



Agenda of the AMS Clubs and Societies Working Group

(June 4, 2021 Meeting @ 1:00pm | Zoom)

Attendance

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

Regrets: None

Call to Order

The meeting was called to order at 1:06pm.

Land Acknowledgement

Approval of the Agenda

Moved: Lauren Seconded: Tommy

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

Approval of the Previous Minutes

Moved: Elaine Seconded: Lauren

“BE IT RESOLVED THAT the minutes from May 21 are approved.”

Agenda Items

1. **Review of Phase One** *Account codes: 415-645 (excl. late submissions)*

The Clubs Audit involves three main focus areas: club bylaws (e.g. club name, governance and external groups, election procedures), club finances (e.g. significant build-up of debt, large volumes of money incoming from and outgoing to external sources), and club values (e.g. composition of membership,

current activities and goals, election of non-UBC student executives). The majority of work was conducted outside of these Clubs and Societies meetings.

As per the previous administration's recommendations, the Working Group meets to discuss clubs of concern and recommend action, if necessary. The Clubs Audit has been divided into four phases.

The Operations Committee Policy Manual will hereafter be referred to as "OCPM".

1.1. Enactus UBC

- 1.1.1. Elections procedure is not outlined in club bylaws, and membership composition hard to verify as their list does not include UBC student numbers
- 1.1.2. Internal account code is incorrect and must be fixed
- 1.1.3. Has a relationship with Enactus Canada, but hard to verify the power dynamic
- 1.1.4. **Moderate problems identified**, subsequent actions include:
 - 1.1.4.1. Notify club executives of their correct account code, issue a reminder to include elections procedure in club bylaws, and include UBC student numbers in their membership list

1.2. YNOTFORTOTS of the AMS

- 1.2.1. There are concerns raised due to this club's close involvement with charities and benefiting external institutions not including AMS members
- 1.2.2. Election results do not indicate vote tallies, numerous executive positions don't appear to be elected positions, and membership composition hard to verify as their list does not include UBC student numbers
- 1.2.3. Election of non-UBC students as executives hard to verify
- 1.2.4. Associate membership fees violate the OCPM
- 1.2.5. **Flagged for further discussion**, subsequent actions include:
 - 1.2.5.1. A more comprehensive review of the club's purpose and past events

1.3. UBC Third World Eye Care Society

- 1.3.1. Club purpose appears not to be directly relevant to UBC students
- 1.3.2. Naming conventions not followed on club's bylaws
- 1.3.3. **Minor problems identified**, subsequent actions include:
 - 1.3.3.1. Issue a reminder to review bylaws and update them, if needed

1.4. Canadian Wheelchair Club

- 1.4.1. Naming conventions not followed on club's bylaws
- 1.4.2. **Minor problems identified**, subsequent actions include:
 - 1.4.2.1. Issue a reminder to review bylaws and update them, if needed

1.5. Planning Students Association

- 1.5.1. Naming conventions not followed on club's bylaws
- 1.5.2. **Minor problems identified**, subsequent actions include:
 - 1.5.2.1. Issue a reminder to review bylaws and update them, if needed

1.6. Occupational Therapy Student Society

- 1.6.1. Naming conventions not followed on club's bylaws

- 1.6.2. **Minor problems identified**, subsequent actions include:
 - 1.6.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.7. **AMS Tennis Circle @ UBC**
 - 1.7.1. **No problems identified**
- 1.8. **UBC C4 Choral Composition Club of the AMS**
 - 1.8.1. Naming conventions not followed on club's bylaws
 - 1.8.2. **Minor problems identified**, subsequent actions include:
 - 1.8.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.9. **UBC Krav Maga & Advanced Self-Defence Club**
 - 1.9.1. Naming conventions not followed on club's bylaws
 - 1.9.2. **Minor problems identified**, subsequent actions include:
 - 1.9.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.10. **AMS Game Development Association**
 - 1.10.1. Naming conventions not followed on club's bylaws
 - 1.10.2. **Minor problems identified**, subsequent actions include:
 - 1.10.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.11. **AMS Ascend Leadership at UBC**
 - 1.11.1. Naming conventions not followed on club's bylaws
 - 1.11.2. **Minor problems identified**, subsequent actions include:
 - 1.11.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.12. **AMS Signs @ UBC**
 - 1.12.1. **No problems identified**
- 1.13. **AIESEC UBC**
 - 1.13.1. Naming conventions not followed on club's bylaws
 - 1.13.2. **Minor problems identified**, subsequent actions include:
 - 1.13.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.14. **UBC Accounting Club**
 - 1.14.1. Naming conventions not followed on club's bylaws
 - 1.14.2. **Minor problems identified**, subsequent actions include:
 - 1.14.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.15. **eProjects**
 - 1.15.1. Naming conventions not followed on club's bylaws
 - 1.15.2. **Minor problems identified**, subsequent actions include:
 - 1.15.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.16. **Korean Campus Mission (Koinonia)**
 - 1.16.1. Naming conventions not followed on club's bylaws
 - 1.16.2. **Minor problems identified**, subsequent actions include:
 - 1.16.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.17. **UBC Kababayan: Filipino Students' Association**
 - 1.17.1. Naming conventions not followed on club's bylaws
 - 1.17.2. **Minor problems identified**, subsequent actions include:
 - 1.17.2.1. Issue a reminder to review bylaws and update them, if needed

