



AMS Operations Committee Policy Manual

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Section 1: Definitions

“AMS Club”: a subsidiary organization of the AMS constituted as an ‘AMS Club’ by the AMS Operations Committee;

“Program Club”: a subsidiary organization of the AMS comprised solely of members in a specific UBC disciplinary program;

“Active Member”: an AMS Club member who is also an Active Member of the AMS;

“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;

“Alma Mater Society” or **“AMS”**: the student society of the University of British Columbia Vancouver *Campus*;

“AMS Booking Representative”: an AMS staff member who is responsible for coordinating various booking requests of internal AMS groups;

“Bookable Room”: a room within AMS spaces designated for booking;

“Constituency”: an AMS recognized student association of a degree granting faculty or school of UBC Vancouver;

“Fiscal Year”: the period of time between May 1 and April 30 inclusive;

“Academic Year”: the period of time of UBC’s academic year;

“Student Resource Group”: a Student Resource Group of the AMS as defined in the AMS Code of Procedures, Section XI;

“Student Service”: a Student Service of the AMS as defined in the AMS Code of Procedures, Section X; and

“Nest”: the Student Union Building at the University of British Columbia.

Section 2: Interpretation and Authority

- a. The Operations Committee Policy Manual may be amended, added to, or suspended upon a two-thirds (2/3) resolution of the Operations Committee.
- b. 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.

- c. The Operations Committee Policy Manual shall be circulated for information to AMS Council whenever changes are made.

Section 3: *Relevant* Committees, Subcommittees, and Working Groups

1. The Operations Committee

- a. The Operations Committee shall be composed of:
 - i. the Vice-President Administration, *who shall be Chair*;
 - 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 Clubs and Societies Working Group

- 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 Associate Vice-President Finance;
 - iv. the Clubs Administrator;
 - v. *the Clubs Resource Centre Manager; and*
 - vi. 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. *discuss administrative issues relating to AMS Clubs;*
 - v. provide updates to the Operations Committee about their activities through the Vice President Administration; and
 - vi. other duties as assigned from time to time by Council, the Operations Committee, or Code of Procedures.

3. 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 Vice-President Administration, who shall be the Vice-chair;
 - iii. one (1) AMS Staff member designated by the Managing Director, who shall be non-voting;
 - iv. *a representative from UBC's SEEDS Sustainability Program, who shall be non-voting;*
 - v. a representative of UBC's Campus & Community Planning office (C+CP), who shall be non-voting;
 - 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. recommend to certain departments of the AMS, to take on certain actions items pertaining to sustainability;
- v. disseminate information and content from the Sustainability Subcommittee's meetings to representative bodies and other organizations relevant to the topics discussed; and
- vi. provide updates to the Operations Committee about their activities through the Vice-President Administration; and
- vii. *other duties as assigned from time to time by Council, the Operations Committee, or Code of Procedures.*

4. 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 Chair;
 - ii. the Vice-President Administration, who shall be Vice Chair;
 - iii. the Hatch Art Gallery Assistant Manager; and
 - iv. *two (2) students from relevant UBC academic programs or on campus organizations as selected by the Hatch Art Gallery Manager.*

- 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. New Club Applications

- a. The 'New Club Application' shall be made available in the months of June, September, and January.
 - i. Club applications shall be made available at a minimum of one month prior to their due date
 - ii. 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:
 1. a petition signed by twenty-five (25) Active Members requesting AMS club status;
 2. a list of potential resources the AMS Club may need from the AMS to function;
 3. a one-year plan outlining three (3) proposed major events;
 4. the purpose and goals of the AMS Club;
 5. *the type of AMS club (regular, program, etc.);*
 6. the AMS Club's anticipated membership fee; and
 7. any external affiliations the club may have.
- b. All AMS clubs formed *after January 2018* are required to follow the listed naming conventions:
 - i. All clubs shall be named AMS [CLUB NAME] at UBC; or AMS [CLUB NAME] @ UBC.
- c. AMS Club applications are prohibited from having the words "council" or "society" in their club's name
 - i. Exceptions can be made by the Operations Committee

2. Constituting Clubs

- a. The Clubs and Societies Working Group *shall recommend that the Operations Committee* 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 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 subsidiary; and
 - vi. the club demonstrates the likelihood of future membership and financial stability.

- b. 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. can 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.

