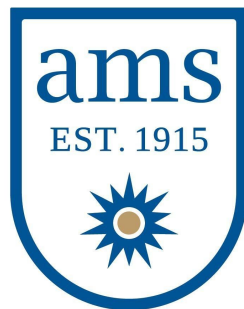


The Alma Mater Society of UBC Vancouver

Operations Committee Handbook

OPERATIONS COMMITTEE MANUAL



Student Society
of UBC Vancouver

Revised: October 2018

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Operations Committee POLICY

DEFINITIONS

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

Administration Office - shall mean the AMS Administration Office located on the 3rd floor of

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the Nest.

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

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

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

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

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

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

Bylaws - shall mean the Bylaws of the AMS.

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

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

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

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

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

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

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

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

Norm – The main theatre/auditorium in the UBC Life Building

Operations Committee Vice-Chair – shall mean the member of Operations Committee appointed to be vice-chair of the Operations Committee

School Year - shall mean that period of time of UBC's academic year.

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

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

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

Summer - shall mean the period of time between May 1st and August 31st inclusive, or as stated in the UBC Academic Calendar.

University - shall mean UBC Vancouver.

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

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

Operations Committee OPERATIONS

A. General

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

B. Interpretation, Amendment, and Appeal of Operations Committee Policy

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

C. Duties

1. Oversee internal AMS groups.
2. Oversee the allocation of Nest office spaces/lockers/parking passes.
3. Overseeing Nest bookings.
4. Overseeing security in Nest.
5. Oversee Clubs Days.
6. Oversee Executive Orientations for internal AMS groups.
7. Constitute and deconstitute clubs.
8. Maintain an electronic information database on Constituencies, Clubs, and Resource Groups.
9. Manage the AMS art gallery and collection.
10. Oversee club elections.
11. Administer Resource Groups in accordance with Section XI of the AMS Code.
12. Administer the AMS alcohol policy.

WORKING GROUPS

A. Definition and Purpose

1. In accordance with Code, the Operations Committee may create working groups as it deems necessary.
2. The membership of all working groups shall be decided and appointed by the Operations Committee.

3. The Vice President Administration shall be a member of all working groups. Unless designated a voting member in a working group's terms of reference, the Vice President Administration shall be non-voting.

B.

C. Clubs and Societies Working Group (C&S)

1. Voting members:
 - a. The Associate Vice President Administration, as chair;
 - b. The Vice President Administration;
 - c. The Associate Vice President Finance;
 - d. The Clubs Administrator; and
 - e. The Clubs and Constituencies Financial Administrator.
2. Responsibilities:
 - a. receive, deliberate, and approve applications from student groups seeking AMS recognition at least three times per year;
 - b. de-constitute Clubs in poor standing or inactive Clubs; and
 - c. other duties as assigned from time to time by Council, the Operations Committee, or Code.

D. Lighter Footprint Strategy Working Group

1. Voting Members:
 - a. The Sustainability Manager, as chair;
 - b. The Vice President Administration;
 - c. The Senior Manager of Operations;
 - d. The Building Operations Manager;
 - e. A representative from the Student Environment Centre Resource Group;
 - f. A Councilor; and
 - g. The University SEEDS Manager.
2. Responsibilities:
 - a. determine the actions and measurements necessary to reach the targets outlined in the AMS Lighter Footprint Strategy;
 - b. propose performance metrics and goals to the Operations Committee for the AMS to align with the Lighter Footprint Strategy; and

13. other duties as assigned from time to time by Council, the Operations Committee, or Code.

D. AMS Art Gallery Team

1. Voting Members:
 - a. The Art Gallery Manager
 - b. Three (3) Students at Large appointed to fulfill the roles of:
 - i. Art Gallery Assistant Manager
 - ii. Art Gallery Technician
 - iii. Art Gallery Intern
2. Responsibilities:
 - a. Run and maintain the AMS Art Gallery and the AMS Permanent Collection.
 - b. Each member shall meet bi-weekly with the Art Gallery Manager.
3. Meetings:
 - a. The Art Gallery Team shall meet at least twice per term.
 - b. The Art Gallery Team meetings shall be open to all active AMS Members.
 - c. Quorum for all meetings shall be three (3) voting members of the Art Gallery Team.
4. Internal Procedures:
 - a. The Art Gallery shall generally be open from Monday to Friday, 12PM - 4PM, during the School Year. Different hours can be approved at the Art Gallery Manager's discretion.
 - b. An AMS staff member or approved Art Gallery Volunteer must be in the Art Gallery at all times when the Gallery doors are open.
5. Exhibition Policy
 - a. The Art Gallery Selection Committee shall be struck each May to select the exhibitions

for the Art Gallery for the following academic year.

- b. The Selection Committee shall include at least six (6) members including:
 - i. The Art Gallery Manager
 - ii. The Art Gallery Assistant
 - iii. An enrolled Art History and Visual Arts Department Critical or Curatorial MA student
 - iv. A member of the Art History Students' Association
- c. The Selection Committee shall hold a minimum of two (2) meetings.

CLUBS AND SOCIETY STAFF

A. Overview

1. The VP Administration is responsible for the hiring and oversight of the Associate Vice President Administration and the Clubs Administrator, who will assist the VP Administration in their responsibilities for Clubs and Undergraduate Societies

B. Position Description

1. The Associate Vice President Administration shall be responsible for:
 - a. Chairing the Clubs and Societies Working Group;
 - b. Administration of Clubs Days;
 - c. Revision of the Clubs Handbook;
 - d. Organizing Executive Orientation;
 - e. Oversight of the Clubs Administrator and the Student Life and Sustainability Coordinator;
 - f. Other duties as assigned by the VP Administration
2. The Clubs Administrator shall be responsible for:
 - a. facilitating the startup of constituted clubs and the dissolving of deconstituted clubs
 - b. Allocation of lockers and offices;

- c. creation and distribution of new Club Applications;
- d. Administration of clubs and club inquires;
- e. maintenance of Club Statistics and archives;
- f. other duties as assigned by the VP Administration

Nest OPERATIONS

A. Prohibited Activities

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

B. Office Painting and Redecorating

1. Office occupants who wish to paint must submit a written request to Operations Committee to be approved on a case by case basis.
2. Office occupants may accessorize their offices with pictures, statuary, or artifacts, provided that such accessories are acceptable to reasonable community standards of taste and subject matter and do not infringe in any way on the principles of the BC Human Rights Code.

C. Displays

1. All displays in Nest public areas shall be approved by Operations Committee.
2. All changes in such displays shall be approved by Operations Committee.

Operations Committee Art Gallery Internal Policy

1. Exhibitions:

The Art Gallery Manager, with the help of Assistant Art Gallery Manager and volunteers, will select the exhibitions for both semesters from those groups and individuals who have applied to have a show at the gallery. The priority for exhibition goes to student artists and exhibitions that showcase art, particularly works made by individuals in the departments of Art History and Visual Arts and other departments within the university that have visual creative output: Architecture, Urban Planning and Film Studies.

2. The exhibitions are no shorter than a week and no longer than 3 weeks. There are 5-7 days reserved for taking down the previous show and installing the new show.
3. Booking music events in the AMS Gallery is contingent upon the sound not conflicting with music bookings in the general space in the Nest building. For this, the approval for music bookings at AMS should go through Operations Committee meetings or needs to be confirmed by Operations Committee's bookings person.

Administration of Art gallery Fund occurs: Annually

AMS Art Gallery Vault Protocols

A. Accessing the Art Gallery Vault

1. No one shall enter the Vault on their own. The Nest Security Manager must accompany anyone entering the Vault. If the Nest Security Manager wishes to enter the Vault themselves, they must be accompanied by the Art Gallery Commissioner.
2. Only the Art Gallery Commissioner, the Nest Security Manager, and other persons designated by the Nest Security Manager may enter the Vault.
3. There shall be an alarm system protecting the Vault.
4. Only the Director of Operations and the Nest Security Manager shall know the code to disarm the alarm system.

5. The alarm system code shall be changed on a yearly basis.
6. There shall be a key to unlock the Vault. Only the Nest Security Manager shall have copies of the key.
7. Before entering the Vault, the entering parties shall sign in on a Sign-In/Sign-Out sheet, such sheet to be kept for one month in the Art Gallery Commissioner's office, after which it shall be filed with the Nest Security Manager, who shall keep it as long as required for insurance purposes.
8. When signing in, the entering parties shall note their full names, position, date and time, and reason for entering the Vault.
9. Once work in the Vault has been completed, the Vault shall be locked, the alarm shall be rearmed, and the entering parties shall sign out on the Sign-In/Sign-Out sheet, noting the time that they leave.

B. Inside Vault Protocol

1. Any touching or handling of artwork must be done with washed hands and cotton gloves, unless handling is too challenging with gloves, in which case, washed bare hands are acceptable.
2. Works should not be handled unless necessary for observation, cleaning, showing, arranging for proper storage, or as approved by either the AMS Art Gallery Commissioner or the VP Administration..
3. When a work is removed from the Vault, whether for showing, condition report, or otherwise, it must be signed out on a "Works Sign-In/Sign-Out sheet." The Sign-out shall note the title of the work, its condition upon removal, the date and time of removal, and the person authorizing the removal.
4. This sheet shall be kept for one month in the Art Gallery Commissioner's office, after which it shall be filed with the Nest Security Manager, who shall keep it as long as required for insurance purposes.
5. When a work has been taken out of the Vault, it must be adequately supported, either on a clean, protected worktable, or within its box/crate, or hanging (in the case of a show). Under no circumstances shall it be placed on the floor.

6. Upon return to the Vault, the work must be signed back in on the “Works Sign-In/Sign-Out sheet” and placed in its correct location. When signed in, the following shall be noted: the condition of the work upon return, the time and date of return, and the person returning it.

