Agenda of the AMS Operations Committee
January 19th, 2018

Attendance

Present: Pooja, Scott, Jeanie, Chris, Bryan, Brad
Regrets: Julian

Recording Secretary:

Call to Order

The meeting was called to order at 12:00PM

Approval of the agenda

Moved: Jeanie, Seconded: Brad

“BE IT RESOLVED THAT the agenda be adopted as presented”

Agenda Items

1. Updates
   a. fixed building consequences
   b. sent appointed staff protocol to Ken
   c. still waiting on I-7
2. Departmental Clubs

Current: Constituencies all have dept. clubs, however some dept. clubs are not in accordance to AMS code.

Depts. currently get all AMS club advantages except clubspace and locker space.

Proposal to have two rounds of elections, March-March and Sept-Sept (or similar). Issues with treasurer turnover raised by AMS finance.

Another issue involves current “chain of command” between AMS, depts., and constituencies. Each are trying to communicate/needs documentation from each other.

Instead, move towards a linear chain; AMS deals with constituencies, constituencies deal with
depts. SO, in the case of AMS needing documents from depts (constitutions, budgets, list of execs, etc.) the constituencies will be responsible for getting it from clubs, and can use funding as an incentive. They (the constituencies) will then be responsible for communicating it to the AMS.

Bring this proposal to President’s Council

Committee Motions

Moved Scott:, Seconded Jeanie:

“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

January 12th, 2018

...MOTION PASSES

Next Meeting

The next scheduled meeting is Next Friday.

Adjourn

There being no further business the meeting was adjourned at 12:58PM .
Agenda of the AMS Operations Committee
January 26th, 2018

Attendance

Present: Pooja, Brad, Scott, Chris, Bryan, Julian, Jeanie
Regrets:

Recording Secretary: Bryan
Location: The Pit

Call to Order

The meeting was called to order at 12:05pm Pooja Standard Time (PST)

Approval of the agenda

Moved: Jeanie, Seconded: Scott
“BE IT RESOLVED THAT the agenda be adopted as presented”
PASSES

Agenda Items

1. I7

MOVED BY Jeanie, SECONDED BY Brad
“BE IT RESOLVED THAT Operations Committee refer Policy I7 to council for approval”
Note: Policy was approved by lawyers with no change.
PASSES

2. Departmental Clubs

Julian: constituencies would be responsible for the department club’s adherence to AMS policy - how does money fit into this?

Jeanie: EUS gets all money from engineering student fees, then distributes it to the department clubs. They can use some of the money as incentive/a tool to ensure that departments fulfill
their AMS responsibilities and performance as a club (running events, having meetings, etc.).

Scott: logic is that if dept clubs get deconstituted, they turn to their constituency first anyways. might as well give the constituency the responsibility cause they already know what’s going on.

Proposal:

AMS Operations Committee will provide a deadline for document submissions to the constituencies. They will provide clear outlines for the expected documentation, including format, submission method (electronic, physical, etc.), and other requirements.

Constituencies will collect the documentation from their department clubs, by a date specified by the AMS Operations Committee. They will act as the primary point of contact for department clubs with issues regarding the creation and submission of said documentation.

The constituencies must provide a set of guidelines for document submission and repercussions if documents are not submitted. They may use financial or loss of access to constituency services as a tool to ensure the departments conform to said guidelines. The guidelines must be approved by the AMS Operations Committee and a report on department submissions will be sent to the AMS Operations Committee with department documentation.

Department clubs will submit budget, bylaws, voting records, and executive list to their constituency by a date specified by their constituency.

ACTION ITEMS FOR POOJA:
- Allow departmental Clubs to use simply voting - have EA have access to it in August → talk to Filza
  - Bring this to President’s Council
  - Figure out metrics → maybe include this in metrics
  - Fix Pit Pub lights (they flicker)
    - Talk to Keith about the NEST lighting

The committee discussed the Ubyssey article regarding club deconstitution. The committee thanks the Ubyssey for their constant quest for AMS accountability. Next week we will discuss the deconstitution process for the Ubyssey and examine whether it can be improved.

Committee Motions

Moved Julian:, Seconded Chris:
“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

January 19th, 2018

...Motion Passes

Pooja discriminates against those who like to eat salad, believes that fries are the only suitable side for burgers.

Next Meeting

The next scheduled meeting is Friday Feb 2 at 3:30 PST.

Adjourn

There being no further business the meeting was adjourned at 12:50pm PST.
Agenda of the AMS Operations Committee
Feb 2nd, 2018

Attendance

Present: Jeanie, Scott, Julian, Brad, Pooja, Chris
Regrets: Bryan

Recording Secretary: Jeanie

Location: Pit

Call to Order

The meeting was called to order at 3:39pm.

Approval of the agenda

Moved Julian: , Seconded Scott:

“BE IT RESOLVED THAT the agenda be adopted as presented”

...MOTION PASSES

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

Agenda Items

1. Departmental Clubs Continued
   a. President Council Re-cap

[Pooja]: Presented proposal at President’s Council. Credits to Bryan for writing much of it. They took it very well, VP Admin/Internals seem to be up for it (at least from AUS). Concerns: accountability. Never mentioned freezing accounts as per our discussion last time, but Alan did suggest that.

[Julian]: Did Alan suggest in Pres. Council?

[Pooja]: After. Alan wanted to know what we could to do keep constituencies accountable. He thought it was within our realm of options. Next steps - ops comm will figure out guidelines,
Also talked to Filza about having dept clubs use Simply Voting - they need their constituency’s EA to contact Filza to get access (easier than having every club individually do that).

Do we see ourselves proposing a code change?

[Scott]: Constituency issue, not clubs… so code not clubs handbook.

[Pooja]: Clubs handbook does have section on constituencies… just not sure if enough weight to it. It is easier to change.

[Jeanie]: Pooja - bring the code relevant to constituencies next week and we can discuss this further moving on from then.

[Pooja]: Is it necessary to consult with clubs of each constituency? Not sure if constituencies will explain/consult.

[Jeanie]: Would be helpful?

[Brad]: Definitely need to have a discussion after changes. Not sure if needed before.

[Scott]: Would like to see a one pager on how this is working sent to them all.

[Julian]: Would you need to go to each club?

[Pooja]: Would go to their councils.

[Chris]: Could ask constituencies to do this for you if enough time?

[Jeanie]: Optics are better if it comes from you, but if you don’t have time I think we could work around that.

[Jeanie]: Will then happen the week after reading break - need to get into their schedules.

[Pooja]: The proposal also lists a bunch of obligations for opscomm. Elections timeline - what was our consensus? Are we mandating March/Sept timeline, or are we just working around it?

[Julian]: Maybe consultation would make more sense?

[Jeanie]: Just let them indicate which timeline they are on? March or Sept.

[Pooja]: Need to then get that list off of constituencies.

[Jeanie]: Also worth noting that some clubs may want to partially submit election results
(ie. some elect half in March). I think as long as those clubs are labelled as “Sept” when they finish all their elections.

[Pooja]: Excited to get this process ironed out before we have all our other constituencies adding dept clubs!

[Chris]: Will we need to vet these new clubs?

[Brad]: C&S would - if they are intended to be AMS clubs?

[Pooja]: So next steps?

[Chris]: look through code, set up guidelines, consult clubs, make sure everything is proper and in order before we roll out.

[Pooja]: Okay - I will take this away and bring it back once I am ready. May ask Chris for help re: code in his role as governance chair.

2. De-constitution & Constitution process

[Pooja]: Context! All clubs docs is due at end of March. When turnover happened in May, hundreds of clubs hadn’t submitted documentation. Additionally, transition to clubhouse was not complete for all clubs. Over summer - tried to track down all paperwork.

Immediately deconstituted any clubs that had no clubhouse account, or had no activity (financials) for many years.

End of Aug: clubs that were still missing paperwork were given an opportunity to hand in paperwork one last time and come to an appeals meeting to explain why/provide a solution for how they will avoid this in the future.

Essentially gave everyone 5 months to provide paperwork etc. Once not met, deconstituted.

