

THE CODE OF PROCEDURES OF
THE ARTS UNDERGRADUATE
SOCIETY OF THE UNIVERSITY
OF BRITISH COLUMBIA
VANCOUVER

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CHAPTER I : GENERAL

Article 1: Interpretation

Section (a): The Code of Procedures shall be interpreted by the Speaker, and the Speaker shall resolve all disputes thereof, in accordance with Chapter II, Article 7, Section (a)(iv).

Subsection (i): In the absence of the Speaker, the President shall make all interpretations and resolve disputes related to the Code of Procedures, as provided for in Chapter II, Article 7, Section (b)(i).

Article 2: Definitions

Section (a): The terms “Arts Undergraduate Society” and “AUS” shall refer to the Arts Undergraduate Society of UBC Vancouver.

Section (b): The terms “Alma Mater Society” and “AMS” shall refer to the Alma Mater Society of UBC Vancouver.

Section (b): The term “Council” shall refer to the Arts Undergraduate Society Council

Section (c): The term “Club(s)” shall refer to Departmental Clubs that have been constituted by the Arts Undergraduate Society, as defined in Chapter XVI.

Section (d): The terms “Executive(s)” and “Executive Member(s)” shall refer to members of the Executive Committee, as defined in Chapter IV.

Section (e): The term “Councillor(s)” shall refer to members of the Arts Undergraduate Society Council.

Section (f): The term “Hired Member(s)” shall refer to persons holding one (1) or more hired positions within the Arts Undergraduate Society.

Section (g): The term “Communications Department” shall refer to a Department under the portfolio of the President charged with managing all external



communications of the Arts Undergraduate Society, as defined in Chapter VI, Article 3(b).

Section (h): The term “Winter Session” shall mean the School Year, as defined in the AMS Bylaws.

Section (i): The term “Summer Session” shall refer to the period between Winter Sessions, as defined by the UBC Vancouver Academic Calendar.

Section (j): The terms “Meekison Arts Student Space” and “MASS” refers to the official Arts Undergraduate Society student space located in Buchanan D140 at 1866 East Mall.

Article 3: Amendments

Section (a): The Code of Procedures may only be amended by means of a motion brought forward in Council.

Section (b): The Code of Procedures may only be amended on the agreement of $\frac{2}{3}$ of all Councillors present.

Section (c): All amendments to the Code of Procedures are required to have one meeting’s notice prior to debate and the question being put upon their adoption, unless provided for by the unanimous consent of Council.

Article 4: Suspension

Section (a): The Code of Procedures, or any part thereof, may be suspended by a $\frac{2}{3}$ majority vote of the Council.

Section (b): Council may only suspend code for the duration of the meeting, but the Council may additionally resolve to extend the suspension of the Code of Procedures for a fixed time period, requiring $\frac{2}{3}$ of Councillors present to be in agreement.

Section (c): The Code of Procedures shall never be suspended retroactively.



Article 5: Subversion

Section (a): The Code of Procedures shall, at all times, abide by and respect the Constitution of the Arts Undergraduate Society, both in interpretation and in spirit.

Section (b): The Arts Undergraduate Society shall, at all times, act in accordance with to all Alma Mater Society procedures, bylaws, and policies.

Section (c): In a case of conflict between the Code of Procedures and the Code and Bylaws of the Alma Mater Society, the Code and Bylaws of the Alma Mater Society shall supersede that of the Arts Undergraduate Society.

Article 6: Adoption

Section (a): Upon the adoption of this document, in whole or in part, as well as any future amendments, the previous Code of Procedures shall be repealed.

Section (b): This Code of Procedures shall come into effect in its entirety beginning September 25, 2018.

CHAPTER II: COUNCIL

Article 1: Authority

Section (a): The Council shall be the highest decision making body within the Arts Undergraduate Society.

Section (b): The Council shall always be subject to the higher authority of the AMS Council.

Article 2: Composition

Section (a): The Council shall be chaired by the Speaker of Council.



Section (b): The Council shall be composed of the following members:

1. The Speaker of Council;
2. The President;
3. The Vice-President Academic;
4. The Vice-President Administration;
5. The Vice-President External;
6. The Vice-President Finance;
7. The Vice-President Student Life;
8. Five (5) AMS Representatives;
9. The Arts Student Senator;
10. Two (2) First Year Representatives;
11. The Second Year Representative;
12. The Third Year Representative;
13. The Fourth Year Representative;
14. The Vantage College Representative;
15. The Bachelor of Media Studies Representative;
16. As many Departmental Club Representatives as there are Departmental Clubs recognized by the AUS.

Section (c): All members of the Council may vote, speak, attend, and inherit all privileges of a Councillor for the duration of their term of office.



Subsection (i): The Speaker may only exercise a right to vote in accordance with Article 7, section (a)(ii).

Subsection (ii): Individuals with the right to vote may only cast one vote.

Article 3: Absenteeism

Section (a): An Executive or Councillor may be absent for a maximum of three (3) meetings during their term of office, but may be represented by a proxy for no more than five (5) meetings, notwithstanding the Speaker of Council.

Subsection (i): A Councillor is in breach of this section if their seat is empty for more than three (3) meetings of the Council.

Subsection (ii): A Councillor is in breach of this section if their seat is occupied by an authorized proxy on more than five (5) occurrences.

Section (b): In the event an Executive or Councillor is in breach of Section (a), Council shall deliberate on the grounds for Removal from Office in accordance with Chapter XI.

Section (c): In the event an Executive or Councillor is in breach of Section (a), they shall be notified by the Speaker that the Council will deliberate on their dismissal at the next meeting of the Council.

Article 4: Meetings

Section (a): Meetings of the Council shall be held at least twice per month during the winter session, except for breaks, holidays, and exams.

Section (b): Meetings shall be held at least once during the summer session.

Section (c): The President shall fix the date for the Council to meet during the Summer Session, provided he or she consult with the Councillors.



Section (d): The President shall fix the date of the first meeting of the Council held during the Winter Session.

Subsection (i): At the first meeting during the Winter Session, Council must collectively determine their schedule of meetings for the winter session in its entirety.

Section (e): An emergency meeting of the Council may be requested provided that a petition signed by a minimum of five (5) Councillors requesting that a meeting be held, with a specific date, time, and location included, as well as the subject of the meeting, shall be accepted by the Speaker.

Subsection (i): The President may request an emergency meeting without the need for four (4) additional Councillors.

Section (f): Meetings shall be held in public, unless decided to be held *in camera* through a vote by a simple majority of the Councillors present.

Section (g): Only voting members may move or second motions.

Section (h): Quorum shall be fixed at 45% of voting members of the Council.

Section (i): If quorum cannot be met during the Summer Session meeting, a preliminary budget may be passed by the Executive, and the final budget be passed by the first Council of the following Winter Session when quorum is met.

Subsection (i): Quorum is required to adopt any resolution, except for the following three cases:

1. Moving to adjourn;
2. Moving to fix the time at which to adjourn; and
3. Moving to suspend to await a quorum.

Subsection (ii): If a quorum does not appear thirty (30) minutes after the scheduled call to order, a meeting will not convene, unless a motion to await quorum passes.



Article 5: Rules of Order

Section (a): Council shall be conducted according to *Robert's Rules of Order, Newly Revised*, which shall be used in situations not provided for in the Code of Procedures.

Subsection (i): Council may amend or suspend the rules of order by a $\frac{2}{3}$ majority.

Article 6: Speaker of Council

Section (a): Duties

Subsection (i): The Speaker shall be the presiding officer of the Council, and as such, must remain neutral and impartial on any subject of debate before the Council.

Subsection (ii): The Speaker shall not take part in any debate before the Council, and shall not have a vote in any decision before the Council, except in the case of equality of votes.

Subsection (iii): In the case of an equality of votes, the Speaker may cast a vote, and any reasons stated are entered in the minutes of that sitting.

1. In exercising their right to vote in the event of a tie, the Speaker is expected to abide by Speaker Denison's rule, which has been exemplified as:
 - a. Whenever possible, leaving the matter open for future consideration and allowing for further discussion by the Council;
 - b. Whenever no further discussion is possible, leaving the possibility open for the matter to be brought back in the future and be decided by a majority of the Council; or



- c. Leaving a proposal in its existing form rather than having it amended.

Subsection (iv): The Speaker shall preserve order and decorum, and shall decide questions of order and privilege.

1. To address a point of order or privilege, the Speaker shall state the appropriate document, relevant section, or other reputable authority applicable to the case.
2. No debate shall be permitted on the Speaker's decision; however, motions to appeal the Speaker's ruling shall be in order, provided they are consistent with the rules of order and practice of the Council.

Section (b): Incapacity or Absence

Subsection (i): In the unavoidable absence of the Speaker due to illness, death, resignation, or removal from office, the President shall take the Chair and assume all duties and responsibilities of the Speaker until their return or the election of a new Speaker.