- c. 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;
 - 1. The Operations Committee may advise a club to submit a constitution.
 - ii. IGM minutes showing a record of the elected executives and approval of bylaws; and
 - iii. a club page on the relevant club management platform.

- d. 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.

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

3. Deconstituting Clubs

- a. AMS Clubs shall cease to be an AMS subsidiary by a resolution of the Operations Committee.
- b. 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 twenty-five (25) 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;
 - viii. 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; and
 - ix. other reasons as determined by the Operations Committee.
- c. The Clubs and Societies Working Group may provide recommendations to the Operations Committee to deconstitute AMS Clubs.

- d. The Clubs and Societies Working Group shall review all AMS Clubs when they are renewed, and recommend to the Operations Committee that non-compliant clubs be deconstituted.
- e. When a motion for the deconstitution of a club is on the agenda for a meeting of the Operations Committee, the club may submit a written appeal or be invited to appeal in-person to the Operations Committee.
- f. An AMS Club should receive a notice of a motion of deconstitution on the Operations Committee agenda, seven (7) days prior in the academic year, and fourteen (14) days prior outside of the academic year, to the next Operations Committee meeting.
 - i. the Office of the Vice-President Administration must make reasonable efforts to provide the club with notice of a motion of deconstitution, and
 - ii. 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 office and locker privileges shall be removed;
 - iii. all phone privileges shall be removed;
 - iv. all AMS keys and locks held by the club must be returned 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 four (4) months following the club's deconstitution.
 - vi. any deficits shall be rectified in the year of the 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.

- h. The executive of an AMS Club wishing to voluntarily end its AMS affiliation must submit to the Vice-President Administration a written proposal for deconstitution, along with the minutes and an attendance sheet from a 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 twenty-five (25) active members wish to remain affiliated with the AMS, the club shall remain an AMS club.

4. Club Standing

- 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 club 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' status 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.
- g. The Vice President Administration must notify the Operations Committee when a club has been placed in 'Bad Standing'.
- i. the Operations Committee may reverse a 'Bad Standing' designation upon resolution.

5. Club Membership

- a. Membership in all AMS Clubs shall be open to all Active AMS Members, as defined in Bylaw 2.1, except;
 - i. in Program Clubs, where membership may be limited to students registered in the relevant academic program; and

- b. Clubs must allow Active AMS Members to purchase a membership at any time.
- c. In all cases, AMS Clubs may not refuse membership or ability to apply/audition to an individual based on 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.
- d. Clubs are required to have a minimum of twenty-five (25) members.
 - i. New clubs shall have a minimum of one (1) year to reach this requirement.
 - ii. Membership totals will be evaluated upon Club Renewal at the end of the AMS Fiscal Year.
 - iii. Clubs may apply to the Operations Committee for an exception to this rule if there is a benefit to the UBC Community, where their membership shall not total less than ten (10) members.
- e. A minimum of two-thirds (2/3) of a Club's membership shall be Active Members of the AMS.
- f. Associate Members may not vote, hold executive positions in the club, or sign club petitions.
- g. Membership classes may be differentiated if criteria are clearly stated in the Club's Bylaws.
- h. Membership privileges and obligations shall be clearly stated to each prospective member.
- i. The membership period shall not be longer than one (1) year.
- j. 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.

- k. Associate membership fees shall be at least fifty-percent (50%) more than active membership fees.
- l. Changes in membership fees shall not become binding on the established members until the termination of the current membership period.
- m. Each new member of a club must sign an AMS waiver form.
- n. AMS Clubs are prohibited from removing members from their membership.
- o. The Operations Committee may remove a member from an AMS Club(s) upon a resolution of the Committee.

6. Club Executives and Elections

- a. An AMS Club must elect Executives to manage the affairs of the club on behalf of the club's membership.
- b. The duties and powers of Executives shall be clearly specified in Club Bylaws.
- c. All AMS clubs are required to at least have a President and Treasurer as their Executives.
- d. Elections of Executives shall be held in accordance with electoral procedures set out by the club in its bylaws. Club elections must;
 - i. be verifiable through documented vote counts or similar methods;
 - ii. be conducted by voting with a secret ballot; and
 - iii. be held by March 15th and the results submitted to the Clubs Administrator with the Club Renewal submission.
 - 1. For by-elections, results must be submitted within seven (7) days of the election taking place.
- e. All Active Members of an AMS Club shall be eligible for executive positions.

