Agenda of the AMS Clubs and Societies Working Group  
(May 21, 2021 Meeting @ 1:00pm | Zoom)

Attendance

Present: Lauren Benson (Vice Chair, VP Admin), Ben Du (Chair, AVP Admin), Rita Jin (AVP Finance), Tommy Xu (Clubs Administrator), Elaine Zhang (AVP Funds)

Regrets: None

Call to Order

The meeting was called to order at 1:03pm.

Land Acknowledgement

Approval of the Agenda

Moved: Lauren Seconded: Tommy

“BE IT RESOLVED THAT the agenda is adopted as presented.”

Agenda Items

1. Discussion on Clubs Audit Procedure  
https://docs.google.com/document/d/1yN8s8eTyuZlqTjEn4wSh5zTTThuMFJ8VYuldwsdbqOMY/edit?usp=sharing

- There are many reasons for why the audit will prove to be useful, and integral in ensuring the integrity and legitimacy of the operations of AMS Clubs
- There are three major components of the audit; club bylaws, club finances, club purpose
- Where available, the club renewal submissions will be used as a fundamental resource to conduct the clubs audit and drive forward the evaluation of club purpose and bylaws
- The finance team will operate independently from the administration team, as the financial component holds minimal relevance with the administrative components
- The current strike system outlined in section 4.4d of the Operations Committee Policy Manual isn’t as efficient as it can be, and allows clubs the chance to commit repeat offences
- A revised strike system is proposed, where the maximum strike count is increased to five, but that each strike given is effective until the end of the AMS fiscal year
- This revision will be proposed to the Operations Committee, which will discuss this further and reach a decision for whether or not the Operations Committee Policy Manual will adopt it
- This revised strike system, if accepted by the Operations Committee, will facilitate the effectiveness of the clubs audit and allow for practical, deliverable, and reasonable consequences if necessary

2. **Projected Timeline for Clubs Audit**

- Target completion for the entire audit: 1.5 months, early July
- The Clubs and Societies will meet once every two weeks, and discuss clubs of concern and recommend action, with the first meeting occurring on June 4
- The target for the amount of clubs audited within a two-week period is 100 clubs
- This tentative timeline should provide both the financial and administrative components adequate time to conduct the audit effectively

**Next Meeting**

The next meeting will be on Friday, June 4 at 1:00pm.

**Adjournment**

There being no further business, the meeting was adjourned at 1:34pm.