

# ARTS UNDERGRADUATE SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA

Constitution: March 15, 1999

## **Section I.** —*Name*

The name of the organization shall be the “Arts Undergraduate Society” of the University of British Columbia, hereafter referred to as the “A.U.S.”

## **Section II.** —*Objectives*

To promote, direct and/or sponsor such activities—academic, social, athletic, and professional—as will benefit undergraduate students of the Faculty of Arts.

To act as a liaison between Arts students and the Faculty of Arts, the University of British Columbia, the Alma Mater Society and any other recognized society or organization.

To give attention to any matters affecting the members of the society.

To encourage and promote the Arts community spirit at U.B.C.

To organize, promote, and produce Arts County Fair on the last day of classes each year.

## **Section III.** —*Membership*

Membership shall consist of all undergraduate students currently registered in the Faculty of Arts at the University of British Columbia. Membership shall consist of students who have paid their A.U.S. membership fee and whose programs lead towards either a Bachelor of Arts or Bachelor of Fine Arts degree.

## **Section IV.** —*Officers of the Arts Undergraduate Society*

The primary duty of officers of the Arts Undergraduate Society is to promote the interests of Arts students through the Arts Undergraduate

Society Council, as defined in Code. Officers of the Arts Undergraduate Society who have been delegated to represent the interests of Arts students to other bodies must nevertheless fulfill all their duties as elected officers of the Arts Undergraduate Society.

#### **Section V. —Arts County Fair**

The name, production, and promotion of Arts County Fair are the property of the Arts Undergraduate Society.

#### **Section VI. —Amendments**

This Constitution shall only be amended by a referendum, for which a majority of voting A.U.S. members must approve of the amendments. Quorum shall be ten percent of A.U.S. members, the exact number to be set by the Registrar's Office.

## **ARTS UNDERGRADUATE SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA**

Current Code: April 7, 2010

### **Section I. – Definitions**

1. "A.U.S." shall refer to the Arts Undergraduate Society of the University of British Columbia, Vancouver.
2. "Council" shall refer to the A.U.S. Council.
3. "University" shall refer to the University of British Columbia, Vancouver.
4. "A.M.S." shall refer to the Alma Mater Society of U.B.C. Vancouver.
5. "Executive" shall refer to the committee consisting of the President, the Vice President Internal, the Vice President External, the Vice President Academic, the Vice President Administration, and the Vice President Finance.
6. "The Elections Committee" shall consist of the Elections Administrator and the poll administrators.
7. "Policy Decisions" shall be motions requesting Council to speak

on behalf of all Arts students.

8. “General Business” shall refer to any business, which does not involve changing Code or the Constitution, the Budget, or any policy decision.

9. “Alternate” shall refer to a member of the A.U.S. named to replace a council member at a set meeting.

10. “Code” shall refer to the A.U.S. Code.

11. “Constitution” shall refer to the A.U.S. Constitution.

12. “Elections Administrator” shall refer to an individual hired at the discretion of the Executive.

## **Section II. - Officers**

1. The Council shall consist of:

a. Elected Council Members, which shall consist of:  
i.

The Executive:

1. President
2. Vice President Internal
3. Vice President External
4. Vice President Academic
5. Vice President Administration
6. Vice President Finance

ii.

Other Elected Members:

1. Two First Year Representatives
2. Second Year Representative
3. Third Year Representative
4. Fourth Year Representative
5. Seven Arts A.M.S.

Representatives.

- a. The President will hold the eighth and final seat.
6. Five General Officers
7. Arts Senator
  - a. The Arts Senator shall

have one vote on Council, but shall not be included in the calculation of quorum.

iii.

Departmental Club Representatives:

1. Departmental Club

Representatives shall only represent clubs from within programs that are official Bachelor of Arts or Bachelor of Fine Arts majors programs.

2. In the event of the University Senate creating a new major program or ceasing an existing major program in the Faculty of Arts, paragraph 1c. above shall be automatically deemed amended to reflect this change.

b. Appointed Positions:

i.

The following positions are non-voting positions and therefore are not included in the calculation of quorum.

ii.

Appointed positions shall be:

1. Social Coordinator
2. Promotions Coordinator
3. Student Services Coordinator
4. Meekison Arts Student Space Coordinator
5. Social Officer
6. Promotions Officer
7. Student Services Officer
8. Meekison Arts Student Space Officer
9. Sports Director
10. Communications Director
11. Philanthropy Director

12. Sponsorship Director
13. Speaker of Council
14. Editor(s) of The Underground
15. Assistant Editor(s) of The Underground
16. Ex-Officios, as defined from time to time by Council

2. All voting or non-voting members of council, with the exceptions of the Editor of the Underground, Assistant Editor(s) of the Underground, and Departmental Club Representatives must be members of the Arts Undergraduate Society in good standing.

3. The Executive shall make all reasonable efforts to ensure that appointed council positions 1-4 and 9-12 are filled prior to the month of June.

