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**SECTION I: GENERAL**

**Article 1. Authority and Interpretation of the Code**

1. Pursuant to Bylaw 5(1)(f), this Code of Procedure shall be binding on the Society, including but not limited to the following Society bodies: Student Council, the Subsidiary Organizations, and any committees of any of the above bodies.
2. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society’s Code or Bylaws.
3. This document is intended to be free of gender bias.
4. In this Code, unless the context otherwise requires:

“Administrative Assistant” shall mean the permanent employee of the Society charged with the duty of assisting the Executive Committee and Council with their administrative and secretarial needs;

“AMS Mission” shall mean the AMS Mission adopted by Council as part of the Society’s Strategic Plan;

“AMS Student Nest” shall mean the Society’s main building, located at 6133 University Boulevard and also including the basement and other areas in the UBC Life Building under the control of the Society;

“Archivist” shall mean the permanent employee of the Society charged with the duty of managing the Society’s archives and providing historical information to the Executive Committee, Council, and the Managing Director;

“Building Operations Manager” shall mean the permanent employee of the Society charged with the day-to-day running of the AMS Student Nest;

“Chief Technology Officer” shall mean the permanent employee of the Society charged with overseeing IT;

“Clerk of Council” shall mean the permanent employee of the Society charged with the duty of maintaining the governance documents of the Society, overseeing the creation of Council’s minutes, and providing advice on the Society’s rules to the Executive Committee, Council, and the Managing Director;

“Club” shall mean a Club constituted under Bylaw 13;

“Design Office Manager” shall mean the permanent employee of the Society charged with carrying out renovations for the Society and its Constituencies;

“Events Manager” shall mean the permanent employee of the Society charged with putting on concerts and other events;

“Financial Controller” shall mean the permanent employee of the Society charged with the duty of assisting the Managing Director and the Finance Committee with the management of the Society’s finances;

“Forum” shall mean Room 4301 of the AMS Student Nest;

“Human Resources Manager” shall mean the permanent employee of the Society in charge of the Society’s HR functions;

“Marketing and Communications Manager” shall mean the permanent employee of the Society charged with promoting the Society and providing it with strategic communications advice;

“Officers of the Society” shall mean any individual holding an elected or appointed position within the Society, including its Subsidiary Organizations, but not including voting members of Council or the UBC Vancouver student representatives on the Board of Governors or Senate;

“Policy Advisor” shall mean the permanent employee of the Society charged with the duty of assisting Council and the Executive Committee with the political concerns of the Society;

“Privacy Officer” shall mean the permanent employee of the Society charged with ensuring that the Society complies with the British Columbia Personal Information Protection Act (PIPA);

“Senior Manager of Student Services” shall mean the permanent employee of the Society in charge of the Society’s Services, including the Sexual Assault Support Centre;

“Student At Large” shall, subject to the Internal Policy on Committee Appointments, mean an Active Member who is eligible to serve in an appointed position by virtue of not being a member of Council and not currently holding any other position to which they have been appointed by Council, a Council Committee, the Ombudsperson, the Executive Committee, an individual member of the Executive, or the Senior Manager of Student Services;

“Winter Session” shall mean the School Year, as defined in the Bylaws.

5. Unless the context otherwise requires, expressions in the Code which are defined in the Bylaws shall have the meanings so defined; words imparting the singular shall include the plural, and vice-versa; and words imparting persons shall include bodies corporate and the Subsidiary Organizations.

**Article 2. Amendments to the Code, Suspension of Code**

1. The Code shall only be amended or altered by a Two-thirds (2/3) Resolution of Council, in accordance with Bylaw 5(1)(e).
2. Amendments to the Code shall take effect the day after they are approved or on another date and time as determined by Council. This provision notwithstanding, Council shall not amend the Code retroactively, and amendments to the Code may be rescinded before they take effect by Two-thirds (2/3) Resolution of Council.
3. No provisions of the Code may be suspended except by Two-thirds (2/3) Resolution of Council. When Council suspends a provision or provisions of the Code, such suspension shall only be in effect for the duration of the meeting at which it is made unless Council, by Two-thirds (2/3) Resolution, sets some other fixed period of time for the suspension.
4. When amendments to the Code are brought to Council for consideration, every effort shall be made to ensure that those amendments are consistent with other provisions of the Code.
5. When Council approves amendments that affect other provisions of the Code, Council shall alter every provision of the Code so affected to be consistent with the amendments.
6. The Clerk of Council may, once a term, submit to Council corrections of the Code needed to ensure the consistency referred to in paragraph 5 above and also to correct errors in grammar, spelling, cross-referencing, and numbering, so long as the corrections do not affect the intent or meaning of the Code. Such corrections shall be submitted for approval as a Consent Item requiring a Two-thirds (2/3) Resolution to pass in accordance with Section III, Article 1(9).

**Article 3. Circulation of the Code and other Documents**

1. The Executive Committee shall ensure the circulation and availability of the Code and the Society's other documents in accordance with this article.
2. Complete and up-to-date versions of the Constitution, Bylaws, Code of Procedure, Policies, and Strategic Plans or Frameworks shall be posted on the Society's website.
3. The Society's Personnel Handbooks shall be circulated to all members of the Executive at the beginning of their term of office and to all staff in accordance with Section IX C, Articles 1 and 2.



**SECTION II: COUNCIL, COUNCIL MEMBERS AND OTHERS**

**Article 1.      Conflict of Interest for Directors of the Society**

1. Voting members of Council, as Directors of the Society, shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Directors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, Directors shall not disclose any information discussed in an *in camera* meeting of Council without the authorization of Council or in accordance with Section III, Article 1(26)(e).
3. No Director may, in their role as a Director, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.
4.
  - (a) Without limiting the generality of paragraph 3 above, if a Director has a conflict of interest or an apparent conflict of interest relating to an issue being deliberated on by Council, or a Committee of Council, they shall declare the nature of the conflict and abstain from speaking or voting on the issue, or on any subsidiary motion related to the issue, except to raise a question of privilege.
  - (b) If a proxy is attending a Committee of Council in the place of a Director who has a conflict of interest or an apparent conflict of interest, or if the proxy themselves has a conflict of interest or an apparent conflict of interest, the proxy shall state the nature of the conflict and abstain from speaking or voting on the issue or on any subsidiary motion related to the issue, except to raise a question of privilege.
  - (c) Paragraphs (a) and (b) above notwithstanding, at the request of the Chair, or if Council or the Committee so directs by Resolution, the Director or proxy may answer questions pertaining to the issue on which they have a conflict of interest or an apparent conflict of interest.
  - (d) For greater certainty, the rules restricting participation in paragraphs (a) and (b) above shall apply during discussion of an issue even if no formal motion is on the table.
5. If a Director or proxy who has a conflict or apparent conflict of interest is chairing a meeting of Council or a Committee of Council, they shall relinquish the chair while the issue on which they have a conflict or apparent conflict is being discussed.
6. If Council, or a Committee of Council, moves in camera to discuss an issue on which a Director or their proxy is in a conflict of interest or an apparent conflict of interest, that

Director or proxy shall be required to remove themselves from the in camera session in which the issue is to be discussed, unless specifically invited to stay by a Two-thirds (2/3) Resolution of Council or the Committee.

7. In the event that a Director is uncertain about whether or not they are in either a conflict of interest or an apparent conflict of interest, the Director shall inform Council or a Committee of Council of the possible conflict and the Chair shall decide whether there is an actual conflict. If the Chair's decision is appealed, or if the issue of a Director's conflict becomes a resolution before Council, or a Committee of Council, for any other reason, then that Director shall abstain from speaking or voting on the resolution.
8. If a Director believes that another Director may be in a conflict of interest or an apparent conflict of interest, they shall ask the Chair to decide the matter. If the Chair's decision is appealed, or if the matter becomes a resolution before Council or a Committee of Council for any other reason, then the Director who is in a possible conflict shall abstain from speaking or voting on the resolution.
9. If the Managing Director or the Human Resources Manager believes that a Director may be in a conflict of interest or an apparent conflict of interest, they shall ask the Chair to decide the matter. If the Chair's decision is appealed, or if the matter becomes a resolution before Council or a Committee of Council for any other reason, then the Director who is in a possible conflict shall abstain from speaking or voting on the resolution.
10. A Director has a conflict of interest when the Director, in their capacity as a Director, exercises an official power or performs an official duty or function and at the same time knows that in the exercise of the power or in the performance of the duty or function there is an opportunity to further their private interest. A Director shall also be considered to be in a conflict of interest on an issue if the issue concerns relations with an organization outside the Society and if the Director serves on the board of that other organization, unless the Director is serving on the other board by virtue of being the Society's representative on that board.
11. A Director has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could properly have, that the Director's ability to exercise an official power or perform an official duty or function, in their capacity as a Director, may have been affected by their private interest.
12. A Director must not use their office to seek to influence a decision, to be made by another person, to further the Director's private interest.
13. A Director's private interest shall include the private interests of the Director's family and the private interests of a companion, business associate or a close personal friend of the Director.
14. The definitions of conflict of interest and apparent conflict of interest for Directors in

paragraphs 10 through 13 above shall apply to proxies. In addition, any proxy who is an employee of the Society shall be considered to be in a conflict of interest on all issues that come before a Committee of Council.

15.
  - (a) No Executive Member of Council or other Director of the Society may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of their position as an Executive or a Director, unless authorized to do so by Council.
  - (b) Subsection (a) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.
  - (c) If a gift or personal benefit referred to in subsection (b) above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150, the Executive or Director must immediately disclose to Council, in writing:
    - (i) the nature of the gift or benefit;
    - (ii) its source; and
    - (iii) the circumstances under which it was given and accepted.
  - (d) Upon receipt of a written disclosure referred to in subsection (c), Council shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.
16. All Directors shall sign an oath of office, prior to their first meeting of Council, in which they agree to abide by the provisions of this Article. All Executive Members shall sign the oath prior to the commencement of their term of office. If a Director appoints a proxy to take their place on Council or a Committee for a meeting, the proxy shall sign the oath of office before the meeting.
17. Any Director who contravenes this Section of Code may be:
  - (a) directed by a Resolution of Council to:
    - (i) pay restitution to the Society for any financial loss suffered by the Society as a direct result of their action;
    - (ii) account for, and dispose of, any profits made as a result of a breach of this Section;
    - (iii) return or otherwise restore the Society's property taken, damaged or destroyed by a direct action of that Director;and may be:
  - (b) removed from office pursuant to the Bylaws of the Society or, in the case of

Constituency Representatives and representatives of student associations at the Affiliated Institutions, pursuant to the Constitution and Bylaws of their respective Constituencies or student associations.

18. Proxies appointed by Directors shall abide by all the rules concerning Directors contained in this Section of Code. Any proxy who contravenes this Section of Code shall be subject to the penalties outlined in paragraph 20(a) above.
19. Directors shall not receive monetary compensation from the Society unless such monetary compensation is received as a direct result of their positions:
  - (a) as a Director; or
  - (b) within one of the Society's Constituencies or one of the Affiliated Institutions' student associations.

**Article 2. Conflict of Interest for Members of the Executive**

1. Members of the Executive, as voting members of Council, are Directors of the Society and shall be subject to Article 1 in their capacity as Directors.
2. Members of the Executive shall also be subject to the provisions of Article 1 in their capacity as executives, notwithstanding their status as employees of the Society.

**Article 3. Conflict of Interest for Non-Voting Members of Council**

1. Non-voting members of Council shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Non-voting members of Council shall abide by the conflict of interest provisions for Directors contained in Article 1 above as though they were Directors.

**Article 4. Conflict of Interest for Others**

1. Officers and employees of the Society other than Directors of the Society shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Officers and employees of the Society other than Directors of the Society shall not, in their capacity as officers or employees of the Society, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

3. The Executive Committee shall establish further provisions regarding conflict of interest in relation to Officers. The Managing Director shall develop further provisions regarding conflict of interest in relation to employees, and shall take steps to ensure that such provisions are contained in the Personnel Handbooks in accordance with Section IX C of the Code.
4. All Officers, not including officers of Subsidiary Organizations or Student Resource Groups, shall sign an oath of office in which they agree to abide by the provisions of this Article and the additional provisions regarding conflict of interest established by the Executive Committee.

**Article 5. Protection of Directors, Officers and Others**

1. Every Director, officer and employee of the Society and their heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against:
  - (a) any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
  - (b) all costs, charges and expenses that they sustain or incur in respect of the affairs of the Society;

provided that they have complied with the Bylaws and Code of the Society and with the other legal obligations related to their duties.

**Article 6. Duties of Members Elected from Constituencies**

1. As voting members of Council, Constituency representatives and representatives of the student associations at the Affiliated Institutions are first and foremost Directors of the Society and owe their first duty to the Society.
2. Each member of Council elected from a Constituency or from an Affiliated Institution student association shall seek election to be a voting member on at least one (1) Committee of Council.
3. Each member of Council elected from a Constituency or from an Affiliated Institution student association shall be responsible for the orientation of their replacement.

**Article 7. Absenteeism**

1. Pursuant to Bylaw 5(2)(h) and (i), any member of Council representing a Constituency or

an Affiliated Institution student association who has missed three (3) regularly scheduled Council meetings during the School Year shall be notified in writing by the Clerk of Council that they will cease to be a member of Council if they miss five (5) regularly scheduled meetings.

2. The Clerk of Council shall send a copy of the notification referred to in paragraph 1 to the president of the Constituency or student association whose representative has missed three (3) Council meetings.
3. If a member of Council representing a Constituency or an Affiliated Institution's student association misses five (5) regularly scheduled Council meetings during the School Year, the Clerk of Council shall issue a written notice stating that the member has ceased to be a member of Council and that there is a vacancy on Council for that Constituency. Such notice shall be sent to:
  - (a) the member who has missed five meetings;
  - (b) the president of the member's Constituency or student association; and
  - (c) Council.

**Article 8. Speaker of Council**

1. The Speaker of Council shall be a non-voting member of Council appointed by a Two-thirds (2/3) Resolution of Council on the recommendation of the Human Resources Committee, as specified in Section V, Article 8. The Speaker's term of office shall be from the first meeting in May until the final meeting in April.
2. The Speaker shall not hold any other elected, staff, or appointed position in the Society, including positions within Constituencies. A Speaker who becomes a candidate for an elected position within the Society or any of its Constituencies immediately ceases to hold the position of Speaker. This provision notwithstanding, the Speaker may simultaneously hold the position of Elections Administrator.
3. The Speaker of Council shall:
  - (a) chair Council meetings;
  - (b) post notices of Council meetings no less than forty-eight (48) hours in advance, by any means they deem necessary, including electronic media, in order to notify both Council members and other Active Members of the Society;
  - (c) ensure, to the best of their ability, adequate security for the Forum and the contents therein during, and immediately before and after, Council meetings;
  - (d) chair or designate the chair of Election Appeals Committees;

- (e) chair the Executive Performance and Accountability Committee; and
  - (f) have such other duties as are outlined in the Code or assigned by Council from time to time.
4. The Speaker shall not be the Spokesperson of Council. As prescribed by Code Section VI, Article 3(1)(b) the President at all times is the Spokesperson of the Society and of Council.
5. In the absence of the Speaker, the President or the President’s designate shall chair Council meetings, provided however that Council may, by Two-thirds (2/3) Resolution, elect an alternate chair.