- f. Newly elected executives are required to attend an 'Executive Orientation' set up by the Office of Vice-President Administration.
- g. Elected Executive positions shall be voluntary and AMS Club Executives shall not receive honoraria or salary from the AMS Club for their Executive role.
- h. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove on the agenda.
 - 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. a motion to remove an executive cannot be called from the floor.
- i. The Operations Committee may remove an executive from their position upon resolution of the Committee.

7. 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 General 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 bylaws.
- f. Only Active Members of an AMS Club can vote at General Meetings, or be included in quorum counts.

- g. The quorum for all General Meetings shall be according to the tiers below:
 - a. Quorum for an AMS club with one hundred (100) members or less is ten (10) members;
 - b. Quorum for an AMS club between one hundred (100) and two hundred (200) members is twenty (20) members;
 - c. Quorum for an AMS club with two hundred (200) members or more is thirty (30) members.
 - 1. Clubs may set higher standards for quorum in their bylaws.
- h. All bylaw amendments, including club name and membership fee changes, must be passed by two-thirds ($2/3$) 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 Vice President Administration, who will then present the challenge at a meeting of the Operations Committee.
- j. The Operations Committee may declare motions passed at a General Meeting invalid upon resolution.

8. 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.
 - i. Motions to merge must pass with a $2/3$ majority to be adopted.
- c. If all AMS Clubs interested within the proposed merger have passed a motion to merge, they must provide notice to the Vice President Administration.
- d. The Operations Committee shall *accept or reject the merger upon resolution of the Committee.*

- e. After a successful merger, all finances and assets of all AMS Clubs involved shall be merged under one AMS financial account.

9. Annual Renewal

- a. 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.
- b. The Office of the Vice President Administration will open a renewal form for at least a 30-day period for all AMS Clubs to access.
- c. AMS Clubs shall provide the following information in the club renewal form:
 - i. a complete and up-to date membership list at the time of submission;
 - ii. the most recent minutes from a General Meeting;
 - iii. the club's election results;
 - iv. a summary of the club's annual expenditures;
 - v. a list of assets owned with a value of over one-hundred dollars (\$100);
 - vi. the club's current membership fees; and
 - vii. email and phone contact information for all elected Executives;
- d. All AMS Clubs must send their President and Treasurer to an annual executive orientation at the end of every academic year in order to be renewed.
 - i. Exceptions may be granted by the Office of the Vice President Administration only.
- e. Clubs who fail to complete some or all of the renewal process by the assigned deadline may be deconstituted by the Operations Committee.
- f. Clubs with less than twenty-five (25) members by the renewal period, and that have been constituted for at least one year, shall be recommended for deconstitution.
 - i. The Office of the Vice-President Administration shall provide the option in the Renewal Form for clubs to request an exception to this rule, to be granted by the Operations Committee upon review.

10. 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. AMS Clubs shall be eligible for grants and loans, as determined by the Finance Committee.
- f. The AMS shall provide clubs with coverage under its General Liability Insurance package.
 - i. The AMS may provide AMS Clubs with assistance in purchasing extended insurance for their operations.

11. Waivers, Contracts and Legal

- a. All AMS Clubs are subsidiary organizations of the AMS, and are therefore subject to approvals, rulings, and other decisions made by the AMS at all times.
- b. All members of an AMS Club must sign a General Liability Waiver, to be provided by the AMS.
- c. All legal situations must be referred to the Vice President Administration without exception.
 - i. failure to notify the Vice President Administration of an ongoing legal situation may result in deconstitution.

- d. All contracts involving AMS Clubs must be signed by two AMS signing officers.
 - i. all contracts shall be sent to the AMS Main Offices and then forwarded to the relevant personnel for signing;
 - ii. failure to have an AMS signing officer sign a contract involving an AMS Club may result in deconstitution.

12. Club 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. The Treasurer of an AMS Club shall be the Club's sole signing officer.
 - i. Clubs may designate interim signing officers with approval from the Office of the Vice-President Finance.
- d. All AMS Clubs shall be non-profit and self-sustaining.
- e. Property and assets acquired by all AMS Clubs shall be legally the property of the AMS, but shall be administered by the AMS Club.
- f. No AMS Club may be controlled financially or operationally by an external organization.
 - i. Donations accepted by AMS Clubs that contain specific restrictions, instructions, or additional clauses will result in the club being in violation of this subsection.
- g. All donations received or administered in excess of five thousand dollars (\$5,000) in value annually must be reported to the Vice President Finance.