1. The Speaker shall notify the President of his or her absence at the earliest possible time if it is known in advance.

Subsection (ii): In the event that both the Speaker and the President are absent, an Executive or Councillor shall be temporarily appointed as an interim Speaker through a $\frac{2}{3}$ majority vote of Council.

1. The term of a temporary interim Speaker appointed through the event outlined in Subsection (ii) shall only last until the end of the Council meeting in which they were appointed.

Section (c): Nomination and Election

Subsection (i): At the opening of the first sitting of the Council following a general election, and at any other time as determined pursuant to Section (i), the election of a Speaker shall be the first order of business and shall not be interrupted by any other proceedings or motions.



Subsection (ii): The Council shall continue to sit until a Speaker has been declared elected by the President, in accordance with Chapter II, Article 13, Sections (d) and (f). The elected Speaker must take over the Council proceedings in progress immediately after being declared elected on the day itself.

Subsection (iii): Nothing precludes other Councillors from nominating candidates for election of Speaker.

Subsection (iv): If more than one candidate is nominated, the Council shall proceed to elect a candidate in accordance with Chapter II, Article 13, Section (f).

Section (d): Councillor Presiding During Election

Subsection (i): During the election of the Speaker, the Council shall be presided over by the President.

1. If the President is unable to preside over the election, another Executive or Councillor may preside over the election in accordance with Section (b), Subsection (ii).

Subsection (ii): The member presiding during the election of a Speaker shall be vested with all powers and prerogatives of the Chair.

Subsection (iii): During an election of Speaker, the presiding officer, can exercise no vote, and does not exercise a casting vote in the event of equality between two candidates.

Section (e): Eligibility of Candidates

Subsection (i): Any person, regardless of membership or student status, shall be eligible to hold the position of Speaker of Council.



Section (f): Term of Office

Subsection (i): The person elected as Speaker shall continue to occupy the Speakership until the last Council meeting in the Academic Year in which he or she is elected.

Section (g): Removal of The Speaker

Subsection (i): The Speaker may be removed at any time following a vote of the Council.

1. During a debate on the removal or censure of the Speaker, the Speaker will immediately address the charges made against them following the moving of the motion, then immediately vacate the chair for the duration of the discussion, only to return after the question has been decided by the Council.
2. If the Council decides to remove the Speaker from office, the Speaker shall not return to the chair and the President will continue to occupy the chair for the duration of the meeting.
3. A new Speaker shall be elected at the first order of business at the following meeting, pursuant to section (i).

Section (h): Vacancies

Subsection (i): In the event of resignation, death, incapacity, or removal from office of the Speaker, the Council shall proceed to elect a new Speaker as the earliest opportunity, in accordance with Sections (c), (d), and (e).

Section (i): Naming and Removing Councillors Disregarding Chair's Authority

Subsection (i): The Speaker shall be vested with the authority to maintain order by naming individual Councillors for disregarding the authority of the Chair and, without resort to motion, ordering their withdrawal for the remainder of that sitting.



Subsection (ii): In the event of a Councillor disregarding an order of the Chair made pursuant to subsection (i), the Speaker shall order a relevant security agency to remove the Councillor if need be.

Section (j): When Motion is Contrary to Rules and Privileges of the Council

Subsection (i): Whenever the Speaker is of the opinion that a motion offered to the Council is contrary to the rules and privileges of the Council, the Speaker shall voice this opinion the Council immediately, before putting the question thereon, and quote the relevant section of AUS Code of Procedure or authority applicable to the case.

Section (k): Notice of Strangers

Subsection (i): If any Councillor takes notice that strangers are unruly, the Speaker may put the question to Council “that strangers be ordered to withdraw,” without permitting any debate or amendment.

Subsection (ii): In the event of the stranger(s) disregarding the order of the Chair made pursuant to subsection (i), the Speaker shall order a relevant security agency to remove the stranger(s) if need be.

Section (l): Procedure in Unprovided Cases

Subsection (i): In all cases not provided for hereinafter, or by other order of the Council, procedural questions shall be decided by the Speaker, or President in their absence, whose decisions shall be based on the usages, forms, customs, and precedents of the House of Commons of Canada and on Parliamentary tradition in Canada and other jurisdictions, insofar as they may be applicable to the Council.

Article 7: Clerk of Council

Section (a): Duties



Subsection (i): The Clerk is responsible for the safekeeping of all the papers and records of the Council and the AUS.

Subsection (ii): The Clerk is responsible for advising the Speaker and Councillors on matters of procedure.

Subsection (iii): The Clerk shall maintain a list of all Councillors, members of committees, and their contact information.

Subsection (iv): The Clerk is responsible for recording the Minutes of the Council and its timely distribution.

Subsection (v): The Clerk is responsible for the drafting and distribution of agenda and accompanying documents for each meeting of the Council.

Subsection (vi): The Clerk shall maintain copies of all policies, bylaws, governing documents, and statutes of the AUS currently in place, and, as directed by the Council, amend these documents to reflect the modifications adopted by the Council, and authorize their publication once verified by the President.

Subsection (vii): The Clerk shall be tasked with liaising with the Communications Department to ensure documents and communications are circulated to the appropriate individuals within the AUS.

Subsection (viii): The Clerk shall record all decisions of the Council, and in the event of a recorded vote, shall call the name of each Councillor and record their vote, report it to the Speaker, and inscribe in the Minutes the record of each Councillor's vote.

Subsection (ix): As an officer of the Council, the Clerk shall remain during a session of the Council held *in camera*.

Section (b): Committees



Subsection (i): The Clerk shall ensure the Minutes of each Committee are being taken, and the Agendas are prepared and distributed, in accordance to standards set by the Clerk.

Subsection (ii): The committee member tasked with the taking of the Minutes and distribution of the Agenda for each committee shall be vested with the full powers and responsibilities of a Clerk, insofar as they apply to that committee.

Section (c): Appointment

Subsection (i): The Speaker shall appoint a Clerk, and shall notify Councillors of their choice at the earliest opportunity following the appointment.

Subsection (ii): The Clerk cannot be removed from office except by the Council, in accordance with Chapter XI.

Subsection (iii): The Clerk shall serve until the final Council meeting in the Academic Year in which they were appointed.

Section (d): Deputy of the Clerk

Subsection (i): The Clerk may, from time to time, designate a deputy to perform his or her functions in the event of illness, incapacitation, or an otherwise unavoidable absence.

1. The Deputy of the Clerk may also be asked to assist the Clerk in the carrying out of their functions.

Section (e): Vacancy

Subsection (i): In the event of a vacancy in the office of the Clerk, a presiding officer shall be appointed by the Speaker to perform the functions of the Clerk until the position is filled.

Section (f): Non-Substantive Corrections to a Document



Subsection (i): The Clerk may make minor, non-substantive corrections to a document, including corrections:

1. to remove technical, typographical, grammatical or punctuation errors;
2. to the Table of Provisions, the Summary or the marginal notes to take into account substantive amendments made to the document during the legislative process;
3. to the numbering of provisions as a consequence of amendments made to the document during the legislative process;
4. to cross-references as a consequence of corrections made under paragraph 3;
5. to modify, add or remove headings as a consequence of amendments made to the documents during the legislative process, to ensure that the headings correspond with the provisions that follow them; and
6. to coordinating amendments as a consequence of the enactment of any provision referred to in those amendments.

Subsection (ii): The Clerk shall report any corrections made under Subsection (i) to the Vice President Administration, and, separately, to the Speaker, who shall report the corrections to the Council under “Speaker’s Business and Land Acknowledgement,” as the Clerk may from time to time require.

Subsection (iii): If the Council shall determine by a majority of votes that the Clerk acted inappropriately in the carrying out of their duties in Subsections (i) or (ii), the corrections shall be nullified.

Article 8: Arts Student Senator

Section (a): The duties of the Arts Student Senator shall consist of but are not limited to the following;



- (a) fulfill the duties, responsibilities, and obligations of the position of a Student Senator as dictated by University Act, and all other governing rules and procedures of the UBC Vancouver Senate;
- (b) attend all UBC Senate meetings, Senate Committee meetings, and, subject to committee schedule, Student Senate Caucus meetings, representing the best interests of all students in the UBC Faculty of Arts;
- (c) liaise with the university community, Senators, and UBC Administration;
- (d) provide Senate updates at each AUS Council meeting;
- (e) communicate Arts related matters, and academic policy of the UBC Vancouver Senate to the AUS VP Academic;
- (f) carry out and have such other responsibilities as assigned in the AUS Code of Procedure.

Section (b): The duties of the Arts Student Senator are governed by the University Act and governing rules and procedures of the UBC Vancouver Senate.

Subsection (i): The AUS has no authority over this position. The responsibilities above are solely by recommendation of the AUS.

Section (c): The Arts Student Senator shall be a voting position on Council, regardless of whether the Senator is a member of the AUS or another affiliated UBC Faculty of Arts program.

Article 9: Agenda

Section (a): The Agenda shall be drafted by the Clerk in the period between meetings of the Council, and shall include all proposals from the Councillors, provided they have been submitted in a timely manner.

