

EXECUTIVE PROCEDURES MANUAL

SECTION I: GENERAL

Article 1. Authority and Interpretation of the Manual

1. Pursuant to Section VI, Article 3(6) of the Code of Procedure, this Executive Procedures Manual contains rules and regulations adopted by the Executive Committee. These rules and regulations apply to the whole Society, but are subject to the Society's Constitution, Bylaws, and Code of Procedure.
2. In this Manual, unless the context otherwise requires, "Code" shall mean the Society's Code of Procedure, "Bylaws" shall mean the Society's Bylaws, "Constitution" shall mean the Society's Constitution, and "Manual" shall mean this Executive Procedures Manual.
3. Unless the context otherwise requires, expressions in this Manual which are defined in the Code or Bylaws shall have the meanings so defined.

SECTION II: COMMISSIONS

Article 1. General

1. Commissioners appointed by Council or by the Chair of a Commission shall each sign a letter of agreement with the Society outlining their terms of employment and their responsibilities.
2. If not specified elsewhere in this section, the number of hours of work for Commissioners appointed by Council or by the Chair of a Commission shall be, on average, no less than five (5) per week.
3. Commissioners shall provide regular reports on their activities to their Vice-Chairs.

Article 2. Student Administrative Commission (SAC)

1. Pursuant to Code Section VIII B, Article 1, SAC shall be composed of the following nine (9) voting members:
 - (a) the Vice-President Administration, who shall be Chair;
 - (b) the SAC Vice-Chair;
 - (c) the SAC Clubs Administrator;
 - (d) the SAC Art Gallery Director;
 - (e) the Associate Vice-President Finance;
 - (f) the Sustainability Coordinator or their permanent designate;
 - (g) one (1) other Active Member of the AMS; and
 - (h) two non-Executive members of Council.
2. The powers and duties of the Vice-President Administration and the SAC Vice-Chair are as stipulated in the Code and Bylaws.
3. The SAC Vice-Chair shall work approximately twenty to twenty-five (20-25) hours per week, including at least fifteen (15) office hours. The other Commissioners shall work approximately ten (10) hours per week, including at least five (5) office hours.
4. **AMS Student Administrative Commission (SAC) Vice-Chair**
The SAC Vice-Chair shall coordinate the activities of the Commission, which include setting the agenda for SAC meetings and taking minutes to ensure the motions passed are accurately recorded.
5. **SAC Clubs Administrator**
The Clubs Commissioner is responsible for liaising between the AMS and the clubs, providing assistance to new clubs seeking constitution.
6. **SAC Art Gallery Director**
The Art Gallery Director oversees the functioning of the SUB Art Gallery, which includes communicating with artists and assisting them in putting on shows. The Art Gallery Commissioner also manages the AMS Permanent Collection.

Article 3. Finance Commission

1. Pursuant to Code Section VIII C, Article 1, the Finance Commission shall be composed of the following five voting members:
 - (a) the Vice-President Finance, who shall be Chair;
 - (b) the Vice-Chair of the Commission;
 - (c) two (2) other Active Members of the AMS; and
 - (d) the SAC Vice-Chair.
2. All members of the Commission shall attend its meetings.
3. The Vice-Chair of the Commission shall work no less than fifteen (15) hours per week, including hours spent attending the meetings of the Commission and the meetings of SAC. Other Finance Commissioners shall work no less than five (5) hours per week, including hours spent in addition to attending the meetings of the Commission and the meetings of any committees they serve on as Finance Commission representatives.
4. The powers and duties of the Chair of the Commission are as stipulated in the Code.
5. In addition to those powers and duties set out in the Code, the Vice-Chair of the Finance Commission shall:
 - (a) work closely with the Vice-President Finance to develop new initiatives for the Finance Commission;
 - (b) work closely with the SAC Vice-Chair to improve relations with and procedures for clubs, constituencies, and resource groups;
 - (c) attend meetings of SAC;
 - (d) coordinate the orientation process for clubs; and
 - (e) promote the availability of funding to student groups.

Article 4. University Commission

1. Pursuant to Code Section VIII D, Article 1, the University Commission shall be composed of the following eight (8) voting members:
 - (a) the Vice-President Academic and University Affairs, who shall be Chair;
 - (b) the AVP Academic, serving as the Vice-Chair of the Commission;
 - (c) the International and Intercultural Students Commissioner;
 - (d) the Campus Development Commissioner;
 - (e) the Wellness and Community Commissioner; and
 - (f) three (3) other Active Members of the AMS.
2. The powers and duties of the Chair and Vice-Chair of the Commission are as stipulated in the Code.