AMS CLUBS POLICY

A. Definition and Purpose

1. There shall be Clubs, Competitive Athletic Clubs (see section O) and Departmental Clubs (see Section N) which shall be Subsidiary Organizations affiliated with the AMS under provisions of Bylaw 13(3).
2. AMS Clubs shall be groups composed of at least two-thirds ($\frac{2}{3}$) Active AMS Members who have organized under the terms of the *AMS Clubs Policy* to pursue a common interest, goal or mandate.
3. All AMS Clubs shall be subject to AMS Policies, the AMS Code of Procedure, AMS Bylaws, the AMS Constitution, and the AMS Privacy Policy.
4. Only Clubs recognized by the AMS may use the identity of the AMS in their name, correspondence, or activities.
5. No Club may be controlled financially or operationally by an external organization.

B. Constituting AMS Clubs

1. AMS Clubs are organized on a two tier structure whereas each constituted club is considered either an Interim or an Official AMS Club.
2. Club applications shall be made available on the AMS website at a minimum of one month prior to their due date
3. Each group of Active AMS Members intending to form a club, or who have formed a club, may apply for Interim AMS club status by preparing the following mandatory items:
 - a) a proposed constitution of the Club that is reflective of the group’s desired mandate;
 - b) a one-year budget;
 - c) a petition signed by ten (50) active members requesting AMS club status;
 - d) an executive list (to be effective until the annual club election period at the end of February or the beginning of March);
 - e) a one-year plan outlining proposed monthly activities; and

- f) a letter of intent stating the purpose and goals of the club.
4. AMS constituted clubs must contain either "AMS" in their names.
 5. AMS constituted clubs must not contain the words "council" or "society" in their names.
 6. The Clubs and Societies working group, under the supervision of Operations Committee, shall constitute a club on the basis of the following:
 - a) The club's mandate furthers the Mission Statement of the AMS.
 - b) There are sufficient resources within the AMS.
 - c) It is open to all AMS Members, unless Competitive Athletics or Departmental designation is sought.
 - d) There is adequate justification for AMS club status.
 - e) The group's mandate does not overlap with the mandate of an existing AMS group.
 - f) The group should demonstrate the likelihood of future membership and financial stability.
 - g) Other criteria as determined by Operations Committee.
 8. Newly constituted clubs must submit a club membership list/waiver form to the Finance Commission within fourteen (14) days of being constituted.
 9. When a group's application has been approved by a motion of Operations Committee, the group shall become an Interim AMS Club for a six-month probation period. After the six months are over, the President of the club must arrange an interview with the Operations Committee Vice-Chair to apply for Official AMS Club Status by preparing the following mandatory items:
 - a) a brief explanation letter (max 300 words) on the club's progress thus far and why they should be approved for Official Club status.
 - b) an updated Executive contact list
 - c) brief descriptions of at least 3 successful events held since obtaining Interim Club Status.

Club must be in good standing with the AMS to be approved. If the Clubs and Societies working group is not satisfied with the progress of the club, they may deny official club status for an additional 6 month interim period or recommend deconstitution. The Club must receive at least 2 weeks notice before official deconstitution..
 10. Official AMS Club status must be renewed annually, prior to April 30th, in order to be processed for the following year. Clubs must renew their status annually in order to continue use of AMS services and any club that does not renew will be automatically reduced to a 1st tier 'Interim Club' standing, requiring them to re-apply for Official club

status.

11. The Vice-Chair of the Finance Commission shall ensure that the new Club has accounts in the AMS Administration Office.
12. Operations Committee shall advise newly constituted clubs of additional requirements they need to fulfill.
13. Operations Committee shall ensure that newly constituted clubs are entered into Operations Committee databases.

C. Membership

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

10. Each new member, including Associate and Honourary members, of a club must sign an AMS waiver form.
11. Amendments to a club's constitution, including changing the name of the club and changing membership fees, must be approved by Operations Committee before they become effective.

D. Membership Fees

1. Active members shall pay an annual, non-refundable membership fee of a minimum of \$1 (one dollar) as approved by resolution of a General Meeting with quorum (minimum of 10 members).
2. Associate membership fees shall be at least 50% more than active membership fees.
3. Changes in membership fees shall not become binding on the established members until the termination of the current membership period.;
- 4.

Each new member of the club, including Associate and Honorary members, must sign an AMS waiver form.

E. Annual Registration of Clubs

1. All AMS Clubs shall provide the following annually:
 - a) an operating budget for the upcoming fiscal year and a summary of revenue and expenditures from the previous fiscal year, submitted to the Finance Commission by the deadline established by the Finance Commission;
 - b) a yearly programming plan outlining club activities and social events for the coming year, submitted to Operations Committee by the deadline established by Operations Committee;
 - c) a complete list of assets and inventory, submitted to the Finance Commission by the deadline established by the Finance Commission;
 - d) a club membership list/waiver form, submitted to the Finance Commission no later than fourteen (14) days after Clubs Days in September; this list of members must be updated regularly during the course of the year if the club acquires new members; in the case of Competitive Athletic Clubs, any members removed from the roster must be reported to Operations Committee as well;

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- e) each club must fill out the Club Renewal Form by March 30th, or by an alternate date set annually by Operations Committee.
 - f) club contact information (i.e. a phone number and/or email) for public release, submitted to Operations Committee.
2. Each club must send the President and Treasurer to the annual executive orientations conducted by Operations Committee in April.

F. Deconstituting Clubs

1. AMS Clubs shall cease to be AMS clubs either:
- a) voluntarily; or
 - b) by a resolution of Operations Committee.
2. a) The executive of a club wishing to voluntarily end its AMS affiliation must submit to Operations Committee a written proposal for deconstitution, along with minutes and an attendance sheet from the general meeting of the club, at which a vote was held on whether or not the club should remain an AMS club. If at least ten (10) active members wish to remain affiliated with the AMS, the club shall remain an AMS club.
- c) The end of the club's affiliation with the AMS must be confirmed by a motion of Operations Committee, and the club shall be deconstituted.
3. Operations Committee may deconstitute a club on the basis of any of the following:
- a) violation of Operations Committee Policies, AMS Code or AMS Bylaws;
 - b) failing to have financial transactions go through their AMS business account for one year;
 - c) having less than ten (10) Active Members;
 - d) a history of poor financial management;
 - e) inactivity;
 - f) failure to register on an annual basis (as per D.1 and D.2 above);
 - g) failure to adhere to its mandates and goals;
 - h) failure to adhere to the rules of conduct set forth by the AMS Discrimination and Harassment Policy; or
 - i) other reasons as determined by Operations Committee.

Clubs to be deconstituted shall be served notice at least two (2) weeks in advance of the meeting at which Operations Committee will vote on deconstitution. During that two-week period, the club may submit a written argument or counter allegations to Operations Committee. If the motion to deconstitute passes the club will have a 2 week period to submit a written appeal to Operations Committee.

4. When clubs are deconstituted:
 - a) the Vice-Chair of the Finance Commission shall ensure that their accounts are rendered inactive;
 - b) all Club Office and/or locker privileges shall be removed;
 - c) all phone privileges shall be removed;
 - d) all AMS keys held by the club must be handed into the AMS Administration Office within fourteen (14) days or the deposit on them shall be forfeited;
 - e) any surplus monies in the club's accounts shall be transferred into the Clubs Benefit Fund after the 2 week appeal period.
 - f) any deficits shall be rectified in the year of deconstitution. The deficit of deconstituted clubs shall be approved by the VP Administration and the VP Finance, and transferred to general surplus if the AMS decides not to pursue alternative action. If any alteration of the AMS Budget is required, such alterations shall be as per Bylaw II (1) (f).
 - g) all Operations Committee files shall be updated, including but not limited to the Operations Committee database and club folders.

F. Operations Committee Penalties

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

G. General Meetings of Clubs

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

to club membership at least seven days in advance.

5. If procedure at a meeting is challenged, the procedural reference text shall be “Robert’s Rules of Order, Newly Revised”.
6. Only Active Members of the Club shall vote at meetings, or be included in quorum.
7. All Constitutional Amendments, including club name and membership fee changes must be passed by two-thirds (2/3) majority at a General Meeting where quorum is fulfilled.
8. If a General Meeting does not have quorum, a Club member may challenge the motions passed at that meeting by contacting Operations Committee, which shall review the challenge. Operations Committee may declare such motions invalid. Quorum shall be stated in the Club constitution as a percentage of the Active Members appropriate to the size of the organization.

H. Club Executives

1. A Club shall elect executives to manage the affairs of the Club on behalf of the general membership.
2. The duties and powers of the executives shall be clearly specified in the Club constitution.
3. Elections shall only be held at General Meetings with quorum.
4. All voting shall be done by secret ballot;
5. Annual elections of executives shall be held by March 15 and the results submitted to C&S Working Group through online clubs interface no later than seven (7) days after the election. Requests to hold elections at a later date must be submitted to Operations Committee before February 28. Clubs failing to comply with this provision may be subject to deconstitution at the discretion of the C&S Working Group.. Additional by-elections to fill vacancies shall be called as they become necessary.
6. Nomination procedures shall be clearly stated in the constitution, and allow for nominations from the floor.
7. Only Active Members who have paid their club membership fee shall be eligible for executive positions.
8. All Active Members of the club shall be eligible for any executive position, unless the Club Constitution sets specific qualifications (such as length of membership, previous office held, etc.) for certain positions.
9. Results of the election, in the form of a complete Executive List, Meeting Minutes, and Attendance Sheet, must be submitted to the C&S Working group through the online clubs interface no later than seven (7) days after the election.