**Article 9. Non-voting Members**

1. Pursuant to Bylaw 5(2)(b)(ii), the non-voting members of Council, in addition to the Ombudsperson and the Speaker of Council, shall be:
- (a) the UBC Vancouver student members of the Board of Governors; and
  - (b) two (2) students elected by and from the student members of the UBC Vancouver Senate.
2. The Speaker of Council and the Ombudsperson are Officers but not Directors of the Society. In accordance with Section IV, Article 3, neither the UBC Vancouver student members of the Board of Governors nor the two (2) students elected to serve on Council by the student members of the UBC Vancouver Senate shall be either Officers or Directors of the Society.

**Article 10. Ombudsperson and Advocacy Office**

1. The Ombudsperson shall be appointed by Council on the recommendation of the Human Resources Committee, following the procedures specified in Section V, Article 8.
2. The Ombudsperson shall not hold any other elected or appointed position within the Society, including positions within Constituencies. An Ombudsperson who becomes a candidate for an elected position within the Society or any of its Constituencies immediately ceases to hold the position of Ombudsperson.
3. The Ombudsperson may apply to Council for a leave of absence. If Council grants such a leave, it shall designate a replacement who shall have all the powers and duties of the regular Ombudsperson for the period of the leave.
4. Council may, either of its own volition or on the application of an interested Active Member of the Society, direct the Ombudsperson to investigate a matter and report back

to Council.

5. In addition to those powers and duties set out in the Bylaws, the Ombudsperson shall:
- (a) be responsible for investigating and reporting to Council, or the appropriate member of the staff or the Executive, any reasonable complaint or question that a staff member of the Society has with the Society or its organizations, including but not limited to complaints or questions regarding the administration of the personnel procedures of the Society or the procedures themselves;
  - (b) be responsible for the resolution of any such complaint referred to in paragraph (a) above, where possible;
  - (c) make known to the Active Members and the staff of the Society that they are available for the hearing of complaints;
  - (d) keep no less than ten (10) office hours per week during the School Year;
  - (e) post, on or about their office door:
    - (i) their specific office hours; and
    - (ii) a means by which the staff of the Society and Active Members can contact them outside of the posted office hours;
  - (f) direct and train their successor, and provide a verbal and written report annually to Council at the end of their term of office;
  - (g) further to Bylaw 9(1)(e), and notwithstanding any other provision in the Code, have the right to attend any meetings of Council, Committees, or any other bodies of the Society, including meetings held *in camera*;
  - (h) act in an impartial and unbiased manner in the exercise of their duties;
  - (i) maintain confidentiality in respect of all matters, insofar as such confidentiality is not inconsistent with the Bylaws and the Code, that come to their knowledge in the performance of their duties;
  - (j) manage and maintain the office of the Ombudsperson, including but not limited to:
    - (i) recruiting, training and providing recognition for volunteer assistants; and
    - (ii) preparing a budget for the operations of the office of the Ombudsperson; and
  - (k) have such other powers and duties as are assigned by Council from time to time.



6. A report of the Ombudsperson, prepared under the authority of paragraph (5)(a) above, or under the authority of Bylaw 9(1)(a), shall be made available to all interested parties and to the President of the Society. If the President is an interested party, the report shall also be made available to another member of the Executive. If the Executive Committee as a whole is an interested party, the report shall also be made available to Council.
7. The Ombudsperson may refuse to investigate or may cease investigating a complaint which in the Ombudsperson's opinion is not reasonable. Examples of unreasonable complaints include but are not limited to those in which:
  - (a) the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;
  - (b) the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;
  - (c) there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;
  - (d) the complaint is frivolous, vexatious, not made in good faith, or concerns a trivial matter; or
  - (e) in the circumstances, investigation would not benefit the complainant.
8. The Ombudsperson shall refer Active Members seeking assistance with complaints or questions regarding the University either to the University Ombudsperson or to the Advocacy Office. The Ombudsperson shall formally refer Active Members to the Advocacy Office in matters regarding the University when:
  - (a) the adversarial nature of the conflict is such that the Ombudsperson does not believe that a mediated settlement is possible or reasonable under the circumstances; or
  - (b) an advocate would, in the opinion of the Ombudsperson, be necessary and beneficial to the Active Member for some other reason.
9. Notwithstanding paragraph 8 above, the Ombudsperson may refuse to refer an Active Member to the Advocacy Office when the Ombudsperson deems such advocacy not to be in the interests of the Society. Such a decision of the Ombudsperson is appealable, in writing, to the Executive Committee.
10. The Advocacy Office may refuse to pursue or may cease pursuing a complaint which in the opinion of the Advocacy Office is not reasonable. Examples of unreasonable complaints include but are not limited to those in which:

- (a) the complaint concerns a matter which last occurred more than one calendar year prior to the date of the complaint;
  - (b) the subject matter of the complaint primarily affects a person other than the complainant, and the complainant does not have sufficient personal interest in the issue;
  - (c) there are existing administrative procedures for the complaint, and the complainant does not have reasonable justification for not pursuing the complaint using those procedures;
  - (d) the complaint is frivolous, vexatious, not made in good faith, or concerns a trivial matter; or
  - (e) in the circumstances, the intervention of the Advocacy Office would not benefit the complainant.
11. If, in accordance with paragraph 10 above, the Advocacy Office refuses to pursue or ceases pursuing a complaint, the complainant may appeal the refusal or cessation to the Ombudsperson.
12. The Ombudsperson shall not investigate or shall cease investigating a matter that is or becomes before a court.
13. The Ombudsperson may conduct, or cause to be conducted, either a formal or an informal investigation into any matter brought before them. If a complainant makes a written request for a formal investigation, the Ombudsperson must, subject to the discretion granted to them in paragraph 7 above, conduct a formal investigation.
14. In conducting a formal investigation pursuant to paragraph 13 above, the Ombudsperson shall, at a minimum:
- (a) conduct research into the rules and regulations, and applicable laws if any, that are pertinent to the complaint;
  - (b) interview all parties involved, and invite such parties to make a written submission if they so choose;
  - (c) produce a written report, summarizing all information gathered in accordance with clauses (a) and (b) above, and provide recommendations if appropriate; and
  - (d) distribute the report as required in paragraph 6 above.
15. When approached by an Active Member in accordance with Bylaw 9(1)(a) or by a staff member in accordance with paragraph 5(a) above, concerning complaints or questions

related to the Society and its organizations, the Ombudsperson shall ensure that all reasonable steps have been taken within the appropriate Society organization or department before accepting the case.

16. Transitional Duties

- (a) The outgoing Ombudsperson shall be responsible for preparing a transitional report for their successor no later than the start of the incoming Ombudsperson's term, and such report shall include but not be limited to the following items:
  - (i) relevant timelines;
  - (ii) a review of ongoing cases under investigation;
  - (iii) essential personnel contacts both within and outside of the Society;
  - (iv) future recommendations for the position;
  - (v) tasks or projects yet to be completed;
  - (vi) an outline of duties mandated by the Code of Procedure;
  - (vii) important situational examples and advice for such occurrences;
  - (viii) information and passwords to access physical and online resources;
  - (ix) a review of new work completed; and
  - (x) other daily responsibilities and relevant information.

**Article 11. Policies**

- 1. Council may create external and internal policies as well as strategic plans and frameworks.
- 2. Policies
  - (a) Council may establish principles for the Society, or for some part of the Society, along with procedures for implementing those principles, by means of Internal Policies.
- 3. All policies shall be created in accordance with an internal policy on the format, development, and administration of policies.
- 4. Council shall assign review dates and responsible bodies for each of its policies, and each

policy shall be reviewed by the body responsible for it when it is up for review, after which it shall be sent to Council with a recommendation to rescind, suspend, renew, or amend it.

5. Policies may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of Council.
6. Strategic Plans and Frameworks
  - (a) Council may from time to time create Strategic Plans or Frameworks to lay out long-range plans on such issues as equity and sustainability or on the overall direction of the Society.
  - (b) Plans and frameworks may be created for whatever length of time seems appropriate to Council, and may be drawn up in accordance with whatever format Council deems suitable.
  - (c) Plans and frameworks may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of Council.

**Article 12. Orientation**

1. In addition to the documents specified in Section I, Article 3, the Executive Committee shall ensure that each member of Council receives, upon assuming office, a copy of the Student Council Handbook.
2. The Executive Committee shall arrange a comprehensive orientation session for all members of Council during April or May. This session shall include, but not be limited to:
  - (a) the rules of order of meetings;
  - (b) the role of the members of Council;
  - (c) the structure and processes of the Society;
  - (d) the resources and administrative support available to members of Council; and
  - (e) plans for the upcoming year.
3. All Council members must attend the orientation session or, if unable to attend, must complete an online orientation program.

**Article 13. Child Care Provisions**

1. Reimbursement for child care expenses shall be provided to Council members and proxies for time spent attending meetings of Council and its committees and for time spent travelling to such meetings, such travel time not to exceed one (1) hour before and one (1) hour after a meeting.
2. Reimbursement for child care expenses shall be at the actual rate charged by the child care provider up to the rate of the current provincial minimum wage per hour. No reimbursement shall be paid for amounts exceeding the minimum wage.
3. Reimbursement shall not be provided for child care services provided by a spouse or immediate family member.
4. No reimbursement shall be provided to cover the cost of child care services that the recipient would have paid for in any case even if there had not been a meeting to attend. Reimbursement is only to be made for child care expenses over and above the recipient's regular child care expenses.
5. Reimbursement shall be limited to the cost of child care services for children under the age of twelve (12).
6. Upon receipt of a completed Child Care Reimbursement Form, the Vice-President Finance shall arrange for the reimbursement.
7. Reimbursements shall be limited to a maximum of \$800 per recipient per year.

**Article 14. Late Night Travel**

1. If a Council meeting continues past midnight, Council members shall be entitled to reimbursement for cab fare, such reimbursement to be paid only if the Council member could not reasonably have been expected to travel home by public transit, carpool, or some other less expensive means.
2. Council may vote to authorize reimbursement for cab fare for Council members during a Council meeting even if the meeting does not reach midnight, such reimbursement to be paid only if the Council member could not reasonably have been expected to travel home by public transit, carpool, or some other less expensive means.
3. Upon receiving a receipt for cab fare, the Vice-President Finance shall arrange for the reimbursement.

**Article 15.    CiTR**

1.     In accordance with the bylaws of CiTR, Council shall appoint three (3) members to the CiTR Board of Directors, at least two (2) of whom shall be both Active Members of the Society and members of Council.
2.     One of the Council members appointed to the CiTR Board of Directors shall be the Vice-President Finance.
3.     All appointees to the CiTR Board of Directors except for the Vice-President Finance must be Canadian citizens or permanent residents.

**Article 16.    Establishment of Constituencies**

1.     The Vice-President Academic and University Affairs shall notify the Executive Committee when the first cohort of students registers in a new degree granting School or Faculty, provided that enrolment in the new School or Faculty exceeds one percent (1%) of the total enrolment of UBC Vancouver. The Executive Committee shall then, giving fourteen (14) days' notice, call a meeting of interested Active Members in the new School or Faculty with a view to establishing a Constituency, such a meeting to take place during the School Year and to be called the Organizing Meeting.
2.     The Executive Committee shall also notify the President of any Constituency which will lose members as a result of the creation of the new Constituency so that the President may attend the Organizing Meeting.
3.     The Organizing Meeting shall elect an Organizing Committee from among those present to draft a constitution for the prospective Constituency and to arrange with the Elections Committee for a referendum of the Active Members in the School or Faculty.
4.     For the purposes of this Article, Active Members in a School or Faculty are those students enrolled in a School or Faculty and registered in a course or courses fulfilling the requirements of their degree.
5.     The Organizing Committee shall consist of six (6) voting members, all of whom shall be Active Members of the Society who are students in the new School or Faculty.
6.     The Organizing Committee shall also consist of the following officials and staff of the Society, who shall be non-voting and whose role shall be to assist the voting members of the Committee:
  - (a)    the Vice-President Academic and University Affairs;
  - (b)    one (1) member of the Governance Committee, appointed by the Governance Committee; and

(c) the Clerk of Council.

The President of any Constituency which will lose members as a result of the creation of the new Constituency shall be entitled to attend all meetings of the Organizing Committee.

7. The Chair of the Organizing Committee shall be chosen by and from the voting members of the Committee.
8. The Organizing Committee shall be considered a prospective Constituency and as such shall have access to funding from the Constituency Aid Fund in accordance with Code Section IX B, Article 6(7)(j). It shall also be granted account numbers, booking rights, and a locker in the manner of one of the Society's clubs, and shall be entitled to designate a signing officer in accordance with Code Section IX B, Article 2(7).
9. The Organizing Committee shall draft a constitution for the prospective Constituency, after which it shall arrange for a referendum to take place among the Active Members in the newly created School or Faculty, such referendum to be conducted by the Society's Elections Committee in accordance with the following rules:
  - (a) The referendum shall be conducted by secret ballot and be held during the School Year.
  - (b) The question in the referendum shall state: "Do you support \_\_\_\_\_ (the name of the prospective Constituency as indicated in the draft constitution) as the organization representing the students in \_\_\_\_\_ (name of the Faculty or School)?"
  - (c) In Faculties or Schools with one thousand (1,000) Active Members or more, quorum in the referendum shall be ten percent (10%) of the Active Members in that Faculty or School.
  - (d) In Faculties or Schools with less than one thousand (1,000) Active Members, quorum in the referendum shall be fifteen percent (15%) of the Active Members in that Faculty or School, or one hundred (100) Active Members in that Faculty or School, whichever is less.
  - (e) There must be at least fourteen (14) days' notice for the referendum, and all Active Members in the Faculty or School shall be entitled to vote.
10. If a majority of the votes in the referendum are in support of the prospective Constituency, then in accordance with Bylaw 13(2)(a), Council shall recognize it as the Constituency for that Faculty or School.
11. As soon as possible after a successful referendum, the Organizing Committee shall arrange for the Society's Elections Committee to conduct elections for the new

- Constituency. Once the elections are called, the Organizing Committee shall disband, and its voting members shall be eligible to run in the elections.
12. Once disbanded, the Organizing Committee shall lose its account numbers, its locker, its booking rights, and any other rights it held as a prospective Constituency under paragraph 8 above. If it received money from the Constituency Aid Fund and any of that money has not been spent, the unspent money shall be returned to the Constituency Aid Fund.
  13. The Society’s Elections Administrator shall present the results of the new Constituency’s elections to Council. Once presented, the results shall be official, and those elected shall immediately take office as the first Executive of the new Constituency.
  14. After a successful referendum, the new Constituency shall submit its constitution to the Governance Committee, along with other governing documents if those additional governing documents are requested by the Committee.
  15. If the Governance Committee is not satisfied with the constitution or other governing documents of the new Constituency, it may recommend to Council that, pursuant to Bylaw 13(2)(e), it cease to recognize the new Constituency or that, pursuant to Bylaw 13(2)(c), it amend the constitution or bylaws of the new Constituency.

**Article 17. Constituency Minutes**

1. The Archivist shall ensure that Constituencies are reminded to post the minutes of their council meetings on their website so that they may be preserved for historical and reference purposes.

**Article 18. Constituency Governing Documents**

1. Every Constituency shall ensure that its most up-to-date constitution and bylaws have been submitted to Council for information and for posting on the Society’s website.
2. If a Constituency amends its constitution or bylaws, it shall ensure that an updated version is sent to Council.

**Article 19. Contacting the Lawyers**

1. The Society’s lawyers are to be contacted only on the authorization of Council (by Resolution) or by the President or their designate or the Managing Director or their designate.



