



Agenda of the AMS Clubs and Societies Working Group

(July 12, 2021 Meeting @ 3:00pm | Zoom)

Attendance

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

Regrets: Lauren Benson (VP Admin)

Call to Order

The meeting was called to order at 3:26pm.

Land Acknowledgement

Approval of the Agenda

Moved: Ben Seconded: Tommy

“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 Three (Clubs Audit)** *Account codes: 401-414 and 857-997*

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

- 1.1. **AMS Refugee Relief at UBC**

- 1.1.1. Bylaws are relatively outdated and requires numerous revisions
- 1.1.2. Membership fees missing from club’s bylaws

- 1.1.3. Numerous financial concerns identified with club account's status, little to no efforts identified to make up for the perceived debt
- 1.1.4. **Flagged for further discussion**, subsequent actions include:
 - 1.1.4.1. A more comprehensive review of club's financial history
- 1.2. AMS UBC Synapse**
 - 1.2.1. Naming conventions not followed on club's bylaws
 - 1.2.2. In previous election, the Treasurer position had no candidates, so the VP Communications-elect assumed Treasurer duties, no motions presented and decision appears to have been made after the General Meeting and elections
 - 1.2.3. **Severe problems identified**, subsequent actions include:
 - 1.2.3.1. Issue a recommendation to conduct a thorough review of club's bylaws and elections procedures, and requirements for holding exec elections
- 1.3. Foundation for International Medical Relief of Children**
 - 1.3.1. Club activities potentially primarily benefiting an external organization
 - 1.3.2. Bylaws require a review, numerous opportunities for revisions
 - 1.3.3. **Moderate problems identified**, subsequent actions include:
 - 1.3.3.1. Issue a reminder of the main desired purpose of AMS constituted clubs, and a recommendation to review and update bylaws
- 1.4. UBC Students For Partners In Health Canada**
 - 1.4.1. Concerns of charity-related practices and raising money for external organizations not directly benefiting UBC students
 - 1.4.2. Attendance missing from General Meeting minutes
 - 1.4.3. Elections procedures missing from club's bylaws
 - 1.4.4. **Moderate problems identified**, subsequent actions include:
 - 1.4.4.1. Issue a reminder of the main desired purpose of AMS constituted clubs and proper practice for taking General Meeting minutes, and a recommendation to review and update bylaws
- 1.5. AMS UX Hub at UBC**
 - 1.5.1. Elections procedures missing from club's bylaws
 - 1.5.2. Attendance missing from General Meeting minutes
 - 1.5.3. **Minor problems identified**, subsequent actions include:
 - 1.5.3.1. Issue a reminder to review club's bylaws and elections procedures, and include attendance on all General Meeting documents
- 1.6. The Mental Health Awareness Club of the University of British Columbia**
 - 1.6.1. Club naming convention not followed on club bylaws
 - 1.6.2. No student numbers recorded in General Meeting minutes
 - 1.6.3. **Minor problems identified**, subsequent actions include:
 - 1.6.3.1. Issue a reminder to review bylaws for club name and include attendance on all General Meeting documents
- 1.7. UBC Food Science Club**
 - 1.7.1. Elections procedures missing from club's bylaws