10. Newly elected executives shall attend Executive Orientations by April 15th.
11. Executive positions shall be voluntary and Club executives shall not receive honoraria or salary from the club.
12. Clubs may not hire their own executives or enter into any contract providing compensation for services provided by their own executives, unless permission in writing is granted by Operations Committee.
13. All executives must be registered in at least one class (3 credits) during the Winter Session or be a registered graduate student pursuing a UBC Vancouver degree.

I. Club Finances

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

J. Property of AMS Clubs

1. Property acquired by affiliated Clubs shall be legally the property of the AMS under the management of the Club. (AMS Clubs are not recognized as legal entities under the *Society Act*.) A detailed list including serial numbers and any identifying characteristics

of the assets shall be documented and handed in to the Finance Commission by the last Friday in March of each year.

2. Operations Committee or any other AMS organization shall not requisition or expropriate property acquired by AMS Clubs against the wishes of the Club, except when sale of such property is necessary to remove the Club's account from a deficit position.
3. Each Club or Society shall manage property in the best interest of the general membership, and shall not dispose of property without the express approval of the Club members at a general meeting with quorum and approval of Operations Committee.
4. The sale or disposal of Club property may be vetoed by a minute of Operations Committee if the decision or action is decided to be not in the best interests of the members of that Club, or of the AMS.
5. All sales or disposal of AMS property shall be via a sealed-bid system.

K. AMS Services and Privileges for AMS Clubs

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

L. Administration of AMS Clubs

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

M. Complaint Policy

1. When applicable, before submitting an AMS Club Complaint, conflict resolution should be sought by way of approaching the AMS Ombuds Office.
2. All Club Complaints must be submitted in writing to Operations Committee by way of the Operations Committee Vice-Chair in order to be formally reviewed and deliberated on.
3. Operations Committee will review the complaint, notify the accused group and request a written response to be submitted to the Operations Committee Vice-Chair within seven (7) days of notification.
4. After seven (7) days or when the accused responds to Operations Committee, whichever is first, Operations Committee will review the response and base its deliberation on:
 - a) Premeditation

- b) Repeat offence
- c) Gravity of offence
- d) Effect on student life

5. If a club wishes to submit a written complaint not about a club, they may do so by submitting it to the AMS Vice-President Administration. The AMS Vice-President Administration will see to it that the complaint is relayed to the proper channels and communicated back to the club if/when a decision is made.

N. Departmental Clubs

1. Departmental clubs are clubs that are closely linked with a department or school within their faculty and are supported by their specific department and their Constituency organization.
2. Such clubs shall be subject to the AMS Clubs Policy found in the Operations Committee Policy Handbook with the following exceptions:
 - a) To be constituted, such clubs shall require a letter of support from their department or school and from the Executive of their Constituency organization. This shall be submitted with their proposed constitution and budget.
 - b) These clubs will not be open to all AMS members. The membership of such clubs will consist of every student enrolled in the department with which the club is affiliated. The club may have associate members as defined in Operations Committee Club Policy.
 - c) Members shall not pay membership fees directly to the club, unless they are associate members. The Constituency with which the club is affiliated shall collect fees on behalf of the club and shall transfer these fees to the club's account at the beginning of the fiscal year. The dollar amount per student enrolled in the department shall be determined by the Constituency in consultation with the departmental club. Associate member fees shall reflect the 50 percent increase as determined in the Operations Committee Club Policy section of the handbook. These fees shall be collected by the club treasurer. If the department with which the club is affiliated changes its name, the club shall submit to Operations Committee the new name for Operations Committee approval.
 - d) Departmental clubs shall not have office or locker privileges in the Nest.
 - e) Departmental Clubs may be subject to additional requirements from the affiliated Constituency. These requirements shall be outlined in the Constituency's constitution.
 - f) An executive of a departmental club shall not hold an executive position with the

Constituency with which said departmental club is affiliated.

O. Competitive Athletic Clubs

1. Athletic clubs are clubs which have the main purpose of sustaining a competitive (defined as competing on the CIS, or CIS sport-specific equivalent level against other universities or colleges, at the highest intercollegiate level available) sports team for a sport which is not represented by UBC Varsity Athletics.
2. Such clubs shall be subject to the AMS Clubs Policy found in the Operations Committee Policy Handbook with the following exceptions:
 - a) To be constituted, such clubs shall require a letter detailing the specifics of the league and/or competitions they plan on participating in. This shall be submitted with their proposed constitution and budget.
 - b) These clubs will not be open to all AMS members. The membership of such clubs will consist of students selected by the executive team or a coach appointed by the executive as is necessary to create the sports team. The club may have associate members as defined in Operations Committee Club Policy, but in advisory roles and not as a competing member.
 - c) There may be both a Competitive Athletic Club for a particular sport and a regular Club for that same sport if the non-competitive Club does not wish to maintain a competitive team.
 - d) Annually, with the submission of a budget, Competitive Athletic Clubs must submit proof of continued competition at the highest intercollegiate level available in the form of a letter and a schedule of events including tournaments and league games, in order to maintain Competitive Athletic Club Status.

P. CLUBS DAYS

1. Clubs Days is a regularly scheduled event organized by the Associate Vice President Administration to help Clubs and Resource Groups promote themselves to the wider University community.
2. During Clubs Days, Clubs and Resource Groups shall be assigned a booth in the Nest by the Associate Vice President Administration, who shall determine how the booths are assigned. He or she shall ensure that booth assignments are made in the fairest way possible.

Operations Committee shall decide when Clubs Days will occur.

Q. INVESTIGATIONS

1. All internal AMS clubs shall not have investigative procedures pertaining to harassment and sexual violence.
2. All investigations pertaining to bullying, harassment, and sexual violence relating to AMS clubs shall be referred to the AMS Ombuds Office.

FILM SOCIETY AGREEMENT

1. Nature of Agreement

a) Described in the AMS and Filmsoc constitutions are the aims and activities of Operations Committee and Filmsoc. This agreement defines the area where Operations Committee's and Filmsoc's spheres overlap.

The intention of this document is to minimize conflict and to streamline operations so that Operations Committee and Filmsoc can act in unison.

b) Definitions

Nest Auditorium includes all auxiliary space including the projection booth, lobby, entryway, and hallways.

Gross revenue is revenue from all film showings during the allotted time booked for Filmsoc, minus applicable tax charged on ticket prices. Revenue from club membership fees and concession shall not be included.

Commercial clients are any individuals or groups which are not AMS staff or an AMS club, resource group, or constituency.

2. Operations Committee Obligations

Under the agreement Operations Committee undertakes to:

a) Manage all bookings of the Nest Auditorium.

b) For each week in the winter session (defined as the period from beginning of September to the end of March) except for exam periods, reserve Filmsoc exclusive Nest Auditorium use 5 days per week; Wednesday, Thursday, Friday, Saturday and Sunday, from 1700 to 2400. The Film

Society shall be responsible for all functions held during these times and may use these times to hold any event deemed by the Film Society to be beneficial to Film Society members or the UBC community. These may include, but are not limited to, regular film screenings, special film screenings, and advance screenings.

c) Ensure the stage is clear and the Nest Auditorium in general is set up in such a way to prepare for all film showings (e.g. screen moved forward, aisles reasonably clear).

d) Maintain and repair those parts of the Nest Auditorium which do not fall under Filmsoc controlled equipment (e.g. house lights and dimmer banks).

e) Supply every Filmsoc licensed projectionist with a set of keys, at the agreed upon key deposit (article (5)(f)), for the Nest Auditorium, the Projection Booth, and the Filmsoc Clubroom.

f) Provide for the payment of wages to Filmsoc members needed to work at the Auditorium. This excludes shows originated by Filmsoc.

g) Communicate all bookings at least 12 hours in advance.

Note: Operations Committee reserves the right, where it deems a special event as occurring, to cancel a

Filmsoc booking with thirty (30) days notice in the winter session (defined in article (2)(b)).

From April 1 until the end of August, the bookings department reserves the right, where it deems a special event as occurring, to cancel a Filmsoc booking with seven (7) days notice.

3. Filmsoc Obligations

Under this agreement, Filmsoc undertakes to:

a) Run the NestFILMS program without interference except where Operations Committee feels that the

AMS legal responsibility would be abused. This includes:

i) booking the films;

ii) marketing the films;

iii) presenting a list of NestFILMS features at the beginning of each month for Operations Committee information;

iv) presenting single admission features in the Nest Auditorium for at least twenty-two (22) weeks during the winter session, in particular: at least two (2) shows on each Wednesday,

Thursday, Friday, Saturday and Sunday. The number of shows may occasionally be lowered to facilitate the showing of an extended feature (if Filmsoc wishes to show matinees, it may book the Auditorium during the normal booking period).

- b) Ensure that the Projection Booth is kept in order and that the facilities located therein are maintained and repaired.
- c) To assist, advise, and (where possible) provide for projectionists & technical support. The costs associated with this shall be invoiced to and incurred by the AMS.
- d) For the exclusive use of the Auditorium during those periods listed under article (2)(b), and in recognition of the fact that the Auditorium is an AMS facility capable of generating large revenues, Filmsoc agrees to pay a fee (as determined in article (5)(a)) commensurate with their ability to pay. The fee shall be a percentage of gross revenue, unless this percentage is lower than the minimum fee below, in which case the fee shall be the minimum fee.
- e) Maintain accurate and clear financial records, which are to be available to Operations Committee and to the Vice Chair of the Finance Commission at any time. Furthermore, Filmsoc shall give a summary of nightly attendance to the Operations Committee secretary and receipts to the Operations Committee Secretary and the Vice Chair of the Finance Commission, at the end of each term.
- f) Defer to the AMS all communications with commercial clients (including but not limited to bookings, availability, pricing, and invoicing).
- g) Only access the Nest Auditorium when it is either booked by the Filmsoc or not booked.

