



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.