- 1.7.2. Treasurer not recorded in club's submitted membership list
- 1.7.3. **Minor problems identified**, subsequent actions include:
 - 1.7.3.1. Issue a reminder to review bylaws and include all members, including all executive members, in the club's membership list
- 1.8. **ClubHK**
 - 1.8.1. Club naming convention not followed on club bylaws
 - 1.8.2. Elections procedures missing from club's bylaws
 - 1.8.3. No student numbers recorded in General Meeting minutes
 - 1.8.4. **Minor problems identified**, subsequent actions include:
 - 1.8.4.1. Issue a reminder to review bylaws, club name and election procedures, and include attendance on all General Meeting documents
- 1.9. **The Gender, Race, Sexuality and Social Justice Undergrad Association**
 - 1.9.1. Bylaws not submitted, incorrect document submitted instead
 - 1.9.2. Elections results not submitted, no documented vote counts presented
 - 1.9.3. **Severe problems identified**, subsequent actions include:
 - 1.9.3.1. Issue a reminder about keeping bylaws updated and submitting correct information at club renewals, and a request for election results and documents in order to validate current executive positions
- 1.10. **AMS 180 Degrees Consulting at UBC**
 - 1.10.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.10.2. General Meeting did not meet quorum, membership fee structure need review
 - 1.10.3. **Moderate problems identified**, subsequent actions include:
 - 1.10.3.1. Issue a reminder to change club name if necessary, add election section to bylaws, why obtaining quorum is required to perform certain club actions, and review membership structure section in club's bylaws
- 1.11. **UBC Slam Poetry**
 - 1.11.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.11.2. No student attendance recorded in General Meeting minutes
 - 1.11.3. Club bylaws deemed to be insufficient, requires numerous revisions
 - 1.11.4. **Moderate problems identified**, subsequent actions include:
 - 1.11.4.1. Issue a reminder to change club name if necessary, add election section to bylaws, record attendance at General Meetings, and review areas needing more attention in club's bylaws
- 1.12. **UBC Loggers' Sports**
 - 1.12.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.12.2. **Minor problems identified**, subsequent actions include:
 - 1.12.2.1. Issue a reminder to review name and elections procedures in bylaws
- 1.13. **UBC Blood for Life Club**
 - 1.13.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.13.2. Did not submit General Meeting meeting minutes
 - 1.13.3. **Moderate problems identified**, subsequent actions include:

- 1.13.3.1. Issue a reminder to review name and elections procedures in bylaws, and that General Meeting minutes are essential for a valid GM

1.14. The UBC Brewing Club

- 1.14.1. Bylaws are deemed as severely outdated, numerous revisions required
- 1.14.2. No student attendance recorded in General Meeting minutes
- 1.14.3. Election results do not appear to be by official documented vote counts
- 1.14.4. **Moderate problems identified**, subsequent actions include:
 - 1.14.4.1. Issue a reminder to update club bylaws, document vote counts for executive elections, and record attendance at General Meetings

1.15. AMS Speedcubing Club

- 1.15.1. Naming conventions not followed and elections section missing in club's bylaws
- 1.15.2. Student numbers missing from General Meeting attendance
- 1.15.3. Active and associate membership fees are at zero, in club's bylaws
- 1.15.4. **Moderate problems identified**, subsequent actions include:
 - 1.15.4.1. Issue a reminder about adding an election section to club bylaws, record student numbers at General Meetings, and that membership fees must be min. \$1, and associate fees must be 1.5x more than active fees

1.16. UBC Quidditch Club

- 1.16.1. A higher level of detail on General Meeting minutes is preferred
- 1.16.2. Membership list is deemed insufficient, missing UBC student numbers
- 1.16.3. **Minor problems identified**, subsequent actions include:
 - 1.16.3.1. Issue a reminder of proper practice when taking General Meeting minutes and when creating and submitting membership lists

1.17. AMS Roundnet Club at UBC

- 1.17.1. Bylaws do not reflect club name change from "Spikeball Club"
- 1.17.2. Elections procedures missing from club's bylaws
- 1.17.3. Election results documents and membership lists deemed insufficient
- 1.17.4. No student numbers recorded in General Meeting minutes
- 1.17.5. **Moderate problems identified**, subsequent actions include:
 - 1.17.5.1. Issue a recommendation to review club bylaws, record student numbers at General Meetings, record more integral election-related information, and a reminder of proper practice with membership lists

1.18. AMS Esports Association @ UBC

- 1.18.1. Some executive positions are hired, instead of being not elected
- 1.18.2. Suspension-related bylaws are not within the scope of AMS OCPM
- 1.18.3. **Moderate problems identified**, subsequent actions include:
 - 1.18.3.1. Issue a reminder that all executives must be elected and that their suspension-related bylaws must be in accordance with OCPM