3. The International and Intercultural Students Commissioner shall work no less than fifteen (15) hours per week, including at least ten (10) office hours, and shall:
 - (a) assist the Vice-President Academic with issues related to international students;
 - (b) liaise with international student groups on campus;
 - (c) coordinate meetings between clubs that have a large membership of international students and International House;
 - (d) sit on committees that organize international student events;
 - (e) attend meetings with the International House Board and with the Faculty International Student Advisors and report on them to the Vice-President Academic; and
 - (f) perform other tasks as directed by the Commission or its Chair.

4. The Campus Development Commissioner shall:
 - (a) assist the Vice-President Academic on campus development issues;
 - (b) sit on University committees dealing with campus development;
 - (c) organize information sessions to generate awareness of campus development issues; and
 - (d) perform other tasks as directed by the Commission or its Chair.

5. The Wellness and Community Commissioner shall:
 - (a) liaise with campus groups on issues concerning student wellness and health;
 - (b) coordinate awareness campaigns on wellness issues; and
 - (c) perform other tasks as directed by the Commission or its Chair.

Article 5. External Advocacy Commission

1. Pursuant to Code Section VIII E, Article 1, the External Advocacy Commission shall be composed of the following seven (8) voting members:
 - (a) the Vice-President External Affairs, who shall be Chair;
 - (b) the ADVOCOM Vice-Chair, who shall be an Active Member appointed by the Vice-President External;
 - (c) five (5) other Active Members appointed by the Vice-President External; and
 - (d) the Associate Vice-President External.

2. The powers and duties of the Chair of the Commission are as stipulated in the Code.

3. In addition to those powers and duties set out in the Code, the Vice-Chair of the External Advocacy Commission shall assist the Vice-President External Affairs in the following activities:

- (a) assist the Vice-President External Affairs in promoting communication with outside student organizations;
 - (b) advise and provide insight to the Vice-President External Affairs on the development and coordination of externally focused advocacy campaigns;
 - (c) advise the Vice-President External Affairs on the development of a strategic campus engagement plan on an annual basis;
 - (d) advise the Vice-President External Affairs on the promotion of upcoming municipal, federal, or provincial elections;
 - (e) assist the Vice-President External Affairs in presenting options and recommendations to Council regarding lobbying organizations, campaigns or plans that are related to its area; and
4. The External Advocacy Commissioners shall:
- (a) work on special projects which may arise
 - (b) attend to correspondence relating to activities of the Commission
 - (c) provide ancillary research;
 - (d) perform other tasks as directed by the Commission or its Chair.

SECTION III: CONFLICT OF INTEREST**Article 1. General**

1. Pursuant to Code Section II, Article 4(3), the following provisions apply to Officers of the Society, that is, to individuals holding elected or appointed positions within the Society, including the Society's Subsidiary Organizations, but not including voting members of Council:
 - (a) Officers shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain.
 - (b) An Officer must not use his or her office to seek to influence a decision, to be made by another person, to further the Officer's private interest.
 - (c) An Officer's private interest shall include the private interests of his or her family and the private interests of a companion, business associate or a close personal friend of the Officer.
 - (d) An Officer must not accept a fee, a gift, a personal benefit or hospitality offered or tendered by virtue of his or her position as an Officer, except for compensation authorized by Council or by the Subsidiary Organization of which he or she is an Officer.
 - (e) Subsection (d) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.
 - (f) If a gift or personal benefit referred to in subsection (e) above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150, the Officer must immediately disclose, in writing, to the Executive Committee or to the Subsidiary Organization of which he or she is an Officer:
 - (i) the nature of the gift or benefit;
 - (ii) its source; and
 - (iii) the circumstances under which it was given and accepted.
 - (g) Upon receipt of a written disclosure referred to in subsection (f), the Executive Committee or the relevant Subsidiary Organization shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.
 - (h) If an Officer has a conflict of interest or an apparent conflict of interest relating to an issue being deliberated on by a body on which he or she sits, he or she shall declare the nature of the conflict and abstain from

speaking or voting on the issue, except to answer questions pertaining to the issue.

