

AMS Operations Committee Policy Manual

September 2019

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Section 1 - Definitions

1. **“AMS Club”**: a subsidiary organization of the AMS constituted as an ‘AMS Club’ by the AMS Operations Committee;
2. **“Program Club”**: a subsidiary organization of the AMS comprised solely of members in a specific UBC disciplinary program ;
3. **“Active Member”**: an AMS Club member who is also an Active Member of the AMS;
4. **“Associate Member”**: **an AMS Club member who is not an Active Member, but is rather a member of the AMS through fees paid to a subsidiary group;**
5. **“Alma Mater Society”** or **“AMS”**: the student society of the University of British Columbia - Vancouver;
6. **“AMS Booking Representative”**: the AMS staff member who is responsible for coordinating various booking requests of internal AMS groups;
7. **“Bookable Room”**: a room within AMS spaces designated for booking;
8. **“Constituency”**: an AMS recognized student association of a degree granting faculty or school of UBC Vancouver;
9. **“Fiscal Year”**: the period of time between May 1 and April 30 inclusive;
10. **“School Year”**: the period of time of UBC’s academic year;
11. **“Student Resource Group”**: a Student Resource Group of the AMS as defined in the AMS Code of Procedures, Section XI;
12. **“Student Service”**: a Student Service of the AMS as defined in the AMS Code of Procedures, Section X; and
13. **“Nest”**: the Student Union Building at the University of British Columbia.

Section 2 - Interpretation and Authority of the Operations Committee Policy Manual

1. The Operations Committee Policy Manual, or anything therein, may be amended, added to, or suspended upon a two-thirds (2/3) resolution of the Operations Committee.
2. The Operations Committee Policy Manual shall be interpreted by the Operations Committee, except where a ruling or resolution is made by AMS Council.
 - i. **The Vice President Administration shall have the ability to make interpretations of the Operations Committee Policy Manual, subject to the final decision of the Operations Committee.**
3. The Operations Committee Policy Manual shall be circulated for information to AMS Council whenever changes are made.

Section 3 - Committees, Subcommittees, and Working Groups

1. The Operations Committee

- a. The Operations Committee shall be composed of:
 - i. the Vice-President Administration;
 - ii. four (4) non-Executive Council members; and
 - iii. two (2) Students at Large.
- b. The Operations Committee shall:
 - i. oversee the management and infrastructure of all facilities operated by the Society;
 - ii. oversee the management and policy of bookings, space allocation, and security in the AMS Student Nest;
 - iii. establish regulations for clubs and other recognized student organizations and publish such regulations in the Operations Committee Policy Handbook;
 - iv. ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals;
 - v. work to make the Society more equitable in its operations;
 - vi. ensure the regulation of the Society's art collection;
 - vii. consider necessary or desirable renovations to the AMS Student Nest and any other Society buildings, as well as other capital projects, present options and recommendations about such renovations and projects to Council, and verify that all such renovations and projects have been completed satisfactorily;
 - viii. propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
 - ix. have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

2. The Finance Committee

- a. The Finance Committee shall be composed of:
 - i. the Vice-President Finance;
 - ii. one (1) member of the Executive chosen by the Executive;
 - iii. three (3) Council members;
 - iv. two (2) students at large;
 - v. the Managing Director, who shall be non-voting; and
 - vi. the Associate Vice-President Finance, who shall be non-voting.
- b. The Finance Committee shall provide oversight and accountability for the finances of the entire Society and advise the Vice-President Finance and the Managing Director on business and financial matters.
- c. Without limiting the generality of paragraph 2 above, the Finance Committee shall:

- i. approve and prepare the preliminary and final budgets for the Society, in accordance with Section IX B;
- ii. monitor the Society's financial activities;
- iii. administer the Society's funds;
- iv. exercise stewardship over the Society's investment policy;
- v. approve and make any necessary changes to the Club and Constituency Finance Policy Guide, including the Club and Constituency Credit Card Policy;
- vi. oversee the Society's IT policies;
- vii. submit reports to Council in August, November, and February, in accordance with the following provisions:
 - 1. the reports shall be compiled by the Vice-President Finance and the Managing Director and approved by the Committee before going to Council;
 - 2. the reports shall state the Society's actual expenditures, which shall include line item spending actuals by department to date;
 - 3. the reports shall state the Society's business contributions by business outlet;
 - 4. the August and November reports shall include financial reports from Society or University groups receiving dedicated student fees, the August report to cover November to April and be submitted to the Finance Committee at least one week before the last Council meeting in August, and the November report to cover May to October and be submitted to the Finance Committee at least one week before the last Council meeting in November;
 - 5. the February report shall include a reforecast of the Society's budget;
- viii. submit a report to the Annual General Meeting in accordance with the provisions of paragraph (g) above;
- ix. make recommendations about dealing with deficits, surpluses, and unallocated revenue from donors and sponsors, in accordance with Section IX B, Articles 4 and 5;
- X. have the power to approve short-term loans to Constituencies and Clubs;
- xi. carry out such duties concerning the Society's Funds as are given to it in Section IX B of the Code;
- xii. monitor the accounts of Constituencies and Clubs;
- xiii. ensure compliance with the Code's Fiscal Procedures by all individuals and organizations within the Society;
- xiv. review short-term performance of the Society's businesses and suggest improvements to the Vice-President Finance;

- xv. assist the Vice-President Finance in ensuring the financial health of the Society;
- xvi. propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
- xvii. have such other duties as are as are outlined in the Bylaws or the Code or assigned by Council from time to time.

