous Enriched Experience Funding applications that have been made anonymous by NUS President.

(g) Head and coordinate an ad hoc NUS Enriched Experience Funding Selection Committee, consisting of at least 4 additional NUS members to allocate and distribute funds to eligible applicants within 2 weeks of a received application.

(h) Be familiar with the AMS Treasurer's Handbook.

(i) Be responsible for orienting the incoming Executive Vice-President regarding pertinent NUS activities and Executive Vice-Presidential duties in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.

(j) Be responsible for mentoring and supporting the incoming Executive Vice President regarding pertinent NUS duties until May 30 of the incoming Executive Vice-President's term.

Secretary:

(a) Take, keep, and distribute the minutes of Council, Executive, and General Meetings to all active members of the NUS.

(b) Post the minutes of Council, Executive, and General Meetings at least 72 hours after the most recent meeting.

(c) Ensure the meeting minutes are posted to the NUS blog.

(d) Be responsible for updating the NUS files and archives; and organizing locker rentals.

(e) Be responsible for maintaining the NUS office, student lounge, and NUS supplies and belongings.

(f) Collect NUS mail, email and correspondence, and ensure a response and/or forward it to the appropriate council members in a timely manner.

(g) Be familiar with the AMS Treasurer's Handbook.

(h) Be responsible for orienting the incoming Secretary regarding pertinent NUS activities and Secretarial duties in a transparent and timely manner, for submitting a comprehensive written transition report to their successor.

(i) Be responsible for mentoring and supporting the incoming Secretary regarding pertinent NUS duties until May 30 of the incoming Secretary's term.

Vice-President Finance:

(a) Present financial statements for the NUS Council.

(b) Draft an annual budget for approval by Council by July 1.

(c) Be responsible for setting up accounts with the AMS Finance Commission.

(d) Be ultimately responsible for monitoring financial affairs and approving funds to be spent, in line with the approved budget or as per Bylaw 5(D)(v).

- (e) Unbudgeted amounts of \$200 or less may be approved in writing, including electronic communication, by the Executive; unbudgeted amounts of more than \$200 require approval of the Council.
- (f) Have full signing authority upon approval of the President.
- (g) Be responsible for providing floats for NUS functions.
- (h) Ensure reimbursements are issued within 10 working days of submission of receipts.
- (i) Be familiar with the AMS Treasurer's Handbook.
- (j) Ensure all Executive members receive and review AMS's Treasurer's Handbook.
- (k) Be responsible for orienting the incoming Vice-President Finance regarding pertinent NUS activities and duties of the Vice-President Finance, in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- (l) Be responsible for mentoring and supporting the incoming Vice-President Finance regarding pertinent NUS duties until May 30 of the incoming Vice-President Finance's term.

#### Vice-President Academic:

- (a) Act as the primary liaison between SON students and faculty.
- (b) Attend NUS meetings to discuss arising issues for students, faculty, or staff.
- (c) Attend Undergraduate Program Committee (UPC) meetings to voice students concerns to the faculty. Coordinate attendance with the Peer Support Advisor to balance each individual's workload.
- (d) Assist in the identification of equity issues within the school of nursing undergraduate program and suggest possible solutions.
- (e) If deemed appropriate, convene and/or head a smaller committee of interested students to assist in the responsibilities of equity and provide a better range of perspectives.
- (f) in coordination with the peer support advisor develop a mandate or overarching guiding commitment for the NUS to follow when evaluating and discussing and acting on equity concerns.
- (g) Sit as the Undergraduate Student Representative, a voting member, on the SON Faculty Caucus. viii. Collaborate with Peer Support Advisor to raise concerns that may arise among students and plan accordingly.
- (h) Be familiar with the AMS Treasurer's Handbook. NUS Constitution and Bylaws 2016 9
- (i) Be responsible for orienting the incoming Vice-President Academic regarding pertinent NUS activities and duties of the Vice-President Academic in a transparent and timely manner, and for submitting a comprehensive written transition report to their successor.
- (j) Be responsible for mentoring and supporting the incoming Vice-President

Academic regarding pertinent NUS duties until May 30 of the incoming Vice President Academic's term.

**ALLARD LAW STUDENT'S SOCIETY (ALSS):**

President:

- (a) be the Chief Executive Officer of the ALSS
- (b) oversee the affairs of the ALSS and ensure that each Officer fulfills the duties of his/her job
- (c) be the official representative and chief spokesperson of the ALSS
- (d) be the primary liaison between the Members and the Faculty of Law
- (e) be an ex-officio Member of every committee and affiliated organization of the ALSS
- (f) delegate responsibilities as he/she sees fit
- (g) chair meetings of the Executive, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Executive
- (h) strive to ensure compliance with this Constitution and Bylaws.

Vice President Academic:

- (a) chair meetings of the Academic Council, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Academic Council
- (b) be the official representative of the Academic Council to any body, unless another Officer is specifically designated as a representative to that particular body.

Vice President Social:

- (a) chair meetings of the Social Council, supervise all aspects of its activities, and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Social Council
- (b) be the official representative of the Social Council to any body, unless another Officer is specifically designated as a representative to that particular body.

Director of Finance:

- (a) chair meetings of the Finance Committee, supervise all aspects of its activities and ensure it operates effectively, including casting the deciding vote in the event of a tie at meetings of the Committee
- (b) maintain the book of accounts, showing the receipts, and disbursements of the ALSS
- (c) prepare the budget of the ALSS in accordance with the ALSS policy by the end of September and present it for approval at the Annual General Meeting

- (d) disburse funds to clubs, event organizers, and sports teams
- (e) liaise with the AMS Business Office
- (f) organize an orientation for treasurers of clubs and sports teams each year in conjunction with the Director of Wellness

Senator:

- (a) represent the interests of Members to the University
- (b) execute his or her duties in accordance with such rules and procedures as the Senate may impose in accordance with the University Act
- (c) attend meetings of the University of British Columbia Vancouver Senate
- (d) make best efforts to serve as a Member of the Appeals on Academic Standing Committee and Student Appeals on Academic Discipline Committee
- (e) attend meetings of the Student Senators' Caucus.