The Constitution process, we went through - OpsComm saw the spreadsheet. It has a quiz on the clubs manual (understanding of what a club is), and looks for which clubs does it kind of overlap with, whether they have tried collaborating with these clubs, etc. Then, C&S reviews all of this and generally focussed on justification for whether this club needs to exist (does it get done in another club, exist in a constituency portfolio, is it already an AMS service). We also avoid approving clubs that would be hard to implement - is there a lot of liability involved for example.

Any club that has been deconstituted and is applying for reconstituted, it is treated as a brand new club application. So if a club was deconstituted and applies for reconstitution but the need
has been fulfilled with other clubs in the meantime, it will not be constituted.

Then, Ops comm reviews it. Then after that, it goes to council.

Appeal - Young Liberals club. Got deconstituted for not submitting paperwork, but fixed that. We heard them out (minutes were approved by Ops and Council).

As a result of this process - we aren’t accepting a lot of new clubs. Constituencies are taking on committees and taking on initiatives filling many of the gaps on campus. We encourage collaboration rather than silo-ing into a million and one clubs that are trying to serve the same purpose.

We are currently in the process of overviewing the process.

[Scott]: For old clubs that get deconstituted - maybe they have a shaky exec one year - do we provide them any special treatment? Historical clubs have more assets, resources...

    [Pooja]: Few “historical” clubs mess up in that way. If it’s clear something is up, we try to help as we would for any club, but we were pretty lenient giving people 5 months of paperwork. We are trying to set up expectations that they are responsible to the AMS.

[Chris]: I think the YL issue of transition is a big issue for many clubs. Not sure how to tackle it though. Wouldn’t want my club to be deconstituted because outgoing team just leaves...

    [Pooja]: True, but that is an expectation of clubs. We do offer to help and won’t punish clubs if they do come ask us for help... but at a certain point we need them to come ask. This is why we have club orientation (before the deadline).

    [Julian]: And there’s a warning system...

    [Pooja]: Yep. They get tons of warnings. We gave lots of chances.

[Pooja]: Also worth noting some of the structures of this system are up to the new VP Admin and their staff to decide. Leniency can be a spectrum, and this year I have strived for consistency and I hope we continue to have that next year.

    [Jeanie]: Thank you for clarification - very useful.

[Chris]: Aside from being inactive/not submitting docs, are there other reasons for being deconstituted?

    [Pooja]: Clubs manual has more... damage to property, having no money/never using their account, minimum number of members, some other reasons. Generally - if you disrespect the AMS and the systems we have for support.
[Chris]: Number of member minimum?

[Pooja]: Ten.

[Chris]: Seems low? Could abuse system by just having ten members and flying under the radar.

[Pooja]: One of the reasons we make it hard to get constituted!

[Pooja]: Results on new applications are coming in a few weeks! We will bring it to committee end of Feb/early March. There will be justifications for Yes and Nos.

3. The Light over the second booth in the Pit

Appears to no longer be flickering!

[Scott]: I watched it the *whole* time and it hasn’t flickered.

4. SLC MoU

[Pooja]: Under progress - working with Alan and SLC. Once it is reasonably solidified it will come to OpsComm.

ACTION ITEMS:

- Pooja brings back relevant sections of code so we can examine whether we will need to make code changes.
- Pooja goes to councils to get dept club feedback on proposal

Committee Motions

Moved: Chris , Seconded: Pooja

“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

January 26th, 2018

Motion passes.

Next Meeting

The next scheduled meeting is next Friday, 3:30pm.

Adjourn

There being no further business the meeting was adjourned at 4:30pm.
Minutes of the AMS Operations Committee  
Feb 9th, 2018

Attendance

Present: Pooja, Bryan, Brad, Chris, Jeanie  
Regrets: Scott, Julian  
Recording Secretary: Bryan  
Location: NEST 3511

Call to Order

The meeting was called to order at 3:31pm

Approval of the agenda

Moved: Bryan, Seconded Jeanie

“BE IT RESOLVED THAT the agenda be adopted as presented”

PASSES

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

Agenda Items

1. Policy I-7 Revisited

Pooja: Jeanie took it upon herself to do a deeper dive into I-7, even though we just approved it at Council. I think a second look is merited, and there is a draft with track changes that has been circulated.

Jeanie: I made some suggestions which ought to clarify the policy and close some of the loopholes/vague language. It was disappointing we didn’t see more discussion at Council, but I thought a bit more about it and I saw a handful of ways the policy could be improved. We need to do our due diligence to our membership to make sure this is the best policy it can be.

The draft should show the track changes. The biggest change is the introduction of suspensions
& expulsions - we had not defined expulsion but we had language around temporary/permanent. I restructured it a bit as well to break down the process more.

- ops comm goes through line by line the draft -

Pooja: In terms of timeline - this new version will have to go through lawyers/staff to make sure it is feasible and we are protecting ourselves from liability. Maybe won’t come back till March. Next week let’s go through it again after Jeanie makes those suggested changes, hopefully with more committee members in attendance so we can get everyone’s thoughts.

**Committee Motions**

N/A

**Next Meeting**

The next scheduled meeting is next Friday, 3:30pm.

**Adjourn**

There being no further business the meeting was adjourned at 4:38pm
Minutes of the AMS Operations Committee  
Feb 16th, 2018

Attendance

Present: Pooja, Brad, Chris, Jeanie, Scott, Julian  
Regrets: Bryan

Recording Secretary: Jeanie

Location: NEST 3511

Call to Order

The meeting was called to order at 3:40pm

Approval of the agenda

Moved: Chris, Seconded Julian

“BE IT RESOLVED THAT the agenda be adopted as presented”

PASSES

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

Agenda Items

1. Generocksity

[Pooja]: Asking for an exception, want to have event in Pit for no charge but not AMS club. Cited precedent... needed to bring this to Ops since they asked for this and they sent a framework. No members came to meeting though.

Conclusion: don’t agree with rationale for exception. Doesn’t meet threshold for Pit.

2. Dept Clubs

[Pooja]: I will be attending their councils next week, will send some messages/docs as things
evolve.

3. Policy I-7 Revisited

Reviewed document again with other Ops Comms members.

Action items:

- Pooja reviews document for ensuring staff terminology is correct
- Pooja checks with stakeholders (lawyers, building staff people, services). Maybe also follow up with UBC to see if we are similar in their policies/have missed anything.

Committee Motions

Moved: Chris, Seconded: Jeanie

“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

February 2nd, 2018

Next Meeting

The next scheduled meeting is Friday after reading break, 3:30pm.

Adjourn

There being no further business the meeting was adjourned at.
Minutes of the AMS Operations Committee
March 8th, 2018

Attendance
Present: Chris, Julian, Bradley, Pooja
Regrets:
Recording Secretary:
Location:

Call to Order
The meeting was called to order at pm

Approval of the agenda
Moved:, Seconded
“BE IT RESOLVED THAT the agenda be adopted as presented”

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

Agenda Items
1. SLC MOU
2. Club Application Approvals
3. Departmental Clubs
4. Appointment Policies Revisited

Committee Motions
Moved: Chris , Seconded: Jeanie
“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

February 9th, 2018
February 16th. 2018

**Next Meeting**

The next scheduled meeting is Friday after reading break, pm.

**Adjourn**

There being no further business the meeting was adjourned at.
Minutes of the AMS Operations Committee  
March 8th, 2018

**Attendance**

Present: Scott, Pooja, Jeanie, Brad, Bryan, Julian  
Regrets: Chris  
Recording Secretary: Bryan  
Location: The Pit

**Call to Order**

The meeting was called to order at 3:28 pm

**Approval of the agenda**

Moved: Brad, Seconded Scott  
“BE IT RESOLVED THAT the agenda be adopted as presented”  

**PASSES**

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

**Agenda Items**

1. I-7

[Pooja]: Has gone to all exec, lawyers, services, HR, managing director, SASC in particular, building ops, clubs staff... got responses from most people but not all. Gave everyone a week and this is what we got.

[Pooja]: Respectful environment policy states that we can ban people from services already? Contradiction.