13. Club Space Allocation and Management

- a. The AMS shall allocate all AMS Club spaces within the Nest annually during the months of March and April for the upcoming fiscal year.
- b. The Office of the Vice-President Administration shall make the space allocation form available for a period of at least thirty (30) days.
- c. Office and locker space privileges shall be provided at the discretion of the Office of the Vice-President Administration.
- d. No AMS Club that has been allocated an office space shall also be allocated more than one (1) locker space.
- e. No AMS Club shall be allocated more than two (2) locker spaces.
- f. Upon allocation of office or locker space privileges, the AMS Club must sign a respective tenancy agreement form within three (3) weeks of being allocated the space.
 - i. Failure to sign the respective tenancy agreement form within the timeline will result in the revocation of the allocation.
- g. The Office of Vice-President Administration may revoke any space privileges allocated to an AMS Club for violations of the tenancy agreement or other AMS Policies and Procedures.
- h. It shall be the responsibility of the AMS Club to ensure the security and cleanliness of its assigned space(s).
- i. Knowledge of the assigned space(s) access code shall only be kept amongst AMS Club executives.
- j. No flammable, explosive, perishable, alcoholic, or illicit materials shall be stored in any office or locker spaces.

- k. No AMS Club that has been assigned an office or locker space may store materials from an individual that is not a member, or allow another AMS Club access to their space.
- l. AMS Clubs must move out of their assigned space(s) by a deadline set by the Office of the Vice-President Administration.
 - i. An AMS Club will be considered as moved out of their assigned space(s) when:
 - 1. all of their belongings have been removed;
 - 2. the assigned space has been left in a clean and safe condition;
 - 3. all signages indicating their occupation of the assigned space has been removed; and
 - 4. all keys and/or locks have been returned to the AMS Main Offices.
 - ii. Failure to move out of the assigned space(s) by the set deadline and/or failure to adhere to the conditions set in the tenancy agreement may result in the following:
 - 1. removal and possible disposal of belongings by AMS Building Operations (the costs associated with the removal and disposal will be billed to the AMS Club's account);
 - 2. revocation of new assigned space(s);
 - 3. suspension of space privileges for a period of time; and/or
 - 4. other penalties as determined by the Vice President Administration.

14. Program Clubs

- a. *For an AMS Club to be recognized as a Program Club they must be;*
 - i. *Recognized as a Program Club by a Constituency;*
 - ii. *Affiliated with an academic program at UBC; and*
 - iii. *Designated as a Program Club by the Operations Committee.*
- b. *Program Clubs shall be eligible for the benefits provided by their respective Constituency.*

- c. *Program Clubs will be subject to the same considerations as other applicants when applying to be constituted as an AMS Club.*
- d. *Program Clubs may choose to restrict membership to members of a specific academic program provided that membership fees are automatically charged by UBC Enrollment Services or their Constituency.*
- e. *Program Clubs must declare all resources they are provided with by their respective academic departments and constituencies.*
- f. An executive of a Program Club shall not hold an executive position in a Constituency in which it is affiliated.

15. Complaints, Conflicts and Reporting

- a. All formal complaints and conflicts shall be handled by the Office of the Vice President Administration, AMS Ombudsperson, and the Operations Committee.
- b. Incidents and reports of sexual violence shall be referred to AMS Policy I-17: Sexual Violence Policy.
- c. Incidents of bullying, harassment, discrimination and violence shall be referred to AMS Policy I-18: Respectful Environment and Workplace Policy.
- d. AMS Clubs shall not conduct investigations on any matter.
- e. 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.

16. Club Employees and Contractors

- a. All requests for new hired and contracted positions within AMS Clubs must be approved by the Vice-President Administration.

- b. All part-time and full-time staff shall be administered through the AMS Human Resources Department, and shall be officially supervised by the Vice-President Administration.
- c. All contractors must sign an AMS Contractor Agreement, which must also be signed by two AMS Executives.
- d. Changes in compensation must first be approved by the Vice-President Administration.
- e. Changes in employment status such as promotions or terminations must be approved by the Vice-President Administration.