Section (b): The Agenda and all accompanying documents shall be circulated by the Clerk to all Councillors a minimum of seventy-two (72) hours prior to the scheduled call to order of a meeting of the Council.



Section (c): The Clerk shall circulate the Agenda to the following individuals:

Subsection (i): All members of the Council;

Subsection (ii): Any member of the AUS who has contacted the Clerk of Council requesting to be on the Agenda mailing list;

Subsection (iii): Any member of the media who has contacted the Clerk;

Subsection (iv): The Agenda shall be posted on the AUS website no less than twenty-four (24) hours before a scheduled Council meeting.

Section (d): Any Councillor who wishes to table a document in the Council for distribution to the Councillors or to the Society must provide that document to the Clerk. If that document is the subject of debate in the next Council meeting, it must be provided prior to the Clerk's distribution of the Agenda.

Section (e): All substantive motions require notice in order to be moved, and this notice can be given to the Clerk prior to the distribution of the Agenda, or in the Council meeting prior to the one in which the motion will be moved.

Section (f): Councillors wishing to make a presentation to the Council shall duly inform the Clerk of their intentions and share their presentation materials prior to the Agenda's distribution. Non-Councillors wishing to present to the Council shall do so only with the consent of a majority of Councillors present.

Section (g): The Orders of Business shall broadly include:

1. Call to Order
2. Adoption of Agenda
3. Review and adoption of minutes from previous meeting
4. Membership/Acknowledgement of New Members and Vacancies
5. Speaker's Business and Land Acknowledgement



6. Statements and Questions from Students at Large
7. Appointments
8. Presentations
9. Executive Reports
10. AMS Report
11. Senate Report
12. Departmental Club Reports
13. Committee Reports
14. Old Business
15. New Business
16. Tabling of Documents for Next Meeting
17. Notice of Motions for Next Meeting
18. Next Meeting
19. Adjournment

Section (h): All Committees must publish an Agenda in accordance with this Article.

Article 10: Minutes

Section (a): The Clerk shall record the Minutes of the Council, in accordance with Article 8.



Section (b): The Minutes of the previous sitting shall be reviewed and accepted at a meeting of the Council, and upon being accepted, the Clerk shall then authorize their publication to the AUS Website within (7) days.

Section (c): Should Council decide to go *in camera*, the Clerk shall enter into the Minutes that “The Council resolved to go *in camera* at (time)” and “The Council resumed its meeting in public at (time)” as required.

Subsection (i): Council may decide on a case by case basis what items shall be included in the Minutes from a session held *in camera*.

Section (d): All Committees must publish Minutes in accordance with this Article.

Article 11: Proxies

Section (a): In the event an Executive or Councillor will be absent from Council, he or she may appoint a proxy to represent them.

Section (b): A proxy in Council assumes all of the rights and privileges of the Executive or Council which they are representing.

Subsection (i): Proxies will however not be permitted to be present during an *in camera* session of Council unless allowed to do so by a $\frac{2}{3}$ majority vote.

Section (c): Proxies shall be designated by voting members in a timely manner to the Clerk of the Council.

Section (d): The Clerk shall inform the Speaker of all proxies in a timely manner for voting and attendance purposes.

Section (e): Proxies may only be authorized provided the Councillor completes the appropriate documentation prior to the Speaker calling the meeting of the Council to order.

Subsection (i): Associate Vice Presidents designated as proxies by their respective Vice President are exempt from Section (e) .



Article 12: In Camera

Section (a): The Council may resolve to hold discussions *in camera* by majority vote when Councillors deem it appropriate to do so.

Section (b): Only Councillors and authorized proxies may attend sessions held *in camera*, in accordance with Article 11, Section (b), Subsection (i).

Section (c): Divulging any part of the proceedings of a meeting held *in camera* will be ruled by the Speaker to constitute a *de jure* breach of privilege.

Subsection (ii): A breach of privilege of this nature shall be considered a serious offence and should be considered by Council as grounds for immediate removal in accordance with Chapter XI.

Article 13: Vacancies and In-Council Elections

Section (a): Situations

Subsection (i): In the event that an elected position on Council could not be filled due to a lack of candidates, or a “No” vote, in the General Election, the vacancy shall be put up for election in the Fall By-Election of the following Winter Session.

1. In this event, an interim position for the vacancy is to be created in accordance with Sections (c), (d), (f), and (g), with the interim position set to expire at the conclusion of the Fall By-Election.
2. If the vacancy remains unfilled after the conclusion of the Fall By-Election, a member is to be appointed to the vacancy through an In-Council Election in accordance with Sections (c), (d), (f) and (g).

Subsection (ii): In the event of resignation, incapacity, death, or removal from office of any of the positions of Council listed in Section (b), before the first Council meeting of the Winter Session, the vacant position shall be put up for election in the Fall By-Election.



Subsection (iii): In the event of resignation, incapacity, death, or removal from office of any of the positions of Council listed in Section (b), after the first Council meeting of the Winter Session, the Council shall proceed fill the vacant position at the earliest opportunity through an In-Council Election in accordance with Sections (c), (d), (f), and (g).

Subsection (iv): All vacancies that exist or arise after the Fall By-Election for the positions listed in Section (b) shall be filled at the earliest opportunity through an In-Council Election in accordance with Sections (c), (d), (f), and (g).

Section (b): Relevant Positions

Subsection (i): The procedure for vacancies on council outlined in Article 13 affects only the following positions:

1. The Vice-President Academic
2. The Vice-President Administration
3. The Vice-President External
4. The Vice-President Finance
5. The Vice-President Student Life
6. AMS Representatives
7. The Arts Student Senator
8. First Year Representatives
9. The Second Year Representative
10. The Third Year Representative
11. The Fourth Year Representative



12. The Vantage College Representative

13. The Bachelor of Media Studies Representative

Subsection (ii): For procedures pertaining to The Speaker, refer to Chapter II, Article 6.

Subsection (iii): For procedures pertaining to The President, refer to Chapter IV, Article 12: Presidential Succession

Section (c): Declaration of Vacancies

Subsection (i): At the next sitting of the Council following a new vacancy, the Speaker shall announce the vacant position(s) in accordance with Chapter II, Article 9: Agenda, Section (g) at the appropriate time in the meeting agenda.

1. Following the announcement of a vacancy, it shall be determined that the vacant position(s) will be filled at the next Council meeting.

2. Council may decide to delay the In-Council Election proceedings for a vacant position until a later date with a motion requiring $\frac{2}{3}$ support of present Councillors.

Subsection (ii): The Arts Undergraduate Society shall use what resources it deems adequate to advertise the upcoming In-Council Election to the general Arts student population.

Section (d): Nominations

Subsection (i): At the sitting of Council in which it was determined that the In-Council Election be held, the Speaker shall announce an open nomination period in accordance with Chapter II, Article 9: Agenda, Section (g) at the appropriate time in the meeting agenda.



Subsection (ii): Any member of the Arts Undergraduate Society in good standing may nominate another member in good standing for any open position, unless prohibited by Section (e): Eligibility of Candidates.

1. A member may nominate themselves for any position.
2. Upon accepting a nomination, the member becomes a “candidate” in the In-Council Election.
3. A member may decline a nomination.

Subsection (iii): A single candidate must receive a majority vote (more than half) from Councillors present in order to be acclaimed to the vacant position.

Subsection (iv): If more than one candidate is nominated, the Council shall proceed to elect a candidate in accordance with Section (f).

Subsection (v): If no nominations are made, a nomination period for the vacant position shall occur at each Council meeting thereafter until the position is filled.

Subsection (vi): Any person who accepts a nomination for election to the vacancy must immediately resign from all other positions within the AUS upon being elected.

1. Members holding non-elected positions within the AUS shall be permitted to hold their position throughout the In-Council Election process, but must resign immediately upon being elected.

Section (e): Eligibility of Candidates

Subsection (i): All members of the Arts Undergraduate Society in good standing are eligible to be elected to a vacancy.

1. Executives and other elected members of Council may accept a nomination for a vacant position, but must resign their current position immediately upon their election.



Section (f): In-Council Elections

Subsection (i): The election of the vacant position(s) shall take place by secret ballot.

Subsection (ii): A candidate must receive a majority (more than half) of votes from Councillors present in the election in order to be declared elected.

Subsection (iii): Councillors present in the Chamber shall be provided by the Clerk, or, in their absence, the presiding officer, with ballot papers or an electronic form, on which shall be listed, in alphabetical order, the names of all the persons who have been nominated in accordance with section (d).

Subsection (iv): All candidates must leave the Chamber until voting has ceased and a candidate has been declared elected.

Subsection (v): The In-Council Election procedure for vacancies shall be conducted as follows:

1. Councillors shall vote for only one candidate.
2. If after the vote count no candidate has obtained a majority, the candidate with the lowest votes shall be eliminated by the Clerk, and another round of voting with the remaining candidates shall commence.
3. The procedure outlined in (1) and (2) shall be repeated until a candidate has obtained an majority.