1.18. AMS Orthodox Christian Fellowship @ UBC

1.18.1. Account balance is not in debt, but relatively close to concerning numbers

1.18.2. **No problems identified**

1.19. UBC English Students' Association

1.19.1. Naming conventions not followed on club's bylaws

1.19.2. **Minor problems identified**, subsequent actions include:

1.19.2.1. Issue a reminder to review bylaws and update them, if needed

1.20. The Aviary Climbing Club

1.20.1. Naming conventions not followed on club's bylaws

1.20.2. **Minor problems identified**, subsequent actions include:

1.20.2.1. Issue a reminder to review bylaws and update them, if needed

1.21. UBC Tax Assistance Clinic for Students

1.21.1. Naming conventions not followed, election procedures and associate membership fees not included in club bylaws

1.21.2. Election results do not indicate vote tallies

1.21.3. **Moderate problems identified**, subsequent actions include:

1.21.3.1. Issue a reminder to include elections procedure and associate membership fees in club bylaws, indicate election vote tallies, and realign their official club name with naming conventions in the OCPM

1.22. UBC Aqua Society

1.22.1. Membership fees missing in club bylaws

1.22.2. Club membership composition hard to verify without UBC student numbers

1.22.3. **Minor problems identified**, subsequent actions include:

1.22.3.1. Issue a reminder to include membership fees in club bylaws and include UBC student numbers in membership lists

1.23. The University of British Columbia Astronomy Club

1.23.1. Election of non-UBC student executives hard to verify

1.23.2. **Minor problems identified**, subsequent actions include:

1.23.2.1. Issue a reminder to include UBC student numbers on election document

1.24. Law and Society Chats

1.24.1. Naming conventions not followed, election results do not include tallies, membership composition and election of non-UBC student members hard to verify without UBC student numbers

1.24.2. **Moderate problems identified**, subsequent actions include:

1.24.2.1. Issue a reminder to follow naming conventions in the OCPM, and include tallies and UBC student numbers on election documents

1.25. AMS Dance Horizons

1.25.1. Naming conventions not followed, election procedures not in bylaws

1.25.2. Treasurer either not elected or not indicated on election result documents

1.25.3. **Moderate problems identified**, subsequent actions include:

1.25.3.1. Request for info regarding the club treasurer, and issue a reminder to follow naming conventions and add election procedures to club bylaws

1.26. UBC Badminton Club

- 1.26.1. Naming conventions not followed, election procedures not in bylaws
- 1.26.2. Attendance not recorded at their General Meeting, and associate membership fees too low (not in accordance with the Operations Committee Policy Manual)
- 1.26.3. Election of non-UBC student members hard to verify
- 1.26.4. **Moderate problems identified**, subsequent actions include:
 - 1.26.4.1. Issue a reminder to record attendance for General Meetings, raise associate membership fees in accordance with OCPM, and include UBC student numbers in election results documents

1.27. Born for More Baptist Club

- 1.27.1. Naming conventions not followed and meeting minutes for General Meeting are insufficient
- 1.27.2. Several integral sections missing in club bylaws
- 1.27.3. Election of non-UBC student members hard to verify
- 1.27.4. **Moderate problems identified**, subsequent actions include:
 - 1.27.4.1. Issue a reminder for proper General Meeting minutes-taking practice, follow naming conventions as outlined in OCPM, and revise/update club bylaws

1.28. nwPlus

- 1.28.1. **No problems identified**

1.29. UBC Biological Sciences Society

- 1.29.1. Club membership composition and election of UBC student-only members hard to verify due to absence of student numbers in provided documents
- 1.29.2. **Minor problems identified**, subsequent actions include:
 - 1.29.2.1. Issue a reminder to include UBC student numbers on election documents and membership lists

1.30. Environmental Sciences Students' Association

- 1.30.1. **No problems identified**

1.31. UBC Biochemistry, Pharmacology, Physiology Club

- 1.31.1. Election procedures missing in club bylaws
- 1.31.2. **Minor problems identified**, subsequent actions include:
 - 1.31.2.1. Issue a reminder to include election procedures in club bylaws

1.32. UBC Business Technology Network (UBC BizTech)

- 1.32.1. Multiple sections missing in club bylaws including club name, club purpose, associate membership fees, and a fault detected in a section related to petitions
- 1.32.2. **Moderate problems identified**, subsequent actions include:
 - 1.32.2.1. Issue a reminder for proper club bylaws formatting practice, and recommend a review of its current bylaws

1.33. Arts Co-op Students' Association

- 1.33.1. Elections procedures not in club bylaws, and naming conventions not followed
- 1.33.2. **Minor problems identified**, subsequent actions include:

- 1.33.2.1. Issue a reminder to adhere to current club naming conventions outlined in the OCPM and to include election procedures in club bylaws

