



**THE AMS OF UBC VANCOUVER  
YOUR STUDENT SOCIETY**

# **AMS STUDENT COUNCIL HANDBOOK**

## **A GUIDE FOR MEMBERS OF STUDENT COUNCIL (and background for the rest of us)**

Revised May 2019

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## THE AMS OF UBC VANCOUVER YOUR STUDENT SOCIETY

### I. INTRODUCTION

Congratulations. You are now a member of AMS Council, also known as Student Council or just Council, the governing body of the Alma Mater Society of the University of British Columbia Vancouver, the student society at UBC Vancouver.

To assist you in carrying out your responsibilities as part of Council, this handbook provides information about the Alma Mater Society (usually referred to as the AMS),<sup>1</sup> Council and its committees, and the University. For further information, consult the AMS Code and Bylaws, or see the Clerk of Council.

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*Note: This Handbook is merely a guide, not a legal document. If a statement in this Handbook conflicts with the Society Act, the Universities Act, the AMS Constitution, Bylaws, or Code, AMS Policies, or any other AMS governing documents, or any regulations of UBC's Board of Governors or Senate, or the laws of British Columbia, those other laws, bylaws, or regulations shall prevail.*

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<sup>1</sup> For information on how to pronounce Alma Mater Society, see the poem in Appendix 6. For information on how the Alma Mater Society got its name, see Appendix 7. For a timeline of student history at UBC, see Appendix 8.



## THE AMS OF UBC VANCOUVER YOUR STUDENT SOCIETY

### II. SOME BASICS

#### **Alma Mater Society of the University of British Columbia Vancouver**

The official name of the student society at the Vancouver campus of UBC. (But we usually just call ourselves the AMS.)

**Legal status.** The AMS is an independent society incorporated under the B.C. Societies Act. It is also governed by the provisions in the University Act concerning student societies.

**Membership.** Members include the more than 50,000 students currently enrolled at UBC's Vancouver campus, along with the thousand or so students at UBC's affiliated colleges (Regent College, St. Mark's, and the Vancouver School of Theology).

**Activities.** The AMS runs many student services, oversees about 400 student clubs through its Operations Committee, liaises with the student associations in the University's schools and faculties, puts on numerous events throughout the year, and represents student interests in relation to the University and the various levels of government.

It also provides a health and dental plan to the students as well as the inexpensive transit pass (the U-Pass) and a Sexual Assault Support Centre (SASC). And it puts on such events as the Block Party and the Welcome Back Barbecue.

The AMS also runs several businesses, employs many full-time staff, and hires hundreds of part-time student staff, mostly to work in the food and beverage outlets that it runs (the Pit, Pie R Squared, etc.).

In 2015 the AMS moved from the old Student Union Building (Old SUB, now being called the UBC Life Building) into the much larger AMS Student Nest next door.

#### **The Constitution, Bylaws, and Code of Procedure of the AMS**

Often referred to as "Code and Bylaws."

##### **Constitution**

Lists the general aims of the AMS (to promote and direct student activities, to advance the cause of higher learning, etc.). The Constitution takes precedence over the Bylaws and the Code of Procedure, but in practice it is seldom referred to in most matters that come before Council.

The Constitution is also the place where the Society's name is officially stated. This part of the Constitution was amended in the referendum of March 2008 to add the word "Vancouver" to the AMS name. (This change was made necessary by UBC's expansion into the Okanagan in 2005, creating a second UBC campus, so that there is now both a UBC Vancouver and a UBC Okanagan. The AMS represents only the students at UBC Vancouver.)



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### **Bylaws**

The Bylaws set out the basic structure of the AMS (Council, the Executive, etc.). The Bylaws also define AMS membership and prescribe the procedures for general meetings, referendums, and amending the Constitution and Bylaws. The Bylaws take precedence over the Code of Procedure, and can be amended only by a two-thirds vote in a referendum or at a general meeting, meaning that they are fairly hard to change.

### **Code of Procedure**

Usually just called the Code. It elaborates on the Bylaws, prescribing the procedures to be followed by Council, Council committees, etc. The Code is much easier to change than the Bylaws: all that is required is a two-thirds vote by Council. Council can also temporarily suspend individual provisions of the Code by a two-thirds vote.

### **Mission Statement**

In 1994 Council adopted a mission statement for the AMS saying that it is the goal of the AMS to improve the quality of the educational, social, and personal lives of UBC students.

### **Values**

In 2011 Council adopted a set of values for the AMS: **Honesty, Effectiveness, Accountability, Respect, and Teamwork (or HEART).**

### **Policies**

Council can adopt internal and external policies by two-thirds votes.

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

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

### **Council**

The governing body of the AMS.

Council includes voting and non-voting members:

#### **Voting members of Council**

- 1) the five members of the Executive;
- 2) Constituency representatives from each UBC faculty and school (e.g., Arts, Engineering, Science, Law);
- 3) the representatives of the three Affiliated Institutions.

With the size of Council becoming somewhat unwieldy (there were over 50 seats, though not all were filled), a Governance Review process and a referendum resulted in a reduction in the number of representatives from the larger Constituencies (Arts, Science,



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etc.) and the elimination of the seats for student Senator and student Board of Governors representatives (at least as voting members; they were almost immediately added back in as non-voting members).

Under the revised rules, in the spring of 2019 there were places for 34 Constituency representatives on Council (see Appendix 1 for a list), making a grand total of 42 seats for voting members of Council (including the Execs and the representatives from the three Affiliated Colleges). However, some Constituencies have never sent representatives or have not sent ones for years (e.g., Audiology, Dentistry, Journalism, Population & Public Health), so in practice the number of voting members will be lower.

### **Non-voting members of Council**

- 1) the Speaker of Council;
- 2) the AMS Ombudsperson;
- 3) the two student representatives on the UBC Board of Governors;
- 4) two of the students elected to the UBC Vancouver Senate;
- 5) the Student Services Manager.

Council can add non-voting members by a two-thirds resolution.

### **Constituencies**

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

(The number of representatives a Constituency gets on Council depends on the number of students in the Constituency; with the largest number of students, Arts gets the most representatives. All Constituencies get at least one Council representative; larger Constituencies get an additional representative for every 3000 students in the Constituency.)

In practice, the Constituencies have a fair amount of autonomy, but technically they do not exist as legal entities and therefore all their funds and assets belong to the AMS; also, AMS Council has the power to issue directives to the Constituencies and to alter any Constituency's constitution or bylaws, but this rarely happens, except when a Constituency is unable to change its constitution itself because of stringent quorum requirements. Council has passed constitutional amendments on behalf of the Engineering, Music, and various other constituencies.

In April 2017 Council did pass changes to Constituency constitutions to ensure that all of their AMS representatives would take office at the same time to facilitate orientation.

Contracts entered into on behalf of Constituencies, such as contracts to rent space in a hotel or more major contracts to do with social space for a Constituency, must be submitted to the AMS for approval and must be signed by AMS signing officers.



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Constituencies must do their banking through accounts set up in the AMS Administration Office.

Constituencies get dedicated fees separate from the AMS fee, which they can alter by means of Constituency referendums. The results of such referendums must be sent to AMS Council, which then forwards them to the University's Board of Governors if procedures have been properly followed. (For information on the procedures for Constituency fee referendums, see Appendix 5.)

It is up to Council to recognize what group is the Constituency organization for each School and Faculty. This became an issue in 2014, when UBC created a new school (the Vancouver School of Economics) and Council debated who should represent its students.

A Bylaw amendment in 2017 puts a limit on new Constituencies. When a new School is created, its enrolment must be at least 1% of the total UBC Vancouver enrolment for the students in the School to automatically qualify to be an AMS Constituency.

### **GSS**

Not a Constituency like the undergraduate societies, the GSS (Graduate Student Society) is an independently incorporated society. It is independent of the AMS but at the same time sends representatives to AMS Council, and its members (all of UBC Vancouver's graduate students) are also members of the AMS.

### **General Meetings**

The general student body can exercise power at general meetings and in referendums.

There is an annual general meeting (AGM) of the students held every year in October. The precise date is set by Council.

In 2014 for the first time in decades an AGM reached quorum, thanks to a campaign against increases in tuition and residence fees and because quorum had been lowered to 1% of the student population. (Not so long ago it was 10%.) The quorum requirement must be met for a general meeting to conduct substantive business other than approving the financial statements and confirming the appointment of the auditors.