Vice President External Affairs:

- (a) serve as the Law representative to the UBC Alma Mater Society as one of its directors
- (b) attend AMS meetings as required by that body and report on its activities
- (c) inform the student body of AMS activities, services and initiatives, and assist the ALSS and student body in communicating with the AMS
- (d) serve as the representative to the Canadian Bar Association's National Law Students Forum
- (e) attend Forum meetings as required by that body and report on its activities; and
- (f) inform the student body of Forum activities, services and initiatives and assist the ALSS and student body in communicating with the Forum

Director of Communications:

- (a) record the minutes of all Executive and Social Council meetings
- (b) post minutes of ALSS meetings to the ALSS website within seven (7) days of their approval
- (c) be responsible for the ALSS communication with its Members.

The Director of Wellness:

- (a) be responsible for the organization of intramural sports and social clubs under the ALSS
- (b) plan a recruitment opportunity for all ALSS sponsored clubs and sports teams in both September and January
- (c) maintain a list of contact names and email addresses for all ALSS sponsored sports and clubs
- (d) Shall organize an orientation for treasurers of clubs and sports teams each year in conjunction with the Director a. of Finance
- (e) Chair meetings of the Wellness Committee, supervise all aspects of its activities and ensure it operates effectively, including casting the deciding vote in the event of

a tie at meetings of the Committee.

Indigenous Director of Student Affairs:

- (a) provide an indigenous voice and perspective within the Academic Council, the Social Council and the ALSS Executive
- (b) work within the ALSS to create cultural and social inclusion for indigenous students in law school
- (c) work within the ALSS to develop initiatives that foster non-indigenous students' recognition and respect for indigeneity
- (d) work within the ALSS and the Academic Council to identify and eliminate barriers to indigenous students' academic success
- (e) attend meetings of the Indigenous Legal Committee (ILC) and report to the Academic Council and the ALSS Executive on relevant issues.

Ombudsperson:

- (a) be responsible for investigating complaints of any Member related to: the ALSS, Social Council, Academic Council, or any other student groups within the school; the faculty; discrimination and harassment within the law school; the summer article and articling process; academic and grade appeals; exam schedule conflicts; and any other matter deemed relevant by the Ombudsperson
- (b) work with faculty and student groups to improve the law school resources and environment as they pertain to equity, and chair the ALSS Equity and Diversity Committee
- (c) consult with student groups across the law school to provide perspective to the ALSS on student concerns, including informal consultation with indigenous students and formal consultation with the Indigenous Law Students' Association.

## **GENERAL CONSTITUENCY EXECUTIVE STRUCTURE:**

While the makeup of every constituency varies, most constituencies have a few key executives that are crucial in ensuring that they are fulfilling their responsibility of representing their faculty to the University and the AMS.

### **1. President:**

Every constituency has a president, whose job usually consists of being the ‘face’ of the Undergraduate Society to the University, the AMS, and the student body. In addition, the President is primarily responsible for supporting the other executive’s of the society in their goals.

### **2. Advocacy**

Every constituency has some sort of advocacy executive, which is usually the VP Academic. They are usually the liaison between the society’s council and the University on everything related to co-op opportunities for students, new programs in the Faculty, mental wellbeing, etc. The VP Academic in particular also meets with the Academic Caucus, chaired by the AMS VP Academic and University Affairs.

### **3. Governance**

Most constituencies have an executive who oversee the writing and implementation changes in their governance documents. This tends to be the VP Administration or the VP Internal, but sometimes, it will fall to the President.

### **4. Finance**

Every constituency has an executive responsible for the society’s budget, overseeing finances of the society, reimbursements and contracts.

While the above are the ‘need to haves’ in a constituency, there are multiple potential executive positions that serve the other crucial purposes in helping a constituency function. This may include:

- I. Communications/media
- II. Student life
- III. Sponsorships
- IV. Professional development/Alumni engagement
- V. Sustainability
- VI. Building Management (for those constituencies with a Faculty building [ESC, Abdul Ladha, etc.]
- VII. Team building
- VIII. Clubs

## **RESOURCES**

### **ORIENTATIONS**

Around the end of April, the incoming constituency executives are required to attend an orientation session hosted by the AMS. Various topics are covered, which include:

- Meeting the AMS executives and understanding the portfolios
- Meeting the AMS professional staff
- Important policies
- SASC training
- Council 'training' (understanding Roberts Rules)

While this is meant to guide the constituency executives, it is a good idea to hold something similar for a constituency council, which can be spearheaded by a constituency executive. Some constituencies choose to go to remote places, and some stick with conducting orientations in-town.

Topics to cover can include:

- Familiarizing council with Roberts Rules/Council expectations
- Understanding the role of the executive by portfolio
- Reviewing committees that councillors can seek appointment to
- Discussing the bodies on campus and where the constituency fits (gives a big-picture idea so the council is aware of the responsibility they hold)
- Reviewing the code/bylaws of the constituency
- Reviewing AMS policies that directly apply to the council
- Reviewing finances of the constituency
- team - building activities

If possible, it would be good to arrange for SASC training/collecting some resources, and to have someone speak about the AMS.

This handbook is also a useful tool to distribute.

## **VOLUNTEER/TEAM MANAGEMENT**

Many constituency executives choose to hire or appoint volunteers to help with their portfolio goals. This makes the responsibilities of the executive position easy and difficult - easy, because there are more people and thus more work can get accomplished; difficult, because the task of managing people can be daunting.



Volunteers typically stick around for one year (unless they re-apply), and during this time, there are a few stages that volunteers and executives go through:

1. Recruitment - getting people interested in applying for the positions, conducting interviews if necessary
  - a. If an executive chooses to conduct interviews, it's best to ask situational questions → put them in hypothetical but likely scenarios that they can expect to experience in their position and evaluate how they'll handle it. An indication of a good hire is also if they start providing ideas that were never considered before
2. Oriente - the time to get the volunteers familiar with the constituencies, what their job expectations are, important resources, etc
3. Development - throughout the year, the hope is that a volunteer will grow as they become more familiar with the role. Throughout the year, it's important to check in with the volunteer, ensure they know what they're doing, and assist as best as possible.
4. Reviews - mid year and end-of-year reviews are helpful for the executive to know how they're doing and where they can improve, within the executive role and beyond. Questions should revolve around management skills, support, and overall satisfaction.