1.34. UBC Bhangra Club

- 1.34.1. Most recent bylaws are indicated to be from 1992, contains many errors, and most of the sections are largely outdated with current practices
- 1.34.2. Club activities include perceived philanthropic efforts, not matching with bylaws
- 1.34.3. Hard to verify club membership composition, no student numbers given
- 1.34.4. **Severe problems identified**, subsequent actions include:
 - 1.34.4.1. Recommend a complete review and updating of club bylaws, issue a reminder of proper membership list practice and reminder of the main desired purpose of an AMS constituted club

1.35. UBC Best Buddies

- 1.35.1. Club membership composition and election of UBC student-only members hard to verify due to absence of student numbers in provided documents
- 1.35.2. Club naming conventions not followed
- 1.35.3. **Minor problems identified**, subsequent actions include:
 - 1.35.3.1. Issue a reminder to include student numbers in documents submitted for the renewal process, and to review their club name

1.36. Love Your Neighbour Club of UBC

- 1.36.1. Club naming conventions not followed, bylaws are relatively insufficient and General Meeting did not meet quorum, understanding of external groups unclear
- 1.36.2. **Flagged for further discussion**, subsequent actions include:
 - 1.36.2.1. A more comprehensive review of the club's activities and affiliation with potential external groups

1.37. Chemical and Biological Engineering Undergraduate Club

- 1.37.1. **No problems identified**

1.38. UBC Chess Club

- 1.38.1. Bylaws are insufficient and should be updated, General Meeting did not meet quorum
- 1.38.2. Election of UBC student-only executives unable to verify
- 1.38.3. **Moderate problems identified**, subsequent actions include:
 - 1.38.3.1. Issue a reminder for General Meeting quorum counts, proper membership list practice, and recommend a review of its current bylaws

1.39. Chinese Christian Fellowship

- 1.39.1. Elections procedure not included in bylaws, attendance not recorded at General Meeting, and naming conventions appear not to be followed
- 1.39.2. **Minor problems identified**, subsequent actions include:
 - 1.39.2.1. Issue a reminder to include elections procedures in bylaws, record attendance at General Meeting, and to review their club name

1.40. Chinese Student Association

- 1.40.1. Possibility of club name not adhering to OCPM

- 1.40.2. Potential overlap in mandate with Chinese Students and Scholars Association
- 1.40.3. **Moderate problems identified**, subsequent actions include:
 - 1.40.3.1. Recommend a name review to ensure club follows naming conventions, and issue a reminder to review club's mandate and club activities
- 1.41. **Chinese Varsity Club**
 - 1.41.1. Possibility of club name not adhering to OCPM
 - 1.41.2. **Minor problems identified**, subsequent actions include:
 - 1.41.2.1. Recommend a name review to ensure club follows naming conventions
- 1.42. **UBC ECHO**
 - 1.42.1. Bylaws contains a section for expelling members, violating the OCPM
 - 1.42.2. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
 - 1.42.3. **Flagged for further discussion**, subsequent actions include:
 - 1.42.3.1. A more comprehensive review of the club's activities and bylaws
- 1.43. **Computer Science Student Society**
 - 1.43.1. **No problems identified**
- 1.44. **Thunderbird Dance Team**
 - 1.44.1. Associate membership fees doesn't adhere to OCPM, elections procedures not in bylaws, and club naming convention appears to not be followed
 - 1.44.2. **Moderate problems identified**, subsequent actions include:
 - 1.44.2.1. Issue a reminder to include elections procedure and correct associate membership fees in club bylaws, and review their club name
- 1.45. **AMS Zoroastrian Student Association at UBC**
 - 1.45.1. Elections procedure not included in club bylaws
 - 1.45.2. **Minor problems identified**, subsequent actions include:
 - 1.45.2.1. Issue a reminder to include elections procedures in bylaws
- 1.46. **AMS Shooting Sports at UBC**
 - 1.46.1. Elections procedure not included in club bylaws, an Excel spreadsheet was submitted in place of General Meeting minutes, cannot verify UBC student-only executives
 - 1.46.2. **Moderate problems identified**, subsequent actions include:
 - 1.46.2.1. Issue a reminder to include elections procedure in club bylaws, and proper General Meeting minutes taking and membership list practice
- 1.47. **AMS Italian Student Association**
 - 1.47.1. Numerous minor typos identified in club bylaws, no elections procedure section
 - 1.47.2. Student numbers aren't included in General Meeting attendance
 - 1.47.3. **Moderate problems identified**, subsequent actions include:
 - 1.47.3.1. Issue a reminder to include elections procedure in club bylaws, proper General Meeting attendance taking practice, and recommend a bylaw review
- 1.48. **UBC Dance Club**
 - 1.48.1. **No problems identified**

1.49. UBC Debate Society

- 1.49.1. No student numbers listed in General Meeting attendance
- 1.49.2. **Minor problems identified**, subsequent actions include:
 - 1.49.2.1. Issue a reminder to include student numbers in General Meeting attendance

1.50. UBC Archery Club

- 1.50.1. There are ongoing and existing claims that this club has caused significant damage to AMS property as a result of their activities
- 1.50.2. Numerous issues identified with club's bylaws, requires revision
- 1.50.3. **Severe problems identified**, subsequent actions include:
 - 1.50.3.1. Exploring the possibility of freezing their account and/or billing the account upon resolution of the Operations Committee