**Article 20. Joining and Leaving External Organizations**

1. A decision to join an external organization, or to alter the status of the Society within an external organization, shall require a Two-thirds (2/3) Resolution of Council if a charge is involved and an ordinary Resolution of Council if there is no charge.
2. If the charge would be paid for by a change in the Society's fees, such a change must be made by referendum in accordance with the procedures prescribed in Bylaws 4 and 14 and by Code Section XII.
3. A decision to leave an external organization shall require an ordinary Resolution of Council.

**Article 21. Indigenous Seat**

1. Pursuant to Bylaw 5(2)(a)(iv), the Indigenous seat on Council shall be filled by an Indigenous student appointed by the Indigenous Committee.

**SECTION III: MEETINGS OF COUNCIL**

**Article 1. Rules of Order**

1. Council members, in their deliberations during Council meetings, should strive to “cultivate unity, goodwill, and a sense of belonging,” in accordance with the AMS Mission, and should encourage free and open debate and a respect for differing views.
2.
  - (a) The Chair shall call the Council to order once quorum is present.
  - (b) The Chair shall dissolve the sitting should no quorum be present within thirty (30) minutes after the scheduled time of the sitting.
  - (c) At any time during the proceedings of Council, if quorum as defined in Bylaw 5(4)(c) is not present, the Chair shall dissolve the meeting immediately following completion of the question currently on the floor.
3.
  - (a) Subject to paragraph 41 below, Council meetings shall be held in the Forum, unless Council resolves, by a Two-thirds (2/3) Resolution, to meet elsewhere.
  - (b) The seats at the Forum tables shall be reserved for members of Council and for those Society employees, named in paragraph 26(c) below, who are permitted to attend the *in camera* portions of Council meetings. Observers and guests shall sit away from the tables.
  - (c) Seats shall not be pre-assigned except that the Chair, the President, the Managing Director, the Clerk of Council, and the Administrative Assistant shall sit at the front.
4. No smoking or alcohol consumption shall be allowed within the Forum or in any other location where Council meets while Council is meeting there.
5. During the Territorial Acknowledgement section of the meeting, the Speaker or other person chairing the meeting shall acknowledge that the meeting is taking place on the traditional, ancestral, and unceded territory of the Musqueam people.
6. During the Membership and Attendance section of the meeting, the time devoted to introduction of Council members shall not exceed five (5) minutes.
7. During the Speaker’s Business and Remarks section of the meeting, the Speaker or other person chairing the meeting may inform Council of rules of order or other relevant business during a period not to exceed five (5) minutes.
8. During the section of the meeting for Statements from Students At Large, up to three (3) Students At Large may address Council for no more than three (3) minutes each. If members of Council wish to respond to any statement, the total time for such responses

- must not exceed three (3) minutes for each statement. After the members of Council respond, the Student At Large may make closing remarks not to exceed one (1) minute.
9. During the Consent Items portion of the agenda, there shall be a single vote on all the consent items requiring a regular Resolution to pass; such a vote shall be considered a regular Resolution. There shall be a separate vote on all the consent items requiring a Two-thirds (2/3) Resolution to pass; such a vote shall be considered a Two-thirds (2/3) Resolution. No discussion shall be allowed on any of the consent items in either of these Resolutions. Discussion may only take place on a consent item if it is removed to the regular portion of the agenda in accordance with Article 2(10) below.
  10. If a Resolution to approve consent items fails, all the individual items covered by that Resolution shall be considered to have failed. Any of these individual items may be brought forward for consideration by Council at the same meeting that they failed by means of amending the Council agenda in accordance with Article 2(14) below; no motion to reconsider shall be required in such a case.
  11. Presentations to Council shall be limited to thirty (30) minutes, unless Council approves an extension by Resolution. There shall be a question period for a length of time set by the Agenda Committee unless Council approves an extension by Resolution following each presentation. Motions that might otherwise go elsewhere on the agenda may appear here if they are related to a presentation.
  12. During the President's Business and Remarks, the President shall speak for no more than five (5) minutes, unless Council approves an extension by Resolution. The President's remarks shall be confined to current business, reports about committees that the President serves on, and requests from constituencies. After the President's Remarks, Council members may ask questions of the President. No more than three (3) questions in total from all Councillors shall be allowed.
  13.
    - (a) The Executives, the Senior Manager of Student Services, and the Managing Director shall each submit short, succinct reports to Council for every Council meeting, preferably in point form and being no longer than one page. These reports shall be confined to current business and committee work.
    - (b) The reports shall be submitted in time for them to be circulated to members of Council at the same time as the agenda. Supplemental reports may be submitted later if necessary.
    - (c) During Executive Business and Remarks, the Executives, the Student Services Manager, and the Managing Director shall each speak for no more than three (3) minutes, elaborating on their submitted reports. Councillors may then ask questions of each Executive, the Student Services Manager, and the Managing Director. No more than three (3) questions in total from all Councillors shall be allowed for each Executive and for the Senior Manager of Student Services and the Managing Director.

14. During Committee Reports, the chairs of the Standing Committees and Council's ad hoc committees shall report on business conducted by their committees. Such reports shall last for no longer than three (3) minutes. Also under Committee Reports, Council appointees to University committees may report. Appointees wishing to report shall inform the President in time for the report to be listed as an item on the agenda. After each chair's or appointee's Report, Council members may ask questions of that chair or appointee. No more than three (3) questions in total from all Councillors shall be allowed per chair or appointee.
15.
  - (a) Any non-Executive Councillor appointed by Council to a University committee or other external body shall make a verbal update or submit a written report to Council on the work of that body at least twice during the Winter Session, the first by December 31 and the second by April 30.
  - (b) The Vice-President Academic & University Affairs shall ensure that these updates or reports are made.
16. During the Report from the Presidents Council, the President or their designate shall speak for no more than three (3) minutes, unless Council approves an extension by Resolution. The President shall report on the deliberations and activities of the Presidents Council. After the Report, Council members may ask questions of the President (or their designate). No more than three (3) questions in total from all Councillors shall be allowed.
17.
  - (a) Short, succinct reports by the Board of Governors representatives and the Student Senators who sit as non-voting members of Council shall be submitted to Council for every Council meeting, preferably in point form and being no longer than one page. The Ombudsperson may also submit a report.
  - (b) The reports shall be submitted in time for them to be circulated to members of Council at the same time as the agenda. Supplemental reports may be submitted later if necessary.
  - (c) Council members may ask questions of each of those reporting. No more than three (3) questions in total from all Councillors shall be allowed for each of these Reports.
18. During the Historical Update, the Archivist shall speak for no more than ten (10) minutes, presenting some interesting tidbit from the Society's past. After the Update, Council members may ask questions of the Archivist. No more than three (3) questions in total from all Councillors shall be allowed.
19. Non-members of Council may speak if recognized by the Chair, or if a member yields to them. They may not, however, move or second motions.
20. Non-voting members, except for the Speaker of Council, may move or second motions, and may take part in debate, but shall not vote on any motion.

21. The Speaker shall not move, second, or vote on any motion.
22. Anyone other than the Speaker who is acting as Chair of Council, for a meeting or a portion of a meeting, shall not move or second motions while occupying the chair and, if a voting member of Council, shall not vote on a motion while occupying the chair except to break or create a tie or otherwise to affect the result.
23. The Speaker, and anyone other than the Speaker who is acting as Chair of Council, shall not take part in the debate on any motion except for motions arising from points of order and motions to appeal decisions of the Chair.
24. If the Speaker or other person chairing a meeting is involved in an issue under debate, or wishes to enter into the debate, they must relinquish the chair and may not retake it until the issue is resolved. But the Speaker or other person chairing a meeting need not relinquish the chair in order to take part in debate on a point of order or on a ruling by the Chair.
25. The Chair shall ensure that members speak to the motion on the floor. The Chair may interrupt a member and direct the member to speak to the motion on the floor if the member has digressed.
26.
  - (a) Any three (3) members may request that Council be moved *in camera* for further discussion. Upon moving *in camera*, the members shall state their reason for the action, and Council shall decide, by Two-thirds (2/3) Resolution, whether to stay *in camera*.
  - (b) No vote shall be held in camera except for the following:
    - (i) Council may vote on whether to remain in camera;
    - (ii) Council may vote to invite individuals to attend an in camera session in accordance with paragraph (c) below or Section II, Article 1(6);
    - (iii) Council may vote to authorize disclosure of in camera information or minutes in accordance with paragraphs (d) or (e) below;
    - (iv) Council may vote to appoint individuals to paid positions within the Society, including but not limited to Speaker of Council, Ombudsperson, Elections Administrator, Chief Returning Officer, and Interim Executives, but not including the Chairs of Committees.
  - (c) When Council moves *in camera*, all individuals other than the members of Council, the Speaker of Council, and the Ombudsperson must leave the meeting, except that, unless requested to leave by the Chair, the following employees or appointees of the Society may remain: the Managing Director, the Chair of the Advisory Board, the Policy Advisor, the Administrative Assistant, the Marketing

and Communications Manager, the Senior Manager of Student Services, and the Clerk of Council. Council may also, by Resolution, invite other specified individuals to attend the *in camera* portion of a meeting.

- (d) No one attending the *in camera* portion of a Council meeting may disclose any information discussed *in camera* without the authorization of Council, except that:
  - (i) voting members of Council and other individuals permitted to attend *in camera* sessions may be informed about what was said during *in camera* sessions that they were entitled but unable to attend;
  - (ii) current voting members of Council may be informed about what was said during *in camera* sessions that occurred before they took office.
- (e) Minutes of the *in camera* portion of a meeting shall be kept for the future reference of Council members. The Clerk of Council, or whoever takes them, shall transfer such minutes to the Archivist, who shall keep them in a secure place and shall disclose them only to current members of Council, to the Society employees mentioned in paragraph (c) above, and to other individuals designated by Council. They shall not be published.
- (f) To allow members to speak freely, *in camera* minutes shall not include the names of those speaking during discussions; nor shall they include details of the Society's strategy in legal and other confidential matters. *In camera* minutes shall include a summary of the information provided to Council, as long as that information does not reveal details of the Society's strategy in legal and other confidential matters.
- (g) Minutes from the *in camera* portion of a Council meeting shall not be circulated with other Council minutes and documents, nor presented in open session, but voting members of Council shall be provided with the opportunity to consult them no less than forty-eight (48) hours before the next meeting. Council may approve *in camera* minutes without going *in camera*, as long as there is no discussion of those minutes.
- (h) Audio and video recording of the *in camera* portion of a Council meeting is prohibited.
- (i) Whenever possible, the *in camera* portion of a Council meeting shall be held at the end of the meeting, after all other business has been discussed.
- (j) Special rules shall be in force for the monthly *in camera* sessions prescribed in Section VI, Article 10. Those rules shall supersede the ones in this section where they conflict.

- (k) During an in camera meeting all those attending, except for the person designated to take minutes, shall close their electronic devices.
  - (l) Anyone attending an in camera session remotely by electronic means shall ensure that their camera is on so that it can be established that only the person entitled to attend is attending.
27. Subject to paragraph 26(h) above, audio recording of Council meetings shall be permitted so long as the recording process does not interfere with the normal functions of Council and so long as the recording devices remain visible at all times.
28. Subject to paragraph 26(h) above, video recording of Council meetings by the public, Council members or the media shall not be permitted unless Council approves such recording by a Two-thirds (2/3) Resolution. Where possible, notice of video recording shall be given to Council members at least forty-eight (48) hours prior to the Council meeting. If video recording does take place, arrangements shall be made to accommodate those persons not wishing to appear on camera.
29. Any three (3) members may ask that a question be voted upon by secret ballot. If Council approves this request by a Two-thirds (2/3) Resolution, such a secret ballot shall be held. Ballots shall be distributed, and after a reasonable time the ballots shall be collected and counted, and the results given to the Chair, who shall decide whether the question succeeded. Once Council has decided to vote by secret ballot on a question, no member may make a motion that would force the disclosure of how members voted on that question, for instance by calling for a roll call vote or a vote by a show of hands.
30. Provided that Council has not resolved to hold a secret ballot vote, a roll call vote shall automatically be conducted for all motions voted on by Council. The minutes shall then note the vote of each member, indicating whether each member voted in favour or against, or abstained. Notwithstanding this provision, Council may by a Two-thirds (2/3) Resolution decide not to hold a roll call vote.
31. When the Chair feels that one or several members of Council are using the rules of order to impede the process of a meeting, the Chair shall inform those members of the same, and may refuse to recognize them further. Such a ruling cannot be appealed by those members affected.
32. The Chair may eject individuals from the Forum for reasons of safety and in cases of repeated deliberate disruptions of a Council meeting that prevent Council from functioning. In accordance with Robert's Rules, any such decision by the Chair may be appealed by Council.
33. In extreme cases, the Speaker may bar individuals from attending one or more Council meetings for reasons of safety or if it is feared that such individuals will disrupt proceedings. Such a decision may be appealed by Council.

34. Before Council may appoint an individual to a position, that individual must have agreed to be a candidate for that position. Such agreement must be indicated in one of the following ways:
  - (a) by being present at the meeting and accepting the nomination verbally;
  - (b) by written submission to the Chair in which the individual accepts the nomination; or
  - (c) by virtue of having applied, in writing, to the appropriate Committee for the position.
35. The author of a motion, or the Chair of the Committee or other body of the Society from where a motion came, shall have the first opportunity to move and motivate said motion.
36. For motions on which there is debate, the Chair shall seek to have the debate begin with one speaker for the motion, followed by one speaker against the motion.
37.
  - (a) No member of Council or anyone else attending a meeting shall speak more than twice on any motion or amendment, or on any topic being discussed during the Discussion and Consultation Period, except to raise or answer a point of information, to raise a point of order or privilege, to move an amendment, or to move to refer.
  - (b) No one may ask more than two questions during the question period following a presentation. The questions must be actual questions and not comments and may not last more than two (2) minutes.
  - (c) Council may by a Two-thirds (2/3) Resolution specify that speakers on a discussion topic speak for no more than two and a half (2-1/2) minutes at any one time.
  - (d) Council may by a Two-thirds (2/3) Resolution end a question period or a discussion during the Discussion and Consultation Period.
38. Council may by a Two-thirds (2/3) Resolution decide to limit debate for all or part of a meeting. If Council so decides, debate shall be limited as follows:
  - (a) Except as specified in paragraph (b) below, speakers may speak for no more than two and a half (2-1/2) minutes at any one time.
  - (b) Paragraph (a) notwithstanding, the mover of a motion may speak for up to five (5) minutes in moving it, and if there is a speaker against the motion who speaks next, that speaker may speak for up to five (5) minutes.
  - (c) After thirty (30) minutes of debate on a main motion and any amendments thereto, there shall be a vote on whether to call the question on the main motion and on any pending amendments of the motion.



- (d) After sixty (60) minutes, there shall be a vote on the main motion and any pending amendments thereto, unless Council, by a Two-thirds (2/3) Resolution, decides to continue debate.
  - (e) If Council decides to continue debate beyond sixty (60) minutes, there shall be a vote on whether to call the question after another thirty (30) minutes has passed, and after a second sixty (60) minutes has passed, there shall be a vote on the motion, unless Council again decides by a Two-thirds (2/3) Resolution to continue debate.
  - (f) If Council decides to continue debate beyond a second sixty (60)-minute period, the rules in paragraph (e) above shall apply for each subsequent sixty (60)-minute period.
  - (g) When debate is limited in accordance with these provisions, the Chair shall endeavour to ensure that speakers alternate between members of Council and guests.
39. Council meetings shall last no more than four (4) hours, unless extended by a Resolution of Council.
40. The Chair shall ensure that all the time limits in this Article are strictly adhered to.
41. Remote Attendance
- (a) Council members shall, at the discretion of the President, be permitted to attend Council meetings remotely, that is, to take part in debate and vote by telephone or electronic means, provided that the conditions specified in paragraphs (c) and (d) below are met.
  - (b) The President shall only permit remote attendance for good reasons, such as illness, personal emergency, or being out of town.
  - (c) The Executive Committee and the Speaker of Council shall maintain a reliable means for members of Council to attend meetings remotely, preferably by a video conferencing system or alternatively by speaker phone or other similar device, so long as whatever system or device is used permits all members attending, whether in person or remotely, to hear each other and participate in debate.
  - (d) The Executive Committee and the Speaker of Council shall also maintain a reliable means for members of Council who are attending meetings remotely to cast both roll call votes and secret ballot votes.
  - (e) If in accordance with paragraph (b) above, the President denies a request for remote attendance, the Council member so denied may appeal to the Speaker of Council.