1.19. AMS MedGen @ UBC

- 1.19.1. Elections procedures missing from club's bylaws
- 1.19.2. No attendance recorded in General Meeting minutes
- 1.19.3. Executive members not included on submitted membership list

- 1.19.4. **Minor problems identified**, subsequent actions include:
 - 1.19.4.1. Issue a reminder to review bylaws by adding election procedures, include attendance on all General Meeting documents, and to include all members in the club membership list
- 1.20. **UBC Music Initiative**
 - 1.20.1. Club bylaws slightly outdated, slightly insufficient General Meeting minutes
 - 1.20.2. **Minor problems identified**, subsequent actions include:
 - 1.20.2.1. Issue a reminder to review bylaws and proper practice for GM minutes
- 1.21. **UBC Junoon**
 - 1.21.1. Elections procedures missing from club's bylaws
 - 1.21.2. No student numbers recorded in submitted General Meeting minutes
 - 1.21.3. **Minor problems identified**, subsequent actions include:
 - 1.21.3.1. Issue a reminder to review bylaws by adding election procedures, include student numbers on all General Meeting documents
- 1.22. **UBC Trading Group**
 - 1.22.1. Club naming convention not followed on club bylaws
 - 1.22.2. Club bylaws outdated, membership list requires numerous revisions
 - 1.22.3. **Moderate problems identified**, subsequent actions include:
 - 1.22.3.1. Issue a reminder about reviewing and updating club bylaws and club name, and proper practice for membership lists
- 1.23. **Blank Vinyl Project**
 - 1.23.1. No club bylaws submitted in Club Renewal Form (exemption from previous administration), was not submitted before the start of the Clubs Audit
 - 1.23.2. No student attendance recorded in General Meeting minutes
 - 1.23.3. No Treasurer elected at the time of General Meeting
 - 1.23.4. **Severe problems identified**, subsequent actions include:
 - 1.23.4.1. Issue a reminder about keeping bylaws updated and submitting updated bylaws to the Club Administration team, and issue a request for any election updates for vacant executive positions including Treasurer
- 1.24. **Sargam UBC**
 - 1.24.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.24.2. Membership list is insufficient in level of detail
 - 1.24.3. **Minor problems identified**, subsequent actions include:
 - 1.24.3.1. Issue a reminder to review name and elections procedures in bylaws and proper practice for membership lists
- 1.25. **AMS Vegans of UBC**
 - 1.25.1. Naming conventions not followed and elections section missing in club's bylaws
 - 1.25.2. Club bylaws formatting requires numerous areas of revisions
 - 1.25.3. **Minor problems identified**, subsequent actions include:
 - 1.25.3.1. Issue a reminder to review bylaws by adding elections to bylaws, change name if necessary, and reformatting where needed
- 1.26. **The Humanitarian Organization for Providing Empowerment**