1.51. UBC Dragon Boat Club

- 1.51.1. Elections procedure missing in club bylaws, club name not adhering to OCPM
- 1.51.2. **Minor problems identified**, subsequent actions include:
 - 1.51.2.1. Issue a reminder to include elections procedure in club bylaws, and recommend a review of the club name

1.52. AMS Newman Club at UBC

- 1.52.1. This club's financial account appears to be inactive and their balance has been cleared to zero since 2019 with no transactions incoming or outgoing
- 1.52.2. Have not be collecting membership fees for roughly three years
- 1.52.3. **Flagged for further discussion**, subsequent actions include:
 - 1.52.3.1. A more comprehensive review of the club's financial transactions

1.53. Electrical and Computer Engineering Student Society

- 1.53.1. Student numbers not recorded in General Meeting attendance and other documents
- 1.53.2. **Minor problems identified**, subsequent actions include:
 - 1.53.2.1. Issue a reminder to include student numbers in General Meeting attendance

1.54. Engineering Physics Student Association

- 1.54.1. Student numbers not recorded in General Meeting attendance and other documents
- 1.54.2. **Minor problems identified**, subsequent actions include:
 - 1.54.2.1. Issue a reminder to include student numbers in General Meeting attendance

1.55. AMS Colombian Student Association at UBC

- 1.55.1. Concerns identified of "passing off" positions, potentially improper practices in club elections and individuals allowed to run for multiple positions
- 1.55.2. **Moderate problems identified**, subsequent actions include:
 - 1.55.2.1. Recommend the club executives revisit and update their club's bylaws, issue a reminder of current and proper elections procedures

1.56. UBC Fencing Club

- 1.56.1. Naming conventions not followed on club's bylaws
- 1.56.2. Policies determined to be relatively irrelevant to club activities, appears to be multiple instances of copying and pasting from the OCPM
- 1.56.3. **Minor problems identified**, subsequent actions include:
 - 1.56.3.1. Issue a reminder to include naming conventions on club bylaws and recommend a thorough review of the club's current bylaws
- 1.57. UBC Film Society**
 - 1.57.1. Naming conventions not followed on club's bylaws
 - 1.57.2. There is a possibility for non-UBC students to become club executives
 - 1.57.3. Bylaws indicate that associate and "honorary" members can vote in elections
 - 1.57.4. Associate membership fees is below the minimum requirement
 - 1.57.5. **Severe problems identified**, subsequent actions include:
 - 1.57.5.1. Recommend a comprehensive review and updating of the club's bylaws, including election procedures and membership fees
- 1.58. AMS unboundED**
 - 1.58.1. Naming conventions not followed on club's bylaws
 - 1.58.2. Upon initial observation, club purpose appears to describe club activities that primarily favours and benefits an external organization
 - 1.58.3. **Flagged for further discussion**, subsequent actions include:
 - 1.58.3.1. A more comprehensive review of the club's activities and the club's perceived relationship with external organizations
- 1.59. UBC Wrestling Club**
 - 1.59.1. Policies determined to be relatively irrelevant to club activities, appears to be multiple instances of copying and pasting from the OCPM
 - 1.59.2. Election not held for President or Treasurer due to impacts of the pandemic, likelihood of future membership unclear
 - 1.59.3. Membership fees offer a "per-term" rate
 - 1.59.4. **Severe problems identified**, subsequent actions include:
 - 1.59.4.1. Initiate a discussion with past year's club executives to determine how to navigate future membership and club direction, if desired
- 1.60. Beneath One Sky UBC**
 - 1.60.1. Naming conventions not followed on club's bylaws
 - 1.60.2. Relatively low elections turnout, the President position appears to have resulted in a two-way tie, although one won without further explanation
 - 1.60.3. Bylaws were altered without quorum and without approval from the Clubs and Societies Working Group
 - 1.60.4. **Moderate problems identified**, subsequent actions include:
 - 1.60.4.1. Issue a reminder for proper practice when submitting elections documents, and proper procedure for amending club bylaws
- 1.61. Chinese Students and Scholars Association**
 - 1.61.1. Did not submit General Meeting meeting minutes or an attendance list
 - 1.61.2. Potential overlap with mandate of Chinese Student Association