Note 1: If two or more candidates are tied in the least amount of votes obtained, a re-vote shall be conducted. If a tie remains, a vote between only the tied candidates shall be conducted and the candidate with the least votes shall be eliminated from the election.



Note 2: If two final candidates are tied in a 50-50 split vote, a re-vote shall be conducted. If a tie persists after three additional rounds of voting, the election shall be postponed until the next Council meeting and will consist of only the two final candidates.

Section (g): Assumption of Duties and Term of Office

Subsection (i): The person elected to the vacancy assumes all responsibilities of that position upon being declared elected.

Subsection (ii): The person elected to the vacant position shall continue to occupy the position until the end of term date specified by their position, by Council, or until the following general election after which he or she is elected, whichever is determined first.

Article 14: Participation of Councillors with Disabilities and Special Needs

Section (a): The Speaker may alter the application of any regulation, order, or practice of the Council in order to permit the full participation in the proceedings of the Council of any Councillor with a disability, provided they are notified in advance.

Article 15: Remote Vote of Council

Section (a): If an issue or motion has already been discussed at a Council meeting, a Councillor may request that the Speaker of Council conduct a vote on the issue or motion via email or other digital medium, provided that the following conditions have been met:

1. There must already have been substantive discussion of the issue at a regular AUS Council meeting;
2. The Speaker must send the request for an remote vote to all Executives and Councillors and allow at least forty-eight (48) hours for Executives and Councillors to submit their remote votes, with the understanding that in emergency cases a shorter time period may be allowed;



3. For a vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for Council;

4. If any one (1) member of the Council asks for additional discussion, the remote vote shall not take place, and instead the issue shall be discussed at the next Council meeting.

Section (b): The results of any remote vote shall be recorded in the minutes of the next Council meeting.

Section (c): The results of any remote vote must be ratified at the next regular Council meeting by a majority of Councillors present.

Subsection (i): If the results of a remote vote are not ratified at the next regular Council meeting, the issue or motion will be considered as failed, and a revote will be required in order to pass the issue or motion in question.

CHAPTER III : COMMITTEES AND SUBCOMMITTEES OF THE COUNCIL

Article 1: Creation

Section (a): Committees of the Council shall be created through a resolution of the Council.

Subsection (i): The voting members of the Committee shall be decided in the same meeting where the Committee is created.

Subsection (ii): The date for the first meeting of the Committee shall be decided after the membership has been set.

Section (b): If the Chair of a committee is not decided by the Council or is not a member of the Executive, then they shall be appointed by a majority vote of the Committee at the first meeting.



Section (c): Committee chairs shall be voting members of the Council.

Section (d): Subcommittees of a Committee shall be created and dissolved at the will of the Chair of the Committee for which the subcommittee is created.

Subsection (i): Subcommittee chairs may be appointed by the Committee for which the subcommittee was created, or may be hired by the chair of the Committee.

Article 2: Administration Committee

Section (a): The Administration Committee shall be composed of the following members:

1. The Vice President Administration
2. The Associate Vice President Administration
3. Three (3) Councillors
4. The Director of Operations
5. The Clubs Administrator
6. One (1) Student at Large (non-voting)
7. The Clerk of Council (non-voting)

Subsection (i): The Administration Committee may also include any number of hired members at the discretion of the Vice President Administration.

Section (b): The Administration Committee shall be chaired by the Vice President Administration.

Section (c): The Administration Committee shall oversee the following items:

Subsection (i): The relationship between the AUS and its Departmental Clubs.

Subsection (ii); The day to day operations of the AUS, including but not limited to, all business of the MASS space, all business of the AUS offices, the maintenance of records and documentation.



Subsection (iii): The collection and maintenance of all transition reports, including those of the Executive, AMS Arts Caucus, other elected Councillors, and hired positions.

Subsection (iv): The organization and execution of Council events.

Article 3: Finance Committee

Section (a): The Finance Committee shall be composed of the following members:

1. The Vice President Finance
2. The President
3. The Associate Vice President Finance
4. Two (2) Councillors
5. One (1) Student at Large (non-voting)

Subsection (i): The Finance Committee may also include any number of hired members at the discretion of the Vice President Finance.

Section (b): The Finance Committee shall be chaired by the Vice President Finance.

Section (c): The Finance Committee shall oversee the following items:

Subsection (i): The creation of the AUS Annual Budget.

Subsection (ii): All financial accounts of the AUS and their day-to-day transactions.

Subsection (iii): The issuing of reimbursements for all expenditures under the Annual Budget.

Subsection (iv): Oversee all club and conference grant processes.

Subsection (v): Maintain the overall fiscal health of the AUS.



Article 4: Student Life Committee

Section (a): The Student Life Committee shall be composed of the following members:

1. The Vice President Student Life
2. The Associate Vice President Student Life
3. Three (3) Councillors
4. One (1) Student at Large (non-voting)

Subsection (i): The Student Life Committee may also include any number of hired members at the discretion of the Vice President Student Life.

Section (b): The Student Life Committee shall be chaired by the Vice President Student Life.

Section (c): The Student Life Committee shall oversee the following items:

Subsection (i): The planning and execution of three (3) main events throughout the year including:

1. A First Year Orientation event.
2. A week long event celebrating Arts pride.
3. A year-end celebration for the outgoing graduating Arts class of that respective year.

Subsection (ii): The planning and execution of all additional AUS events throughout the year.

Subsection (iii): The development of new initiatives for the improvement of student life for all Arts students.

Subsection (iv): The assistance of Departmental Clubs in organizing and planning events.

Subsection (v): The creation, distribution, and sale of all AUS merchandise.



Article 5: External Committee

Section (a): The External Committee shall be composed of the following members:

1. The Vice President External
2. The Associate Vice President External
3. Three (3) Councillors
4. One (1) Student at Large (non-voting)

Subsection (i): The External Committee may also include any number of hired members at the discretion of the Vice President External.

Section (b): The External Committee shall be chaired by the Vice President External.

Section (c): The External Committee shall oversee the following items:

Subsection (i): The relationship between the AUS and all outside parties.

Subsection (ii): The promotion of new and maintained relationships with other faculties and their respective Undergraduate Societies.

Subsection (iii): All activities pertaining to sustainability, philanthropy, and sponsorship.

Subsection (iv): The planning and execution of an annual networking event in collaboration with the Student Life portfolio.

Subsection (v): The planning and execution of at least one philanthropic event.

Subsection (vi): The relationship between the AUS and UBC Arts Alumni.

Article 6: Academic Committee



Section (a): The Academic Committee shall be composed of the following members:

1. The Vice President Academic
2. The Associate Vice President Academic
3. Three (3) Councillors
4. One (1) Student at Large (non-voting)

Subsection (i): The Academic Committee may also include any number of hired members at the discretion of the Vice President Academic.

Section (b): The Academic Committee shall be chaired by the Vice President Academic

Section (c): The Academic Committee shall oversee the following items:

Subsection (i): The Health and Wellness Committee

Subsection (ii): All but not restricted to any relations with academic conferences, academic support, and mental health advocacy within the Arts Undergraduate Society.

Subsection (iii): Work with the Faculty of Arts on academic initiatives.

Subsection (iv): Plan and organize events promoting the academic wellbeing of Arts students.

Subsection (v): The relationship between the AUS and UBC Career Services.

Article 7: Governance Committee

Section (a): The Governance Committee shall be composed of the following members:

1. The President
2. The Vice President Administration
3. Two (2) AMS Representatives
4. Two (2) Councillors



5. The Arts Student Senator
6. One (1) Student at Large (non-voting)
7. The Speaker of Council (non-voting)

Section (b): A Chair for the Governance Committee shall be appointed by Council at the same meeting in which appointments for the Committee take place.

Subsection (i): The election of a Chair shall take place in accordance with Chapter 2, Article 13, Section (f).

Section (c): The Governance Committee shall oversee the following items:

Subsection (i): All matters pertaining to the internal governance of the Arts Undergraduate Society.

Subsection (ii): The review of the Code of Procedures no less than two (2) times throughout the Winter Session.

Subsection (iii): The advising of Council on governance and procedural matters.

Subsection (iv): Address requests by Council to examine or modify all relevant AUS governance material.

Article 8: Ad Hoc Committees

Section (a): Ad Hoc Committees may be struck by a majority vote of the Council.

Subsection (i): The membership of each ad hoc committee shall be set at the time of its creation.

Subsection (ii): The term of each Ad Hoc Committee shall be set at the time of its creation.

Section (b): The first meeting of an Ad Hoc Committee shall be decided at the sitting where it is created.



Section (c): The Chair of an Ad Hoc Committee shall be decided on the first meeting of the Committee.

Article 9: First Year Committee

Section (a): The First Year Committee shall consist only of First Year Arts students.

Section (b): The First Year Committee shall be chaired by the two First Year Representatives.

Section (c): The First Year Committee shall be formed at the discretion of the First Year Representatives following their election in the Fall By-Election

Article 10: General

Section (a): The President shall be a member *ex officio* on all Committees and Subcommittees, and as such, may not vote or send a proxy, but may participate in the discussion and debate.

