

# **Constitution**

## **Section I: Name**

1. The organization shall be called the “Vancouver School of Economics Undergraduate Society of the University of British Columbia—Vancouver.” (VSEUS)

## **Section II: Objectives**

1. To support the student initiatives within the Vancouver School of Economics community.
2. To provide academic, social, athletic, personal, and professional opportunities that will benefit the undergraduate students of the Vancouver School of Economics.
3. To advocate on behalf of VSEUS members and to liaise between them and the administration and faculty of the Vancouver School of Economics.
4. To act in the best interests of VSEUS members, on campus and in the community.
5. To assist incoming VSEUS members and to orient them to the Vancouver School of Economics.

## **Section III: Membership:**

1. The active members of the Society shall be all undergraduate students of UBC who are registered in the Vancouver School of Economics, and have fully paid their VSEUS membership fees.

## **Section IV: Referendum**

1. This Constitution shall only be amended by a referendum of VSEUS members in which a majority of those voting approve the amendments.
2. Fee changes shall only be made by a referendum of VSEUS in which a majority of those voting approve the fee changes.
3. Quorum for all referendums shall be set according to the quorum rule in AMS bylaw 14(6). If there are less than 1000 members, quorum is 15% or 100 members, whichever is less. If there are 1000 members or more, quorum is 10% of the members.

## **Section V: Amendments**

1. This Constitution shall only be amended by a referendum of VSEUS members in accordance

with the referendum rules in Section IV.

## *Code of Procedures*

### Section I: Interpretation and Definitions:

1. In this Code of Procedures, unless the context otherwise requires, expressions defined in the Society Act, as amended from time to time, shall have the meanings so defined in that Act. Words imparting the singular shall include the plural, and vice versa.
  
2. Within the Code of Procedures, unless the context otherwise requires:
  - **University** or **UBC** shall mean the University of British Columbia – Vancouver.
  - **VSEUS** shall mean the Vancouver School of Economics Undergraduate Society of the University of British Columbia—Vancouver or “The Society”
  - **AMS** shall mean the Alma Mater Society of the University of British Columbia – Vancouver.
  - **Council** shall mean the governing body of the VSEUS.
  - **Committee** shall mean the equivalent of either a standing committee or an *ad hoc* committee.
  - **Councilor** shall mean any elected, voting program, general, first year or club representative.
  - **Executive** shall mean the (5) five voting members of the Executive Committee.
  - **General Election** shall refer to the election held during the second term of the Winter Session.
  - **Members** shall mean the active members but not honorary members of the VSEUS of the University of British Columbia.
  - **BIE** shall refer to the Bachelor of International Economics Program at the Vancouver School of Economics.
  - **Major** or **Major Program** shall refer to the Bachelor of Arts Economics Major program at the Vancouver School of Economics.
  - **Honours** or **Honours Program** shall refer to the Bachelor of Arts Economics Honours program at the Vancouver School of Economics.

- **Resolution** shall mean a resolution passed by the majority of the votes cast in Council, exclusive of abstentions and blanks.
- **Senate** shall mean the Senate of the University of British Columbia – Vancouver.
- **Two-Thirds (2/3) Resolution** shall mean a resolution passed by a 2/3 majority of the votes cast in Council
- **Recognized Clubs** shall refer to clubs operating within the interests of Economics students as recognized by council.

## **Section II: Membership**

1. Every member shall uphold the Constitution of the VSEUS, and is afforded the same rights and opportunities to participate in VSEUS, or VSEUS related activities.
2. Membership fees shall be set at \$25.00, indexed to BC CPI every 3 years and altered by referendum of the VSEUS.
3. A Member shall cease to be a member of VSEUS upon losing undergraduate status in the Vancouver School of Economics at UBC.
4. All officers of VSEUS must be members of VSEUS in good standing, unless otherwise approved by the Executive Council as defined in the Code of Procedures.

## **Section III: General Meetings and Referenda**

1. General meetings shall be held once a year.
  - a) The Annual General Meeting of the VSEUS (AGM) shall be held in mid-March, and notice of the meeting shall be given 14 days prior to the event to all members.
  - b) All Members of the VSEUS shall have the right to attend, speak and vote at general meetings.
  - c) Quorum for a general meeting shall be set according to AMS bylaw 14(6); if there are less than 1000 members, quorum is 15% or 100 members, whichever is less. If there are 1000 members or more, quorum is 10% of the members
  - d) If quorum is not reached within 30 minutes of the call to order then the only business possible is discussion or adjournment.
  - e) An Extraordinary General Meeting can be called at any date by the President at the request

of Council, or by a petition signed by one-tenth of the active membership of the Society submitted to the Administrative Assistant of the Vancouver School of Economics.