42. In extraordinary circumstances, where it is not possible to hold a Council meeting at which Council members attend in person, the President may decide to conduct a Council meeting entirely by means of teleconference or videoconference, the logistics for which shall be arranged by the President, the Speaker, and Society staff.
43. At the President’s discretion, Council may conduct business by means of digital votes without conducting a meeting, the results of such votes to be recorded in the minutes of the next meeting of Council. However, if any one (1) member of Council (voting or non-voting) objects to a digital vote on a particular motion, that motion shall be brought to a Council meeting.
44. The President must send the request for a digital vote to all voting and non-voting members of Council and allow two (2) business days for the voting members to submit their votes digitally, with the understanding that in emergency cases a shorter time period may be allowed.
45. For a digital vote to pass, all voting members of Council must consent in writing to the motion.

**Article 2. Agendas and Minutes**

1. (a) The President shall ensure that the agenda for each regularly scheduled Council meeting is circulated to members of Council and other interested parties by 4 pm three (3) business days or five (5) calendar days in advance of the meeting; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them; such material shall also include information from all committees, including the Executive Committee, recording the dates of the latest and next upcoming meetings of the committee and listing minutes and reports being submitted to Council from the committee.
- (b) Notice, including agendas, for all regularly scheduled Council meetings shall be posted on the Society’s website at least one (1) business day before each meeting, along with all the supporting documents for the meeting, except for unapproved minutes and any confidential documents.
2. (a) The President must add to Council’s agenda any motion submitted by a Committee of Council, the Executive Committee, a Constituency, or the Presidents Council, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am on the day the agenda is to be circulated. This provision notwithstanding, the President may delay the addition of such a motion until the next regular Council meeting or the one after that, provided that the body submitting the motion agrees to the delay.

- (b) A motion submitted by a Committee of Council, the Executive Committee, a Constituency, or the Presidents Council must have been approved for submission by a Resolution of the body submitting it at a meeting where quorum was present. For the purposes of this provision, approval by email vote in accordance with Section V, Article 1(21) shall be considered to be equivalent to approval at a meeting where quorum was present.
3. Motions submitted in accordance with paragraph 2 above shall appear on the agenda under the appropriate topic: for example, motions submitted by a Committee shall appear under Committee Motions.
  4. The President must add to Council's agenda a motion received from the Chair of a Committee calling for Council to remove a member from that Committee in accordance with Section V, Article 4(2), provided that the motion is received by 10 am on the day the agenda is to be circulated.
  5. The President must add to Council's agenda any motion submitted by an individual member of Council, provided that the submission is made in writing to the President, accompanied by all relevant supporting documentation, by 10 am on the day the agenda is to be circulated, and provided also that it is signed by a second member of Council. This provision notwithstanding, the President may delay the addition of such a motion until the next regular Council meeting or the one after that, provided that the Council member submitting the motion agrees to the delay.
  6. Motions submitted in accordance with paragraphs 4 and 5 above shall appear on the agenda under Other Business.
  7. Notwithstanding other provisions in this Article, motions shall be arranged on the agenda in order of time sensitivity as determined by the President.
  8. Motions and presentations shall only appear on Council's agenda if they are added to the agenda in accordance with this Article.
  9. At the discretion of the President, routine, non-controversial items not requiring discussion may be grouped together as consent items, to be approved in omnibus fashion as a single motion. Documentation for such items must be circulated at the same time as the agenda.
  10. A consent item shall be moved to the regular portion of the agenda to allow discussion of the item if there is a request to that effect made by any one (1) Council member at any time before the Resolution including that consent item has been moved and seconded.
  11. Presentations may be added to the agenda at the discretion of the President or under the provisions of paragraph 13. No more than three (3) presentations may appear on the agenda, unless the President decides that additional presentations are necessary, or Council so decides by Resolution. Presenters shall submit background material for their presentations to the President in time for it to be circulated to members of Council at the

- same time as the agenda. Presenters may request as much time as needed for a presentation up to a maximum of thirty (30) minutes.
12.
    - (a) Topics for the Discussion and Consultation Period shall, if possible, be submitted to the President in time to be listed on the agenda, and a specified length of time shall be allocated for each such topic.
    - (b) If it is too late to put a topic on the agenda, the Chair shall be notified of it before the meeting, if possible, or before the beginning of the Discussion and Consultation Period, at which point a specified length of time shall be allocated to it.
    - (c) Topics in the Discussion and Consultation Period shall be discussed in order of time sensitivity as determined by the Chair.
  13.
    - (a) During the portion of the Council meeting set aside for adoption of the agenda or at any other time during the meeting as long as no motion is being discussed, any member of Council may move to amend the agenda by adding a new motion or other new business to it or by rearranging the order of business on it.
    - (b) If a proposed new motion has not originated in the Executive Committee or a Committee of Council, the Chair may order it to be referred to an appropriate committee or other body of the Society for consideration before being brought before Council.
    - (c) If the Chair decides that such a referral is not necessary, the motion to amend the agenda shall take effect if approved by unanimous consent or by a Resolution passed by a majority of Council members present, including abstentions and blanks, but not including abstentions by Council members who are forced to abstain because they have been determined to be in a conflict of interest in accordance with Section II, Article 1.
    - (d) Council may, by a Resolution passed by a majority of Council members present, including abstentions and blanks, override a decision of the Chair to refer a motion.
  14. At the President's discretion, emergency motions may be added to the agenda after it has been circulated to Council. These emergency motions may appear on an addendum or on a revised version of the agenda.
  15. No motions may be discussed by Council unless they are on the agenda prepared by the President and circulated in accordance with paragraphs 1 through 5 above, or unless they are added to the agenda in accordance with paragraphs 12 or 13 above.
  16. The President shall ensure that the Students At Large are informed before each Council meeting that they may address Council during the Statements from Students At Large section of the meeting by signing up for such statements with the Administrative Assistant before the meeting. Sign-up shall be on a first come, first served basis, with a

- maximum of three (3) Students At Large speaking at any meeting.
17. The President shall also ensure that a notice be posted in the Forum inviting Students At Large to approach the Chair before the meeting is called to order to sign up to make Statements. If less than three (3) Students At Large have signed up with the Administrative Assistant, the Chair shall accept requests to make Statements on a first come, first served basis, as long as the total number of Students At Large addressing Council does not exceed three (3).
  18. The order of business on the agenda of a regular meeting of Council shall be as follows:
    - (a) Call to order
    - (b) Territorial Acknowledgement
    - (c) Adoption of the agenda
    - (d) Membership and Attendance: introductions, new members, declaration of vacancies
    - (e) Speaker’s Business and Remarks (5 minutes)
    - (f) Statements from Students At Large (3 minutes each)
    - (g) Approval of Minutes of Council and Committees
    - (h) Consent Items
      - (i) Consent items requiring a simple majority
      - (ii) Consent items requiring a Two-thirds (2/3) majority
    - (i) Presentations to Council and Accompanying Motions (up to 30 minutes each)
    - (j) Executive and Committee Motions
    - (k) Constituency and Affiliates’ Motions
    - (l) Discussion and Consultation
    - (m) President’s Business and Remarks (5 minutes)
    - (n) Executive Business and Remarks (3 minutes each)
    - (o) Committee Reports (3 minutes each)
    - (p) Report from Presidents Council (3 minutes)
    - (q) Board of Governors, Senate, and Ombudsperson Reports (3 minutes each)
    - (r) Historical Update (10 minutes)
    - (s) Other Business, including In Camera Discussions, Notices of Motions, and Submissions
    - (t) Next meeting and Adjournment
  19. All motions shall indicate where they originate.
  20. Subject to the restrictions on recording Council’s *in camera* discussions, as prescribed in Article 1(26)(g) above, the minutes of Council shall record the resolutions of Council and a summary of discussions and shall, at minimum, provide the motivation for substantive motions that are brought to Council.
  21. Subject to the restrictions on distributing Council’s *in camera* discussions, as prescribed in Article 1(26)(h) above, the Clerk of Council shall ensure that the minutes of Council

meetings, once approved by Council, are posted on the Society’s website or on an equivalent or affiliated electronic site in order to make them publicly accessible.

22. If the President calls a special meeting of Council in accordance with Bylaw 5(4)(a)(ii), the President shall ensure that all members of Council receive at least forty-eight (48) hours notice of the meeting, and an agenda for the meeting shall be circulated at least forty-eight (48) hours before the meeting.

**SECTION IV: STUDENT SENATORS AND BOARD OF GOVERNORS REPRESENTATIVES**

**Article 1. Resources**

1. The UBC Vancouver student representatives on the Board of Governors and on the Senate shall be provided with the same secretarial and office support as is provided to Committees of Council.
2. The UBC Vancouver student representatives on the Board of Governors and on the Senate shall be granted booking privileges for meeting rooms in the AMS Student Nest by the Operations Committee without having to apply for it annually.
3. The UBC Vancouver student representatives on the Board of Governors and on the Senate shall be granted an office space in the AMS Student Nest by the Vice-President Administration without having to apply for it annually.
4. The resources provided to the UBC Vancouver student representatives on the Board of Governors and on the Senate shall only be used for work and other official purposes for the UBC Vancouver Board of Governors and Senate.
5. The Vice-President Academic and University Affairs shall be responsible for overseeing the resources and the use of the resources provided for the UBC Vancouver student representatives on the Board of Governors and on the Senate.

**Article 2. Senate Vacancies**

1. Mid-term vacancies among the student members of the UBC Vancouver Senate shall be filled in accordance with the procedures established by the Senate in October 1981. These procedures are as follows:
  - (a) For student representatives from individual faculties, Senate is to appoint a replacement on the recommendation of the appropriate undergraduate society or societies, the recommendation to be forwarded in writing to Senate by Council.
  - (b) For student representatives from the student body at large, Senate is to appoint a replacement on the written recommendation of Council.
2. In the case of 1(a) above, where a Student Senator's seat from an individual faculty becomes vacant in mid-term, Council shall recommend to Senate a replacement on the basis of a Council-approved selection process held by the appropriate undergraduate society or societies. The recommendation by Council shall be a Resolution having the following form:

*That Council recommend to Senate the appointment of \_\_\_\_\_ as the student representative for the Faculty of \_\_\_\_\_ and direct the President of the Society to inform the Secretary of Senate in writing of Council's decision.*

3. In the case of 1(b) above, where a Student Senator's seat at large becomes vacant in mid-term, Council shall require the student members of the UBC Vancouver Senate to interview and present one or more appropriate nominations to Council for written recommendation to the Senate. The recommendation by Council shall be a Resolution having the following form:

*That Council recommend to Senate the appointment of \_\_\_\_\_ as a student representative at large, and direct the President of the Society to inform the Secretary of Senate in writing of Council's decision.*

### **Article 3. Independence and Responsibilities**

1. The UBC Vancouver student representatives on the Board of Governors and on the Senate are independent of the Society and its Subsidiary Organizations and shall not be recognized as Officers of the Society or its Subsidiary Organizations.
2. Neither the Society nor its Subsidiary Organizations, nor Council, shall assign any duties or responsibilities to the UBC Vancouver student representatives on the Board of Governors and on the Senate.
3. Notwithstanding paragraph 2 above, the UBC Vancouver student representatives on the Board of Governors and on the Senate shall not be restricted from holding another elected or appointed position within the Society or its Subsidiary Organizations.
4. If a UBC Vancouver student representative on the Board of Governors or on the Senate holds an elected or appointed position within the Society or its Subsidiary Organizations, they shall be expected to fulfill the duties and responsibilities of that position. They shall also be expected to manage and declare any potential conflicts of interest that apply to them according to Section II, Articles 1-4.
5. The UBC Vancouver student representatives on the Board of Governors and on the Senate that serve as non-voting members of Council shall be required to declare and manage any potential conflicts of interest according to Section II, Article 1. They shall still not be considered Officers of the Society, but they shall receive protection under Section II, Article 5.



**SECTION V: COMMITTEES OF COUNCIL**

**Article 1. General**

1. There shall be Standing and Extraordinary Committees of Council. Council may also appoint ad hoc committees.
2. The Standing Committees shall be:
  - (a) the Agenda Committee;
  - (b) the Advocacy Committee;
  - (c) the Human Resources Committee;
  - (d) the Finance Committee;
  - (e) the Operations Committee;
  - (f) the Student Life Committee;
  - (g) the Governance Committee; and
  - (h) the Executive Performance and Accountability Committee (EPA).
3. The Extraordinary Committees shall be:
  - (a) the Elections Committee;
  - (b) the Indigenous Committee;
  - (c) the Affiliates Committee.
4. Notice, including agendas, for all Committee meetings shall be issued by each Committee's Chair no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes. Notice and agendas shall be issued to the members of the Committee and also posted on the Society's website.
5.
  - (a) Quorum for any Committee is a majority of its voting membership unless a different quorum is set out in Code. If quorum is not present at a Committee meeting, the lack of quorum shall be noted in the minutes of the meeting and shall be brought to the attention of Council if it is asked to approve any recommendation of said Committee.
  - (b) Beyond making recommendations in accordance with paragraph (a) above, a Committee may not, at a meeting at which quorum is not present, pass any motions or approve any action. Notwithstanding this provision, the Committee may make recommendations at a meeting where quorum is not present, such recommendations to be presented to a later Committee meeting which shall have the power to approve them if quorum is then present.
6. The meetings of all standing, ad hoc, and extraordinary Committees shall be open to the public, unless otherwise specified in the Code, or unless the Committee decides otherwise by Resolution.

7. In accordance with paragraph 6 above, when a meeting or a portion of a meeting is closed to the public, that is, when the Committee goes *in camera*, all those who are not members of the Committee must leave the meeting unless invited to stay by a Resolution of the Committee.
8. No vote shall be held *in camera* except to decide whether to remain *in camera* or in accordance with paragraph 7 above or paragraphs 9 and 10 below or in accordance with Section II, Article 1(6).
9. Proxies attending a Committee meeting in the place of a Council member may remain for the *in camera* portion of the meeting unless the Committee decides, by Resolution, to exclude them. If there is a Resolution to decide this matter, the proxies may not vote on it.
10. No one attending the *in camera* portion of a Committee meeting may disclose any information discussed in the *in camera* portion without the authorization of the Committee, except that:
  - (a) members of the Committee may be informed about what was said during *in camera* sessions that they were entitled but unable to attend;
  - (b) current members of the Committee may be informed about what was said during *in camera* sessions that occurred before they took office;
  - (c) proxies who are allowed to remain for an *in camera* session, may be informed during that *in camera* session of what was said during previous *in camera* sessions; and
  - (d) *in camera* information shall be disclosed to Council if Council, by Resolution, asks to hear it, though if the Committee requests that the information be disclosed *in camera*, Council may decide to hear it *in camera*.
11. Minutes of the *in camera* portion of a meeting shall be kept for the future reference of Committee members. The Archivist shall keep the *in camera* minutes in a secure place and shall disclose them only to current members of the Committee and to other individuals designated by the Committee. They shall not be published.
12. To allow members to speak freely, *in camera* minutes shall not include the names of those speaking during discussions; nor shall they include details of legal or other confidential matters. *In camera* minutes shall include a summary of what was discussed, as long as that summary does not reveal details of legal or other confidential matters.
13. Minutes from the *in camera* portion of a Committee meeting shall not be circulated with other Committee minutes, nor presented in open session, but Committee members shall be provided with the opportunity to consult them no less than forty-eight (48) hours before the next meeting. Committees may approve *in camera* session minutes without going *in camera*, as long as there is no discussion of those minutes.