Section (b): Procedures for Committees outlined in the Code of Procedures are based off of the AMS Committee structure through which Committees are considered their own Chaired voting bodies. It shall be up to the discretion of the Chair of each Committee as to whether to conduct Committee business following *Robert's Rules of Order*, or instead to conduct them in a more informal working group model.

Subsection (i): Committee Chairs may conduct their Committee's business in whichever manner that they believe is the most productive and beneficial to the work of the Committee.

Subsection (ii): This discretionary power must not violate any of the procedures outlined in the AUS Code of Procedures.

Section (c): All Committees shall consist of no more than twelve (12) members.

Section (d): All Committees shall be required to take meeting minutes, and send all minutes documents to the Clerk of Council or the presiding officer.





CHAPTER IV: THE EXECUTIVE

Article 1: Authority

Section (a): The Executive Committee shall have authority over the execution of the AUS mandate as set by the Council and itself.

Article 2: Composition

Section (a): The voting members of the Executive Committee shall be:

1. The President, who shall preside;
2. The Vice President Academic;
3. The Vice President Administration;
4. The Vice President External;
5. The Vice President Finance;
6. The Vice President Student Life
7. The Chief AMS Representative.

Section (b): The non-voting members of the Executive Committee shall be:

1. The Clerk of Council
2. The Speaker of Council
3. The Director of Communications
4. The Director of Operations

Subsection (i): The Speaker may join meetings of the Executive Committee at their discretion, except for when invited by any one member



of the Executive Committee, in which case the Speaker is obligated to attend that meeting.

Article 3: Executive Meetings

Section (a): Executive meetings shall be held at least once (1) per week.

Section (b): Meetings shall be held according to *Robert's Rules of Order, Newly Revised*.

Section (c): The Clerk of Council shall record minutes.

Subsection (i): Minutes from the previous meeting shall be reviewed and accepted by the Executives, and once accepted, the President shall table them in the Council.

Section (d): The President shall create and send out the meeting agenda at least twenty-four (24) hours before the set time of meeting.

Section (e): The President shall chair the Executive Committee, but be entitled to vote and partake in discussion and debate.

Subsection (i): In the event the Speaker is present, the Speaker shall preside, without a vote, unless a majority of executives vote to reinstate the President as the presiding officer for that meeting.

Article 4: The Executive Committee

Section (a): The Executive Committee shall oversee Council Orientation.

Section (b) The Executive Committee shall oversee the Executive Retreat.

Section (c): The Executive Committee shall oversee the operations of the Elections Committee.

Subsection (i): The Executive Committee shall not interfere with the business of the Elections Committee.



Subsection (ii): The Executive Committee may terminate the Elections Administrator in the event that the Elections Administrator fails to properly run the elections.

1. This action shall be discussed at soonest possible meeting of the Council.

Section (d): The Executive Committee shall oversee all departments within the AUS.

Section (e): The Executive Committee shall present its mandate at the first Council meeting in September to be passed by the Council.

Subsection (i): The Council may amend certain goals of the mandate within the meeting that the mandate is presented.

Article 5: The President

Section (a): The President shall Chair the Executive Committee.

Section (b): The President shall be ultimately responsible for the execution of the Executive mandate as set by the Council.

Section (c): The President shall oversee the due diligence of the Arts Student Centre project along with the Vice President Administration.

Section (d): The President shall supervise the operations of the First Year Committee, but shall not act as the Chair of the Committee.

Section (e): The President may chair any Committee or subcommittee meeting *ex officio*.

Section (f): The President shall have a seat on all committees *ex officio*.

Section (g): The President may direct any department *ex officio*.

Section (h): The President shall be able to speak on behalf of the AUS.

Subsection (i): The President shall be able to delegate this power only to



duly elected members of the AUS.

1. Notwithstanding Section (h)(i), the President may grant this power to Departmental Directors.

Article 6: The Vice President Academic

Section (a): The Vice President Academic shall Chair the Academic Committee.

Section (b): The Vice President Academic shall be responsible for all business under the Academic Committee.

Section (c): The Vice President Academic may liaise with extra-societal organizations only if the liaison is within the mandate of the Academic Committee.

Article 7: The Vice President Administration

Section (a): The Vice President Administration shall chair the Administration Committee.

Section (b): The Vice President Administration shall be responsible for all business under the Administration Committee.

Section (c): The Vice President Administration may liaise with extra-societal organizations only if the liaison is within the mandate of the Administration Committee.

Section (d): The Vice President Administration shall be responsible for the development of the Arts Student Centre along with the President.

Article 8: The Vice President External

Section (a): The Vice President External shall Chair the External Committee.

Section (b): The Vice President External shall be responsible for all business under the External Committee.

Section (c): The Vice President External may liaise with extra-societal



organizations.

Subsection (i): Liaisons with extra societal organizations shall only be made public with the consent of the President.

Article 9: The Vice President Finance

Section (a): The Vice President Finance shall Chair the Finance Committee.

Section (b): The Vice President Finance shall compose the annual budget and subsequent updates, and present them to the Council for passing at the first meeting of the Council.

Section (c): The Vice President Finance may amend the budget at their discretion only in accordance with Chapter VII, Article 3, Subsection (b).

Article 10: The Vice President Student Life

Section (a): The Vice President Student Life shall chair the Student Life Committee.

Section (b): The Vice President Student Life shall be responsible for the business of the Student Life Committee.

Section (c): The Vice President Student Life may organize events with extra-societal organizations only if those events fall under the mandate of the Student Life Committee.

Subsection (i): This power may be delegated to any member of the Student Life Committee at the discretion of the Vice President Student Life.

Article 11: Associate Vice Presidents

Section (a): Each Vice President shall hire one (1) individual to serve as their Associate Vice President.

Subsection (i): For all intents and purposes of this Article, the President shall hire an Assistant to the President, fulfilling the same duties and responsibilities of an Associate Vice President.



Section (b): Associate Vice Presidents assume the position of their relevant Vice President in the case of death, resignation, or removal from office.

Subsection (i): The Assistant to the President shall never assume the Presidency, as stipulated by Article 13.

Section (c): Associate Vice Presidents shall carry out the mandate and perform the duties prescribed by their Vice President.

Section (d): Associate Vice Presidents may be appointed Vice-Chair of the relevant Standing Committee by the Chair, unless the Committee resolves otherwise.

Section (e): Associate Vice Presidents may proxy for their Vice President for meetings of the Council, its Committees, or its Subcommittees automatically, and may remain during *in camera* sessions, as they would if they were Councillors themselves.

Subsection (i): No documentation is required to be submitted to the Speaker or Clerk of Council in the event of proxying for their respective Vice President.

Article 12: Presidential Succession

Section (a): If the President resigns, dies, or is removed from office, the Executive shall appoint an interim President from the incumbent Vice Presidents as soon as possible.

Subsection (i): The Vice President who is appointed as interim President shall be replaced by their respective Associate Vice President, unless under the circumstances outlined in Section (e).

Section (b): The interim President shall only serve until the next meeting of Council, where a new President shall be confirmed by the Council.

Subsection (i): A new President shall be confirmed upon receiving a simple majority vote from Councillors present.



Section (c): Only Vice Presidents shall be eligible to serve in the line of Presidential Succession.

Section (d): In the event that multiple Vice Presidents wish to seek the Presidency, an In-Council Election shall be held to determine the successor in accordance with Chapter II, Article 13, Section (f).

Section (e): If a President resigns, dies, or is removed from office before the first Council meeting of Winter Session, the position of whichever Vice President fills the vacant Presidency shall be put up for election in the Fall By-Election.

Subsection (i): The Associate Vice President shall fill the vacant Vice Presidency until the conclusion of the Fall By-Election.

Subsection (ii): The Associate Vice President shall be eligible to run for the Vice Presidency in the Fall By-Election while simultaneously holding their interim position.



CHAPTER V: AMS ARTS CAUCUS

Article 1: Composition and Duties

Section (a): The AMS Arts Caucus shall consist of five (5) AMS Representatives, elected by members of the society.

Subsection (i): This quantity is set by the AMS, as per its bylaws, and shall be amended to reflect any amendments thereto.

Section (b): No AMS Representative shall hold any other position within the AUS or the AMS unless allowed by Council by a $\frac{2}{3}$ majority vote.

Section (c): Each AMS Representative shall:

1. Hold a voting seat on the Councils of both the AUS and the AMS;
2. Have the opportunity to have voting seats on Committees within the AUS and AMS;

Subsection (i): All AMS Representatives shall run for at least one (1) Committee appointment in both societies.

3. Act as a liaison between the two societies; and
4. Shall be a voting member of the AMS Arts Caucus.

Article 2: Chief AMS Representative

Section (a): The AMS Arts Caucus shall be chaired by the Chief AMS Representative, who shall:

1. Organize and Chair all AMS Arts Caucus meetings;
2. Provide AMS updates at each AUS Council meeting; and
3. Work with caucus members to ensure that all AMS Representatives remain in good standing in both societies.