[Bryan]: Should we ban in general?
[Jeanie]: No, let’s just fix phrasing.

[Pooja]: Lawyers - if student court is there, it will be a big problem. And could overthrow this. This is now legally compliant with Society’s Act and our Code.

Committee Motions

Moved: , Seconded:

“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

February 9th, 2018

February 16th, 2018

Next Meeting

The next scheduled meeting is pm.

Adjourn

There being no further business the meeting was adjourned at.
Agenda of the AMS Operations Committee
March 16th, 2018

Attendance

Present: Brad, Pooja, Chris, Bryan, Scott, Julian, Jeanie
Regrets:

Recording Secretary: Bryan
Location: NEST 3511

Call to Order

The meeting was called to order at 3:10 pm

Approval of the agenda

Moved: Bryan, Seconded Chris

“BE IT RESOLVED THAT the agenda be adopted as presented”

PASSES

Note that this meeting took place without public notice requirements outlined in the AMS Code of Procedures Section 5, article 1, paragraph 4, as has been practiced for the 2017-2018 year.

Agenda Items

1. Policy I-7
   a. still a few things to touch up
   b. policy is fine w.r.t. lawyers re: student court
   c. Plan to finish it today, give to exec for review, and then a final check by the lawyers before going to one of the last councils of the year
   d.
2. Departmental Clubs
   a. How do we deal with dept. clubs in two constituencies?
   b. Get their docs twice - if you are a constituency that recognizes a dept. club, they need to submit docs
3. Club Executives

MOTION to go in camera at 4:04pm: Jeanie, seconded Brad, third Julian.
Left camera at 4:27pm.

Committee Motions

Moved: , Seconded:

“BE IT RESOLVED THAT Operations Committee approve the following meeting minutes:

February 9th, 2018
February 16th, 2018
March 8th, 2018
March 9th, 2018

Next Meeting

The next scheduled meeting is to be determined by email.

Adjourn

There being no further business the meeting was adjourned at 4:35pm.
Agenda of the AMS Operations Committee
May 11, 2018 - 5PM

Attendance
Present: Jeanie, Bryan (call-in), Chris, Chris but VP Admin, Jennifer
Regrets: none, but we have not appointed members-at-large yet!
Recording Secretary: Jeanie

Call to Order
The meeting was called to order at 5:03 pm

Agenda Items

1. Introductions
[Chris]: Should we appoint a VC or wait for members-at-large?

[Jeanie]: Let’s wait for fairness.

2. Closing off some rooms
[Should the open rooms in the back side of the Nest on the second floor be closed unless booked?]

[Chris]: Recently, people keep breaking stuff. This is sad. Should we close them off? Then they need to be booked if people want to use them.

[Bryan]: Are they 24/7 currently?

[Chris]: I think they close when the building itself closes.

[Bryan]: Maybe let’s reduce to hours when more people are around? 9-5pm?

[Jennifer]: And then bookable for later in the evening.

All in agreement; will be open during business hours and bookable in the evening.
3. **Club Elections**

Club elections are a mess. Clubs currently elect their executives through an in-person AGM, where voting is done through secret ballot, but there is formal oversight on whether these are done properly.

[Chris]: Lots of chaos - threats, paying for votes, slates, hard to ensure secret ballots, hard to ensure there is ... lots of mess.

[Chris G]: Can we use simply voting?

[Chris]: Confidentiality, would give each club’s EA access to personal info... would need our staff to run elections. Administrative nightmare. Looking at Campus Vibe as well as an option, but seems unlikely.

[Jennifer]: What are the exact rules?
IN OPSCOMM MANUAL SECTION C, DUTIES:

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 Operations Committee 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 shall not qualify to take part in Clubs Days. 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 Operations Committee 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.

[Bryan]: Do clubs have written records of all their members?

[Chris]: Kind of - check student ID, check clubhouse. Most of the time they just don’t check.

[Bryan]: Two options: 1) create a system where you can run elections and validate as a club 2) see if what we are doing right now is worthwhile as a blanket solution or if we should tackle the outliers.
[Chris G]: Could we just audit elections rather than all of them? At least then there is some consistency?

[Chris]: They can be hard to find and we don’t know where they are always...

[Jeanie]: Can you get them to submit an “elections plan”? How, where, when, how many people...

[Bryan]: Why are people doing them at AGMs as secret ballot? Is that because they want it, or is it our rule?

[Chris]: Yes I think online voting would be better if we can figure out how it would work. But it would solve a lot of these issues.

[Bryan]: Maybe just tell them to use Google Forms/UBC Surveys... get them to confirm with the list.

[Chris G]: I like the idea of before/after report. Then we can audit - see practices, etc.

[Chris]: Should we have a “freeze period” of when people can join a club?

[Bryan]: Is it a broad issue, or only a few clubs? I think a widespread freeze on membership is more harmful than helpful.

[Jeanie]: Let’s not make rules we can’t enforce - maybe the club in question can just adjust their bylaws to say members must exist for x weeks before they have a vote or something.


[The Operations Committee Policy Manual is a good way for the Administration portfolio to have a sense of guidance and continuity in dealing with different aspects of its scope, such as clubs, constituencies, and the operations of the Nest. However, there’s just so much we could cover, so what do we think is missing?]

[Jeanie]: I think this is an old version?

[Chris]: Suggestions: deadlines/clubs -> can we have something more concrete than just using precedent?

[Jeanie]: Check list from last OpsComm - we had a big list!

- Ops handbook
○ filmsoc
○ recommendations/edits we never passed
○ is the climbing wall stuff still in there?
○ There is still reference(s) to the “Shinerama Director” which is a dead event

- Clubs handbook
  ○ Align with ops handbook
  ○ How to expel people from clubs
  ○ elections, slates, & fun
  ○ Charity clubs? Should we keep banning them?

- Work with Max and SVPREP
  ○ Tie in respectful environment policy review to ops handbook
  ○ how are constituencies handled?

- Constituencies
  ○ Look at that - it states Ops oversees, but what does that mean, does it need updates?
  ○ Elections in constituencies is being worked on by governance/elections. Should be aligned with whatever says in ops handbook.

- Make a complaint email address/form? ombuds? Something to filter issues a little bit. multiple choice section of what their general problem is?

- Consider whether you want to use opscomm as a sounding board re: sustainability projects. Unclear how new LFS will apply.

- Clubhouse
  ○ Club elections are messy could we do online? Have had issues with falsifying minutes and AGMs... SimplyVoting is not allowed/still required to do AGM.
  ○ Clubhouse only works on mobile? To scroll through all the clubs. Talk to Brad for more info
  ○ Privacy re: clubs emails

- Department clubs [Bryan]
  ○ Club orientation/alignment with AMS in constitutions - co-presidents, etc. How are we checking this?
  ○ Membership form/liability waiver - dept clubs don’t make people do that. This is a risk if they go on trips etc.

- Orientations
  ○ Bryan is sad, wants to be more efficient.
  ○ Not sure if all issues were sufficiently covered/clear

[Jennifer]: Copying constitutions okay?
[Chris]: That is fine!

[Bryan]: Dept clubs - what about ex-o clubs on councils? How does liability work?

[Jeanie]: Non-voting?

[Bryan]: Yes - but they still have access to resources etc. Not affiliated with AMS, but often don’t sign liability waivers etc.

[Chris]: Similarly - depts don’t have membership waivers...

[Bryan]: Need to go look at each constituencies to see what is happening within them.

[Jeanie]: Less about whether they are on the Boards - but what privileges/accesses do they have?

**Next Meeting**

The next scheduled meeting is May 21, 2018 - 5PM

**Adjourn**

There being no further business the meeting was adjourned at 5:54 pm
THE ALMA MATER SOCIETY OF UBC VANCOUVER

Minutes of the AMS Operations Committee
June 4, 2018 – 2PM, Room #3511

Members

Christopher Hakim (Chair), Jeanie Malone (Councillor), Bryan Starick (Councillor), Chris Gooding (Councillor), Jennifer Cheng (Councillor), Katherine West (Member-at-Large), Ina Na (Member-at-large)

Attendees: Chris Hakim, Katherine West, Ina Na, Jeanie Malone

Guests: Julian Villafuerte Diaz

Regrets: Bryan Starick, Chris Gooding, Jennifer Cheng

Call to Order

The meeting was called to order at 5:10 pm

Agenda Items

1. Approval of the Agenda

Moved: Jeanie   Seconded: Ina
That the agenda be adopted.