2. Any Officer who contravenes this Section of the Manual may be:

- (a) directed by a Resolution of the Executive Committee or the relevant Subsidiary Organization to:
 - i) pay restitution to the Society or the relevant Subsidiary Organization for any financial loss suffered by the Society as a direct result of his or her action;
 - ii) account for, and dispose of, any profits made as a result of a breach of this Section;
 - iii) return or otherwise restore property belonging to the Society or one of its Subsidiary Organizations that was taken, damaged or destroyed by a direct action of that Officer;

and may be:

- (b) removed from office pursuant to the Bylaws and Code of the Society or, in the case of Officers in Subsidiary Organizations, pursuant to the Constitution and Bylaws of their respective organizations.

SECTION IV: APPOINTEES

Article 1. General

1. Personnel procedures and health and safety procedures relevant to appointees of the Society are contained in the Society's personnel handbook for appointees (referred to as the handbook for governance student employees).

Article 2. Orientation

1. On taking office, those appointees who do not report to a single supervisor (for instance, the Elections Administrator and the Ombudsperson) shall contact the Executive Director, who shall assist them in becoming oriented to their position by providing them with information and by referring them to the appropriate staff members.

SECTION V: COMPUTER USE POLICY**Article 1. General**

1. All Society employees, appointees, and elected officials shall, in their use of the Society's computers and computing systems, conduct themselves in accordance with established business ethics and in accordance with the responsibilities of their respective positions.
2. All Society employees, appointees, and elected officials shall make every effort to support the Society's Information Technology (IT) Department in protecting the security of the Society's technical systems.
3. The Society's computers and computing systems are the property of the Society, and are for utilization by employees, appointees, and elected officials in the performance of their position responsibilities. No computer hardware or software may be installed in the Society without the knowledge and approval of the Society's IT Department.
4. Any damage to computers or computing systems caused by inappropriate or unauthorized personal use by an employee, appointee, or elected official, and any other violations of the provisions of this Section, may result in disciplinary action by the Society.

Article 2. Computer Software

1. There is to be no unauthorized duplication or downloading of copyrighted software. All software installed on the Society's computers must be approved by the Society's IT Department.
2. No personal use software, including personally developed programming, is to be installed on any Society computer without the knowledge and approval of the Society's IT Department.
3. Employees, appointees, and elected officials shall not knowingly install, download, or forward a virus for any purpose.
4. Other prohibited activities include but are not limited to:
 - logging into an e-mail address that the person is not expressly authorized to access;
 - falsifying header information or user identification information, or otherwise impersonating another user;
 - using the Society's e-mail system to create or distribute any disruptive or offensive material, including illegal, abusive, indecent, defamatory, obscene or menacing materials;
 - using the Society's e-mail system in breach of confidence, copyright or privacy rights;
 - initiating or forwarding chain letters, pyramid schemes, hoaxes, joke emails or unsolicited mail.

Note: Virus warning emails shall be approved by the AMS IT Manager before sending.

Article 3. Computer Hardware

1. The acquisition of any computer hardware must be processed through the Society's IT Department to ensure compatibility with our system.
2. Equipment not owned by the Society is not to be installed on the network without the express permission of the Society's IT Department.

Article 4. Electronic Communication

1. Employees, appointees, and elected officials shall exercise caution in the wording and content of their e-mail messages because such messages, unlike telephone conversations, can have the same effect and permanence as messages on paper. Employees, appointees, and elected officials shall make every effort to ensure that their own personal reputations and the reputation of the Society are not compromised through careless or inappropriate statements.
2. Communications during working hours using the Society's computer system shall be business related. Personal communication shall be kept to an absolute minimum, or completed during personal time, and shall be stored in a separate folder marked Personal.
3. Although permitted by law, the Society shall not monitor the e-mail or files of employees, appointees, or elected officials without their knowledge, except in very unusual circumstances. These unusual circumstances include, but are not limited to, suspected criminal activity, excessive attachment size, virus infection, and other similar situations.
4. Any incoming or outgoing e-mail message which is suspected of containing a virus or malicious attachment, or which could be detrimental to the system in some fashion, may be isolated for inspection. The message will be released by the IT Department to the intended recipient only after it is determined to be risk free to both the Society's computer system and related external systems.
5. To minimize the exposure of the computer system to viruses and to protect the integrity and stability of the system, employees, appointees, and elected officials shall exercise caution when opening attachments from unknown or unexpected sources.