14. Minutes from the *in camera* portion of a Committee meeting shall not be sent to Council with the other minutes of the Committee, unless Council by Resolution directs that they be sent, in which case they may be examined at Council during the *in camera* portion of a Council meeting.
15. All Committees may submit a budget to the Vice-President Academic and University Affairs. If a Committee does not submit a budget, the Vice-President Academic and University Affairs shall submit one on its behalf to the Vice-President Finance.
16. Subject to the restrictions on distributing a Committee's *in camera* discussions, as prescribed in paragraphs 11, 13, and 14 above, the minutes of all meetings of all Committees and the minutes of all meetings of each Committee's subcommittees and working groups, once approved by the Committee, shall be submitted to Council for approval by the Chair of the Committee. Minutes of each Committee shall be approved at the following meeting of that committee, or else no further business of that Committee shall be conducted, unless unanimous consent of the Committee is given. Approved minutes from Committees shall be sent to Council at the next sitting of Council after the Committee meeting at which they were approved.
17. All minutes of meetings of Committees, Subcommittees, and Working Groups, except the meetings of *in camera* sessions, shall be posted on the Society's website within a week of Council approval.
18. Subject to the restrictions on recording a Committee's *in camera* discussions, as prescribed in paragraph 12 above, the minutes of meetings of Committees, Subcommittees, and Working Groups shall include the motivation for any substantive motions, recommendations, and actions discussed at the meetings, along with a report of the discussions at such meetings.
19. Unless there is unanimous consent from the members present at a meeting of a Committee, Subcommittee, or Working Group, audio and video recording of such a meeting is prohibited.
20. Committees may, at their discretion, allow members who cannot take part in a meeting in person to phone in or to connect to the meeting electronically, so long as a speaker phone or some other similar device is used to allow all members present in person or connecting from afar to hear each other and participate in debate. If this standard is met, members connecting from afar may both participate in debate and vote on motions.
21. If an issue has already been discussed at a Committee meeting, the Chair of the Committee may conduct a vote on the issue by email and the Committee may send any resulting recommendation to Council or act on any resulting decision as if the recommendation or decision had been approved at a regular meeting of the Committee, provided that the following conditions have been met:
  - (a) There must already have been substantive discussion of the issue at a regular meeting of the Committee.

- (b) The Chair must send the request for an email vote to all members of the Committee and allow at least forty-eight (48) hours for the members to submit their email votes, with the understanding that in emergency cases a shorter time period may be allowed.
  - (c) For a vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for the Committee.
  - (d) If any one (1) member of the Committee asks for additional discussion, the email vote shall not take place, and instead the issue shall be discussed at a subsequent meeting of the Committee.
22. The results of any email vote shall be recorded in the minutes of the next meeting of the Committee.
23. Joint Committee Meetings
- (a) Any two or more committees may meet together to conduct business relevant to their mandates.
  - (b) For such a meeting, the chairs of the committees taking part shall decide which of them shall chair the joint meeting. One of the other chairs shall serve as vice-chair.
  - (c) For the meeting to achieve quorum, there must be a quorate number of members attending from each of the participating committees.
  - (d) Even if a member belongs to more than one committee, they shall have only one vote at the joint meeting.
  - (e) Minutes and agendas for the joint meeting shall be posted on the Society's website in the location for each of the committees involved in the joint meeting.
  - (f) All the other rules for committees in this Article shall apply to joint committee meetings, except for the provision in paragraph 15 above about budgets.
24. When making recommendations to Council, Committees shall report the numbers for and against the recommendation, as well as the number of abstentions. If the recommendation passed by consensus without a formal vote, that shall be indicated as well.
25. Regular meetings of committees shall not be scheduled to take place on weekends, that is, at any time between 5 pm Friday and 9 am Monday. Nor shall they be scheduled to take place on statutory holidays.

26. Proxies
- (a) A voting member of Council may appoint a proxy for a meeting of a Committee of which they are a member.
  - (b) The proxy shall have the right to vote in the Council member's place at the Committee meeting as if the proxy were the Council member, provided that the proxy is an Active Member of the Society and that the Chair of the Committee has been notified of the proxying by the Council member.
  - (c) The rules on conflict of interest and apparent conflict of interest for Directors in Section II, Article 1 shall apply to proxies.
27. At their first meeting in each term during the Winter Session and at their first meeting in the summer, Committees shall establish a schedule of meetings for the rest of the term or summer, which shall be posted on the Society's website.

**Article 2. Appointment of Committee Members**

1. The procedures for appointing members to Standing Committees and ad hoc committees shall be outlined in an Internal Policy on Committee appointments. Members of Extraordinary Committees shall be appointed in accordance with the procedures outlined in Code for each of those Committees.

**Article 3. Committee Chairs**

1. Chairs of Standing Committees
- (a) Each of the following Standing Committees shall be chaired by a non-Executive voting member of Council appointed by Council:
    - (i) the Human Resources Committee;
    - (ii) the Governance Committee.
  - (b) Each of the following Standing Committees shall be chaired by a voting member of Council (Executive or non-Executive) appointed by Council:
    - (i) the Advocacy Committee;
    - (ii) the Student Life Committee;
    - (iii) the Operations Committee;
    - (iv) the Finance Committee.
  - (c) The Agenda Committee shall be chaired by a member of the Committee chosen by the Committee.

- (d) The Executive Performance and Accountability Committee shall be chaired by the Speaker.
- (e) The procedures for appointing Chairs of Standing Committees shall be outlined in an Internal Policy on committee appointments.
- (f) Chairs of Standing Committees, unless an Executive member and except for the Chair of the Human Resources Committee, shall receive remuneration as established by a Resolution of Council on the recommendation of the Human Resources Committee. The Chair of the Human Resources Committee shall receive remuneration as established by a Resolution of Council on the recommendation of the Governance Committee.
- (g) Chairs of Standing Committees shall work on average three (3) hours per week as Chairs.
- (h) Chairs of Standing Committees shall:
  - (i) set the agendas for meetings;
  - (ii) call and publicize meetings;
  - (iii) cause minutes to be taken and approved at meetings and reported to Council;
  - (iv) ensure quorum is met at meetings;
  - (v) ensure that reports are made to Council on the activities of the Committee, such reporting to include an oral report at every regularly scheduled Council meeting and a written report submitted on the day the agenda is to be circulated for the last regularly scheduled Council meeting in November, March, and August, such written report to include but not be limited to what the Committee worked on, what progress it made on its goals, and what motions it recommended to Council, with the last such written report in a Chair's term also including suggested goals for the next Chair;
  - (vi) seek to remove and replace Committee members who fail to attend meetings, in accordance with Article 4 below;
  - (vii) be entitled to booking privileges for meeting rooms in the AMS Student Nest.
- (i) Council may remove any person it has appointed Chair of a Committee by following the procedure stipulated in Bylaw 5(1)(c).

- (j) Chairs shall notify the President of any vacancies on their Committees as soon as they become known so that the President can have Council fill them as soon as possible.
- 2.
- (a) Unless otherwise indicated in Code, an Internal Policy, or a Council Resolution, Council shall appoint the Chair of each Extraordinary Committee and each ad hoc committee for the duration of that Committee’s existence.
  - (b) Unless otherwise indicated in Code, Council shall have the power to authorize remuneration for the Chairs of ad hoc and extraordinary committees, such remuneration to be established by a Resolution of Council on the recommendation of the Human Resources Committee, but such remuneration not to be paid if the Chair is already receiving remuneration as a member of the Executive or as an appointee to such positions as Ombudsperson or Speaker of Council.
3. General Provisions for Chairs of Standing, Extraordinary, and Ad Hoc Committees
- (a) The Chair shall preside over the meetings of the Committee, and shall not vote except to break or create a tie or otherwise to affect the result.
  - (b) Each Standing and Ad Hoc Committee shall designate from its membership a Vice-Chair, who shall chair meetings in the absence of the Chair and have such other duties as may be assigned by the Chair or the Committee from time to time. If both the Chair and the Vice-Chair are unable to attend a meeting, the Committee shall elect an acting chair for that meeting.
  - (c) The Chair shall administer the budget of the Committee as approved by Council, and shall be the signing officer of the Committee.
  - (d) The Chair shall liaise with the Graduate Student Society committee or committees most relevant to that Chair’s committee.
  - (e) All Chairs shall have access to secretarial support in performance of their duties, and the Executive Committee shall ensure that Chairs have such access.
  - (f) Each Chair of a Standing or Ad Hoc Committee shall provide a transitional report for their successor, and shall generally assist in the transition of their successor.
  - (g) All Chairs shall supply information for each Council meeting by 10 am on the day the agenda is to be circulated for that meeting, recording the dates of the latest and next upcoming meetings of their committee and listing minutes and reports being submitted to Council from their committee.

**Article 4. Replacement and Attendance**

1. If a member of a Standing or Ad Hoc Committee appointed by Council misses two (2)

regularly scheduled meetings of the Committee, the Chair of the Committee may issue them a warning.

2. If after a warning has been issued, the member misses another meeting, for a total of three (3) missed meetings, the Chair of the Committee may, in accordance with Bylaw 5(1)(c), remove the member from the Committee.
3. A Committee member shall be considered absent even if they have appointed a proxy to attend in their place.

**Article 5. Working Groups and Subcommittees**

1. Standing Committees may, by Resolution, establish short-term Working Groups and long-term Subcommittees to deal with specific aspects of their responsibilities.
2. Standing Committee Working Groups and Subcommittees shall invite relevant members of the Society’s staff to attend their meetings.
3. Working Groups and Subcommittees shall produce minutes of their meetings, which they shall submit for approval to their Standing Committee.
4. Subject to the provisions of this Code Section, Standing Committees shall establish their own operating procedures, including but not limited to the frequency of their meetings and the relationship with their Subcommittees and Working Groups.
5. Standing Committees shall establish the terms of reference for all their Subcommittees and Working Groups, and shall submit these terms of reference and any subsequent changes in them to the Clerk of Council to be posted online and to be kept for future reference.

**Article 6. Agenda Committee**

1. The Agenda Committee shall be composed of the following voting members:
  - (a) the President;
  - (b) the Chair of each Standing Committee or their designate, with the exception of the Agenda Committee and the Executive Performance and Accountability Committee (EPA); and
  - (c) the Chair of each Ad Hoc Committee or their designate.
2. The Agenda Committee shall also include the following non-voting members:
  - (a) the Chair of the Executive Performance and Accountability Committee (EPA);
  - (b) the Chair of each Extraordinary Committee or their designate, who may attend meetings on an as needed basis;
  - (c) the Clerk of Council; and



- (d) the Administrative Assistant.
3. The Agenda Committee shall:
- (a) assist the President with setting the agenda for Council ahead of each meeting, including the setting of time limits for items on the agenda;
  - (b) coordinate and oversee Council and Committee progress on the Society’s strategic plan;
  - (c) help Committees create goals that are in alignment with the Society’s strategic plan;
  - (d) conduct regular reviews to ensure that all Committees are making progress on their approved goals;
  - (e) provide updates to Council on the annual goals of the Committees;
  - (f) ensure that Committees are regularly submitting minutes and reports to Council;
  - (g) have the right to propose amendments to Section III of Code (Meetings of Council); and
  - (h) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 7. Advocacy Committee**

1. The Advocacy Committee shall be composed of:
- (a) the Vice-President Academic and University Affairs;
  - (b) the Vice-President External Affairs;
  - (c) five (5) non-Executive voting Council members; and
  - (d) two (2) Students at Large.
2. The Advocacy Committee shall:
- (a) advise the Vice-President Academic and University Affairs and the Vice-President External Affairs on advocacy to the University, the various levels of government, and other external organizations on behalf of the Society’s Active Members;
  - (b) provide advice on the Academic Experience Survey;
  - (c) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and

- (d) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 8. Human Resources Committee**

1. The Human Resources Committee shall be composed of:
  - (a) the President;
  - (b) five (5) non-Executive Council members, all of whom must either be:
    - (i) voting members;
    - (ii) UBC Vancouver student members of the Board of Governors; or
    - (iii) student Senators elected by the student members of the UBC Vancouver Senate to serve on Council;
  - (c) one (1) Student at Large; and
  - (d) the Ombudsperson, who shall be non-voting.
2. The Human Resources Manager shall be invited to all meetings of the Committee.
3. The Human Resources Committee shall:
  - (a) assist the Human Resources Manager in creating and enforcing the Society's standards on employment;
  - (b) ensure the equitable treatment of the Society's employees;
  - (c) review the activities of the Ombudsperson thrice yearly;
  - (d) following processing by the Society's Human Resources Department recommend candidates to Council for the positions of Ombudsperson, Speaker of Council, Elections Administrator, and other positions on the Elections Committee:
    - (i) the positions of Ombudsperson, Speaker of Council, and Elections Administrator shall be advertised for hiring no later than March 1 of each respective year;
  - (e) in consultation with the Finance Committee make recommendations to Council concerning financial compensation and benefits for appointed positions in the Society;
  - (f) make recommendations to Council concerning terms of employment for newly created appointed positions in accordance with Section IX C, Article 2(8);

- (g) decide on proposed changes to the terms of appointment for appointees or make recommendations to Council concerning such changes in accordance with Section IX C, Article 2(8);
- (h) in consultation with the Finance Committee review the remuneration of the members of the Executive and recommend changes in that remuneration to Council;
- (i) oversee the completion of transitional reports for the positions of Ombudsperson in accordance with Section II, Article 10(16) and Elections Administrator in accordance with Section IX A, Article 1(C)(1)(r) and ensure the collection of such reports;
- (j) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and
- (k) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 9. Finance Committee**

1. The Finance Committee shall be composed of:
  - (a) the Vice-President Finance;
  - (b) one (1) member of the Executive chosen by the Executive;
  - (c) three (3) Council members, all of whom must either be:
    - (i) voting members;
    - (ii) UBC Vancouver student members of the Board of Governors; or
    - (iii) student Senators elected by the student members of the UBC Vancouver Senate to serve on Council;
  - (d) two (2) students at large;
  - (e) the Managing Director, who shall be non-voting; and
  - (f) the Associate Vice-President Finance, who shall be non-voting.
2. The Finance Committee shall provide oversight and accountability for the finances of the entire Society and advise the Vice-President Finance and the Managing Director on business and financial matters.
3. The Finance Committee shall meet at least once every two weeks.
4. Without limiting the generality of paragraph 2 above, the Finance Committee shall:
  - (a) approve and prepare the preliminary and final budgets for the Society, in accordance with Section IX B;