- f) An Extraordinary General Meeting shall be called 3 to 15 school days after the petition is received. Notice of the Extraordinary General Meeting shall be given 30 days prior to the event to all members.
2. The President, upon a Resolution of Council or a petition signed by one-tenth of the active membership of VSEUS shall call a referendum for the VSEUS. All Members of the VSEUS shall have the right to vote in Society referenda. Quorum for referenda shall be as outlined in the Constitution.

#### **Section IV: Council**

1. The Council of the VSEUS shall control the management, administration, and affairs of the organization.
2. The Council, and its Committees, are subject to the Constitution and Code of Procedures of the VSEUS.
3. The voting members of Council shall be:
  - a) The Executive of the VSEUS as outlined in Section V.
  - b) The Graduating Class Representative, who shall be a graduating Economics student in the current academic year.
  - c) Two Economic Major Representatives.
  - d) The Economics Honours Students Representative.
  - e) The Combined/Double Major Representative, who shall be a student in either a combined major with one of the majors being Economics or a double major with one of the majors being Economics.
  - f) The Junior Bachelor of International Economics Representative, who shall be a first or second year Bachelor of International Economics Student.
  - g) The Senior Bachelor of International Economics Representative, who shall be a third or higher year Bachelor of International Economics Student.
4. Nonvoting, appointed members of Council, who shall consist of:

- a) Speaker of Council, unless a voting member of council assumes this role.
  - b) Other appointed members of Council as directed, from time to time.
5. Each voting Member of Council shall be entitled to one (1) vote and not more than one (1) vote.
  6. Quorum for the Council meeting shall be set as 50% of all voting members of the Council, or 3 members, whichever is more.
  7. Councilors, first and foremost owe their duties to VSEUS.
  8. Council must schedule regular bi-weekly meetings during the Winter Session. The meeting dates need be consistent unless:
    - a) The scheduled meeting date falls on a statutory holiday or a university holiday (that affects students.)
    - b) Otherwise determined by Council
  9. Council must meet at least once during the summer term where there will be a motion regarding the budget of the society for that fiscal year. If council is unable to pass the budget during a council session, a revised budget may be passed outside of council if councilors vote via email. The email vote is subject to the required quorum and majority.
  10. If Council fails to meet due to the reasons stated in Section IV article 8(a) and 8(b), the Council must schedule the meeting on the closest available week from the missed Council meeting.
  11. Council meetings shall be run in accordance with Robert's Rules of Order, newly revised.
  12. Council meetings shall be open to the public except for in-camera sessions that are formally passed by a motion from the floor at the Council. Council meeting's dates, time and location shall be published on the VSEUS's website.
  13. Those who miss 4 regular meetings during the academic year, with the exception of extenuating circumstances, will have their status removed as a council member.
    - a) The President and the Vice-President Administration will determine what qualifies as extenuating circumstances. The act of sending a proxy is considered good practice but will not cause an absence to not be counted.
    - b) The President and the Vice-President Administration will issue a formal warning once the Council member has reached 2 and 3 absences.
  14. The meeting structure of Council meeting shall be as follows, unless otherwise determined by the Speaker of Council or amended by a motion on the floor.

- a) Speaker call to order
  - i. Speaker notes the presence of quorum and call the meeting to order
  - ii. Speaker provides land acknowledgements statement as follows: “This meeting is held on the traditional, ancestral, and unceded territory of the Musqueam people. The land it is situated on has always been a place of learning for the Musqueam people, who prior had received teachings in their culture, history, and traditions from one generation to next.”
  - iii. Speaker notes that the agenda has been distributed to all members and invites Councilors to submit any amendments to the agenda.
- b) Membership: Introductions, Welcoming of new members, Declaration of vacancies, and Farewells.
- c) Amendments and approval of the minutes
  - i. Minutes from previous Council and its Committee meetings shall be presented to Council for approval.
- d) Presentation to the Council
  - i. Any relevant party on any topic relevant to the society may give presentations.
  - ii. Each presentation is limited to 10 (ten) minutes of formal presentation and 5 (five) minutes afterwards for questions.
  - iii. Council can extend presentation and question periods through a motion from the floor.
  - iv. By discretion of Council and/or of the Speaker, motion(s) pertaining to the presentation may be debated and voted upon directly after the presentation is given.
- e) Remarks of the President (5 minutes)
  - i. The President shall provide any relevant updates to Council.
  - ii. The President shall provide any relevant updates from the Executive Committee to Council.
- f) Remarks of the Councilors (5 minutes each)
  - i. The Councilors shall provide any relevant updates to Council.