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

- a. The Clubs and Societies Working Group shall be composed of:
 - i. the Associate Vice-President Administration, who shall be the chair;
 - ii. the Vice-President Administration, who shall be the vice-chair;
 - iii. the Association Vice-President Finance;
 - iv. the Clubs Administrator; and
 - v. the Clubs and Constituencies Financial Administrator.
- b. The Clubs and Societies Working Group shall:
 - i. be a working group under the Operations Committee;
 - ii. receive, deliberate, and make recommendations on new club applications seeking AMS club status;
 - iii. recommend to the Operations Committee the deconstitution AMS clubs;
 - iv. provide updates to the Operations Committee about their activities through the VP Administrations; and
 - v. other duties as assigned from time to time by Council, the Operations Committee, or Code of Procedures.

4. The Sustainability Subcommittee

- a. The Sustainability Subcommittee shall be composed of:
 - i. the Associate Vice-President Sustainability, who shall be the Chair;
 - ii. the AMS VP Administration, who shall be the Vice-chair;
 - iii. one (1) AMS Staff member designated by the Managing Director, who shall be non-voting;
 - iv. the SEEDS Manager, who shall be non-voting;
 - v. a representative of UBC's Campus & Community Planning office (C+CP), who shall be non-voting and attend on an as needed basis;
 - vi. two (2) representatives from sustainability-focused student groups as selected

- by the Associate Vice President Sustainability;
- vii. two (2) Council members appointed by Council; and
- viii. one (1) Student-at-large appointed through Council.

b. The Sustainability Subcommittee shall:

- i. be a subcommittee under the Operations Committee
- ii. provide oversight over the AMS's progress in reaching operational targets and goals laid out in the Student Driven Sustainability Strategy;
- iii. update and improve the AMS Student Driven Sustainability Strategy as UBC and the AMS continues to evolve;
- iv. determine the operational actions and measurements necessary to reach the targets outlined in the AMS Student Driven Sustainability Strategy;
- v. recommend to certain departments of the AMS, with the approval of the Operations Committee, to take on certain actions items pertaining to sustainability;
- vi. disseminate information and content from the Sustainability Subcommittee's meetings to representative bodies and other organizations relevant to the topics discussed; and
- vii. provide updates to the Operations Committee about their activities through the Vice-President Administration.

5. The Hatch Art Gallery Selection Working Group

a. The Hatch Art Gallery Selection Working Group shall be composed of:

- i. the Hatch Art Gallery Manager, who shall be the chair;
- ii. the Hatch Art Gallery Assistant Manager;
- iii. an enrolled Art History and Visual Arts Department Critical of Curatorial MA student;
- iv. a member of the Art History Students' Association.

b. The Hatch Art Gallery Selection Working Group shall:

- i. be responsible for creating the exhibition schedule for the Hatch Art Gallery for the following academic year;
- ii. be struck each June to select the exhibitions for the Hatch Art Gallery for the following academic year;
- iii. hold a minimum of two (2) meetings per year; and
- iv. provide updates to the Operations Committee about their activities through the Vice-President Administration; and

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

Section 4 - Clubs Policy

1. Constituting AMS Clubs

- a. The 'New Club Application' form shall be made available on AMS Clubhouse in the months of June, September, and January.
 - i. Clubs applications shall be made available on the AMS website at a minimum of one month prior to their due date
- b. Each group of Active AMS Members intending to form a club, or who have formed a club, may apply for club status by preparing and submitting the following mandatory items:
 - i. a petition signed by **twenty-five (25)** Active Members requesting AMS club status;
 - ii. a list of potential resources the AMS Club may need from the AMS to function;
 - iii. a one-year plan outlining three (3) proposed major events;
 - iv. the purpose and goals of the AMS Club;
 - v. the AMS Club's anticipated membership fee; and**
 - vi. any external affiliations the club may have.**
- c. All AMS clubs of any status are required to follow the listed naming conventions:
 - i. All clubs shall be named AMS [CLUB NAME] at UBC; or AMS [CLUB NAME] @ UBC.
 - ii. AMS Club applications are prohibited from having the words "council" or "society" in their club's name
 - iii. Exceptions can be made by the Clubs and Societies Working Group, with approval of the Operations Committee
- d. The Clubs and Societies Working Group, with the approval of the Operations Committee, shall constitute a club on the basis of the following:
 - i. The club's mandate furthers the Mission Statement of the AMS.
 - ii. There are sufficient resources within the AMS to support the club.
 - iii. It is open to all AMS Members, unless Departmental/Program Club designation is sought.
 - iv. There is adequate justification for AMS club status.
 - v. The club's mandate does not overlap with the mandate of an existing AMS group.
 - vi. The club demonstrates the likelihood of future membership and financial

stability.

e. The AMS Operations Committee may not approve a new club application that proposes an AMS Club that it believes:

i. **has an external affiliation that primarily favours or benefits an external organization;**

ii. be considered a 'charity' club;

iii. primarily focuses on benefiting communities that are not members of the AMS;

iv. promotes, or would have the effect of promoting, discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.

f. When a group's application has been approved by the Operations Committee, they will be required to submit the following within a **60-day period**:

i. bylaws;

ii. IGM minutes showing a record of the elected executives and approval of bylaws; and

iii. A Clubhouse page.

1. The Operations Committee may advise a club to submit a constitution.

g. If a group's approved application is unable to provide the necessary items stated in Section 2, (f) within a 60-day period, the approval may be retracted by the Office of the Vice President Administration

h. Operations Committee and the Office of the Vice President Administration shall advise newly constituted AMS Clubs of additional requirements they need to fulfill.

j. Club applicants may not appeal a decision made by the Operations Committee.

i. The Vice President Administration may recommend to the Operations Committee that a club application be reconsidered.