2. Approval of Minutes

Moved: Jeanie   Seconded: Ina
That the minutes from the May 11th, 2018 Operations Committee meetings be approved and sent to Council.

3. Appointment of Vice-chair

The Operations Committee has approved Ina Na as the Vice-chair of the Operations Committee.
AMS Operations Committee

4. Updates

[Chris]: In talks with CampusVibe to get online elections for clubs. Sounds promising. My staff are working out office/locker allocations, hope to finish this week. Making sure club renewals were processed successfully and de-constituting those who have not filled in the paperwork. Drafted ToR for Sustainability Subcommittee, getting it reviewed by external (UBC) members.

5. Goals (for the SUMMER!)

- Set guidelines (rather than just precedent) about clubs
  - elections, mergers, deadlines, membership, limitations, space allocations
- NEW SUB: how does that incorporate into our current systems? Cooperate and collaborate with New Sub Committee.
- Departmental clubs: what... are they...
- Policy manual -> finish pieces and then pass it over to update clubs handbook with.
  Goal: done by end of July so Chris can stream out changes.
- Incidents: efficiency - how do we want to deal with this?
- **fall project - fix club orientation??**

6. Discussion

- UX Lab Booking Space
  - Mon Jun 11: 12:00-15:00
  - Tue Jun 12: 12:00-15:00
  - Wed Jun 13: 12:00-15:00
  - Thu Jun 14: 12:00-15:00
  - Fri Jun 15: 12:00-15:00

- Lots of Great Hall bookings
  - eSports – July 27-29 in Great Hall: Super Smash tournament (did it last year, big turnout with a couple VIPs flown in)
    - UBC eSports Association is proud to present Cascade 2, a two-day Super Smash Bros. tournament with expected attendance of over 400 players. The event will feature top Super Smash Bros. Melee and Smash 4 players from around the world competing at the beautiful University of British Columbia campus. This is not the first time our campus has been a host for this tournament.
  - Inter-Fraternity Council – Sep 24 in Great Hall (till afternoon): Bids Day
    - This is an event where potential new members may accept their bids to one of the 10 organizations on campus. Students will
arrive at the nest, look for their bid card on one of the tables outside of the Great Hall, and will then proceed into the great hall to accept their bid to one of the fraternities on campus.

- **Psychadelic Community – Nov 2-4 in Great Hall: psychadelics conference**
  - The Spirit Plant Medicine Conference 2018 is a yearly event, currently in its 7th year, that has been hosted on UBC campus. It is an academic conference that is aimed at bringing together researchers from disparate disciplines, primarily clinical psychology, anthropology, ethnobotany, and education, who have an interest in objectively evaluating and discussing the potential of a variety of medicinal plants (psychoactive or otherwise) for improving mental and physical health. The mission of the event is directly in line with our clubs' mission, and we are co-organizing the conference this year with members of an external organization (although the event itself is not explicitly associated with that organization). It would be our club's primary event of the year. It is a ticketed but not-for-profit event (all money goes to e.g., flying in international speakers, organizational costs, compensation for the organizers and volunteers, etc.). A large portion of the attendees will be students, but it is open to the broader public.

- **Latin Dance Club – Nov 9-11 in Great Hall: Latin Dance festival (includes international dancers)**
  - The event will be a Kizomba festival with domestic and a couple of international instructors. The festival will last three days and there will be multiple Kizomba workshops, for example: traditional kizomba, tarraxhina, urban kiz. These will be offered in different levels (beginner, intermediate, advanced). At the end of each day there will be a dance social. The event will be open to Latin Dance Club and non-LDC members. There will be an entrance fee, but LDC members will get 50% discount.

- **BizTech - Nov 24 in Great Hall: conference**
  - Biztech's flagship conference, Blueprint, is an annual day-long event for any student to further their passion for technology. Through Blueprint, we strive to inspire and educate over 200 students on how technology is relevant in every industry, by inviting company representatives to host engaging workshops, present memorable keynote speakers, and provide thought-provoking panels. This year's conference will also have a focus on connecting the multitude of AMS clubs together through our booking sessions under tech-related categories such as fintech (e.g. UBCFA), health tech (e.g. AMS Turing Club), game
AMS Operations Committee

development (e.g. AMS Game Development Association), fine arts & design (e.g. UX Hub at UBC), and possibly social change (e.g. Code the Change UBC).

- Physical Therapy Students Society – Dec 1 in Great Hall: graduation ceremony
- Circle K International – Mar 1-3 in Great Hall + 3 rooms: rotating district convention
- Dance Club - Mar 8-10 in Great Hall: annual Gala Ball
- CUS - Mar 29 in Great Hall: CUS Awards

● Bookings Policy

Next Meeting

The next scheduled meeting will be June 18th, 2018.

Adjourn

1. Moved: Chris  Seconded: Jeanie

There being no further business the meeting was adjourned at 6:04 PM
THE ALMA MATER SOCIETY OF UBC VANCOUVER

Minutes of the AMS Operations Committee
June 18, 2018 – 5PM, Room #3511

Members

Christopher Hakim (Chair), Jeanie Malone (Councillor), Bryan Starick (Councillor), Chris Gooding (Councillor), Jennifer Cheng (Councillor), Katherine West (Member-at-Large), Ina Na (Member-at-large)

Call to Order

The meeting was called to order at 5:02 pm

Agenda Items

1. Approval of the Agenda

Moved: Chris  Seconded: Jennifer
That the agenda be adopted.

2. Approval of Minutes

Moved: Chris  Seconded: Jeanie
That the minutes from the June 4th, 2018 Operations Committee meetings be approved and sent to Council.

3. Updates

[Chris gives his lovely updates]

- Chris asked about booking, usually time of booking is about 2 weeks before room starts
- cases from last time? ricardo will follow up
- meeting with new subcommittee and new clubs for new sub tmrw
- going through clubs renewal forms; seeing which clubs are meeting deadlines, which will be reconstituted,
- have allocated office spaces and lockers, still might be some changes depending on clubs moving into new sub
AMS Operations Committee

4. Expelling/Suspending Members

[Expelling or suspending members from a club is an issue, because there are no set procedures on doing so. It’s a problem because a common reason for clubs wanting to expel/suspend a member pertains to harassment/bullying/sexual violence/etc.]

- status quo: tell clubs they can’t kick people out (there’s a ban allowed though based on policy I-7)
- will send package to clubs about different resources and procedures people can move forward with for time being (about how to deal with harassment, etc)
- a lot of legality behind dealing with making new policy, can take up to end of winter term
  - will need to be dealing with: disagreements, harassment, sexual violence, bullying, etc
- we will make a policy? or incorporate into policy I-7? pros and cons
  - easy to modify use of I-7
  - have been using policy I-7, so far been ok
  - I-7 deals with ams members and non-members differently
  - adding more clauses to I-7 might make it too complex
  - I-14 as new policy?
- I-14 - new policy?
  - will define club
  - define where clubs are
  - specific to individuals
  - scope
  - need to talk to Ombudsperson and VP Admin to document flowchart of actions to take
  - contact campus security, police, etc for their input
  - flowchart?

Next Meeting

The next scheduled meeting will be July 2\textsuperscript{nd}, 2018.

Adjourn

The meeting adjourned at 6:09 PM.

1. Moved: Jeanie
   Seconded: Chris
THE ALMA MATER SOCIETY OF UBC VANCOUVER

Minutes of the AMS Operations Committee
July 9, 2018 – 5PM, Room #3529

Members

Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Bryan Starick (Councillor) (Call-in), Chris Gooding (Councillor), Jennifer Cheng (Councillor), Katherine West (Member-at-Large) (Call-in), Ina Na (Member-at-large)

Recording Secretary: Ina Na

Call to Order

The meeting was called to order at 5:02 pm

Agenda Items

1. Approval of the Agenda

Moved: Jeanie               Seconded: Ina
That the agenda be adopted.

