



CLUB CONSTITUTION

The Recognized Constitution of:

The Planning Students' Association of UBC

Club Name

January 01, 2017

Date

**READ THROUGH ALL PARTS CAREFULLY.
THIS IS THE CONSTITUTION OF YOUR ORGANIZATION.**

General questions and inquiries are to be directed to:

Vice-President Administration

SUB Room 238G
(604)-822-3961
vpadmin@ams.ubc.ca

or

SAC Vice-Chair

SUB Room 238F
(604)-822-2361
sacvc@ams.ubc.ca

Original Copy filed in SAC Vice-Chair's Club Files

(Revised June 2008)

(Revised January 2015)

(Revised January 2016)

ARTICLES

ARTICLE 1: NAME

- 1.1 The name of the Club shall denote affiliation with the Alma Mater Society, either “The AMS” or “The _ of the AMS” or “The UBC” or “The _ of UBC”.
- 1.2 The name of the Club shall **not** contain the words “Council”, “Undergraduate Society” or “Society” in their names.
- 1.3 The name of the Club shall imply the purposes of the Club.
- 1.4 In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

THE NAME OF THIS ORGANIZATION SHALL BE:

The Planning Students’ Association of UBC, hereafter referred to as “The UBC PSA”

ARTICLE 2: PURPOSE

The Purpose of the Club is stated to ensure continuity from year to year. It also distinguishes you from the other clubs on campus

THE PURPOSES OF THIS ORGANIZATION ARE:

- 2.1 To contribute to the mission of the School of Community and Regional Planning (SCARP), which is: to advance the transition to sustainability through excellence in integrated policy and planning research, professional education, and community service;
- 2.2 To support students during their academic term at SCARP;
- 2.3 To represent SCARP students
 - a) to faculty in school management and curriculum issues;
 - b) to the university community;
 - c) to the broader planning network.
- 2.4 To promote a fun, friendly, and creative learning environment within an attractive physical space;
- 2.5 To enhance the development of Planning students’ skills and capacity; and
- 2.6 To act on behalf of the SCARP student body regarding issues of concern within the school and in the broader public arena.

ARTICLE 3: CATEGORY

- 3.1 The Category is to help Administration organize the club directory
- 3.2 The Categories are: Academics/Management, Community Service, Cultural/Identity, Leisure/Hobby/Special Interests (Other), Media/Arts/Performance, Political/Social Action, Recreational/Athletic, Science, Social, and Spiritual.

THE UBC PSA IS AN ACADEMICS/MANAGEMENT CLUB.

ARTICLE 4: MEMBERSHIP

The membership of this organization shall comprise:

- 4.1 Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
- 4.2 Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions (See SAC Policy Handbook).
- 4.3 Honorary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.
- 4.4 A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
- 4.5 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club's membership.
- 4.6 The membership period shall not be longer than one (1) year, and shall end no later than September 30th.
- 4.7 Active Members shall pay an annual non-refundable membership fee of a minimum of one dollar (\$1) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least fifty percent (50%) more than Active membership fees.
- 4.8 Changes in membership fees shall not become binding on established members until the termination of the current membership period.
- 4.9 Each new member of a club must sign an AMS General Member waiver form (the waiver form can be found in the Treasurers' Handbook).

ARTICLE 5: EXECUTIVE COMMITTEE

The Club shall have an Executive Committee comprising the following Executive Officers elected annually by the Active Members.

- 5.1 President
- 5.2 Vice President
- 5.3 Treasurer
- 5.4 Administrator
- 5.5 Orientations Coordinator
- 5.6 Professional Development Coordinator
- 5.7 External Relations Coordinator
- 5.8 Equity Coordinator

Note: Two Executive Officers must be Booking Representatives, one of whom must be the Treasurer.

ARTICLE 6: FUNDS

- 6.1 All constituted AMS clubs by SAC must have an AMS account.
- 6.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 6.3 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to deconstitution under the discretion of SAC. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club's monetary transaction records.
- 6.4 Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. Therefore, so as not to put the status of the AMS as a society in jeopardy, the above rule **MUST** be strictly adhered to.
- 6.5 All membership fees must be deposited in the AMS club account.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

Treasurer

(The signing officer cannot also be the President.)