2. Deconstituting AMS Clubs

- a. AMS Clubs shall cease to be an AMS Club by a resolution of Operations Committee.
- b. The executive of an AMS Club wishing to voluntarily end its AMS affiliation must submit to Operations Committee a written proposal for deconstitution, along with the minutes and an attendance sheet from the quorate general meeting of the club, at which a vote was held on whether or not the club should remain an AMS club.
 - i. Reasonable efforts must be made by the club executive(s) to inform club members of the general meeting in which a vote to deconstitute the club will be held;
 - ii. If at least ten (10) active members wish to remain affiliated with the AMS, the club shall remain an AMS club.
- c. The Operations Committee may deconstitute a club on the basis of any of the following:
 - i. violation of the Operations Committee Policy Manual, AMS Code of Procedures, AMS Bylaws, or AMS Internal Policies;
 - ii. failure to have financial transactions go through their AMS business account for one Fiscal Year;
 - iii. having less than ten (10) members;
 - iv. a history of poor financial management, history of poor governance, poor punctuality in communication of required documents, and/or behavioural concerns;
 - v. failure to renew the club;
 - vi. failure to adhere to its mandates and goals;
 - vii. suspicion of interference from an external organization;**
 - iv. promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation,**

other personal characteristics, or any other similar factor.

viii. other reasons as determined by the Operations Committee;

d. The Clubs and Societies Working Group may provide recommendations to the Operations Committee to deconstitute AMS Clubs.

e. The Clubs and Societies Working Group shall review all AMS Clubs when they are renewed, and recommend to the Operations Committee AMS Clubs for deconstitution that fill one or more of the categories in Section 4(2)(c).

f. When a motion for a deconstitution of a club is on the agenda of the Operations Committee, the club may submit a written appeal or be invited to appeal in-person to the Operations Committee.

i. an AMS Club should receive a notice of a motion of deconstitution on the Operations Committee agenda, **seven (7) days in the academic year, and fourteen (14) days outside of the academic year days prior to the Operations Committee meeting.**

1. the Office of the Vice-President Administration must make reasonable efforts to provide the club with notice of a motion of deconstitution.

2. upon notice of potential deconstitution, the club's financial account will be frozen until the motion of deconstitution is resolved.

g. When a club has been approved for deconstitution:

i. the Associate Vice-President Finance shall ensure that their accounts are rendered inactive;

ii. all AMS Club office and/or locker privileges shall be removed;

iii. all phone privileges shall be removed, if applicable;

iv. all AMS keys held by the club must be handed into the AMS Main Office within fourteen (14) days or the deposit on them shall be forfeited;

v. any surplus monies in the club's accounts shall be transferred into the Clubs Benefit Fund after 6 months following the club's deconstitution.

vi. any deficits shall be rectified in the year of deconstitution. The deficit of deconstituted clubs shall be approved by the Vice-President Administration and the Vice-President Finance, and transferred to Contingency Fund if the AMS decides not to pursue alternative action. If any alteration of the AMS Budget is required, such alterations shall be as per Bylaw II (1) (f).

vii. all Clubs and Societies Working Group files shall be updated, including but not limited to the Clubs and Societies Working Group database and club folders.

3. AMS Clubs Status

a. There are **two status designations** that AMS Clubs can be categorized under by the Office of the Vice President Administration:

i. 'Good Standing'; and

ii. 'Bad Standing'

b. The criteria for an AMS club to be categorized under a respective clubs status is as follows:

i. In order to be an AMS club with a **'Good Standing'** designation, the club in question must, including but not limited to, have:

1. submitted a club renewal form as per the first deadline;
2. attended an executive orientation;
3. a clean record of no violations of AMS Policies, Code of Procedures, or Bylaws.

ii. AMS Clubs in 'Good Standing' shall have access to all privileges of being an AMS Club.

iii. In order to be an AMS club with "Bad Standing", the club in question must be in violation of, including but not limited to:

1. have missed an executive orientation without authorization from the Vice-President Administration, Associate Vice-President Administration, or the Clubs Administrator;
2. have violated of the Operations Committee Policy Manual, AMS Code of Procedures, AMS Bylaws, or AMS Policies;
3. have given the Clubs and Societies Working Group probable cause to categorize them under **'Bad Standing'** clubs status;

c. AMS Clubs with a 'Bad Standing' may be penalized accordingly by the Vice President Administration with measures including but not limited to;

i. the club's financial accounts being frozen;

ii. the suspension of booking privileges;

iii. the elimination of office and/or locker privileges

d. The duration for which clubs remain in 'Bad Standing' is determined by the number of strikes incurred by that AMS Club since its last renewal. The framework for 'Bad Standing' strikes is as follows:

i. 1st strike, two (2) weeks;

ii. 2nd strike, one (1) month;

iii. 3rd strike, three (3) months and recommendation of deconstitution and/or other administrative action.

e. AMS Clubs in 'Bad Standing' may only have their space privileges revoked after

they incur their “2nd Strike”.

f. AMS Clubs may not appeal a ‘Bad Standing’ designation.

i. The Vice President Administration must notify the Operations Committee when a club has been placed in ‘Bad Standing’

ii. the Operations Committee may reverse a ‘Bad Standing’ designation upon resolution.

4. AMS Club Membership

a. Membership in all AMS Clubs shall be open to all Active AMS Members, as defined in Bylaw 2.1.

i. Only designated Program Clubs are exempt from this.

b. A minimum of two-thirds (2/3) of a Club’s membership shall be Active Members of the AMS.

c. Associate Members may not vote, hold executive positions in the club, or sign club petitions.

d. Membership classes may be differentiated if criteria are clearly stated in the Club’s Bylaws.

e. Membership privileges and obligations shall be clearly stated to each prospective member.

f. The membership period shall not be longer than one (1) year.

g. Active members shall pay an annual non-refundable membership fee of a minimum of \$1 (one dollar) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least 50% more than active membership fees.

h. Changes in membership fees shall not become binding on the established members until

the termination of the current membership period.

i. Each new member of a club must sign an AMS waiver form.

j. AMS Clubs are prohibited from removing members from their membership.

i. The Operations Committee is responsible for deciding whether to remove a member from an AMS Club(s).