Section 5: Constituencies Policy

1. General

- a. The Office of the Vice-President Administration shall maintain an information database on each Constituency that includes:
 - i. up-to-date information on its Executives.
 - ii. location and time of regular meetings; and
 - iii. approximate number of members in the Constituency.

2. Access to AMS Services and Privileges

- 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. Constituencies shall have booking priority in AMS spaces during the Academic Year.
- c. Constituencies shall be able to book other facilities at UBC under AMS sponsorship, at cost.

- d. Constituencies may apply for locker space and office space within AMS spaces each year.
- e. Constituencies shall be eligible for grants and loans, as determined by the Finance Committee.
- f. *The AMS shall provide Constituencies with coverage under its General Liability Insurance package.*
 - i. The AMS may provide Constituencies with assistance in purchasing extended insurance for their operations.

3. 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.
 - i. Constituencies may designate interim signing officers with approval from the Office of the Vice-President Finance.
- 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.
 - i. Donations accepted by AMS Clubs that contain specific restrictions, instructions, or additional clauses will result in the club being in violation of this subsection.

- g. All donations received or administered in excess of five thousand dollars (\$5,000) in value annually must be reported to the Vice President Finance.

4. Clubs on Constituency Councils

- a. Constituencies may recognise clubs or add clubs to their Board of Directors (constituency Councils) if they:
 - i. are constituted as AMS Clubs;
 - ii. have been added to the Board in accordance with Constituency policies and procedures; and
 - iii. report the addition to the Office of the Vice President Administration within seven (7) days.
- b. Non-AMS clubs may be added as non-voting members.
- c. Constituencies are expected to assist the AMS in retaining documents from Program Clubs that are recognised by a Constituency.

Section 6: Student Resource Groups Policy

1. General

- a. The policies and procedures relating to Student Resource Groups shall be those defined in Section XI: Student Resource Groups in the AMS Code of Procedure.
- b. Organizations recognized as the Student Resource Groups of the AMS, as constituted by AMS Council on the recommendation of the Operations Committee, shall be those outlined in the AMS Code of Procedure, Section XI (1)(4).
- c. The Office of the Vice-President Administration shall maintain an information database on each Student Resource Group that includes:
 - i. up-to-date contact information for their Executives.
 - ii. an approximate number of members for each Group;
 - iii. the Group's bylaws or equivalent governing document on file; and
 - iv. contact information for the Resource Group Allocation Committee (RGAC).

2. 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.
- c. Student Resource Groups shall have priority to book in AMS spaces during the School Year ahead of AMS Clubs as per Section XI (2)(2) in the AMS Code of Procedure.
- d. Student Resource Groups shall be able to book other facilities at UBC under AMS sponsorship.
- e. Student Resource Groups shall be allocated office and locker space by the Office of the Vice-President Administration without having to request it.
 - i. Student Resource Groups must maintain their space in a state that does not contravene health and safety regulations as determined by the Office of the Vice-President Administration.
- f. Contracts between AMS Student Resource Groups and other organizations shall be signed by two signing officers of the AMS.
- g. The AMS shall provide Student Resource Groups with coverage under its General Liability Insurance package.
 - i. 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. *“Large Room”*: one of the following rooms: the Great Hall (North or South), Norm Theatre, Lower Atrium, Performance Theatre, Rooms 2301, 2306/9, the Michael Kingmill Forum (4301) and all Lower Level LIFE Building Studios.

- b. *“Medium Room”*: one of the following rooms: Rooms 2306, 2309, 2311, 2314, 2504, 2506, 2508,
- c. *“Small Room”*: any other bookable room other than those listed above;
- d. *“Single Booking”*: one space booked for a one-time event;
- e. *“Block Booking”*: a series of bookings of one room in for a recurring event (e.g. weekly meetings) for up to one term;
- f. *“Internal AMS Groups”*: AMS affiliated personnel and departments, such as AMS Council, AMS Executives, and Senior Managers.
- g. *“AMS Subsidiary”*: AMS Clubs, Constituencies, and Student Resource Groups;
- h. *“AMS Approved Organization”*: an organization that has been granted special booking privileges by the Vice-President Administration;
- i. *“External Group”*: any group that is neither an AMS Group nor an AMS Approved Organization;
- j. *“Commercial Booking”*: any bookings for non-AMS groups and non-approved organizations.
- k. *“Major/flagship event”*: a booking that is annual, requires significant planning, advanced application, or public notice, or is an exceptional benefit to the student community.