- 1.61.3. **Moderate problems identified**, subsequent actions include:
 - 1.61.3.1. Issue a reminder to review club's mandate and club activities, and to submit General Meeting minutes including attendance
- 1.62. **Geography Students' Association**
 - 1.62.1. Naming conventions not followed on club's bylaws
 - 1.62.2. **Minor problems identified**, subsequent actions include:
 - 1.62.2.1. Issue a reminder to include naming conventions on club bylaws
- 1.63. **Geological Engineering Undergraduate Club**
 - 1.63.1. Naming conventions not followed on club's bylaws
 - 1.63.2. **Minor problems identified**, subsequent actions include:
 - 1.63.2.1. Issue a reminder to include naming conventions on club bylaws
- 1.64. **UBC Underwater Hockey Club**
 - 1.64.1. Account balance is not in debt, but relatively close to concerning numbers
 - 1.64.2. **Minor problems identified**, subsequent actions include:
 - 1.64.2.1. Issue a reminder that account balance is relatively concerning
- 1.65. **UBC Focus Club**
 - 1.65.1. General Meeting did not meet quorum, club bylaws missing club purpose and insufficient
 - 1.65.2. **Moderate problems identified**, subsequent actions include:
 - 1.65.2.1. Recommend the club executives review and update club bylaws, issue a reminder of what quorum means and why it is required at General Meetings
- 1.66. **Agape Street Missions**
 - 1.66.1. Club purpose potentially benefiting an external organization
 - 1.66.2. General Meeting did not meet quorum, attendance not recorded, appears a General Meeting was not hosted and an "executive meeting" took place instead
 - 1.66.3. **Moderate problems identified**, subsequent actions include:
 - 1.66.3.1. Issue a reminder of the main desired purpose of an AMS constituted club, and proper practice regarding General Meetings
- 1.67. **AMS Hillel Jewish Student Association at UBC**
 - 1.67.1. Naming conventions not followed on club's bylaws
 - 1.67.2. **Minor problems identified**, subsequent actions include:
 - 1.67.2.1. Issue a reminder to include naming conventions on club bylaws
- 1.68. **UBC K-Wave**
 - 1.68.1. Naming conventions not followed on club's bylaws
 - 1.68.2. Active-to-associate membership ratio potentially violating OCPM
 - 1.68.3. **Minor problems identified**, subsequent actions include:
 - 1.68.3.1. Issue a reminder to include naming conventions on club bylaws, and the minimum requirement for active-to-associate membership counts
- 1.69. **UBC Hoop and Flow Arts Club**
 - 1.69.1. The original account code (573) is no longer associated with this club and they are not in the AMS Chart of Accounts

- 1.69.2. Appears that an election was not held this year due to missing vote counts, General Meeting appears to not have met quorum containing only the President and Treasurer
- 1.69.3. **Severe problems identified**, subsequent actions include:
 - 1.69.3.1. Contacting the Club Treasurer and confirming the correct account code
- 1.70. Ismaili Students Association**
 - 1.70.1. Naming conventions not followed on club's bylaws
 - 1.70.2. Elections procedure is acceptable, however no vote counts submitted in elections documents, no student numbers in General Meeting minutes
 - 1.70.3. **Moderate problems identified**, subsequent actions include:
 - 1.70.3.1. Issue a reminder to include naming conventions in bylaws, and proper practice for submitting elections documents
- 1.71. UBC Japan Association**
 - 1.71.1. Naming conventions not followed on club's bylaws
 - 1.71.2. **Minor problems identified**, subsequent actions include:
 - 1.71.2.1. Issue a reminder to include naming conventions on club bylaws
- 1.72. International Relations Students' Association**
 - 1.72.1. Naming conventions not followed on club's bylaws
 - 1.72.2. **Minor problems identified**, subsequent actions include:
 - 1.72.2.1. Issue a reminder to include naming conventions on club bylaws
- 1.73. UBC Kendo Club**
 - 1.73.1. Naming conventions not followed on club's bylaws
 - 1.73.2. No student numbers included in General Meeting attendance
 - 1.73.3. **Minor problems identified**, subsequent actions include:
 - 1.73.3.1. Issue a reminder to include naming conventions on club bylaws and UBC student numbers in General Meeting meeting minutes and attendance
- 1.74. UBC Dollar Project**
 - 1.74.1. Naming conventions not followed on club's bylaws
 - 1.74.2. No student numbers included in General Meeting attendance
 - 1.74.3. **Minor problems identified**, subsequent actions include:
 - 1.74.3.1. Issue a reminder to include naming conventions on club bylaws and UBC student numbers in General Meeting meeting minutes and attendance
- 1.75. AMS Children's Literature Student Association at UBC**
 - 1.75.1. Naming conventions not followed on club's bylaws
 - 1.75.2. No student numbers included in General Meeting attendance
 - 1.75.3. **Minor problems identified**, subsequent actions include:
 - 1.75.3.1. Issue a reminder to include naming conventions on club bylaws and UBC student numbers in General Meeting meeting minutes and attendance
- 1.76. AMS Korean Intercollegiate Student Society at UBC (UBC K.I.S.S.)**
 - 1.76.1. Naming conventions not followed on club's bylaws
 - 1.76.2. Elections appear to have not been conducted via secret ballot
 - 1.76.3. **Moderate problems identified**, subsequent actions include:

- 1.76.3.1. Issue a reminder to include naming conventions on club bylaws and proper elections procedure practice (e.g. must be done via secret ballot)

1.77. Visual Arts Students Association

- 1.77.1. Appears to be an awkward ratio between executive and regular members
- 1.77.2. Initial observation indicates the President may appoint two executive positions
- 1.77.3. **Moderate problems identified**, subsequent actions include:
 - 1.77.3.1. Issue a reminder about proper election procedures and recommend a review of club's bylaws to ensure accordance with OCPM

1.78. History Students Association

- 1.78.1. Naming conventions not followed on club's bylaws
- 1.78.2. Student numbers missing in General Meeting minutes, General Waiver form is outdated
- 1.78.3. **Moderate problems identified**, subsequent actions include:
 - 1.78.3.1. Issue a reminder to include naming conventions on club bylaws and review them, update General Waiver form, and include UBC student numbers in General Meeting minutes