5. AMS Club Executives

a. An AMS club must elect Executives to manage the affairs of the club on behalf of the general membership.

b. The duties and powers of the Executives shall be clearly specified in the Club Bylaws.

c. All AMS clubs are required to at least have a President and Treasurer as their Executives.

d. Elections shall only be held at General Meetings with quorum.

i. The quorum for all General Meetings shall be according to the tiers below:

1. Quorum for an AMS club with one hundred (100) members or less is ten (10) members;;

2. Quorum for an AMS club with more than one hundred (100) and two hundred (200) members is twenty (20) members; ;

3. Quorum for an AMS club with more than two hundred (200) members is thirty (30) members.

ii. All voting shall be done by secret ballot.

iii. Annual elections shall be held by March 15 and the results submitted to the Clubs and Societies Working Group through AMS Clubhouse interface no later than seven (7) days after the elections.

1. Requests to hold elections at a later date must be submitted to the Clubs and Societies Working Group for approval before February 28;

2. Additional by-elections fill vacancies shall be called as they become necessary.

iv. In the event a Club must hold a by-election to fill a vacancy, a Club may hold a Special General Meeting in which quorum for the election is ten (10) members in all cases.

1. This quorum standard only applies to elections, and may not be used to pass other resolutions.

e. Only Active Members of an AMS Club shall be eligible for executive positions.

f. All Active Members of an AMS Club shall be eligible for executive positions.

g. Newly elected executives are required to attend an 'Executive Orientation' set up by the Office of Vice-President Administration.

h. Executive positions shall be voluntary and AMS Club executives shall not receive honoraria or salary from the AMS Club.

i. Removal of an executive requires a quorate General Meeting to be held with a motion to remove.

i. the motion to remove must receive two-thirds approval to pass;

ii. the executive in question must receive at least two (2) weeks notice of a General Meeting with a motion to remove.

1. motion to remove an executive cannot be called from the floor.

j. the Operations Committee may vote to remove an executive from their position.

6. General Meetings

a. Each AMS Club shall have at least one General Meeting during each term of the Winter Session of the Academic year.

- b. Minutes of meetings must be recorded by all AMS Clubs in order for any decisions or changes to be ratified.
- c. General Meetings may be called by the President at the request of the Executive, or upon receipt of a petition signed by quorum of the AMS Club.
- d. General Meetings shall be held at reasonable times and places, and be properly publicized to the AMS Club's membership at least seven (7) days in advance.
- e. All General Meetings are to follow the procedural reference text "Robert's Rules of Order, Newly Revised" unless there are procedures set out in the AMS Club's constitution and/or bylaws.
- f. Only Active Members of an AMS Club shall vote at General Meetings, or be included in quorum.
- g. The quorum for all General Meetings shall be according to the tiers below:
 - i. Quorum for an AMS club with one hundred (100) members or less is ten (10) members;**
 - ii. Quorum for an AMS club with between one hundred (100) and two hundred (200) members is twenty (20) members;**
 - iii. Quorum for an AMS club with more than two hundred (200) members is thirty (30) members.**
 - iv. Clubs may set higher standards for quorum in their bylaws.**
- h. All constitution and bylaws amendments, including club name and membership fee changes, must be passed by two-thirds ($\frac{2}{3}$) majority at a General Meeting where quorum is met.
- i. If a General Meeting does not have quorum, an AMS Club member may challenge the motions passed at that meeting by contacting the Operations Committee.
 - i. The Operations Committee may declare motions invalid.**

7. Club Mergers

- a. AMS Clubs wishing to merge with another AMS Club or merge into a new AMS Club shall provide notice to the Vice-President Administration.
- b. All AMS Clubs involved in the merger must have a quorate General Meeting with a motion to merge with another AMS Club.
- c. If all AMS Clubs interested within the merger have passed a motion to merge, they must provide notice to the Operations Committee.
 - i. The Operations Committee shall decide whether to approve the merger or not.
- d. After a successful merger, all finances and assets of all AMS Clubs involved shall be merged under one AMS financial account.

8. Annual Renewal

- a. All AMS Clubs shall provide the following annually:
 - i. All AMS Clubs are required to complete a renewal form at the end of every academic year in order to renew their AMS Club status.
 - 1. All AMS Clubs must include in the renewal form submission an up-to-date membership list, the most recent General Meeting minutes, and the contact information of the AMS Club's President and Treasurer.
 - ii. All AMS Clubs are required to submit an operating budget for the upcoming fiscal year in order to access their funds for the upcoming fiscal year.
 - 1. Failure to submit an operating budget by the assigned deadline may result in the Club being assigned a 'Bad Standing' status.**
- b. The Clubs and Societies Working Group will open a renewal form for at least a 30-day period for all AMS Clubs to access.
- c. All AMS Clubs must send their President and Treasurer to an annual executive orientation at the end of every academic year.

9. Access to AMS Services and Privileges

- a. The AMS shall provide AMS Clubs with complete banking services, billing services, and back-up bookkeeping free of charge.
- b. The AMS shall provide AMS Clubs with booking services for bookable AMS spaces free of charge. AMS Clubs shall have booking priority in AMS spaces during the Academic Year.
- c. AMS Clubs shall be able to book other facilities at UBC under AMS sponsorship, at cost.
- d. AMS Clubs may apply for locker space and office space within AMS spaces each year.
- e. Contracts between AMS Clubs and non-AMS organizations shall be signed by two signing officers of the AMS.
 - i. Any contracts not signed by two signing officers of the AMS make the individual(s) signing the contract personally responsible for its content.
- f. The AMS may provide AMS Clubs with assistance in purchasing extended insurance for their operations.

10. AMS Clubs Finances and Assets

- a. Club finances and assets shall be overseen by the Office of the Vice-President Finance.
- b. All funds and monies received by AMS Clubs must be deposited and banked through their AMS bank account.
- c. AMS Clubs shall be eligible for grants and loans, as determined by the Finance

Committee.

d. The Treasurer of an AMS Club is the only signing officer on behalf of its respective AMS Club.

e. All AMS Clubs shall be non-profit and self-sustaining.

f. Property and assets acquired by all AMS Clubs shall be legally the property of the AMS, but shall be administered by the AMS Club.

g. No AMS Club may be controlled financially or operationally by an external organization.