- (b) monitor the Society’s financial activities;
- (c) administer the Society’s funds,
- (d) exercise stewardship over the Society’s investment policy;
- (e) approve and make any necessary changes to the Club and Constituency Finance Policy Guide, including the Club and Constituency Credit Card Policy;
- (f) have the power to approve IT expenditures recommended by the Operations Committee;
- (g) submit reports to Council in June, August, November, and February, in accordance with the following provisions:
  - (i) the reports shall be compiled by the Vice-President Finance and the Managing Director and approved by the Committee before going to Council;
  - (ii) the reports shall state the Society’s actual expenditures, which shall include line item spending actuals by department to date;
  - (iii) the reports shall state the Society’s business contributions by business outlet;
  - (iv) the June and November reports shall aim to include all financial reports from Society or University groups receiving dedicated student fees;
  - (v) the February report shall include a reforecast of the Society’s budget;
- (h) make recommendations about dealing with deficits, surpluses, and unallocated revenue from donors and sponsors, in accordance with Section IX B, Articles 4 and 5;
- (i) conduct an annual review of all existing fees and funds, such a review to take place between November 1 and January 31, with a report on the review’s findings to be submitted to Council by the first Council meeting in February;
- (j) have the power to approve short-term loans to Constituencies and Clubs;
- (k) carry out such duties concerning the Society’s Funds as are given to it in Section IX B of the Code;
- (l) monitor the accounts of Constituencies and Clubs;
- (m) ensure compliance with the Code’s Fiscal Procedures by all individuals and organizations within the Society;

- (n) review short-term performance of the Society’s businesses and suggest improvements to the Vice-President Finance;
- (o) assist the Vice-President Finance in ensuring the financial health of the Society;
- (p) in accordance with Section IX B, Article 6(5)(a) have the power to approve expenditures of less than two percent (2%) of the annual intake of the Capital Projects Fund;
- (q) in accordance with Section IX B, Article 6(5) and 6(6) have the power to approve expenditures from other funds of the Society;
- (r) in accordance with Section IX B, Article 8(9) have the power to approve budget amendments of less than \$5,000;
- (s) submit reports to Council on fund expenditures and budget amendments it has approved as soon as it has approved them;
- (t) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and
- (u) have such other duties as are as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 10. Operations Committee**

1. The Operations Committee shall be composed of:
  - (a) the Vice-President Administration;
  - (b) four (4) non-Executive Council members; and
  - (c) two (2) Students at Large;
  - (d) the Chief Technology Officer, who shall be non-voting;
  - (e) the Design Office Manager, who shall be non-voting; and
  - (f) the Building Operations Manager, who shall be non-voting, and who shall make short verbal reports to the Committee once a month.
2. The Operations Committee shall meet at least once every two weeks.
3. The Operations Committee shall:
  - (a) oversee the management and infrastructure of all facilities operated by the Society;
  - (b) oversee the management and policy of bookings, space allocation, and security in the AMS Student Nest;

- (c) establish regulations for clubs and other recognized student organizations and publish such regulations in the Operations Committee Policy Handbook;
- (d) do intake for new club applications in June, September, and January, and complete the approval process for new clubs within a month of each intake (i.e., in July, October, and February);
- (e) approve renewals of existing clubs once a year by July 1;
- (f) ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals;
- (g) work to make the Society more equitable in its operations;
- (h) ensure the regulation of the Society’s art collection;
- (i) consider necessary or desirable renovations to the AMS Student Nest and any other Society buildings, as well as other capital projects, present options and recommendations about such renovations and projects to Council, and verify that all such renovations and projects have been completed satisfactorily;
- (j) oversee the Society’s IT policies and make recommendations to the Finance Committee on major IT upgrades and projects for approval in consultation with the Chief Technology Officer;
- (k) in accordance with Section IX B, Article 6(5)(a) have the power to approve expenditures of less than two percent (2%) of the annual intake of the Capital Projects Fund for renovations or maintenance of the AMS Student Nest;
- (l) in accordance with Section IX B, Article 6(6) have the power to approve expenditures from the Art Fund;
- (m) submit reports to Council on fund expenditures it has approved as soon as it has approved them;
- (n) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and
- (j) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 11. Student Life Committee**

1. The Student Life Committee shall be composed of:
  - (a) the President;
  - (b) the Vice-President Administration;

- (c) four (4) non-Executive Council members;
  - (d) one (1) Student at Large;
  - (e) the Senior Manager of Student Services, who shall be non-voting;
  - (f) the Events Manager, who shall be non-voting;
  - (g) the Marketing and Communications Manager, who shall be non-voting;
  - (h) the staff member in the Society President’s office responsible for Constituency Relations and Projects, who shall be non-voting.
2. The Student Life Committee shall:
- (a) provide recommendations on a regular basis for existing and potential avenues for student engagement;
  - (b) provide input on regular updates and projects brought forward by the Senior Manager of Student Services, the Events Manager, and the Marketing and Communications Manager;
  - (c) provide feedback on annual plans brought forward by the Senior Manager of Student Services, the Events Manager, and the Marketing and Communications Manager by August 31, with these plans being presented to the Committee in the form of a presentation;
    - (i) these plans shall include details on departmental plans for events, projects, strategies, and the department’s general approach on their annual goals.
  - (d) have the power to approve the annual goals of the Senior Manager of Student Services before they are sent for approval to the Executive as part of the process of approving Executive Goals;
  - (e) have the power to approve plans, facilitate presentations to Council, and provide feedback for AMS Firstweek, Welcome Back Barbecue, Block Party, and other major events;
  - (f) develop and coordinate Council-wide activities, including but not limited to orientations, socials and professional development;
  - (g) provide input on partnerships and the relationship with the University’s Athletics and Recreation department;
  - (h) work with the President to identify and select student groups to participate in cooperative engagement initiatives;
  - (i) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and
  - (j) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**Article 12. Governance Committee**

1. The Governance Committee shall be composed of:
  - (a) one (1) member of the Executive chosen by the Executive;
  - (b) five (5) non-Executive Council members; and
  - (c) one (1) Student at Large.
  
2. The Governance Committee shall:
  - (a) meet at least once every two weeks;
  - (b) take stewardship of the Code and Bylaws of the Society;
  - (c) work on periodic governance reviews of the Society;
  - (d) propose annual goals for itself to the Agenda Committee and be responsible for completing those goals; and
  - (e) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.
  
3. All proposed amendments to the Code shall be sent to the Governance Committee or its Chair for consultation before going to Council.

**Article 13. Elections Committee**

1. The Elections Committee's composition and duties are as stipulated in the Electoral Procedures section of the Code (Section IX A).

**Article 14. Indigenous Committee**

1. The Indigenous Committee's terms of reference shall be as stipulated in Section VIII of the Code.

**Article 15. Executive Performance and Accountability Committee (EPA)**

1. The Executive Performance and Accountability Committee shall be composed of:
  - (a) the Speaker of Council, who shall be Chair and who shall be non-voting;
  - (b) the non-Executive Chairs of the Standing Committees; and



- (c) additional non-Executive members of Council so that the total number of seats on the Committee, not including the Speaker, shall be seven (7).
2. The Executive Performance and Accountability Committee shall:
- (a) meet at least once a month and within one (1) week of a Councillor requesting a meeting;
  - (b) collect and present feedback on the members of the Executive, including but not limited to their adherence to the Society’s strategic plan;
  - (c) be responsible for hearing significant concerns brought to the Committee from the Society’s membership regarding members of the Executive;
  - (d) bring such concerns to Council when it deems it appropriate;
  - (e) make recommendations to Council regarding such concerns and Executive performance in general;
  - (f) have the power to bring a motion to remove a member of the Executive from office, in accordance with Section VI, Article 11; and
  - (g) at the direction of Council look into concerns raised about non-Executive Councillors.
3. With the assistance of the Society’s HR Department, the Committee shall gather feedback four (4) times a year, in March, June, September, and December. Such feedback shall be gathered as follows:
- (a) for the President, from the Vice-Presidents, the President’s student staff, the Managing Director, and the senior managers for Human Resources, Student Services, Marketing & Communication, Food & Beverage, and Conferences & Catering;
  - (b) for the Vice-Presidents, from their student staff and
    - (i) in the case of the Vice-President Finance, the Managing Director, the Financial Controller, and the Accounting & Administration Supervisor;
    - (ii) in the case of the Vice-President Administration, the Building Operations Manager, the senior manager of the Design Office, and the Internal Bookings Coordinator;
  - (c) for the Executive as a whole, from the Presidents Council.

**Article 16. Affiliates Committee**

1. The Affiliates Committee shall be composed of:
  - (a) the Vice-President Administration, who shall be Chair;
  - (b) the Vice-President Academic & University Affairs;
  - (c) the Vice-President External Affairs;
  - (d) one (1) representative from each of the Affiliated Institutions; and
  - (e) the Clerk of Council, who shall be non-voting.
  
2. The Vice-President Administration shall call meetings of the Affiliates Committee at least once a month during the School Year and at the discretion of the Vice-President Administration from May to August.
  
3. The Affiliates Committee shall:
  - (a) address issues raised by the representatives of the Affiliated Institutions, including but not limited to:
    - (i) inclusion in Society surveys;
    - (ii) inclusion in communications from the Society;
    - (iii) inclusion in Society advocacy;
    - (iv) participation in Society elections;
    - (v) accessing the health and dental plan;
    - (vi) accessing the U-Pass program;
    - (vii) accessing University facilities and programs, such as the library, athletic and recreation facilities, student housing, and the carding service;
    - (viii) assistance with advocacy within the Affiliated Institutions on such issues as tuition increases and relations with the Institutions' administrations; and
    - (ix) Society membership issues; and
  
  - (b) have such other duties as are outlined in the Bylaws or the Code or assigned by Council from time to time.

**SECTION VI: EXECUTIVE**

**Article 1. General**

1. Council may direct the Human Resources Committee in consultation with the Finance Committee to review the remuneration and benefits of the members of the Executive in accordance with Section V, Article 8(3)(i). If the Human Resources Committee recommends an alteration in remuneration or benefits, such an alteration shall be considered an amendment to the Society’s budget, and shall be sent to the Vice-President Finance, the Finance Committee, and then Council for approval by a Two-thirds (2/3) Resolution in accordance with the procedures for amending the budget in Bylaw 11(1)(e).
2. Any change in the remuneration or benefits of the members of the Executive shall take effect when the newly elected Executive takes office.
3. In the event that a yearly amount has been set as the salary for Executive members, and if Executive members serve for less than, or more than, a full year, their salary shall be pro-rated.
4. Each Executive member shall work, on average, no less than 37.5 hours per week. This provision notwithstanding, if a temporary replacement for an Executive is appointed in accordance with Bylaw 5(3)(c), the replacement shall work, on average, no less than twenty (20) hours per week.
5. Anyone appointed to be a temporary replacement for an Executive under Bylaw 5(3)(c) shall receive compensation for at least twenty (20) hours of work per week even if they are already being paid by the Society by virtue of serving in some position such as President or Vice-President or in some other position.
6. Each Executive member shall keep no less than five (5) office hours per week, including at least one (1) hour a week in a public location.
7. Each Executive member shall post, on or about their office door:
  - (a) their specific office hours; and
  - (b) a means by which Society staff and Active Members can contact them outside of the posted office hours.
8. The Financial Controller shall instruct each Executive member on the operations of the Administration Office.
9. Appointing Interim Executives
  - (a) When a temporary replacement is needed for an Executive under Bylaw 5(3)(c), the following procedures shall be followed:

- (i) The opening shall be advertised for at least five (5) business days.
- (ii) The President shall create an interview team consisting of themselves, the Chair of the Human Resources Committee, and at the discretion of the President additional persons who can be Councillors or Society employees.
- (iii) The interview team shall develop standardized questions and evaluation criteria and shall apply them equally to all candidates.
- (iv) All reasonable efforts shall be made to ensure that the same individuals conduct all the interviews.
- (v) At least two interviewers shall be present at each interview.
- (vi) The Human Resources Department shall provide assistance as requested, but shall not conduct the interviews.
- (vii) Once the interview team has reached a decision, it shall make a recommendation to Council.
- (viii) If a temporary replacement is needed for the President, Council shall designate one of the Vice-Presidents to create the interview team described in paragraph (ii) above.

**Article 2. Executive Committee**

1. There shall be an Executive Committee, composed of the five members of the Executive, with the President as the Chair. The Managing Director and the Clerk of Council shall attend meetings of the Committee unless directed otherwise by the Committee. The Policy Advisor and the Senior Manager of Student Services shall attend by invitation. If the Chair of the Advisory Board is not already a member of the Executive Committee, they shall attend meetings by invitation.
2. Subject at all times to the Constitution, Bylaws, and Code of Procedure, and to the Society's policies and the powers of Council, the Executive Committee shall:
  - (a) supervise and provide direction for the implementation and administration of the policies and procedures of the Society;
  - (b) be responsible for internal and external communications for the Society;
  - (c) present options and make recommendations to Council on matters of concern to members of the Society;
  - (d) provide full, succinct and timely disclosure of its activities and decisions to

- Council on an ongoing basis;
- (e) coordinate and engage in (or delegate the authority to coordinate and engage in) negotiations with parties on contractual matters;
  - (f) determine the resource needs of the Society so that the Society can pursue its constitutional purposes effectively;
  - (g) ensure that all deserving students involved in the Society receive some form of recognition for their contribution and service to the Society;
  - (h) ensure that minutes of all Executive Committee meetings, once approved by the Committee, are submitted to Council for approval, such minutes to include the motivation for any substantive motions, recommendations, and actions discussed at meetings of the Executive Committee, along with a report of the discussions at such meetings;
  - (i) ensure the circulation of the Code and the Society’s other documents in accordance with Section I, Article 3(1) and Section II, Article 12(1);
  - (j) arrange for a comprehensive orientation session for Council members in accordance with Section II, Article 12(2);
  - (k) recommend to Council the creation and dissolution of Student Services;
  - (l) have the power to name a Councillor of the Year in accordance with Section XII, Article 1;
  - (m) assist in the establishment of new Constituencies in accordance with Code Section II, Article 16;
  - (n) assist the President in preparing the agenda for each Council meeting and for general meetings of the Society; and
  - (o) have such other powers and duties as are assigned by Council from time to time.
3. Nothing in this Article shall be interpreted so as to restrict the authority of Council as established in the Bylaws.
4. When a question arises over whether the Executive Committee or Council is the appropriate body to deal with an issue, the Executive Committee shall decide the matter, subject to the Bylaws, Code and policies of the Society, and shall note the decision in its minutes. However, Council may overrule the Executive Committee’s decision and choose to deal with the issue itself.
5. Pursuant to Bylaw 5(1), no information shall be withheld from Council notwithstanding the confidential nature of the information. The Executive may request that the

information be disclosed in an *in camera* session, at which time Council shall decide whether to go into an *in camera* session.

6. The Executive Committee shall supply information before each Council meeting, in time to be submitted along with the agenda for that meeting, recording the dates of the latest and next upcoming meeting of the Executive Committee and listing minutes and reports being submitted to Council from the Executive Committee.