4. Nest Projection Booth Account

The signing officers for this account will be the Filmsoc Treasurer and the AMS Vice President Administration. All transactions will be jointly signed. This account will be debited with all Projection Booth purchases and replacement, repair, and maintenance related expenses. This includes a meal for each person partaking in one of the two yearly Projection Booth cleanup parties. This account may also be used to purchase, repair, and maintain equipment in the Nest Auditorium outside of the Projection Booth. The general depreciation policy shall be the replacement of the equipment every fifteen (15) years.

No new equipment purchases or replacements may be made if the account balance drops below \$5000. To determine whether the \$5000 watermark has been achieved at any time, the account

balance must be calculated before the yearly Filmsoc deposit of Projection Booth charges.

5. Contract Parameters.

The following parameters are agreed upon until such a time as a new agreement is in place:

a) Club Benefit Fund Contribution

Three per cent (3%) of gross revenue, with minimum fees of \$2700 annually.

b) Projection Booth Contribution

Five per cent (5%) of gross revenue.

These Projection Booth charges shall not be altered without the mutual consent of Operations Committee and Filmsoc. These charges are intended to be renegotiated in the Spring of 2013; however, if no new agreement is reached by Operations Committee and Filmsoc at that time, the charges shall be five per cent (5%) plus three per cent (3%) of gross revenue.

These charges shall be such that the Nest Projection Booth Account can accumulate sufficient funds to maintain the equipment in the Projection Booth.

c) When Filmsoc members are hired to perform work for commercial clients in the Nest, they will be paid at the going rate (minimum \$15 per hour).

d) These shall be the wages paid when Filmsoc members are hired to perform work for AMS clubs, resource groups, or constituencies in the Nest:

Projectionist: \$10.00 per hour for a minimum of 5 hours

Lighting Technician: \$10.00 per hour for a minimum of 5 hours

e) The Filmsoc retains all income from concession but incurs all relevant expenses. Operation of the concession by the Filmsoc is at the discretion of the AMS club, resource group, or constituency that made the booking or the AMS if the booking is a commercial client.

f) Key Deposits

The current fee, which in February 2012, is \$35.00 per key. These deposits may change at any time upon Operations Committee's approval and will be effective immediately thereafter.

g) Admission Prices

Admission prices in the winter session will be \$5.00 for regular admission, and \$2.50 for Club member discount admission. Summer session rates are at the discretion of Filmsoc. Prices may be revised with the mutual consent of Operations Committee and Filmsoc.

6. Disputes and revisions

In the case of questions, emergencies, agreement revisions, or differences, Operations Committee and Filmsoc agree to the following guidelines:

- a) Filmsoc President and AMS Vice-President Administration shall come to a resolution
- b) In case of diverging opinions as to the meaning of a Clause in this agreement, Student Court shall be the arbitrator.
- c) In all disputes, Operations Committee and Filmsoc agree that continued Filmsoc screenings shall be the priority of both parties and in the best interests of the student body as a whole.

AMS CONSTITUENCIES POLICY

Introduction

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

A. General

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

B. Constituency Financial Arrangements

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

C. Property of AMS Constituencies

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

D. AMS Services and Privileges Provided for Constituencies

1. The AMS Administration Office shall provide Constituencies with complete banking services, billing services, and back-up bookkeeping free of charge.
2. Constituencies shall have photocopying privileges at *AMS Copyright* (billed directly to their account) on orders with a minimum value of \$5 (five dollars).
3. Constituencies shall be entitled to mailbox service in the Nest at a nominal fee.
4. Constituencies shall be granted free bookings privileges in the Nest.
5. Constituencies may give away free items for promotional purposes, provided the promotions are run in an ethical manner. -
6. Constituencies shall have bookings priority over commercial bookings in the Nest during the School Year for meetings and activities under the provisions of the *Nest Bookings Policy*
7. Constituencies may book other facilities on campus under AMS sponsorship, through Classroom services, UBC Athletics, or a Faculty
8. Operations Committee may provide Constituencies with expertise to represent the Constituency or assist the Constituency in negotiations.

E. Administration of AMS Constituencies

1. Reminders shall be sent to Constituencies informing them of various deadlines via the Operations Committee email list.
2. Current files on AMS Constituencies shall be kept in the Operations Committee Office. These files shall contain the following:
 - a) current Executive list.
 - b) any letters or documents pertaining to a Constituency.

- c) a current copy of the Constituency Constitution.
- 3. Copies of signed contracts sent to Operations Committee for review shall be kept by the Executive Secretary in the Operations Committee document book and by the AMS Archivist in the Vault.

F. Constituency Media Protocol Policy

- 1. All constituencies must abide by the AMS Media Protocol Policy as outlined in policy I-13

Operations Committee RESOURCE GROUPS POLICY

A. General

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

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

- 1 Operations Committee shall maintain a contact information database on the Student Resource Groups.

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

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

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

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

organization.

B. Operations Committee's Role in Establishing Student Resource Groups

1. In accordance with Code, Council establishes Student Resource Groups on the recommendation of Operations Committee. Operations Committee shall not recommend that an organization become a Student Resource Group unless:
 - a) the purpose of the proposed Resource group is clearly defined and does not overlap with the purpose of an already existing resource Group;
 - b) the proposed Resource Group has already been constituted as an AMS Club or Association by Operations Committee, and has been in existence for a minimum of two (2) years;
 - c) the proposed Resource Group's finances are in good order, as determined by the Vice-President Finance; and
 - d) Operations Committee/C&S Working Group, has invited the Resource Group Allocation Committee to make a presentation to Operations Committee/ C&S Working Group on the merits of the proposal to create a new Student Resource Group, such an invitation to be made in writing no less than fourteen (14) days before the meeting at which Operations Committee/C&S Working Group considers the proposal.
2. If a new Resource Group is established, the Clubs and Societies Financial Administrator shall arrange to have accounts created for it.

C. Membership

1. In accordance with Code, membership in all Resource Groups shall be open to all Active Members of the Society. This provision notwithstanding, a Resource Group may limit, in its constitution, for specifically defined groups of members:
 - a) access to specific areas of that same Resource Group's space, or attendance at specifically defined events or activities (excluding general meetings) of that Resource Group, but only in the interests of preserving and protecting the mental, emotional, or physical security of other members of said Resource Group, and
 - b) the ability to hold an executive position on that same Resource Group, but only in the interests of preserving and protecting the mandate of said Resource Group as set out in its constitution.
2. The Student Resource Group may only extend membership to non-AMS persons as provided for in the Resource Group constitution as approved by members of the said

Resource Group.

3. Membership privileges and obligations shall be clearly stated to each incoming person.
4. Changes in membership criteria shall not become binding on the established members until the termination of the current membership period.

D. Executive Elections of Student Resource Groups

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

E. Student Resource Group Privileges and Responsibilities

1. The AMS Administration Office shall provide Resource Groups with complete banking services, billing services, and back-up bookkeeping free of charge.
3. Resource Groups shall have the privilege of booking Nest bookable space at no charge as per the Nest Bookings Policy.
4. Operations Committee shall ensure that Resource Groups be given priorities over Clubs and Associations with regard to booking space in the Nest.
5. Resource Groups may book other facilities on campus under AMS sponsorship.
6. Resource Groups shall be allocated space and lockers by Operations Committee.
8. Resource Groups must maintain their space in a state that does not contravene health and safety regulations as determined by Operations Committee. If they fail to maintain their

space in such a manner, Operations Committee may charge for clean-up.

Nest BOOKINGS POLICY

DEFINITIONS

Major Room	one of the following rooms: room 2301, 2306, 2309, 2311, 2314, 2504, Great Hall, Art Gallery, Performance Theatre
Minor Room	any bookable room other than those listed above
Single Booking	one room or concourse booked for a one-time event
Block Booking	a series of bookings of one room in Nest for a recurring event (e.g. weekly meetings) for up to one term
Internal AMS group	an AMS club, constituency, or resource group
Non-AMS groups	any group that is neither an internal AMS group nor an AMS-approved external organization
President & treasurer	the executives holding those titles in an AMS club or holding equivalent positions if titles differ in AMS constituencies, resource groups, and AMS-approved external clubs
Public event	where it is expected that less than half of the attendees will be UBC students
Commercial booking	any bookings for non-AMS groups

A. GENERAL

1. Bookings requiring Operations Committee approval can be booked tentatively prior to receiving approval.
2. Bookings that may be controversial shall be brought to Operations Committee for approval by the AMS Bookings Representative.

B. Nest BOOKINGS—INTERNAL AMS GROUPS & AMS-APPROVED EXTERNAL ORGANIZATIONS

1. Internal AMS and AMS-approved external organizations shall have free booking privileges within the Nest all year round.
2. No booking requests will be accepted the day of an event.
3. Internal AMS groups and AMS-approved external organizations seeking to book Nest space shall

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make their booking requests through the AMS Bookings Representative (who is responsible for managing all club bookings).

4. All bookings must be made by a designated booking representative of the internal AMS group or AMS-approved external organizations. The internal AMS group president and treasurer are *ex officio* designated booking representatives. Names, contact phone numbers, email addresses, and (if applicable) designation by president and treasurer must be registered with the AMS Bookings Representative in advance. AMS-approved external organizations are limited to one designated booking representative.
5. Bookings requests must disclose whether liquor or food will be served, any items are being sold, any donations will be accepted, and games of chance, less than half the attendance will be UBC students, or any non-AMS groups will be involved.
6. For concourse bookings and bookings in the areas surrounding the Nest each internal AMS group or AMS-approved external organizations may book space for a maximum of thirteen days per term.
7. Requests for AV equipment and other special equipment shall be made at least two business days in advance through the AMS Bookings Representative.
8. Requests for booking cancellations, room changes, time changes, house staff labour, equipment, or any other inquiries or complaints may be made to the AMS Bookings Representative.
9. For all bookings during the summer (May–August), internal AMS groups or AMS-approved external organizations may book no more than 4 weeks in advance.