4. Order Of Succession:

a. The order of succession to the President shall be as follows:

- |   |       |
|---|-------|
|   | i.    |
| Vice President Internal   |       |
|   | ii.   |
| Vice President External   |       |
|   | iii.  |
| Vice President Administration   |       |
|   | iv.   |
| Vice President Finance  |       |
|   | v.    |
| Vice President Academic   |       |
|   | vi.   |
| Chief AMS Representative  |       |
|   | vii.  |
| AMS Representative who has been a voting member of Council for the largest period of time without interruption. |       |
|   | viii. |
| Voting member of Council who has been a   |       |

voting member of Council for the largest period of time without interruption.

### **Section III. - Duties of the Officers**

1. All members of Council shall:
  - a. Ensure Council agenda items are submitted to the President at least 36 hours prior to the scheduled start of the Council meeting for which they are intended.
  - b. Attend all Council meetings in person or by alternate
  - c. Hold a minimum of two office hours per week
  - d. Submit a continuity report to Council at the end of their term;
  - e. Promote Arts spirit in the University community;
  - f. Participate in as many A.U.S. events as can be reasonably expected.
  - g. Read and understand the A.U.S. Constitution and Code before the Whistler Retreat.
  - h. Make an honest effort to keep the A.U.S. office as professional as possible.
  - i. Represent and work in the best interests of their constituency.
2. The President shall:
  - a. Chair Council meetings in the absence of the Speaker;
  - b. Chair Executive meetings
  - c. Not vote at either of these meetings except to break a tie.
  - d. Oversee due observance of the Constitution and Code;
  - e. Be an ex-officio member of all committees of the A.U.S.; actively sit on at least one Committee.
  - f. Supervise and direct the duties of the Councilors of the A.U.S.;
  - g. Chair the Presidential Committee which shall

meet bi-monthly;

- h. Ensure that the Presidential committee submits monthly reports to Council on its activities;
- i. Represent the A.U.S. to the Faculty of Arts and attend all Faculty of Arts meetings;
- j. Represent the A.U.S. to external organizations such as the U.B.C. Alumni Association;
- k. Hold one Arts seat on the A.M.S. Council; unless the President is an employee of the A.M.S. prior to their election, then the President must attend all A.M.S. Council meetings, and their seat shall be held by the President's designated alternate.
- l. Draft the agenda for Council and Executive meetings.
- m. Distribute the Council agenda to all Councillors at least 24 hours prior to the scheduled start of all council meetings. This agenda shall include all items duly submitted 36 hours prior to the scheduled council meeting.
- n. Promote the Active Artsies program at Imagine Day and at other opportunities throughout the month of September.

3. The Vice President Internal shall:

- a. Assume the responsibilities of the President in the case of the President's death, absence or resignation;
- b. Serve as a liaison between all departmental clubs and Councillors
- c. Be responsible for ensuring that departmental clubs are aware of relevant A.U.S and A.M.S events
- d. Be responsible for soliciting representation from all departmental clubs on council and chairing monthly meetings with the departmental club representatives
- e. Publicize AUS sponsorship opportunities relevant to AUS Clubs
- f. Coordinate the Active Artsies program in conjunction with the Vice President External

- g. Serve as the Elections Administrator if no other individual is appointed.
  - h. Chair the Internal Committee which shall meet bi-monthly;
  - i. Sit on the Finance Committee;
  - j. Ensure that the Internal Committee submits monthly reports to Council on its activities;
  - k. Be responsible for updating and maintaining Code as directed by Council and the Executive;
  - l. Ensure continuity reports are received from all councillors and portfolio holders, and are kept on file in the A.U.S. Office;
  - m. Ensure that all Council members fulfill their duties;
  - n. Coordinate council functions, including the annual council retreat and newbie dinner
  - o. Supervise the hired AUS Website manager
  - p. Coordinate the AUS Newsletter
4. The Vice President External shall:
- a. Chair the External Committee which shall meet bi-monthly;
  - b. Ensure that the External Committee submits monthly reports to Council on its activities;
  - c. Coordinate the Active Artsies program in conjunction with the Vice President Internal
  - d. Be responsible for keeping the A.U.S. aware of the activities of other University faculties and constituency organizations;
  - e. Promote relations with other faculties and their respective constituency organizations
  - f. Be responsible for functions which promote relations with the University administration, professors, and officers of other constituencies, such as Wine and Cheeses;
  - g. Attend all Faculty of Arts meetings;
  - h. Act as a liaison with the Underground Newspaper
  - i. Supervise the hired A.U.S. Source designer



- j. Chair the Arts Week Committee, which shall meet at least once by the first week of November.
  - k. Facilitate regular meetings and discussions between the Dean of Arts and Arts students.
  - l. Sit on at least one other Committee other than Arts Week.
5. The Vice President Finance shall:
- a. Keep an accurate record of all funds acquired or disbursed by Council;
  - b. Chair the Finance committee which shall meet bi-monthly
  - c. Ensure that the Finance committee in (c) submits monthly updates to Council on its activities;
  - d. Allow any A.U.S. member access to any books and/or files of the A.U.S., as long as privacy and confidentiality concerns are respected
  - e. Submit any A.U.S. budget required by the A.M.S. to the A.M.S.;
  - f. Be responsible for the filing of all budgets submitted by A.U.S. committees;
  - g. Ensure that each committee chair and internal A.U.S. account administrator knows and understands their financial responsibilities and budgeting limitations;
  - h. Ensure that all Council expenditures are allocated according to the annual A.U.S. Budget;
  - i. Disclose the present financial position of the A.U.S. every two months in writing.
  - j. Sit on at least one committee.
6. The Vice President Academic shall
- a. Supervise and direct the academic functions of the A.U.S. as directed by Council;
  - b. Be responsible for, and chair, the Academic committee; which shall meet at least bi-monthly
  - c. Ensure that the Academic Committee submits monthly reports to Council on its activities;
  - d. Serve on the Arts Week Committee and

coordinate all academic Arts Week events.