ARTICLE 7: CONSTITUTIONAL AMENDMENTS

- 7.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.
- 7.2 An amendment may be proposed at a General Meeting if it is presented by a signed petition representing ten percent (10%) of the **non-executive active membership**.
- 7.3 All amendments to the Constitution shall be proposed at a General Meeting of the Club at least two weeks before they are voted upon. All amendments must be passed by two-thirds (2/3) majority at the General Meeting where the quorum is fulfilled.
- 7.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.

ARTICLE 8: QUORUM

- 8.1 Unless otherwise stated, the quorum for all meetings shall be ten percent (10%) of the Active membership of the Club excluding the Executive Members.

BYLAWS

BYLAW 1: GENERAL MEETINGS

- 1.1 Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Annual General Meeting (AGM) during the University winter session.
- 1.2 A General Meeting shall be called by the President at the request of the Executive Committee.
- 1.3 A General Meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership of the Club, or quorum as specified in the Club constitution, whichever is lesser. The dates must be at least seven (7) days after the initial receipt of the petition.
- 1.4 Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.
- 1.5 The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.
- 1.6 Minutes of the meetings must be kept if Club decisions are to be upheld by SAC in case of dispute, and shall be the accepted record of proceedings.

BYLAW 2: ELECTIONS

- 2.1 The election of Executive Officers shall take place during the first two (2) weeks of November.
- 2.2 Voting shall be supervised by a Chief Electoral Officer who shall be appointed 2-weeks prior to the election by the sitting executive and not be a member of the sitting executive.
- 2.3 The Chief Electoral Officer shall be in charge of managing an online voting system with a secret ballot, unless unavailable for technical reasons.
- 2.4 The Chief Electoral Officer shall oversee turn-out for the election. If turnout of all PSA members is not greater than 60% of active membership, then the election shall be declared null and void.
- 2.5 In cases of uncontested elections for positions, ballots shall ask voters to affirm or deny the candidate in question by selecting "Yes" or "No." In the event that a candidate does not receive more than a 51% "Yes" vote, the candidate shall be declared unsuccessful and a call for candidates for that position sent out and a by-election held.
- 2.6 Nominations shall be submitted confidentially to the Chief Electoral Officer at least a week before the election meeting.
- 2.7 The new Executive Committee shall assume office at the second Executive Meeting after the election.
- 2.8 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.
- 2.9 By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President shall call a by-election.

2.10 The elected President of the club cannot also be the sole signing officer of the club.

BYLAW 3: ELIGIBILITY OF EXECUTIVE OFFICERS

3.1 Only living, Active Members of the Alma Mater Society shall be eligible to hold executive offices.

3.2 All Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).

BYLAW 4: MEMBERSHIP PRIVILEGES

4.1 Only Active AMS members shall vote, sign Petitions or be elected to the club executive.

4.2 Only Active students enrolled in the School of Community and Regional Planning shall be accepted as members of the PSA.

4.3 Only Active students enrolled in the School of Community and Regional Planning shall be elected to the club executive.

BYLAW 5: EXECUTIVE DUTIES

5.1 President

5.1.1 Act as liaison to the Student Administrative Commission

5.1.2 Call a General Meeting

5.1.3 Act as liaison to the SCARP School Management Committee

5.1.4 With the active membership of the PSA, develop a PSA Strategic Plan at the beginning of the PSA term in January

5.2 Vice President

5.2.1 Stand in for the President as necessary

5.2.2 Manage the agenda for meetings

5.2.3 Provide support to committee chairs as necessary

5.2.4 Ensures call for agenda items at least three (3) days before a meeting

5.2.5 Represent the voice of SCARP students

5.2.6 Ensures that all PSA Officers, Chairs, and Liaisons are carrying out their respective responsibilities

5.3 Treasurer

5.3.1 Act as liaison to Finance Commission

5.3.2 Act as one of the two Bookings Representatives of the club

5.3.3 Act as the sole signing officer of the Club

5.3.4 Prepare the budget for consideration of the Board and submit it to the AMS by the deadline established by the AMS each year