Special general meetings can be called by the President upon a resolution of Council or after the delivery of a petition signed by 500 students, but there has not been a special general meeting for years.

### **Referendums**

Referendums can be used to amend the Bylaws, alter AMS fees, sell AMS property, or remove Executives from office. Unlike general meetings, many referendums in recent years have attained quorum. In particular, all the U-Pass referendums of the past decade have brought out large numbers of students, some years, vastly exceeding quorum, which is 8% of the eligible voters (or about 4,000 students).



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### **Fees**

AMS fees are set by the general membership in referendums. Over the years a number of specific, dedicated fees have been introduced in addition to the general membership fee, including ones for sexual assault support services, CiTR, the Resource Groups, athletics, capital projects, the Health and Dental Plan, and the U-Pass program.

There used to be even more dedicated fees in the past, but two were removed in a recent referendum (lobbying and student services) in an attempt to create more flexibility.

Usually, new fees are proposed by the VP Finance and then sent to referendum by Council, but sometimes the students at large propose them. The microbrewery fee is an example of the latter, as is the Campus Culture and Performance fee.



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### III. THE AMS EXECUTIVE

The Executive, also referred to as the Executive Committee, consists of the President, the Vice-President Academic and University Affairs, the Vice-President Finance, the Vice-President Administration, and the Vice-President External Affairs. The Executive is to provide leadership and direction for the AMS, but is subject to the authority of Student Council.

The five members of the Executive are elected directly by and from the students every February or March and take office on May 1.

The Executive Committee usually meets weekly. The Managing Director, the Student Services Manager, the Policy Advisor, the Senior Manager of Student Services, and the Clerk of Council also attend.

The individual members of the Executive have the following duties and powers:

#### **President**

The President is generally responsible for overseeing the AMS and its activities and for ensuring that the policies enacted by Council are implemented. The President also prepares the agenda for Council meetings and is the official spokesperson of the AMS.

Under the Bylaws, the President is the chair of Council, but the Bylaws also allow the President or Council to designate another chair. Council passed a Code amendment in April 1998 to create the office of Speaker of Council, the idea being that this Speaker would take over the responsibility of chairing Council meetings, thus freeing the President to participate in debate.

#### **Vice-President Academic and University Affairs**

The Vice-President Academic and University Affairs (or VP Academic or VPAUA) sits on numerous University committees and liaise with University officials. In recent years their time has been largely taken up with sexual assault policies, mental health, the Fall Reading Break, and affordability. They also oversee the AMS's Academic Experience Survey.

#### **Vice-President Finance**

The Vice-President Finance (or VP Finance) is responsible for all AMS financial affairs, including the affairs of clubs and constituencies. The VP Finance chairs the Finance Committee, which oversees several AMS funds, and is responsible for preparing the annual AMS budget.

#### **Vice-President Administration**

The Vice-President Administration (or VP Admin) is the chair of the Operations Committee and has responsibility for the clubs and the Nest. Sustainability and the Art Gallery are also part of their portfolio, as are renovations.



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### **Vice-President External Affairs**

The Vice-President External Affairs (or VP External) is responsible for relations with student organizations and other organizations outside UBC. The VP External also oversees lobbying of the various levels of government and is the advocacy voice of the AMS on issues such as tuition, financial assistance, funding for post-secondary education, and transit.

During federal, provincial, and municipal elections the VP External works to ensure that post-secondary education issues get discussed.

### **Student Services Manager**

In 2000-01, a new position, the Executive Coordinator of Student Services (ECSS), was created to oversee the Student Services (Safewalk, Tutoring, Speakeasy, etc.). They were not officially part of the Executive, but attended meetings of the Executive Committee and sat on Council. In 2013-14, their title was changed to Student Services Manager.



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### IV. COMMITTEES, STUDENT SERVICES, ETC.

#### **Committees**

The AMS committee system was completely revamped in 2010 and then was revamped again in 2016 and has been tweaked again since. The 2010 restructuring focused on reducing the number of committees and making them a counterweight to the Executive by requiring that all committee chairs be non-Executives. The 2016 changes reversed this by requiring all chairs to be Executives. Since then a middle path has been pursued, with some committees being chaired by Executives and some by non-Executives.

There are now seven standing Council committees, each consisting of Council members, Executives, and Students at Large (often called members at large, that is, ordinary students who are not on Council or serving in other appointed positions within the AMS). The standing committees are:

- 1) the Steering Committee,
- 2) the Governance Committee,
- 3) the Advocacy Committee,
- 4) the Student Life Committee,
- 5) the Finance Committee,
- 6) the Human Resources Committee, and
- 7) the Operations Committee.

There are also some Extraordinary Committees:

- 1) the Elections Committee,
- 2) the New SUB Project Committee,
- 3) the Advisory Board, and most recently
- 4) the Indigenous Committee.

**The Steering Committee** coordinates the goals of the other committees and has been looking into AMS values and principles.

**The Governance Committee** reviews the Code of Procedure and recommends changes to it when necessary. It also reviews internal policies and the Bylaws.

**The Advocacy Committee** helps develop policies on external and University issues.

**Student Life** offers input on events such as the All-Presidents Dinner and Faculty Cup and generally seeks to increase engagement and student spirit, in part by working with the Blue and Gold Society.

**The Finance Committee** helps the VP Finance prepare the budget. It is also involved in administering funds, overseeing IT, and monitoring the financial activities of the clubs.



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**The Human Resources Committee** makes recommendations for appointments of the Speaker of Council, the Chief Electoral Officer, and the Ombudsperson, and reviews job descriptions and pay rates for other positions.

**The Operations Committee** oversees the clubs and the Nest, is responsible for sustainability and the AMS art collection, and takes part in plans for renovations.

**The Elections Committee**, which oversees all AMS elections and referendums as well as elections of students to UBC's Board of Governors and Senate, differs from the other committees in not having any Council members on it; its members are supposed to be at arm's length from Council for reasons of impartiality.

**The New SUB Project Committee** was in charge of work on the AMS Student Nest (originally called the New SUB). After the opening of the Nest, it continued to do work connected to renovations in the Old SUB (now known as the UBC Life building) for the parts of that building that remained under the control of the AMS (mostly in the basement). Its last duty is to complete the renovations of the Norm Theatre.

**The Advisory Board** provides advice on the goals of the Society. It began life as a body meant to advise on business issues, but now has a broader mandate. It has not functioned for two years, but there are ongoing attempts to revive it.

**The Indigenous Committee** is a new committee meant to recognize the Indigenous presence and establish Indigenous representation at the University.

Council also occasionally creates ad hoc committees, such as **SHAPE** (a committee that looked into selling one of the AMS artworks) and the **Brewery Committee** (which is looking into bringing a microbrewery to campus).

There are also committees outside the AMS to which Council appoints members. Mostly these are University committees that seek AMS appointees every year. Council also appoints representatives to the **CiTR** radio station board of directors, to the board of the **Student Legal Fund Society**, and to the joint AMS-GSS Health and Dental Plan Committee.

To be appointed to a committee or to another position, an individual must indicate their willingness to serve in the position either by showing up in person at a Council meeting, by sending a note saying they want to serve in the position, or by having formally applied for the position.

### **AVP's and other Student Staff**

In recent years, the Vice-Presidents have hired Associate Vice-Presidents, or AVP's, as well as other staff to do research and provide assistance. The number of such staff has grown tremendously in recent years, so that one year the VP Administration had 10 coordinators, administrators, and commissioners reporting to them.



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### **Student Resource Groups**

Organizations funded by the AMS in order to provide information on social issues. The views of these groups do not necessarily reflect the views of the AMS. Though funded by the AMS, they are at arm's length from the rest of the Society and function semi-autonomously.

There are five Resource Groups: the Student Environment Centre; the Social Justice Centre; the Women's Centre; Colour Connected Against Racism; and Pride UBC (formerly known as Gays, Lesbians, and Bisexuals of UBC).

### **Student Services**

AMS departments established by the Code which provide services to the student body. These include Safewalk, Speakeasy, Tutoring, the Food Bank, and the Advocacy Office. Each of them is headed by a Coordinator who reports to the Student Services Manager.

The two newest Services are Vice (which helps students deal with substance abuse) and eHub, which is to provide assistance to student entrepreneurs.