- ii. The Councilors shall provide any relevant updates from the Committee they chair to Council.
- g) Committee Reports (5 minutes each)
- h) Recognized Club Reports (3 minutes each)
- i) Businesses arising from the Committees
  - i. Council will debate and votes upon any motion that is recommended from its Committees.
- j) Other Businesses
  - i. Council will debate and votes upon all motions that didn't come directly from one of its Committees.
- k) Discussion
  - i. The speaker will allow an opportunity for Council to discuss informally issues that pertain to the Society without making any binding decisions.
  - ii. Discussions shall be limited to thirty(30) minutes per item of discussion, unless a motion to extend time has been approved through an ordinary resolution of Council.
- l) Adjournment
  - i. The meeting will be adjourned by the simple majority of Council
  - ii. Next meeting date, time, and location shall be announced by the Speaker and noted in the minutes.

## **Section V: Executive**

1. The Executive of the Society shall be:
  - a) The President,
  - b) The Vice-President, Academic
  - c) The Vice-President, External,

- d) The Vice-President, Student Life,
  - e) The Vice-President, Administration,
  - f) The Vice-President, Finance,
  - g) The AMS Representative.
2. The executives shall keep and maintain no less than two (2) public office hours per week during the winter session provided that office space is available.
  3. The duties of the Executive shall be as outlined in Section VI.
  4. The Executives shall not receive financial compensation for their services.
  5. Those who miss 4 regular meetings during the academic year, with the exception of extenuating circumstances, will have their status removed as a council member.
    - a. The President and the Vice-President Administration will determine what qualifies as extenuating circumstances. The act of sending a proxy is considered good practice but will not cause an absence to not be counted.
    - b. The President and the Vice-President Administration will issue a formal warning once the Council member has reached 2 and 3 absences.
  6. Voting rights are not granted in matters of benefitting due to conflict with another institution or within oneself.

### **Section VI: Duties of Officers**

1. The President shall:
  - a) Act as Chair for all Executive Committee meetings.
  - b) Act as Chair for all Council meetings in the absence of the Speaker of Council.
  - c) Interpret the Constitution and Code of Procedures.
  - d) Act as the Chief spokesperson on behalf of VSEUS.
  - e) Supervise and Coordinate the Executives of the Society.
  - f) Represent Economics students to the VSE.



- g) Serve as a liaison between VSEUS and on-campus external organizations
  - h) Form a President's Advisory Council and have ongoing communications with previous VSEUS Presidents
  - i) Take on the duties of the AMS Representative and sit on the AMS Council throughout his or her term if the AMS Representative seat is vacant
2. The Vice President, Academic shall:
- a) Oversee the academic mission of VSEUS.
  - b) Organize events of broad academic interest.
  - c) Carry out any other duties assigned by the President.
3. The Vice President, External shall:
- a) Serve as a liaison between VSEUS and non-campus external organizations except for the VSE.
  - b) Promote relations with other Faculties and Schools and their respective constituencies.
  - c) Oversee the website and marketing functions of VSEUS.
  - d) Carry out any other duties assigned by the President.
4. The Vice President, Student Life shall:
- a) Oversee the social events of VSEUS.
  - b) Organize VSEUS First Year Orientation Events.
  - c) Carry out any other duties assigned by the President.
5. The Vice-President, Administration shall:
- a) Maintain regular correspondence of VSEUS.