- 1.26.1. The Chair of the Operations Committee received a message related to this club
- 1.26.2. Various concerns about charity-related activities identified and unclear power dynamic with external organizations
- 1.26.3. General Meeting minutes are deemed insufficient, election results and procedures are unclear, club naming convention not followed on club bylaws
- 1.26.4. **Flagged for further discussion**, subsequent actions include:
 - 1.26.4.1. A more comprehensive review of club's bylaws, election procedures, and activity history as an AMS Club
- 1.27. AMS Manufacturing Engineering at UBC**
 - 1.27.1. Lack of financial activity in recent years explained by recent reconstitution
 - 1.27.2. Club naming convention not followed on club bylaws
 - 1.27.3. **Minor problems identified**, subsequent actions include:
 - 1.27.3.1. Issue a reminder to review and update club's bylaws where needed
- 1.28. AMS BOLT at UBC**
 - 1.28.1. Elections procedures missing in bylaws, insufficient General Meeting minutes
 - 1.28.2. **Minor problems identified**, subsequent actions include:
 - 1.28.2.1. Issue a reminder about proper practice for creating club's bylaws and taking General Meeting minutes
- 1.29. Jack.org at UBC**
 - 1.29.1. Club purpose potentially benefiting an external organization
 - 1.29.2. Account balance not in debt, but approaching concerning numbers
 - 1.29.3. Election results documents and club's bylaws insufficient
 - 1.29.4. **Flagged for further discussion**, subsequent actions include:
 - 1.29.4.1. A more comprehensive review of club's bylaws and activities
- 1.30. The Rueda Club at UBC**
 - 1.30.1. Club naming convention not followed on club bylaws
 - 1.30.2. Membership fee section in club's bylaws requires revisions
 - 1.30.3. Bylaws are poorly formatted without elections procedures section
 - 1.30.4. **Moderate problems identified**, subsequent actions include:
 - 1.30.4.1. Issue a reminder about reviewing club bylaws and club name, and improve the membership fee section to satisfy the OCPM requirements
- 1.31. Biochemistry Student Association**
 - 1.31.1. Currently the same individual has assumed Treasurer and President duties
 - 1.31.2. No student numbers recorded in General Meeting minutes
 - 1.31.3. Elections procedures section missing in club's bylaws
 - 1.31.4. **Severe problems identified**, subsequent actions include:
 - 1.31.4.1. Issue a reminder about adding an election section to the bylaws, and asking for any election updates for vacant executive positions, and to record student numbers at future General Meetings
- 1.32. Sponsor A Child's Education UBC**
 - 1.32.1. Club purpose potentially benefiting an external organization
 - 1.32.2. Naming conventions not followed on club's bylaws, elections procedures missing

- 1.32.3. No student numbers recorded in General Meeting minutes
- 1.32.4. **Flagged for further discussion**, subsequent actions include:
 - 1.32.4.1. A more comprehensive review of club's bylaws and activities
- 1.33. Brazilian Student Association**
 - 1.33.1. Associate membership fees and elections section missing in club's bylaws
 - 1.33.2. No student attendance recorded in General Meeting minutes
 - 1.33.3. General Meeting minutes are insufficient
 - 1.33.4. **Minor problems identified**, subsequent actions include:
 - 1.33.4.1. Issue a reminder to add the election section to the club bylaws, change the membership fees section, and take more thorough General Meeting meeting minutes along with proper attendance
- 1.34. AMS Economics Students Association at UBC**
 - 1.34.1. Naming conventions not followed and no elections section in club's bylaws
 - 1.34.2. No student attendance recorded in General Meeting minutes
 - 1.34.3. **Minor problems identified**, subsequent actions include:
 - 1.34.3.1. Issue a reminder to add the election section to the club bylaws, change the club name if necessary, and record student numbers during GMs
- 1.35. UBC Shotokan Karate Club**
 - 1.35.1. Naming conventions not followed and no elections section in club's bylaws
 - 1.35.2. No student numbers recorded in General Meeting minutes
 - 1.35.3. General Meeting minutes are insufficient
 - 1.35.4. Account balance is not in debt, but relatively close to concerning numbers
 - 1.35.5. **Minor problems identified**, subsequent actions include:
 - 1.35.5.1. Issue a reminder to add the election section to the club bylaws, change the club name if necessary, and proper practice for GM minutes
- 1.36. UBC Quizbowl Club of the AMS**
 - 1.36.1. Elections procedures not included in club's bylaws
 - 1.36.2. **Minor problems identified**, subsequent actions include:
 - 1.36.2.1. Issue a reminder to review club's bylaws and include elections section
- 1.37. UBC Middle East Studies Student Association**
 - 1.37.1. Naming conventions not followed and no elections section in club's bylaws
 - 1.37.2. Account balance is not in debt, but relatively close to concerning numbers
 - 1.37.3. **Minor problems identified**, subsequent actions include:
 - 1.37.3.1. Issue a reminder to add the election section to the club bylaws, change the club name if needed and review financial history
- 1.38. UBC Backgammon Club**
 - 1.38.1. No financial activity in past year, however reconstituted September 2020
 - 1.38.2. Naming conventions not followed and no elections section in club's bylaws
 - 1.38.3. General Meeting quorum not met, and no student numbers recorded
 - 1.38.4. **Severe problems identified**, subsequent actions include:

- 1.38.4.1. Issue a reminder about adding an election section to the bylaws, the importance of reaching quorum for General Meetings, and issue a request for explanation about the lack of financial activity in past year

1.39. AMS Nepalese Students Association @ UBC

- 1.39.1. No financial activity in past year, though reconstituted September 2020
- 1.39.2. **Severe problems identified**, subsequent actions include:
 - 1.39.2.1. Ask about an explanation for the lack of financial activity in past year

1.40. AMS Product Management Club @UBC

- 1.40.1. Elections procedures not included in club's bylaws
- 1.40.2. Account balance is not in debt, but relatively close to concerning numbers
- 1.40.3. **Minor problems identified**, subsequent actions include:
 - 1.40.3.1. Issue a reminder to add the election section to the club bylaws, change the club name if needed, and ask for a financial plan for upcoming year

1.41. UBC HUA Dialogue

- 1.41.1. No student numbers recorded in General Meeting minutes
- 1.41.2. Bylaws outdated and poorly formatted, purpose is relatively vague
- 1.41.3. **Minor problems identified**, subsequent actions include:
 - 1.41.3.1. Issue a reminder to update the club bylaws - specifically the club purpose, and record student numbers at the General Meeting

1.42. Chinese Music Club

- 1.42.1. Club naming convention not followed on club bylaws
- 1.42.2. No student numbers recorded in General Meeting minutes
- 1.42.3. **Minor problems identified**, subsequent actions include:
 - 1.42.3.1. Issue a reminder to change the club name if necessary, and record student numbers during General Meetings

1.43. Alpha Phi Omega

- 1.43.1. Election procedures and membership fee structure requires review
- 1.43.2. No student numbers recorded in General Meeting minutes
- 1.43.3. **Minor problems identified**, subsequent actions include:
 - 1.43.3.1. Issue a reminder to record student numbers during General Meeting and review the election and membership fee sections in club bylaws

1.44. Sisu

- 1.44.1. Club naming convention not followed on club bylaws
- 1.44.2. It appears that no General Meeting was held and no elections in bylaws
- 1.44.3. **Moderate problems identified**, subsequent actions include:
 - 1.44.3.1. Issue a reminder about reviewing club bylaws and club name, adding the election procedure, and proper practice with holding GMs

1.45. AMS Swim Club at UBC

- 1.45.1. Elections procedures not included in club's bylaws
- 1.45.2. **Minor problems identified**, subsequent actions include:
 - 1.45.2.1. Issue a reminder about adding the election section to the club bylaws

1.46. B+MM Student Association

- 1.46.1. Club naming convention not followed on club bylaws
- 1.46.2. No elections section included in bylaws, no GM minutes submitted
- 1.46.3. Elections results documents insufficient in level of detail
- 1.46.4. **Severe problems identified**, subsequent actions include:
 - 1.46.4.1. Issue a reminder about adding the election section to the club bylaws, change the club name if necessary, proper practice for taking GM minutes, and the importance of election results

1.47. STEM Fellowship UBC

- 1.47.1. Club purpose potentially benefiting an external organization
- 1.47.2. Club's bylaws allow President to appoint a predecessor
- 1.47.3. Termination and dissolution sections of club's bylaws require review
- 1.47.4. General Meeting did not meet quorum, no student numbers recorded
- 1.47.5. **Flagged for further discussion**, subsequent actions include:
 - 1.47.5.1. A more comprehensive review of club's bylaws