C. Nest BOOKINGS—COMMERCIAL BOOKINGS

1. All commercial bookings shall be administered by the AMS Conference and Catering Department
2. Bookings by non-AMS groups shall be subject to rental rates. If the booking will enhance the personal, educational or social lives of students, Operations Committee may choose to subsidize or waive the rental rates.

D. Nest BOOKINGS PRIORITIES

1. During the summer, commercial bookings shall get priority over internal AMS groups, with the exception of Student Council and the AMS Executive Committee.
2. Among groups of equivalent priority, bookings shall be made on a first come, first served basis.
3. Conflicts shall be defined as when any one or more of the following situations are present:
 - a) Multiple requests are made for the same room at the same time.
 - b) The times for multiple requests are sufficiently close as not to allow adequate preparation between events.

- c) Multiple highly incompatible events or groups are scheduled adjacent to each other.
- d) The total attendance at functions to be conducted simultaneously in adjacent areas is so great as to be a source of potential congestion and/or hazard.

To resolve such conflicts, the following priority applies:

- a) Student Council
- b) Executives
- c) Commissions, Committees, and Planning Groups
- d) Student Services
- e) AMS Events
- f) Student Resource Groups
- g) Constituencies
- h) Permanent Clubs
- i) Probationary Clubs
- j) Commercial Bookings
- k) AMS-approved external organizations

Where the priority list above provides no clear solution to the conflict, the AMS Booking Representative shall arbitrate the conflict as it sees fit. Appeals can be directed to Operations Committee.

E. SINGLE AND WEEKLY BOOKINGS

1. Each school term, the AMS Bookings Representative shall facilitate single and weekly bookings for internal AMS groups for the subsequent winter term in the current term. Some rooms and times may be excluded from either single or weekly bookings at this time for short-notice or non-AMS bookings.
2. The window for single bookings shall open in advance of the window for weekly bookings. Single bookings shall be made with the AMS Bookings Representative on a first come, first served basis.
3. The AMS Bookings Representative shall apportion weekly bookings impartially to all qualified clubs.
4. An internal AMS group may make a maximum of eight bookings in rooms or the concourse per term during this window. Bookings in major rooms count for two. After all weekly bookings have been made, space remaining will be allocated on a first come, first served basis.
5. Designated bookings representatives from internal AMS groups requesting space shall attend any mandatory meetings deemed necessary by the AMS Bookings Representative. Proxies can be

permitted by the AMS Booking Representative with advance notice.

6. Student Council, the Executives, Commissions, Committees, Planning Groups, Student Services, and AMS Events are exempt from the limits outlined in subsection E.

F. ANNUAL BOOKINGS IN Nest

1. All Constituencies and Resource Groups may book the atrium for five days each in addition to bookings made under the guidelines of subsection E.
2. Up to half the concourse space over the duration of the winter session (excluding exam periods, weekends, and statutory or university holidays) is reserved for commercial bookings.

G. BOOKINGS RULES FOR INTERNAL AMS GROUPS & AMS-APPROVED EXTERNAL ORGANIZATIONS

1. It shall be the responsibility of all internal AMS groups or AMS-approved external organizations holding any function to be aware and inform all members of applicable liquor, security, booking, and other regulations. Ignorance of policy shall not be accepted as an excuse.
2. Bookings shall not be transferable to other groups. Bookings made for a group shall be for the exclusive use of that group and under no circumstances shall any person or group reserve space in the building falsely on behalf of another group in an attempt to gain free bookings privileges or a higher booking priority.
3. An internal AMS group or AMS-approved external organizations seeking to hold a public event shall pay commercial rates for such an event but may apply to Operations Committee for subsidy or fee waiver if there are special circumstances. Such application must be made at least two weeks in advance.
4. Any functions at which liquor is to be consumed must follow all local and provincial liquor legislation. All internal AMS groups wishing to hold a licensed event must send the individual listed on the Special Occasion License to an Alcohol Training Program session (Appendix 1). AMS-approved external organizations may not host licensed events.
5. Any internal AMS group or AMS-approved external organization must receive a temporary food service permit from Vancouver Coastal Health if food will be served to individuals who have not signed a liability waiver (excluding whole fruit or non-perishable, commercially pre-packaged products). A copy of the approved permit must be available upon request during the booking.
6. All internal AMS groups or AMS-approved external organizations holding functions in the Nest where live or recorded music is played shall submit the required fees to the AMS Bookings Representative, who will forward the fees to SOCAN (Society of Composers, Authors and Music Publishers of Canada).
7. Security in the Nest shall be administered by the Senior Operating Manager and the group who has made the booking

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8. Operations Committee members and the AMS Bookings Representative shall be granted full access to all functions of internal AMS groups or AMS-approved external organization to oversee the functions.
9. All bookings in Nest are subject to AMS Fire and Safety Regulations.
10. The internal AMS group or AMS-approved external organization that booked the space is responsible for any cleaning or repairs to the room that are necessary as a result of a function beyond daily wear.

H. RULES FOR COMMERCIAL BOOKINGS IN Nest

1. All Commercial Bookings shall be subject to the contract signed by both parties, as prepared by the Conferences & Catering department.

I. RULES FOR BOOKING REQUESTS FROM NON AMS APPROVED EXTERNAL BOOKINGS

1. All bookings are subject to the same policies as commercial clients
2. Non AMS Approved External bookings may be exempt from the charge at the discretion of the VP Administration and the Vice Chair of Operations Committee, which will consider:
 - a. Educational, social, and professional benefit to AMS Members
 - b. Other venues at which the event could be held
 - c. The Organizer's attempt at sources of funding
 - d. other circumstances determined, by the VP Administration
3. The VP Administration and Vice Chair must report their decision to Operations Committee to go into the minutes for approval
4. Non AMS Approved External Organizations may direct themselves to AMS Council to seek approval, in which they will be subject to the booking procedures for AMS Approved External Organizations

I. CANCELLATIONS

1. Operations Committee may cancel bookings at its discretion but not more than twenty percent of the time booked for a weekly booking and no more than one single booking per group every two months. Notwithstanding this limitation, Operations Committee may cancel any amount of bookings for disciplinary reasons.
2. If an internal AMS group or AMS-approved external organization wishes to cancel its booking, it must do so with thirty days notice for a major room and seven days notice for any minor room or concourse booking.
2. A group that fails to provide the appropriate notice as above shall receive a warning the first two times this happens. On the third offence, groups shall be fined \$25 or \$50 for violating the minimum notice requirement for minor and major rooms, respectively.

J. BOOKINGS SUSPENSIONS

Operations Committee Handbook

1. Booking privileges in the Nest may be suspended by Operations Committee for one or more of the following reasons:
 - a) violation of any regulation outlined in the Operations Committee Bookings Policy
 - b) other violations of regulations or problems as interpreted by Operations Committee
 - c) failure to adhere to the standards of behaviour outlined in the AMS Discrimination and Harassment Policy, and the Operations Committee Code of Conduct
2. When imposing a suspension of booking privileges, Operations Committee shall do so at the first available opportunity. After Operations Committee has imposed a suspension, the group in question may appeal the suspension to Operations Committee within seven days.
3. If a violation occurs at the end of the term and/or the suspension extends past the end of the term, the suspension shall begin or continue the following winter term.
4. Groups with suspended booking privileges may make bookings during their suspension for dates which occur after the end of the suspension period.

K. Booking CONSEQUENCES

1. Clubs failing to follow the established policies and procedures will accumulate strikes that may lead to fines or loss of booking privileges.
2. Strikes are allocated as follows:
 - a. The following will result in 1 strike:
 - i. Failure to use a medium or small room as booked
 - ii. Using a bookable room without booking it
 - iii. Failure to receive prior approval for 3rd party caterers to be present in the Nest
 - iv. Failure to release a medium or small room in correct timelines
 - v. Failure to clean or reset a room after it is used (except Great Hall)
 - b. The following will result in 2 strike and the resulting repair or labour charges:
 - i. Damage to a room or its equipment
 - ii. Failure to release a large room in the correct timeline
 - iii. Failure to use a large room as booked
 - iv. Unauthorized use of the AMS server or catering equipment
 - c. Serving alcohol without an SOL, sufficient security, and prior approval from the AMS - Failure to comply with AMS and Vancouver Coastal Health food safety regulations, as well as booking on behalf of a 3rd party client will result in the loss of booking privileges for the remainder of the fiscal year, including office and locker

Operations Committee Handbook

3. If within a 12 month period (April-April) a club accumulates the following amount of points, specific fines/actions will be issued to the club:
 - a. Accumulating 1 strike results in a \$50 fine
 - b. Accumulating 2 strikes results in a \$100 fine
 - c. Accumulating 3 strikes results in a \$250 fine, as well as loss of booking privileges for the remainder of the fiscal year, including office and locker
 - d. If a club receives multiple strikes at once, they will be required to pay for the amount of the strike level below on top of the fine for the level of strike they are being charged with
 - i. A club that is issued 2 strikes with one offence will be required to be the sum of 1 strike plus that of 2 strikes; $\$50 + \$100 = \$150$
 - e. The C&S will also apply a strike to the club record as a whole; the accumulation of which may result in deconstitution at the discretion of the C&S committee
 - f. All unlawful actions occurring during a room booking are also subject to consequences as determined by the C&S Committee.
4. Resulting property damages may be charged to a club at the discretion of Operations Committee

Operations Committee CONTRACTS POLICY

1. In accordance with the AMS Code, a contract shall mean the following: binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
2. The VP Finance, the VP Administration, the VP Academic, the AMS General Manager, and the Operations Committee Vice-Chair are the only individuals who can bind the AMS to a legal contract.
3. Members of constituencies, associations, clubs, and commissions (including treasurers and signing officers) are not authorized to sign any contract on behalf of the Society. If a non-authorized party signs a contract or binding agreement on behalf of the Society they are engaging themselves in this agreement and shall be responsible for the contract.
4. If any individual or group wishes to enter the AMS into a contract, the proper procedure must be observed. For procedures, please see the Treasurer's Handbook.
5. Signing officers shall not refuse to approve a contract solely because of disagreement with the purpose or philosophy implicit in that contract.
6. Operations Committee may approve standard administrative contracts for use throughout

the Society's operations, including, but not limited to, bookings agreements and contracts with suppliers. Such standard administrative contracts need not be reapproved by Operations Committee each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.