- b) Serve as the bookings representative for VSEUS and all Economics students in Iona building.
  - c) Record the minutes of all Council Meetings.
  - d) Oversee all matters pertaining to VSEUS student spaces.
  - e) Manage assets (both physical and virtual) that the VSEUS owns.
  - f) Recruit, train and oversee volunteers for VSEUS.
  - g) Oversee elections, including acting as Elections Administrator in the absence of an appointed Elections Administrator.
  - h) Organize the Annual Council retreat in the Fall after the fall by-election of their term.
  - i) Make sure all information regarding VSEUS is correct and up to date on all internal and external databases.
  - j) Oversee all matters pertaining to VSEUS Clothing and Merchandise.
  - k) Carry out any other duties assigned by the President.
6. The Vice-President, Finance shall:
- a) Serve as the sole signing officer of VSEUS.
  - b) Oversee the financial accounts of VSEUS and manage their day-to-day transactions.
  - c) Prepare and present a budget for approval by Council prior to submission to the AMS.
  - d) Carry out any other duties assigned by the President.
7. The AMS Representative shall:
- a) Represent VSEUS at all AMS Council Meetings
  - b) Regularly Report to Council on the dealings of the AMS.
  - c) Carry out any other duties assigned by the President.
8. The Junior BIE Representative shall:
- a) Represent first year and second year Bachelor of International Economics students.

- b) Be a first or second year Bachelor of International Economics student in good standing.
  - c) Sponsor student projects, especially those pertaining to the interest of the first or second year BIE students.
  - d) Carry out any other duties assigned by the President.
9. The Senior BIE Representative shall:
- a) Represent the upper year students of the Bachelor of International Economics Program
  - b) Be a third year or higher student of the BIE program in good standing.
  - c) Sponsor student projects, especially those pertaining to the interests of the BIE students.
  - d) Manage programming that pertains to graduating BIE students.
  - e) Represent the BIE students and VSEUS members within the VSE's BIE Committee.
  - f) Carry out any other duties assigned by the President.
10. The Graduate Representative shall:
- a) Represent graduating VSEUS members.
  - b) Be a Majors or BIE Student graduating, and with good-standing, in current academic year
  - c) Represent Economics students in the AMS Grad Class Council.
  - d) Manage programming that pertains to graduate students in coordination with the Executives.
  - e) Carry out any other duties assigned by the President.
11. The Economic Major Representative shall:
- a) Represent students in the Major Program.
  - b) Be a Major Program student in good standing.
  - c) Sponsor student projects, especially those pertaining to the interests of the Major students.
  - d) Carry out any other duties assigned by the President.

12. The Economics Honours Representative shall:

- a) Represent the students of the Honours Program.
- b) Be a member of the Honours Program in good standing.
- c) Sponsor student projects, especially those pertaining to the interests of the Honours students.
- d) Carry out any other duties assigned by the President.

13. The Combined/Double Major Representative shall:

- a) Represent the students of the Combined/Double Major program.
- b) Be a member of either the Combined or Double Major Program in good standing.
- c) Sponsor student projects, especially those pertaining to the interests of the Combined/Double Major students.
- d) Carry out any other duties assigned by the President.

## **Section VII: Committees**

- 1. All Standing Committees of Council must have at least one (1) voting members of Council
- 2. Quorum for all Committees shall consist of the majority of the voting members of the committee.
- 3. The President shall serve as an ex-officio member to all Standing Committees of the VSEUS unless otherwise stated by the Code of Procedures or determined by the Council.
- 4. All Standing Committees of Council must have at least one (1) student at large voting seat unless otherwise stated by the Code of Procedures or determined by the Council.
- 5. No single member at large may have a voting seat on more than one Standing committee, unless otherwise stated by council
- 6. All Executives must chair at least one (1) and no more than one (1) Standing Committee during their term except for the cases specified in this document.
- 7. Executives who are the default chair for more than one Standing Committee must choose one

committee to serve as Chair.

8. In cases where the Chair is vacant from any of the committee, the default Chair will serve as Chair until a Chair is appointed by the Committee.
9. If a Chair has to be appointed, it must be from the current voting member of the Committee who is not the default Chair.
10. Standing Committee Chairs shall:
  - a) Set the meeting time, date, and location for the Committee.
  - b) Set and distribute the agenda of the Committee meeting to all of its members.
  - c) Be responsible for the Committee report on Council.
  - d) Chairs the meetings and moderate the discussion of the Committee.
11. All Sub-Committees will be overseen by their respective Standing Committee of Council designated by their portfolios.
12. Sub-Committees Chairs shall:
  - a) Set the meeting time, date, and location for the Sub-Committee.
  - b) Set and distribute the agenda of the Sub-Committee meeting to all of its members.
  - c) Be responsible for the Sub-Committee report to their respective Standing Committee.
  - d) Chairs the meetings and moderate the discussion of the Sub-Committee.
13. The following comprise the standing committees of Council
  - a) The Executive Committee which shall:
    - i. Be chaired by the President.
    - ii. Consist of the Executives
    - iii. Discuss and approve internal and external communication of the VSEUS.
    - iv. Present options and make recommendations to Council on matters of concern to the VSEUS and its members.

