



## Agenda of the AMS Clubs and Societies Working Group

(June 18, 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 1:04pm.

### Land Acknowledgement

### Approval of the Agenda

Moved: Elaine                      Seconded: Lauren

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

### Approval of the Previous Minutes

This will be conducted via an email vote.

### Agenda Items

1. **Review of Phase Two (Clubs Audit)** *Account codes: 647-856 (excl. late submissions)*

*The Operations Committee Policy Manual will hereafter be referred to as “OCPM”.*

#### 1.1. **UBC Social Enterprise Club**

1.1.1. Naming conventions not followed on club’s bylaws

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

1.1.2.1. Issue a reminder to review bylaws and update the club's name if needed

**1.2. Inter-Varsity Christian Fellowship**

1.2.1. Naming conventions not followed on club's bylaws

1.2.2. Missing attendance on General Meeting meeting minutes

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

1.2.3.1. Issue a reminder to review bylaws and update the club's name if needed, and include attendance on all General Meeting documents

**1.3. AMS Varsity Outdoor Club**

1.3.1. Naming conventions not followed on club's bylaws

1.3.2. Student numbers missing from General Meeting minutes

1.3.3. Potential concerns with club's level of engagement with alumni, relative to their level of engagement with active members

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

1.3.4.1. Issue a reminder to review bylaws and update the club's name if needed, include UBC student numbers in General Meeting attendance, and the active-to-associate membership ratio permitted as per OCPM

**1.4. UBC Botany Enthusiasts Club**

1.4.1. Naming conventions not followed on club's bylaws, GM did not meet quorum

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

1.4.2.1. Issue a reminder to review bylaws and update the club's name if needed, and why obtaining quorum is required for certain actions

**1.5. Wargamers of UBC**

1.5.1. Naming conventions not followed on club's bylaws

1.5.2. It appears that a General Meeting was not held

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

1.5.3.1. Issue a reminder to review bylaws and update the club's name if needed, and that General Meetings are required to be held twice per academic year (once per term)

**1.6. UBC Water Polo Club**

1.6.1. Naming conventions not followed on club's bylaws

1.6.2. Membership list submitted is deemed insufficient

1.6.3. Student numbers missing from General Meeting attendance, quorum not met

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

1.6.4.1. Issue a reminder to review bylaws and update the club's name if needed, proper practice for submitting membership lists, and why obtaining quorum is required for to perform certain club actions

**1.7. Wing Chun Kung Fu Club**

1.7.1. Membership fees appear to be waived for the past two years

1.7.2. Attendance and student numbers not recorded on General Meeting minutes

1.7.3. President and Treasurer appear to be the same person

1.7.4. Some concerns raised with future membership and stability

1.7.5. **Severe problems identified**, subsequent actions include:

- 1.7.5.1. Issue a reminder to the club of the relevant sections of policy from the Operations Committee Policy Manual, proper practice for taking minutes at General Meetings, and opportunities for greater membership growth

**1.8. World University Service of Canada**

- 1.8.1. Version of club's bylaws submitted are from 1991
- 1.8.2. Current membership fee indicated is below the minimum requirement
- 1.8.3. No General Meeting minutes or student numbers on documents submitted
- 1.8.4. **Severe problems identified**, subsequent actions include:
  - 1.8.4.1. Issue a recommendation to conduct a thorough review and update of the club's bylaws, and proper practice for taking GM minutes

**1.9. AMS Biomedical Engineering Undergraduate Student Association at UB**

- 1.9.1. **No problems identified**

**1.10. UBC Political Science Students' Association**

- 1.10.1. **No problems identified**

**1.11. AMS UBC BCIT Biotechnology Club at UBC**

- 1.11.1. Student numbers missing from General Meeting minutes
- 1.11.2. **Minor problems identified**, subsequent actions include:
  - 1.11.2.1. Issue a reminder to include UBC student numbers on GM documents

**1.12. UBC Sikh Students' Association**

- 1.12.1. Election procedures relatively complicated, potentially too complex for efficiency
- 1.12.2. Student numbers and attendance missing from General Meeting minutes
- 1.12.3. **Minor problems identified**, subsequent actions include:
  - 1.12.3.1. Issue a recommendation to conduct a thorough review of election procedures in club's bylaws, and proper practice for taking GM minutes

**1.13. UBC Canadian Liver Foundation**

- 1.13.1. Naming conventions not followed on club's bylaws
- 1.13.2. Club purpose potentially benefiting an external organization
- 1.13.3. Student numbers missing from General Meeting attendance
- 1.13.4. **Moderate problems identified**, subsequent actions include:
  - 1.13.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and proper practice for General Meeting minutes

**1.14. UBC Human Resources Management Club**

- 1.14.1. Naming conventions not followed and elections procedure missing in bylaws
- 1.14.2. Treasurer position appears to not have been elected
- 1.14.3. General Meeting did not meet valid quorum due to club's membership size
- 1.14.4. **Moderate problems identified**, subsequent actions include:
  - 1.14.4.1. Issue a recommendation to conduct a thorough review of club's bylaws including election procedures, and a reminder of correct quorum counts

**1.15. Peruvian Student Association at UBC**

- 1.15.1. Club bylaws indicate that club executives have the right to "double vote"
- 1.15.2. Club membership composition unable to verify due to missing student numbers