2. General

- a. The AMS shall prioritize space requests from Internal AMS Groups and AMS Subsidiaries over External Groups at all times.
- b. All bookings for both AMS and External Groups shall be submitted through designated bookings representatives.
- c. Internal AMS Groups are exempt from all bookings restrictions and fees.
- d. Only the Vice-President Administration or the Operations Committee shall have the authority to modify or cancel bookings made by AMS Groups and AMS Subsidiaries without consent from the booking party.

- e. Potential bookings requiring an exception to the policies outlined in this Section (7) may be brought to the Vice-President Administration or the Operations Committee for approval.
- f. Bookings that may be controversial, contentious, or a safety concern shall be brought to the Vice-President Administration or the Operations Committee for approval.
- g. Bookings requiring approval can be booked tentatively prior to receiving approval.

3. AMS Subsidiaries and AMS Approved Organizations

- a. AMS Subsidiaries shall have free booking privileges within AMS spaces all year round.
- b. AMS Approved Organizations shall have booking privileges as outlined by any agreements or contracts they have with the Society.
- c. The AMS may refuse to process a booking request if less than forty-eight (48) hours notice is given.
- d. All booking requests shall be made through the AMS Bookings Representative.
- e. All bookings must be made by a designated booking representative.
 - i. Presidents and Treasurers are automatically designated as booking representatives for Clubs, Constituencies, and Student Resource Groups.
 - ii. Clubs, Constituencies and Student Resource Groups wishing to designate other booking representatives must notify the AMS Bookings Representative before they are eligible to book spaces.
- f. Bookings requests must disclose whether liquor or food will be served, any items are being sold, any donations will be accepted, games of chance, or any External Groups will be involved in the event.
- g. The AMS may refuse requests for AV equipment and other special equipment made less than (1) week in advance or for other operational constraints.

- h. Requests for booking cancellations, room changes, time changes, house staff labour, equipment, or any other inquiries or complaints should be made to the AMS Bookings Representative.
- i. The AMS Catering and Conferences Department may not modify or cancel bookings made by AMS Subsidiaries or AMS Approved Organizations without consent from the booking party, or approval from the Vice President Administration or the Operations Committee.

4. Commercial Bookings

- a. All Commercial Bookings shall be administered by the AMS Catering and Conferences Department.
- b. Bookings by External Groups shall be subject to rental rates.
 - i. The Operations Committee may choose to subsidize or waive rental rates.

5. Booking Procedures and Group Priorities

- a. AMS spaces may not be booked in advance outside of designated booking times according to the following guidelines:

	September to April (excl. December)	May to August, and December
AMS Subsidiaries	8 months	1 Month
External Groups	With Approval Only	24 Months

- i. AMS Executives, AMS Council, AMS Senior Managers, and AMS Committees are exempt from the above guidelines.
- ii. External Group Bookings requiring approval must receive approval from either the Vice-President Administration or the Operations Committee in order to be booked.

- iii. Either the Vice-President Administration or the Operations Committee may allow exceptions to the above guidelines.
- b. The following hierarchy shall apply to booking priority in the AMS Nest:
- i. AMS Council;
 - ii. AMS Executives and the Executive Committee;
 - iii. Committees, Subcommittees, and Working Groups of AMS Council;
 - iv. AMS Student Services;
 - v. AMS Events;
 - vi. Other AMS Departments;
 - vii. Student Resource Groups;
 - viii. Constituencies;
 - ix. AMS Clubs;
 - x. AMS Clubs in “Bad Standing” (who maintain their booking privileges);
 - xi. AMS Approved Organizations
 - xii. Commercial Bookings
- c. The procedure and timeline for booking AMS Groups into AMS spaces for the following AMS Fiscal Year shall be as follows:

Groups	Timeline	Actions (for upcoming Fiscal Year)
Internal AMS Groups, Constituencies	First Round (open for 2 weeks)	Internal AMS Groups: First priority to book all requested dates. Constituencies: Submit requests for Council dates.
Student Resource Groups, Constituencies, AMS Clubs	Second Round (open for 4 weeks)	Student Resource Groups: Priority to book requested dates. Constituencies and AMS Clubs: Submit booking requests for up to two (2) major/flagship events only.
Constituencies, AMS Clubs	Third Round (open for 4 weeks)	Constituencies and AMS Clubs: Submit block and single bookings requests for specialty/purpose rooms (i.e for dance classes, martial arts, theatrical performances etc.)