### **Ombudsperson**

Sometimes grouped with the Service Coordinators, but actually separate from them is the Ombudsperson, who is responsible for looking into complaints students have with the AMS.

The Ombudsperson also used to deal with complaints against the University, but now that the University has introduced its own Ombudsperson, the AMS Ombudsperson deals only with internal AMS issues.

### **The Sexual Assault Support Centre (SASC)**

Technically one of the Student Services, but headed by a Manager who reports to the Senior Manager of Student Services, rather than a Coordinator reporting to the Student Services Manager, SASC is intended to provide assistance and information to those affected by sexual assault. It is funded by a dedicated fee first approved in a referendum in 2003.

It was in the news in 2018 over plans to reduce its scope in the wake of the University's creation of its own Sexual Violence office (SVPRO), but after much pushback the plans were changed, and a successful fee referendum provided funding that is intended to allow SASC to maintain and even expand its services.

### **Sustainability**

In 2008 Council created the position of Sustainability Coordinator. There is now a whole Sustainability department with several staff members working under the direction of the VP Administration as well as a Sustainability Subcommittee under the Operations Committee.



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### **Student Court**

Student Court officially has the power to interpret the AMS Code and Bylaws and look into other AMS issues, but after a series of controversial rulings between 2006 and 2009 it has been allowed to remain dormant.

Twice in recent years there have been attempts to abolish it by referendum, but both referendums failed, and so the Court technically still exists, but it hasn't functioned for close to a decade.

### **Grad Class Subcommittee**

Formerly the Grad Class Council, this body, which reports to the Student Life Committee, decides on gifts to be made on behalf of the graduating class, drawing on a fee that graduating students pay.



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### **V. THE AMS STUDENT NEST**

In March 2008, students voted in a referendum to approve a fee to pay for a new Student Union Building. Two years of negotiations with the University followed, culminating in agreements signed at the end of April 2010.

An architect was then chosen, and an official groundbreaking took place on February 29, 2012. Construction was completed for most areas of the new building, which came to be called the AMS Student Nest (or just the Nest), in 2015.



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### VI. SOME AMS STAFF

In addition to elected and appointed student officials, the AMS also has a permanent staff to assist Council and the Executive. Staff positions include the following:

**Managing Director (Keith Hester):** Oversees all the AMS businesses and other operational aspects of the AMS, including its financial and administrative affairs.

**Senior Manager of Student Services (Abdul Alnaar):** Oversees SASC and the other Services.

**Administrative Assistant (Joanne Pickford):** The go-to person for new Council members. She can provide information, name placards, vote clickers, etc. Works with the Clerk of Council on Council minutes. Distributes Council agendas and documents. Maintains an address and phone list of Council members. Takes care of the annual Just Desserts awards.

**Archivist & Clerk of Council/Privacy Officer (Sheldon Goldfarb):** Advises the Speaker of Council on rules of procedure, prepares Council minutes, maintains old AMS records, including Council minutes.

Is the person to ask if you have questions about Code or Bylaws or about AMS history. As Privacy Officer, ensures compliance with PIPA, the BC privacy law. In 2017 published *The Hundred-Year Trek*, a history of the AMS.

**Human Resources Manager (Praneet Sandhu):** Helps with job postings and recruiting/hiring advice for appointees to student government positions (e.g., AVP's, commissioners). Also provides advice on employee issues or concerns pertaining to AMS policies and legal issues (Employment Standards Act, WCB, Human Rights etc.). And organizes Orientations.

**Communications Manager (Eric Lowe):** Coordinates all aspects of AMS media relations, oversees the AMS website and social media sites, and assists with communications and marketing strategies for various AMS projects.

**Policy Advisor (Patrick Meehan):** Provides assistance to the President, the VP External, the VP Academic, and the rest of the Executive and Council in developing external and University-related policies.

**Events Manager (Asad Ali):** Produces and promotes concerts, lectures, pub programming and various other events such as the annual Welcome Back BBQ and the AMS Block Party. In addition, assists with event planning and management for student groups with their events and acts as a resource for special events and entertainment.

**SASC Manager (Annette Angell):** Oversees the Sexual Assault Support Centre.



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**Student Services Manager (Ian Stone):** Oversees the Student Services (Safewalk, Speakeasy, Tutoring, etc.).

**IT Manager (Hong Lok Li):** Oversees the AMS computer systems. Hong writes: "Whenever you need high speed Internet connection, whenever you require e-mail communication, whatever your questions regarding the computer configuration and software implementation, it is the Information Technology Manager who is ready, available and happy to be with you." Hong is also the person to see if your Constituency needs web space or wants to set up a database.

**Designer (Michael Kingsmill):** Carries out renovations to the Nest and other student facilities on campus. Was very much involved in designing such Constituency spaces as the Ladha Centre and the Engineering Student Centre.

Other staff can be found in the main AMS office area on the third floor of the Nest.



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### **VII. AMS BUSINESSES AND LESSEES**

As the Board of Directors of the Society, Council is ultimately responsible for the management of the various AMS businesses, but the actual day-to-day running of the businesses is carried out by managers reporting to the Managing Director. Since moving to the Nest, the AMS has focused on food and beverage outlets, including Pie R Squared (for pizza), the Honour Roll (for sushi), and Blue Chip Cafe (for coffee, cookies, and sandwiches). There is also the popular Gallery Lounge on the top floor of the Nest.

Some AMS clubs run outlets, e.g., Aquasoc, which runs a dive shop, the Natural Food Co-op, which runs the Sprouts cafe and food store, and the Bike Co-op, which runs the Bike Kitchen.

The AMS also leases space in the Nest to various business tenants, including the Delly (for sandwiches and other food items) and a hair salon. Other tenants include Grocery Checkout and the Soup Market.



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### **VIII. WHAT COUNCIL DOES**

Council carries out various types of business, including the following:

- 1) It approves the AMS budget and administers several of the AMS Funds.
- 2) It makes appointments to AMS and UBC committees.
- 3) It can amend the AMS Code to alter the procedures used by Council, committees, etc., and also to alter the procedures used in AMS elections.
- 4) It can pass motions containing general principles for the Society to follow, such as the Mission Statement and the statement of AMS Values.
- 5) It sets AMS policy on external issues such as tuition fees and affordability, education funding, UBC and government policies, and so on.
- 6) It approves AMS internal policies on such matters as communications, sponsorship, respectful environment, records, and sustainability.
- 7) It approves major AMS contracts.
- 8) It approves funding for renovations and other projects, including software purchases.
- 9) It can direct the AMS President to call a referendum.
- 10) It can create new Services and Resource Groups.
- 11) It receives presentations from various UBC officials on tuition fees, campus development, etc.
- 12) It approves the minutes of committees.



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### IX. COUNCILLORS' DUTIES AND LIABILITY (AND A REWARD)

#### **Legal Liability**

For the purposes of the Societies Act, the voting members of Council constitute the Board of Directors of the AMS. As directors of the society, voting members of Council have the duty to act "honestly and in good faith with a view to the best interests of the society"; they also must exercise "the care, diligence and skill that a reasonably prudent person would exercise" (see the Societies Act, s. 53:

[http://www.bclaws.ca/civix/document/id/complete/statreg/15018\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/15018_01) ).

When you become a Council member, you will be asked to sign a Statement of Office to this effect.

If Council, on behalf of the AMS, commits a legal offence or violates the Code or Bylaws, then the voting members of Council, as directors of the AMS, may be individually liable. One way to avoid such liability is to have voted against the illegal action of Council and to have that dissenting vote noted in the minutes.

#### **Conflict of Interest**

The voting members of Council have a duty to inform Council if there is a possibility that they will benefit personally, either financially or otherwise, from a motion passed by Council. Generally speaking, in this situation the Council member would abstain from all discussion and voting on the motion in question. If the Council member does not abstain, a contract or other transaction approved by the motion could be voided by the courts.

The AMS Code further requires the voting members of Council not to disclose confidential information they acquire on Council (for instance, during *in camera* sessions) and not to use such information for personal benefit. They also must not put their personal interests ahead of the interests of the AMS; nor may they accept costly gifts presented to them because they are Council members.

To avoid conflict of interest, Council members cannot be employees of the AMS.

#### **General Responsibilities**

Constituency representatives on Council are expected to attend all Council meetings during the school year (September through March) or provide a proxy. Even if they provide a proxy, Constituency representatives will lose their seats on Council if they miss five regular meetings of Council during the school year.