**Article 3. President**

1. In addition to those powers and duties set out in the Bylaws, the President shall:
  - (a) coordinate, in general, the activities of the Executive and the Society as a whole;
  - (b) be the Spokesperson for Council and the Society;
  - (c) write letters on behalf of Council;
  - (d) represent the Society on the Alumni Association Council, or designate a representative;
  - (e) chair the Presidents Council in accordance with the provisions of Section XIV;
  - (f) oversee and coordinate the activities of the Presidential Officers, and provide for all expenses relating to these positions within the President's budget;
  - (g) review the advice provided by the Advisory Board and direct the Managing Director in accordance with that advice;
  - (h) communicate or cause to be communicated to appropriate staff members decisions of Council, including but not limited to HR decisions, the expenditure of funds, and decisions related to bookings;
  - (i) arrange for a review of the Student Services to be done every three (3) years, such a review to be conducted with the assistance of the Senior Manager of Student Services in accordance with Section X, Article 5;
  - (j) work with the Managing Director to organize meetings between the Executive Committee and selected members of the Society's management at least once a month, and keep or cause to be kept minutes and other relevant documents relating to such meetings; and
  - (k) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

**Article 4. Vice-President Academic and University Affairs**

1. In addition to those powers and duties set out in the Bylaws, the Vice-President Academic and University Affairs shall:
  - (a) lobby the University on issues of interest to students and involving the University, including but not limited to daycare, equity, safety, academics, University policies, campus planning, mental health and well-being, and student housing;
  - (b) assist Constituencies with academic and other issues between them and their Faculty or School;
  - (c) liaise with the Constituencies on academic matters and relations with the University;
  - (d) inform Council members if they are not in compliance with the requirement to seek election to serve on a minimum of one (1) Committee, in accordance with Section II, Article 6(2);
  - (e) ensure that bodies and individuals report back to Council on actions Council has directed them to take;
  - (f) along with the Council Senators, act as a liaison between Council and the student members of the UBC Vancouver Senate;
  - (g) after an Annual General Meeting, cause to be filed with the Registrar of Companies the documents as required by the *Society Act*, and any other documents; and
  - (h) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning University affairs;
  - (i) assist in the establishment of new Constituencies in accordance with Code Section II, Article 16;
  - (j) present options and recommendations to Council regarding policies or plans that are related to the mandate of the Vice-President Academic & University Affairs; and
  - (k) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

**Article 5. Vice-President Finance**

1. In addition to those powers and duties set out in the Bylaws, the Vice-President Finance shall:
  - (a) manage the financial affairs of the Society in accordance with the Fiscal Procedures of the Code;
  - (b) further to Bylaw 11(1) prepare the budget so that it includes actual results, budgeted results, variances and the prior year’s comparative results;
  - (c) ensure that Clubs and Constituencies submit annual financial reports in accordance with Bylaw 13(9);
  - (d) have the power to authorize any expenditure provided for in the budget as approved by Council;
  - (e) serve as a director on the CiTR Board of Directors;
  - (f) work with the Society’s businesses and its building and facility managers to implement the Society’s sustainability strategy; and
  - (g) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.
2. The Vice-President Finance, pursuant to Bylaw 5(3)(d)(iii)(2), shall have the power to suspend transactions from the account of any Committee or Subsidiary Organization which is in debt and which, in the opinion of the Vice-President Finance, has made no reasonable attempt to get out of debt. The suspension shall remain in effect until such time as the Vice-President Finance is satisfied the delinquent organization can repay its debt or Council has made a decision as to the organization’s future status.
3. Further to paragraph 2 above, the Vice-President Finance shall immediately notify a delinquent organization, in writing, of the decision to suspend transactions from its account, and shall help the organization devise a method of repaying its debt.
4. Pursuant to Bylaw 5(3)(d)(iii)(4), a “Function Control Report” shall mean a budget of expenditures and revenues for a particular function, and shall include copies of previous reports and budgets if required by the Vice-President Finance.

**Article 6. Vice-President Administration**

1. In addition to those powers and duties set out in the Bylaws, the Vice-President Administration shall:



- (a) keep the Operations Committee and Council informed as to the use, maintenance and condition of the AMS Student Nest;
- (b) be the signing officer for the Operations Committee;
- (c) liaise with the Constituencies and the Student Resource Groups on administrative matters and the use of the Society’s facilities;
- (d) represent the Society on the University Athletic Council and the Walter Gage Memorial Fund Committee, or designate a representative to sit on those Committees;
- (e) have the right to attend meetings of all Society Clubs and to speak and present motions at such meetings, or to send a delegate with these powers to such meetings;
- (f) ensure the implementation of the Society’s sustainability policies;
- (g) ensure that sustainability presentations or submissions are made to Council as follows:
  - (i) in June a report on annual sustainability priorities for actions and projects, such priorities to be approved by Council;
  - (ii) in October an update on the fulfillment of the sustainability priorities;
  - (iii) in March an annual sustainability report;
- (h) oversee the operation and condition of the Society’s arts facilities;
- (i) be the primary liaison with the student associations at the Affiliated Institutions, with the added responsibility of ensuring that other Executives maintain contact with the student associations at the Affiliated Institutions;
- (j) ensure that grad class gifts are decided on in accordance with Section IX B, Article 6(7)(c); and
- (k) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

**Article 7. Vice-President External Affairs**

1. In addition to those powers and duties set out in the Bylaws, the Vice-President External Affairs shall:

- (a) be responsible for community outreach and external political events of the Society;
- (b) liaise with, and represent the Society on, external organizations, committees and coalitions, unless such duties have been otherwise assigned in the Bylaws or Code;
- (c) liaise with residence associations;
- (d) be responsible for lobbying local, provincial and federal governments;
- (e) liaise with organizations at the University representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying; and
- (f) have such other powers and duties as are assigned by Council or the Executive Committee from time to time.

**Article 8. Associate Vice-Presidents**

1. Associate Vice-Presidents shall be appointed by the appropriate Vice-President in accordance with the Hiring Process provisions in Section IX C below.
2. Associate Vice-Presidents shall report to the appropriate Vice-President.
3. Associate Vice-Presidents must be Active Members of the Society and shall not be members of Council.
4. Associate Vice-Presidents shall:
  - (a) assist their supervising Vice-President in the execution of programs and policies of Council as they pertain to that Vice-President's portfolio;
  - (b) assist in lobbying as directed by their supervising Vice-President;
  - (c) provide recommendations and advice on policy options to their supervising Vice-President;
  - (d) perform research functions as prescribed by their supervising Vice-President;
  - (e) at the request of their supervising Vice-President attend meetings of the Executive Committee, Council, Council committees, or University committees; and
  - (f) have such other powers and duties as are assigned by their supervising Vice-

President from time to time.

5. Associate Vice-Presidents shall, on average, work no less than twenty (20) hours per week.

**Article 9. Executive Commitments**

1. No member of the Executive shall hold a significant position, including but not limited to executive positions, within a Constituency, a Student Resource Group, a Club, an Affiliated Institution student association, or the Graduate Student Society.
2. Executives shall ensure that their outside commitments and responsibilities do not detract from their responsibilities as Executives. To that end, they shall declare their outside commitments to Council in writing at the beginning of their term of office and as they arise, such commitments to include but not be limited to:
  - (a) any leadership role in an outside organization;
  - (b) any full-time, part-time, or contractual employment, or volunteer work;
  - (c) a course load equal to or greater than three (3) courses per term during the Winter Session;
  - (d) a course load equal to or greater than two (2) courses per term during the summer session.
3. Executives shall seek the approval of Council for their outside commitments before embarking on them or, if they are already underway, before continuing with them.

**Article 10. Managing the Executive**

1. On behalf of Council, the President shall manage the day-to-day activities of the Executive as a whole and shall manage and advise the other members of the Executive.
2. Without limiting the generality of paragraph 1, the President, on behalf of Council, shall ensure that members of the Executive are fulfilling their duties and may take action to ensure that this happens.
3. The President and the Vice-Presidents shall individually report to Council once a month in an in camera session about their performance. Notwithstanding the rules on in camera sessions in Section III, Article 1(26), when one of the Vice-Presidents is reporting neither the President nor the other Vice-Presidents shall be present. When the President is reporting, none of the Vice-Presidents shall be present.
4. Neither the Senior Manager of Student Services nor any staff other than the Speaker nor any other individual who is not a Council member shall attend this in camera session unless invited to by Council.

5. After the President's report, Council may discuss the report while remaining in camera. After this discussion is completed, the President shall leave the in camera session so that Council can discuss the President's performance and the performance of the whole Executive.
6. No one attending these special in camera sessions shall disclose any information discussed in them without the authorization of Council, except that members of Council may be informed about what was said during sessions they were entitled but unable to attend.
7. Notwithstanding the rules on minute-taking of in camera sessions in Section III, Article 1(26), minutes of these sessions shall be taken by someone designated by the Chair of the meeting and will then be kept by the Archivist, to be disclosed only to current members of Council.
8. Except for the provisions in this Article, Council in these special sessions shall follow the general rules on in camera sessions in Section III, Article 1(26).

**Article 11. Removal of Members of the Executive**

1. Pursuant to Bylaw 5(3)(c)(3), when a Three-quarters (3/4) Resolution is moved to remove a member of the Executive from office, the vote on such a motion shall be by secret ballot unless Council, by a Two-thirds (2/3) Resolution, decides the motion shall be voted on openly.
2. No member of the Executive shall vote on the removal of themselves or another Executive. Executives must all abstain on such votes.
3. The Executive Performance and Accountability Committee may submit a motion to Council to remove a member of the Executive from office for reasons including but not limited to:
  - (a) significant violations of the Society's Code, Bylaws, or Policies;
  - (b) significant calls from the Society's membership for removal from office;
  - (c) opening the Society to liability;
  - (d) bringing significant reputational damage to the Society; and
  - (e) lack of confidence in an Executive's ability to complete their goals.

**SECTION VII: ADVISORY BOARD**

**Article 1. General**

1. The Advisory Board shall provide the Executive Committee with advice and recommendations concerning the strategic direction and operations of the Society, and evaluate the Society's progress made on goals based on Council approved strategic plans, frameworks, and policies.
2. The Advisory Board shall have no governing power or fiduciary responsibility within the Society.

**Article 2. Duties**

1. The Advisory Board shall:
  - (a) review the annual goals coming from the Executives;
  - (b) advise the Executive Committee on the Society's businesses, Services, and all other Society matters;
  - (c) provide long-term advice on Society goals, including business goals, to encourage continuity;
  - (d) assist in constructing metrics to review all aspects of the Society;
  - (e) provide project reviews and ad hoc advice for large capital projects;
  - (f) provide advice on relevant advocacy issues facing the Society;
  - (g) advise on the execution of long-term strategic plans and on annual strategic planning; and
  - (h) advise the Society on all relevant matters when requested to do so.

**Article 3. Composition and Appointment Process**

1. The Advisory Board shall include the following members:
  - (a) the President;
  - (b) the four (4) Vice-Presidents;
  - (c) five (5) appointed members;

- (d) the Managing Director; and
  - (e) the Senior Manager of Student Services.
2. The President may invite other individuals, such as managers or Committee Chairs, to meetings of the Advisory Board at their discretion.
  3. Appointed members may not at any time in their term be members of Council or employees of the Society.
  4. The Executive Committee shall be responsible for recommending appointments to the Advisory Board to Council for approval.
    - (a) Appointed members must be professionals with a diversity of experience.
  5. Terms for appointed members shall last for a period of two (2) years and shall begin on January 1.
  6. Members shall serve no more than three (3) consecutive terms.

**Article 4. Chair**

1. The Chair of the Advisory Board shall be chosen by the Advisory Board from the Executives on the Board.
2. The Chair shall be responsible for convening all Advisory Board meetings, recording minutes, and distributing relevant agendas and materials.
  - (a) Relevant agendas and materials shall be sent to the Advisory Board at least three (3) business days before the next meeting, with the understanding that in cases of emergency less notice may be given.
3. The Chair shall be responsible for updating Council on the activities of the Advisory Board.
4. The Chair shall be responsible for designating a member of the Advisory Board to serve as Chair in their absence.
5. The Chair shall present a quarterly presentation or report on the activities of the Advisory Board to Council after the conclusion of each fiscal year quarter.

**Article 5. Contract**

1. Appointed members of the Advisory Board shall sign a non-disclosure agreement as well as a contract outlining their duties and requiring them to adhere to the conflict of interest rules outlined in Code Section II, Article 1.

2. Appointed members shall receive an honorarium of \$1,500 a year for their services.
3. The terms of the contract, as well as the value of the honorarium, shall be reviewed by the Executive Committee every two (2) years.

**Article 6. Meetings and Minutes**

1. The Advisory Board shall hold regular meetings at least once a month except for the month of December.
2. The Chair may schedule additional meetings of the Advisory Board at their discretion.
3. Minutes of the Advisory Board shall be sent to the Executive Committee for approval, and then forwarded to Council for final approval.
4. The Advisory Board shall be given a chance to review and correct minutes prior to them being sent to the Executive Committee for approval.
5. Business reports and financial statements shall be provided to the Advisory Board for each of its meetings.

**Article 7. Attendance and Removal**

1. As outlined in their contract, appointed members must attend at least two-thirds (2/3) of regularly scheduled meetings in order to receive their full honorarium. If they do not meet this requirement, they shall be paid at a rate of \$100 per meeting.
2. The Executive Committee may submit a motion to Council to remove a member of the Advisory Board Committee for reasons including but not limited to:
  - (a) poor attendance;
  - (b) lack of contribution or involvement; and
  - (c) perceived violations of AMS policies, including but not limited to policies on maintaining a respectful community and workplace.
3. In accordance with Bylaw 5(1)(c), an Advisory Board member facing removal shall receive no less than seven (7) days' notice of the Council meeting at which the motion to remove them is to be considered.

**SECTION VIII: INDIGENOUS COMMITTEE**

**Article 1. Purpose and Mandate**

1. The purpose of the Indigenous Committee is to establish an Indigenous student governance system on the UBC Vancouver campus and to integrate Indigenous forms of knowledge and practice into the Alma Mater Society (the AMS).
2. The mandate of the Indigenous Committee is to work with the AMS, rather than have the AMS and, by extension, the University do work on our behalf. Our voices, our knowledge and our representation are essential to the true nature of Reconciliation as an action, an action that we are accountable to, as well as all citizens of this land.
3. The Indigenous Committee shall be the responsible party for maintaining, budgeting and disbursing funds from the Indigenous Students Fund, which is to be renewed at the end of every September in perpetuity until otherwise declared by the UBC Vancouver student population through a referendum.

**Article 2. Land Acknowledgement**

1. The work and practices of the Indigenous Committee shall be done on the stolen lands of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam) people who have been a part of these sacred lands for millennia.
2. We, along with the University of British Columbia staff and faculty and its approximately 57,000 students, are all guests on this campus, and the larger territory that borders the Squamish and the Tsleil-Waututh nations. As guests, it is our responsibility to recognize this land as stolen and sacred, and we must all do our best to honour our hosts as uninvited visitors.
3. It is our priority to honour Musqueam, and the land that we live and work on through partnerships or the way we conduct ourselves as a Committee.

**Article 3. Who We Are/Composition**

1. We are Indigenous students of the UBC Vancouver campus whose traditional lands fall within the colonially constructed borders of Canada and the United States of America (we recognize that borders are arbitrary and that many Indigenous nations do not recognize these borders, though they may be constricted by them).
2. Our committee is composed of current Indigenous students who pay regular student fees to the AMS on the UBC Vancouver campus.



