Agenda of the AMS Operations Committee  
(Agenda for August 9th, 2021 Meeting at 8pm | Zoom)

Attendance

Present: Ada Ang (Vice-Chair), Lauren Benson (VP Admin), Katherine Feng (Chair), Emily Masse, Lucy Li

Regrets: Sanjana Bedi, Emily Reid

Guests: Ben Du

Recording Secretary: Ada Ang

Call to Order

The meeting was called to order at 7:32 PM

Territorial Acknowledgement

Approval of the Agenda

Moved: Katherine Feng Seconded: Emily Reid

“BE IT RESOLVED THAT the agenda be adopted.”
Agenda Items

1. Approval of Minutes

2. Clubs Audit Presentation
   Ben went through his presentation on club audits.
   ● Audit is split into 4 phases
   ● Audit was carried out to be proactive and identify issues early on.
   ● First strike puts clubs in bad standing for 2 weeks
   ● For clubs in the direction of getting a strike or had gotten a strike/put in bad standing, a document was sent to those clubs to inform them what it means to be in bad standing, how long the strike will last, etc.
   ● Late July, an email was sent to clubs informing them of the results of their audit

3. Deconstitutions and constitution of clubs
   Continuation of Ben’s presentation
   ● We have quite a few clubs recommended for deconstitution by the Clubs and Societies Working Group this year. ~34 clubs have failed to submit a club renewal form
   ● Clubs can still appeal if they have been recommended for constitution
   ● We have around 32 new club applications this year, half of which have already been reviewed.
   ● Katherine’s question: AMS emails often go to spam when sent from new addresses. Has this been an issue?
     Ben’s answer: Sometimes this does happen. They do have 2 weeks to appeal following the notice of deconstitution and we will exhaust all efforts to communicate to these clubs to give them a chance to respond adequately. We can’t be too lenient because we want to set a precedent that these deadlines matter.
   ● Katherine’s question: How can Operations Committee provide support with the audit?
     Ben’s answer: The only part of the process that might need some help is with enforcing the policy manual. E.g. if a club is non compliant and violates severe portions of the policy manual, then the Operations Committee might be needed to deliver penalties. But we’re not deconstituting any club as a result of the audit. We’re just giving them strikes first, and it takes 3 strikes before a club gets deconstituted.
   ● Katherine: What about the emails to notify clubs 2 weeks before a motion for deconstitution?
     Ben: Hopefully those emails can get sent out today so those clubs can be deconstituted in a couple weeks. There’s also a template we can use.
   ● ACTION ITEM: Katherine will send those emails out tonight.
Katherine: How useful has the clubs audit been? If it were done again, how could it be improved? Could it be carried out regularly?

Ben: We have identified what problems need to be fixed, but there’s no set and concrete way to make sure the problems actually get fixed by the end of the academic year.

Lauren: I agree that doing audits frequently is a good idea. There were a few things caught via the audit, such as a club that was using bylaws from the 1990s.

Katherine: Should we have an audit every year or every few years but more in depth with fewer clubs?

Ben: We’re still unsure. Should we conduct an audit more in depth but with half the clubs? Or should we have an audit with all the clubs but not as in-depth (due to our lack of resources)? Nevertheless, it's good to check in to make sure the problems that have been identified through the audit are actually being addressed.

Katherine: Perhaps we can work on requiring audits to happen every so often

4. Clubs Placed in Bad Standing
   - This is a notification about clubs in bad standing by the Clubs and Society Working Group and a chance for Committee members to ask questions or raise concerns

5. Goal setting
   - Goal 1: More regular occurrence of audits into the policy manual.
   - Goal 2: Updating the policy manual. Find things that need to be improved and carry out those improvements
     - Would be good to have a framework to ensure clubs are following the rules we set out.
     - It was helpful to see how the strike system actually worked, especially since we talked about it without much context few meetings ago.
   - Goal 3: Provide funding for equipment for clubs to operate and feel safe. Also, we should allocate a portion of the Clubs Benefit Fund to various clubs this year to help them get back on their feet (due to challenges brought about by COVID)
   - Goal 4: Katherine would like to see more interaction between the Operations Committee and the subcommittees. More communication is always a good thing.
   - Goal 5: Conflict of interest rules for club executives and procedures in the policy manual
Next Meeting

The next meeting is scheduled to be on August 16 at 7:30pm.

Adjournment

The meeting was adjourned at 8:30pm.