Constituency representatives must seek to be appointed to at least one AMS standing committee.

#### **Speaking in Public**

Only the AMS President can act as spokesperson for the AMS. If approached by the media in your capacity as an AMS Councillor, you should consult the Communications Manager or the President.



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### **Some Further Tips**

Keep your contact information up to date with the Administrative Assistant. She will be sending Council agendas and documents to your email address.

### **Councillor of the Year**

In 2006, the Executive introduced the Councillor of the Year award to honour a Council member for their contributions to the AMS. A plaque and a bottle of wine are sometimes involved.

Past recipients have been:

2006	Patricia Lau (Science)
2007	Ryan Corbett (Arts)
2008	Conor Topley (Commerce)
2009	Rory Green (Arts), Clare Benton (Law)
2010	Andrew Carne (Engineering) and Matthew Naylor (Arts)
2011	Allen Chen (GSS)
2012	Eric Gauf (Law)
2013	Hans Seidemann (Engineering)
2014	Phaidra Ruck (Education)
2015	Veronica Knott (Engineering)
2016	Daniel Lam (Science)
2017	Jakob Gattinger (Engineering)
2018	Cameron England (Arts) and Julian Villafuerte Diaz (Land & Food)
2019	Jeanie Malone (Board of Governors)



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**X. MONEY**

No, sorry, non-Executive Council members do not get paid, unless they chair committees. But Council members do get to make decisions affecting the large amounts of money handled by the AMS. Most notably, it is up to Council to approve the annual AMS budget.

The system in place for the budget means that there is first of all a preliminary budget presented to Council in May, and then a more detailed budget in June containing a breakdown of expected expenditures for the individual departments of the AMS.

Council also administers many of the AMS Funds, which means that Council must pass a two-thirds resolution before money can be spent from those Funds. For a list of some of the major AMS Funds, see Appendix 3.



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### XI. HOW COUNCIL WORKS

#### **Time and Place**

During the school year Council usually meets every second Wednesday at 6 pm in the Michael Kingsmill Forum on the fourth floor of the Nest. During the summer, Council usually meets every third Wednesday. There is no rule requiring meetings to take place on Wednesday, but it is a longstanding tradition.

Special meetings of Student Council may take place at the President's discretion, or upon a resolution of Council, or upon receipt by the VP Academic of a petition signed by ten voting members of Council. Special Council meetings are usually held to discuss specific issues of an urgent nature.

#### **Seating**

Seating is fairly informal, but the Speaker, the Clerk of Council, and the Administrative Assistant sit in the central area at the front. The President and the Managing Director also sit at the front.

#### **Behaviour**

Council members are encouraged to cultivate unity and goodwill, to encourage free and open debate, and to respect differing views. Smoking and alcohol consumption are not allowed.

#### **Quorum**

For a Council meeting to proceed, quorum must be present. Quorum is 45% of the total number of voting Council members. Since the number of places on Council for voting members is currently 42, quorum is 19 if all places are filled. There are always vacancies, however, and quorum can be as low as 12.

#### **Proxies**

Constituency members of Council (but not other Council members), if unable to attend a Council meeting, may name a proxy to attend and vote in their place. The regular Constituency member must notify the Administrative Assistant about the proxying.

Proxies must be AMS members (i.e., students), but there is no requirement that proxies be in the Constituency they are proxying for; that is, an Arts Councillor can name a student in Engineering as their proxy.

A proxy can be an AMS employee, but in that case they are declared to be in a conflict of interest and cannot debate or vote; however, they count towards quorum.

#### **Robert's Rules of Order**

Procedural matters at Council meetings are governed by Robert's Rules of Order, unless there is a specific provision on the matter in Code.



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### **Voting**

Voting at Council meetings is done electronically, which has allowed Council to require that all votes be roll call votes to provide transparency. The minutes will thus record how each member voted on all motions.

### **Agendas and Documents**

The agenda for Council meetings, along with supporting material, is supposed to be circulated three business days before the meeting by email. This means Friday for a Wednesday Council meeting.

Supporting materials will include such things as the actual text of Code amendments, minutes to be approved, and reports.

### **Putting a Motion on the Agenda**

Some motions come to Council from the Executive Committee. Others come from the Standing Committees.

Individual Council members can have a motion put on the agenda by getting a second member of Council to support it and getting it to the President at least three business days before the meeting. But it is usually more effective to get a standing committee or the Executive Committee to bring the motion forward.

At the President's discretion, time-sensitive motions may be added to the agenda, even after it has gone out to Council.

It is also possible to amend the agenda at a Council meeting in order to add a motion to it at the meeting itself ("from the floor"). And it is possible to change the order of items on the agenda, something that is often done if guests are in attendance who cannot stay for the whole meeting.

Adding motions or otherwise altering the agenda from the floor requires the approval of Council. This is sometimes granted simply by unanimous consent (i.e., if there are no objections to adding or changing), but sometimes there is an actual vote.

### ***In Camera* Sessions**

Portions of a Council meeting can be held *in camera*; that is, these portions are closed to the public, and only Council members (voting and non-voting), certain AMS staff members, and individuals invited by Council are allowed to be present. *In camera* sessions have been held in recent years to discuss personnel matters, commercial contracts, negotiations with third parties, and so forth.

Council will provisionally go *in camera* at the request of three Council members. The three requesting members must then explain their reasons for requesting the *in camera* session. After hearing the reasons, Council votes to decide whether to remain *in camera* for the discussion. Council cannot pass substantive motions *in camera*.



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Information revealed *in camera* must not be divulged to those not allowed to attend the *in camera* session.

### **Recordings**

Audio recordings are permitted of Council meetings as long as the audio recording equipment is in plain sight and as long as the recording process does not disrupt the functioning of Council.

Video recording is not allowed unless Council approves by a two-thirds motion.

### **Order of Business**

A typical Council meeting proceeds in the following manner.

#### a) **Call to Order**

b) **Territorial Acknowledgement:** An acknowledgement that the meeting is taking place on ancestral, traditional, and unceded Musqueam territory.

c) **Adoption of the agenda.** This portion of the meeting is the most appropriate time to seek to change the agenda.

d) **Membership.** Members and guests introduce themselves.

e) **Speaker's Business and Land Acknowledgement.** The Speaker may discuss procedural issues.

f) **Statements from Students At Large.** A time when members at large can make brief statements to Council.

g) **Consent Items.** Matters that don't require debate (e.g., minutes) can be approved here.

h) **Presentations and Accompanying Motions.** UBC administrators sometimes make presentations to Council about new initiatives at the University. Presentations may also be made by AMS officials or staff members in order to inform Council about the Nest, the budget, the Student Services, sustainability, election results, communications plans, proposed campaigns, and various other matters.

Council members are free to ask questions of those making presentations in a question period after the presentation. As with speaking to a motion, raise your hand and the Speaker will add you to the list of those wishing to ask something.

Presentations are added to the agenda by the President. The number is limited to three, unless the President decides additional ones are necessary.

i) **Consultation Period.** A portion of the agenda intended to give Executives and others a chance to consult Council on various issues.



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- j) **Appointments:** The time for appointing to committees.
- k) **President's Remarks.** The President reports to Council on current issues, activities, etc. Councillors may ask questions.
- l) **Executive Remarks.** The four members of the Executive other than the President report on their activities. Councillors may ask questions. The Student Services Manager and the Managing Director also make reports at this time.
- m) **Committee Reports.** The chairs of the committees report on their activities. Councillors may ask questions.
- n) **Board of Governors, Senate, and Ombudsperson Reports and Historical Report.** The Ombudsperson, one of the two student representatives on the University's Board of Governors, and one of the two student Senators who sit on Council report on matters under their jurisdiction. The Clerk of Council (who is also the Archivist) reports on interesting historical issues.
- o) **Minutes of Council and Committees of Council.** If not listed under consent items, approved here.
- p) **Executive Committee Motions.** Motions from the Executive.
- q) **Constituency and Affiliates' Motions.** Motions originating with a Constituency or with one of the Affiliated Institutions (Regent, VST, etc.).
- r) **Committee Motions.** Motions coming from committees..
- s) **Other Business.** Motions from individual Council members appear here. Also motions added by the President.
- t) **Discussion Period.** In Discussion Period, members of Council may raise issues for informal discussion. The Executive may also use Discussion Period to initiate an informal discussion on an issue.