Subsection (i): In the event that the Chief AMS Representative is absent, the Chief AMS Representative shall name one of the other AMS Representatives as their deputy, who shall Chair the affected meeting.

Subsection (ii): The Chief AMS Representative may delegate any of their powers to any other AMS Representative.

Section (b): The Chief AMS Representative shall attend AUS executive meetings in a voting capacity.

Section (c): The Chief AMS Representative shall communicate with the President the business of the AMS if it affects the AUS.

Section (d): The Chief AMS Representative shall be selected based on the caucus member who received the most votes in the AUS General Election.

Subsection (i): In the result of a tie between candidates, the selection of Chief AMS Representative shall be held via an In Council Election in accordance with Chapter II, Article 13, Section (f).

Subsection (ii): In the event that no AMS Representative wishes to hold the position of Chief AMS Representative, the position shall be permitted to remain vacant until a caucus member wishes to hold the position.

Subsection (iii): In the event that the member with the most votes does not wish to be the Chief AMS Representative, he or she may delegate their position to another member of the caucus.



CHAPTER VI: DEPARTMENTS

Article 1: Creation

Section (a): Departments shall be created by the President, The Executive Committee, or the Council.

Subsection (i): The Council may create or revoke the creation of a department via a $\frac{2}{3}$ majority vote of the Councillors.

Subsection (ii): The Executive may create a department only with a majority vote among Executives.

Article 2: Purpose

Section (a): Departments shall assist in the execution of the AUS mandate as set by the Council.

Article 3: List of Departments

Section (a): The Operations Department

Subsection (i): The Operations Department shall oversee :

- (a) the business of MASS bookings,
- (b) locker rentals,
- (c) the MASS space,
- (d) merchandise,
- (e) Sales, vending machines, and microwaves in the MASS space; and
- (f) the AUS office space

Subsection (ii): The Operations Department shall be managed by the Director of Operations.

Subsection (iii): The business manager shall oversee:

- (a) MASS Bookings,
- (b) Locker rentals,
- (c) Merchandise and sales; and
- (d) Vending machines



Subsection (iv): The AUS office space, MASS space, and MASS microwaves shall be managed by the Office Manager.

Section (b): The Communications Department

Subsection (i): The Communications Department shall oversee:

- (a) the AUS website,
- (b) all AUS social media accounts,
- (c) event photography,
- (d) graphic design,
- (e) generation of information from the membership; and
- (f) intra-societal communications.

Article 4: Departmental Directors

Section (a): Departmental Directors shall oversee the business of their respective Departments as mandated by the Council.

Section (b): Directors shall sit on the Executive Committee in a non-voting capacity.

Section (c): Directors shall communicate with the Executive Committee the business of their respective departments.



CHAPTER VII: HIRING

Article 1: Job Creation

Section (a): For a position to be created there must be a position proposal which shall include:

1. A job description;
2. Proposed hours per week;
3. The name of the person (or their title) to whom the position shall report;
4. A set date to mark the end of term;
5. What and who the position will have authority over; and
6. The Department or the Committee that the position will work within.

Section (b): The proposal shall be passed by the Executive Committee before the position is hired.

Subsection (i): The Council may pass a job creation proposal.

Subsection (ii): The Council may retroactively reject a hiring proposal.

1. If the Council retroactively rejects a hiring proposal after the position has been hired, this will effectively terminate the position.

Section (c): The position must be filled no more than fifteen (15) business days after its approval from the Executive Committee.

Subsection (i): The fulfillment deadline may be extended by a majority vote of the Executive at a meeting of the Executive Committee following the meeting in which the position was created.



Subsection (ii): The fulfillment deadline may be extended by the Council by a majority vote.

Article 2: Tier One Position

Section (a): Tier One positions shall include but not be limited to:

- (a) any Subcommittee Chair,
- (b) Departmental Director,
- (c) the Clerk of Council,
- (d) the Assistant to the President, and;
- (e) any Associate Vice President.

Article 3: Tier Two Position

Section (a): Tier Two positions shall include but not be limited to any volunteer who actively sits on a Committee or Subcommittee until turnover of the Executive.

Article 4: Tier Three Position

Section (a): Tier Three positions shall be any volunteer who actively sits on a Committee or Subcommittee until a date determined by the hirer.

Subsection (i): No Tier Three position shall last past the turnover of the Executive.

Article 5: Cause for Termination

Section (a): Cause for termination shall include but not be limited to:

1. Violation of this Code of Procedures, the Constitution, the Mission
2. Statement, or any policy of the AUS;
3. Violence or threatening action;
4. Theft of AUS property or the property of any of its members;
5. Falsifying information;



6. Falsifying records;
7. Extreme insubordination;
8. Harassment of any kind;
9. Illegal substance usage;
10. Conviction of a crime; or
11. Any other reason as determined by the Council.

Section (b): Termination shall be based on reasonable and probable grounds.

Section (c): Any hiree may be terminated without cause for any reason within thirty (30) days of their hiring.

Article 6: Termination Procedure

Section (a): Any hired position may be terminated by the President.

Subsection (i): The Council may retroactively deny the termination of a hired position by $\frac{2}{3}$ majority vote.

Section (b): Any hired position may be terminated by a resolution of the Council, above and beyond the individuals exclusively listed in this Article.

Section (c): Any hired position under a Vice President may only be terminated by their respective Vice President or the President.

Section (d): Any hired position under a Department may only be terminated by a Departmental Director or the President.

Section (e): Any Departmental Director may be terminated only by the President.

Article 7: Appeals of Termination

Section (a): Appeals of termination shall be sent to the Speaker of Council



in written form within thirty (30) days of termination.

Subsection (i): The Speaker shall notify the President of an initial appeal.

Subsection (ii): The President is responsible for holding a hearing for the appellant at the soonest possible meeting of the Executive Committee.

Section (b): Subsequent appeals to the decision of the Executive Committee on an initial appeal shall be sent to the Speaker in written form within thirty (30) days of the decision on the initial appeal.

Subsection (i): The subsequent appeal shall be placed on the agenda for the soonest possible meeting of the Council.

Section (c): Initial appeals of termination shall be heard by the Executive Committee *in camera*.

Subsection (i): Initial appeals shall be heard on the grounds of:

1. The terminator's failure to follow termination procedure.
2. The terminator's failure to prove cause for termination at a date past thirty (30) days from hiring

Subsection (ii): The Executive may find an appellant successful only through a unanimous decision of the voting members of the Executive Committee.

Section (d): Appellants may appeal the decision of the Executive in which case a hearing shall be held *in camera* at the soonest possible Council meeting.

Section (e): The burden of proof in any appeal shall be on the appellant.

Article 8: Hiring Authority

Section (a): Hiring authority may be granted to any person with the permission of the Executive or the President.

Section (b): Departmental Directors shall have the authority to hire anyone under



their respective departments.

Subsection (i): Departmental Directors shall notify the President of any and all hirings under their respective department.

Section (c): Vice Presidents shall have the authority to hire anyone under their respective portfolio.

Subsection (i): This authority may be delegated to anyone the Vice President decides only if that person is within the same Committee.



CHAPTER VIII: ELECTIONS AND REFERENDA

Article 1: Elections Committee

Section (a): The Elections Committee shall oversee the administration of all AUS Elections.

Section (b): The Elections Committee shall be composed of the following members:

1. The Elections Administrator
2. The Associate Elections Administrator
3. The Elections Communications Director
4. The Elections Event Coordinators

Subsection (i): The Elections Administrator shall have complete discretion over additional members to add to the composition of the Elections Committee for any given Elections cycle.

Section (c): The Elections Administrator shall Chair the Elections Committee.

Section (d): Members of the Elections Committee shall not hold any other position within the AUS.

Section (e): Members of the Elections Committee are not eligible to participate as candidates in any AUS Election.

Section (f): The administration and conduct of elections shall be vested in the Elections Committee. The Committee shall:

1. conduct elections and referenda in an unbiased and impartial manner
2. publicize the opening of nominations for positions in elections in order to encourage as many candidates as possible to run;
3. publicize elections and AUS referenda in advance of the voting in order to encourage voter turnout;



4. prepare a budget for its operations, which shall be submitted to the Vice President Finance for approval by the Finance Committee;
5. verify nomination forms for positions pursuant to be in accordance with Article 3;
6. determine the assessed market cost for campaign materials and services;
7. determine the campus publication or publications in which candidates may be interviewed and which All-Candidates Forums will be advertised;
8. ensure that candidates are informed about the Electoral Procedures contained in this section of Code and within the AUS Elections Handbook;
9. hire poll clerks, staff to remove campaign material, and other staff deemed necessary;
10. regulate polling stations;
11. report the results and an overview of elections and AUS referenda to Council, and publish the results of such elections and referenda;
12. recommend various options to Council for amendments to this Section of the Code if deemed necessary;
13. have the power to interpret these Electoral Procedures;
14. have the power to create additional rules and regulations for the running of elections and referenda, to be published in a AUS Elections Handbook, provided such rules and regulations are consistent with the Constitution, Bylaws, Code and Policies of the AUS;
15. have the power to rule on election and referendum irregularities;



16. have the power to penalize candidates for election irregularities;
17. have the power to rule on the validity of an election or referendum based on whether irregularities have materially affected the results; and
18. have the power to enforce the rules against slates;

Article 2: Occurrence of Elections

Section (a): The Arts Undergraduate Society shall hold at minimum two (2) elections each Winter Session.