- e. Publicize AUS sponsorship opportunities related to conferences and other academic initiatives
- f. Sit on the Finance Committee
- g. Keep in contact with U.B.C. Career Services for events and information relevant to Arts Students and communicate these opportunities to Arts Students
- h. Keep in contact with the Faculty advisors office for pertinent information to Arts students;
- i. Coordinate the A.U.S.' participation in Imagine Your Arts Major;
- j. Attend all University Faculty of Arts meetings.
- k. Chair monthly meetings of the Faculty Student Caucus
- l. Coordinate the appearances of guest lecturers of interest to Arts students

7. The Vice President Administration shall

- a. Be responsible for, and chair, the Administration Committee
- b. Act as a non financial signing officer of the A.U.S.
- c. Chair the Administration Committee, which shall meet bi-monthly
- d. Ensure that the Administration Committee submits monthly reports to Council on its activities;
- e. Act as a bookings representative for Council.
- f. Take accurate minutes and attendance at AUS Council meetings and make this information available to members of the A.U.S., especially by making use of the website;
- g. Bring a copy of the Constitution and Code and Robert's Rules of Order Newly Revised to each Council meeting;
- h. Act as a liaison with UBC Plant Operations
- i. Coordinate council key requests, contact information (including a council phone list), and business cards

- j. Conduct other administrative matters as determined by Council
    - k. Shall sit on at least one committee
- 8. The Promotions Coordinator shall:
  - a. Be responsible for, and chair, the Promotions Committee;
  - b. Assist the Executive in selecting the Promotions Officer;
  - c. Coordinate the promotion of all A.U.S. events and services through the use of all available media;
  - d. Promote, in general, the A.U.S.;
  - e. Be responsible for merchandise sales and designs;
  - f. Be responsible for designs of any posters and leaflets;
  - g. Act as a liaison between Council and the Faculty of Arts Communications Officer;
  - h. Be responsible for ensuring the updating and enforcement of Buchanan Poster Policy;
  - i. Serve on the Arts Week Committee and coordinate Arts Week promotions.
  - j. Coordinate Free Snack Days, in conjunction with the Student Services Coordinator, serving items such as cookies, tea, and juice, and leveraging the popularity of these events to promote the A.U.S.
- 9. The Social Coordinator shall:
  - a. Be responsible for, sit on and chair, the Social Committee;
  - b. Assist the Executive in selecting the Social Officer;
  - c. Coordinate all A.U.S. social events, unless otherwise specified by the Executive. This includes both alcoholic (i.e. beer gardens), and non-alcoholic (i.e. barbecues) events;
  - d. Ensure that a liquor license is obtained for each alcoholic function;
  - e. Obtain a Serving it Right licensee permit by

September 1st for which the government requires licensees to be at least 19 years of age;

f. Be responsible for ordering all liquor for alcoholic functions;

g. Coordinate volunteers and set-up and clean-up for A.U.S. beer gardens and all other A.U.S. social events, including but not limited to a Halloween and a Winter Gala event;

h. Serve on the Arts Week Committee and coordinate the Arts Week Dance;

i. Publicize AUS sponsorship opportunities related to social initiatives

j. Sit on the Finance Committee

k. Work in conjunction with the MASS

Coordinator to aid departmental clubs in organizing, promoting, and holding social events in the Meekison Arts Students' Space, and provide and publicize a reasonable number of opportunities to do so.

l. Coordinate AUS participation in a large-scale end of the year social event (dependent upon the approval of the appropriate authorities).

10. The Student Services Coordinator shall:

a. Be responsible for, sit on and chair, the Student Services Committee;

b. Assist the Executive in selecting the Student Services Officer;

c. Be responsible for organizing A.U.S. student services including, but not limited to, locker rentals, free drinking water, a lost and found service, and board game rentals.

d. Coordinate Free Snack Days (in conjunction with the Promotions Coordinator) and leverage their popularity to increase representation and engagement by soliciting the opinions of Arts Students on relevant student issues

e. Be responsible for developing plans for additional

student services which the Council can provide for A.U.S. members;

f. Serve on the Arts Week Committee and coordinate career-related Arts Week events such as the Career Fair.