**The Speaker**

The Speaker presides over Council meetings with a view to making them run smoothly and efficiently while respecting the rights of Council members. The Speaker enforces the rules of order for a meeting, but individual members are free to bring points of order to the Speaker's attention and to appeal the Speaker's rulings on such points of order.

To preserve impartiality, the Speaker does not vote and also does not participate in debate, except to provide factual information or to justify a ruling. The Speaker need not relinquish the chair when justifying a ruling.



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If you are uncertain how to do something at a Council meeting, feel free to ask the Speaker, who will usually be able to explain the best way to amend, divide, refer, or otherwise deal with a motion.

### Speaking at Council

Council meetings are formal, at least to a certain degree. Members are not to speak at will, but must wait to be recognized by the Speaker.

To be recognized, members raise their hands. The Speaker then adds them to the speakers' list and lets them know when it is their turn to speak. Members may speak no more than twice on any one motion.

### Interrupting

In general, members must not interrupt each other. Once someone has the floor, they must be allowed to finish. When they are finished, the Speaker will give the floor to the next speaker on the speakers' list.

Interruptions and speaking out of turn are allowed only in the following exceptional circumstances:

**a) to raise a “point of order”:** It is permissible to interrupt (by calling out, “Point of order”) if the rules of debate are not being followed – for instance, if the mover of a motion has begun to speak on it before it has been seconded, or if an amendment is proposed that is not relevant to a motion, or if the agenda is not being followed.

**b) to raise a “question of privilege”:** It is permissible to interrupt to bring up an urgent question affecting the “privileges” of Council or its members – for instance, if it is too noisy to hear the debate, or if a sensitive matter is raised that should be discussed *in camera*. Often this is called “a point of personal privilege,” especially if it affects an individual member.

**c) to raise a “point of information”:** It is permissible to interrupt to ask for information – for instance, in a debate on whether to spend money, a member could interrupt by requesting the Chair to ask the VP Finance to tell Council whether the money is available.

NOTE: It is improper to interrupt debate in order to *provide* information; it is only proper to interrupt in order to *request* information.

Also, points of information should be directed to the Speaker, who will then decide who is best to provide the information requested.

**d) to make a “parliamentary inquiry”:** It is permissible to interrupt to ask the Speaker whether it is possible to carry out a certain action. If members wish to do something (refer a motion to committee, call for a vote, etc.) and are not sure how, they should feel free to ask the Speaker for advice in this way.



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### **Order of Speaking**

The mover of a motion has the right to speak first on it during debate in order to “motivate” it. Or they may cede the floor to someone else to motivate.

After someone has spoken in favour of the motion in this way, the Speaker will ask if there is anyone who would like to speak against the motion. After that, the Speaker will maintain a speakers’ list of all those wishing to speak for or against the motion in the order that they raise their hands.

### **Moving and Seconding**

Only members of Council (including non-voting members, but not including the Speaker) can move or second motions.

With the introduction of electronic software, seconding has become a bit of a game Council members play, racing to see who can click in at the right time to become the seconder of a motion. When it is not obvious who should be moving a motion, the Speaker may allow Councillors to click in to decide the mover too.

### **Amendments**

Amendments may be introduced during debate on motions to alter parts of a motion.

### **Dividing a Question**

It is possible to divide a proposed motion into separate parts, with each part to be considered separately. For instance, a motion to oppose a government policy and to contribute money to a campaign against that policy could be divided to discuss the proposed financial contribution separately.

### **Motion to Reconsider**

During the course of a meeting, it is permissible for a member who voted on the winning side on a motion at that meeting to ask that Council reconsider that motion in order to change the result.

### **Motion to Rescind**

Any member can move that Council rescind a motion it passed at a previous meeting; the motion to rescind requires a two-thirds majority to succeed unless notice has been given.

Actions that cannot be undone cannot be rescinded — for instance, it is not possible to rescind a motion to spend money if the money has already been spent.

### **Calling the Question**

A member who wishes debate to end may “call the question.” Calling the question halts debate immediately and forces a vote unless there is opposition to calling the question. In that case, a vote is held on whether to call the question; it requires a two-thirds majority to pass.



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For a detailed guide to some of the basic motions and questions that can be proposed or raised at a meeting, according to Robert's Rules, see Appendix 2.

### **Keeping Meetings Short**

There was a time when Council meetings dragged on past midnight, some going as late as 2 am.

A committee was eventually struck to look into this issue, and several changes were made to Code, including a rule to limit Council meetings to four hours, unless Council votes to extend past four hours. In addition, strict time limits were put in place for the President's report, Executive Remarks, Constituency reports, etc.

There was talk as well of encouraging Council members not to repeat what their fellow members have already said, but of course this is hard to enforce, and there is no actual rule against it.

More recently, the Consent Items portion of the agenda was created to avoid discussion on non-essential matters.

### **Not Cutting Off Legitimate Debate**

Although the main concern in recent years has been to keep meetings short, at times the opposite concern has arisen, when some Council members felt debate had been cut off by calling the question before everyone who wanted to had a chance to speak. Code does call for free and open debate.

### **Speaking Up**

Councillors have the right to raise questions or voice opposition as long as they do so in accordance with the procedures outlined above. You don't have to keep silent just because the matter has been discussed previously at Council or at consultation sessions.

### **Staying Late but still Getting Home**

The new rules mean Council usually ends long before midnight these days, but if it does go late Council can vote to authorize cab fare reimbursement for Council members who cannot get home by public transit or car pool.

### **Babysitting**

Council members with child care responsibilities can get reimbursement for child care expenses incurred as a result of attending Council meetings. Ask the Administrative Assistant for details.



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### XII. UNIVERSITY GOVERNANCE

UBC is governed by a multitude of bodies and officers. Here are some of the key ones.

**The UBC Board of Governors, or BoG (<http://www.bog.ubc.ca>)**

The highest governing body at the University. In charge of administering the property, revenue, business, and other affairs of the University. The Board sets tuition fees and must also approve changes to the AMS fee and the various Constituency fees.

The Board has 21 members, two of whom are students elected by the student body at the Vancouver campus and one of whom is a student elected by the student body at the Okanagan campus.

The two students elected at the Vancouver campus sit on Council as non-voting members. They used to sit as voting members and thus were directors of both the AMS and the University, but as non-voting members they are no longer AMS directors. If Council goes in camera to discuss strategy in dealing with the University, the two student BoG reps may be asked to leave because they are in a conflict of interest situation.

**Senate (<http://www.senate.ubc.ca/vancouver>)**

With the creation of the Okanagan campus, UBC now has two Senates, one for each campus, coordinated by a Council of Senates.

The Senates have power over academic matters, departmental structure, new programs, new courses, and so forth.

The Vancouver Senate has 87 members, including 18 elected students. There are also 34 professors on it. The student Senators name two of their members to sit as non-voting members of AMS Council.

**The UBC President (<http://president.ubc.ca/>):** The Chief Executive Officer of the University. Currently, Santa Ono.

**The Vice-President Students (Ainsley Carry, <http://www.vpstudents.ubc.ca/>):** Responsible for UBC Student Services, UBC Athletics, and liaison with the AMS and the student Constituencies.



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### XIII. OTHER ORGANIZATIONS

#### **THE UBYSSEY**

Formerly an organ of the AMS, the *Ubysssey* student newspaper is now an independent entity, separately incorporated.

#### **CiTR**

The student radio station on campus. Also an independent entity, but with close ties to the AMS through a funding agreement and also because the AMS appoints several members to the station's board of directors.

#### **STUDENT LEGAL FUND SOCIETY (SLFS)**

Established as a result of a referendum, the SLFS supports parties to lawsuits in which issues relevant to students are at stake. The AMS appoints one member of its board of directors and has an agreement with it concerning the handing over the funding approved by the referendum.

#### **IMAGINE**

The University program for introducing students to UBC. Works with AMS Firstweek.

#### **INTRAMURALS AND ATHLETICS**

The AMS used to run the intramurals program. In fact, in the very early days of the University, the AMS ran the whole athletic program, including the varsity inter-university program. The AMS still contributes significant funding to both programs through specially earmarked AMS fees. Most recently, the students voted in a referendum to pay a new fee towards a fitness facility.

#### **INNOVATIVE PROJECTS FUND (IPF) COMMITTEE**

Evaluates applications for funding of innovative projects benefiting students. Includes both University and AMS members. The funding comes from the AMS under an agreement with the University.



