

**CODE CHANGES 2019:  
REMOVING OUTDATED CODE**

TO: Council  
FROM: Governance Committee  
October 2019

Amendment to remove out-of-date sections of Code.

Additions are indicated by ***bold italics***. Deletions are indicated by striking through (~~this~~).

**SECTION I: GENERAL**

**Article 3. — Master Copies**

1. ~~Pursuant to Bylaw 5(3)(d)(ii)(1), the Vice President Academic and University Affairs shall cause to be kept the master copies of the Constitution, the Bylaws, the Mission Statement, the Code of Procedure, the Internal Policies, and the Student Services Operations Manuals by forwarding such to the Society's Archivist & Clerk of Council, and shall cause the External Policy Manual to be kept by forwarding it to the Policy Advisor.~~
2. ~~Amendments to the Code shall be incorporated in the master copy within thirty (30) days of being approved by Council.~~

**Article 4. — Circulation of the Code and other Documents**

1. The Executive Committee shall ensure the circulation and availability of the Code and the Society's other documents in accordance with this article.
2. Complete and up-to-date versions of the Constitution, Bylaws, Code of Procedure, and Policy Manual shall be:
  - (a) posted on the Society's website; ~~and~~
  - (b) ~~distributed in hardcopy form to the following persons if they so request:~~
    - (i) ~~members of Council; and~~
    - (ii) ~~members of the Governance Committee~~

## **SECTION II: COUNCIL, COUNCIL MEMBERS, AND OTHERS**

### **Article 12. Strategic Framework**

1. ~~The Society shall have a Strategic Framework approved by Council by a Two thirds (2/3) Resolution, such Framework to establish the priorities and direction of the Society.~~
2. ~~Council may amend the Strategic Framework by a Two thirds (2/3) Resolution.~~
3. ~~The Strategic Framework shall be circulated to all members of Council as an Appendix to the Code of Procedure.~~
4. ~~The President, with the assistance of the Executive Committee and the Society's staff, shall be responsible for ensuring that the provisions of the Strategic Framework are implemented.~~

*[And remove all other references in the Code.]*

## **SECTION VI. EXECUTIVE**

### **Article 3. Executive Committee**

6. ~~In addition to the rules and regulations set out in the Code and Bylaws, the Executive Committee may make such other rules and regulations as it considers necessary, provided such rules and regulations are consistent with the Constitution, Bylaws and Code of the Society. Such rules shall be adopted by a Two thirds (2/3) Resolution at a meeting of the Executive Committee where all the Executive members are in attendance, and shall be placed in an Executive Procedures Manual. Council may amend this Manual at any time by Resolution.~~

*[And remove all other references in the Code. And eliminate the Manual itself from the website: <https://www.ams.ubc.ca/wp-content/uploads/2018/09/EXECUTIVE-PROCEDURES-MANUAL-may2016.pdf>]*

7. ~~Executive Projects and Executive Project Officers~~
  - (a) ~~Upon recommendation of the Executive Committee, Council may, by Resolution, establish Executive Projects of a temporary, ad hoc, or trial nature to be directed by an Executive Project Officer. This provision notwithstanding, the approval of a project or event in the budget of the Society shall be deemed establishment per this section.~~
  - (b) ~~Executive Project Officers shall be appointed by the person or body they report to, in accordance with the Hiring Process provisions in Section IX C below.~~

~~(c) — The terms of office for an Executive Project Officer shall be no more than one (1) year.~~

~~(d) — On the recommendation of the Human Resources Committee, Council shall set the remuneration for each Executive Project Officer.~~

~~Executive Project Officers shall not hold any other elected or appointed positions within the Society, excluding those in Subsidiary Organizations.~~

*[And remove all other references in the Code.]*

#### ~~8. — Appointments to External Committees~~

~~(a) — When a student position on a University committee or other external body needs to be filled, the Executive Committee may provisionally appoint a member of the Executive to that position if the position is within the mandate of that member of the Executive.~~

~~(b) — Once a year the Executive Committee shall submit a list of such appointments to Council for approval by Resolution.~~

~~(c) — If a position on an external committee is not within the mandate of a member of the Executive, the Executive Committee shall ask Council to appoint someone to the committee. Unless otherwise specified by the external body requesting the appointment, the position shall be open to members of the Executive, other members of Council, and Students At Large.~~