Leadership styles vary among individuals, with some being more effective than others. Leadership styles can be narrowed down to Goleman's 6 Leadership styles: Visionary, Coaching, Democratic, Affiliative, Pacesetter, and Commanding (from most positive to most negative).

The most positive leadership style is visionary, or authoritative - this leadership style mobilizes people towards a collective vision, and is meant to be inspirational and empathetic. This however doesn't work well if the team is more experienced than the executive.

Coaching is also a positive leadership style, and this more focuses on being a 'coach' rather than a 'boss', and tries to inspire volunteers to pay attention to strengths and weaknesses and provide encouragement. This isn't particularly effective in large groups, and if it's not done correctly, can come across as micromanaging.

A democratic leadership style aims to build a 'buy-in'; it focuses on teamwork and having everyone in the room agree to a single decision. While volunteers can feel valued, this isn't effective in an emergency situation or if the team is new and doesn't have many ideas or suggestions at the time.

An affiliative leadership style is people focused - trying to build good relationships and help volunteers in stressful situations. This can lead to loyalty and trust. However, this may shy an executive away from providing constructive feedback, and thus the volunteers don't develop and progress is stagnant.

Pacesetter is a 'do as I do, now' style and is effective if the team is highly motivated. However, it's important to note that volunteers aren't always going to be as motivated as the executive, and this leadership style, if used often, can lead to team members being overwhelmed with the high expectations.

Coercive, in a phrase, is 'do what I tell you'. This style achieves immediate compliance, and is usually effective in a time of a crisis or emergency. However if overused, this can cause volunteers to feel devalued.

While some styles are more effective and positive than others, all the styles have some place. It's important to use each style at the appropriate time.

As an executive, the role can be viewed as a 'manager' - and as a manager, it is important to set goals that are specific, measurable, attainable, realistic, and time based; to lead by example, to motivate, inspire, and provide support. It's also important to be patient, sensitive, and decisive, and create a friendly and positive environment.

Executive positions in constituencies usually involve working with friends, and naturally, personal life mixes in professional. In addition, academics come into play as the balance is difficult to achieve. Working with friends proves to be a challenge of its own, and it's important to treat them like any other volunteer. It's natural to be easier or harder on them because they're a friend, so self awareness is necessary.

With multiple aspects of life mixing in, it's natural for priorities to shift and for there to be a lack of awareness of the work from volunteers. At this point, a coaching conversation is usually an effective starting point. Provide compliments and praise for positive work, then address any problems and converse on the cause and what assistance is needed to solve it. Action items are crucial and usually a follow up email to reiterate the action items is also helpful.

AMS Human Resources Department are a key resource to use if there are more serious problems with volunteers and advice is needed.

## **STUDENT LIFE AND SUSTAINABILITY CENTRE**

The Student Life and Sustainability Centre provides constituencies with tangible and intangible resources. It is also home to the AMS Sustainability Office, which houses the Sustainability Collective and other forms of programming.

Equipment available for booking through AMS Clubhouse:

- SLR camera
- Hand-held microphone
- Headset microphone
- Speakers
- Megaphone
- Projector and adapter
- Projector screen
- Tripod
- Table
- Tent
- Extension cord
- Dish box
- HDMI Cable
- VGA Cable
- Audio Cable
- Mini Displayport to HDMI Cord
- Mini Displayport to VGA Cord
- Screw Driver
- Tape Measure
- Stationery items (ie. scissors, tape, glue, stapler, etc)
- Craft supplies (ie. acrylic paint, brushes, ribbons, etc)
- Poster board
- Color and black-and-white printing
- Photocopier and scanner

### Partnerships

The SLSC has set up partnerships with various businesses around Vancouver, including:

- Dad's Printing
- Showpass
- Van dusen botanical gardens
- Aberthau House
- Chali Rossi Gallery
- Waterview Event Space
- Vancouver Rowing Club

## **SERVICES**

The AMS provides services for all UBC students. The Services department encourages collaborations with constituencies to help with their initiatives in supporting students in their Faculty.

### **ADVOCACY:**

The AMS Advocacy office is pro-student; they are there to support students facing the bureaucratic challenges and disciplinary committees of UBC. They provide students information regarding the UBC's policies and procedures who are in a formal conflict with the University of British Columbia. Disputes include Non Academic Misconduct, Academic Misconduct, Academic standing, Housing Appeals, Parking Disputes, and Library Fine Appeals

### **FOOD BANK:**

This is an emergency food relief service for UBC students in need. The Food Bank offers various non-perishable foods, personal hygiene supplies, and information about additional resources on and off campus. Clients are welcome to use the Foodbank up to 6 times a semester.

### **SAFEWALK:**

This is a transportation service that will accompany students, staff, and visitors who feel unsafe walking alone. The goal is to allow safe travel from one location to another with a greater sense of security.

### **SPEAKEASY:**

Speakeasy provides free, confidential, one-on-one peer support for UBC students and staff facing a wide variety of challenges. This is a safe space of non-judgement and acceptance for students and faculty members who need support.

### **TUTORING:**

For first or second year students, this service is staffed with UBC students with outstanding academics and who are approachable.

### **eHUB (Entrepreneurship Hub):**

This is a service with the mission to enable students to develop an entrepreneurial mindset. The program helps students embrace and learn from failure, take feedback and make decisions, and be problem solvers.

### **VICE:**

This is a support system for students who want to achieve abstinence or find balance with alcohol, drugs, and technology use. Through educational outreach campaigns

and a variety of information resources, VICE will offer students the knowledge that they need to make informed decisions about their substance use patterns.