11. AMS Club Space Allocation and Management

a. The AMS shall reallocate all AMS Club spaces within the NEST annually during the months of March and April for the upcoming fiscal year.

b. The Vice-President Administration Office shall make the space allocation form available for a period of thirty (30) days.

c. Office space privileges shall be provided on the discretion of the Vice-President Administration Office with priority given to AMS Clubs applying earliest.

d. Locker space privileges shall be provided on a first-come-first-serve basis.

i. Big locker space privileges shall be provided on the discretion of the Vice-President Administration Office with priority given to AMS Clubs applying earliest.

e. No AMS Club that has been allocated an office space shall also be allocated more than one (1) locker space.

f. No AMS Club shall be allocated more than two (2) locker spaces.

g. Upon allocation of office or locker space privileges, the AMS Club must sign the respective tenancy agreement form within three (3) weeks of being allocated space.

i. Failure to sign the respective tenancy agreement form within the timeline will result in the revocation of the allocation.

h. The Vice-President Administration Office may revoke any space privileges allocated to an AMS Club within reason.

i. It shall be the responsibility of the AMS Club allocated the assigned space(s) to ensure its security and cleanliness.

j. Knowledge of the assigned space(s)'s access code should only be kept amongst AMS Club executives.

i. Distribution of the assigned space(s)'s access code to any individuals that are not the AMS Club executives may result in revocation of space privileges.

k. No flammable, explosive, perishable, alcoholic, or illicit materials shall be stored in any office or locker spaces.

l. No AMS Club that has been assigned an office or locker space may store materials

- from an individual that is not a member of that respective AMS Club or allow another AMS Club that has not been assigned the space in question access to their space.
- m. AMS Clubs that have been revoked of their space privileges or tenancy agreement ends must move out of their assigned space(s) by a deadline set by the Vice-President Administration Office.
- n. An AMS Club will be considered as moved out of their assigned space(s) when:
- i. all of their belongings have been removed;
 - ii. the assigned space has been left in a clean and safe condition;
 - iii. all signages indicating their occupation of the assigned space has been removed; and
 - iv. all keys and/or locks have been returned to the AMS Administration Office.
- o. Failure to move out of the assigned space(s) by the set deadline and/or failure to adhere to the conditions set in Section 4(12)(g) may result in the following:
- i. removal and possible disposal of belongings by AMS Building Operations;
 1. the costs associated with the removal and disposal will be billed the AMS Club in question's account.
 - ii. revocation of new assigned space(s);
 - iii. suspension of space privileges for a period of time; and/or iv. other penalties as determined by the Clubs and Societies Working Group.

12. Departmental/Program Clubs

- a. For a Departmental Club to be considered for constitution as an AMS Club, they must be recognised by a Constituency.
- b. Departmental Clubs will be subjected to the same considerations in Section 4(1) when applying to be constituted as an AMS Club.
- c. Departmental Clubs may choose to not be open to all AMS Members.
 - i. Membership of these clubs will also include every student enrolled in the department with which the club is affiliated.
- d. Members that are enrolled in the department with which the club is affiliated will not pay any additional membership fees.
- e. Departmental/Program Clubs constituted as an AMS Club shall not have office or locker privileges in the NEST.
- f. An executive of a Departmental Club constituted as an AMS Club shall not hold an executive position in a Constituency in which it is affiliated.

13. Complaints and Conflicts

a. All concerns relating to any form of misconduct, bullying, discrimination, harassment, violence, or sexual violence, or club members seeking to resolve conflicts or disputes shall be referred to the Ombuds Office.

i. Any conflicts or complaints requiring adjudication shall be referred to the Operations Committee.

b. AMS Clubs shall not conduct investigative procedures or bodies pertaining to any form of misconduct, bullying, discrimination, harassment, violence, or sexual violence.

c. Any member of the Operations Committee that is in a perceived or real conflict of interest regarding a conflict or complaint must be recused from adjudication.

Section 5 - Constituencies Policy

1. General

a. The Vice-President Administration Office shall maintain an information database on each Constituency that includes up-to-date information on their executives.

b. The Vice-President Administration Office shall require all Constituencies to submit the following information to the Vice-President Administration Office by October 15 of each year:

i. Executive list;

ii. Location and time of regular meetings; and

iii. Approximate number of members of the Constituency.

2. Constituency Finances and Assets

a. All funds and monies received by Constituencies must be deposited and banked through their AMS bank account.

b. AMS Constituencies shall be eligible for grants and loans, as determined by the Finance Committee.

c. The Vice-President Finance of a Constituency shall be the only signing officer on behalf of its respective Constituency.

d. All Constituencies shall be non-profit and self-sustaining.

e. Property and assets acquired by all Constituencies shall be legally the property of the AMS.

f. No Constituency may be controlled financially or operationally by an external organization.

3. AMS Services and Privileges for Constituencies

a. The AMS shall provide Constituencies with complete banking services, billing services, and back-up bookkeeping free of charge.

b. The AMS shall provide Constituencies with booking services for bookable AMS

spaces free of charge.

i. Constituencies shall have the booking priority in AMS spaces during the School Year.

c. Constituencies shall be able to book other facilities at UBC under AMS sponsorship.

d. Contracts between AMS Constituencies and non-AMS organizations shall be signed by two signing officers of the AMS.

i. Any contracts not signed by two signing officers of the AMS make the individual(s) signing the contract personally responsible for its content.

e. Constituencies shall be entitled to mailbox services at a nominal fee.

f. The AMS may provide Constituencies with assistance in purchasing extended insurance for their operations.