- 1.15.3. **Minor problems identified**, subsequent actions include:
  - 1.15.3.1. Issue a recommendation to conduct a thorough review of election procedures in club's bylaws, and proper practice for membership lists
- 1.16. **UBC Marketing Association**
  - 1.16.1. Naming conventions not followed on club's bylaws
  - 1.16.2. Elections procedure section missing in club's bylaws, GM did not meet quorum
  - 1.16.3. **Minor problems identified**, subsequent actions include:
    - 1.16.3.1. Issue a reminder to review club name and add election procedures to club's bylaws, and a reminder of correct quorum counts
- 1.17. **UBC Go Club**
  - 1.17.1. Naming conventions not followed on club's bylaws
  - 1.17.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
  - 1.17.3. Attendance not recorded on General Meeting minutes
  - 1.17.4. **Minor problems identified**, subsequent actions include:
    - 1.17.4.1. Issue a reminder of proper practice for General Meeting minutes and membership lists, and to review club name in club's bylaws
- 1.18. **UBC UNICEF OF THE AMS**
  - 1.18.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.18.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
  - 1.18.3. Club purpose potentially benefiting an external organization
  - 1.18.4. **Moderate problems identified**, subsequent actions include:
    - 1.18.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and proper practice for submitting membership lists
- 1.19. **University Christian Ministries**
  - 1.19.1. Naming conventions not followed on club's bylaws
  - 1.19.2. Club bylaws outline membership fees as by donation, with no amount set
  - 1.19.3. Student numbers not recorded on General Meeting minutes
  - 1.19.4. **Moderate problems identified**, subsequent actions include:
    - 1.19.4.1. Issue a recommendation to review club's bylaws and update sections on club name and membership fees, and a reminder for proper practice when taking General Meeting minutes
- 1.20. **Cognitive Systems Society**
  - 1.20.1. Bylaws relatively outdated, General Meeting minutes deemed insufficient
  - 1.20.2. **Minor problems identified**, subsequent actions include:
    - 1.20.2.1. Issue a reminder to conduct a review of club's bylaws and make updates where needed, and proper practice for General Meeting minutes
- 1.21. **The Thaqalayn Muslim Association of UBC**
  - 1.21.1. Naming conventions not followed on club's bylaws

- 1.21.2. Possibly affiliated with other TMA chapter across Canada
- 1.21.3. Attendance missing in GM meeting minutes, associate membership fees missing
- 1.21.4. **Moderate problems identified**, subsequent actions include:
  - 1.21.4.1. Issue a reminder to conduct a review of club's bylaws and make updates in sections related to club name and membership fees, and proper practice for General Meeting minutes
- 1.22. Knitting and Sewing Club**
  - 1.22.1. Naming conventions not followed on club's bylaws, elections procedures missing
  - 1.22.2. Student numbers missing and quorum not met on General Meeting minutes
  - 1.22.3. Associate membership fees below the minimum requirement
  - 1.22.4. **Moderate problems identified**, subsequent actions include:
    - 1.22.4.1. Issue a reminder to conduct a review of club's bylaws and make updates in sections related to club name, elections, and membership fees
- 1.23. UBC Thai Aiyara**
  - 1.23.1. Naming conventions not followed on club's bylaws
  - 1.23.2. Executives appear not to be paying membership fees, weird election regulations identified, and student numbers missing on General Meeting minutes
  - 1.23.3. **Moderate problems identified**, subsequent actions include:
    - 1.23.3.1. Issue a reminder that all active members must be paying membership fees, include student numbers on GM minutes, and review club's bylaws on club name and election regulations
- 1.24. UBC Japan Career Network**
  - 1.24.1. Naming conventions not followed on club's bylaws
  - 1.24.2. Associate membership fees and election procedures missing in bylaws
  - 1.24.3. Attendance not recorded on General Meeting minutes
  - 1.24.4. **Moderate problems identified**, subsequent actions include:
    - 1.24.4.1. Issue a reminder to review club bylaw sections related to elections, club name, and membership fees, and reminder on proper practices for GM
- 1.25. Sociology Students' Association**
  - 1.25.1. No attendance recorded at General Meeting, elections section missing in bylaws
  - 1.25.2. **Minor problems identified**, subsequent actions include:
    - 1.25.2.1. Issue a reminder of proper practice for GM minutes, and to include elections procedures in club's bylaws
- 1.26. AMS First Generation Students Union @UBC**
  - 1.26.1. Club membership composition unable to verify due to missing student numbers
  - 1.26.2. Elections procedures section missing in club's bylaws
  - 1.26.3. **Minor problems identified**, subsequent actions include:
    - 1.26.3.1. Issue a recommendation to conduct a thorough review of election procedures in club's bylaws, and proper practice for membership lists
- 1.27. UBC Meal Exchange**
  - 1.27.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students