11. The Meekison Arts Student Space (MASS) Coordinator shall
  - a. Be responsible for, sit on and chair, the MASS Committee.
  - b. Assist the Executive in selecting the MASS Officer.
  - c. Be in charge of organizing all bookings for the War and Skirmish rooms and MASS using the established booking system
  - d. Promote the usage of MASS as a student social space
  - e. Communicate to Arts Students the expectation that MASS is to be used as a social space
  - f. Respond to bookings requests in a timely manner,
  - g. Work in conjunction with the Social Coordinator to aid departmental clubs in organizing, promoting, and holding social events in the Meekison Arts Students' Space, and provide and publicize a reasonable number of opportunities to do so.
  - h. Update the Events Calendar in MASS as required;
  - i. Ensure MASS is maintained in an orderly and presentable manner and that all posters, calendars and announcements are up to date,
  - j. Engage with the broader Arts community to determine new uses for MASS and to advertise MASS and encourage more active use by Arts students
12. The Promotions Officer Shall
  - a. Assist the Promotions Coordinator in their tasks,
  - b. Sit on the Promotions Committee as well as one other committee.

- c. Chair the Promotion Committee in the case of the Promotion Coordinator's absence
13. The Social Officer Shall
  - a. Assist the Social Coordinator in their tasks,
  - b. Sit on the Social Committee as well as one other committee.
  - c. Chair the Social Committee in the case of the Social Coordinator's absence
  - d. Obtain a Serving it Right licensee permit by September 1st for which the government requires licensees to be at least 19 years of age;
14. The Student Services Officer Shall
  - a. Assist the Student Services Coordinator in their tasks,
  - b. Sit on the Student Services Committee as well as one other committee.
  - c. Chair the Promotion Committee in the case of the Promotion Coordinator's absence
15. The Meekison Arts Student Space (MASS) Officer Shall
  - a. Assist the MASS Coordinator in their tasks,
  - b. Sit on the MASS Committee as well as one other committee.
  - c. Chair the MASS Committee in the case of the MASS Coordinator's absence
16. The First Year Representatives shall:
  - a. Encourage and, in conjunction with appropriate committees, organize such events that will benefit A.U.S. members in their first year of university. Specific projects may include involvement with orientation and the adjustment to university life;
  - b. Encourage and support the involvement of first year students within the A.U.S.;
  - c. Organize the Council Christmas hamper
  - d. Co-Chair and be responsible for the First Year Committee.
  - e. Act as a liaison between the AUS and first year

Arts Students.

17. The Second Year Representative Shall
  - a. Serve on at least one committee of the A.U.S.;
  - b. Accept at least one A.U.S. portfolio.
  - c. Act as a liaison between the A.U.S. and second year Arts Students
18. The Third Year Representative Shall
  - a. Serve on at least one committee of the A.U.S.;
  - b. Accept at least one A.U.S. portfolio.
  - c. Act as a liaison between the A.U.S. and third year Arts Students
19. The Fourth Year Representative shall:
  - a. Represent the A.U.S. on Grad Class Council, and be responsible for ensuring appropriate Arts representation on Grad Class Council
  - b. Act as a liaison between the A.U.S. and fourth year Arts Students
  - c. Serve on at least one A.U.S. committee.
  - d. Act as a liaison for the Last Lecture planning committee.
20. Each A.M.S. Representative shall:
  - a. Keep the Council informed of the A.M.S. and its activities;
  - b. Represent the A.U.S., in person or by alternate, at all A.M.S. Council meetings;
  - c. Serve on at least one A.U.S. committee;
  - d. Accept at least one A.U.S. portfolio;
  - e. Attend, in person or by alternate, all A.M.S. Arts Caucus meetings;
  - f. Attend all assigned A.M.S. committees.
21. Each General Officer shall:
  - a. Serve on at least one committee of the A.U.S.;
  - b. Accept at least one A.U.S. portfolio.
22. Each Departmental Club Representative shall:
  - a. Be permitted to hold an A.U.S. portfolio or serve on an A.U.S. Committee;

- b. Report back to their departmental club and keep them informed of Council activities and advise council of departmental club happenings;
- c. Hold a booth with active presence as well as at least one event during Arts Week
- d. Must perform the duties outlined in Section III (1): Duties Of Officers with the exception of two office hours per week which shall be reduced to one;
- e. Any club whose Representative is found to be derelict in their duties shall not be eligible for receiving funding from the A.U.S
- f. Assist in the coordination of Club Grant funding, which will be given in two portions, one first semester and one second semester, with eligibility being contingent on staffing a booth during Arts Week;
- g. Attend all A.U.S. Council meetings in order to receive funding from the A.U.S. for their departmental club
- h. Assist with promoting the A.U.S. to the best of their ability. This shall include sending out information to each club's list-serv and assisting with other promotional efforts as deemed necessary by the Promotions Coordinator

23. The Speaker of Council shall:

- a. Chair A.U.S. Council meetings in accordance with Robert's Rules of Order Newly Revised and the A.U.S. Code and Constitution

24. The Sports Director shall:

- a. Keep council informed of upcoming sports events and activities;
- b. Represent Council to the Intramural Sports Committee,
- c. Enter Arts teams in the Intramural sports programs,
- d. Shall make public the 40% rebate for Intramurals teams consisting of at least 80% Arts student



membership. Arts Intramurals rebates shall not exceed \$200.00. At the discretion of the Vice President Finance, as ratified by Council, sports expenditures may be suspended for the remainder of the fiscal year in the event of a substantial lack of available funding,

- e. Be responsible for submitting eligible Arts Intramurals Rebates to the Vice President Finance
- f. Act as a liaison with UBC REC and the UBC Thunderbirds Varsity Teams.