2. Approval of Minutes

Moved: Jeanie               Seconded: Katherine
That the minutes from the June 18th, 2018 Operations Committee meetings be approved and sent to Council.

3. Updates

[Chris gives his lovely updates]

- Lawyers replied to our questions and answered based on harassment, but sexual assault and sexual harassment was not specifically addressed
- 29 club applications undergoing review, will go over possibilities of new clubs next meeting
- 51 clubs up for deconstitution, appeals meeting will be next week
  - Brings us down to 323 clubs
AMS Operations Committee

4. Expelling/Suspending Members

[Expelling or suspending members from a club is an issue, because there are no set procedures on doing so. It’s a problem because a common reason for clubs wanting to expel/suspend a member pertains to harassment/bullying/sexual violence/etc.]

- Will get back from lawyers about how to address sexual assault/harassment
- Policy I-7B?
  - Will include in clubs manual/handbook
    - Will send out info to clubs about who to contact (not to address investigative bodies)
  - Max wants to see that we include events/activities that are held off campus
  - Suspensions and bans (duration dependent on ams membership)
- Original i-7 needed updating because of wording (ie. managing director, hr director, etc)
  - HR manager should only be there when it’s relating to staff
- Add suggestions to policy I-7 copy in file

Next Meeting

The next scheduled meeting will be July 16th, 2018.

Adjourn

The meeting was adjourned at 5:44 pm.

1. Moved: Chris Seconded: Jeanie
THE ALMA MATER SOCIETY OF UBC VANCOUVER

Minutes of the AMS Operations Committee
July 16, 2018 – 5PM, Room #3511

Members

Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Bryan Starick (Councillor; call in), Chris Gooding (Councillor), Jennifer Cheng (Councillor), Katherine West (Member-at-Large), Ina Na (Member-at-large), Lindsay Cuncins (SASC Support Worker)

Recording Secretary: Ina Na (Member-at-large)

Call to Order

The meeting was called to order at 5:10

Agenda Items

1. Approval of the Agenda

Moved: Jeanie  Seconded: Jennifer

That the agenda be adopted.

2. Approval of Minutes

Moved: Chris  Seconded: Katherine

That the minutes from the July 9\textsuperscript{th}, 2018 Operations Committee meetings be approved and sent to Council.

3. Updates

- Reviewing building ban case
- Completed club deconstitutions

4. New Club Applications

- All new applications were approved.
5. Policy I-7:B

[Policy I-7:B is the internal policy that will outline the procedures for expelling and suspending AMS members from clubs]

- banning from specific clubs? all clubs? what kinds of unlawful activity (generally we see bullying, assaulting, harassment in any form)?
- removed building related terms from policy I-7
- should consider bringing in campus security to discuss how to remove someone from a club-held event on campus but not in an ams operated space
  - could use policy 3 as a structure to resolve this
  - ubc determines if harassment/bullying fits their scope, external investigator reviews, santa makes final call
- going through comments on policy I-7
  - club spaces - speak to building services about bans
  - banning from club or all clubs - have a scale
  - how to avoid slander, duty of care to protect privacy of individuals, etc

6. Building Ban Case

Motion to go incamera

Moved: Jeanie Seconded: Katherine Thirded: Chris

Operations Committee went incamera at 5:37 PM.
Operations Committee went excamera at 6:16 PM.

BIRT the Operations Committee approves the expulsion of the community member as described by the report brought forth by SASC and Managing Director.

Moved: Jeanie Seconded: Jennifer

Approved unanimously.

Next Meeting

The next scheduled meeting will be July 30th, 2018.

Adjourn
The meeting was adjourned at 6:22

Moved: Jeanie  Seconded: Chris
Minutes of the AMS Operations Committee
August 13, 2018 – 5PM, Room #3511

Members
Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Bryan Starick (Councillor), Chris Gooding (Councillor), Jennifer Cheng (Councillor), Katherine West (Member-at-Large), Ina Na (Member-at-large)

Call to Order
The meeting was called to order at 5:15pm

Agenda Items

1. Approval of the Agenda

Moved: Jennifer  Seconded: Katherine
That the agenda be adopted.

2. Approval of Minutes

Moved: Chris  Seconded: Katherine
That the minutes from the July 16th, 2018 Operations Committee meetings be approved and sent to Council.

3. Updates

[Chris gives his lovely updates]

- Deconstitution appeals meeting done
- Working on Clubs Cays
- Following up with newly approved clubs
- New list of clubs to be deconstituted
- Operation Committee Policy Manual changes in progress

4. Sustainability Subcommittee Terms of Reference
AMS Operations Committee

[The Sustainability Subcommittee will be a subcommittee of the Operations Committee that would be dedicated to setting sustainability goals for the operations of the AMS and ensuring that they are being met]

BIRT the Sustainability Subcommittee Terms of Reference be approved and the creation of the Sustainability Subcommittee under the Operations Committee

BIFRT the Lighter Footprint Strategy Working Group be dissolved.

Move: Chris Second: Jeanie

- Consulted with the Student Environment Centre (SEC), SEEDS, UBC Campus and Community Planning (C+CP), Sustainability Collective, Sheldon, and the AMS Executives
- Reviewed the edits for the terms of reference.

5. Club Deconstitutions

- see doc for list of clubs

Moved: Chris Seconded: Katherine

5. New Clubs

- AMS KISS and AMS Vancouver Housing Market Club

Moved: Chris Seconded: Jennifer

6. Policy I-7:B

[Policy I-7:B is the internal policy that will outline the procedures for expelling and suspending AMS members from clubs]

Part1:

- talked to keith, going back to lawyers to ask more questions concerning privacy, legalities behind informing club executives and those who may need to know about who may be banned,
- got in contact with campus security about how they keep track of people who are kicked out; waiting to hear back
AMS Operations Committee

- Q: What’s the balance between libel/slander and enforcement? What are risks/liabilities associated with informing club exec, other clubs, etc. about a ban? How can we minimize this?
- Q: It is my understanding that in cases of criminal activity, you do not want to publicly name the perpetrator to avoid biasing people against them and disrupting a case being built against them - does this have any application to this policy?

Next Meeting

The next scheduled meeting will be August 27th, 2018.

Adjourn

The meeting was adjourned at 5:55
Agenda of the AMS Operations Committee  
September 25, 2018 – 2:30PM, Room 3511

Members
Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Dylan Braam (Councillor), Jerome Goddard (Councillor), Cole Evans (Councillor, arrived 2:58PM), Katherine West (Member-at-Large), Nicholas Harterre (Member-at-large)

Regrets: None

*Note that the agenda, date, and location of the meeting was not on the website 48 hours prior to the meeting time.*

Call to Order
The meeting was called to order at 2:33PM

Agenda Items

1. Approval of the Agenda
   Moved: Jeanie  
   Seconded: Nicholas
   That the agenda be adopted.

2. Approval of Minutes
   Moved: Jeanie  
   Seconded: Katherine
   That the minutes from the August 13th, 2018 Operations Committee meeting be approved and sent to Council.
   Abstentions: Dylan

3. Appointment of Vice-Chair
   Moved: Jeanie  
   Seconded: Dylan
   That Katherine West be appointed as the Vice-Chair of the Operations Committee starting effective immediately and ending May 1, 2019.
AMS Operations Committee

4. Updates

[Chris]: I have cool updates that I need help with. We finally finished the new club integration into the finance system. They have account codes.

Clubs days was last week - it was great but also a high intensity event. Lots of people management was needed to make this event a success. We are going to repeat the event, with no major changes, in January.

Need advice: we have evicted ~30 clubs from their offices. When you are allocated an office, you need to sign a tenancy agreement form for liability reasons. These clubs did not sign them. Note that this is a new system, started this year - clubs are not used to it. 30 clubs that did not sign it, we felt we needed to revoke their offices.