- 5.4 Administrator
 - 5.4.1 Keep minutes at PSA meetings.
 - 5.4.2 Distribute minutes to members through the appropriate channels in a timely fashion
 - 5.4.3 Ensure Executive contact information is up-to-date, and communicated with the SAC Vice-Chair
- 5.5 Orientations Coordinator
 - 5.5.1 Chair the orientations committee.
 - 5.5.2 Act as liaison between the UBC PSA and the orientations committee.
 - 5.5.3 Coordinate Orientations week activities
 - 5.5.4 Work with Equity Coordinator and Committee to develop anti-oppression workshop and implement it during orientation week
 - 5.5.5 Work with the School Administration and UBC PSA Facilities Coordinator to deliver a safety and emergency protocol session during Orientation week
- 5.6 Equity Coordinator
 - 5.6.1 Chair the Equity Committee
 - 5.6.2 Initiate, with an outside facilitator, anti-oppression workshop for all students and faculty in September.
 - 5.6.3 Develop and administer ‘safe spaces’ policy for SCARP events and classes and administer an anonymous feedback mechanism to showcase target areas for future workshops
 - 5.6.4 Liaise with AMS, GSS, and the Wellness Initiative on all relevant inclusion policies
 - 5.6.5 Administer and develop, as desired, workshops and learning opportunities for the SCARP community on equity and inclusion
- 5.7 External Coordinator
 - 5.7.1 Chair the External Relations Committee - including representatives for Planning Institute of BC, Canadian Institute of Planners, American Planning Association, and Canadian Association of Planning Students
 - 5.7.2 Liaise with other on-campus clubs and organizations, and other student associations, especially Landscape Architecture, Architecture, Civil Engineering
 - 5.7.3 Liaise with campus organizations, both planning and non-planning, from other schools in the Lower Mainland
 - 5.7.4 Work with the President to develop close partnerships with the Canadian Institute of Planners, the American Planning Association, and the Canadian Association of Planning Students.
 - 5.7.5 Present in January of each year an external relations strategy for the year that includes campaigns that the PSA could become involved in and partnerships to be developed.
- 5.8 Professional Coordinator

- 5.8.1 Chair the Professional Development Committee
- 5.8.2 Maintain an events and professional development calendar that can be shared and updated amongst the SCARP community
- 5.8.3 Develop a strategic plan in January of workshops, peer-led teaching and learning sessions, and other professional development opportunities
- 5.8.4 Liaise with outside partners, both on and off-campus, to seek out new learning opportunities for students
- 5.8.5 Work with SCARP Administration to maintain list of possible internships for students and to create new work opportunities for students wherever possible.

BYLAW 6: PROCEDURE

- 6.1 All procedural matters shall be governed by Robert’s Rules of Order, Newly Revised.
- 6.2 Any further discrepancies shall be decided by Student Council, which is the final authority.

BYLAW 7: MEMBERSHIP FEES

- ~~7.1 Fees shall *not* be refundable under any circumstances~~
- 7.2 The Executive Committee may amend the fees at the first Executive meeting of the winter session, but the amendment shall not be valid unless passed by SAC.
- 7.3 Active membership fees shall be thirty dollars (\$30) per year (September to September).
- 7.4 Associate membership fees shall be at least fifty percent (50%) more than the Active membership fees. They shall be one hundred dollars (\$100) per year (September to September)
- 7.5 Honorary membership fees shall be zero dollars (\$0). *At its discretion, the PSA may offer honorary membership to any SCARP students in their third year of studies or above, for the remaining duration of their studies.*

BYLAW 8: COMMITTEES

- 8.1 Committees shall be appointed by the Executive Officers or at a General Meeting. The Executive Officers still shall take the responsibility to supervise and control the activities of all the committees.