- 25. The Philanthropy Director shall:
  - a. Be responsible for charitable aspects of events when applicable;
  - b. Create and seek out charities that the AUS can be involved in;
  - c. Be responsible for creating community service projects for AUS Councillors to be involved in;
- 26. The Sponsorship Director shall:
  - a. Be responsible for seeking out sponsorship for AUS events and services;
- 27. The Communications Director shall:
  - a. Initiate and maintain links with the Underground, the Ubyyssey and other relevant media and publications
  - b. Take direction from the Promotions Coordinator and place advertisements for AUS events in relevant media and publications as requested,
  - c. Be responsible for maintaining and expanding the AUS Newsletter;

#### **Section IV. - Portfolios**

- 1. The following portfolios satisfy the A.M.S. Representative and Officer portfolio requirement, and must be filled every year, no later than 10 days after the conclusion of the A.U.S. Council Retreat :
- 2. All portfolio appointments made by executives are subject to a vote of approval by council
- 3. Assistant to the President, who shall:

- a. Assist the President with their tasks,
  - b. Be invited to attend meetings with the President,
  - c. Chair the Presidential Committee in the case of the President's absence;
1. Assistant to the Vice President Internal, who shall:
  - a. Assist the Vice President Internal in their tasks,
  - b. Chair the Internal Committee in the case of the Vice President Internal's absence;
2. Assistant to the Vice President External, who shall:
  - a. Assist the Vice President External in their tasks,
  - b. Chair the External Committee in the case of the Vice President External's absence;
3. Assistant to the Vice President Finance, who shall:
  - a. Assist the Vice President Finance in their tasks,
  - b. Chair the Finance Committee in the case of the Vice President Finance's absence;
4. Assistant to the Vice President Academic, who shall:
  - a. Assist the Vice President Academic in their tasks,
  - b. Chair the Academic Committee in the case of the Vice President Academic's absence;
5. Assistant to the Vice President Administration, who shall:
  - a. Assist the Vice President Administration in their tasks,
  - b. Chair the Administration Committee in the case of the Vice President Administration's absence;
6. AUS Newsletter Assistant, who shall:
  - a. Converse with the A.U.S. Press Secretary, VP Internal, CASS, and Club Reps to gather information;
  - b. Promote the newsletter through AUS events, advertising and word-of-mouth;
  - c. Assist the Communications Director A.U.S. Press Secretary editor in compiling the weekly newsletter.
7. Chief A.M.S. Representative, who shall:
  - a. Be appointed from one of the A.M.S.

Representatives currently sitting on Council (this includes the A.U.S. President)

- b. Report to Council on the activities of the A.M.S. and the Arts Caucus at the Council meeting following each A.M.S. meeting.
  - c. Chair the A.M.S. Arts Caucus
8. Office Manager, who shall:
  - a. Ensure the AUS office is maintained in a hygienic and presentable manner through the organizing of office cleaning parties and other useful initiatives,
  - b. Be responsible for keeping the office supplied with all necessary materials as reasonably requested by Council,
  - c. Ensure that any broken or missing supplies of technology are serviced or replaced;
9. Interfaculty Liaison, who shall:
  - a. Maintain regular contact with Undergraduate Societies at UBC,
  - b. Keep each Undergraduate Society informed of the AUS' activities
  - c. Keep Council informed of relevant activities of the other faculty Undergraduate Societies;
10. Sustainability Liaison, who shall:
  - a. Liase with the sustainability offices in the university community, including ,but not limited to the sustainability offices of UBC and the AMS.
  - b. Monitor the environmental sustainability of AUS and present plans to bring the AUS in accordance with the best practices of comparable organizations.
  - c. Evaluate the environmental sustainability of applications for AUS sponsorship and inform the Finance Committee of these evaluations.
  - d. Sit as a voting member of the finance committee.
11. The positions of Editor(s) and Assistant Editor(s) of The Underground, while not official portfolios, satisfy the portfolio requirement. These positions are to be appointed as per Section X,

Article 4.

12. The Vice President Internal may add portfolios as he or she sees fit.

13. If a portfolio is being fulfilled in an unsatisfactory manner as deemed by one of the relevant Executive Committees then the respective Councillor shall be removed from their position and the vacant position shall be filled by the Executive. by the relevant member of the Executive;

**Section V. - Committees of Council**

1. The following standing Committees satisfy the Executive, Officer, Second, Third and Fourth Year Representative, and A.M.S.

Representative Committee requirement:

- a. Promotions Committee, which shall consist of seven voting members and shall be chaired by the Promotions Coordinator;
- b. Student Services Committee which shall consist of seven voting members and be chaired by the Student Services Coordinator;
- c. Social Committee, which shall consist of seven voting members and be chaired by the Social Coordinator;
- d. Academic Committee, which shall consist of seven voting members and be chaired by the Vice President Academic.
- e. The Finance Committee, which shall be chaired by the Vice President Finance and consist of the Assistant to the Vice President Finance, the Sustainability Director, the Vice President Internal, the Vice President Academic, the Social Coordinator, and one other member of the AUS in good standing appointed by AUS Council.

i. If

the Vice President Finance and their Assistant are both absent, the Vice President Finance

shall designate an alternate chair

ii.