Article 5. Computers and the Internet

1. During business hours, the Society's computer system and Internet connection are to be used solely for work-related activities, not for personal purposes. Personal purposes for which the computer system and the Internet are not to be used during business hours include but are not limited to:

- (a) use of the Internet for monetary gain or profit, or to operate a non-AMS commercial enterprise;
 - (b) participation in news groups or chat rooms that are not work-related; and
 - (c) playing computer games.
2. Printing of personal materials shall be kept to a minimum at all times.
3. Certain uses of the Society's computer system and Internet connection shall not be permitted at any time. These uses include but are not limited to:
 - (a) accessing websites containing sexually explicit, racist, violent, or generally offensive materials, except to carry out research for the Society;
 - (b) distribution of materials containing sexually explicit, racist, violent, or generally offensive materials to internal or external users;
 - (c) downloading and/or illegal use of unlicensed software;
 - (d) downloading computer games; and
 - (e) any use of the Internet for a purpose forbidden under the Criminal Code or the B.C. Human Rights Code, including but not limited to hoaxes, distribution of pornographic materials to minors, child pornography, pyramid schemes, copyright infringement, and bomb threats.

SECTION VI. COMMUNICATIONS**Article 1. Letterhead Use**

1. All outgoing correspondence in hardcopy form that reflects Society policy or could reasonably be construed to be a statement of position or a commitment of some sort from the Society shall be on the Society's letterhead.
2. The Society's letterhead is not to be used for correspondence that is not official in nature.
3. In order to maintain the Society's standards for formatting and content of correspondence using the Society's letterhead, all such correspondence must be completed and mailed through the office of the Society's Administrative Assistant and Executive Administrative Assistant, except as provided in paragraph 4 below.
4. The Administrative Assistant and the Executive Administrative Assistant shall control the use of the Society's letterhead, and no blank letterhead shall be permitted in any other Society office, except that in special circumstances, including but not limited to confidential situations, the President, the General Manager, or the HR Department may use letterhead without going through the office of the Administrative Assistant and Executive Administrative Assistant.
5. Except as provided in paragraph 4 above, the following shall be the procedures to be followed for producing correspondence on letterhead:
 - (a) The letter shall be composed by the individual and forwarded (by e-mail or in hardcopy form) to the Administrative Assistant or the Executive Administrative Assistant.
 - (b) The Administrative Assistant and the Executive Administrative Assistant shall control the use of the Society's letterhead, and no blank letterhead shall be permitted in any other Society office.
 - (c) Official correspondence shall be composed by the individual and forwarded (by e-mail or in hardcopy form) to the Administrative Assistant or the Executive Administrative Assistant.
 - (d) The Administrative Assistant and the Executive Administrative Assistant shall format and print out a finished document on letterhead and return it to the originator of the document for signing.
 - (e) Once signed, the documents shall be returned to the Administrative Assistant or the Executive Administrative Assistant for copying, mailing, and filing.
 - (f) The Administrative Assistant and the Executive Administrative Assistant shall provide the originator of the document with a copy for his or her own files unless advised otherwise by the originator.
 - (g) The Administrative Assistant and the Executive Administrative Assistant shall maintain copies of the outgoing correspondence in the office files until transferred to the Society's Archives.

- (h) If replying to incoming correspondence, the originator of a piece of outgoing correspondence shall ensure that copies of the incoming correspondence are given to the Administrative Assistant or the Executive Administrative Assistant to ensure that the Society's central records are complete.

Article 2. Contacting the Lawyers

1. The Society's lawyers are to be contacted only on the authorization of Council (by Resolution) or on the authorization of the President, the President's designate, the General Manager, or the Executive Director.

SECTION VII: EXECUTIVE TRANSITION

Article 1. Role of the Staff

1. In addition to the orientation required in the Code, in which the outgoing Executive provides information, the permanent staff shall provide orientation information to the incoming Executive and the Executive Coordinator of Student Services.
2. Without limiting the generality of paragraph 1, during the period between the Executive elections and Executive turnover, the General Manager and/or the Executive Director shall arrange an Executive Orientation for the incoming Executive and the Executive Coordinator of Student Services, if one has been appointed by that time.
3. The Executive Orientation shall introduce the incoming Executive and the Executive Coordinator of Student Services to and familiarize them with the following:
 - (a) the Society's business operations;
 - (b) its financial status;
 - (c) the responsibilities of the Society's managers;
 - (d) employment, equity and sensitivity issues; and
 - (e) the issues and challenges facing the Society during their term in office.
4. During the Executive Orientation, the incoming Executive and the Executive Coordinator of Student Services shall hear presentations from key support staff, including but not limited to the General Manager, the Executive Director, the Director of Operations, the Director of Finance and Administration, the Director of Human Resources, the University and Government Relations Advisor, the Communications Manager, the Events Manager, the Clerk of Council, and the Administrative Assistants.