1.48. Vision Health Volunteers

- 1.48.1. Club purpose potentially benefiting an external organization
- 1.48.2. Club naming convention not followed on club bylaws
- 1.48.3. Elections procedures not included in club's bylaws
- 1.48.4. **Flagged for further discussion**, subsequent actions include:
 - 1.48.4.1. A more comprehensive review of club's bylaws

1.49. UBC Neuroscience Club of the AMS

- 1.49.1. Elections procedures not included in club's bylaws
- 1.49.2. **Minor problems identified**, subsequent actions include:
 - 1.49.2.1. Issue a reminder about adding the election section to the club bylaws

1.50. UBC Russian Cultural Community of AMS

- 1.50.1. Elections procedures not included in club's bylaws
- 1.50.2. General Meeting did not meet quorum and minutes are relatively insufficient
- 1.50.3. **Minor problems identified**, subsequent actions include:
 - 1.50.3.1. Issue a reminder to review club's bylaws, and best practice for taking and submitting GM minutes

2. Review of Late Submissions *Various account codes*

2.1. UBC Huntington's Disease Awareness Club

- 2.1.1. No General Meeting minutes attached, no election section in bylaws
- 2.1.2. Documented vote counts missing for Treasurer elections
- 2.1.3. **Severe problems identified**, subsequent actions include:
 - 2.1.3.1. Issue a reminder about adding the election section to the club bylaws, proper practice for taking GM minutes, and the importance of vote-counts in election results

2.2. Amnesty International UBC

- 2.2.1. Club naming convention not followed on club bylaws, bylaws outdated
- 2.2.2. No student attendance recorded in General Meeting minutes
- 2.2.3. Documented vote counts missing for executive elections
- 2.2.4. **Severe problems identified**, subsequent actions include:
 - 2.2.4.1. Issue a reminder about changing club name in club bylaws if necessary, proper practice for taking GM minutes, and the importance of including documented vote-counts in election results
- 2.3. **Campus Association for Baha'i Studies**
 - 2.3.1. Club naming convention not followed on club bylaws
 - 2.3.2. No student numbers recorded in General Meeting minutes
 - 2.3.3. Election results are deemed insufficient, club bylaws are slightly outdated
 - 2.3.4. **Severe problems identified**, subsequent actions include:
 - 2.3.4.1. Issue a reminder about changing club name in club bylaws if necessary, proper practice for taking GM minutes and recording election results
- 2.4. **Canadian Association of Pharmacy Students and Interns (CAPSI)**
 - 2.4.1. Membership fees are controlled by CAPSI National Council
 - 2.4.2. Club bylaws are very much externally-focused
 - 2.4.3. No student numbers recorded in General Meeting minutes
 - 2.4.4. **Flagged for further discussion**, subsequent actions include:
 - 2.4.4.1. A more comprehensive review of club's bylaws and financial history
- 2.5. **UBC Civil Engineering Club**
 - 2.5.1. Election results are deemed insufficient, no student numbers in GM minutes
 - 2.5.2. No student numbers recorded in General Meeting minutes
 - 2.5.3. **Minor problems identified**, subsequent actions include:
 - 2.5.3.1. Issue a reminder about proper practice for elections and GM minutes
- 2.6. **Environmental Engineering Student Association**
 - 2.6.1. Club naming convention not followed on club bylaws, bylaws outdated
 - 2.6.2. **Minor problems identified**, subsequent actions include:
 - 2.6.2.1. Issue a reminder to review club name and update bylaws
- 2.7. **Korean Commerce Student Association**
 - 2.7.1. Club naming convention not followed on club bylaws
 - 2.7.2. Associate membership fees do not fit the OCPM guidelines
 - 2.7.3. **Minor problems identified**, subsequent actions include:
 - 2.7.3.1. Issue a reminder to review club name and update bylaws relevant to sections on membership fees
- 2.8. **Undergraduate Chemistry Society**
 - 2.8.1. Club name violates OCPM policy about containing "Society" in name
 - 2.8.2. General Meeting did not meet quorum, no election results submitted
 - 2.8.3. **Moderate problems identified**, subsequent actions include:
 - 2.8.3.1. Issue a reminder about the proper practice for election procedures in club's bylaws and holding General Meetings
- 2.9. **Pre-Medical Club**