Subsection (i): The AUS General Election shall commence no earlier than March 15th, and conclude no later than April 5th.

Subsection (ii): The AUS Fall By-Election shall commence no earlier than September 20th, and conclude no later than October 10th.

Section (b): The AUS General Election shall have the following positions up for election:

1. The President
2. The Vice President Academic
3. The Vice President Administration
4. The Vice President External
5. The Vice President Finance
6. The Vice President Student Life
7. Five (5) AMS Representatives
8. The Arts Student Senator

Section (c): The AUS Fall By-Election shall have the following positions up for election:

1. Two (2) First Year Representatives
2. The Second Year Representative
3. The Third Year Representative
4. The Fourth Year Representative



5. The Vantage College Representative
6. All vacancies in accordance with Chapter II, Article 13, Section (a).

Section (d): Voting for all elections shall be open for a minimum of five (5) voting days, and not exceed ten (10) voting days.

Subsection (i): A “voting day” shall be considered one daytime period.

Article 3: Eligibility

Section (a): All members of the Arts Undergraduate Society in good standing are eligible to be nominated for an election.

Article 4: Nominations

Section (a): The nomination period for elections shall be open for a minimum of ten (10) days before the commencement of voting.

Section (b): In order to be nominated for election, a candidate must submit a nomination form to the Elections Administrator with the signatures of at least ten other (10) active members of the Arts Undergraduate Society in good standing.

Section (c): A candidate may only run for one (1) position in any given election.

Section (d): The Elections Committee shall confirm the eligibility of candidates and nominators.

Section (e): The list of nominated candidates shall only be made public until after the conclusion of the All Candidates Meeting.

Article 5: All Candidates’ Meeting

Section (a): All candidates must attend the All Candidates’ Meeting, either in person or by proxy, to be eligible to run for election.



Subsection (i): Failure to attend the All Candidates' Meeting, in person or by proxy, will result in the candidate's nomination being considered void.

Section (b): The All Candidates' Meeting shall be closed to everyone except candidates or their proxies, and the Elections Committee.

Article 6: Elections Handbook

Section (a): The Elections Committee shall be responsible for producing and distributing an Elections Handbook for all AUS elections.

Section (b): The Elections Handbook must contain, but is not limited to, the following contents:

1. The current contact information for the Elections Administrator;
2. Campaign spending and reimbursement limits;
3. Permissible forms of campaigning;
4. Rules and procedures for the approval of campaign material;
5. Rules governing campaign violations;
6. A schedule of events that candidates are invited to participate in;

Section (c): The Elections Handbook shall contain a detailed campaign penalty schedule.

Subsection (i): This schedule shall categorize offences into minor, intermediate, and serious offences.

Section (d): The Elections Handbook must be passed by a majority vote of Council to come into effect before an election.



Article 7: Campaigning

Section (a): The campaign period shall commence immediately at the conclusion of the All Candidates' Meeting.

Section (b): Outside the Official Campaign Period, public campaigning, including but not limited to the forms of campaigning listed below, shall be prohibited:

1. classroom announcements;
2. announcements on listservs, social media, or websites;
3. public speaking, especially when amplified by megaphones, microphones, or other similar devices;
4. distributing buttons, leaflets, brochures, handbills, food or drink;
5. distributing or wearing T-shirts with campaign slogans or other campaign messages on them; and
6. mass mailings, including e-mail mass mailings.

Subsection (i): The activities mentioned in Section (b) apply to candidates themselves, as well as any persons, groups, or organizations working on their behalf

Section (c): Campaigning in the form of private communication shall be permitted before the commencement of the Official Campaign Period. This includes but is not limited to;

1. In person conversations;
2. Person to person email communication;
3. Letters sent by regular mail or social media message;
4. Telephone conversations;



Subsection (i): The Elections Committee shall use their discretion to determine what is considered private communication.

Section (d): The Elections Committee shall determine what forms of campaigning are deemed acceptable in the Elections Handbook.

Article 8: Violations

Section (a): All campaign violation penalties shall be administered at the discretion of the Elections Committee.

Section (b): All reports of campaign violations shall be directed to the Elections Administrator.

Section (c): The Elections Committee shall outline in the Elections Handbook all campaign violations and their corresponding level of severity.

Subsection (i): These categories shall be minor offences, intermediate offences, and serious offences.

1. Minor offences shall result in penalties such as but not limited to, a warning, the suspension of campaign rights, minor financial penalties not exceeding a value of \$25, and campaign suspensions not exceeding twelve (12) hours.
2. Intermediate offences shall result in penalties such as but not limited to, the withdrawal of one or more of the candidates campaign rights, financial penalties, and campaign suspensions not exceeding seventy-two (72) hours.
3. Serious offences shall result in campaign suspensions totalling no less than seventy-two (72) hours, or disqualification.

Subsection (i): For serious offences, the Elections Committee may assess at least two intermediate penalties instead at their discretion.



Article 9: Appeals

Section (a): All candidates shall have the right to appeal the results of an election.

Section (b):



CHAPTER IX: CONTEMPT OF COUNCIL

Article 1: Definition

Section (a): Contempt of Council shall be defined as the refusal to comply with any motion or mandate that has been carried by any Committee or the Council, as per the following:

- (a) any action taken that undermines the mandate, authority, or functions of the Council;
- (b) a breach of privilege; or
- (c) any other action deemed contemptuous by the Council.

Article 2: Procedure

Section (a): If any member of the Council refuses to comply with a carried motion or mandate, any voting member of the Council may move to hold them in contempt, which shall be carried by a simple majority.

Section (b): If a member is found in contempt, a $\frac{2}{3}$ majority of the Council must vote to approve the imposition of any penalties.

Article 3: Penalties

Section (a): Penalties for contempt of Council shall be determined on a case-by-case basis, up to and including:

Subsection (i): Suspension from office;

Subsection (ii): removal from office; and

Subsection (iii): removal from the Society.

Article 4: Appeals

Section (a): Contempt of Council rulings may be appealed via a written statement to the Speaker following the decision of the Council within thirty (30) days, after which all appeals shall be denied and all penalties stayed.



Section (b): The successful appeal applicant will be given an opportunity to appeal their case before the Council at its next meeting. The penalties may be altered, amended, or overturned only by a unanimous vote.



CHAPTER X: CONFLICT OF INTEREST

Article 1: Executive Members

Section (a): Executives shall act honestly and in good faith in the best interests of the Society, and shall exercise due care and attention in carrying out their duties.

Section (b): Executives shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain.

Section (c): No Executive may, in their role as an Executive Member, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Subsection (i): If an Executive is in a conflict of interest or an apparent conflict of interest, they shall declare the nature of the conflict to the Council or the Committee and cease to speak or vote on the issue or any motion related to the issue, except to raise a point of parliamentary privilege, parliamentary inquiry, or point of order.

Subsection (ii): If a proxy is attending in the place of an Executive Member who has a conflict of interest or an apparent conflict of interest, or if the proxy themselves has a conflict of interest or an apparent conflict of interest, the proxy shall state the nature of the conflict to the Council or the Committee and shall cease to speak or vote on the issue or on any motion related to the issue, except to raise a point of parliamentary privilege, parliamentary inquiry, or point of order.

1. Subsections (i) and (ii) above notwithstanding, at the request of the Speaker or Committee Chair, or if the Council or the Committee so directs by resolution of the Council, the Executive or proxy may answer questions pertaining to the issue on which they have a conflict of interest or an apparent conflict of interest.



Subsection (iii): If an Executive is uncertain whether or not they are under a conflict of interest and brings that to the Council's notice, the Speaker shall rule on whether or not there is an actual conflict.

1. In the event that the Speaker's ruling is challenged, said Executive Member shall cease to speak or vote on the ruling.

Subsection (iv): If an Executive or their proxy have a conflict of interest or apparent conflict of interest and are chairing the Council or a Committee, they shall relinquish the Chair while the issue on which they have a conflict or apparent conflict is being discussed.

Subsection (v): If the Council or a Committee moves *in camera* to discuss an issue on which an Executive or their proxy is in a conflict of interest or an apparent conflict of interest, said Executive or proxy shall be required to remove themselves from the *in camera* session in which the issue is to be discussed, unless specifically invited to stay by $\frac{2}{3}$ resolution of the Council or the Committee.

Subsection (vi): If an Executive Member believes that another Executive, Councillor or Hired Member present may be in a conflict of interest or an apparent conflict of interest, they shall ask the Speaker or Committee Chair to decide the matter.