BYLAW 9: BUDGET

- 9.1 In accordance with the AMS Bylaw 13(6), all funds shall be remitted to the Finance commission by May 30th.
- 9.2 An annual report including a statement of Club proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

BYLAW 10: LIAISONS & COMMITTEE CHAIRS

10.1 Following the November elections, student liaisons to several organizations shall be appointed by the executive from the general membership. **This may include:**

10.1.1 The Alma Mater Society of UBC (AMS)

10.1.2 The Graduate Students' Society of UBC (GSS)

10.1.3 The Canadian Institute of Planners (CIP)

10.1.4 The Planning Institute of British Columbia (PIBC)

10.1.5 The American Planning Association (APA)

~~10.1.6 The Planners Network (PN)~~

Teaching, Learning, and Curriculum Committee Representative

10.2 Following the November elections, students shall be appointed from the general membership to chair several committees. **These committees may include:**

10.2.1 The Facilities Committee

10.2.2 The Communications Committee

10.2.3 The Social Events Committee

10.2.4 The Workshops and Professional Development Committee

10.2.5 The Equity Committee

10.2.6 Sustainability Committee

10.2.7 International Students Committee

10.2.8 The Wellness Committee

BYLAW 11: INTERPRETATION

11.1 Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

EXECUTIVE OFFICERS:

All Executives must be Active Members of the AMS.

President

Name: Ruby Carrico
Student #: 19225127
Email: rubydagmar@gmail.com
Tel #: 604-722-2035

Vice-Presidents

Name: Jean Roe
Student #:
Email: jean_roe@outlook.com
Tel #:

Name: Wonjun Cho
Student #:
Email: wonjun.cho94@gmail.com
Tel #:

Treasurer

Name: Henry Kosch
Student #:
Email: hfkosch@gmail.com
Tel #:

Administrator

Name: Liana Glass
Student #:
Email: lianajglass@gmail.com
Tel #:

Orientations Coordinators

Name: Jenna Hildebrand
Student #:
Email: jennahild@gmail.com
Tel #:

Name: Kate Davis
Student #:
Email: katherinelizdavis@gmail.com
Tel #:

Professional Development Coordinator

Name: Emilia Oscilowicz
Student #: emiliaoscilowicz@yahoo.com
Email:
Tel #:

External Relations Coordinator

Name: Tru Taylor
Student #:
Email: jttaylor423@gmail.com
Tel #:

Equity Coordinators

Name: Andrea Oakunsheyld
Student #: 71540001
Email: hudsonmclellan@gmail.com
Tel #: 778-580-7534

Name:
Student #:
Email:
Tel #:

OTHER ELECTED POSITIONS:

AMS Representative

Name: Jonathan Kew
Student #:
Email: jonathankew@gmail.com
Tel #:

GSS Representative

Name: Timothy Luk
Student #:
Email: thluk1@gmail.com
Tel #:

**Teaching, Learning, and Curriculum Committee Representative
2016-2018 MCRP Cohort**

Name: Kate Davis
Student #:
Email: katherinelizdavis@gmail.com
Tel #:

ALL EXECUTIVE CONTACT INFORMATION MUST BE UP TO DATE.
ANY CHANGES MUST BE SUBMITTED TO THE SAC VICE-CHAIR.

ACTIVE MEMBERSHIP

To be constituted, you must have and maintain at least 10 active non-executive UBC members

Name:

Student #:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

ASSOCIATE MEMBERSHIP

Name:

Affiliation:

1. _____
2. _____
3. _____
4. _____
5. _____

HONORARY MEMBERSHIP

Name:

Affiliation:

1. _____
2. _____
3. _____
4. _____

Note: The number of Associate and Honorary members may not be more than one third (1/3) of the total membership.

DOCUMENTATION

Please also attach a copy of the following:

1. Letter to SAC Vice-Chair that further explains the intended purpose of the Club.
2. Filled in Club Constitution; one (1) soft copy and one (1) hard copy.
3. Annual plan of events and activities for one (1) year.
4. Filled in Prospective budget template for one (1) year; one (1) soft copy and one (1) hard copy.

This Constitution is submitted by: _____

Position: _____

Date: _____

Signature: _____