All portions of Finance Committee meetings related to the recommendation of financial awards and grants shall be held in camera.

f. Meekison Arts Student Space (MASS) Committee, which shall consist of seven voting

members and be chaired by the MASS Coordinator;

g. First Year Committee, which shall be chaired by the First Year Representatives,

h. Arts Week Committee, which shall be chaired by the Vice-President External and shall have representatives from the Academic, Promotions, Social, MASS and Student Services Committees.

2. The following are additional standing committees which do not satisfy the Committee requirement mentioned in Section 5 Article (1):

a. Executive Committee, which shall be chaired by the President and consist of the President and all Vice-Presidents; and which will be responsible for recruiting, interviewing, and appointing candidates for the non-voting seats on council, all AUS portfolios with the exception of Chief AMS Representative, and the positions of Website Manager, FrAUSh Manager, Source Designer, and other hired positions as council deems necessary.

i.

In making the above appointments, the executive committee shall consult with the incumbent Underground Editor, prior to selecting their replacement.

ii.

The executive committee may delegate to one or more councillors the authority to make typographical corrections to the A.U.S. Code.

b. The Executive Committees:

i.

The Presidential Committee, which shall be chaired by the President and consist of the Fourth Year Representative, the Second Year Representative, the Third Year Representative, the First Year Representatives, the Chief AMS Representative, the Assistant to the President, and the Philanthropy Director.

ii.

The Internal Committee, which shall be chaired by the Vice President Internal and consist of the Student Services Coordinator, the Assistant to the Vice President Internal, the Student Services Officer, the AUS Newsletter Assistant, and the Communications Director

iii.

The External Committee, which shall be chaired by the Vice President External and consist of the Social Coordinator, the Promotions Coordinator, the Assistant to the Vice President External, the Social Officer, the Promotions Officer, the Sports Director, the Sponsorship Director, and the Interfaculty Liaison;

iv.

The Administration Committee, which shall be chaired by the Vice President Administration and shall consist of the Assistant to the Vice President Administration, the MASS Coordinator, the MASS Officer, and the Office Director,

v.

Elections Committee, which shall be chaired by the Elections Administrator.

vi.

A.M.S. Arts Caucus, which shall consist of all A.M.S. Arts Representatives and shall be chaired by the Chief A.M.S. Representative,

who shall be elected in a vote of all A.M.S. Arts Representatives including the President

vii.

The Faculty Student Caucus, which shall be chaired by the Vice President Academic or their designate and shall include the Arts Senator, and all other student representatives to the Faculty of Arts.

viii.

Ad-hoc Committees of Council which may be struck as Council deems necessary.

3. With the exception of the Executive Committee and the A.M.S. Arts Caucus membership of A.U.S. Committees may consist of at large members of the A.U.S.

#### **Section VI. - Election of Officers**

1. In addition to any rules or requirements as set out in the A.M.S. Constitution, Bylaws, and Code of Procedure, the following rules apply to the election of officers of the A.U.S.
2. Turnover shall take place, for the General Election, on the first Tuesday of April at noon.
3. General Requirements:
  - a. The Elections Administrator shall be responsible for the administration of elections and by-elections.
  - b. The Elections Committee shall consist of the Elections Administrator and three Poll Administrators as selected by the Executive.
  - c. Elections shall be held on the date specified by the Elections Committee.
  - d. General Elections shall be held once a year, during the second term of the Winter Session. All positions shall be open, with the exception of three (3) General Officer positions, two (2) First Year Representatives, the Second, Third and Fourth Year Representatives, and two (2) A.M.S. Representatives.
  - e. By-elections shall be held once a year, during the

first term of the Winter Session; or upon unanimous resolution by the Executive. All vacant Council positions shall be open for election.

f. No member of the Elections Committee may run in the elections.

g. The Elections Committee has the right to set election rules as it deems appropriate, providing they do not contravene A.U.S. Code, and providing they make all candidates aware of these rules.

h. The Elections Administrator may not regularly vote in elections. However, the Elections Administrator shall cast the deciding vote in the case of a tie.

4. Nominations:

a. Candidates shall be members of the A.U.S.

b. No candidate is allowed to run for more than one position.

c. Notwithstanding 1/b(ii), candidates running for the position of Vice President External may also run for the position of A.U.S. representative to the A.M.S. Council.

d. Notwithstanding 1/b(ii) candidates running for the position of Arts Senator may also run for one additional council position.

e. Nominations shall be in the hands of the Elections Administrator on the date and time specified by the elections committee.

f. Nominations must contain signatures and corresponding student numbers of at least ten members of the A.U.S. who are not presently elected members of Council. Nominations must also include the name, address, phone number, and signature of a witness to the nominee, who must be a member of the A.U.S., who must be separate from the ten nominees, and who is not presently an elected member of Council.

g. The call for nominations must be publicized in The Underground and on the A.U.S. website.