**AMS HEALTH AND DENTAL:**

The AMS provides extended health and dental coverage for students through studencare. For more information:

<https://www.ams.ubc.ca/services/health-dental-plan/>

## **FINANCE**

While the VP Finance is responsible for this department, it helps if all executives have a general understanding on how the finances of their respective constituency work. The VP Finance will attend Treasurer's Orientation and learn the ropes, but below is the backbone of some of the finance role.

### **BUDGET:**

The AMS Finance Department creates an individualized budget template for each constituency, and sends them out to all treasurers that are authorized. This budget serves as a guide for said constituency's finances for the year. The budget should not include the expenditure of any operating surpluses accumulated from prior fiscal years as the total projected revenues from this year only should balance the total projected expenses. This is part of the financially responsible budgeting process and is mandatory for auditing purposes.

The AMS accounting program which will also upload the budget to be viewable at any time on SharePoint, the online financial records/monitoring system for clubs/constituencies.

### **CONTRACTS:**

A formal writing which contains an agreement of two or more parties, complete with terms and conditions, and which serves as a proof of the obligation to commit, or not to commit, an act. Any formal writing that legally binds a constituency to a certain action, however minor, is considered a contract.

- They do not include day-to-day commercial transactions or merchandise/food sales.
- Examples of contracts often drawn up include those with other AMS clubs and constituencies, the University of British Columbia, hotels, restaurants, ski lodges, etc.

### **BANKING:**

The Treasurer's Binder of the AMS Account Codes is in the Administration Office at the Treasurer's Table. This binder will provide all the information about the constituency's account codes.

Example of account codes:

999-0000-00	***SAMPLE CONSTITUENCY ***
999-4001-00	Operating Surplus
999-5050-00	Membership Fees
999-5028-00	Social Revenue
999-5028-00	Miscellaneous Revenue

999-7107-00	Miscellaneous Expense
999-7107-01	Social Expense (Dinner)
999-7107-02	Social Expense (Dance)

First step is to find the primary account code. This is a three-digit number that identifies the account, much like the account number at any regular bank.

All subsidiaries and their respective primary account codes are listed alphabetically at the beginning of the binder in the “Alphabetic Division Listing” section.

Every form filled out to complete a transaction will require a sub-account code. (See Section 8) (999-XXXX-XX)

It is important to use **the MOST appropriate sub-account when completing transactions.** This helps identify how money is being collected and being spent. This also helps future treasurers write budgets.

For these reasons, use of Miscellaneous Revenue and Expenses **should be minimized.**

A **Trial Balance** is a report of the account activity for the fiscal year. This information is available electronically via SharePoint.

It is a good idea to have a trial balance printed for the previous fiscal year. This will give a general idea of the constituency’s sources of revenues and expenditures.

There are **2 ways** to access subsidiary’s information:

This is the SharePoint system, which allows viewing of account transactions and balances and compare the budget and previous year’s spending

**Trial balances are run by fiscal year:** The fiscal year is **from May 1st – April 30th.** This means, for example, a trial balance for 2017 would be for the fiscal year that ended on April 30th, 2017.

Any transactions that happened after April 30th will be considered part of the next fiscal year. This is always good to keep in mind when writing budgets, as some transactions might not have been included in the correct fiscal year.

A trial balance is organized by sub-account code or transaction item. Each individual transaction under the sub-account codes will include the date of the individual transaction.

## The Reimbursement Process

1. Have someone from the constituency pay for the item that the constituency needs to purchase. **Make sure to keep both the original line item receipt and the debit/credit receipt (if applicable).**

- *EXCEPTIONS: If the transaction exceeds \$500, do not pay for the transaction upfront and instead, submit the transaction to the AMS Finance Office with a Cheque Requisition Form.*
- *Please note that treasurers themselves should not make purchases and reimburse themselves, as that removes a necessary procedural step to prevent FRAUD.*

1. Fill out the correct form and attach the original receipt (both the line item and debit/credit receipt) to submit to the AMS front desk. Forms can be found online and in-person at the AMS front desk.

· If the reimbursement is **under \$200**, fill out the **pink Cash Disbursement Form**.

· If the reimbursement is **over \$200**, fill out the **blue Cheque Requisition Form**.

· If the purchase was made using foreign currency (for example a purchase on Amazon.com using US Dollars), then fill out the **orange Bank Draft form**.

· With any of these forms, please ensure care with which account code that is being used, and making sure to use the legal name of whoever it is payable to. The original receipt must also be stapled to the original receipt to the back of the form as proof of payment. Photos of receipts will not be accepted and scanned copies are a last resort only. **Please keep a scanned copy of every receipt for records as it may be useful with applying for funds and grants.**

1. Check to ensure that the following are entered correctly on the form:
  1. Account Code (for the organization)
  2. Subaccount Code (for the expense account the reimbursement will be taken out from)
  3. The required signatures for approval
2. Submit the form and receipt to the AMS front desk. If the transaction is for a project that had a contract signed by the AMS, make sure to submit the reimbursement forms **WITH** a copy of that contract.

### **Square:**

Square is a mobile payments and analytics product that works with iPhones, iPads, and Android to accept credit card payments.

After downloading the Square Register app for free from the Google Play or App Store, plug in the Square reader and accept credit cards for all operations. Just log-in as an AMS mobile user and start building campus culture.



A treasurer of a constituency must complete the “Square Application Form” which can be found on the AMS Clubhouse website under “Forms”.

Ensure the right info is filled out & **watch the 4 minute YouTube tutorial on square** (link is on the application form) to ensure familiarity with the systems and its procedures.

### **Showpass**

Showpass is a highly innovative ticket and event coordinator which allows both customers and administrators to organize and collect data and information efficiently

**Paperwork free:** Get ticket revenue automatically deposited into the AMS bank account.

**Easy online ticket sales:** the AMS has a highly user-friendly event manager to customize and tailor tickets to any specification.

**More administrative power** for constituencies, whereby tickets can be sold, discounts offered, easily manageable refund application, view both in-depth and useful statistical information regarding sales and expenses, and view and manage all transactions.