4. Recognition of Clubs

a. Constituencies may recognise clubs or add clubs to their board of directors if they are constituted as AMS Clubs. Non-AMS clubs may be added as non-voting members.

b. Constituencies are expected to assist the AMS in retaining documents from Departmental/Program Clubs that are recognised by a Constituency.

Section 6 - Student Resource Groups Policy

1. General

a. The following organizations are the Student Resource Groups of the AMS, as constituted by AMS Council on the recommendation of the Operations Committee:

- i. Pride UBC;
- ii. the Social Justice Centre;
- iii. the Student Environment Centre;
- iv. the Women's Centre; and
- v. Colour Connected Against Racism.

b. The Vice-President Administration Office shall maintain an information database on each Student Resource Group that includes up-to-date information on their executives.

c. The Vice-President Administration Office shall keep a copy of each Student Resource Group's constitution or equivalent governing document on file.

d. The Vice-President Administration Office shall require the Student Resource Groups to submit the following information to the Vice-President Administration Office each year:

- i. executive list;
- ii. email address for general inquiries;
- iii. approximate number of members;

2. Executive Elections

- a. The Student Resource Group shall elect individuals to fill executive or similar positions to manage the affairs of the Student Resource Group on behalf of the general membership.
- b. Student Resource Groups must ensure that only those members of the Student Resource Group who are Active Members of the Society shall exercise voting rights at Student Resource Groups meetings and other Student Resource Groups events, and hold Executive positions, or similar positions, within the Student Resource Group.
- c. Elections shall be held at least once in the Winter Session of any membership year, preferably in the first two weeks of March unless otherwise specified in the Student Resource Group's constitution or similar governing document.
 - i. Additional elections shall be called as they become necessary.

3. AMS Services and Privileges for Student Resource Groups

- a. The AMS shall provide Student Resource Groups with complete banking services, billing services, and back-up bookkeeping free of charge.
- b. The AMS shall provide Student Resource Groups with booking services for bookable AMS spaces free of charge.
 - i. Student Resource Groups shall have the bookings priority in AMS spaces during the School Year.
- c. Student Resource Groups shall be able to book other facilities at UBC under AMS sponsorship.
- d. Student Resource Groups shall be allocated office space and locker space by the Vice-President Administration Office.
 - i. Student Resource Groups must maintain their space in a state that does not contravene health and safety regulations as determined by the Vice-President Administration Office.
 - 1. If they fail to maintain their space in such a manner, the Vice-President Administration Office may charge for clean-up.
- e. Contracts between AMS Student Resource Groups and non-AMS organizations shall be signed by two signing officers of the AMS.
 - i. Any contracts not signed by two signing officers of the AMS make the individual(s) signing the contract personally responsible for its content.
- f. The AMS may provide Student Resource Groups with assistance in purchasing extended insurance for their operations.

Section 7 - AMS Space Bookings Policy

1. Definitions

- a. **“Major Room”**: one of the following rooms: Room 2301, 2306, 2309, 2311, 2314, 2504, Great Hall, Art Gallery, Performance Theatre;
- b. **“Minor Room”**: any bookable room other than those listed above;
- c. **“Single Booking”**: one room or concourse booked for a one-time event;
- d. **“Block Booking”**: a series of bookings of one room in NEST for a recurring event (e.g. weekly meetings) for up to one term;
- e. **“Internal AMS Group”**: an AMS Club, Constituency, or Student Resource Group;
- f. **“Non-AMS Group”**: any group that is neither an Internal AMS Group nor an AMS-approved external organization;
- g. **“President and Treasurer”**: the executives holding those titles in an AMS Club or holding equivalent positions if titles differ in AMS Constituencies, Student Resource Groups, and AMS-approved external clubs;
- h. **“Public Event”**: where it is expected that less than half of the attendees will be UBC students; and
- i. **“Commercial Booking”**: any bookings for non-AMS groups.

2. General

- a. Bookings requiring approval can be booked tentatively prior to receiving approval.
- b. Bookings that may be controversial, contentious, or a safety concern shall be brought to the Vice-President Administration for approval by the AMS Bookings Representative.

3. AMS Space Bookings - Internal AMS Groups and AMS-approved External Organizations

- a. Internal AMS Groups and AMS-approved external organizations shall have free booking privileges within AMS spaces all year round. They shall be considered priority booking within the Academic Year.
- b. No booking requests will be accepted the day of an event.
- c. Internal AMS Groups and AMS-approved external organizations seeking to book AMS space shall make their booking requests through the AMS Bookings Representative.
- d. All bookings must be made by a designated booking representative of the Internal AMS Group or AMS-approved external organizations. The Internal AMS Group President and Treasurer are designated booking representatives.
- e. Bookings requests must disclose whether liquor or food will be served, any items are being sold, any donations will be accepted, and games of chance, less than half the attendance will be UBC students, or any non-AMS groups will be involved.
- f. For concourse bookings and bookings in the areas surrounding the NEST each Internal AMS Group or AMS-approved external organizations may book space for a maximum of thirteen days per term.
- g. Requests for AV equipment and other special equipment shall be made at least two

- (2) business days in advance through the AMS Bookings Representative.
- h. Requests for booking cancellations, room changes, time changes, house staff labour, equipment, or any other inquiries or complaints may be made to the AMS Bookings Representative.
 - i. For all bookings during the summer (May–August), Internal AMS Groups or AMS-approved external organizations may book no more than 4 weeks in advance.
 - j. AMS Bookings Department retains the right to move AMS Clubs and Constituencies to similar rooms in order to maximize the usage of the NEST with at least 30-days notice for Great Hall bookings (entire or partial) and 7-days notice for all other room bookings.
 - k. Internal AMS Groups, with the exception of the AMS Executives and AMS Executive Committee, may not book rooms more than eight (8) months in advance without approval of the Vice-President Administration.