1.79. AMS Cricket Club at UBC

- 1.79.1. Naming conventions not followed on club's bylaws
- 1.79.2. Meeting minutes at General Meeting insufficient, student numbers not included in minutes
- 1.79.3. Appears that executive positions are not elected, but rather are hired
- 1.79.4. **Severe problems identified**, subsequent actions include:
 - 1.79.4.1. Issue a reminder to include naming conventions on club bylaws, proper election results document submitting practice, and reminder of proper practice when submitting General Meeting documents

1.80. Mechanical Engineering Club

- 1.80.1. Naming conventions not followed on club's bylaws
- 1.80.2. President and Treasurer appears to be same person, election results not shared
- 1.80.3. **Moderate problems identified**, subsequent actions include:
 - 1.80.3.1. Issue a reminder to include naming conventions on club bylaws, proper election results document submitting practice, and reminder that President and Treasurer should not be the same individual

1.81. Microbiology and Immunology Students Association

- 1.81.1. Appears to not have followed club's own bylaws in the previous election
- 1.81.2. **Moderate problems identified**, subsequent actions include:
 - 1.81.2.1. Issue a reminder to review club's bylaws and election procedure section

1.82. UBC Operation Smile Club

- 1.82.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
- 1.82.2. Associate membership fees and elections procedure missing in club bylaws
- 1.82.3. No UBC student numbers in membership list, unable to confirm valid club membership composition

- 1.82.4. **Flagged for further discussion**, subsequent actions include:
 - 1.82.4.1. A more comprehensive review of club activities and club bylaws
- 1.83. **Mining Engineering Undergraduate Club**
 - 1.83.1. **No problems identified**
- 1.84. **Muslim Students' Association**
 - 1.84.1. Club bylaws indicate there are no membership fees
 - 1.84.2. **Moderate problems identified**, subsequent actions include:
 - 1.84.2.1. Issue a reminder that membership fees are required, including the minimum active membership fee requirement
- 1.85. **Friends of Médecins Sans Frontières**
 - 1.85.1. Concerns of potential charity-related practices
 - 1.85.2. Naming convention not followed and elections procedure missing in bylaws
 - 1.85.3. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
 - 1.85.4. **Severe problems identified**, subsequent actions include:
 - 1.85.4.1. Issue a reminder of the main desired purpose of an AMS constituted club, current club naming conventions, and proper practice for submitting membership lists
- 1.86. **The Navigators**
 - 1.86.1. Election procedure not included in club bylaws, naming convention not followed
 - 1.86.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
 - 1.86.3. **Moderate problems identified**, subsequent actions include:
 - 1.86.3.1. Issue a reminder to review bylaws, update club name and elections procedure sections, and proper practice for submitting membership lists
- 1.87. **UBC Cooking Club**
 - 1.87.1. Naming convention not followed, elections procedure missing from club bylaws
 - 1.87.2. Attendance missing at General Meeting minutes, club appears to be relatively inactive
 - 1.87.3. **Moderate problems identified**, subsequent actions include:
 - 1.87.3.1. Issue a reminder to review elections procedure and club name sections in club's bylaws, and proper General Meeting minutes taking practice
- 1.88. **Combined Major in Science Student Association**
 - 1.88.1. Naming conventions not followed on club's bylaws
 - 1.88.2. Elections documents only provided for Treasurer election
 - 1.88.3. **Moderate problems identified**, subsequent actions include:
 - 1.88.3.1. Issue a request to receive elections documents for the President position's election, and a reminder to review club's name
- 1.89. **AMS Bangladeshi Students Association UBC**
 - 1.89.1. Account balance is not in debt, but relatively close to concerning numbers
 - 1.89.2. Elections procedure section not included in club bylaws
 - 1.89.3. **Minor problems identified**, subsequent actions include:

1.89.3.1. Issue a reminder to include elections procedure in club bylaws

1.90. UBC Photographic Society

1.90.1. Naming conventions not followed on club's bylaws

1.90.2. Elections documents only provided for Treasurer election, additional elections details missing so election of UBC student-only executives hard to verify

1.90.3. **Moderate problems identified**, subsequent actions include:

1.90.3.1. Issue a request to receive elections documents for the President position's election, and a reminder to review club's name

1.91. AMS Housing Market Club

1.91.1. Club bylaws non-sufficient and membership fees are not indicated

1.91.2. **Minor problems identified**, subsequent actions include:

1.91.2.1. Issue a reminder to review club bylaws and add membership fees

1.92. UBC Pottery Club

1.92.1. More details in elections result documents would be preferred, as documents only contain information for successful candidates

1.92.2. **Minor problems identified**, subsequent actions include:

1.92.2.1. Issue a reminder to include all integral details in elections documents

1.93. UBC Persian Club

1.93.1. Club bylaws have not been updated for a few years now

1.93.2. **Minor problems identified**, subsequent actions include:

1.93.2.1. Issue a reminder to review club bylaws and make updates as needed

1.94. AMS Pre-Dental Club at UBC

1.94.1. Details in elections results document insufficient, vote counts not presented

1.94.2. Student numbers missing in membership lists, so club membership composition and election of UBC student-only executives hard to verify