- h. Will close a minimum of ten (10) days after the elections committee declares the nominations open;
- 5. Length of Campaigning:
  - a. The period of campaigning for all elections shall be a minimum of five (5) business days, the dates of which shall be determined by the Elections Committee.
  - b. Campaigning shall begin when the Elections Administrator officially adjourns the All Candidates Meeting and shall end at 5:30pm on the day prior to the closing of the polls.
- 6. Posters and Campaign Materials
  - a. All posters or campaign materials shall be approved by the Elections Administrator before being posted.
  - b. Campaign materials shall not exceed 8.5 inches by 11 inches in size in classrooms, and 11 inches by 17 inches in size outside of classrooms.
  - c. All posters shall contain the words: "Arts Undergraduate Society Elections; Vote online at [www.aus.ubc.ca](http://www.aus.ubc.ca)"
  - d. Postering shall be done in accordance with University postering policies. No posters shall be affixed over A.U.S. posters or on A.U.S. poster boards.
  - e. Stakes, as defined as posters affixed to a device which permits them to be planted into the ground, shall not be allowed on campus.
  - f. A.U.S. materials shall not be used by any candidate for the purpose of campaigning.
  - g. No more than seventy-five (75) dollars, or the equivalent goods-in-kind shall be expended on campaign materials. Candidates must be ready to present all of their campaign-related receipts to the Elections Committee upon request.
  - h. No Candidate may be advertised more than once on any bulletin board.

i. No campaign material shall promote more than one candidate, nor may any campaign materials, by their design, show or imply an affiliation between any candidates, as determined by the Elections Committee.

7. Campaigning Infractions and Penalties:

a. The Elections Committee shall be responsible for investigating all reports of campaigning infractions, which are to be submitted in writing to the Elections Administrator.

b. Complaints pertaining to campaigning infractions shall not be received more than three (3) hours after the close of polls on the last day of polling.

c. The Elections committee is entitled to penalize candidates that it has found to be in contravention of the A.U.S. Election Rules at its discretion. Penalties may range from the removal of posters to the disqualification of a candidate.

8. Voting:

a. The term "ballot" shall refer to an electronic ballot;

b. The term "poll" shall refer to any computer on which an electronic ballot can be cast

c. Only members of the A.U.S. who have a valid student card shall vote.

d. Every voter shall be allowed to vote only once.

e. In the case of only one candidate running for one position, there will be a "Yes/No" ballot.

f. Polls shall be open for a minimum of 5 days for General Elections and a minimum of 5 business days for by-elections.

9. Ballot Counting:

a. The Elections Committee shall arrange for the counting of ballots immediately after the close of polls on the last day of polling.

b. Candidates shall be permitted to name one scrutineer who may be present for ballot counting. This

scrutineer may not be a candidate in the A.U.S. elections, and is not permitted to actively participate in ballot counting.

10. Announcement of Results:

c. Unofficial Results shall be announced following the completion of counting and after all complaints have been addressed by the Elections Committee.

d. Results shall not be considered official until Council is presented with the Report of the Elections Committee.

e. The Report of the Elections Committee shall be presented to A.U.S. Council not less than one (1) week after, and not more than two (2) weeks after the announcement of the unofficial results.

11. Traditional Voting:

f. In the event that Council passes a Resolution to conduct an election or referendum by traditional means, the following changes to Section VI shall be in effect:

g. The term "ballot" shall refer to a paper ballot;

h. The term "polls" shall refer to a polling station

i. Polls shall be placed in at least three locations and these must include the Buchanan Complex and the Student Union Building.

j. Section VI d (iii) shall read "Arts Undergraduate Society Elections; Bring your student card to vote." All posters shall also contain the locations of the polling booths.

k. There shall be a Candidate-Free Zone, which shall be in a five (5)-meter radius from the polling station, notwithstanding the occasion when the candidate casts their vote.

l. Polls shall be open for a collective minimum of fifty-four (54) hours for general and by-elections.

12. The election of departmental representatives shall be the responsibility of the individual Arts department students' association or club. Council reserves the right to appoint from that department in the

case of a vacancy.

## **Section VI- Hired Workers**

1. The Executive Committee shall recruit, interview, and (subject to the approval of council) hire the following workers

a. Website Designer who shall:

i.

Maintain the AUS website

ii.

Make additions to the website as directed by the Executive or Council

iii.

Attempt to implement an AUS email service

iv.

Perform other reasonable related duties as directed from time to time by Council

b. Source Designer who shall:

i.

Be responsible for the publication of the AUS Source

ii.

Coordinate the involvement of other AUS members, including councilors in the production of the source

iii.

Ensure the Source is widely distributed in paper form and/or electronically

c. FrAUSh Manager who shall:

i.

Coordinate a safe and enjoyable social event that shall occur within the first 3 weeks of the fall term

ii.

Ensure that liquor licensing concerns are addressed as necessary

iii.

Ensure that a wide variety of enjoyable activities are available for students under the age of 19

iv.

Coordinate a team of volunteers in the implementation of these tasks

v.

Any other workers that council or the executive deems necessary.

