

**THE ALMA MATER SOCIETY  
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**

**AMS STUDENT LIFE COMMITTEE**

Grad Class Subcommittee Terms of Reference

**Purpose**

The Graduating Class Subcommittee of The Alma Mater Society of The University of British Columbia Vancouver is an organisation charged with the responsibility of promoting, directing and controlling the grad class activities and encouraging full participation by all members in these activities, and recommending a graduating gift(s) that represents the whole of the graduating class of the University of British Columbia and providing the recommendation to the AMS Student Life Committee and the AMS Finance Committee.

**Term**

The Terms of Reference is effective from February 25, 2019 and continues indefinitely. Implementation guidelines and deadlines of the duties of the Grad Class Subcommittee are to be determined by the AMS President and AMS Student Life Committee.

**Article 1. General Provisions**

1. The Grad Class Subcommittee shall be the body in charge of deciding on gifts to the University paid for by the fee charged to members of the graduating class.
2. The graduating class shall consist of all students in the Winter Session who are registered in the final year of a program leading to a bachelor's degree or a post-baccalaureate degree in medicine, dentistry, or law.
3. Pursuant to paragraph 1, the Grad Class Subcommittee shall have the power to:
  - (a) establish the criteria for gifts to be made by the graduating class; and
  - (b) determine which proposals for gifts shall be approved and recommended in accordance with the procedure outlined in paragraph 4 below.
4.
  - (a) By no later than the end of the second week in February, the Grad Class Subcommittee shall post a call for proposals for Grad Class Gifts on the Society's website or in other electronic outlets.
  - (b) The call for proposals shall set out the following requirements for proposals:
    - i) the name of the group or individual submitting the proposal;
    - ii) the name of the project;

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- iii) a one hundred (100) word description of the project and of the planned allocation of any funds granted; and
  - iv) the amount requested for the gift.
  - (c) The amount requested shall not exceed five thousand dollars (\$5,000) for gifts which are oriented towards a specific faculty, and twenty-five thousand dollars (\$20,000) for gifts which benefit the entire campus community.
  - (d) The deadline for the receipt of such proposals shall be no later than the end of February.
  - (e) By no later than the end of the third week in March, the Grad Class Subcommittee shall select the graduating class gifts.
  - (f) Upon GCSC approval of recommendation, final approval shall also be given by the Finance Committee and the Student Life Committee. Decisions shall be forwarded to stakeholders (ex UBC, AMS Council, any other groups as deemed necessary) and necessary consultation shall be held.
5. In addition to deciding on gifts from the graduating class, the Grad Class Subcommittee shall:
- (a) organize activities on behalf of the graduating class, including but not limited to a tree-planting ceremony; and
  - (b) carry out other duties associated with the graduating class as determined by the Student Life Committee or Council.

**Article 2. Composition and Appointment**

- 1. The Grad Class Committee shall be composed of
  - (a) the President of the Society, who shall be Chair;
  - (b) the Vice-President Administration, who shall be Vice-Chair;
  - (c) five (5) members of the graduating class chosen by the President and Vice-President Administration.
- 2. The President and Vice-President Administration shall choose the other members of the subcommittee by means of an interview process after advertising for applicants among the members of the graduating class for at least two (2) weeks.
- 3. Both the President and the Vice-President Administration shall be present at all interviews when possible and shall develop standardized questions and evaluation criteria, in

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consultation with the Human Resources Department, for the process of choosing the other members of the Subcommittee.

Article 4. Funding

1. Funding for the gifts presented by the graduating class and for other activities of the graduating class shall be derived from the graduating class fee collected by the University and deposited with the Society in the Grad Class Fund. Approval and oversight of the financial business of the Subcommittee shall be done by the AMS Finance Committee.