1.94.3. **Moderate problems identified**, subsequent actions include:

1.94.3.1. Issue a reminder for proper practice when submitting elections results documents and membership lists

1.95. UBC Pre-Law Society

1.95.1. Numerous sections of club bylaws that require further review and potential amending to remain in accordance with OCPM (e.g. membership fees section)

1.95.2. Club name requires further review

1.95.3. **Flagged for further discussion**, subsequent actions include:

1.95.3.1. A more comprehensive review of club bylaws

1.96. Psychology Students' Association

1.96.1. Membership list contains only executives, no attendance taken at GM

1.96.2. Version of bylaws submitted appear to be incomplete

1.96.3. **Moderate problems identified**, subsequent actions include:

1.96.3.1. Issue a reminder of proper practice with club bylaws formatting, submitting membership lists, and taking General Meeting meeting minutes

1.97. UBC Weightlifting & Powerlifting Club

- 1.97.1. Naming convention not followed, election procedures not included in club bylaws, no General Meeting minutes submitted
- 1.97.2. **Moderate problems identified**, subsequent actions include:
 - 1.97.2.1. Issue a reminder to review club name, add election procedures in club bylaws, and proper practice for submitting General Meeting documents
- 1.98. Pre-Optometry Club**
 - 1.98.1. Club bylaws are poorly formatted and requires numerous revisions
 - 1.98.2. Naming conventions not followed and election results insufficient in detail
 - 1.98.3. **Moderate problems identified**, subsequent actions include:
 - 1.98.3.1. Issue a reminder to review club name, election documents, and conduct a thorough review of club bylaws and make updates where necessary
- 1.99. AMS Bible Club at UBC**
 - 1.99.1. **No problems identified**
- 1.100. UBC Conservatives of the AMS**
 - 1.100.1. No student numbers included in General Meeting attendance
 - 1.100.2. **Minor problems identified**, subsequent actions include:
 - 1.100.2.1. Issue a reminder to include UBC student numbers in General Meeting documents
- 1.101. UBC Hanfu Culture Society**
 - 1.101.1. General Meeting documents are not in English and cannot be reviewed
 - 1.101.2. Naming conventions not followed, election procedures not in bylaws
 - 1.101.3. No student numbers in membership list provided
 - 1.101.4. **Moderate problems identified**, subsequent actions include:
 - 1.101.4.1. Issue a request for all documents submitted in the Renewal Form to be in English for administrative purposes, review club name and club bylaws, and include UBC student numbers in membership list
- 1.102. Seri Malaysia Club**
 - 1.102.1. No attendance taken at General Meeting, and no membership fees in bylaws
 - 1.102.2. **Minor problems identified**, subsequent actions include:
 - 1.102.2.1. Issue a reminder to take attendance at General Meeting, and review/update bylaws
- 1.103. UBC Sailing Club**
 - 1.103.1. Student numbers not recorded in General Meeting minutes
 - 1.103.2. Student numbers not found on the membership list
 - 1.103.3. Discrepancy between election results as indicated on the GM minutes, and numbers indicated from elections-related documents
 - 1.103.4. Membership fees (both active and associate) missing from club's bylaws
 - 1.103.5. No perceived conflict at this time with Jericho Sailing Centre
 - 1.103.6. **Severe problems identified**, subsequent actions include:
 - 1.103.6.1. Issue a reminder to include UBC student numbers on all GM minutes, membership lists, and elections results documents submitted, and recommend a review of club's bylaws to add membership fees

1.104. UBC Black Student Union

- 1.104.1. Student numbers missing from General Meeting attendance and membership lists
- 1.104.2. Associate membership fees below the minimum requirement in OCPM
- 1.104.3. Election procedures not included in club's bylaws
- 1.104.4. **Moderate problems identified**, subsequent actions include:
 - 1.104.4.1. Issue a reminder to include UBC student numbers on all GM minutes and membership lists, review and update club's bylaws to raise associate membership fees and add elections procedures

1.105. Sci-Fi & Fantasy Society

- 1.105.1. Club doesn't show activity on GM meeting minutes or on social media
- 1.105.2. General Meeting did not meet quorum and student numbers not on attendance
- 1.105.3. No associate membership fees in bylaws and naming conventions not followed
- 1.105.4. Concerns identified with the legitimacy of club executive elections
- 1.105.5. **Severe problems identified**, subsequent actions include:
 - 1.105.5.1. Issue a reminder about quorum at General Meetings, including student numbers on General Meeting documents, review club's bylaws to review club name and add associate membership fees, and remind about proper elections practice

1.106. UBC Taiwan Association

- 1.106.1. General Meeting documents are not in English and cannot be reviewed
- 1.106.2. Naming conventions not followed, election procedures not in bylaws
- 1.106.3. No student numbers in membership list provided
- 1.106.4. **Moderate problems identified**, subsequent actions include:
 - 1.106.4.1. Issue a request for all documents submitted in the Renewal Form to be in English for administrative purposes, review club name and club bylaws, and include UBC student numbers in membership list