**Registration Control:** Newly created ability to create and manage guest lists as well as queues.

**Stats viewable** and user-orientated. Clearly stated Revenues, Ticket Sales, and Bookings.

The treasurer must complete registration via [AMS Clubhouse](#) application

## **FUNDS AND GRANTS**

The AMS sets aside money every year to support clubs and constituencies. Constituencies are highly encouraged to apply for money to help support their initiatives.

Applications are available on CampusVibe (aka Clubhouse) under the ‘Forms’ tab in the Constituency Group Page. They must be submitted at least 3 weeks prior to project implementation.

The maximum funding is always less than half the cost of the project and no more than the outstanding cost of the project.

Required Project Information:

- (a) A detailed preliminary budget using the AMS template, found on the AMS website (<http://www.ams.ubc.ca/clubs/operating-a-club/club-files/>)

- (b) The amount requested
- (c) A statement of the purpose of the project and how it will be a benefit to UBC students
- (d) Any additional letters of support from staff, leaders of other clubs, community (optional)

Some of the funds available to constituencies include:

- (a) Constituency aid fund
  - (i) An AMS Fund
  - (ii) Used to fund elections referenda expenses, communication expenses or furnishing expenses
  - (iii) Elections per referenda per communication expense shall total 15 cents per constituency member but no less than \$75 in total and no more than \$375
  - (iv) \$750/constituency
- (b) Sustainability Projects Fund (SPF)
  - (i) An AMS Fund
  - (ii) Meant for those who would like to seek to reduce the ecological footprint of UBC's Campus
  - (iii) Maximum funding: \$15,000
- (c) Walter H. Gage Memorial Fund
  - (i) A UBC fund
  - (ii) provides financial support for non-curricular student projects and activities that enhance the University's reputation and have broad interest to students at UBC
  - (iii) More information can be found at <https://vpstudents.ubc.ca/walter-gage>

Short term loan:

Constituencies can apply for a short term loan by emailing the Funds and Grants Administrator. ([fundsandgrants@ams.ubc.ca](mailto:fundsandgrants@ams.ubc.ca))

### **INSURANCE/LIABILITY**

AMS has a Commercial General Liability policy, with a deductible of \$1,000 per claim, and a limit of \$5,000,000 per claim.

The policy covers all AMS club and constituency members, as well as registered volunteers. The coverage is for bodily injury, and property damage. All incidents should be reported to the AMS VP Administration immediately

Should there be a social event or special occasion, there is specific protocol to be

followed to ensure AMS Insurance Requirements are met. Please note, all event contracts/agreements **must be approved by the AMS executives** prior to insurance requests.

### **OFF CAMPUS, NON-ALCOHOLIC EVENTS**

*(if proof of insurance is required)*

Fill out a certificate request at least **3 weeks prior** to the event at the AMS Admin office. Please ensure to bring a copy of the signed contract.

Needed is a venue address, contact person, and a fax number of the venue requesting the insurance certificate (usually available in the contract)

A copy of the booking contract that includes the details of the event is required. This booking contract has to be signed by the necessary parties.

The AMS Admin office will arrange for certificates to be issued.

### **ALCOHOLIC EVENTS**

#### **Events in the SUB**

A copy of the Special Occasions License (SOL) must be submitted to the AMS Bookings Representative, prior to the event. ( apply for SOL online at [www.solo.bcldb.com](http://www.solo.bcldb.com))

#### **Events outside the SUB but on campus**

A copy of the SOL must be submitted to the AMS Bookings Representative, prior to the event

#### **Events off campus**

Events held at venues where the constituency requires a SOL & Proof of insurance:

- must obtain a SOL and provide a copy to the Administration office.
- must go to the Admin Office to complete an application for insurance at least 3 weeks in advance of the event
- There is an event insurance cost that must be paid by the constituency that is applying for the insurance
- Events held at a venue that does not require an SOL but do require insurance fill out a certificate request at least 3 weeks prior to the event at the AMS Admin office
- need a venue address, contact person, and a fax number of the venue requesting the insurance certificate
- need a copy of the booking contract that includes the details of the event.
- The AMS Admin office will arrange for certificates to be issued.

## **Event Waiver Form**

Everyone attending the event must sign the event waiver. All waivers are then to be submitted to the Admin/Finance Department offices.

## **INTERACTIONS WITH THE MEDIA**

On January 10th 2018, a new Media Policy (Policy I-13), was passed, which outlines basic protocols for which steps to take if/when approached by the media. This includes, but is not limited to: campus publications (Ubysey, Disorder Magazine), and television news reporters. This policy applies to all constituents of the AMS, which include all the Undergrad Societies.

Executives are required to make themselves familiar with the policy, and abide by it **when media requests are directed towards them as their executive position**. If the media request is directed towards an executive as a student, they do not need to follow this policy.

Please refer to the AMS website for the policy:

<http://www.ams.ubc.ca/wp-content/uploads/2018/01/249-18-Policy-I13-Media-Policy-1.pdf>

## **ELECTIONS**

Each constituency will hold an annual general election to elect the executive team for their respective society sometime in the Winter semester. Some constituencies may hold by-elections, to elect year-representative positions, in the Fall semester. In both instances the society must follow the following rules outlined by Section IX A Article 9 of the AMS Code of Procedures and their respective elections procedures and guidelines (in their constituency code).

### **Section IX(A) Article 9: Constituency Elections and Referenda:**

1. Constituencies shall determine the rules and procedures to be followed in conducting their elections and referenda, provided however that the following conditions are adhered to:

- (a) the Constituency must appoint a chief elections official and an elections committee to conduct its elections;
- (b) the Constituency's chief elections official and its elections committee must conduct elections in an unbiased and impartial manner.

