Club Bylaws for _________________________
Name of AMS Club

Administrative Details
The date when your club was constituted with the AMS, and the date when your bylaws were last updated.

Constituted as an AMS Club on _________________ (YYYY-MM-DD).
Club Bylaws last updated on _________________ (YYYY-MM-DD).

Bylaw 1: Name
Clubs constituted after January 2018 are required to follow the naming convention, “AMS [club name] at UBC”.

The name of this AMS Club shall be ________________________________________________

Bylaw 2: Club Purpose
Describe your club’s purpose. Add or remove rows below as needed.

The purpose(s) of this AMS Club shall be:

1. ____________________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________
4. ____________________________________________________________________________
5. ____________________________________________________________________________

Bylaw 3: Executives
All AMS Clubs are required to at least have a President and Treasurer as their Executives. Add or remove rows below as needed.

The Executives of this AMS Club shall be elected annually and shall be as follows:

1. President
2. Treasurer
3. __________
4. __________
5. __________
Bylaw 4: Executive Duties
The numbers for each Executive in this section should correspond to the numbers for each Executive in Bylaw 3 above. Add or remove rows below as needed.

The duties of each Executive shall be as follows:

1. President
   a. Join AMS CampusBase;
   b. Attend and successfully complete an annual executive orientation at the end of every academic year in order for this AMS Club to seek renewal;
   c. Act as the main point of contact to the AMS Administration Team;
   d. Calling a General Meeting;
   e. Oversee all the general operations of this AMS Club;
   f. Ensure that the established bylaws and additional policies (if applicable) of this AMS Club are properly implemented;
   g. Act as one of two Booking Representatives.
   h. _________________________________________________
   i. _________________________________________________

2. Treasurer
   a. Join AMS CampusBase;
   b. Complete the Treasurer Authorization process in a timely manner;
   c. Write this AMS Club’s budget and aim to follow it;
   d. Oversee all the financial activities of this AMS Club;
      i. Keep this AMS Club out of a deficit, submit documents by their deadline, and keep this account active by having at least one (1) transaction through this AMS Club account every fiscal year;
   e. Be accountable for all transactions made by this AMS Club;
   f. Ensure this AMS Club does not use an external bank account;
   g. Ensure all members complete the AMS Waiver Form for insurance liability protection;
   h. Act as one of the two Bookings Representatives and ensure there are sufficient funds in this AMS Club’s account prior to renting any equipment from the AMS.
      i. _________________________________________________
      j. _________________________________________________

3. _________________________________________________

Bylaw 5: Electoral Procedures [NEW]
Elections of Executives shall be held in accordance with electoral procedures set out in this section of your Club Bylaws.

1. Club elections must:
   a. be verifiable through documented vote counts or similar methods;
b. be conducted by voting with a secret ballot; and  
c. be held by March 15th and the results submitted to the AMS Clubs Administrator with the Club Renewal submission by the submission deadline.

2. All Active Members of this AMS Club shall be eligible for executive positions.

3. Elected Executive positions shall be voluntary and AMS Club Executives shall not receive honoraria or salary from this AMS Club for their Executive role.

4. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove on the agenda
   a. the motion to remove must receive two-thirds approval to pass; and  
   b. the Executive in question must receive at least two (2) weeks notice of a General Meeting with a motion to remove
      i. a motion to remove an Executive cannot be called from the floor.

**Bylaw 6: Membership Fees**

Changes in membership fees shall not become binding on the established members until the termination of the current membership period. Also, membership classes may be differentiated if criteria are clearly stated in your Club Bylaws.

1. Active membership fees shall be (minimum $1.00 CAD): ____________________.

2. Associate membership fees shall be at least one and a half times (1.5x) more than the Active membership fees (minimum $1.50 CAD): ____________________.

**Bylaw 7: Membership Privileges**

Reminder: AMS Clubs are prohibited from removing members from their membership. The AMS Operations Committee may remove a member from an AMS Club(s) upon a resolution of the AMS Operations Committee. Add or remove rows if necessary.

1. Only Active Members of this AMS Club shall be eligible to vote, hold executive positions in the club, and sign club petitions.

2. ________________________________.

3. ________________________________.

4. ________________________________.

**Bylaw 8: Standing Committees**

Add or remove rows below as needed.

This AMS Club shall have the following Standing Committees:

1. ________________________________.

2. ________________________________.

3. ________________________________.

The Standing Committees of this AMS Club shall be as few or as many as required.
### Bylaw 9: Committee Duties

The numbers for each Standing Committee in this section should correspond to the numbers for each Standing Committee in Bylaw 8 above. Add or remove rows below as needed.

The duties of each Standing Committee shall be as follows:

1. __________________________________________________________________
2. __________________________________________________________________
3. __________________________________________________________________