4. AMS Space Bookings - Commercial Bookings

- a. All commercial bookings shall be administered by the AMS Conference and Catering Department.
- b. Bookings by non-AMS groups shall be subject to rental rates.
 - i. If the booking will enhance the personal, educational or social lives of students, Vice-President Administration may choose to subsidize or waive the rental rates.
- c. Non-AMS Groups are permitted to book rooms in the NEST as far in advance as necessary for dates during the summer and the month of December.

5. AMS Space Bookings - Priorities

- a. Commercial Bookings shall get priority over Internal AMS Groups, with the exception of AMS Council and AMS Committees during the summer and the month of December after the last day of classes.
- b. Clubs, Constituencies, and Student Resource Groups are given priority to book during the UBC Winter Session Semesters 1 and 2.
- c. Among groups of equivalent priority, bookings shall be made on a first-come-first-serve basis.
- d. Conflicts shall be defined as when any one or more of the following situations are present:
 - i. multiple requests are made for the same room at the same time;
 - ii. the times for multiple requests are sufficiently close as not to allow adequate preparation between events;
 - iii. multiple highly incompatible events or groups are scheduled adjacent to each other; or

- iv. the total attendance at functions to be conducted simultaneously in adjacent areas is so great as to be a source of potential congestion and/or hazard.
- e. To resolve conflicts as stated in Section 7(5)(c), the following priorities shall apply:
 - i. AMS Council;
 - ii. AMS Executives and AMS Executive Committee;
 - iii. Committees, Subcommittees, and Working Groups;
 - iv. AMS Student Services;
 - v. AMS Events;
 - vi. Student Resource Groups;
 - vii. Constituencies
 - viii. AMS Clubs with 'Good' club status;
 - ix. AMS Clubs with 'Bad' or 'New' club status;
 - x. Commercial Bookings; and
 - xi. AMS-approved external organizations
- f. Whereas the priority list stated in Section 7(5)(d) provides no clear solution to the conflict at hand, the AMS Booking Representative shall decide the conflict as they see fit.
 - i. Appeals can be directed to the Operations Committee.

6. Single and Weekly Bookings

- a. Each school term, the AMS Bookings Representative shall facilitate single and weekly bookings for Internal AMS Groups for the subsequent winter term in the current term.
 - i. Some rooms and times may be excluded from either single or weekly bookings at this time for short-notice or non-AMS bookings.
- b. The window for Single Bookings shall open in advance of the window for weekly bookings.
 - i. Single Bookings shall be made with the AMS Bookings Representative on a first-come-first-serve basis.
- c. The AMS Bookings Representative shall apportion weekly bookings impartially to all qualified AMS Clubs.
- d. An Internal AMS Group may make a maximum of eight bookings in rooms or the concourse per term during this window.
 - i. Bookings in major rooms count for two.
 - ii. After all weekly bookings have been made, space remaining will be allocated on

a first-come-first-serve basis.

e. AMS Council, AMS Executives,, Committees, Subcommittees, Working Groups, Student Services, and AMS Events are exempt from the limits outlined in Section 7(6).

7. Annual Bookings in AMS Spaces

a. All AMS Clubs, Constituencies, and Student Resource Groups may book the Atrium for five days each in addition to bookings made under the guidelines of Section 7(6).

b. Up to half the concourse space over the duration of the winter session (excluding exam periods, weekends, and statutory or university holidays) is reserved for Commercial Bookings.

8. Booking Rules for Internal AMS Groups and AMS-Approved External Organizations

a. It shall be the responsibility of all Internal AMS Groups or AMS-approved external organizations holding any function to be aware and inform all members of applicable liquor, security, booking, and other regulations.

i. Ignorance of policy shall not be accepted as an excuse.

b. Bookings shall not be transferable to other groups.

i. Bookings made for a group shall be for the exclusive use of that group and under no circumstances shall any person or group reserve space in the building falsely on behalf of another group in an attempt to gain free bookings privileges or a higher booking priority.

c. An Internal AMS Group or AMS-approved external organizations seeking to hold a Public Event shall pay commercial rates for such an event but may receive a subsidy or fee waiver if there are special circumstances from the Vice-President Administration.

i. Such application must be made at least two weeks in advance.

d. Any functions at which liquor is to be consumed must follow all local and provincial liquor legislation.

i. Documentation that is required may include a Special Events Permit and the event organizer's Serving-It-Right license.

ii. AMS-approved external organizations may not host licensed events.

e. Any Internal AMS Group or AMS-approved external organization must receive a temporary food service permit from Vancouver Coastal Health if food will be served to individuals who have not signed a liability waiver (excluding commercially pre-packaged products that do not require any form of care).

i. A copy of the approved permit must be available upon request before the booking.

f. All Internal AMS Groups or AMS-approved external organizations holding functions in

AMS spaces where live or recorded music is played shall submit the required fees to the AMS Bookings Representative, who will forward the fees to SOCAN (Society of Composers, Authors and Music Publishers of Canada).

g. Security in AMS spaces shall be administered by the Building Operations Manager and the group who has made the booking.

i. All events serving alcohol require security as per provincial legislation.

ii. The AMS may request that any booking may require security if they deem Necessary.

h. Operations Committee members and the AMS Bookings Representative shall be granted full access to all functions of Internal AMS Groups or AMS-approved external organization to oversee the functions.

i. All bookings in AMS spaces are subject to AMS Fire and Safety Regulations.

j. The Internal AMS Group or AMS-approved external organization that booked the space is responsible for any cleaning or repairs to the room that are necessary as a result of a function beyond daily wear.

9. Rules for Commercial Bookings in AMS Spaces

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

10. Rules for Booking from Non-AMS Approved External Bookings

a. All bookings are subject to the same policies as commercial clients, as stated in Section 7(9)

b. Non-AMS Approved External bookings may be exempt from the charge at the discretion of the Vice-President Administration, who will consider:

i. educational, social, and professional benefit to AMS Members;

ii. other venues at which the event could be held;

iii. the organizer's attempt at sources of funding; or

iv. other circumstances as determined, by the Vice-President Administration.

c. Non-AMS approved external organizations may direct themselves to the Operations Committee for approval.