1.107. AMS Shito-Ryu Sato-Kai Karate Club at UBC

- 1.107.1. Student numbers missing from General Meeting attendance
- 1.107.2. **Minor problems identified**, subsequent actions include:
 - 1.107.2.1. Issue a reminder to include UBC student numbers in attendance at General Meeting

1.108. AMS Beads and Crafts @ UBC

- 1.108.1. Naming conventions not followed on club's bylaws
- 1.108.2. **Minor problems identified**, subsequent actions include:
 - 1.108.2.1. Issue a reminder to review bylaws and update the club's name if needed

1.109. UBC Yoga Club

- 1.109.1. **No problems identified**

1.110. Sororities of UBC

- 1.110.1. Naming conventions not followed on club's bylaws
- 1.110.2. Student numbers missing in membership list, therefore hard to verify club membership composition

- 1.110.3. **Minor problems identified**, subsequent actions include:
 - 1.110.3.1. Issue a reminder to review bylaws and update the club's name if needed, and to include UBC student numbers on all membership lists
- 1.111. **Materials Engineering Undergraduate Society**
 - 1.111.1. Small concerns with technical aspects of club's bylaws (e.g. OCPM states for certain cases, a $\frac{2}{3}$ majority is required but club's bylaws state 25% is needed)
 - 1.111.2. **Moderate problems identified**, subsequent actions include:
 - 1.111.2.1. Issue a reminder to conduct a thorough review of bylaws to ensure certain details remain in accordance with OCPM
- 1.112. **BC Water & Waste Association**
 - 1.112.1. Naming conventions not followed on club's bylaws
 - 1.112.2. It appears that club executives (President, VP Academic, VP Finance) were appointed as opposed to being elected, violating OCPM
 - 1.112.3. **Moderate problems identified**, subsequent actions include:
 - 1.112.3.1. Issue a reminder that all club executive positions must be elected and recommend a by-election at a GM to confirm executive positions
- 1.113. **UBC Africa Awareness Initiative**
 - 1.113.1. Naming conventions not followed on club's bylaws
 - 1.113.2. Club purpose potentially benefiting an external organization
 - 1.113.3. **Moderate problems identified**, subsequent actions include:
 - 1.113.3.1. Issue a reminder of the main desired purpose of AMS constituted clubs, and recommend a review of club's bylaws
- 1.114. **UBC Women in Science**
 - 1.114.1. **No problems identified**
- 1.115. **Integrated Engineering Club**
 - 1.115.1. Naming conventions not followed on club's bylaws
 - 1.115.2. **Minor problems identified**, subsequent actions include:
 - 1.115.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.116. **Singapore Students' Association**
 - 1.116.1. Naming conventions not followed on club's bylaws
 - 1.116.2. **Minor problems identified**, subsequent actions include:
 - 1.116.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.117. **UBC AMS Triathlon Club**
 - 1.117.1. Naming conventions not followed on club's bylaws
 - 1.117.2. General Meeting minutes were handwritten, and slightly difficult to understand
 - 1.117.3. **Minor problems identified**, subsequent actions include:
 - 1.117.3.1. Issue a reminder to review bylaws and update them, if needed, and recommend that General Meeting minutes be typed
- 1.118. **Walter Gage Toastmasters**
 - 1.118.1. Naming conventions not followed on club's bylaws
 - 1.118.2. Did not submit a valid copy of GM minutes, instead declared it "not applicable"
 - 1.118.3. Election of UBC student-only executives hard to verify

- 1.118.4. **Moderate problems identified**, subsequent actions include:
 - 1.118.4.1. Issue a recommendation to review club's bylaws, revisit proper practices for General Meeting minutes, and include UBC student numbers in membership lists
- 1.119. University of British Columbia Young Liberals of Canada**
 - 1.119.1. Naming conventions not followed and membership fees missing in club's bylaws
 - 1.119.2. Club purpose potentially benefiting an external organization
 - 1.119.3. Election of UBC student-only executives hard to verify
 - 1.119.4. **Severe problems identified**, subsequent actions include:
 - 1.119.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws to include membership fees and correct club's name, and include student numbers on membership lists
- 1.120. AMS UBC Taekwondo Club**
 - 1.120.1. Naming conventions not followed on club's bylaws
 - 1.120.2. **Minor problems identified**, subsequent actions include:
 - 1.120.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.121. Musical Theatre Troupe**
 - 1.121.1. Naming conventions not followed on club's bylaws
 - 1.121.2. Appears that an executive meeting took place, instead of a General Meeting
 - 1.121.3. **Moderate problems identified**, subsequent actions include:
 - 1.121.3.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), and review club's bylaws
- 1.122. UBC Supply Chain & Operations Association**
 - 1.122.1. Naming conventions not followed on club's bylaws
 - 1.122.2. Concerns identified with the legitimacy of club elections and vote counts
 - 1.122.3. **Severe problems identified**, subsequent actions include:
 - 1.122.3.1. Issue a reminder of proper club executive election practices and strongly recommend a review of club's bylaws regarding electoral procedures

[Click here for a brief summary of Phase One.](#)

Next Meeting

The next meeting is scheduled to take place on June 18, 2021 at 1:00pm.

Adjournment

There being no further business, the meeting was adjourned at 2:29pm.