Constituencies, AMS Clubs	Fourth Round (open indefinitely)	Constituencies and AMS Clubs: Submit requests for all rooms.
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- i. All of the above shall be booked on a first come, first serve basis.
- ii. Constituencies shall be allowed to book Council meeting dates during the summer without restriction.
- iii. For the specialty/purpose room booking period, the AMS Bookings Representative shall determine whether the request is valid.

6. Boothing Policy

- a. Internal AMS Groups and AMS Subsidiaries may booth in the atrium of the Nest free of charge.
- b. All bookings for booths shall be made through an AMS Bookings Representative.
 - i. The AMS Bookings Representative may book booths on the same day as requested if there is availability.
- c. Only up to twenty-five percent (25%) of booths may be reserved for Commercial Bookings at any given time.
- d. All organizations who booth may not leave their boothing area to solicit users of the AMS Nest.
 - i. Moving beyond one (1) metre of one's assigned booth shall be considered a violation of this section.
- e. The AMS Bookings Representative must be notified if food service of any kind is to take place at a booth.

7. Booking Rules

- a. It shall be the responsibility of all Internal AMS Groups, AMS Subsidiaries and AMS Approved 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.
- c. Bookings made for a group shall be for the exclusive use of that group. 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, a higher booking priority, or other circumventive and illegitimate reasons.
- 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 Organizations may not host licensed events.
- e. Any AMS Subsidiary or AMS Approved Organization must receive a temporary food service permit from Vancouver Coastal Health
 - i. This excludes commercially pre-packaged, shelf-stable products or whole fruit that do not require any form of care.
 - ii. A copy of the approved permit must be available upon request at any time.
- f. All Internal AMS Groups, AMS Subsidiaries or AMS Approved 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) and Re:Sound.
- g. All licensed events serving alcohol require security, and a security plan that has been reviewed by the AMS Building Operations Manager.
 - i. The AMS may request that any booking may require security if deemed necessary.
- h. Members of the Operations Committee and AMS Bookings Representatives shall be granted full access to all functions in the AMS Nest to oversee the functions.

- i. All bookings in AMS spaces are subject to AMS Fire and Safety Regulations.
- j. The party responsible for booking the space is also responsible for any cleaning or repairs to the room as a result of an event that are necessary beyond daily wear.
 - i. All perishable food items must be removed immediately after a booking as concluded.
- k. All Commercial Bookings shall be subject to the contract signed by both parties, as prepared by the Conferences & Catering department.

8. Waiving of Rental Fees

- a. The Operations Committee may waive fees for Commercial Bookings at their discretion.
- b. The Operations Committee may also waive fees for bookings made by Internal AMS Groups and AMS Subsidiaries.
- c. The factors that the Operations Committee shall consider when reviewing a request for a fee waiver shall be;
 - i. the benefit to members of the AMS;
 - ii. whether the booking request is student-led;
 - iii. the impact on AMS Subsidiary bookings; and
 - iv. where revenues from the event will be allocated to;

9. 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 AMS Subsidiary or AMS Approved Organization wishes to cancel a booking, it must do so with thirty (30) days notice for a Large Room and seven (7) days notice for any other room.
- c. Groups that fail to provide the appropriate notice for cancellations shall receive a fine according to the following schedule;
 - i. Fifty dollars (\$50) for the first offence;
 - ii. One hundred dollars (\$100) for the second offence; and
 - iii. Two hundred fifty dollars (\$250) for the third offence and a strike in Bad Standing.
- d. The Vice-President Administration may waive cancellation penalties at their discretion.

10. Fines and Penalties

- a. AMS Subsidiaries and AMS Approved Organizations that fail to follow the established policies and procedures for bookings in the AMS Nest shall be administered fines and other disciplinary actions.
- b. Fines and penalties shall be administered according to the following schedule for AMS Subsidiaries and AMS Approved Organizations:

Violation	Fine	Other Penalties
Minor Violations		
Failure to receive approval for third party catering in the AMS Nest.	1st Occurrence: Warning Future: \$50	One strike in Bad Standing on the third occurrence.
Failure to reset room after use.	1st Occurrence: Warning Future: \$50	
Failure to show for Small Room without cancellation.	\$50	One strike in Bad Standing on the third occurrence.
Using a room without booking it.	\$50	
Regular Violations		