Nest ASSIGNABLE OFFICES POLICY

Introduction

Clubs may apply to Operations Committee for an Assignable Office. Applications will be sent to clubs no later than April 1st. Clubs that do not apply in a given year shall be assumed to have forfeited their office privileges.

A. General

1. It shall be the responsibility of each club to make its own arrangements with its general membership as to the accessibility and security of the office.
2. No flammable, explosive, perishable, alcoholic or illicit materials shall be stored in the office.
3. Assignment and logistics of office and locker allocations will be left to the Clubs Administrator.
4. Keys are available from the AMS Administration Office..
5. Telephones may be installed and maintained at the expense of the group.
6. No Assignable Office shall be booked or used for liquor events.

B. Priorities

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

a) Student Services:

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

b) Student Resource Groups:

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

c) The Ombudsperson:

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

d) Clubs:

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

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

Note: Due to the specialized facilities required by the following Clubs, they are guaranteed the same space in Nest regardless of reapplication, but they are still subject to club rules and regulations of regular clubs. In order for the clubs listed to maintain their room, they must apply for and attend clubs days on an annual basis:

Film Society
Aqua Society
Bike Co-op
Photo Society
Varsity Outdoors Club
Pottery Club
Sprouts
Aviary Club

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

C. Eviction and Other Penalties

1. An internal AMS group shall be subject to penalties if it:

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

D. Moving Out

Clubs who would not be remaining in their assignable office space as determined by Operations Committee must move out of their office by a deadline set by Operations Committee. A club is defined by Operations Committee to have moved out when they have:

- Removed all of their belongings from the assignable office space;
- Left the room in a clean, safe condition;
- Removed all signage indicating occupation of the assignable office space; and,
- Returned all office keys to the Administration Office.

Whether a club has moved out of their previous office will be determined by an inspection by Operations Committee. Clubs who fail to move out by the deadline will be subject to the following:

- Removal and possible disposal of belongings by house staff;
- Revocation of new assigned spaces;
- Suspension of assignable space privileges; and,
- Other penalties as determined by Operations Committee.

Nest STORAGE LOCKER POLICY

Introduction

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

forfeited their locker privileges.

A. General

1. It shall be the responsibility of each group to make its own arrangements with its general membership as to the accessibility and security of the storage locker.
2. No flammable, explosive, illicit, alcoholic or perishable materials shall be stored in the storage lockers.
3. No more than two (2) lockers shall be allocated to any group.
4. Allocation and logistics of lockers will be at the discretion of the Clubs Administrator.

B. Priorities

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

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

C. Registration and Review

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

KEYS POLICY FOR THE Nest

Introduction

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

A. Keys for Clubs and Resource Groups

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

B. Keys for the AMS Student Government

1. Members of the AMS Student Government (including but not limited to Executives,

- Commissioners, Student Service Coordinators, Student Senators, and Board of Governors representatives) shall be entitled to keys as authorized by the VP Administration.
2. Each individual issued a key shall pay up to a twenty-five dollar (\$25) refundable deposit for each key. This deposit shall be paid in cash upon receipt of the key.
 3. When leaving office, key holders must return their keys to the Administration Office. Failure to do so within two (2) weeks of leaving office shall result in the forfeiture of key deposits and a charge levied against the department for the necessary lock and key changes. A full refund of the key deposit shall be made only to the registered holder for keys.

C. Keys for AMS Staff

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

LOCK BOX POLICY

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

the faceplate is securely locked into place when they leave. Any lock boxes that are found to be unlocked will be turned into the AMS Administration Office. Notice of removal of the faceplate will be put under the door of the club office.

Nest PUBLICATIONS DISTRIBUTION POLICY

Introduction

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

A. Criteria

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

permission every two years. As part of the reapplication process, the publication must provide justification for continuing to be distributed in the Nest. If Operations Committee feels that this justification is insufficient, it may withdraw its permission and the publication shall cease to be distributed in the Nest.

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

B. Containers

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

C. Handouts

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

POSTERING POLICY

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

privileges in the Nest, or other punitive action as may be deemed necessary by Operations Committee. Operations Committee may also order violators to pay the cost of removing offending material.

BOOKABLE BULLETIN BOARDS

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

SANDWICH BOARD POLICY

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

APPENDIX 1

Alcohol Training Policy

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

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

Security:

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

Advertising of licensed events and alcohol-free events:

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

information and any additional resources shall be provided to AMS subsidiaries by the AMS upon request.

AMS Executive and Council:

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

APPENDIX 2

Independent Contractor Agreement Use Policy

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

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

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

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

1. Intent - what was the intention of the working arrangement: contract of service (employer/employee relationship), or business relationship for services (independent contractor). Usually the intent can be found in a written agreement.
2. Control - the relationship is one of subordination where the payer often direct, scrutinize, and effectively control many elements of how the work is performed (employer/employee relationship), or does the worker work independently within a defined framework with little or no oversight (independent contractor).
3. Tools and equipment - the payer supplies most of the tools and equipment required to perform the service and is responsible for repair, maintenance, and insurance costs (employer/employee relationship), or does the worker provide the tools and equipment required to perform the work (independent contractor).
4. Subcontracting work or hiring assistants - the worker cannot hire helpers or assistants (employer/employee relationship), or the worker can hire another party to complete the work, or help complete the work, and pays the costs of doing so (independent contractor).
5. Financial risk - the worker is not usually responsible for any operating expenses and is not financially liable if the obligations of the work is not fulfilled (employee/employer relationship) or the worker is hired for a specific job rather than an ongoing relationship and is financially liable if the obligations of the contract is unfulfilled (independent contractor).
6. Responsibility for investment and management - the worker has no capital investment in the business and does not have a business presence (employer/employee relationship), or the worker has capital investment, employs and manages staff under its own organization, and has established a business presence (independent contractor).
7. Opportunity for profit – the worker is not in a position to realize a business profit or loss (employer/employee relationship), or the worker can hire and pay a substitute to perform the work, and the worker is compensated by a flat fee and incurs expenses in performing the service (independent contractor).

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

EXPULSIONS FROM THE STUDENT UNION BUILDING

The AMS must follow the AMS Internal Policy (I-7) on Expulsion from AMS Property. All templates, procedures, and definitions are outlined in the Operations Committee Handbook.

Approved September 12, 2006

Revised February 2012, Incorporating suggestions from the lawyers.

Format for Requests

In keeping with the Mission Statement of the Alma Mater Society (AMS), this states that the aim of the AMS is:

"To improve the quality of the educational, social and personal lives of the students of UBC", the AMS endeavors to provide a safe, inclusive, and positive student community. In order for these goals to be achieved, and in accordance with the AMS Policy on Expulsion from the Student Union Building ("the AMS Policy"), Operations Committee requires that any expulsion of an individual from the Nest on behalf of Operations Committee or the AMS be done by authorized AMS security personnel and be motivated by the occurrence of unwanted activity on the premises ("UWAP") as described in the AMS Policy. In addition, all such expulsions must be made in accordance with the procedures set out in the Mandatory Nest Expulsion Procedures attached as Appendix E hereto and all actions taken by AMS security personnel in this respect should be logged in the Trespass Act Checklist attached as Appendix A hereto. These procedures must be followed to ensure that any expulsion from the Nest is done in a legal and objective manner. Any expulsion that does not follow the criteria set out above is not authorized by Operations Committee or the AMS.

Operations Committee recognizes that AMS Security may enact temporary expulsions of patrons from the Nest for durations of 24 hours or less where there has been a UWAP. Expulsions of durations greater than 24 hours are considered permanent and may only be made in compliance with the following two step process. This process must be followed to ensure that the expulsion is conducted in a fair and objective manner. Any permanent expulsion that does not follow this process is not authorized by Operations Committee or the AMS.

Step 1: Documentation of Incident

Patrons may be given permanent expulsions on the basis of UWAP's.

AMS shall keep and maintain records of the patrons and/or incidents in question. The format for these records must be approved by Operations Committee and such a format can only be altered upon a resolution of Operations Committee.

For infractions not involving a criminal activity, action by AMS must follow the following Stages of Incidents:

1 -Verbal Warning

AMS will issue a verbal warning at the first occurrence of a UWAP. This verbal warning is to include warning of expulsion if UWAP's of a similar nature continue.

2 -Written Warning

If the UWAP is continued or repeated, AMS will issue a Written Warning to the Patron citing the verbal warning and cautioning against the continuation of the UWAP and will advise that if the UWAP is repeated or continued, there could be a request for expulsion. Such a warning must be in the format of a "Notice to Cease Unwanted Activity on Premises" as attached hereto as Appendix C.

3 -Request for Expulsion

If the UWAP still does not cease, AMS may issue a written Request for Expulsion to Operations Committee.

For infractions that constitute criminal activity, a Request for Expulsion may be issued to Operations Committee immediately without either a Verbal or Written Warning.