- 1.27.2. Student numbers missing in General Meeting attendance
- 1.27.3. **Moderate problems identified**, subsequent actions include:
  - 1.27.3.1. Issue a reminder of the main desired purpose of AMS constituted club, and proper practice for submitting General Meeting documents
- 1.28. Association of Canadian Archivists - UBC Student Chapter**
  - 1.28.1. Naming conventions not followed on club's bylaws
  - 1.28.2. Club membership composition unable to verify due to missing student numbers
  - 1.28.3. No attendance recorded on GM minutes, elections procedures not in bylaws
  - 1.28.4. **Moderate problems identified**, subsequent actions include:
    - 1.28.4.1. Issue a recommendation to conduct a thorough review of election procedures and club's name in club's bylaws, and a reminder about proper practice for membership lists and GM attendance
- 1.29. Media Studies Student Association**
  - 1.29.1. Naming conventions not followed on club's bylaws
  - 1.29.2. Club membership composition unable to verify due to missing student numbers
  - 1.29.3. Elections results not submitted, elections section not in bylaws
  - 1.29.4. **Severe problems identified**, subsequent actions include:
    - 1.29.4.1. Issue a recommendation to conduct a thorough review of election procedures in club's bylaws, and proper practice for membership lists and submitting elections documents
- 1.30. AMS Orthodox Christian Fellowship at UBC**
  - 1.30.1. No attendance taken at General Meeting, elections section not in bylaws
  - 1.30.2. **Minor problems identified**, subsequent actions include:
    - 1.30.2.1. Issue a reminder of proper practice for GM documents, and to include elections procedures on club's bylaws
- 1.31. IRES Student Society**
  - 1.31.1. Naming conventions not followed and elections section missing in club's bylaws
  - 1.31.2. Potential program club as membership fees not declared on bylaws
  - 1.31.3. **Moderate problems identified**, subsequent actions include:
    - 1.31.3.1. Issue a recommendation to review club's bylaws and a reminder to include membership fees in bylaws if no agreement has been made with UBC Enrolment Services or a Constituency
- 1.32. UBC Cancer Association**
  - 1.32.1. Naming conventions not followed on club's bylaws
  - 1.32.2. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.32.3. Submitted a PowerPoint file in place of GM minutes, attendance missing
  - 1.32.4. **Severe problems identified**, subsequent actions include:
    - 1.32.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and proper practice for taking and submitting General Meeting minutes
- 1.33. Gado-Gado Indonesian Students Association of UBC**

- 1.33.1. Naming conventions not followed on club's bylaws
- 1.33.2. Associate membership fees missing, student numbers missing in GM attendance
- 1.33.3. **Moderate problems identified**, subsequent actions include:
  - 1.33.3.1. Issue a recommendation to review club's bylaws and a reminder to include student numbers in General Meeting documents
- 1.34. AMS Mexican Student Association**
  - 1.34.1. Naming conventions potentially not followed on club's bylaws
  - 1.34.2. Overall, club's bylaws not in accordance with standard practice
  - 1.34.3. Student numbers and quorum not obtained in General Meeting minutes
  - 1.34.4. **Moderate problems identified**, subsequent actions include:
    - 1.34.4.1. Issue a reminder to review club bylaws and make updates where necessary, and proper practice when submitting GM minutes
- 1.35. Institute for Healthcare Improvement Open School UBC**
  - 1.35.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.35.2. Executive members not on membership list, bylaws deemed insufficient
  - 1.35.3. Minor structural concerns with the executive team
  - 1.35.4. **Moderate problems identified**, subsequent actions include:
    - 1.35.4.1. Issue a recommendation to review club's bylaws, elections procedures, membership lists, and the overall structure of the executive team
- 1.36. Unlimited Dance Club**
  - 1.36.1. Naming conventions not followed on club's bylaws
  - 1.36.2. Student numbers missing in General Meeting attendance
  - 1.36.3. **Minor problems identified**, subsequent actions include:
    - 1.36.3.1. Issue a reminder to review bylaws, and proper practice for GM minutes
- 1.37. MusicBox Children's Charity**
  - 1.37.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.37.2. Elections procedures missing from club's bylaws
  - 1.37.3. Student numbers missing from both membership list and GM attendance
  - 1.37.4. **Severe problems identified**, subsequent actions include:
    - 1.37.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and proper practice for General Meeting minutes and submitting membership lists
- 1.38. Pakistani Students' Association**
  - 1.38.1. Naming conventions potentially not followed on club's bylaws
  - 1.38.2. No attendance with GM minutes, no student numbers in membership list
  - 1.38.3. **Minor problems identified**, subsequent actions include:
    - 1.38.3.1. Issue a reminder to include student numbers in membership lists and GM documents, and review club's bylaws
- 1.39. UBC Table Tennis Club**
  - 1.39.1. Club bylaws submitted are insufficient (incorrect document submitted), therefore a comprehensive review cannot be done

- 1.39.2. No student numbers recorded on General Meeting minutes
- 1.39.3. **Severe problems identified**, subsequent actions include:
  - 1.39.3.1. Issue a request to receive the correct version of club's bylaws, and a reminder to include student numbers in GM minutes
- 1.40. UBC Heart and Stroke Foundation Club**
  - 1.40.1. Naming conventions not followed on club's bylaws
  - 1.40.2. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.40.3. Elections results incomplete, no voter information indicated on documents
  - 1.40.4. Membership fees were waived for the previous year, no GM attendance
  - 1.40.5. **Severe problems identified**, subsequent actions include:
    - 1.40.5.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and proper practice for General Meeting minutes, elections procedures, and elections documents
- 1.41. AMS BC Library Association Student Chapter at UBC**
  - 1.41.1. Elections procedures missing in club's bylaws
  - 1.41.2. General Meeting minutes are insufficient, missing student numbers in General Meeting attendance
  - 1.41.3. **Minor problems identified**, subsequent actions include:
    - 1.41.3.1. Issue a reminder to review club's bylaws and proper practice when submitting General Meeting documents
- 1.42. AMS Special Libraries Association Student Chapter at UBC**
  - 1.42.1. No membership fees and elections procedures section indicated in club's bylaws
  - 1.42.2. Student numbers missing on General Meeting minutes
  - 1.42.3. **Minor problems identified**, subsequent actions include:
    - 1.42.3.1. Issue a reminder to review club's bylaws, add membership fees and elections procedures, and include student numbers in GM minutes
- 1.43. Catholic Christian Outreach**
  - 1.43.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.43.2. Submitted an Excel file related to elections in place of General Meeting minutes
  - 1.43.3. **Moderate problems identified**, subsequent actions include:
    - 1.43.3.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), and review club's bylaws
- 1.44. Latin Dance Club**
  - 1.44.1. Naming conventions not followed on club's bylaws
  - 1.44.2. General Meeting minutes contain only elections results, associate membership fees are below the minimum requirement
  - 1.44.3. **Moderate problems identified**, subsequent actions include:
    - 1.44.3.1. Issue a recommendation to review club's bylaws and a reminder about proper practice for submitting GM minutes
- 1.45. PRINT Arts and Crafts**
  - 1.45.1. Naming conventions not followed on club's bylaws