1. In the event that the Speaker's ruling is challenged, or if the matter becomes a resolution of the Council or a Committee for any other reason, then said Executive, Councillor or hired member who is in a possible conflict shall cease to speak or vote on the ruling.

Section (d): An Executive has a conflict of interest when the Executive, in his or her capacity as an Executive, exercises an official power or performs an official duty or function and at the same time knows that in the exercise of the power or in the performance of the duty or function there is an opportunity to further his or her private interest.

Subsection (i): An Executive Member shall also be considered to be in a conflict of interest on an issue if the issue concerns relations with an organization outside the Society and if the Executive serves on the board



of that other organization, unless the Executive is serving on the other board by virtue of being the Society's representative on that board.

Section (e): An Executive has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could have, that the Executive's ability to exercise an official power or perform an official duty or function, in his or her capacity as an Executive, may be affected by his or her private interest.

Section (f): No Executive shall use their office to seek to influence a decision, to be made by another person, for the purpose of furthering the Executive Member's private interest.

Section (g): No Executive may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of his or her position as an Executive, unless authorized to do so by the Council.

Subsection (i): Section (g) above does not apply to a gift or personal benefit that is incidental to the protocol or social conventions that are normally separate from the responsibilities of office.

Section (h): If a gift or personal benefit referred to in Section (g)(i) above exceeds \$50 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$50, the Executive Member shall immediately disclose to Council, in writing:

Subsection (i): The nature of the gift or benefit;

Subsection (ii): its source; and

Subsection (iii): the circumstances under which it was given and accepted.

Section (i): Upon receipt of a written disclosure referred to in section (h), the Council shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.



Section (j): No Executive shall hold a significant position, including but not limited to executive positions within a Departmental Club officially recognized by the AUS that holds a seat on the Council.

Section (k): Any Executive who contravenes this Article may be:

Subsection (i): Directed by a resolution of the Council by a simple majority vote to:

1. Reimburse the AUS for any financial loss suffered by the Society as a direct result of their action;
2. Account for, and dispose of, any profits made as a result of a breach of this Article; and/or
3. Return or otherwise restore the Society's property taken, damaged or destroyed by a direct action of that Executive;

Subsection (ii): Any contravening Executive may also be removed from office pursuant to Chapter II, Article 4.

Section (l): Proxies appointed by Executive Members shall abide by all the rules concerning Executive Members contained in this Article. Any proxy who contravenes this Article of Code shall be subject to the penalties outlined in section (k)(i) and (ii) above.

Article 2: Councillors Who are Not Executives

Section (a): No Councillor may, in their role as a Councillor, participate in any decision, exercise an official power or perform an official duty or function in which he or she may have either a conflict of interest or an apparent conflict of interest.

Section (b): Councillors, as voting members of the Council, are Directors of the Society and shall be subject to Article 1 in their capacity as Councillors.

Subsection (i): Departmental Club Representatives are exempt from Article 1, section (j) above.



Article 3: Hired Members

Section (a): No Hired Member shall perform a duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Section (b): Hired Members shall declare a conflict of interest if apparent in the execution of their duties.

Subsection (i): In the case a conflict is declared, the hiring Councillor or Executive Member shall reserve the right to remove the Hired Member from the execution of their duty.

1. The Speaker, as the hiring Councillor of the Clerk, does not have the authority to terminate the Clerk, as outlined in Chapter II, Article 8, section (c)(ii).



CHAPTER XI: REMOVAL FROM OFFICE

Article 1: Procedure

Section (a): Any Councillor, Executive, or Hired Member of the AUS may be removed from their position at any time, for any reason determined by the Council.

Section (b): Only the Council has the power to compel an individual to resign their duties, except in the case of termination of hires.

Section (c): The Council may only remove an individual from office on the agreement of $\frac{2}{3}$ of Councillors present.



CHAPTER XII: BUDGET

Article 1: Passing

Section (a): Presentation

Subsection (i): The annual budget must be presented at first sitting of the Council following the general election.

Section (b): Passage

Subsection (i): The budget must be accepted by a simple majority of Councillors present.

Subsection (ii): If the budget initially presented fails to pass, a motion to pass an amended budget shall automatically be placed on the order of business of the next meeting of the Council.

Article 2: Organization

Section (a): The Budget shall be organized as:

- (a): General revenue;
- (b): General expenses;
- (c): Comparison to previous years;
- (d): Executive Committee;
- (e): Executive portfolios;
- (f): Executive Departments;
- (g): First Year Committee;
- (h): Council;



(i): Surplus or Deficit; and

(j): Totals.

Section (b): The Budget shall show:

(a): The budgeted amount and

(b): The actual amount spent.

Article 3: Amendments

Section (a): Amendments to the budget must be passed by the Council if the amount of money involved in the amendment concerns is \$1001 or greater prior to the monies being moved and spent.

Section (b): The Vice President Finance may move existing monies from one line item to another, provided the amount is \$1000 or less, but may not create new line items or introduce new spending.

Subsection (i): The Vice President Finance shall notify the Council of an amendment under section (b) at the earliest opportunity, and if the Council determines that an amendment should not proceed, the Council may decide by a simple majority to overturn the Vice President Finances' decision.

Subsection (ii): If the Council decides that the movement of monies referred to in section (b) should not proceed, but the monies have already been spent, the Vice President Finance may be found to be in Contempt of Council, and shall be subject to the applicable penalties and appeals processes outlined in Chapter VIII, Articles 3 and 4.

Article 4: Reimbursements

Section (a): Reimbursements shall only be issued if there is a record of payment, or a request for reimbursement with the signatures of the voting members of the executive.





CHAPTER XIII: FEES

Article 1: Payors

Section (a): Members and payors must be an undergraduate UBC Student enrolled in a degree program in the Faculty of Arts, with exception of students enrolled in the following:

- (a) Bachelor of International Economics (B.I.E.);
- (b) Bachelor of Social Work (B.S.W.);
- (c) Bachelor of Music (B.Mus) or
- (d) Bachelor of Arts (B.A.) with one major or honours in Economics.

Article 2: Adjustment Procedures

Section (a): All fee adjustments must be passed through referendum where Quorum is 5% of the general membership of the AUS.



CHAPTER XIV: RIGHTS AND OBLIGATIONS OF MEMBERSHIP

Article 1: Right to vote

Section (a): All members in the AUS have the right to vote in its elections.

Article 2: Right to run in elections

Section (a): All members in the AUS have the right to run in its elections.

Article 3: Right to petition

Section (a): All members of the AUS have the right to present a petition to the Council.

Subsection (i): Petitions shall be accepted if they have the signatures of 10% of the current membership, or 1000 signatures, whichever is less.



CHAPTER XV: POLICIES

Article 1: Purpose

Section (a): Policies shall be enacted to formalize operations of the executive for the Executive committee and its mandate.

Article 2: Authority

Section (a): Policies have authority over the Executive of the AUS.

Article 3: Creation

Section (a): Policies may be created and passed by the executive committee through majority vote.

Subsection (i): If created and passed in the Executive committee, the Council shall be notified at the nearest meeting.

Subsection (ii): Council may revoke any and all policies through $\frac{2}{3}$ vote of the Council.

Article 4: Format

Section (a): All policies shall have:

(a): A title;

(b): have a reference number beginning with A USP and ending With a number that corresponds to the chronological passing of the policies. (A USP- x);

(b): the date passed;

(c): the date for review;



(d): the area of the Executive that the policy will apply to; and

(e): appropriate appendices.

Article 5: Subversion

Section (a): Policies shall not subvert the Constitution.

Section (b): In the event that a policy subverts this Code of Procedures, the Executive Committee shall put a motion on the nearest Council agenda to accept the policy and amend this Code of Procedures or revoke the policy.



CHAPTER XVI: DEPARTMENTAL CLUBS

Article 1: Requirements

Section (a): Departmental clubs shall be admitted on a case by case basis by the Council.

Section (b): Departmental clubs shall:

Subsection (i): Have a constitution;

Subsection (ii): Have an executive;

Subsection (iii): Have a budget;

Subsection (iv): Be constituted under the AMS;

Subsection (v): Hold social events; and

Subsection (vi): Hold academic events.

Article 2: Rights of Membership

Section (a): Clubs are eligible to receive funding.

Section (b): Clubs shall have a voting seat on AUS Council

Article 3: Responsibilities

Section (a): Clubs shall send a representative to sit on AUS Council.

Section (b): Clubs shall send a copy of the Constitution, a list of the executives, and a final budget to the Vice President Administration before the fourth (4th) Council meeting.

Section (c): Clubs shall fill out requested information only if mandated by the Vice President Administration.



Article 4: Bad Standing

Section (a): Bad standing is a status that shall be put on any club that fails to comply with the requirements of a Club listed in Article 1 and/or the responsibilities of a Club listed in Article 3.

Section (b): Any club in bad standing may not be able to receive funding.

Section (c): Any club in bad standing for longer than one year shall lose their Departmental designation.