Step 2: Request for Expulsion

Requests for Expulsion are sent to the VP Administration who will collect the appropriate documents on behalf of Operations Committee until the next Operations Committee meeting. Once Operations Committee has received the appropriate documents (see Appendix A section C), then the request will be reviewed by Operations Committee at the next Operations Committee meeting. In cases where an expulsion is deemed immediately necessary, the VP Administration may give temporary approval of the expulsion, which will remain valid only until the next Operations Committee meeting. The next Operations Committee meeting must occur within thirty (30) days of the temporary approval of the expulsion. The expulsion request must be considered at the next Operations Committee meeting and a resolution must be achieved at that meeting.

Operations Committee will use a standardized template to review all requests so that the objectivity of the process is ensured and observed. Please refer to Appendix A section C to see the Operations Committee Template that will be used to make Operations Committee's decision. If the expulsion request is granted, Operations Committee will issue to the Patron a Notice of Prohibition of Entry to Premises in the form attached hereto in Appendix B.

Appendix A Section C

STANDARDIZED TEMPLATE FOR EXPULSIONS

I. Are the Following Documents Submitted?*

- Written Request to Operations Committee by the AMS Security Manager (email copy is sufficient if carbon copied to the AMS Archives)
- Complete Formatted Documentation Log of Incident(s)

* All aforementioned documents must be received by the VP Administration in order for any expulsion requests to be processed by Operations Committee.

II. What is the nature of safety concerns that the patron/incident involves?

(Please identify all concerns)

- Health/Safety
- Harassment (Physical/Mental/Sexual)
- Violence
- Vandalism of AMS Property
- Other Illegal Behaviour (*e.g.* Indecent Exposure)
- Other: _____

III. Operations Committee's Conclusion on Request:

- Accepted
- Defeated
- Tabled

Notes: _____

Appendix A

Trespass Act Checklist (Proposed for use by AMS Security)

On _____ at _____ I, _____, approached the person known to me as (or description if they refuse a name) _____ who was on the premises of the Student Union Building of the University of British Columbia, 6138 Nest Blvd, Vancouver, BC.

I (check off the following that apply and write out any details as necessary):

0- Asked the person to cease unwanted activity on the premises (list the activity)

0- Asked the person to leave the premises and not return on this day

0- Asked if the person needed medical assistance

0- Offered a list of free food locations in Vancouver

0- Offered a list of shelters

0- Provided them with a brochure outlining the details of the Trespass Act

0- Asked them their name and address if they refused to stop the activity or leave the premises.

0- Served a notice to cease unwanted activity on premises (copy attached)

0- Provided a copy of all documentation to the Security Manager or Chief on duty

0- Served a Notice of Prohibition to Enter Premises (copy attached)

0- Wrote an incident report detailing the occurrence (copy attached)

0- Ensured the occurrence was logged in the Security Shift Report

The person (Trespass Act offence sections noted):

A. 0- Complied and I left (note any pertinent details such as cooperation or aggressive behavior)

B. Did not comply and:

0- did not cease the activity on the premises after having notice to do so. (S.4 (3) (c))

0- did not leave the premises after being given notice to leave (S. 4(3) (c))

0- did not provide a name and address when asked after committing an offence under the Trespass Act (S 8(2))

0- did not leave the premises after failing to provide their name and address (S. 8(3))

0- resumed the activity after receiving notice to cease doing it. (S. 4(1) (c))

0- returned to the premises after receiving notice they were prohibited from entering the premises. (S. 4(1) (b))

Note whether the person was passively non-compliant or what aggressive behavior was exhibited.

If police were required to attend

At _____ police were called and arrived at _____. Officers (numbers) _____ were provided with a copy of this document and attachments as indicated. Police took the following action.

Appendix B

(Proposed for use by AMS Security)

Notice of Prohibition of Entry to Premises

Pursuant to the Trespass Act of British Columbia RSBC 1996 C.462,
As amended and enforced January 27, 2005.

Date: _____ Time: _____
To: _____ of _____
(Name) (Address)

This is to notify you that, under the BC Trespass Act, due to your conduct, you must leave immediately and not return to the premises of the Student Union Building, of the University of British Columbia, described as 6138 Nest Boulevard, Vancouver, BC.

You may not return to the premises without first obtaining written permission from:

Alma Mater Society Security Manager
c/o AMS Security,
Office 100Q
6138 Nest Boulevard, Vancouver BC.
V6T 1Z1

If you remain on the premises or return without written permission you may be prosecuted under the Trespass Act.

Please be aware that under the Trespass Act:

4 (I) Subject to section 4.1, a person commits an offence if the person does any of the following:

- (a) enters premises that are enclosed land;
- (b) enters premises after the person has had notice from an occupier of the premises or an authorized person that the entry is prohibited;
- (c) engages in activity on or in premises after the person has had notice from an occupier of the premises or an authorized person that the activity is prohibited.

(3) Subject to section 4.1, a person who has been directed, either orally or in writing, by an occupier of premises or an authorized person to:

- (a) leave the premises, or
 - (b) stop engaging in an activity on or in the premises,
- commits an offence if the person

(c) does not leave the premises or stop the activity, as applicable, as soon as practicable after receiving the direction, or

(d) re-enters the premises or resumes the activity on or in the premises.

Failure to comply with this notice may result in conviction for an offence under the Trespass Act. Under section 4 of the Offence Act, offences are subject to a fine not exceeding \$2000 or imprisonment up to 6 months or both.

Delivered by hand

Served at _____ hrs on _____ of _____ at 6138 Nest Blvd, Vancouver, BC
Time Day Month Year

Signed (occupier or authorized person)

Received By (or if refused to sign
write "refused to sign")

(Original copy to the subject of the Notice, one copy AMS Security)

Appendix C

(proposed for use by AMS Security)

Notice to Cease Unwanted Activity on Premises

Pursuant to the Trespass Act of British Columbia RSBC 1996 C.462,
as amended and in force January 27, 2005.

Date: _____ Time: _____

To: _____ of _____
(Name) (Address)

This is to notify you to cease _____ on the premises of, the Student Union Building of the University of British Columbia, described as 6138 Nest Boulevard, Vancouver, BC.

You may not continue the activity or activities listed above on the premises noted without first obtaining written permission from:

Alma Mater Society Security Manager
c/o AMS Security,
Office 100Q

The Alma Mater Society of UBC Vancouver

Operations Committee Handbook

6138 Nest Boulevard, Vancouver BC.
V6T 1Z1

If you do not stop or if you resume the activity or activities listed above on the premises noted you may be prosecuted under the Trespass Act and/or, in addition, you may be issued a Notice of Prohibition to Enter Premises for the premises listed above.

Please be aware that under the Trespass Act:

4 (1) Subject to section 4.1, a person commits an offence if the person does any of the following:

- (a) enters premises that are enclosed land;
 - (b) enters premises after the person has had notice from an occupier of the premises or an authorized person that the entry is prohibited;
 - (c) engages in activity on or in premises after the person has had notice from an occupier of the premises or an authorized person that the activity is prohibited.
- (3) Subject to section 4.1, a person who has been directed, either orally or in writing, by an occupier of premises or an authorized person to;
- (a) leave the premises, or
 - (b) stop engaging in an activity on or in the premises, commits an offence if the person
 - (c) does not leave the premises or stop the activity, as applicable, as soon as practicable after receiving the direction, or
 - (d) re-enters the premises or resumes the activity on or in the premises.

Failure to comply with this notice may result in conviction for an offence under the Trespass Act. Under section 4 of the Offence Act, offences are subject to a fine not exceeding \$2000 or imprisonment up to 6 months or both.

Delivered by hand

Served at _____ hrs on _____ of _____ at 6138 Nest Blvd, Vancouver, BC
Time Day Month Year

Signed (occupier or authorized person)
write "refused to sign")

Received By (or if refused to sign

(Original copy to the subject of the Notice, one copy AMS Security)

Appendix D

MANDATORY Nest EXPULSION PROCEDURES

An individual or group is seen engaging in an unwanted activity on premises ("UWAP").

STEP 1: If the UWAP is non-criminal in nature, proceed to Step 2. If the UWAP is criminal in nature, call police, arrest the individual and detain until police arrive. Allow subject to use the telephone upon request. Complete the Trespass Act Checklist. In addition, file incident report which mentions the police file number and forward paperwork to Security Manager. Consider whether to apply to Operations Committee for a permanent expulsion order.

STEP 2: If the individual has not previously received a Notice to Cease Unwanted Activity, proceed to Step 4. Otherwise, ask him or her to leave or cease the UWAP and indicate that failure to do so is an offence under the Trespass Act for which an arrest without warrant can occur. If the individual departs willingly, notify campus security and indicate the direction in which the subject departed. Document the incident in the shift report and complete the Trespass Act Checklist. If the individual fails to depart or cease the UWAP, proceed to Step 3.

STEP 3: Call for additional members to assist you in escorting the subject off the premises. If the subject resists, detain the individual and call police. Ensure that the subject is able to use a telephone upon request. Document the incident in the shift report and complete the Trespass Act Checklist. Consider whether to apply to Operations Committee for a permanent expulsion order.

STEP 4: Verbally notify the individual that the conduct being performed is a UWAP and that he or she must leave the premises immediately or stop the UWAP. Notify him or her that failure to comply is an offence under the Trespass Act for which an arrest without warrant can occur. If the individual complies with the request, document the incident in the shift report and complete the Trespass Act Checklist. If the individual fails to comply, proceed to Step 5.

STEP 5: Request the name and address of the individual and if the individual provides this information issue a Notice to Cease Unwanted Activity on Premises and indicate that a failure to comply is an offence under the Trespass Act for which an arrest without warrant can occur. If the individual decides to leave or cease the activity, document the incident in the shift report (noting the appearance of the individual) and complete the Trespass Act Checklist. If the individual does not provide his or her name and address or fails to leave after being issued the Notice to Cease Unwanted Activity, proceed to Step 6.