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**APPENDIX 1: VOTING MEMBERS OF COUNCIL**

The voting members are (as of December 2015):

- 1) President
- 2) Vice-President Academic and University Affairs
- 3) Vice-President Finance
- 4) Vice-President Administration
- 5) Vice-President External Affairs

and the following Constituency representatives:

- 6) Architecture/Landscape Architecture
- 7-11) Arts (5 reps)
- 12) Audiology
- 13-14) Commerce (2 reps)
- 15) Dentistry
- 16) Economics
- 17) Education
- 18-19) Engineering (2 reps)
- 20) Forestry
- 21-24) Graduate Studies (4 reps)
- 25) Journalism
- 26) Kinesiology
- 27) Land and Food Systems (formerly Agriculture)
- 28) Law
- 29) Library, Archival and Information Studies
- 30) Medicine
- 31) Music
- 32) Nursing
- 33) Pharmacy
- 34) Planning
- 35) Population & Public Health
- 36-38) Science (3 reps)
- 39) Social Work

and one representative from each of the Affiliated Institutions:

- 40) Vancouver School of Theology
- 41) Regent College
- 42) St. Mark's College

NOTE: Each constituency is entitled to at least one representative. Constituencies with 3,000 or more members get additional representatives: one additional representative for every 3,000 members.



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**APPENDIX 2: MOTIONS**

The following chart is meant as a guide to some of the basic motions and questions that can be proposed or raised at a meeting, according to Robert's Rules of Order.

<b>Motions</b>	May you interrupt speaker?	Secunder needed?	Can it be debated?	Can it be amended?	What is needed to approve it?
<b>Privileged Motions:</b>					
Raise a question of privilege ("Point of privilege")	Yes, if necessary	No, unless it becomes a motion	No, unless it becomes a motion	No, unless it becomes a motion	Ruling by Chair, unless moved as a motion
Fix a time at which to adjourn	No	Yes	No	Yes	Majority vote
Adjourn (immediately)	No	Yes	No	No	Majority vote
Recess (take a short break)	No	Yes	No	Yes	Majority vote
<b>Subsidiary Motions:</b>					
Table a motion	No	Yes	No	No	Majority vote
Limit or extend debate on pending motion	No	Yes	No	Yes	Two-thirds vote
Postpone a motion to a specified time	No	Yes	Yes	Yes	Majority vote
Call the question (also known as moving the previous question; it means asking for a vote)	No	Yes	No	No	Two-thirds vote
Rise and go into Committee-of-the-Whole, when motion pending	No	Yes	Yes on whether to rise or not	Yes	Majority vote

<b>Motions</b>	May you interrupt speaker?	Secunder Needed?	Can it be debated?	Can it be amended?	What is needed to approve it?
<b>Subsidiary Motions (Cont):</b>					



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Refer pending motion to Committee	No	Yes	Yes on whether to refer or not	Yes	Majority vote
Amend a motion	No	Yes	Yes, if the motion is debatable	Yes	Majority vote
Amend an amendment to a motion	No	Yes	Yes, if amendment debatable	No	Majority vote
Postpone a motion indefinitely	No	Yes	Yes on both main motion and motion to postpone	No	Majority vote
<b>Incidental Motions:</b>					
Raise a point of order	Yes	No	No, unless the Chair asks Council to decide	No	Ruling by Chair, or majority if Council decides
Appeal a decision of the chair	Yes	Yes	Yes	No	Majority vote
Raise a point of information	Yes, if speaker consents	No	No	No	No vote is taken
Request leave to withdraw a motion	Yes	No	No	No	Majority vote
Divide a motion	No	Yes	No	Yes	Majority vote
Consider a motion in parts	No	Yes	No	Yes	Majority vote
<b>Main Motions:</b>					
Move a motion	No	Yes	Yes	Yes	Majority vote



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**APPENDIX 3: FUNDS**

The AMS has several Funds, the money in which can be spent only for certain specified purposes. Money can be spent from the Funds only on a two-thirds vote by the administering body after a recommendation from an advisory body. These Funds include:

<b>Name/Purpose of Fund</b>	<b>Administering Body</b>	<b>Advisory Body</b>
1) Capital Projects Fund (formerly Student Spaces Fund, formerly CPAC)	Council	Finance, Exec
2) External & University Lobbying	Council	Advocacy, Executive
3) Student Services Fund	Council	Executive
4) SUB Repairs & Replacement	Council	Operations, Finance, Exec
6) Sustainability Projects Fund	Finance Committee,	
7) SUB Art Fund	Operations	
8) Health & Dental Fund	AMS-GSS committee	
9) Health Plan Assistance Fund	AMS-GSS committee	
10) Constituency Aid Fund	Finance	
11) Clubs Benefit Fund	Finance	
12) Student Initiatives Fund	Finance	
13) AMS Refugee Student Fund	Finance, WUSC	
14) Athletics & Intramurals Fund	Finance	
15) Resource Group Fund	Resource Group Allocation Committee	
16) Resource Group Event Fund	Resource Group Allocation Committee	
17) Student Legal Fund	Student Legal Fund Society	
18) Grad Class Fund	Student Life Committee/Finance Committee	



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19) Sexual Assault Support Services Fund	Council	Finance Committee
20) Sexual Assault Initiatives Fund	Finance	
21) SUB Renewal Fund	Council	New SUB Project Committee, Exec
22) Research Grant Fund	Finance	
23) Financial Assistance Fund	Council	Finance, Exec
24) Special Bursary Fund	Council	Finance, Exec
24) Int'l Projects Fund	Council	Exec, Advocacy
25) Childcare Bursary Fund	Council	Exec, Finance
26) CiTR Fund	CiTR	
27) SUB Renewal Subsidy Fund	Finance	
28) AMS Endowment Fund	Council	Finance
29) Election Reserve Fund	Council	Advocacy, Exec
30) Ombuds Fund	Council	Exec



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### APPENDIX 4: ACRONYMS

ABBA: Advisory Board for Business and Administration (old name for Advisory Board)

ACF: Arts County Fair

AGM: Annual General Meeting

AMS: Alma Mater Society

Aquasoc: the Aquatic Society, an AMS club which runs the scuba shop

AUS: Arts Undergraduate Society

AVP: Associate Vice-President

BAGB: Business and Administration Governance Board (old name for Advisory Board)

BCIT: British Columbia Institute of Technology

BoG: Board of Governors

CACUSS – Canadian Association of College and University Student Services

CASA: Canadian Alliance of Student Associations (federal student association AMS used to belong to)

C+CP: Campus and Community Planning (UBC Department)

CEO: Chief Electoral Officer

CFS: Canadian Federation of Students (the other federal student association)

CiTR: the student radio station

CORP: Committee for Organizational Review & Planning (1994 committee which produced a report that led to major AMS structural reorganization)

CPAC: Capital Projects Acquisition and Construction (old name for the AMS fund now called CPF)

CPF: Capital Projects Fund (new name for what was formerly called CPAC)

CSHG: Canadian Student Horizons Group (group of student societies, including the AMS, which formerly owned part of the travel agency Travelcuts)

CSIC: Centre for Student Involvement and Careers (UBC body)

CUS: Commerce Undergraduate Society

CVC: Chinese Varsity Club

DAP: Diploma in Accounting program

EA: Elections Administrator, old name for the Chief Electoral Officer

EC: Elections Committee

ECSS: Executive Coordinator of Student Services (old name for Student Services Manager)

ESP: Enrollment Services Professional (UBC advisors)

EUS: Engineering Undergraduate Society

F&B: AMS Food and Beverage Department (the Pit, Pie R Squared, etc.)