- v. Ensure recognitions for deserving members within the VSEUS for their contributions to the Society.
  - vi. Other duties as assigned by the Council from time to time.
  - vii. Create Agenda for Council meetings.
- b) Student Life Committee which shall:
- i. Have the Vice President, Student Life as its default chair.
  - ii. Oversees initiatives that pertain to social events within VSEUS.
  - iii. Oversees student social services and their provision.
  - iv. Oversees initiatives and events that relate to student mental health and wellbeing.
- c) External Committee which shall:
- i. Have Vice President, Academics and External as its default chair.
  - ii. Oversees all external partnership of VSEUS.
  - iii. Pursue sponsorship opportunities.
- d) Academic Affairs Committee which shall:
- i. Have Vice President, Academic as its default chair.
  - ii. Oversees the career development aspects of the VSEUS.
  - iii. Implement the Academic mission of the VSEUS.
  - iv. Oversee student academic services and their provision
- e) Finance and Grant Committee which shall:
- i. Be chaired by the Vice President, Finance
  - ii. Coordinate the Grant program of the VSEUS
  - iii. Prepare and Recommend the Budget to Council
  - iv. Make other Appropriate Recommendations to Council on Financial Matters.

f) Elections Committee which shall:

- i. Have the Vice President, Administration appoints the VSEUS Elections Administrator as the default chair.
- ii. In cases when the Elections Administrator is not available, the default chair shall be the Vice President, Administration.
- iii. Not have candidates running in the upcoming elections sit on the committee.
- iv. Oversees both the general election and the by-election of VSEUS.
- v. Review and recommend changes to the Elections Procedures to Council as necessary.
- vi. Ensure observance of the Elections Procedures by all parties and make necessary penalties as specified in the Elections Procedures.

g) Administration Committee which shall:

- i. Be chaired by the Vice President, Administration.
- ii. Oversee the administrative function of the society
- iii. Recommend changes in lounge policy and/or any other asset related policies to Council
- iv. Ensure observance of the Constitution and the Code of Procedures
- v. Recommend changes to the Code of Procedures to the Council and the Executive Committee
- vi. Recommend referendum questions on changes to the Constitution to the Council and the Executive Committee
- vii. Prepare agenda for VSEUS Council meetings.
- viii. Conduct an annual review of all short-term projects and current student services/programs to recommend to council and the executive committee appropriate fee changes.

h) Marketing Committee which shall:

- i. Have the Vice President, External appoints the VSEUS Marketing Director as default chair.
  - ii. Oversee the marketing and function of the society.
  - iii. Oversee the website of the society.
  - iv. Manage social media accounts and online communication channels.
- i) Junior BIE Committee which shall:
- i. Be chaired by the Junior BIE Representative.
  - ii. Observe and address the need of the First and Second Year BIE student.
- j) Senior BIE Committee which shall:
- i. Be chaired by the Senior BIE Representative.
  - ii. Observe and address the need of the Third and higher Year BIE student.
  - iii. Manage programming that pertains to graduating BIE students.
- k) Honors Committee which shall:
- i. Be chaired by the Honors Representative.
  - ii. Observe and address the need of Honors Economics student.
- l) Economic Majors Committee which shall:
- i. Be chaired by the Economic Majors Representative.
  - ii. Observe and address the need of Economic Major students.
- m) Recognized Clubs Committee which shall:
- i. Vice President Administration appoints 1 member at large, who is not an executive of a recognized club as appointed by the Council, to chair
  - ii. Consist of the designated officer from each of the recognized club of VSEUS.
  - iii. Ensure collaboration and coordination of initiatives and events organized by VSEUS and the recognized clubs.