STEP 6: Detain the individual and call police to determine the individual's identity. Once you have the individual's name and address, issue a Notice to Cease Unwanted Activity. Document the incident in the shift report and complete the Trespass Act Checklist. Consider whether to apply to Operations Committee for a permanent expulsion order.

Note: Under section 7 of the Offence Act every person taken into custody by a peace officer is entitled, upon request, to have access to and private use of a telephone at least once during the first 12 hours of custody. Failure to provide a telephone is an offence.

Appendix 4

Harassment and Discrimination Policy

Purpose

The purpose of this policy is to affirm AMS's commitment to an environment in which all individuals are treated with respect and dignity.

AMS prohibits and will not tolerate discrimination or harassment, including sexual harassment, and will make every reasonable effort to ensure that the people who work for it and to whom it provides services are not subjected to discrimination or harassment, including sexual harassment.

Scope

This policy applies to everyone who works for AMS (employees, volunteers and appointees).

This policy applies to everyone to whom AMS provides services (members of AMS clubs, members of AMS resource groups, and members of AMS' Constituencies).

This policy applies to discrimination and harassment that is based on a personal characteristics protected under the applicable human rights legislation. This policy does not apply to general workplace harassment (general workplace harassment complaints are addressed in the Workplace Violence and Harassment Policy) or to general service complaints.

Definition of Harassment

Harassment is engaging in a course of vexatious comment or conduct against another person that is based on a personal characteristic of that person and is known or ought reasonably to be known to be unwelcome.

Harassment is a form of discrimination and may occur on any of the grounds set out in human rights legislation or upon any other ground that is prohibited by law. These grounds include:

race	colour	age
national or ethnic origin	sex (including pregnancy)	religion
marital status	family status	disability
sexual orientation	conviction for which a pardon has been granted or is unrelated to employment	Any other ground enumerated in the applicable human rights legislation

Harassment includes personal harassment which is harassment, workplace bullying or discrimination based upon personal characteristics or circumstances that are unrelated to a person's ability to do the job.

Harassment refers to inappropriate conduct or comments that:

relates to one of the grounds listed above,

is unwelcome to the recipient, and

For employees: would reasonably be expected to negatively affect the work environment or lead to adverse job related consequences.

For people to whom AMS provides services: would reasonably be expected to negatively affect the environment in which they receive the service or lead to a negative provision of the service.

Harassment most commonly will relate to a pattern of conduct, but a single incident, in certain circumstances, may constitute harassment.

Normal social interactions and the exercise of appropriate managerial or supervisory authority will not constitute harassment.

Sexual harassment is a form of harassment based on sex or sexual orientation. Sexual harassment means any conduct, comment, gesture or contact of a sexual nature:

that is likely to cause offence or humiliation; or

that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment (including any opportunity for training or promotion) or on the provision of services.

Examples of Harassment

Examples of sexual harassment include:

Making or threatening reprisals after a negative response to sexual advances.

Making unwelcome sexual advances, propositions, flirtations or repeated unwelcome requests for or efforts to make social contact.

Using verbal abuse of a sexual or gender-based nature, such as using sexually degrading or vulgar words to describe an individual or making derogatory sexual, or gender-related comments.

Asking questions about sexual conduct or sexual orientation or disclosing or spreading rumors about such information concerning yourself or others.

Making comments about an individual's body, sexual prowess, sexual orientation or sexual deficiencies.

Whistling at, touching, pinching, brushing the body, assaulting, impeding or blocking the movements, or coercing sexual acts or engaging in any such physical conduct in the context of other discriminatory-based conduct.

Leering or making sexual, derogatory, insulting, obscene or other discriminatorily-based comments or gestures.

Displaying or distributing sexually suggestive or gender-based objects, pictures, posters, cartoons, letters, or e-mails.

Examples of harassment on the basis of other enumerated grounds of discrimination include:

Offensive jokes related to race or nationality.

Racial slurs or commentary.

Display of literature or materials that promotes the supremacy of or suggests a deficiency with one race or ethnic group.

Retaliation prohibited

AMS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or

discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary or corrective action.

Reporting an Incident of Harassment, Discrimination or Retaliation

AMS will make every reasonable effort to ensure that no one is subject to discrimination or harassment, including sexual harassment.

Who should report an incident?

It is essential, in supporting this policy that every person to whom this policy applies immediately act upon becoming aware of any discrimination or harassment.

How do you report an incident?

Any person who feels that he or she is the subject of discrimination or harassment should approach, informally, the person involved and ask them to stop the offensive conduct. A person approached in this manner should immediately stop the offending conduct or comments.

If a person does not feel comfortable approaching the person involved or if they have already done so and the conduct has continued, the person should contact the AMS delegate.

For employees, the AMS delegate is their supervisor or, in the alternative, the Human Resources department. If the complaint is about the supervisor or the Human Resources department, or if the complainant feels uncomfortable approaching either, the complainant may approach any member of management.

For everyone else, the AMS delegate is the Operations Committee Vice-Chair (or other person designated by Operations Committee). If the complaint is about Operations Committee or the Operations Committee's delegate, or if the complainant feels uncomfortable approaching either, the complainant may approach any member of the AMS Council.

A person who becomes aware of continuing conduct which is believed to be in violation of this policy, even if that person is not a party to the conduct, should report that conduct to the AMS delegate.

A complaint of discrimination or harassment may be made orally or in writing by an employee to the AMS delegate. A complaint should be made as soon as possible after the incident.

If you witness or are aware of an incident of discrimination or harassment, as an employee, you should contact the AMS delegate.

What will AMS do if an incident is reported?

All reported incidents will be addressed in an appropriate manner and in an effort to resolve the matter.

Informal Process

If the complainant agrees, the AMS delegate will make reasonable efforts to resolve the conflict in a manner that satisfies all parties. If the issue is not resolved satisfactorily within one week (or such longer time as the complainant agrees to) the complainant may ask for mediation or begin a formal complaint.

Mediation

The complainant may contact the AMS Ombuds office to mediate the complaint.

Members of the AMS, or those with concerns relating to a member of the AMS or to an AMS sanctioned program, event or activity, may also consult with the AMS Ombuds Office for information, advice, support and referrals relating to matters of discrimination or harassment.

Formal Process

A complainant may make a formal complaint. This complaint must be in writing and given to the AMS delegate. The AMS delegate will then pass the complaint to the Complaint Managing Body to conduct an investigation.

Who performs the investigation?

AMS has a Complaint Managing Body to conduct investigations.

For employees: the Complaint Managing Body is made up of the AMS General Manager, the employee's supervisor and either the Local Union Representative (in cases that involve a union member or members) or the AMS Ombudsperson (in cases involving non unionized employees)

For members of an AMS Club, member of an AMS Resource Group, or member of an AMS Constituency, the Complaint Managing Body is made up of the Operations Committee Vice-Chair or designate, a member of the Club, Resource Group, or Constituency executive and the AMS Ombudsperson (or the Constituency Ombudsperson, if one exists).

How are investigations conducted?

The complainant will be consulted as appropriate during the investigation and will be advised of the results of the investigation and the resolution, if any, and where appropriate.

Investigations will usually involve speaking with the following people:

- Anybody who is alleged to have committed discrimination or harassment;
- Anybody who was targeted or harmed by the discrimination or harassment;
- Anybody who witnessed the discrimination or harassment.

The investigation may also include additional steps such as reviewing AMS records (including emails and internet traffic logs) and speaking to health care professionals (with the patient's consent).

At the end of its investigation, the Complaint Managing Body may:

- Decide that the complaint is without merit and dismiss the complaint; or
- Decide that the complaint is substantiated and impose a remedy.

The Complaint Managing Body will provide reasons for its decision in writing, with a copy to the complainant and the person accused of harassment.

What will AMS do to a person who discriminates or harasses?

The goal of this policy is to educate and to deter future misconduct. The appropriate remedy will be based on that goal.

If the person who discriminates or harasses is an employee, and depending on the circumstances, AMS may do one or more of the following:

- Make a note of the incident on the employee's record;
- Provide the employee a written warning;
- Require the employee to attend training;
- Require that the employee attend counseling;

Transfer the employee, either laterally or through demotion;

Suspend the employee without pay; and/or

Terminate the employee's employment for just cause.

If the person who discriminates or harasses is a member of an AMS Club, a member of an AMS Resource Group, or a member of an AMS Constituency, and depending on the circumstances, AMS may do one or more of the following:

Make a note of the incident;

Request the individual attend counseling;

Ban the individual from the AMS event in which they participate (e.g. a club);

Ban the individual from AMS property;

If the individual is a student, takes steps toward suspending the student;

If the individual is a student, takes steps toward expelling the student; and/or

Pursue legal action against the individual.

Confidentiality

An individual has the right to ask that his or her reporting of discrimination or harassment be kept confidential.

AMS will not disclose the name of the individual reporting discrimination or harassment to any person except where disclosure is necessary for the purposes of investigating the discrimination or harassment or taking responsive measures in relation thereto.

AMS Rights

Modification of Harassment and Discrimination Procedure: AMS has the right to leave out any or all stages of the discrimination or harassment procedure where it considers it appropriate to do so.

Modification of Policy: This policy may be changed or amended by AMS from time to time.

Other Rights and Responsibilities

Nothing in this policy replaces any other legal rights a person may have.

The Alma Mater Society of UBC Vancouver

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Individuals who intentionally make false allegations of discrimination or harassment will be subject to sanction.

Operations Committee reserves the right to alter the way it deals with Discrimination and Harassment complaints on a case by case basis.