[Chris]: Would be annoying to move all these people out, aside from the anger from the clubs as they have lots of equipment. We don’t have anywhere to store this stuff.

[Jeanie]: Did you allocate the spaces to new clubs?

[Chris]: Not yet.

[Katherine]: Were there warnings given?

[Chris]: Yes - multiple email warnings.

[Chris]: So. What should we do? I was less strict than Pooja in the renewal form status this year. We personally contacted all the people for renewal of clubs and brought them in for meetings. Should we do something similar for the tenancy agreements? As opposed to email blasts.

[Jeanie]: It seems like that would solve your problems. Have some other reprimand, note on file, etc.

[Jeanie]: Next time - maybe reprimand closer to deadline.

[Chris]: Staff shortage during summer, made that hard. Sent reminder emails before the deadline.

[Jeanie]: Going to make everybody happier to not evict. In future, either hand hold and do meetings or have eviction notices autosend.
AMS Operations Committee

[Dylan]: July 7th autosend a notice being like “your lease expired, we will ask you to move out Sept 1st. If you think this is an error, send this in by X day because we are currently re-allocating space.

[Jeanie]: Over the summer sometimes emails send to the wrong person, probably the hand holding thing works better in this situation. Email blast as many people as you have on clubhouse.

[Dylan]: Make sure it says in email to forward to current executives if you are not that person. What to do now: don’t evict everybody automatically. Give them 2 weeks to meet with you, then actually evict them.

5. Policy I-7:B

[Policy I-7:B is the internal policy that will outline the procedures for expelling and suspending AMS members from clubs]

[Chris]: Have a working draft! Got feedback from Max, Keith, Jason, director of Campus Security (Rob). Also sent to Sheldon, all other exec. Would like to get feedback about what works and what doesn’t work.

[Jeanie]: this is based on a shell from general I-7 policy for template, because they kind of apply in the same place.

[Chris]: This is a good thing, we are going to call it I-7B.

[Dylan]: Maybe cut revocation out of the title, tends to mean things from a contracts sense.

[Chris]: *pointing at Dylan* Don’t legal us!

[Dylan]: We should delete associate memberships of clubs. Would make this better. Could grandfather everybody in, but all those expire every year. This applicability section reads like it’s physical, which seems incorrect.

[Chris]: Club run events off campus, should those still be influenced by this policy? Yes.

[Dylan]: if incidents occur in a club space, this is a club incident.

[Jeanie]: UBC could request action from the AMS.

[Dylan]: what happens if someone assaults someone else, and the club wants to kick them out? We can’t run investigations. Clubs can’t choose to kick out individual people.
AMS Operations Committee

[Jeanie]: do we want to be able to mega ban people from clubs? like if you do something shitty in one club, can we ban them from several clubs?

6. Clubs Sexual Violence and Consent Certification System

[Discussion on the idea that every club member must take an online sexual violence and consent workshop before joining a club.]

Next Meeting

The next scheduled meeting will be October 2\textsuperscript{nd}, 2018.

Adjourn

The meeting was adjourned at 3:24PM.
THE ALMA MATER SOCIETY OF UBC VANCOUVER

Agenda of the AMS Operations Committee
October 2, 2018 – 2:30PM, Room #3511

Members

Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Dylan Braam (Councillor), Jerome Goddard (Councillor), Cole Evans (Councillor), Katherine West (Member-at-Large), Nicholas Harterre (Member-at-large)

Regrets: None

Call to Order

The meeting was called to order at 2:39 pm

Agenda Items

1. Approval of the Agenda

Moved: Cole  Seconded: Nick
That the agenda be adopted.

2. Approval of Minutes

Moved: Chris  Seconded: Jerome
That the minutes from the September 25th, 2018 Operations Committee meeting be approved and sent to Council.

3. Updates

[Chris]: instead of kicking out 34 clubs, we only probably kick out 7. Doing the same thing with the lockers now (that is about 70 lockers). Love it when people are thankful for _not_ deleting them, and thank us for our own mistakes. 52 new club applications, that’s a lot (2x last round). Shortlist should be coming out soon (should be about 10-15). Alumni Engagement set up point of contacts for clubs. Mindblowing, truly. Learning is beautiful. Operations currently operating.

4. Club Issue

[A discussion on a club issue.]
AMS Operations Committee

Motion to go in camera
Moved by: Chris, Seconded: Jeanie, Thirded: Katherine
Motivation: Need to discuss a clubs issue.
Went incamera at 2:42PM
Went excamera at 2:59PM
Motion to stay in camera: Failed

5. Policy I-7:B

[Policy I-7:B is the internal policy that will outline the procedures for expelling and suspending AMS members from clubs]

[Chris]: We were on Applicability before.

[Jeanie]: don’t think we need these exclusions.

[Dylan]: Can’t fire people for being bad club members.

[Jeanie]: Ok let’s come back to definitions later, seems tricky.

[Chris]: Rob says don’t have list of cases, just do it case by case.

[Dylan]: this should say “Prohibited and unlawful activities” so it covers breaking laws, and torts.

[Chris]: by consensus, seems like we shouldn't have a list of “unlawful” activities. there is already a definition.

[Chris]: Need to define what is suspension vs what is expulsion, and who each should apply to.

[Jeanie]: Didn’t feel like we could permanently expel people (I-7) and then continue to charge them club fees.

[Chris]: I hate people... Just, be nice.

6. Clubs Sexual Violence and Consent Certification System
AMS Operations Committee

[Discussion on the idea that every club member must take an online sexual violence and consent workshop before joining a club - tabled as meeting ran over.]

Next Meeting

The next scheduled meeting will be October 9th, 2018.

Adjourn

The meeting was adjourned at 3:37PM.
Agenda of the AMS Operations Committee
October 9, 2018 – 2:30PM, Room 3511

Members

Present: Christopher Hakim (Chair), Jeanie Malone (Councillor), Dylan Braam (Councillor), Jerome Goddard (Councillor), Nicholas Harterre (Member-at-large), Frank Zhang (Guest, Ombudsperson, Seth (Guest, Amateur Radio Society)

Recording Secretary: Jeanie Malone (Councillor)

Regrets: Katherine West (Member-at-large), Cole Evans (Councillor)

Call to Order

The meeting was called to order at 2:34PM.

Agenda Items

1. Approval of the Agenda

Moved: Nick Seconded: Jerome
That the agenda be adopted.

BIRT item four (Amateur Radio Society) is addressed first.

Moved: Dylan Seconded: Chris
Motion passes unanimously.

2. Approval of Minutes

Moved: Dylan Seconded: Chris
That the minutes from the October 2nd, 2018 Operations Committee meeting be approved and sent to Council.

3. Updates

[Chris]: Tenancy agreements are going well. People fill them out, only 3 or so left. Announcements for next clubs day is going out soon.
4. Amateur Radio Society

The Operations Committee went incamera at 2:38PM.
The Operations Committee went excamera at 3:09PM.
BIRT the Amateur Radio Society’s deconstitution on Nov 3rd 2017 be reversed.

Moved: Seth Seconded: Frank

Motion passes unanimously.

5. Policy I-7:B

[Policy I-7:B is the internal policy that will outline the procedures for expelling and suspending AMS members from clubs]

Discussion held on the track changes document. Some salient points:

- Expulsion/suspension should be differentiated by severity, but left open ended for the Committee to decide based on the scenario.
  - Expulsions should be granted in cases when there is concern for safety, evidence of repeated behaviours, or when the behaviour was so severe it calls into question the benefit of allowing for rehabilitation.
- Suspensions can be scoped up to one year

6. Clubs Sexual Violence and Consent Certification System

[Discussion on the idea that every club member must take an online sexual violence and consent workshop before joining a club. Tabled for a future meeting as we ran out of time.]

Next Meeting

The next scheduled meeting will be October 16th, 2018.
AMS Operations Committee

Adjourn

The meeting was adjourned at 3:31pm.