Filmsoc: AMS Film Society (a club that shows films in the Norm)

GAP: Genocide Awareness Project (U.S. anti-abortion group)

GCC: Grad Class Council, the body that formerly oversaw the grad class gifts



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- GSA: Graduate Students Association (old name for the GSS; it currently still exists for certain legal purposes)
- GSS: Graduate Students Society
- GVRD: Greater Vancouver Regional District (the governing body for Greater Vancouver; now called Metro Vancouver)
- IPF: Innovative Projects Fund (joint AMS-UBC project funded by AMS)
- ISA: International Students Association (AMS club)
- JV: Journal Voucher (used in AMS financial transactions)
- LEAP: Learning Enhancement Academic Partnership Program (UBC program)
- LEED: Leadership in Energy and Environmental Design (rating system for green buildings: LEED Platinum, LEED Gold, etc.)
- LFS: Land and Food Studies (the former Agriculture Undergraduate Society)
- MASS: Meekison Arts Social Space (AUS social space for Arts students in Buchanan building)
- MOA: Museum of Anthropology
- MoU: Memorandum of Understanding
- MUG leader: My University Group leader (guiding first years through orientations)
- NSSE: National Survey of Student Engagement (U.S. survey of universities)
- OCP: Official Community Plan (Metro Vancouver plan for campus development)
- Photosoc: Photo Society (AMS club)
- REC: UBC Recreation (includes Intramurals)
- SAC: the now defunct Student Administrative Commission
- SALA: School of Architecture and Landscape Architecture
- SASC: Sexual Assault Support Centre
- SEC: Student Environment Centre (an AMS student resource group)
- SEEDS: Social Ecological Economic Development Studies (UBC sustainability program)
- SFU: Simon Fraser University
- SLAIS: School of Library, Archival and Information Studies
- SLC: Student Leadership Conference (annual UBC-AMS conference)
- SLFS: Student Legal Fund Society
- SOL: Special Occasion Licence (for alcohol functions)
- SRC: Student Recreation Centre
- SSM: Student Services Manager
- SUB: Student Union Building (the former home of the AMS, often called the Old SUB)
- SUDS: Student Union Development Summit (annual conference at UBC, formerly the Student Union Development Symposium)
- SUS: Science Undergraduate Society



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TA: Teaching Assistant

TLEF: Teaching and Learning Enhancement Fund, a UBC fund

UAC: The old University Athletics Council or the current U-Pass Advisory Committee

UBC: University of British Columbia

UBCO: the Okanagan campus of UBC

UBCSUO: UBC Student Union – Okanagan (the student society at UBCO)

UEL: University Endowment Lands

UNA: University Neighbourhoods Association (non-student residents of campus area)

UNBC: University of Northern British Columbia (Prince George)

U-Pass: the universal transit pass for UBC students

UVic: University of Victoria

VFM: Voter-Funded Media (the former contest for media covering AMS elections; later called VoterMedia)

VOC: Varsity Outdoors Club (AMS club)

VPAUA: Vice-President Academic and University Affairs

VST: Vancouver School of Theology, a college affiliated with UBC

WOW: Whistler Orientation Weekend, the old orientation program for new Council members, commissioners, etc. (held at Whistler Lodge)

WUSC: World University Services of Canada (its UBC branch is an AMS club)



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### **APPENDIX 5: HOW TO INCREASE YOUR CONSTITUENCY FEE**

**Based on the 2014 AMS Bylaws and the AMS Code of Procedure, as amended in 2016.**

- 1) To increase the fee paid by students in your Constituency, you must hold a referendum in your Constituency, and the question put to your Constituents in the referendum should state the current Constituency fee and what the new fee will be after the increase.
- 2) The referendum must take place during the School Year as defined in the AMS Bylaws (i.e., September-November, January-March) and early enough for the UBC Board of Governors to implement the fee increase for the following September.
- 3) The referendum vote must be by secret ballot.
- 4) Notice of the referendum must be posted in the Constituency and advertised in the Constituency newspaper or some other campus publication at least 7 days before the vote.
- 5) The referendum must be conducted in accordance with the procedures for Constituency Referendums prescribed in the AMS Code [Section IX A, Article 9].
- 6) To pass, a majority of those voting must vote in favour of the increase.
- 7) In Constituencies with less than 1,000 students, the number of voters must be at least 15% of the students in the Constituency or 100 students, whichever is less.
- 8) In Constituencies with 1,000 students or more, the number of voters must be at least 10% of the students in the Constituency.
- 9) After the referendum, you must publicize the results in your Constituency and also publish them in a campus publication.
- 10) After the referendum, you must also give the AMS Vice-President Academic a copy of the ballot used and a declaration of the results signed by your Constituency's Treasurer.
- 11) The VP Academic will then take the fee increase to AMS Council. NOTE: There is a three-week waiting period from the time the results of the referendum are first published before Council can move forward with the fee increase.
- 12) If all the documentation has been received and the three-week waiting period has passed, then Council can pass a motion directing the UBC Board of Governors to increase the fee for your Constituency. After Council approves the motion, the AMS Vice-President Finance will send a formal notification to the Board of Governors.



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13) Note that you must get the documentation to the AMS no more than a month after you have the final results of your referendum.

Full details can be found in AMS Bylaw 14(6) and in the AMS Code of Procedure, Section XIII, Article 6, and Section IX A, Article 9.



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**APPENDIX 6: HOW TO PRONOUNCE ALMA MATER SOCIETY**

A poem by the Archivist & Clerk of Council

**Does It Mater?**

Now, would you say that Alma Mater  
Rhymes with "Later, alligator"?  
Or should we seek a rhyme with otter  
When pronouncing Alma Mater?  
Or maybe choose a rhyme with chatter  
For our dear old Alma Mater?  
Chatter, otter, otter, 'gator--  
Which one rhymes with Alma Mater?  
And is it "Al-muh" we should say?  
Or maybe "Awl-muh" is the way.  
The whole thing seems like quite a mess--  
We'll have to stick to A-M-S.

--Sheldon Goldfarb



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### APPENDIX 7: HOW THE ALMA MATER SOCIETY GOT ITS NAME, OR ALMA WHAT?

*In which the Archivist of the Alma Mater Society tries to explain the origin of the unusual name of UBC's student society.*

**Inquiring student:** Why is the student society here called the Alma Mater Society?

**Archivist:** Good question. It's certainly confusing at times. People say, The Alma What Society? The Elevator Society? Or they think we're the Alumni Association, a reasonable idea because the phrase "Alma Mater" is usually associated with the alumni. It actually means "nourishing mother" or "fostering mother" (in Latin) and was used by the ancient Romans to refer to some of their goddesses; but it came to be used by graduates to refer to the university they had attended. That is its most common use today, and thus it is quite unusual for a student society, a society of students not yet graduated, to use the term.

Indeed, as far as I know, only one other student society currently uses the name: the Alma Mater Society at Queen's University in Ontario. It's true that the University of Victoria's student society, which got the name from us, used to call themselves the Alma Mater Society, but they don't anymore.

Also, and this is significant for us, there used to be one other Alma Mater Society, at McGill University. From 1901 through 1908, McGill's student organization was called the Alma Mater Society, but at that point the society was found to be ineffective – possibly because of its name, one commentator said (!) – and it was dissolved and replaced by a new organization called the Students' Society of McGill University.

Now, it may very well be that we are called the Alma Mater Society precisely because McGill's student society originally bore that name. This is because our Alma Mater Society at UBC developed out of the Alma Mater Society at the McGill University College of British Columbia, a Vancouver college affiliated with McGill in Montreal before there was an independent university in British Columbia. In 1907, the students at this McGill affiliate formed an association, and it must have seemed natural to name it after the Alma Mater Society at the parent institution in Montreal – even though, less than a year later, that Alma Mater Society was to disappear forever. And when UBC replaced the old McGill BC college (in 1915), the students at the new university retained the name Alma Mater Society for the university student association.

So we get our name, most probably, from the short-lived Alma Mater Society at McGill in Montreal. But the question then is, Why did McGill's students choose that name? To which the answer may be that they were imitating the Alma Mater Society at Queen's, which had been formed some decades earlier, in 1858.

But then the question is, Why did the Queen's association get this name? And in this case an explanation finally begins to emerge, for the original Queen's Alma Mater



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Society was not exclusively or even primarily an association of current students. It contained graduates and professors as well as current students, and its focus was not on the current students but on the graduates; indeed, in its early days its constitution provided that its president had to be a graduate or a professor.

In other words, the Queen's Alma Mater Society was in some ways more an alumni association than a student society, and thus it must have seemed quite appropriate to use the phrase "Alma Mater" in naming it.

And so it seems that the reason we have a name that makes people think we are the alumni association is that we are indirectly named after an organization that originally was an alumni association.



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**APPENDIX 8:  
A TREK THROUGH UBC STUDENT HISTORY**

Compiled by  
Sheldon Goldfarb, AMS Archivist

*Pre-History*

1899-1900: Vancouver College, primarily a high school, begins offering post-secondary courses accredited by Montreal's McGill University. Six students enroll in the post-secondary program (enrollment reaches 30 in 1905-06).