- 1.45.2. Club membership composition unable to verify due to missing student numbers
- 1.45.3. Bylaws are deemed to be very outdated, requires numerous revisions
- 1.45.4. **Moderate problems identified**, subsequent actions include:
  - 1.45.4.1. Issue a recommendation to conduct a thorough review of club's bylaws and a reminder about proper practice for membership lists
- 1.46. AMS Turkish Student Association at UBC**
  - 1.46.1. Student numbers not included on General Meeting minutes
  - 1.46.2. Elections procedures not included in club's bylaws
  - 1.46.3. **Minor problems identified**, subsequent actions include:
    - 1.46.3.1. Issue a reminder to include student numbers in GM minutes and review club's bylaws to include elections procedures
- 1.47. UBC Speech and Linguistics Students Association**
  - 1.47.1. Naming conventions not followed on club's bylaws
  - 1.47.2. Student numbers missing from General Meeting minutes
  - 1.47.3. **Minor problems identified**, subsequent actions include:
    - 1.47.3.1. Issue a reminder to include student numbers in GM minutes and review club's name in club's bylaws
- 1.48. Jesus Disciple Movement**
  - 1.48.1. Naming conventions not followed on club's bylaws
  - 1.48.2. Student numbers missing from General Meeting minutes
  - 1.48.3. Elections procedures not included in club's bylaws
  - 1.48.4. **Minor problems identified**, subsequent actions include:
    - 1.48.4.1. Issue a reminder to include student numbers in GM minutes and review club's name and elections procedures in club's bylaws
- 1.49. AMS Pacific Educational Access for Kids at UBC**
  - 1.49.1. Naming conventions not followed on club's bylaws
  - 1.49.2. Club activities potentially primarily benefiting an external organization
  - 1.49.3. General Meeting minutes submitted in poor formatting
  - 1.49.4. **Flagged for further discussion**, subsequent actions include:
    - 1.49.4.1. A more comprehensive review of club's activities
- 1.50. UBC Free the Children**
  - 1.50.1. Naming conventions not followed on club's bylaws
  - 1.50.2. Club activities potentially primarily benefiting an external organization
  - 1.50.3. All membership fees perceived to be donated to the parent charity organization
  - 1.50.4. General Meeting did not obtain quorum, no student numbers recorded
  - 1.50.5. **Flagged for further discussion**, subsequent actions include:
    - 1.50.5.1. A more comprehensive review of club's activities and club's bylaws
- 1.51. UBC Anime Club**
  - 1.51.1. Attendance not included in GM minutes, elections section missing in bylaws
  - 1.51.2. **Minor problems identified**, subsequent actions include:
    - 1.51.2.1. Issue a reminder of proper practice for GM minutes and club bylaws
- 1.52. Undergraduate Mathematics Association**

- 1.52.1. Financial documents indicate the club as deconstituted and inactive
- 1.52.2. Account balance is currently at zero, no financial transaction since January 2020
- 1.52.3. No General Meeting minutes recorded or submitted
- 1.52.4. **Flagged for further discussion**, subsequent actions include:
  - 1.52.4.1. A more comprehensive review of club's financial activity and status
- 1.53. AMS Forensic Science Student Association at UBC**
  - 1.53.1. Attendance not included in General Meeting minutes
  - 1.53.2. Elections procedures missing from club's bylaws
  - 1.53.3. **Minor problems identified**, subsequent actions include:
    - 1.53.3.1. Issue a reminder of proper practice for GM minutes and club bylaws
- 1.54. AMS Jain Students Association at UBC**
  - 1.54.1. Attendance not included in General Meeting minutes
  - 1.54.2. Elections procedures missing from club's bylaws
  - 1.54.3. Membership list is missing student numbers, indicates only 3 active members
  - 1.54.4. **Severe problems identified**, subsequent actions include:
    - 1.54.4.1. Issue a reminder of proper practice for GM minutes and club's bylaws, and opportunities for greater membership growth or seek potential voluntary deconstitution
- 1.55. Classical, Near Eastern, & Religious Studies Student Association**
  - 1.55.1. Naming conventions not followed and elections section missing in club's bylaws
  - 1.55.2. Attendance not recorded on General Meeting minutes
  - 1.55.3. **Minor problems identified**, subsequent actions include:
    - 1.55.3.1. Issue a reminder of proper practice for GM minutes and club bylaws
- 1.56. Scandinavian and Nordic Cultural Association**
  - 1.56.1. **No problems identified**
- 1.57. World Vision UBC**
  - 1.57.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.57.2. No student numbers included in General Meeting attendance
  - 1.57.3. **Moderate problems identified**, subsequent actions include:
    - 1.57.3.1. Issue a reminder of the main desired purpose of AMS constituted clubs, and proper practice for General Meeting minutes
- 1.58. Aviation Club of UBC**
  - 1.58.1. Student numbers missing in provided membership lists
  - 1.58.2. **Minor problems identified**, subsequent actions include:
    - 1.58.2.1. Issue a reminder to include student numbers in membership lists
- 1.59. UTSAV- Indian Students' Association**
  - 1.59.1. Naming conventions not followed on club's bylaws
  - 1.59.2. Currently operating with an MoU to pay back club's financial debt
  - 1.59.3. No General Meeting minutes submitted, membership fees not in club's bylaws
  - 1.59.4. Have been in communications on creating a newly revised version of bylaws
  - 1.59.5. **Flagged for further discussion**, subsequent actions include:

- 1.59.5.1. A more comprehensive review of club's bylaws and elections procedures
- 1.59.5.2. Stay up to date with the current financial state of the club's account balance, issue a reminder to submit General Meeting minutes and add membership fees to club's bylaws, provide new club bylaw templates
- 1.60. Thunderbird Marching Band**
  - 1.60.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.60.2. **Minor problems identified**, subsequent actions include:
    - 1.60.2.1. Issue a reminder to review name and elections procedures in bylaws
- 1.61. UBC Equestrian Club**
  - 1.61.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.61.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
  - 1.61.3. **Minor problems identified**, subsequent actions include:
    - 1.61.3.1. Issue a reminder of proper practice for submitting membership lists, and to review club name and elections procedures in club's bylaws
- 1.62. Right to Play UBC**
  - 1.62.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.62.2. Potential affiliation with international organization, power dynamic unclear
  - 1.62.3. No student numbers found in General Meeting attendance and membership lists
  - 1.62.4. **Moderate problems identified**, subsequent actions include:
    - 1.62.4.1. Issue a reminder to review club's bylaws and revise club name and elections procedures, healthy relationships with external organizations, and include student numbers in GM documents and membership lists
- 1.63. Power to Change**
  - 1.63.1. Club activities potentially primarily benefiting an external parent organization
  - 1.63.2. No associate membership fees in club's bylaws, which are overall very brief
  - 1.63.3. **Flagged for further discussion**, subsequent actions include:
    - 1.63.3.1. A more comprehensive review of club's activities
- 1.64. UBC Players Club**
  - 1.64.1. Naming conventions not followed and no elections section in club's bylaws
  - 1.64.2. Bylaw formatting requires revisions, student numbers missing from GM minutes
  - 1.64.3. **Moderate problems identified**, subsequent actions include:
    - 1.64.3.1. Issue a recommendation to review and revise club's bylaws, provide a newly revised version of the club bylaws template
- 1.65. Undergraduate Research Opportunities**
  - 1.65.1. Elections procedures missing from club's bylaws
  - 1.65.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
  - 1.65.3. **Minor problems identified**, subsequent actions include:
    - 1.65.3.1. Issue a reminder of proper practice for submitting membership lists, and to review elections procedures in club's bylaws
- 1.66. UBC A Cappella**

- 1.66.1. Naming conventions not followed on club's bylaws
- 1.66.2. Club membership composition unable to verify due to missing student numbers
- 1.66.3. **Minor problems identified**, subsequent actions include:
  - 1.66.3.1. Issue a recommendation to conduct a review of club's bylaws and club name, and a reminder about proper practice for membership lists
- 1.67. UBC Kung Fu Association**
  - 1.67.1. Naming conventions not followed on club's bylaws
  - 1.67.2. Club membership composition unable to verify due to missing student numbers
  - 1.67.3. **Minor problems identified**, subsequent actions include:
    - 1.67.3.1. Issue a recommendation to conduct a review of club's bylaws and club name, and a reminder about proper practice for membership lists
- 1.68. AMS Face Drama Club**
  - 1.68.1. Naming conventions not followed on club's bylaws
  - 1.68.2. Club membership composition unable to verify due to missing student numbers
  - 1.68.3. Bylaws insufficient and requires numerous revisions
  - 1.68.4. **Minor problems identified**, subsequent actions include:
    - 1.68.4.1. Issue a recommendation to conduct a review of club's bylaws and club name, and a reminder about proper practice for membership lists, and the newly revised template for club's bylaws
- 1.69. UBC Red Cross Club**
  - 1.69.1. Naming conventions not followed on club's bylaws
  - 1.69.2. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
  - 1.69.3. No submission for General Meeting minutes
  - 1.69.4. **Moderate problems identified**, subsequent actions include:
    - 1.69.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs, recommend a review of club's bylaws, and a request for GM minutes
- 1.70. UBC Israel On Campus**
  - 1.70.1. Naming conventions not followed on club's bylaws
  - 1.70.2. Bylaws insufficient and requires numerous revisions
  - 1.70.3. **Minor problems identified**, subsequent actions include:
    - 1.70.3.1. Issue a recommendation to conduct a review of club's bylaws and club name, and a reminder of the newly revised template for club's bylaws
- 1.71. The Rotaract Club of Vancouver-UBC**
  - 1.71.1. Naming conventions not followed on club's bylaws
  - 1.71.2. Student numbers missing from General Meeting minutes and attendance
  - 1.71.3. Bylaws are for the most part, external in nature and should be revised
  - 1.71.4. **Moderate problems identified**, subsequent actions include:
    - 1.71.4.1. Issue a reminder to review club's bylaws and make updates where necessary, and include student numbers in all GM documents
- 1.72. Club de Espanol**
  - 1.72.1. Naming conventions not followed on club's bylaws