14. The following comprise of the Sub-Committees of VSEUS

a) Iona Journal Sub-Committee which shall:

- i. Be chaired by the President.
- ii. Be under the portfolio of the President
- iii. Consist of the Vice President, Administration and the Vice President, Finance.
- iv. Approve the Iona Journal Annual Budget at the beginning of the Academic year
- v. Approve the nomination of the Iona Journal Editor-in-Chief and the Business Director.
- vi. Provide oversight over the health and operations of the Iona Journal.

b) Merchandise Sub-Committee which shall:

- i. Have the Vice President, Administration appoint 1 member-at-large as chair
- ii. Be under the portfolio of the Administration Committee
- iii. Contact vendors to create new VSEUS merchandise
- iv. Implement purchasing policies (ie. returns, refunds, pre-orders, etc.)
- v. Create sustainable inventory management system
- vi. Set-up and operate merchandise shop with payment systems

c) Health & Wellness Sub-Committee, which shall:

- i. Have the Vice President, Student Life appoint 1 member-at-large as chair
- ii. Be under the portfolio of the Student Life Committee
- iii. Advocate for students on matters regarding mental health
- iv. Maintain a working connection with UBC REC centre about sporting initiatives for Economic students to partake in
- v. Develop and oversee initiatives related to physical and mental well-being

d) Tutoring Sub-Committee, which shall:

- i. Have the Vice President, Academic appoint 1 member-at-large as chair
- ii. Be under the portfolio of the Academic Affairs Committee
- iii. Plan and implement academic tutoring service
- iv. Research and refine tutor selection and training
- v. Make recommendations to External & Academic Affairs Committee regarding tutoring procedures

e) Alumni Network Sub-Committee, which shall:

- i. Have the Vice President, External appoint 1 member-at-large as chair
- ii. Be under the portfolio of the External Committee
- iii. Work with Vancouver School of Economics (VSE) to elaborate on alumni services and benefits
- iv. Create initiatives that connects current students with VSE alumni
- v. Implement strategies to reach out to VSE alumni
- vi. Provide Sponsorship Sub-Committee with potential partnerships

f) Sponsorship Sub-Committee, which shall:

- i. Have the Vice President, External appoint 1 member-at-large as chair
- ii. Be under the portfolio of the External Committee
- iii. Create sponsorship packages
- iv. Meet with clients and assess their fit with VSEUS
- v. Expand VSEUS brand through outreach of community and business partners

g) Gala Sub-Committee, which shall:

- i. Have the Vice President, Student Life appoint 1 member-at-large as chair

- ii. Be under the portfolio of the Student Life Committee
  - iii. Be responsible for organizing the end of year Gala
- h) BIE Yearbook Sub-Committee, which shall:
- i. Have the Senior BIE Representative appoint 1 member-at-large as chair
  - ii. Be under the portfolio of the Senior BIE Committee
  - iii. Be responsible for designing, publishing and distributing the BIE Yearbook to graduating BIE students
15. Council may establish ad-hoc committees at any point without modifying the code of procedures from time to time.

### **Section VIII: Elections**

1. Election of the Council
  - a) The Executives and the AMS Representative shall be elected by and from the active members of the Society in a general election, which shall be held in February or early March.
  - b) The elections and nomination periods shall be conducted and set by the Elections Committee, with both the nomination period and the voting period to be set as at least five(5) business days.
  - c) All elections shall be conducted in accordance with the Elections Procedures as approved by Council. Any changes to the Elections Procedures can only be made by a two-third (2/3) majority vote of the Council.
  - d) The executives shall take office on the first day of May after they have been elected and their results presented to the previous Council.
  - e) All vacancies in Council that exist or arise after the Fall By-Election shall be filled at the earliest opportunity through an In-Council Appointment
  - f) In the event that an eligible Member is elected to an Executive position during the Spring Elections but subsequently ceases to be a member of VSEUS,
    - That executive must notify the Council and resign upon leaving the Vancouver School of Economics unless otherwise determined by the Executive Committee. A by-election

will then be held as outlined in Section eight (VIII), article 1.(e).

3. All representative positions (the BIE Representatives, the Major Representatives, the First Year Representative, the Honours Representative, The Graduating Class Representative, and the Combined/Double Major Representative) except for the AMS representative shall be elected by and from the active members of the Society in accordance with the limitations set out in section VI of this Code of Procedures in a by-election held no later than the third week of September.

