

**CODE CHANGES 2021:
CODE UPDATE**

TO: Council
FROM: Governance Committee
April 2021

Amendments to update the Code, fix discrepancies, etc.

Additions are indicated by **bold italics**. Deletions are indicated by striking through (~~like this~~).

SECTION I: GENERAL

Article 1. Authority and Interpretation of the Code

4. In this Code, unless the context otherwise requires:

~~“AMS Student Nest” shall mean the Society’s main building, located at 6133 University Boulevard and also including the basement and other areas in the SUB remaining~~ ***UBC Life Building*** under the control of the Society;

Commented [S1]: Updating

~~“Archivist & Clerk of Council” shall mean the permanent employee of the Society charged with the duty of managing the Society’s archives and providing historical information and advice on the Society’s rules to the Executive Committee, Council, and the Managing Director;~~

Commented [S2]: Two distinct positions, though currently held by the same person.

“Archivist” shall mean the permanent employee of the Society charged with the duty of managing the Society’s archives and providing historical information to the Executive Committee, Council, and the Managing Director;

“Clerk of Council” shall mean the permanent employee of the Society charged with the duty of maintaining the governance documents of the Society, overseeing the creation of Council’s minutes, and providing advice on the Society’s rules to the Executive Committee, Council, and the Managing Director;

[And use the appropriate title elsewhere in Code and Policies (Archivist or Clerk of Council)]

~~“Designer” shall mean the permanent employee of the Society charged with carrying out renovations for the Society and its Constituencies;~~

~~“Food and Beverage Manager” shall mean the permanent employee of the Society charged with the duty of managing the food and beverage operations of the Society;~~

Commented [S3]: No longer mentioned elsewhere in Code.

“Officers of the Society” shall mean any individual holding an elected or appointed position within the Society, including its Subsidiary Organizations, but not including voting members of Council **or the UBC Vancouver student representatives on the Board of Governors or Senate;**

Commented [A4]: In line with a recent Code amendment.

“Sales Manager” shall mean the permanent employee of the Society charged with the duty of assisting with the operations of the sales and retail part of the Society.

Commented [A5]: No such position anymore.

“SUB” shall mean the building formerly known as the Student Union Building located at 6138 SUB Blvd.;

Commented [S6]: Updating.

Article 3. Circulation of the Code and other Documents

2. Complete and up-to-date versions of the Constitution, Bylaws, Code of Procedure, **Policies, and Strategic Plans or Frameworks** and **Policy Manual** shall be posted on the Society’s website.

Commented [S7]: Updating.

SECTION II: COUNCIL, COUNCIL MEMBERS AND OTHERS

Article 1. Conflict of Interest for Directors of the Society

2. Directors 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. Furthermore, Directors shall not disclose any information discussed in an *in camera* meeting of Council without the authorization of Council **or in accordance with Section III, Article 1(27)(e).**

Commented [A8]: Noting another exception.

Article 16. Establishment of Constituencies

1. The Vice-President Academic and University Affairs shall notify the Executive Committee when the first cohort of students registers in a new degree granting School or Faculty, **provided that enrolment in the new School or Faculty exceeds one percent (1%) of the total enrolment of UBC Vancouver.** ~~and the~~ ~~The~~ Executive Committee shall then, giving fourteen (14) days’ notice, call a meeting of interested Active Members in the new School or Faculty with a view to establishing a Constituency, such a meeting to take place during the School Year and to be called the Organizing Meeting.

Commented [A9]: Making this provision in line with a recent Bylaw change.

SECTION III: MEETINGS OF COUNCIL

Article 1. Rules of Order

2.
 - (d) For the purposes of quorum, only members of Council and their proxies physically present at the meeting location shall be considered, ***unless the meeting is being conducted entirely by means of teleconference or videoconference in accordance with paragraph 42 below.***
3.
 - (a) Subject to paragraph ~~45~~ **42** below, Council meetings shall be held in the Forum, unless Council resolves, by a Two-thirds (2/3) Resolution, to meet elsewhere.
41. Remote Attendance
 - (a) Subject to paragraph 42 below, during the months of September through April inclusive, Council members who are unable to attend a meeting of Council shall not be permitted to take part in debate or vote by telephone or electronic means. They may only take part in debate and vote if physically present. ***However, if paragraph 42 has been invoked and a meeting is taking place entirely by teleconference or videoconference, this provision shall not apply.***
 - (e) ***Subject to paragraph 42 below,*** Council members attending remotely shall not count towards quorum. Only Council members or their proxies attending in person shall count towards quorum. ***However, if paragraph 42 has been invoked and a meeting is taking place entirely by teleconference or videoconference, this provision shall not apply.***
42.
 - (a) In extraordinary circumstances, where it is not possible to hold a Council meeting at which Council members attend in person, the President may decide to conduct a Council meeting entirely by means of teleconference or videoconference, the logistics for which shall be arranged by the President, the Speaker, and Society staff.
 - (b) In such extraordinary circumstances, the President may also have Council conduct business by means of email votes, or some other form of online electronic voting, without conducting a meeting, the results of such votes to be recorded in the minutes of the next meeting of Council. However, if one-third (1/3) of the voting members of Council object to an email or online vote on a particular motion, that motion shall be brought to a Council meeting.

Article 2. Agendas and Minutes

1. (b) ~~Before circulating the agenda to members of Council, the President shall first circulate it to the other members of the Executive and to the Chairs of the Standing Committees in order to consult with them on it.~~

Commented [S10]: Redundant now that we're having the Steering Committee help with agendas.

SECTION V: COMMITTEES OF COUNCIL

Article 1. General

6. The meetings of all standing, *ad hoc*, and extraordinary Committees shall be open to the public, unless otherwise specified in the Code, or unless the Committee decides otherwise by Resolution.