- (c) candidates in a Constituency election may not serve during that election on the Constituency's elections committee or on any other election appeal body in the Constituency; nor may they serve as the Constituency's chief elections official;
- (d) the Constituency must establish rules governing election procedures and the penalties for violating such rules;
- (e) the Constituency's rules and penalties must be in writing, and the Constituency must not introduce non-written rules or penalties;
- (f) the Constituency must not introduce new election rules, or alter existing election rules, during the period lasting from the beginning of an election campaign until the final determination of the election results;
- (g) no votes shall be deducted as a penalty in any Constituency election;
- (h) for similar offences in the same election or referendum, the Constituency's elections committee shall impose similar penalties;
- (i) the Constituency's council shall not have the right to overturn or refuse to accept the results of a Constituency election;
- (j) all members of a Constituency in good standing shall be entitled to vote in all elections and referenda conducted by that Constituency;
- (k) all members of a Constituency in good standing shall be entitled to run for any elected position in that Constituency;
- (l) voting in all elections and referenda shall be by secret ballot;
- (m) notice of elections and referenda shall be advertised in the Constituency publication or another campus publication and posted in prominent locations at least seven (7) days prior to the election or referendum;
- (n) notice of deadlines for nominations shall be advertised in the Constituency publication or another campus publication and posted in prominent locations at least seven (7) days prior to the deadlines.

(o) if only one candidate is nominated for a position, an election must still be held using a “Yes or No” ballot, and the candidate shall be declared elected only if more than half of the voters vote Yes for that candidate;

(p) a candidate who loses a “Yes or No” election for a position as described in paragraph (o) above must not be appointed to that position;

(q) in the case of a referendum to alter Constituency fees, the Constituency must follow the quorum requirements and other procedures in Bylaw 14 and Code Section XIII, Article 6;

(r) the Constituency must establish an internal appeals procedure to deal with protests and complaints concerning its elections and referenda;

(s) the Constituency shall require its chief elections official to not approve campaign material he or she deems to be offensive; and

(t) the decision of a Constituency chief elections official to not approve campaign material shall be appealable within the Constituency and may be subsequently appealed according to the procedures outlined in paragraph 2 below.

2. Provided that all internal appeals procedures within a Constituency have been exhausted, the Elections Committee shall rule on the validity of a Constituency election or referendum upon presentation to the Elections Administrator of a written petition from ten (10) Active Members of the Constituency or ten percent (10%) of the Active Members of the Constituency, whichever is less.

3. Appeals of Elections Committee decisions on Constituency elections and referenda may be made to an Election Appeals Committee in accordance with Article 8 above.

**Chief Elections Official:**

Hire the constituency Chief Elections Official and their committee as soon as possible, giving enough time for all parties to get in contact, trained, and ready for the election.

Once hired, the elections official must reach out to the AMS Elections Administrator (EA) at [elections@ams.ubc.ca](mailto:elections@ams.ubc.ca) and send them an email with their name, student ID number, faculty, and contact information. The AMS EA will then schedule a mandatory training session to learn how to set-up and operate the online ballot system (Simply Voting) and answer any election related questions the constituency elections officials may have. The Chief Elections

Official is responsible for making sure that all conditions regarding constituency elections (listed above) are fulfilled at the time of elections.

The timeline for the general election will be set by the AMS Elections Administrator, all constituencies must conduct voting during the week assigned by the AMS EA. In extraneous circumstances, such as by-elections, the constituency may follow their own timeline but must inform the AMS Elections Administrator at least three weeks before their official voting period.

In order to run a successful election the Chief Elections Officer must provide the AMS Elections Administrator the following information (1) election timeline (2) positions on the ballot and who can vote for the position (3) clear definition of society members (4) emergency contact information at least **THREE** weeks before elections.

For any and all inquires about elections process, procedure, code, or the voting software please contact the AMS Elections Administrator.

## CLUBS

Many constituencies choose to/have to support various clubs. There are usually two categories:

*Departmental Clubs* - these are clubs that are affiliated with a particular program or department, and sometimes receive direct support from the program. They are represented directly in the board of directors. The constituency usually has to support these clubs

*Non-Departmental Clubs* - these are just general AMS clubs that the constituency chooses to support.

Constituencies choose how they want to support clubs. The support can include:

- I. Free bookings in a constituency building
- II. Funding/grants
- III. Communication/outreach support

The AMS requires all clubs to submit important documentation, including budgets, bylaws, and elections results.

As of 2018, the AMS is mandating that constituencies with departmental clubs take on a larger role in ensuring that departmental clubs are in good standing with the AMS.

The constituency will set guidelines and incentives (to be approved by the Operations Committee) to ensure that all departmental clubs hand in documentation to a designated executive, such as the VP Administration or VP Internal.

That executive will then ensure that the documentation is presented to the AMS by a timeline set by the Operations Committee. Failure to do so will result in consequences by the AMS.

Departmental clubs may use Simply Voting as long as permission is obtained through the constituency elections administrator. Elections may take place either in March or August, however they must be consistent year to year and must attend the Executive and Treasurer Orientation.

Note that any club who is unable to do elections in March must have their budget prepared by the former treasurer.



## **RELATIONSHIP WITH FACULTY & ADVOCACY**

A primary responsibility of a constituency is to maintain a strong relationship with the Faculty that the constituency is under (EUS with Applied Sciences, AUS with Arts, etc). This responsibility is usually held by the VP Academic (or equivalent) and a President of the constituency.

A close relationship is usually held by meeting with the Dean and Associate Dean at least once a month. The relationship between the Faculty and a Constituency is similar to the relationship between the AMS and the University; the job is to be on the ground, advocating and representing the students. The constituency should spend the first few months of their terms setting themselves up for being the person/people the Faculty comes for consultation.

Topics to cover with the Faculty include new programs, governance changes, or anything that is going to affect students and their academic experiences in the faculty. It is crucial to stick to issues within the Faculty itself; if an issue spreads across Faculties, the AMS VP Academic and University Affairs should be involved.

**Academic Caucus** is held once a month and is an opportunity for a constituency representative (VP Academic or equivalent), to meet with the VP Academics of all the constituencies, alongside the AMS VP Academic and University affairs office. This is the opportunity to talk about issues and share ideas with one another.

Constituencies should also have some sort of Academic Caucus/committee within themselves that includes representatives from every department/program in their Faculty to discuss issues and share ideas.

When advocating to the Faculty, it's important to not do it alone, as it is usually a difficult process and can take months or even years to see results.

It is important to be in conversation with the Senator of each Faculty and the AMS VP Academic, as they are two important resources when it comes to advocacy.