- 1.72.2. Quorum not obtained at General Meeting where it appears only 4 members voted in motions, and attendance and student numbers missing on documents
- 1.72.3. **Moderate problems identified**, subsequent actions include:
  - 1.72.3.1. Issue a reminder to review club's bylaws, correct quorum counts and why it's important, and opportunities for greater membership growth
- 1.73. AMS Arab Students Association at UBC**
  - 1.73.1. It appears bylaws only allow people identifying as "Arab" to run as executives
  - 1.73.2. Previous year's club Treasurer, President, Events Director, Marketing Director have the power to remove a candidate's eligibility to run for the elections
  - 1.73.3. Candidate in question can also appeal via  $\frac{2}{3}$  support from the club member
  - 1.73.4. General Meeting did not obtain quorum and had concerningly low attendees
  - 1.73.5. **Flagged for further discussion**, subsequent actions include:
    - 1.73.5.1. A more comprehensive review of club's bylaws and elections procedures
- 1.74. Young Women in Business UBC**
  - 1.74.1. Naming conventions not followed on club's bylaws
  - 1.74.2. **Minor problems identified**, subsequent actions include:
    - 1.74.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.75. UBC Mahjong Club**
  - 1.75.1. Naming conventions not followed on club's bylaws
  - 1.75.2. Student numbers missing from General Meeting documents
  - 1.75.3. **Minor problems identified**, subsequent actions include:
    - 1.75.3.1. Issue a reminder to review bylaws and update them if needed, and to include UBC student numbers in all GM documents submitted
- 1.76. UBC Sprouts**
  - 1.76.1. Naming conventions not followed on club's bylaws
  - 1.76.2. It appears a General Meeting was not held, therefore amount of GMs held per academic term is below the minimum requirement
  - 1.76.3. **Moderate problems identified**, subsequent actions include:
    - 1.76.3.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), and review club's bylaws
- 1.77. UBC Surf Club**
  - 1.77.1. Naming conventions not followed on club's bylaws
  - 1.77.2. Elections documents insufficient in detail, unable to prove elections were conducted via secret ballot
  - 1.77.3. **Moderate problems identified**, subsequent actions include:
    - 1.77.3.1. Issue a reminder to review club's bylaws and elections procedures, and proper practice when submitting elections documents
- 1.78. Pre-Education Club**
  - 1.78.1. Naming conventions not followed on club's bylaws
  - 1.78.2. Attendance and student numbers missing from General Meeting minutes
  - 1.78.3. Elections were conducted with a very low turnout, raising concerns on club's level of engagement and future membership stability

- 1.78.4. **Moderate problems identified**, subsequent actions include:
  - 1.78.4.1. Issue a reminder to review club's bylaws and elections procedures, and proper practice when submitting General Meeting minutes
- 1.79. **AMS Anatomy and Dissection Club**
  - 1.79.1. Naming conventions not followed on club's bylaws
  - 1.79.2. **Minor problems identified**, subsequent actions include:
    - 1.79.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.80. **AMS Ecuadorian Students Association**
  - 1.80.1. Naming conventions not followed on club's bylaws
  - 1.80.2. Quorum not met at General Meeting
  - 1.80.3. **Minor problems identified**, subsequent actions include:
    - 1.80.3.1. Issue a reminder to review bylaws and update them, if needed, and valid quorum counts for General Meetings and why they're important
- 1.81. **AMS PATHS at UBC**
  - 1.81.1. Naming conventions not followed on club's bylaws
  - 1.81.2. **Minor problems identified**, subsequent actions include:
    - 1.81.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.82. **AMS [Creative Industries Network] @ UBC**
  - 1.82.1. **No problems identified**
- 1.83. **AMS Bike Co-Op**
  - 1.83.1. Naming conventions not followed on club's bylaws
  - 1.83.2. Club's financial status is currently in debt, but the organization functions as a fee-receiving group, so a resolution is within reach
  - 1.83.3. Student numbers missing from General Meeting documents
  - 1.83.4. It appears the active-to-associate membership ratio may risk violating OCPM
  - 1.83.5. **Moderate problems identified**, subsequent actions include:
    - 1.83.5.1. Issue a reminder to review club's bylaws, include student numbers in GM documents, the minimum requirement for active-to-associate membership ratios, and to monitor the club's financial status
- 1.84. **AMS Ballet Club**
  - 1.84.1. Naming conventions not followed on club's bylaws
  - 1.84.2. **Minor problems identified**, subsequent actions include:
    - 1.84.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.85. **UBC Improv**
  - 1.85.1. Naming conventions not followed on club's bylaws
  - 1.85.2. **Minor problems identified**, subsequent actions include:
    - 1.85.2.1. Issue a reminder to review bylaws and update them, if needed
- 1.86. **UBC Environmental Policy Association**
  - 1.86.1. Naming conventions not followed on club's bylaws
  - 1.86.2. Elections of executives were conducted via Zoom's in-meeting poll feature
  - 1.86.3. **Minor problems identified**, subsequent actions include:

- 1.86.3.1. Issue a reminder to review bylaws and update them, if needed, and a recommendation to conduct elections via AMS CampusBase

**1.87. UBC Hong Kong YOURS Association**

- 1.87.1. Naming conventions not followed on club's bylaws
- 1.87.2. Student numbers and attendance missing from General Meeting documents
- 1.87.3. **Minor problems identified**, subsequent actions include:
  - 1.87.3.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking GM minutes

**1.88. New Taiwanese Generation**

- 1.88.1. Naming conventions not followed on club's bylaws
- 1.88.2. Potential misunderstanding that General Meetings are only for executives
- 1.88.3. Student numbers missing from General Meeting minutes
- 1.88.4. **Moderate problems identified**, subsequent actions include:
  - 1.88.4.1. Issue a reminder to review bylaws, proper practice when taking GM minutes, and recommend that all members attend and engage in GMs

**1.89. UBC Psychedelic Community**

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

**1.90. Art History Students' Association & UJAH**

- 1.90.1. Naming conventions not followed on club's bylaws
- 1.90.2. Bylaws list numerous club executive positions without accompanying duties, which could be a potential opportunity for conflict in the future
- 1.90.3. Appears that all members hold some sort of executive status in the club
- 1.90.4. **Moderate problems identified**, subsequent actions include:
  - 1.90.4.1. Issue a reminder to review bylaws and recommend a general update on sections related to executive positions and duties

**1.91. UBC Hong Kong Students' Association**

- 1.91.1. Naming conventions not followed on club's bylaws
- 1.91.2. Student numbers missing in membership lists, rendering election of UBC student-only executives and club membership composition hard to verify
- 1.91.3. **Minor problems identified**, subsequent actions include:
  - 1.91.3.1. Issue a reminder to review club's bylaws and update if needed, and proper practice when submitting membership list

**1.92. AMS Canadian Students for Sensible Drug Policy @ UBC**

- 1.92.1. **No problems identified**

**1.93. AMS Coptic Orthodox Student Association (COSA) at UBC**

- 1.93.1. No financial activity since June 2019 (potentially constituted as new AMS Club)
- 1.93.2. **Flagged for further discussion**, subsequent actions include:
  - 1.93.2.1. A more comprehensive review of club's history

**1.94. AMS Hindu Yuva at UBC**

- 1.94.1. Elections documents submitted are deemed insufficient in detail

- 1.94.2. **Minor problems identified**, subsequent actions include:
  - 1.94.2.1. Issue a reminder of proper practice when submitting election results
- 1.95. Integrated Sciences Student Association**
  - 1.95.1. Naming conventions not followed on club's bylaws
  - 1.95.2. Student numbers and attendance missing from General Meeting documents
  - 1.95.3. **Minor problems identified**, subsequent actions include:
    - 1.95.3.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking GM minutes
- 1.96. AMS Paint Club**
  - 1.96.1. Naming conventions not followed on club's bylaws
  - 1.96.2. Student numbers and attendance missing from General Meeting documents
  - 1.96.3. **Minor problems identified**, subsequent actions include:
    - 1.96.3.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking GM minutes
- 1.97. Co-op Student Association of Sauder**
  - 1.97.1. Naming conventions not followed on club's bylaws
  - 1.97.2. It appears only the President position was elected in the past election
  - 1.97.3. General Meeting minutes deemed insufficient, unclear if a meeting was held
  - 1.97.4. **Moderate problems identified**, subsequent actions include:
    - 1.97.4.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), review club's bylaws and sections related to the elections procedures
- 1.98. Karvan Iranian Student Association**
  - 1.98.1. Naming conventions not followed on club's bylaws
  - 1.98.2. Bylaws indicate no membership fees, and appears no General Meeting hosted
  - 1.98.3. **Moderate problems identified**, subsequent actions include:
    - 1.98.3.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), and to review club's bylaws
- 1.99. AMS UBC Philosophy Students' Association**
  - 1.99.1. Naming conventions not followed on club's bylaws
  - 1.99.2. Account balance is not in debt, but relatively close to concerning numbers
  - 1.99.3. Student numbers and attendance missing from General Meeting documents
  - 1.99.4. **Minor problems identified**, subsequent actions include:
    - 1.99.4.1. Issue a reminder to review bylaws, proper practice when taking GM minutes, and notify club executives of low account balance
- 1.100. Vietnamese Students Society**
  - 1.100.1. Naming conventions not followed on club's bylaws
  - 1.100.2. Voting system is weighted (where executive vote: 3, club member vote: 2, student vote: 1), implying that non-members can vote in club elections
  - 1.100.3. Bylaws state that membership fees are by donation with a minimum amount set
  - 1.100.4. **Moderate problems identified**, subsequent actions include:



- 1.100.4.1. Issue a recommendation to conduct a thorough review of club's bylaws and update sections on elections procedures
- 1.101. **UBC Dance Team**
  - 1.101.1. Naming conventions not followed on club's bylaws
  - 1.101.2. Student numbers and attendance missing from General Meeting documents
  - 1.101.3. **Minor problems identified**, subsequent actions include:
    - 1.101.3.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking GM minutes
- 1.102. **AMS Genetics Club at UBC**
  - 1.102.1. Student numbers and attendance missing from General Meeting documents
  - 1.102.2. **Minor problems identified**, subsequent actions include:
    - 1.102.2.1. Issue a reminder of the proper practice when taking GM minutes
- 1.103. **AMS Autism Associates at UBC**
  - 1.103.1. **No problems identified**
- 1.104. **Solidarity for Palestinian Human Rights**
  - 1.104.1. Naming conventions not followed on club's bylaws
  - 1.104.2. Club purpose potentially benefiting an external organization
  - 1.104.3. **Moderate problems identified**, subsequent actions include:
    - 1.104.3.1. Issue a reminder of the main desired purpose of AMS constituted clubs, and recommend a review of club's bylaws
- 1.105. **Association of Korean Canadian Scientists and Engineers**
  - 1.105.1. Naming conventions not followed on club's bylaws
  - 1.105.2. Bylaws require attention, revisions due to insufficient formatting and detail
  - 1.105.3. Elections documents insufficient in detail, documented vote counts not provided
  - 1.105.4. **Severe problems identified**, subsequent actions include:
    - 1.105.4.1. Issue a recommendation to review bylaws and section on elections procedures, and proper practice when submitting elections documents
- 1.106. **AMS CAPACity @ UBC**
  - 1.106.1. **No problems identified**
- 1.107. **AMS NOMAS @ UBC**
  - 1.107.1. Naming conventions not followed on club's bylaws
  - 1.107.2. Signs of outgoing financial transactions, originating from membership fees, flowing out to an external national organization (potentially as a chapter)
  - 1.107.3. It appears a General Meeting was not held, no student numbers recorded
  - 1.107.4. **Severe problems identified**, subsequent actions include:
    - 1.107.4.1. Issue a reminder that General Meetings are required to be held twice per academic year (once per term), to review club's bylaws, and red flags for unhealthy relationships with external organizations
- 1.108. **Roots on the Roof**
  - 1.108.1. Student numbers and attendance missing from General Meeting documents
  - 1.108.2. **Minor problems identified**, subsequent actions include:
    - 1.108.2.1. Issue a reminder of the proper practice when taking GM minutes

**1.109. AMS Get Thrifty @ UBC**

- 1.109.1. Club's financial status is currently in debt, but the organization functions as a fee-receiving group, so a resolution is within reach
- 1.109.2. It appears that certain members hold more than one executive position
- 1.109.3. It appears an election was not held, instead motions to re-elect were moved
- 1.109.4. **Flagged for further discussion**, subsequent actions include:
  - 1.109.4.1. A more comprehensive review of club's bylaws and financial history

**1.110. Parks Canada Club**

- 1.110.1. Naming conventions not followed on club's bylaws
- 1.110.2. Election results unclear, General Meeting did not obtain quorum
- 1.110.3. Concerns on club's level of engagement and future membership stability
- 1.110.4. **Moderate problems identified**, subsequent actions include:
  - 1.110.4.1. Issue a reminder to review club's bylaws and elections procedures, and opportunities for greater membership growth

**1.111. AMS Traditional Chinese Medicine at UBC**

- 1.111.1. No financial activity since September 2019 (constituted as new AMS Club)
- 1.111.2. Student numbers and attendance missing from General Meeting documents
- 1.111.3. **Minor problems identified**, subsequent actions include:
  - 1.111.3.1. Issue a reminder of the proper practice when taking GM minutes

**1.112. AMS Figure Skating Club at UBC**

- 1.112.1. **No problems identified**

**1.113. AMS Pilates Club at UBC**

- 1.113.1. **No problems identified**

**1.114. AMS Jazz Club at UBC**

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

**1.115. Free Periods Canada @ UBC**

- 1.115.1. Naming conventions not followed on club's bylaws
- 1.115.2. Student numbers and attendance missing from General Meeting documents
- 1.115.3. General Meeting minutes insufficient in level of detail
- 1.115.4. **Minor problems identified**, subsequent actions include:
  - 1.115.4.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking and submitting GM minutes

**1.116. AMS Mechanical Keyboard Society**

- 1.116.1. **No problems identified**

**1.117. UBC BizChina Club**

- 1.117.1. Naming conventions not followed on club's bylaws
- 1.117.2. Relatively low membership count, minor concerns with future stability
- 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 opportunities for membership growth

**1.118. Birding Club**

- 1.118.1. Naming conventions not followed on club's bylaws
- 1.118.2. Student numbers and attendance missing from General Meeting documents
- 1.118.3. Quorum not met, some concerns of future membership stability
- 1.118.4. **Moderate problems identified**, subsequent actions include:
  - 1.118.4.1. Issue a reminder of the proper practice when taking GM minutes, a recommendation to review bylaws, and the importance of quorum

**1.119. UBC Pre-Veterinary and Animal Welfare Club**

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

**1.120. Phi Delta Epsilon**

- 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. Model United Nations Student Association**

- 1.121.1. Student numbers and attendance missing from General Meeting documents
- 1.121.2. **Minor problems identified**, subsequent actions include:
  - 1.121.2.1. Issue a reminder to include UBC student numbers on all GM minutes

**1.122. AMS Young Women for STEM at UBC**

- 1.122.1. Naming conventions not followed on club's bylaws
- 1.122.2. Student numbers and attendance missing from General Meeting documents
- 1.122.3. **Minor problems identified**, subsequent actions include:
  - 1.122.3.1. Issue a reminder to review bylaws and update them, if needed, and proper practice when taking GM minutes

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

**Next Meeting**

The next meeting is scheduled to take place on July 12, 2021 at 3:00pm.

**Adjournment**

There being no further business, the meeting was adjourned at 2:46pm.