Article 3. Committee Chairs

2. (a)
(c) ***Unless otherwise indicated in Code***, Council shall have the power to authorize remuneration for the Chairs of ad hoc ***and extraordinary*** committees, such remuneration to be established by a Resolution of Council on the recommendation of the Human Resources Committee, ***but such remuneration not to be paid if the Chair is already receiving remuneration as a member of the Executive or as an appointee to such positions as Ombudsperson or Speaker of Council.***

3. General Provisions for Chairs of Standing, Extraordinary, and Ad Hoc Committees

- (a)
- (b) Each ***Standing and Ad Hoc*** Committee shall designate from its membership a Vice-Chair, who shall chair meetings in the absence of the Chair and have such other duties as may be assigned by the Chair or the Committee from time to time. If both the Chair and the Vice-Chair are unable to attend a meeting, the Committee shall elect an acting chair for that meeting.

Commented [S11]: Doesn't apply to some of the Extraordinary Committees, e.g., Indigenous Committee and Advisory Board. Elections Committee already has provision for a vice-chair.

Article 7. Steering Committee

1. The Steering Committee shall be composed of:
 - (a) the President, ~~who shall be Chair;~~

Commented [S12]: This new line from the Code change on the Steering Committee conflicts with the rule in Article 3 saying the President chairs unless Council decides otherwise.

SECTION VI: EXECUTIVE

Article 2. Transitional Honoraria

7. Executive Transition Checklist
 - (d)
 - (iv) ~~for those Executive members who are also signing officers,~~ arrangement of instruction by the Financial Controller on appropriate procedures for reviewing cheques and the related supporting documentation.

Commented [S13]: They're all signing officers now.

SECTION IX: CODE PROCEDURES

A. ELECTORAL PROCEDURES

Article 1. Elections Committee

C. Duties of Committee Members

5. The Polling Officers shall:
 - (a) clean up ~~candidate posters and other~~ promotional material after the end of elections as required;

Commented [A14]: Posters have been banned.

B. FISCAL PROCEDURES

Article 6. Funds

5. Funds Established by Referendum
 - ~~(f) The Student Services Fund shall be administered by Council on the recommendation of the Executive Committee. In accordance with the referenda of September-October 1999 and March 2011, this Fund shall be used to improve and expand the Student Services (such as Safewalk, Tutoring, and Speakeasy).~~
6. Funds established by Bylaw 11(2)
 - (b) The Student Union Building Repairs and Replacement Fund:
 - (i) The Student Union Building Repairs and Replacement Fund shall, subject to paragraphs (ii) and (iii) below, be administered by Council on the recommendation of the Operations Committee, the Finance Committee, or the Executive Committee. In accordance with Bylaw 11(2)(a)(ii), this Fund may only be used to purchase, replace or repair the Society's ~~student~~

Commented [S15]: Defunct

~~government~~ furnishings and equipment, including fixed structural features of the Society's buildings, such as doors, ceiling frames, walls, carpets and floors, as well as business equipment, furniture in the AMS Student Nest, computers, printers and audio-visual equipment. The minimum limit of the Fund shall be fifteen percent (15%) of the replacement value of the Society's ~~student government~~ furnishings and equipment as determined from the audits carried out by the Managing Director and the Finance Committee.

Commented [S16]: Phrase removed from the Bylaws in the recent Bylaw changes at the AGM

7. Funds Established by this Section of Code

(d) The Student Initiatives Fund shall be administered by the Finance Committee in accordance with the following provisions:

- (i) The purpose of this Fund shall be to provide funding to Active Members of the Society for:
 - 1) projects that benefit the University community;
 - 2) philanthropic activities; and
 - 3) other projects deemed worthy by the Finance Committee.

(ii) Preference shall be given to projects on or near campus ~~and affect~~ **or projects affecting** local communities as opposed to more distant projects.

Commented [A17]: Correcting the grammar. Approved by the Finance Committee.

(i) The Impact Grant Fund shall be administered by the Finance Committee in accordance with the following provisions:

(iii) An individual or group wishing to receive moneys from this Fund shall submit a project proposal to be evaluated by the ~~Impact Grant Adjudication~~ **Finance** Committee.

(v) Accountability measures shall be established by the ~~Impact Grant Adjudication~~ **Finance** Committee to ensure timely and successful completion of projects.

(vi) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions are consistent with this section of Code.

Commented [S18]: There used to be an independent Impact Grant Adjudication Committee. Now it's a subcommittee of the Finance Committee.

Article 9. Contracts

4. ~~Contracts shall be either regular contracts or sponsorship contracts. The procedures for entering the Society into a sponsorship contract shall be outlined in an Internal Policy on~~

Commented [S19]: Council abolished the sponsorship policy and the category of sponsorship contracts last year

~~sponsorship. Amendments to the policy may be approved by Council by a Two-thirds (2/3) Resolution in accordance with the provisions in Section II, Article 11 on Policies.~~

5. ~~Regular Contracts:~~

If any individual or group wishes to enter the Society into a ~~regular~~ contract, the following protocol must be observed:

10. Any ~~regular~~ contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of Council.

Article 10. Asset Inventory

3. The general asset inventory shall include all assets of the Society in the **AMS Student Nest** SUB.

SECTION X: STUDENT SERVICES

Article 3. Student Services Manager

3. The Student Services Manager shall:

- (i) ~~provide a monthly report to the Executive Committee;~~

Commented [S20]: Never done. Cole and Ian said they don't see a need for it. Ian attends all Exec weekly meetings and reports there, and makes reports to Council.