Moved: Chris  
Seconded: Dylan
AMS OPERATIONS COMMITTEE
October 16, 2018 – 2:30PM, Room #3511

Members

Present: Christopher Hakim (Chair), Katherine West (Vice-Chair, Member-at-large), Dylan Braam (Councillor), Jerome Goddard (Councillor), Cole Evans (Councillor), Nicholas Harterre (Member-at-large)

Absent: Jeanie Malone (Councillor)

Call to Order

- The meeting was called to order at 2:33 pm

Approval of the Agenda

- BIRT the agenda be adopted.

Approval of the Minutes

- BIRT the meeting minutes from the October 9, 2018 Operations Committee meeting be approved and sent to Council.

Updates from the VP Administration

- Chris gives his lovely updates on things he’s been up to.
- New clubs things. So many apps. takes time.
- Backlog of group approvals on clubhouse cleared up!
- Clubs day booked Jan 15-18, info sent out for registration

Discussion: Clubs investigative procedures

[Chris]: Motion to go in camera 2:36PM

Motion to stay in camera

Nick Chris Dylan 2:52pm

Motion 1:
BIRT the Operations Committee amend the Operations Committee Policy Manual, AMS Clubs Policy to add Section Q ‘Investigations’ to state “1. All internal AMS clubs shall not have investigative procedures pertaining to harassment and sexual violence \n 2. All investigations pertaining to bullying, harassment, and sexual violence relating to AMS Clubs shall be referred to the AMS Ombuds Office.”

Be it further resolved that this memo include a reminder to clubs that the AMS Sexual Assault Support Centre can provide support for survivors and any others impacted by sexual violence on campus, with an additional caveat that this support will not include legal advice for clubs.
[Dylan]: do we have a prohibition on investigative procedures?

[Dylan]: motion 1 needs to be a policy amendment, not just a nebulous “Ban”. It doesn’t count unless it’s written somewhere. Maybe ops comm

[Dylan]: Motion 2 no longer has problems. 2 and 3 work with 4, we just need to pass a policy and then tell them about it. Thank god for delegative authority, we don’t have to go through council. Add a new section to ops comm policy on clubs?

[Everybody]: yes

[Dylan]: *rewrites motions to be changes to ops comm policy*

What is our procedure regarding the operations of the ombudsperson? Do they know this is their responsibility, and do they have a defined procedure for handling cases of this nature? Believe we are going to define more clearly for how employees should be talking to the ombuds, this is a discussion from HR comm about how this should happen.

[Dylan]: some of this is up to this discretion of the the ombudsperson, how detailed they want to be with every complaint/question they receive.

[Chris]: Is everybody good with this? Oh no, I hate it when Dylan is happy.

Vote on motion: unanimously approved.

Discussion: Clubs Sexual Violence and Consent Certification System

- Discussion on the idea that every club member must take an online sexual violence and consent workshop before joining a club.

[Chris]: had a small discussion on this. Worry that we don’t want people to stop taking this seriously because it is now a requirement (the more you talk about something the less people think it’s a thing, love humans). Missing out on general club members when we only train club executives.

[Dylan]: almost every AMS member is a member of a club. Why don’t we just make this a precondition to being an AMS member?

[Chris]: convo to be had with university, this has been done by other universities.

[Dylan]: our responsibilities to AMS members is more than people who are members of clubs (subsidiary organizations of the AMS). Also, sexual assault training might be a depressing way to start university.

[Chris]: could be more general “here’s how to not be a terrible human being”. 
AMS Operations Committee

[Dylan]: Feels like more of a university thing than our thing. I think there is more potential to do harm than good with this.

[Chris]: I’ll talk to Max some more about this.

Discussion: Policy I-7:B

- Discussion and work on the internal policy that will outline procedures for expelling and suspending AMS members from clubs
[Chris]: Ok we have reviewed up to D 2.

Adjournment

- The next meeting will be held on October 23, 2018.
- The meeting was adjourned at 3:34PM.
THE ALMA MATER SOCIETY OF UBC VANCOUVER

AMS OPERATIONS COMMITTEE
October 23, 2018 – 2:30PM, Room #3511

Members

Present: Christopher Hakim (Chair), Katherine West (Vice-Chair, Member-at-large), Jeanie Malone (Councillor), Dylan Braam (Councillor), Cole Evans (Councillor), Nicholas Harterre (Member-at-large)

Regrets: Jerome Goddard (Councillor)

Call to Order

- The meeting was called to order at 2:35 pm

Approval of the Agenda

- BIRT the agenda be adopted.

Moved: Dylan Seced: Cole

Motion passes unanimously.

Approval of the Minutes

- BIRT the meeting minutes from the October 16, 2018 Operations Committee meeting be approved and sent to Council.

Moved: Chris Seced: Nick

Motion passes unanimously.

Updates from the VP Administration

Chris gives his lovely updates on things he's been up to.

- Only 3 clubs got kicked out of their offices, this is resolved now.
- Club office got broken into, someone had the access code. Emailed the club execs giving resources, and told them how to ensure security in the future
  - [Jeanie]: do we have a thing we distribute to the clubs to provide info on break-ins and ways to prevent? I can share some old EUS docs we wrote up on this topic
- UBC Climate Hub wants space/bookings. Space is such a premium. Trying to make things work.

Discussion: Policy I-7:B
AMS Operations Committee

- Discussion and work on the internal policy that will outline procedures for expelling and suspending AMS members from clubs

Adjournment

- The next meeting will be held on October 30, 2018.
- The meeting was adjourned at 3:31 PM.
THE ALMA MATER SOCIETY OF UBC VANCOUVER

AMS OPERATIONS COMMITTEE
November 6, 2018 – 2:30PM, Room #3511

Members

Present: Christopher Hakim (Chair), Katherine West (Vice-Chair, Member-at-large), Jeanie Malone (Councillor), Dylan Braam (Councillor), Jerome Goddard (Councillor), Cole Evans (Councillor), Nicholas Harterre (Member-at-large)

Regrets: None

Recording Secretary: Katherine West

Call to Order

- The meeting was called to order at 2:34 pm

Approval of the Agenda

- The agenda was adopted (Jeanie, Cole).

Approval of the Minutes

- The meeting minutes from the October 30, 2018 Operations Committee meeting were approved and sent to Council (Nick, Chris).

Updates from the VP Administration

- Chris:
  - Sent out approvals last week, sent out rejections yesterday
  - People need to submit docs in the next 2 weeks, otherwise the offers are rescinded
  - Tomorrow setting up orientation for new clubs!
  - Also working with finance to train new treasurers
  - We have an agreement with the university about the club naming standard
  - Contacted all new clubs who didn’t conform to this
  - All old clubs grandfathered in, this really only applies to new clubs
  - Every January 31 we send them list of new clubs!
  - Call with CampusVibe about online elections platform, apparently mockup will be available later in November. Platform should be ready for January.
  - Want to move all club elections online! In person elections are hard to administrate.

- Dylan:
  - Clubs should have option to in person

- Chris:
  - Please elaborate

- Dylan:
AMS Operations Committee

- thinking about smaller clubs, seems like we should be able to have them just have a meeting and tell us who they decide.
  - Chris:
    - Seems like it isn’t a high burden on people to go online and e-vote.
  - Jeanie:
    - How many clubs are even 10 - 15 people?
- Motion to move incamera (Chris, Jeanie, Jerome).
  - Motion passes.
  - The Operations Committee went incamera at 2:41pm.
- Motion stay incamera (Chris, Jeanie, Jerome)
  - Motion fails.
  - The Operations Committee went excamera at 3:06pm.

Discussion: Policy I-7:B

- Chris:
  - wow, this is actually good. Semi reinvented the wheel here, a lot of these words duplicate what larger companies do for this kind of thing. I even have an HDMI today!
- Jeanie:
  - We finished reporting, onto appeals right now. Chris still needs to follow up with privacy policy.
- Dylan:
  - this is less like an appeal and more like an application for parole.
- Jeanie:
  - we don’t have anything here that says the “defendant” gets to present evidence.
- Dylan:
  - this is really an appeal of the ombudspersons recommendation to ops comm. I still think an appeal should be based on the original evidence used in the original report. Bring back student court.
- Jeanie:
  - we should write out more definitions for the words used in this section.
- Dylan:
  - What are these appeals about? Really these describing motions to commune sentences. We have the ability to undo our own decisions, don’t need a section to address that.