Fall 1906: McGill University College of British Columbia (McGill BC) opens, replacing the post-secondary program at Vancouver College and offering university-level instruction to 48 students (enrollment in later years rises to about 300).

Fall 1907: McGill BC's students organize a student society known as the Alma Mater Society. First president: F.J. Shearer.

*Early Days, Fairview Campus*

September 27-30, 1915: Opening of UBC, first true university in the province, temporarily housed in McGill BC's old buildings (called the "Fairview Shacks") at 12th and Oak. McGill BC closes; many of its professors and students continue at UBC (though some go overseas to fight in World War I). Registration and meeting of faculty members: September 27. First lectures: September 30.

October 15, 1915: Birthday of the Alma Mater Society (AMS) of UBC; students meet and adopt constitution for new student society; Sherwood Lett elected first AMS President later that month.

1915-16: First student clubs at UBC: two debating clubs (the Men's Literary Society and the Women's Literary Society); the Players' Club (putting on theatrical productions); the Glee Club (later the Musical Club, then the Musical Society or Mussoc).

December 1916: First UBC student publication, a monthly magazine called the *Anonymous* (later renamed *Ubicee*).

1916-17: Mountaineering Club formed (later renamed the Varsity Outdoors Club).

1916-17: Predecessor of SAC formed to oversee the clubs: first called the Literary Department, then the Literary and Scientific Department (LSD), 1917-27; then the Literary and Scientific Executive (LSE), 1927-54; then the University Clubs Committee (UCC), 1954-72. It became SAC in 1975.



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October 17, 1918: First issue of new student newspaper called the *Ubyssy*.

October 28, 1922: The Great Trek. All 1200 UBC students march from the Fairview campus to the site of the still unbuilt campus in Point Grey (the current Vancouver campus), demanding that the government provide the money needed for construction. (The government agrees.)

*Point Grey: The First 40 Years*

September 1925: First classes at the new Point Grey campus.

February 17, 1928: An AMS general meeting votes to oppose the revival of a Canadian Officers Training Corps (COTC) contingent on campus; but the University Senate approves the revival, and the COTC contingent begins functioning in 1928-29.

April 27, 1928: The students incorporate their Alma Mater Society as an independent non-profit society in order to raise money for campus building.

November 9, 1929: Official opening of UBC's first gymnasium, built with money raised by the AMS: first of many campus building projects initiated by students through the AMS.

1936-37: Film Society founded; first year's film presentations include *Thunder over Mexico*, *Fra Diavolo*, and *Ali Baba*.

September 1937: Distant origin of CiTR. AMS begins weekly half-hour radio broadcasts on local radio station (directed by a new club, the Radio Society).

January 31, 1940: Official opening of Brock Hall, the first UBC student union building, paid for largely by funds raised by the AMS.

January 1949: The Dance Club (constituted the previous year) begins functioning, advertising classes in the tango, the rumba, and the fox trot.

October 25, 1954: Fire at Brock Hall; roof falls in; students launch fund-raising campaign to pay for restoration.

December 1956: The Second Trek. A student petition campaign convinces the government to increase funding for the University.

March 1963: The Third Trek (the "Back Mac" Campaign). Students march, boycott classes, and petition in support of UBC President John B. Macdonald's request for increased funding and greater access to higher education.



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*Point Grey: Since 1965*

October 18, 1967: Students elected to the University Senate for the first time.

September 26, 1968: Opening of the second Student Union Building (the SUB), paid for largely by AMS funds.

October 24, 1968: Urged on by U.S. radical leader Jerry Rubin, thousands of UBC students occupy the Faculty Club. The AMS Student Council condemns the occupation, but helps organize a teach-in the following week on university reform.

November 28, 1968: Opening of The Pit, the first student pub on campus, temporarily located on the second floor of the SUB until a permanent home could be made for it in the SUB basement. The Pit's name, which was probably given to it because of the plans to move it to the basement, was suggested by David Suzuki, the noted environmentalist and at the time a UBC faculty member.

January 1969: The Radio Society begins broadcasting as CYVR (becomes CITR in 1974; begins broadcasting off-campus on cable in 1975 and on FM in 1982).

September 24, 1971: About 2000 students heed an AMS call to block the U.S. border to protest nuclear testing on Amchitka Island in Alaska.

November 19, 1973: The Pit opens in its new location, in the SUB basement. Beer goes on sale for 40 cents a bottle.

December 1974: Students elected to the University Board of Governors for the first time (one is Svend Robinson, later an NDP MP).

November 1975: Referendum revamps AMS structure, creating the Student Administrative Commission (SAC), the body responsible for overseeing clubs.

April 1, 1977: AMS Student Court orders the AMS to pay compensation to the Varsity Outdoors Club (VOC) in a dispute over ownership of the Whistler cabin (built for the AMS and the VOC in 1965). AMS Student Council refuses to approve the Court ruling. A compromise is later reached.

February 4, 1986: Bowing to protests, the Engineers replace their annual Lady Godiva ride with a mock funeral procession, but then stage a strip show in the Hebb Theatre. (The rides subsequently resumed for a few more years, but were discontinued after 1989.)

January 1987: Students vote against banning the sale of South African products in the SUB in a referendum aimed at protesting against apartheid. (The No side argued that the products were only tenuously connected to South Africa.)



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September 1989: Students vote against paying a \$30 AMS fee to build the Student Recreation Centre, reversing a vote from the year before. (The Administration then introduces its own \$40 student fee to pay for the Centre.)

1994-95: The *Ubyyssey*, until then an AMS publication, does not publish all year, following conflicts with the AMS Executive sparked by controversial articles in 1993-94. In 1995-96, the *Ubyyssey* is reborn as an independent publication (no longer published by the AMS).

February 14, 1996: The AMS officially announces its new Child Care Bursary Fund, named after Mrs. Evelyn Lett, a member of the first AMS Student Council in 1915-16. Mrs. Lett, aged 99, attends the ceremony and makes a short speech.

November 25, 1997: The summit of leaders from member nations of APEC (the Asia Pacific Economic Cooperation organization) turns violent as protesters on campus are sprayed by police with pepper spray. The incident leads to widespread condemnation of the police, lawsuits, and a public inquiry.

January 22, 1998: A successful lawsuit by four UBC students forces UBC to refund \$1 million in fees that it collected in violation of a provincial tuition freeze.

March 26, 1999: Death at the age of 102 of Mrs. Evelyn Lett, member of UBC's first Student Council in 1915-16; co-author of the first AMS constitution; widow of Sherwood Lett, the first AMS President.

February-March 2002: BC Liberal government lifts six-year-old tuition freeze; UBC raises fees for first time since mid-1990's.

February 2003: In the largest turnout ever for a referendum, students vote to introduce the U-Pass, an inexpensive bus pass for students.

February-March 2003: UBC teaching assistants go on strike until legislated back to work.

February 2004: Council bans slates in AMS elections.

March 2004: UBC and the provincial government announce the creation of a new UBC campus in the Okanagan, to open in 2005 on the grounds of the old Okanagan University College.

December 2004: AMS Executive fires the General Manager, Bernie Peets, but Council overturns the dismissal, brings back the General Manager, and votes to censure the Executive.

February 2005: In a vote surpassing even the first U-Pass referendum, over 19,000 students vote in favour of continuing the U-Pass at a slightly higher price.



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March 2008: Another referendum approves U-Pass at a slightly higher rate and also approves spending on a new Student Union Building. Also the bylaws are amended for the first time in decades, and the AMS name is changed to AMS Vancouver.

November 2009: Controversy erupts when the AMS President and VP External lodge a complaint at the UN over tuition fees in BC. A referendum to remove them from office barely fails.

February 2010: Security breach discovered in AMS electronic election system: 731 illegal votes cast, but results of Executive elections not affected.

April 30, 2010: The AMS and the University sign an agreement to build a new Student Union Building.

February 29, 2012: Ceremonial groundbreaking for the New SUB.

January 2013: Another successful U-Pass referendum, with the highest turnout ever. Also successful amendment of AMS Bylaws to change Executive turnover date to May 1.

March 2015: The AMS sells Whistler Lodge for \$1.45 million.

June 1, 2015: Opening of the New SUB, officially called the AMS Student Nest.