## **Section VIII. - Council Meetings**

1. Council meetings shall be:
  - a. Held every week during the months of September to April inclusive, excluding holidays and Arts-wide scheduled examination periods;
  - b. Held on at least one (1) occasion during the months of May to August inclusive;ams
  - c. Open to all members of the A.U.S.;
  - d. Such that only Council members may move or second motions;
2. Absent members may send an alternate, who must also be a member of the A.U.S. in good standing.
3. Council meetings shall be run according to the latest edition of Robert's Rules of Order Newly Revised.
4. In case of a conflict between Robert's Rules of Order Newly Revised and the Code, the Code shall prevail.
5. Council shall have the power to reverse committee decisions.
6. Council shall have the authority to reverse Executive decisions.
7. Council shall vote on unbudgeted monetary expenditures.
8. No Council member, or alternate, shall have more than one vote.
9. One week's notice of motion shall be required for passing the annual A.U.S. Budget, for policy motions, and for amendments to Code or the A.U.S. Budget.

## **Section IX. - Quorum for meetings**

1. Quorum shall be met when 1/2 of the voting members of council are in attendance.
2. For policy decisions, to pass or amend the annual A.U.S. budget, and to amend Code, a motion shall be passed by a 2/3rds majority of voting council members in attendance.
3. If, five minutes after the beginning of the meeting, quorum is not met, Council may conduct general business if 1/3 of the voting members of council are in attendance. A motion shall be passed by a simple majority of voting council members in attendance. As per Section VIII, Article (2), the annual A.U.S. budget, decisions on policy, and amendments to Code may not be passed in such circumstances.

### **Section X. - Term of Office**

1. The term of office for all Council members elected in the General Election shall be one year.
2. The term of office for all Council members elected or appointed after the General Election shall end upon the acceptance of the subsequent General Election results, or of any by-Election results for elections held for their position.
3. Notwithstanding Article X Section 2, the two (2) A.M.S. Representatives elected in the by-election shall serve a term of office concluding at the subsequent by-election.
4. Departmental Representatives and Non-Voting Members shall not serve a term longer than one year without reappointment.
5. Upon expiry of their term, all members of the Executive will become General Officers until the end of the academic year in which they held office. This provision holds even if it causes the total number of General Officers to exceed five (5).

### **Section XI. - Appointment of Council Members**

1. If an council position becomes vacant Council may appoint a replacement so long as such a replacement is a member of the A.U.S., the fact of which may be verified by student number at the time of

- appointment, and does not already hold an elected position on Council.
2. If any other elected position becomes vacant Council may appoint a replacement as per Section XI, Article 1.
  3. Notwithstanding Article 1, the Vice President External can be appointed as an A.U.S. Representative to the A.M.S.
  4. Notwithstanding Article 1, the Arts Senator may be appointed to one additional position.
  5. Council may appoint all non-voting ex-officio members as it sees fit.
  6. Council may appoint the Editor and Assistant Editor of The Underground as it sees fit. The positions of Editor and Assistant Editor of The Underground are open to any member of the A.U.S.
  7. Council may appoint General Officers as per Section X, Article 1. Three (3) General Officer positions must remain vacant for the September by-election.

## **Section XII. - Removal from Office**

1. Any officer of the A.U.S. will be recalled for unsatisfactory performance upon:
  - a. A resolution of council where such motion has passed by two thirds (2/3) majority of the votes cast, including abstentions and blanks, provided that notice of such motion has been given at a council meeting at least seven (7) clear days prior to such proposed recall, which notice has been signed by twelve (12) voting members of council;
  - b. A petition signed by one-tenth (1/10) of the membership of the A.U.S.
2. If any voting member of council has missed 3 consecutive regularly scheduled meetings, or 5 meetings in total, notwithstanding sending an alternate or receiving explicit permission from the President on behalf of the Executive, he/she shall be automatically removed from office at the time of adjournment of the relevant meeting without dissent. A courtesy letter shall be sent by the VP Administration for notification, but this letter does not affect the removal from office.

3. A vacancy thus created will be filled as per Section X, Article 1.
4. Any officer recalled under this article may not be reappointed by Council to his or her former position, but may run for any position in the following election.

### **Section XIII. - Referendum**

1. A referendum for the A.U.S. shall be called by the President within two weeks of receiving, and for a date not more than a month from receiving:
  - a. A resolution of the Executive or Council;
  - b. A written petition containing the signatures and corresponding student numbers of five hundred (500) A.U.S. members.
2. The text of the referendum shall be drafted to ensure that the question is capable of being answered "yes" or "no" and shall be presented in an unbiased manner. Council shall approve the text of the question.
3. No referendum shall be held except during the months of September to April inclusive. No referendum shall be held during University holidays, weekends, or Arts-wide scheduled examination periods.
4. The referendum shall be acted upon by the A.U.S. where:
  - a. A majority of the votes cast support the referendum; and
  - b. The number of votes cast supporting the referendum is equal to or greater than ten percent of A.U.S. members, the exact number to be set by the Registrar's Office.

### **Section XIV. - Amendments**

1. As per Article VII, Sections (1) and (2), Code can be amended when a 2/3rds majority of voting Council members approve the amendments when at least 1/2 of Council members are present.



## **Section XV. - Interpretation**

1. Disputes as to the interpretation of this Code shall be decided by the President, the Executive, or Council, with the ultimate authority residing in Council.

## **Section XVI. - Repugnancy**

1. Nothing in this Code shall be interpreted in a manner repugnant to the A.M.S. Constitution, Bylaws, or Code. So there.