### **Section IX: Recognized Clubs**

1. The following requirements must be met for a club to become a recognized club of VSEUS:
  - a) Have a purpose that aligns with VSEUS's mission.
  - b) Not be controlled financially or operationally by external organizations and must not have any for-profit motive or tasked with recruitment and/or promotion of an external organization.
  - c) Not simultaneously be a recognized club within any other constituencies within UBC.
2. Following documents must be submitted to the Administration Committee of the VSEUS for the approval of the club:
  - a) A one page statement outlining the nature, purpose, scope of the club as well as why they want to gain the status of a recognized club. This document should also state the membership fee as well as the number of fee-paying members.
  - b) A copy of the club's most up-to-date Constitution.
  - c) A list of all current executives, including names, position, faculty and contact information.
  - d) A budget for the club following the budget format as prescribed by the AMS.
  - e) A complete list of all members paying VSEUS membership fees.
3. The process through which a recognized club is approved is as follows:
  - a) After submission of all necessary documents, a representative from the club shall make a presentation not exceeding 10 (ten) minutes in an ordinary meeting of the Administration Committee.
  - b) After the meeting, the Administration Committee will decide whether to recommend recognition of the club to Council.

- c) The Council then votes on the recognition of the club.
4. Recognized clubs shall have the following privileges:
- a) Access to club specific funding sources.
  - b) Access to promotional channels of the VSEUS.
  - c) A voting or non-voting seat at Council, as determined by Council.
  - d) A voting seat at the Recognized Club Committee.
5. Removal of registered club status
- a) If at any point a club is found to be in violation of the followings, the club will be stripped of the recognized club status no more than 14 (fourteen) days after the violation is found:
    - i. Violates the Constitution of the VSEUS.
    - ii. The club is in violation of Canadian laws.
    - iii. Any other violation as determined appropriate by the Administration Committee
  - b) The club has fourteen (14) days to appeal the decision. During this period, the club shall lose all financial privileges but will still be able to hold a non-voting seat within Council and its Committees (if any.)
6. Renewal of registered club status
- a) Recognized clubs status must be renewed every year for all recognized clubs unless otherwise determined by Council.
  - b) Recognized club status is renewed if documentation can be provided to demonstrate the following requirements:
    - i. The club has not been in deficit for more than 2(two) years.
    - ii. The club has a list of its new executives with their contact information.
    - iii. The club's Constitution is still consistent with VSEUS's mission.
    - iv. Updated information on membership fee and number of fee-paying members.

- v. An updated budget for the club following the budget format as prescribed by the AMS.
- vi. An updated list of all members paying VSEUS membership fees.

### **Section X: Records**

1. The minutes of the Council and Committees shall be distributed via email to VSEUS Councilors, posted on the VSEUS Website, and copies of all minutes shall be submitted to the AMS Archivist and Clerk of Council.

### **Section XI: Amendments**

1. Code of Procedures of the Society may be amended by a Two-Thirds (2/3) Resolution of Council, provided that the following conditions have been met:
  - a) Written notification of the amendment shall be given to the Vice-President, Administration at least two weeks in advance of the Council meeting at which the amendment is to be voted upon.
  - b) The Vice-President, Administration, shall distribute the amendment to the Council at least one week in advance of the Council meeting at which the amendment will be voted upon.

### **Section XII: Liability**

1. The VSEUS shall assume no liability for damages suffered, be they bodily harm, property damage and/or property loss, by any participant in any of the events sponsored by or sanctioned by the VSEUS.
2. The VSEUS shall assume no responsibility for any damages incurred directly or indirectly by the actions of a member of the VSEUS unless such action has been approved by the VSEUS.

### **Section XIII: Contracts**

1. The term “contract” shall include internal contracts within the AMS such as binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
  - a. Any contracts involving external vendors shall abide by the AMS Codes and Bylaws.
2. The Executives of the Society, as outlined in Section V, Article 1, are the only individuals who can bind the Society to a legal contract.
3. If any individual or group wishes to enter the Society into a contract, the following protocol

must be observed:

- a. The contract shall be submitted to every Executive of the Society as outlined in Section V, Article 1;
  - b. The contract shall be considered for approval by the Executive of the Society;
  - c. The contract shall be approved if a minimum of three (3) Executives sign the document
  - d. If the contract entails a financial commitment to the Society, then the VP Finance signature is required for approval
4. Except in accordance with Section XIV, Article 2, the Society's members are not authorized to sign any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract, unless otherwise discussed by Council.