Adjournment

- The next meeting will be held on November 13, 2018.
- The meeting was adjourned at 2:24 PM.
THE ALMA MATER SOCIETY OF UBC VANCOUVER

AMS OPERATIONS COMMITTEE
November 13, 2018 – 2:30PM, Room #3511

Members
Present: Christopher Hakim (Chair), Katherine West (Vice-Chair, Member-at-large), Jeanie Malone (Councillor), Dylan Braam (Councillor), Jerome Goddard (Councillor), Nicholas Harterre (Member-at-large)

Regrets: Cole Evans (Councillor)

Call to Order
● The meeting was called to order at 2:38 pm

Approval of the Agenda
● The agenda was adopted (Dylan, Chris)

Approval of the Minutes
● The meeting minutes from the November 6, 2018 Operations Committee meeting were approved to be sent to Council (Dylan, Jerome).

Updates from the VP Administration
● Chris:
  ○ Has to leave a little before 3:30 to chat with CampusVibe regarding contract.
  ○ Dealing with a couple things, recently gotten few clubs complaining about clubs sharing office space (instead of like 4 clubs, 7 clubs in office together). Sharing is not caring in the AMS.
  ○ Meeting with 2 investigators from the UBC IIO, chatted about what the AMS is, what are we working on etc.
  ○ Emailing some clubs about the old naming convention thing. Some are less happy.
  ○ Approving new club bylaws and elections.
● The meeting went incamera at 2:46 pm (Chris, Dylan, Jerome).
● The meeting went excamera at 3:01 pm.
● Chris:
  ○ Should associate members be allowed to join clubs?
● Dylan:
  ○ This seems weird. But the thing is, these people are working around here, seems like this could make sense. AMS doesn’t really do many staff socials/events like what clubs do, so it’s cool to have them be members?
● Jeanie:
AMS Operations Committee

- I feel like we need more data for this. Would like to be able to track membership of every club.

  - Dylan:
    - Nothing stopping clubs from letting people show up to their meetings.

Discussion: AMS Clubs Selling/Offering Food and Drinks in the NEST

- Chris:
  - Clubs are taking away from businesses sometimes. He wants things to need to have temp food service permits. Restrictions on total cost of goods sold ($100).

- Jeanie:
  - Why are clubs selling food?

- Chris:
  - Promotion or revenue generation generally.

- Dylan:
  - Would assume based on happenings, fundraising for things? Even if it’s not really for a cause, sometimes they just need money.

- Jeanie:
  - To clubs this is a net benefit. Where did these new competitions come from?

- Chris:
  - Monster came and gave out free things last year, takes away from our businesses.

- Dylan:
  - Bake sale competes directly with bluechip.

- Jerome:
  - Yes the Nest generates revenue for the AMS and we need money, but also we are supposed to be serving the interests of the students. How can we find a happy medium?

- Jeanie:
  - Food permit already a large barrier. Could we have like a “food day” in the Nest once a month? Could we have an AMS food sale permit? If it knocks off business for a day, but it’s predictable, would be easier to account for?

- Jerome:
  - AMS food vouchers only work during non-peak hours? What about a rule like this?

- Chris:
  - Hard to track.

- Jeanie:
  - Bring back AMS security to regulate bake sales

- Dylan:
  - Make the AMS exec do it.

- Jeanie:
AMS Operations Committee

- think food permit is higher barrier than dollars. Hard to judge dollar value of random baked goods. Like food permit, don’t like dollar amount. Like the application form.
  - Chris:
    - Anybody can sit at tables, first come first serve (except if you reserve). Require people to book things and attach a photocopy of their food permit. Also changing rules about alcohol licensing to make sure clubs know we are taking a firm stance on requirements for SEP, security, and approval from the AMS for serving alcohol.
  - Dylan:
    - Alcohol a lot more strict than food in terms of licensing.
  - Jeanie:
    - Distribute info about how to get these permits and the booking info. I’d be surprised if clubs having bake sales was the reason we were having problems, but we need data to prove that out.
  - Jerome:
    - do we have the ability to actually check these things over and see where we are losing money?

Discussion: Policy on Suspensions and Expulsions from AMS Clubs

- Chris:
  - Some people have given us feedback, some people haven’t. Campus and security doesn’t have anybody in charge anymore, kind of a problem for feedback. Going to send it to IIO as well.
- Jeanie:
  - you should ask Chad Hyson about this too.
- Chris:
  - suggested we review every 2 years instead of yearly. Club should be capitalized throughout the doc.

Adjournment

- The next meeting will be held on November 20, 2018.
- The meeting was adjourned at 3:28 PM.
Members

Present: Christopher Hakim (Chair), Katherine West (Vice-Chair, Member-at-large), Jeanie Malone (Councillor), Dylan Braam (Councillor, call-in), Jerome Goddard (Councillor), Cole Evans (Councillor), Nicholas Harterre (Member-at-large)

Absent: none

Call to Order

- The meeting was called to order at 2:36 pm

Approval of the Agenda

- The agenda was approved (Nick, Jerome).

Approval of the Minutes

- The meeting minutes from the November 13, 2018 Operations Committee meeting were approved and sent to Council (Chris, Jerome).

Updates from the VP Administration

- Chris:
  - 2 clubs that were approved have not made clubhouse accounts. Bad. Should we delete them?
  - If we have given them warnings and still haven’t done it, we should delete them.
  - It has been a couple months or so.
- Dylan:
  - Give 2 weeks’ notice on the motion.
- Chris:
  - 7 clubs gave us bad documentation of AGM’s, 3 new clubs haven’t given us anything in terms of IGM etc. Deadline to submit these was the 15th.
  - What should we do about this?
- Dylan:
  - Send them an email, give until Jan 1st to resubmit.
  - If they haven’t after that, send them notice of revocation of constitution.
- Jeanie:
  - When is our next round of clubs?
- Chris:
  - January 1-30.
AMS Operations Committee

- Maybe we should ask for them before this happens, so they can reapply in second semester.
- Agreement:
  - Dec 31st deadline for these things.
  - if they haven’t submitted after this, revoke their approval and encourage them to apply in second semester.

AMS Clubs Selling/Offering Food and Drinks in the NEST

- The Operations Committee approved the amendments to the Operations Committee Policy Manual as stated in the document titled ‘Operations Committee Policy Manual – Clubs Selling/Offering Food and Drinks’ (Chris, Jeanie).

- Chris:
  - Makes it clear that they need to book a space and have a permit.
- Jerome:
  - No longer a $100 limit?
- Chris:
  - Didn’t think this was agreed upon, didn’t seem like a clear regulation.
- Jerome:
  - Have we made it clearer about liquor license requirements?
- Chris:
  - We can try and expand on that in the near future.
- Jeanie:
  - Do we need to follow the UBC procedures for alcohol about this?
  - We should be getting permission from the RCMP because we are on campus.
- Chris:
  - Will look into this. Might try and put in new clubs manual

Discussion: Policy on Suspensions and Expulsions from AMS Clubs

- Jeanie:
  - We should not have clubs investigating assaults.
- Chris:
  - What about adjudications?
  - Many clubs have internal policies about how to get rid of people.
- Jeanie:
  - Like clubs that have tryouts. If we just ban investigations, it would probably get rid of the parts of adjudications that would be bad. What about resource groups?
- Chris:
  - Will ask them more about this in the next round of consultations.
- Dylan:
AMS Operations Committee

- For including human rights legislation, BC’s human rights laws are laws, Canadian Human Rights Charters are laws, therefore these things are included.
  - Jeanie:
    - Would expect ombudsperson to be well acquainted with this so it’s ok. Should be included in more of an operational club document about this policy.
  - Kat:
    - For timelines, will be hard considering relative complexity of cases.
  - Chris:
    - Will try and apply knowledge from writing other sexual violence policies. Will do this for next meeting.

Adjournment

- The next meeting will be held on November 27, 2018.
- The meeting was adjourned at 3:31 PM.