If something wrong, or something that is affecting students, it's best to act immediately. Gather information, put together position papers (the AMS academic office has staff responsible for helping constituencies put together those papers), and set up a meeting with the faculty as soon as possible.

## **GOVERNANCE AND ARCHIVES**

Like the AMS, a constituency is governed by a set of documents and principles. It's best that every constituency has these documents and update them often.

The AMS Constitution, Bylaws, Code and Policies are good resources to guide constituency documents.

### **Constitution and Mission Statement:**

The Constitution is the master document that outlines names, rules and procedures for dissolution and formation of the AMS. The Mission Statement is the guiding principles of the constituency.

Include:

- (a) Mission statement
- (b) Objectives

### **Bylaws and Code:**

The Bylaws provide a structure for governing day-to-day operations of the constituency consistent with the Constitution. The Code offers even more detailed interpretation of bylaws and how they work in practice.

While code can be changed through a vote in council, bylaw changes must be voted through a referendum. Before making bylaw changes, it's best to consult the AMS Elections Administrator, the AMS Archivist, the AMS VP Academic and University Affairs and AMS VP Administration, well before attempting to put the referendum question on the ballot (if it passes, it's very hard to change), and after it's been voted on.

Note that neither of these should contradict what is in the AMS Code and Bylaws, and that the AMS Code and Bylaws can overrule the constituency Code and Bylaws at any time.

Include in Bylaws:

- (a) Interpretation and Definitions
- (b) Members of the Society
- (c) Annual General and Special General Meetings
- (d) Referendum
- (e) Finance
- (f) Fees
- (g) General Powers of the Society
- (h) Records

- (i) Amendments of the Constitution and Bylaws
- (j) Liability of the Society
- (k) Location and Dissolution

Include in code:

- (a) Authority and interpretation of the Code
- (b) Council
  - (i) Who makes up council
  - (ii) Meetings and Agendas
- (c) Committees of Council
- (d) Executive
- (e) Elections
- (f) Fiscal procedures
- (g) Subsidiary Organizations
- (h) Recognition
- (i) Fees
- (j) Rights and obligations of membership

**Policies:**

Policies are enforceable rules and regulations of daily life at the constituencies.

External policies set out AMS positions on such things as tuition fees, transit, and government funding. They tend to be calls for the government or the University to do or not do something.

Internal policies set out rules for things under AMS control, such as creating a respectful environment within the AMS, sponsorship of AMS events by external groups, travel by AMS executives, and AMS communications.

Additionally, it's important for all constituencies to keep records and make them public once approved by their council. Making this information public is essential for the students to know what their constituency is working on, and keeps the executives accountable for their work. This includes minutes of council and committees, guidebooks, and the governance documents explained above. All constituencies are required to either upload this information on their website, or send them to the AMS Archivist.

## **BUILDING MANAGEMENT**

Many constituencies have a student-run building meant to provide community to their constituents. This includes the Abdul Ladha Science Student Centre (SUS), The Engineering Student Centre (EUS), and the Arts Student Centre (AUS). The responsibility of running and maintaining the building usually falls on one executive and their internal team, such as the VP Administration.

### **Bookings:**

As this is a student run building, it is up to the constituency as to how they want to allocate bookings. At the AMS, clubs and constituencies are given first priority for bookings (and can book the space for free), and external groups/ student groups that aren't AMS affiliated, are charged a price. Whatever is decided, it is important that it is kept consistent.

### **Alcoholic Events:**

Events with alcohol require a special event permit signed off by the Faculty. As the power to sign off on the SEP is with the Faculty, it is important to ensure that the events that take place in the building are kept under control.

### **Maintenance:**

Every building is in a 'zone' that UBC Building Operations assigns a specific Facilities Manager and staff to. These are the individuals to get in touch with when there are messes, damages, or needs for building upgrades. Information can be found at [buildingoperations.ubc.ca](http://buildingoperations.ubc.ca).

### **Expulsions and Suspensions:**

In 2018, the AMS passed a policy on building expulsions and suspensions that apply to constituency run buildings as well.

[http://www.ams.ubc.ca/wp-content/uploads/2018/02/263-18-Policy-I-7\\_-AMS-Policy-on-Expulsion-from-AMS-Property-Proposal-1.pdf](http://www.ams.ubc.ca/wp-content/uploads/2018/02/263-18-Policy-I-7_-AMS-Policy-on-Expulsion-from-AMS-Property-Proposal-1.pdf)

## **EVENTS**

The AMS has some commonly recurring events year to year.

AMS Firstweek – First 2 weeks of school (September)

Welcome Back BBQ – First or second Friday of the school year (September)

Oktoberfest – October

Halloween – Late October

Movember – November

Festivus – last day of Term 1 classes

Frostfest – First 2-3 weeks of January

Dance Battle – Late February/Early March

Last Band Standing – March

Block Party – Last day of Term 2 classes

Yoga/Meditation – once a month

Pastels and Pinot – once a month

Live at the Gallery – once a month

Drag Show – Last Thursday of the month

## **PRIVACY**

Many constituencies collect information about their members, staff, and volunteers; however, it's important to remember the laws on privacy, in particular BC's Personal Information Protection Act (PIPA).

PIPA is basically meant to protect individuals' privacy. It means that to gather information from an individual, one has to get consent from that individual. Also, when they do so, they have to say what they are going to do with that information – and then that's all they can do with it.

Personal information includes email addresses, phone numbers, student numbers, a person's age, marital status, etc. Even the fact that someone belongs to a club is personal information.

If there are clubs in the Constituency, they may collect information from the club members (their email addresses, for instance) to be able to contact them on club business. They should be informed what the information is for (for club business), and it should not be used for anything else.

Information shouldn't be shared with anyone who has nothing to do with administering the clubs, and this shouldn't be used for any purpose besides club business. And don't publish it on social media.

If the constituency is hiring volunteers and collect resumés from applicants, they need to be kept secure and not let just anyone see them (presumably only the person choosing the volunteers would need to see them).

Resumés for volunteer and paid positions need to be kept for a year, and the applicants are entitled to look at them to see what comments that may have written on them, and also comments written elsewhere about an applicant.

