
SUBJECT	INTERNAL POLICIES REVIEW
MEETING DATE	JULY 10, 2019
MOTION	<p>BE IT RESOLVED THAT, at the recommendation of the Steering Committee, the AMS Council approve the appropriate Standing Committees be responsible for reviewing the respective internal policies as listed in the document titled ‘Internal Policies Review Report’ under Attachment #1 - Internal Policies and Responsible Committees.</p> <p>BE IT FURTHER RESOLVED THAT, at the recommendation of the Steering Committee, the AMS Council direct the appropriate Standing Committees to complete a review of their newly assigned respective internal policies by the end of the 2019/20 Fiscal Year.</p>
PREPARED BY	<p>Chris Hakim, President Katherine Westerlund, Chair of the Governance Committee</p>
DOCUMENTS	<p>1. Internal Policies and Responsible Committees</p>

**DESCRIPTION &
 RATIONALE**

The Steering Committee recommends that AMS Council reassign the responsible committees for multiple internal policies to appropriate Standing Committees. The Steering and Governance Committee reviewed all current internal policies and determined that multiple internal policies were assigned to committees that (1) did not have purview over the business of certain policies, or (2) do not exist any longer. This motion would result in an omnibus amendment of the listed internal policies to change the responsible body appropriately.

The rationale behind why certain internal policies were assigned the listed Standing Committee is as follows:

1. I-2 Cheque Signing Policy would be reassigned to the Finance Committee instead of the listed Legislative Procedures Committee due to the policy dealing with the procedures of signing cheques;
2. I-3 Responsible Use of Students' Email Addresses would be reassigned to the Executive Committee instead of the listed Student Life and Communications Committee due to the policy dealing with the procedures of how often the AMS can send out mass emails to students and ensuring that that usage is aligned with the AMS's values and objectives;
3. I-4 Alcohol and Consumption Policy would be reassigned to the Operations Committee instead of the listed Student Administrative Commission due to the policy dealing with the framework of safe consumption of alcohol within AMS spaces, events, and subsidiaries;
4. I-6 Responsible Computer Use Policy would be reassigned to the Finance Committee instead of the listed Student Life and Communications Committee due to the policy dealing with IT procedures which is directly under the Finance Committee's purview;
5. I-11 Tuition Consultation Policy would be reassigned to the Advocacy Committee due to the policy dealing with the AMS's response on new/increased tuitions fees;
6. AMS Ethical and Sustainable Purchasing Policy would be assigned to the Finance Committee due to the policy dealing with procedures of contracts between AMS Businesses and suppliers;
7. AMS Environmental Sustainability Strategy would be assigned to the Operations Committee due to the policy dealing with the AMS's strategy towards creating a more sustainable AMS which is directly under the Operations Committee's purview.
8. AMS Campus Safety Vision Statement would be assigned to the Advocacy Committee due to the policy dealing with the AMS's commitment to the community on campus safety and how the AMS would work with external bodies on ensuring that safety;
9. AMS Communications Policy would be assigned to the Executive Committee due to the policy dealing with the AMS's strategy on effective communications and engagement;
10. Executive Smart Phones Policy would be reassigned to the Finance Committee instead of the listed Budget Committee due to the policy dealing with the appropriate subsidy to provide AMS Executives for their work smartphones;
11. Alcohol Reimbursement Policy would be assigned to the Finance Committee due to the policy dealing with the guidelines of how much alcohol costs for AMS staff appreciation and partnership building would be reimbursed;

12. AMS Travel Policy would be assigned to the Finance Committee due to the policy dealing with the guidelines of costs that would be reimbursed when AMS Employees are travelling for business reasons;
13. AMS Health and Safety Policy would be assigned to the Human Resources Committee due to the policy dealing with how the AMS intends to provide a safe, healthy, and secure working environment for its staff;
14. Relations with External Organizations Policy would be assigned to the Executive Committee due to the policy dealing with the requirements if the AMS would consider joining an external organization;
15. AMS Sponsorship Guidelines Policy would be assigned to the Executive Committee due to the policy dealing with the procedures of how the AMS were to sponsor another organization, event, service, or programming.

The Steering Committee also recommends that AMS Council direct the Standing Committees to complete a review of their newly assigned internal policies. The rationale behind this decision is due to the fact that all of the listed policies are either (1) up for a review during this year, or (2) outdated. By completing a review by the end of the 2019/20 Fiscal Year, the AMS is able to ensure that all of its internal policies are kept up-to-date with its functions.

BENEFITS

Reputational,
Financial,
Sustainable, Social

The amendments reflect best governance practices by properly assigning internal policies to the appropriate Standing Committees. This ensures that the most relevant individuals would be work on policies that reflect their work and expertise.

In addition, the direction to review the policies by a timeline will ensure that the AMS has up-to-date policies that will align with its current day-to-day operations.

RISKS

Financial,
Operational,
Reputational

Failure to ensure the policies reflect internal practice will result in future operational risks where the AMS's real functions do not align with procedures that have been set out.

COSTS

Financial,
Resources, Lifecycle

Committees will be responsible for performing multiple policy reviews within a year-long time span which means time from AMS staff and councillors will be required to complete the reviews on schedule. In addition, certain policies will likely need to be reviewed by the AMS's legal counsel which result in legal fees as a cost.

TIMELINE

CONSULTATION
Internal & External
Groups

The Governance Committee and the Steering Committee were consulted on the policies and the need to review them.

ATTACHMENT #1 – Internal Policies and Responsible Committees

POLICY	CURRENT RESPONSIBLE COMMITTEE	PROPOSED RESPONSIBLE COMMITTEE
I-2 Cheque Signing Policy	Legislative Procedures Committee	Finance Committee
I-3 Responsible Use of Students' Email Addresses Policy	Student Life and Communications Committee	Executive Committee
I-4 Alcohol Consumption Policy	Student Administrative Commission	Operations Committee
I-6 Responsible Computer Use Policy	Student Life and Communications Committee	Finance Committee
I-11 Tuition Consultation Policy	Advocacy Committee	Advocacy Committee
AMS Ethical and Sustainable Purchasing Policy	N/A	Finance Committee
AMS Environmental Sustainability Strategy	N/A	Operations Committee
AMS Campus Safety Vision Statement	N/A	Advocacy Committee
AMS Communications Policy	N/A	Executive Committee
Executive Smart Phones Policy	Budget Committee	Finance Committee
Alcohol Reimbursement Policy	N/A	Finance Committee
AMS Travel Policy	N/A	Finance Committee
AMS Health and Safety Policy	N/A	Human Resources Committee
Relations with External Organizations Policy	N/A	Executive Committee
AMS Sponsorship Guidelines Policy	N/A	Executive Committee