- 2.9.1. No student numbers recorded in General Meeting minutes
- 2.9.2. Election results submitted are insufficient in level of detail
- 2.9.3. **Minor problems identified**, subsequent actions include:
 - 2.9.3.1. Issue a reminder about proper practice for submitting election results and recording student numbers in GM minutes
- 2.10. UBC Ski and Board**
 - 2.10.1. **No problems identified**
- 2.11. UBC Finance Association**
 - 2.11.1. Multiple concerns identified with executive elections
 - 2.11.2. Student numbers non-existing or non-recorded at their last General Meeting
 - 2.11.3. Multiple concerns identified with financial management and current account balance, partially originating from past overspending
 - 2.11.4. **Flagged for further discussion**, subsequent actions include:
 - 2.11.4.1. A more comprehensive review of the club's past financial management
- 2.12. AMS OMIX @ UBC**
 - 2.12.1. Elections procedures not included in club's bylaws
 - 2.12.2. **Minor problems identified**, subsequent actions include:
 - 2.12.2.1. Issue a reminder about adding the election section to the club bylaws
- 2.13. UBC Exchange Student Club**
 - 2.13.1. Election results are insufficient in level of detail
 - 2.13.2. Executives appear to not have been charged membership fees
 - 2.13.3. **Moderate problems identified**, subsequent actions include:
 - 2.13.3.1. Issue a reminder for proper election results reporting, and that all club members (including executives) are required to pay membership fees
- 2.14. UBC Real Estate Club**
 - 2.14.1. Election results are insufficient in level of detail
 - 2.14.2. **Moderate problems identified**, subsequent actions include:
 - 2.14.2.1. Issue a reminder for proper election results reporting
- 2.15. Environmental Design Student Society**
 - 2.15.1. Student numbers non-existing or non-recorded at their last General Meeting
 - 2.15.2. **Minor problems identified**, subsequent actions include:
 - 2.15.2.1. Issue a reminder about proper practice for General Meeting
- 2.16. UBC Boxing Club**
 - 2.16.1. General Meeting did not meet quorum
 - 2.16.2. **Minor problems identified**, subsequent actions include:
 - 2.16.2.1. Issue a reminder about correct quorum counts
- 2.17. Midwifery Students' Association**
 - 2.17.1. **It appears an election was not held for executive positions, largely uncontested**
 - 2.17.2. **Moderate problems identified**, subsequent actions include:
 - 2.17.2.1. Issue a reminder that elections are required for executive positions annually and a recommendation to review club's election procedures
- 2.18. UBC Students Offering Support**

- 2.18.1. Student numbers non-existing or non-recorded at their last General Meeting
- 2.18.2. Membership lists are insufficient, only executive members' details presented
- 2.18.3. Club bylaws are deemed insufficient in detail
- 2.18.4. **Moderate problems identified**, subsequent actions include:
 - 2.18.4.1. Issue a reminder to record full membership lists, student numbers at General Meetings in the minutes, and to review club bylaws

2.19. AMS Poker Club @ UBC

- 2.19.1. Financial account cleared to zero, funds transferred to a different account called “New Poker Club” in 2020-2021 after being de-constituted in May 2019, and reconstituted in September 2019
- 2.19.2. Attendance missing at General Meeting minutes, invalid bylaws submitted
- 2.19.3. **Severe problems identified**, subsequent actions include:
 - 2.19.3.1. Explore the option of delivering a strike, contact the executives for the most correct version of club bylaws, inquire about club financial status

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

Next Meeting

The next meeting is scheduled to take place on July 23, 2021 at 3:00pm.

Adjournment

There being no further business, the meeting was adjourned at 5:06pm.