In short, collect personal information only for specific purposes and then use it only for those purposes.

Questions, complaints, or comments can be directed to [archives@ams.ubc.ca](mailto:archives@ams.ubc.ca).

## **SUSTAINABILITY**

The AMS recognizes the ecological crisis humanity faces and the special responsibility universities and university students have in finding and implementing solutions. We acknowledge our obligations as global citizens and strive to create a sustainable and equitable future for all. We acknowledge that the impacts of climate change are disproportionately felt by the more marginalised communities all over the world, both on a local and global level, and we have an obligation as part of the privileged UBC community to be ambitious in our climate action goals.

The AMS is a leader in reducing the university campus's ecological footprint to sustainable levels and in fostering environmental justice in our own operations and through our relationships with the university community and broader community. The AMS will be an engine for new ideas and innovation and a model for the University and other student organizations to follow.

It is encouraged that AMS Constituencies prioritize the wellbeing of the planet and people in their day to day activities and engagement. Constituencies should follow the Student Driven Sustainability Policy passed in 2018 to ensure they are aligned with the AMS goals and targets. The AMS recognizes that sustainability is not a one-size-fits-all approach and that different targets and goals should be created on a per Constituency basis. They should reach out to the Associate Vice-President Sustainability to inquire about ways to implement sustainable practices and processes in their organizations. The AVP or the Sustainability Outreach Coordinator would work with individual constituencies to determine what sustainable practices and goals best fits their needs and wants.

## **TRANSITION**

One of the primary responsibilities that executives in constituencies have is to properly transition the person who takes on their role. With yearly overturn, it is easy for documents to go missing, projects to be left incomplete, and for more time than necessary spent for the incoming executive to try to ‘figure out’ what their job is, and less time spent on serving their role and fulfilling their platform points.

Effective transitions usually include:

- (a) A detailed report, including:
  - (i) Opening remarks
  - (ii) Position description
  - (iii) Useful contacts
  - (iv) Timeline
  - (v) Project overview
  - (vi) Potential issues
  - (vii) Personal perspective
  - (viii) Closing remarks
- (b) Individual meetings with the outgoing executive and any useful contacts
- (c) If it’s budgeted for, a retreat/dinner/outing for incoming and outgoing executives to discuss team building

It is also recommended that constituencies mandate their departmental clubs to do something similar.



## **IMPORTANT CONTACTS**

Position	Email	Phone Number
<b>AMS President</b>	president@ams.ubc.ca	604 822 3972
Assistant to the President	Presassist@ams.ubc.ca	
Executive Projects Assistant	governance@ams.ubc.ca	
Community Engagement Coordinator	communityengagement@ams.ubc.ca	
Executive Projects Assistant	execprojects@ams.ubc.ca	
<b>AMS VP Administration</b>	vpadmin@ams.ubc.ca	
Assistant to the VP Administration	vpadminassist@ams.ubc.ca	
AVP Administration	sacvc@ams.ubc.ca	
Clubs Administrator	clubsadmin@ams.ubc.ca	
SLSC Coordinator	slsc@ams.ubc.ca	
SLSC Assistant Coordinator	slscassist@ams.ubc.ca	
Hatch Gallery Director	hatch@ams.ubc.ca	
Hatch Gallery Assistant Director	hatchassist@ams.ubc.ca	
AVP Sustainability	Sustainability@ams.ubc.ca	
Sustainability Outreach Coordinator	sustainoutreach@ams.ubc.ca	
Sustainability Projects Coordinator	sustainprojects@ams.ubc.ca	
<b>AMS VP Academic and University Affairs</b>	vpacademic@ams.ubc.ca	
AVP Academic and University Affairs	Avpacademic@ams.ubc.ca	
University Affairs Commissioner	uacom1@ams.ubc.ca uacom2@ams.ubc.ca	

Campaigns and Outreach Commissioner	cocom@ams.ubc.ca	
<b>AMS VP External Affairs</b>	vpexternal@ams.ubc.ca	
AVP External	avpexternal@ams.ubc.ca	
Campaigns Commissioner	campaigns@ams.ubc.ca	
Student Union Development Summit (SUDS) Coordinator	suds@ams.ubc.ca	
Transit & U-Pass Commissioner	upass@ams.ubc.ca	
<b>AMS VP Finance</b>	vpfinance@ams.ubc.ca	
AVP Finance	avpfinance@ams.ubc.ca	
Funds and Grants Commissioner	fundsandgrants@ams.ubc.ca	
Clubs and Constituencies Financial Administrator	fincom@ams.ubc.ca	
Sustainability Fund Administrator	sustainadmin@ams.ubc.ca	
Financial Systems Coordinator	fincoordinator@ams.ubc.ca	
<b>Managing Director</b>	keithhester@ams.ubc.ca	604 822 3974
AMS Archivist	archives@ams.ubc.ca	604 822 9360
AMS Ombudsperson	ombudsperson@ams.ubc.ca	604 822 4846
Human Resources	kenyih@ams.ubc.ca	604 822 1911
AMS Bookings	amsbookings@ams.ubc.ca	604 822 3966
Building Operations	buildingopsmanager@ams.ubc.ca	604 822 8309
Financial Administrator	joanyu@ams.ubc.ca	604 822 5910
AMS Design Office	design@ams.ubc.ca	604 822 5000
<b>Student Services Manager</b>	services@ams.ubc.ca	604-822-9949
Assistant Student Services Manager	assm@ams.ubc.ca	604-822-2550
AMS Tutoring Coordinator	tutoring@ams.ubc.ca	604-822-9084

AMS Safewalk Coordinator	safewalk@ams.ubc.ca	604-822-5355
AMS Food Bank Coordinator	foodbank@ams.ubc.ca	604-822-2371
AMS eHub Coordinator	ehub@ams.ubc.ca	604-618-9413
AMS Vice Coordinator	vice@ams.ubc.ca	
AMS Advocacy Coordinator	advocate@ams.ubc.ca	
AMS Speakeasy Coordinator	speakeasy@ams.ubc.ca	604-822-9246