~~(d) — If such a position is open to Students At Large, the President shall advertise it in the same manner as for Student At Large positions on the Society's committees, in accordance with Section V, Article 2(6).~~

#### **Article 9. — Expenses and Guidelines for Executive Members**

~~1. — An Executive Member may incur and be reimbursed for reasonable and justifiable expenses that have been budgeted for or are incurred while acting on behalf of the Society.~~

~~2. — Expenses that have not been specifically budgeted for must be approved by Council for reimbursement to occur.~~

~~3. — Reimbursement may be made for the following expenses incurred by an Executive member while away on Society-related business:~~

~~(a) — Transportation: bus, rail, air, etc. at the economy rate. Receipts are required for reimbursement.~~

- (b) — ~~Meals: Council shall approve a certain amount each day to be spent on meals.~~
  - (c) — ~~Accommodation: reasonable rates. Council may impose a rate format or a maximum accommodation budget.~~
  - (d) — ~~Out of pocket expenses: incidental expenses incurred may be claimed. Receipts are required for amounts over \$2.00.~~
4. — ~~Expenses shall be reported within sixty (60) days for reimbursement to occur.~~
5. — ~~Reimbursement may be made for the following expenses incurred by an Executive member within the Society:~~
- (a) — ~~Food Outlets~~
- ~~An amount specified in the Executive compensation package may be incurred by an Executive member at the Society's food outlets. No alcoholic beverages shall be included.~~
6. — ~~General Guidelines:~~
- (a) — ~~The Executive shall not hold, control, or have access to any separate accounts of the Society, except with prior approval of Council by Resolution.~~
  - (b) — ~~Refreshments, whether alcoholic or non-alcoholic, shall not be purchased with Society funds unless budgeted and approved by Council.~~

## **Article 10. Associate Vice-Presidents**

1. — ~~Upon the request of a Vice President, the Executive Committee may create one or more Associate Vice President positions to assist that Vice President.~~

## **SECTION IX PROCEDURES**

### **D. SUBSIDIARY ORGANIZATIONS' PUBLICATIONS PROCEDURES**

#### **Article 1. General Provisions**

1. — ~~All Subsidiary Organizations as established in Bylaw 13 shall comply with this Section.~~
2. — ~~The name of the Subsidiary Organization shall appear in full in the masthead of that Subsidiary Organization's publications.~~

3. ~~Every Subsidiary Organization's publication shall have at least one (1) Editor, appointed by the Subsidiary Organization.~~
4. ~~Subsidiary Organizations shall create policies and procedures governing the operations of their publications. The Subsidiary Organization shall ensure that up to date copies of these policies and procedures are submitted to the Society's Communications Office. Notwithstanding this Article, Council may alter or amend these policies and procedures by resolution at any time.~~
5. ~~Contributors shall be wholly responsible and liable for all articles and other material published in a Subsidiary Organization's publication and attributed to them. The Editor of the Subsidiary Organization's publication shall be wholly responsible and liable for all unattributed, inaccurately attributed or pseudonymous articles and other material appearing in the publication.~~

## **SECTION X: STUDENT SERVICES**

### **Article 3. — Operations Manual**

1. ~~An Operations Manual shall only be adopted or amended by a Two thirds (2/3) Resolution of Council.~~
2. ~~An Operations Manual shall include:
  - (a) the purpose or objective of the Student Service;
  - (b) the terms of office for the staff of the Service;
  - (c) the Service's organizational structure;
  - (d) the Service's hours of operation;
  - (e) a description of the duties of the Coordinator, the Assistant Coordinator or Coordinators if such positions exist, or in the case of SASC the Manager and Assistant Manager, and any other staff of the Service;
  - (f) the following statement: "Nothing in this document shall be construed in a manner contrary to the AMS Constitution, Bylaws, Code of Procedure or any other rules and regulations enacted from time to time by the AMS."; and
  - (g) the following statement: "An amendment to this Operations Manual is not effective and shall not be acted upon until approved by Council in accordance with the Code."~~
3. ~~Student Services may develop and implement, with the approval of the Student Services Manager (or in the case of SASC, the Managing Director), other rules and regulations to~~

~~guide the Service's day-to-day operations. Such rules and regulations must be consistent with the Operations Manual of the Service and be attached to the master copy of the Operations Manual forwarded to the Archivist & Clerk of Council pursuant to Section I, Article 3(1) of the Code.~~

*[And remove all other references in the Code.]*