11. Cancellations

a. The AMS reserves the right to deny or cancel any booking that it believes would likely promote, or would have the effect of promoting, discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or

ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.

b. If an Internal AMS Group or AMS-approved external organization wishes to cancel the booking, it must do so with thirty (30) days notice for a Major Room and seven (7) days notice for any Minor Room or concourse booking.

i. A group that fails to provide the appropriate notice as above shall receive a warning the first two times this happens.

1. On the third offence, groups may be fined \$250 or \$500 for violating the minimum notice requirement for Minor and Major rooms, respectively.

12. Booking Suspensions

a. Booking privileges in the NEST may be suspended by Operations Committee for one or more of the following reasons:

i. violation of any regulation outlined in this document;

ii. other violations of regulations or problems as interpreted by Operations Committee;

iii. failure to adhere to the standards of behaviour outlined in the AMS Respectful Environment Policy.

b. When imposing a suspension of booking privileges, Operations Committee shall do so at the first available opportunity.

i. After Operations Committee has imposed a suspension, the group in question may appeal the suspension to Operations Committee within seven (7) days.

c. If a violation occurs at the end of the term and/or the suspension extends past the end of the term, the suspension shall begin or continue the following winter term.

d. Groups with suspended booking privileges may make bookings during their suspension

for dates which occur after the end of the suspension period.

13. Bookings Consequences

a. AMS Clubs failing to follow the established policies and procedures will accumulate strikes that may lead to fines or loss of booking privileges.

b. Strikes are allocated as follows:

i. The following will result in one (1) strike:

1. Failure to use a Minor Room as booked;

2. Using a bookable room without booking it;
 3. Failure to receive prior approval for third party caterer to be present in AMS spaces;
 4. Failure to release a Medium or Small Room within the proper timelines;
- or
5. Failure to clear or reset a room after it is used (except Great Hall).
- ii. The following will result in two (2) strikes and the resulting repair and/or labour charges:
1. Failure to provide sufficient notice for a booking cancellation (except for the Great Hall);
 2. Failure to clean or reset the Performance Theatre or rooms 2301, 2306/9, 2311, or 2314 after it is used; or
 3. Unauthorized use of the AMS server or catering equipment.
- iii. The following will result in three (3) strikes and the resulting repair or labour charges:
1. Damage to a room or its equipment;
 2. Failure to provide sufficient notice for a booking cancellation for the Great Hall (partial or entire);
 3. Failure to clean or reset the Great Hall North after it is used;
 4. Failure to review the security plan for licensed events with the Building Operations Manager;
 5. Failure to provide a copy of the Special Events Permit and necessary Serving-It-Right certification to the Building Operations Manager two weeks in advance of the event.
- iv. The following will result in six (6) strikes and the resulting repair or labour charges, along with any fines incurred by the AMS:
1. Serving alcohol without a Special Event Permit;
 2. Failure to comply with AMS and Vancouver Coastal Health food safety regulations;
 3. Failure to clean or reset the Great Hall South after it is used.
- c. Serving alcohol without a Special Event Permit (SEP), sufficient security, and prior approval from the AMS, and failure to comply with AMS and Vancouver Coastal Health food safety regulations
- d. Booking on behalf of a third party client will result in the loss of booking privileges for the remainder of the fiscal year, including office and locker privileges.

- i. The resulting loss of revenue from booking on behalf of a third party client will be fined to the AMS Club after approval from the Operations Committee.
- e. If within a twelve (12) month period, an AMS Club, Constituency, or Student Resource Groups accumulates the following amount of points, specific fines/actions will be issued to the AMS Club:
 - i. Accumulating three (3) strike results in a \$100 fine;
 - ii. Accumulating six (6) strikes results in a \$200 fine, in addition to the lesser fine if accrued in the same instance;
 - 1. This fine applies for every accumulation of three (3) strikes above six (6) Strikes.
 - iii. Accumulating twelve (12) strikes results in a loss of booking privileges for a period of four (4) months;
 - iv. If an AMS Club receives multiple strikes at once, they will be required to pay for the amount of the strike level below on top of the fine for the level of strike they are being charged with
 - 1. An AMS Club that is issued 2 strikes with one offence will be required to be the sum of one (1) strike plus that of two (2) strikes; $\$50 + \$100 = \$150$
 - v. The Club and Societies Working Group will apply a strike to the AMS Club's record as a whole; the accumulation of which may result in deconstitution.
 - vi. All unlawful actions occurring during a room booking are also subject to consequences as determined by the Club and Societies Working Group or the Operations Committee.
 - vii. Resulting property damages may be charged to an AMS Club at the discretion of the Operations Committee.

Section 8 - AMS Spaces Operations Policy

1. Prohibited Activities

- a. There shall be no smoking in the NEST and within eight (8) metres of all NEST entrances or air intakes.
- b. Smoking is not permitted in the Courtyard or on the balconies.
- c. No animals shall be allowed in the NEST, except for assistance animals.
- d. No skateboarding or rollerblading shall be permitted in the NEST.
- e. Bicycles may be wheeled through the main concourse of the NEST, but not ridden anywhere in the building.
- f. The displaying of any material that may be deemed triggering, graphic, or offensive

within AMS spaces is prohibited.

g. The selling of merchandise in the NEST by internal AMS groups shall not be permitted other than in the group's office or in space booked by the group.

i. Only merchandise relevant to the group, or for group fundraising may be sold, unless permission is granted by the Vice-President Administration.

2. Office Painting and Redecorating

a. Office occupants who wish to paint must submit a written request to Vice-President Administration to be approved on a case by case basis.

b. Office occupants may accessorize their offices with pictures, statuary, or artifacts, provided that such accessories are acceptable to reasonable community standards of taste and subject matter and do not infringe in any way on the principles of the BC Human Rights Code.