Unauthorized use of AMS Equipment.	\$150	One strike in Bad Standing.
Damage to AMS Property or Equipment totalling less than two hundred fifty (\$250).	\$150	One strike in Bad Standing on the third occurrence.
Failure to show for a Medium or Large Room without cancellation.	\$150 + Cancellation Fee	One strike in Bad Standing on the second occurrence.
Failure to clean the Great Hall.	\$150 + Labour Charges	One strike in Bad Standing.
Failure to review the security plan for licensed events with the Building Operations Manager.	\$150	
Failure to provide a copy of the Special Events Permit and necessary Serving-It-Right certification to the Building Operations Manager within specified deadline.	\$150	
Major Violations		
Damage to AMS Property or Equipment totalling more than two hundred fifty (\$250)	Full Cost of Damages and Labour	One strike in Bad Standing.
Serving alcohol without a Special Event Permit.	\$500 + regulatory fines	One strike in Bad Standing.
Failure to comply with AMS and Vancouver Coastal Health Food Safety Regulations	\$500 + regulatory fines	One strike in Bad Standing.
Booking on behalf of a third party.	\$500 + full rental cost	One strike in Bad Standing.

- c. Damages and other non-fine charges will be billed to the AMS Subsidiary's account only upon resolution of the Operations Committee.
- d. Penalties and fines imposed on Commercial Bookings will be as per the booking contract.

- e. The Vice-President Administration or the Operations Committee may waive fines imposed on AMS Subsidiaries, AMS Approved Organizations, and Commercial Bookings.
- f. Any illegal actions that occur during a booking are subject to further penalties to be imposed by the Office of the Vice President Administration and the Operations Committee.

11. Booking Suspensions

- a. Booking privileges in the Nest may be suspended by the Operations Committee, in addition to penalties incurred from a Bad Standing designation, 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. bookings that fail to adhere to the standards of behaviour outlined in AMS Policies.
- b. Bookings suspensions shall be administered upon resolution of the Operations Committee.
- c. Suspensions may not exceed one (1) year in duration.
- d. Groups with suspended booking privileges may not make bookings during their suspension for dates which occur after the end of the suspension period.
- e. Suspensions imposed by the Operations Committee are not eligible for review.

Section 8: AMS Building 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.
 - a. Smoking is not permitted in the Courtyard or on the balconies.
- b. No animals shall be allowed in the Nest, except for assistance animals.

- c. No skateboarding or rollerblading shall be permitted in the NEST.
- d. Bicycles may be wheeled through the main concourse of the NEST, but not ridden anywhere in the building.

2. Signage, Postering and Advertising

- a. Signage promoting a product or service that competes with an AMS business, service, or a Nest outlet is not permitted.
- b. Signage in the Nest is available to all AMS Departments, Subsidiaries, other affiliated groups, and non-competing events.
- c. Signage may not promote, or would have the effect of promoting discrimination, contempt or hatred of any group and/or any person.
- d. The displaying of any material that may be deemed triggering, graphic, or offensive within AMS spaces is prohibited.
- e. With the exception of AMS business such as AMS elections and referendums, signage may not promote specific political candidates, parties, or positions.
- f. All signage must be related to something that is relevant to the UBC student population.
- g. With the exception of some digital signage, third party advertising is not permitted.
- h. Signage materials may not be attached to any surfaces in the buildings that are not designated for signage or pre-approved by the Vice President Administration.
- i. All groups assume full responsibility for ensuring they have secured the rights of the materials, image, and artwork used in their signage.
- j. Signage that fails to adhere to this Policy will be removed and associated expenses charged back to the responsible group.

- k. Relevant advertising for a booth must be positioned no more than one (1) metre from the booth or table.
- l. Signage may not be positioned in a way that impedes the normal movement of people within the public areas of the building, blocks a fire exit, or creates a tripping hazard.
- m. Floor decals must be approved by the Vice President Administration prior to placement.
 - i. Decals must use a light temporary adhesive that leaves no marks when removed.
 - ii. Groups are responsible for placing and removing decals.
- n. Posters and handbills will be removed from all bulletin boards on a monthly basis.
- o. Placing multiple posters or handbills on a single board may result in the removal of all notices.
- p. All signage is subject to approval by the Vice President Administration or the Operations Committee

3. 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.