3. Indigenous Committee members shall consist of Indigenous students who attend regular meetings and participate in Indigenous Committee activities.
4. All members shall adhere to our community based decision making process, as this is an integral part of our self-governance. Our community based decision making is precolonial, and that is a part of our mission. Members are required to seek approval when asked to speak on behalf of the Committee.
5. The Indigenous Committee Executives team shall be elected by consensus by the members of the Indigenous Committee on October 1st of every year. The Executives shall hold their positions for an entire calendar year. In the event that someone can no longer fulfill their role, the outgoing student can recommend a nominee for that role. The Indigenous Committee shall elect a student by consensus to fill that role until the next appointment in early October.
6. The Indigenous Committee Executive shall be composed of:
  - (a) Chair(s), whose duties shall include:
    - (i) Creating meeting agendas;
    - (ii) Chairing meetings;
    - (iii) Overseeing assigned roles, managing member and Executive tasks;
    - (iv) Managing communication with the AMS and its members.
  - (b) The Vice-President, whose duties shall include:
    - (i) Being the proxy Chairperson when the Chair(s) are unable to attend;
    - (ii) Managing Indigenous Committee historical and current documents.
  - (c) Treasurer(s), whose duties shall include:
    - (i) Attending training sessions with the AMS Finance office;
    - (ii) Keeping bookkeeping records of the Indigenous Students Fund budget for each line item;
    - (iii) Managing receipts for reimbursement;
    - (iv) Providing regular updates to the Indigenous Committee regarding finances;
    - (v) Creating quarterly financial reports for the AMS.
  - (d) The Social Media Representative, whose duties shall include:
    - (i) Managing social media accounts (such as Facebook and Instagram) and posting regular updates, including meeting dates and dates of other pertinent events.

- (e) Lounge Manager whose duties shall include:
  - (i) Ensuring all lounge rules are followed.
  - (ii) Overseeing the general upkeep of the lounge.
  - (iii) Being responsible for holding a key for the locked cabinet in Room 2131;
  - (iv) Providing regular access to the cabinet for all members.

**Article 4. Powers and Duties**

1. The Indigenous Committee shall:
  - (a) Assert Indigenous knowledge, presence and practices into the AMS;
  - (b) Ensure Indigenous peoples are represented at UBC Vancouver through all levels of governance and student relations through various means;
  - (c) Adhere to local traditions while recognizing and respecting our individual cultural beliefs and practices;
  - (d) Advocate for Indigenous student representation within the AMS and the UBC Vancouver campus;
  - (e) Ensure that the Indigenous Committee provides a space for Indigenous students on the UBC Vancouver campus to participate in meetings and events;
  - (f) Safeguard Room 2131, prioritizing it for Indigenous students and Committee guests;
  - (g) Provide support for issues arising in Room 2131;
  - (h) Hold Indigenous Committee meetings biweekly from September through April and on an as-needed basis in the summer months;
  - (i) Manage, maintain, and disburses funds from the Indigenous Students Fund in accordance with Section IX B, Article 6(5)(t) below;
  - (j) Ensure that the AMS position of the Indigenous Student Engagement Facilitator is held for an Indigenous student, and the Committee will work with the AMS to develop job duties to include:
    - (i) Providing administrative support for the Indigenous Committee;
    - (ii) Attending Indigenous Committee meetings regularly;

- (iii) Maintaining a direct line of communication with the Indigenous Committee on such matters as Indigenous issues and initiatives that the AMS is working on and/or overseeing any other relevant campus activities;
- (iv) Liaising with Indigenous bodies on campus to facilitate communication, networking and collaboration for the Indigenous Committee and its projects.

**Article 5. Annual Goals**

1. The annual goals of the Indigenous Committee shall be to:
  - (a) Plan at least one Indigenous-focused event on the UBC Vancouver campus;
  - (b) Host ongoing activities in Room 2131 to enhance Indigenous student engagement in the Nest;
  - (c) Provide financial support for Indigenous student clubs with the Indigenous Students Fund through an application process;
  - (d) Provide financial support for Indigenous students' professional development with the Indigenous Students Fund through an application process.

**SECTION IX: CODE PROCEDURES**

**A. ELECTORAL PROCEDURES**

**Article 1. Elections Committee**

**A. Composition**

1. The Elections Committee shall be composed of the following six (6) voting members, all of whom shall be Active Members of the Society:
  - (a) the Elections Administrator, who shall be Chair;
  - (b) the Chief Returning Officer, who shall be the Vice-Chair; and
  - (c) three (3) Polling Officers.

The Clerk of Council shall attend meetings of the Committee at the invitation of the Chair.

2. All members of the Elections Committee except the three Polling Officers shall be appointed by Council on the recommendation of the Human Resources Committee in accordance with Section V, Article 8 of the Code.
3. The three Polling Officers shall be appointed by Council on the recommendation of the rest of the Elections Committee before the close of nominations.
4. The Elections Administrator may recommend that Council remove a member of the Committee for failing to maintain impartiality as required in 8(a) below, for failing to attend Committee meetings, or for non-performance of duties.
5. Subject to paragraph 8 below, members of the Elections Committee shall not at the same time:
  - (a) be members of Council or an Associate Vice-President;
  - (b) hold any position to which they have been appointed by or in which they report to Council, an Executive, the Executive Committee, the Managing Director, or the Senior Manager of Student Services;
  - (c) hold any position to which they have been appointed or in which they report to anyone in a position referred to in paragraph (b) above; or
  - (d) hold any Executive position in a Constituency.
6. Prospective members of the Elections Committee holding positions in the Society referred to in paragraph 5 above other than positions on the Executive Committee shall become eligible to serve on the Elections Committee as soon as they resign from their other Society positions, but the fact that they have recently held such positions must be pointed out to Council by the Human Resources Committee if that Committee recommends that they be appointed to the Elections Committee. Members of the

Executive Committee are not eligible to serve on the Elections Committee during an academic year in which they serve on the Executive Committee.

7. Candidates in any election overseen by the Elections Committee, including but not limited to the Society's own elections and elections in Constituencies and other organizations, as described in Articles 9, 10, and 12 below, are ineligible to be or to remain members of the Elections Committee. A member of the Committee who becomes a candidate during their term of office immediately ceases to be a member of the Committee.
8. Paragraph 5 notwithstanding, the Elections Administrator may simultaneously hold the position of Speaker of Council.
9.
  - (a) Members of the Elections Committee shall act impartially and shall not show bias towards any candidate in an election being conducted by the Committee.
  - (b) Members of the Elections Committee shall not sign the nomination form of any candidate in an election currently being overseen by the Elections Committee.
  - (c) Members of the Elections Committee shall not sign a petition related to a referendum overseen, or meant to be overseen, by the Elections Committee.

**B. Powers and Duties**

1. Unless otherwise indicated in this Section or elsewhere in the Code, the general provisions on Committees in Section V of the Code apply to the Elections Committee.
2. The administration and conduct of Executive elections, as defined in Bylaw 5(3), and of Society referenda, as defined in Bylaw 4, shall be vested in the Elections Committee. Without limiting the generality of the foregoing, the Committee shall:
  - (a) conduct elections and referenda in an unbiased and impartial manner;
  - (b) publicize the opening of nominations for positions in Executive elections in order to encourage as many candidates as possible to run;
  - (c) publicize Executive elections and Society referenda in advance of the voting in order to encourage voter turnout;
  - (d) prepare a budget for its operations, which shall be submitted to the Vice-President Finance for approval by the Finance Committee;
  - (e) verify nomination forms for Executive positions pursuant to Article 2(2)(f);
  - (f) determine the campaign spending limit and the reimbursement limit in accordance with Article 2(9);

- (g) determine the campus publication or publications in which candidates may be interviewed in accordance with Article 2(4) and in which the Candidate Forums will be advertised in accordance with Article 2(5);
  - (h) ensure that candidates are informed about the Electoral Procedures contained in this section of Code;
  - (i) hire poll clerks and other staff deemed necessary;
  - (j) regulate polling stations in accordance with Article 5;
  - (k) report the results and an overview of the logistics of Executive elections and Society referenda to Council;
  - (l) record the results of Executive elections and Society referenda for Society records, and provide the Society's archives with a copy of the ballot, a copy of the results, and all Committee files with personal information removed;
  - (m) recommend various options for amendments to this Section of the Code if deemed necessary;
  - (n) have the power to interpret these Electoral Procedures;
  - (o) have the power to create and interpret additional rules and regulations for the running of elections and referenda, to be published in a Candidates' Handbook and a Referendum Handbook, provided such rules and regulations are consistent with the Constitution, Bylaws, Code and Policies of the Society;
  - (p) have the power to rule on election and referendum irregularities in accordance with Article 8;
  - (q) have the power to penalize candidates for election irregularities in accordance with Article 3;
  - (r) have the power to rule on the validity of an election or referendum based on whether irregularities have materially affected the results; and
  - (s) have the power to enforce the rules against slates in accordance with Article 2.
3. Subject to the provisions of Article 12 below, the Committee shall have the power to conduct elections and referenda for other organizations, including the election of students to the Senate and the Board of Governors. In conducting such elections and referenda, the Committee shall have the same powers and duties as specified in paragraph 2 above, subject to the provisions of Article 12 and subject to agreements made with the other organizations for conducting the said elections and referenda.

4. The Committee shall conduct elections for Constituencies if so directed by Council, and in such elections shall have the same powers and duties as specified in paragraph 2 above.
5. The Committee shall provide advice and assistance to Constituencies if requested and may also do so on its own initiative if it determines that there has been a violation of Article 9 in a Constituency election or referendum.
6. The Committee shall rule on the validity of Constituency elections and referenda and hear appeals of decisions made by Constituency officials in accordance with Article 9 below.
7.
  - (a) During the Official Campaign Period for the Society's executive elections, as defined in Article 2(6)(a) below, at least one member of the Elections Committee shall be on duty every weekday between the hours of 9 a.m. and 5 p.m.
  - (b) The Elections Administrator shall be on duty every weekday during the Official Campaign Period during hours posted on the Elections Committee office door and shall post information on how they can be reached outside the posted hours.
8. All rules and regulations created by the Committee in accordance with paragraph 2(o) above must be in writing, and the Committee must not introduce non-written rules or regulations.
9. The Committee must not introduce new rules or regulations, or alter existing rules or regulations, during the period lasting from twenty-four (24) hours prior to the beginning of the Official Campaign Period of an election or the beginning of a referendum campaign until the final determination of the election or referendum results.

**C. Duties of Committee Members**

1. The Elections Administrator shall:
  - (a) in collaboration with the Human Resources Department and the Human Resources Committee, conduct interviews of candidates for Chief Returning Officer;
  - (b) provide potential interview questions and other relevant information that may be of assistance in hiring the next Elections Administrator;
  - (c) chair the Elections Committee;
  - (d) be the official liaison with other organizations whose elections or referenda are being conducted by the Elections Committee in accordance with Article 1B(3)

above;

- (e) be the signing officer for the Elections Committee;
- (f) place ads in a campus publication or publications on behalf of the Committee;
- (g) be responsible for preparing and updating the handbook for candidates referred to in Article 2(3);
- (h) cause all necessary election forms to be prepared;
- (i) cause the ballots for elections and referenda to be prepared;
- (j) be the technical liaison between the Elections Committee and the organization whose computers are handling the electronic aspects of the election or referendum, but neither the Elections Administrator nor any other member of the Elections Committee shall have access to the voting results before the end of the voting period;
- (k) along with the Chief Returning Officer, supervise the initial viewing of voting results at the end of the voting period;
- (l) have the power to bar unauthorized persons from the Elections Office during the initial viewing of results;
- (m) submit a written report on the ballot counting and the results of each election or referendum to the Elections Committee;
- (n) be the official spokesperson for the Elections Committee and be responsible for the official release of results and reports to Council;
- (o) prepare an election or referendum report in accordance with Article 7(7);
- (p) publish the results of an election after they have been reported to Council in accordance with Article 7(7);
- (q) prepare a transition report for their successor, including but not limited to:
  - (i) relevant timelines;
  - (ii) essential personnel contacts both within and outside of the Society;
  - (iii) future recommendations for the position;
  - (iv) tasks or projects yet to be completed;



- (v) an outline of duties mandated by the Code of Procedure;
  - (vi) important situational examples and advice for such occurrences;
  - (vii) information and passwords to access physical and online resources;
  - (viii) instructions on how to use the online voting system;
  - (ix) a review of new work completed; and
  - (x) other daily responsibilities and relevant information;
- (r) work with the Vice-President Administration to obtain space for an Elections Office for the term of the Elections Administrator, such space to be located outside the main administrative office area of the Society;
- (s) keep and maintain all files, records, memoranda, agendas, and minutes of the Committee until transferred to the archives;
- (t) ensure that Constituencies have a chief elections official and provide training to such officials;
- (u) actively encourage Constituencies to use the Society's electronic voting system and assist them in doing so;
- (v) report to Council on the reasons for rejecting a request of a Constituency to use the Society's electronic voting system; and
- (w) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by Council or the Elections Committee from time to time.
2. The Chief Returning Officer shall:
- (a) ensure that Polling Officers and poll clerks are adequately trained pursuant to Article 5(7)(a);
  - (b) be responsible for preparing and distributing information on relevant rules and regulations to the Polling Officers and poll clerks;
  - (c) assign poll clerks to polls, and ensure that the polls are adequately staffed during the polling period;
  - (d) be responsible for the design and layout of the Society's polling stations;
  - (e) along with the Elections Administrator, supervise the initial viewing of voting results at the end of the voting period; and

- (f) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by Council, the Elections Administrator, or the Elections Committee from time to time.
3. The Polling Officers shall:
- (a) attend all meetings of the Elections Committee from the date they have been hired;
  - (b) attend all events organized by the Elections Committee, including but not limited to the All-Candidates Meeting and Candidate Forums;
  - (c) manage voting stations (including opening and closing, enforcing campaign regulations, and safeguarding electoral equipment);
  - (d) communicate any technical difficulties at the polling stations to the Chief Returning Officer; and
  - (e) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by the Elections Committee, the Elections Administrator, or the Chief Returning Officer from time to time.

**D. Exigency Provisions**

- 1. Notwithstanding Article 1A(2), if a member of the Elections Committee other than the Elections Administrator is removed two (2) weeks or less before the polls for an election or a referendum are to open, Council may appoint a replacement on the advice of the Elections Administrator without a recommendation from the Human Resources Committee.
- 2. If the Elections Administrator is removed by Council pursuant to Bylaw 5(1), Council must appoint a new Elections Administrator.

**Article 2. Nomination and Campaign Regulations**

- 1. Pursuant to Bylaw 5(3)(b)(i), the Elections Administrator shall determine when, in the period between February 15 and March 15, the election of members of the Executive shall be held, with the proviso that polling may not begin earlier than one week after the close of nominations.
- 2. Nominations
  - (a) Nominations shall open in the first full week of classes in the second term of the School Year, and close ten (10) calendar days before the mid-term break in that

term (also known as Reading Week), unless the break occurs at such a time that it will be impossible to complete the election by March 15, in which case the Elections Administrator shall ensure that nominations close at such a time as to allow the election to be completed by March 15. For the purposes of this provision, a full week of classes shall mean a week containing at least four (4) School Days.

- (b) The Elections Committee shall advertise the opening and closing of nominations for Executive candidates and for candidates for Senate and the Board of Governors in two (2) editions of a campus publication or publications as determined by the Committee. The first advertisement shall be in the edition immediately preceding the opening of nominations, and the second advertisement in the edition preceding the closing of nominations.
  - (c) Each candidate running for an Executive position shall be an Active Member of the Society, and shall submit either a digital or hardcopy nomination form duly signed by the candidate and no less than twenty-five (25) nominators, each of whom shall be an Active Member of the Society.
    - (i) Digital forms shall be submitted to the Elections Administrator, who shall confirm with each candidate that they intend to run.
    - (ii) Hardcopy forms shall be available in the Administrative Assistant's office and shall be submitted in person to the Administrative Assistant.
  - (d) Even if nominated for more than one position, a candidate may run for only one Executive position in a given election.
  - (e) The Administrative Assistant shall submit completed nomination forms to the Elections Administrator upon the request of the Elections Administrator.
  - (f) The Elections Committee shall confirm the eligibility of candidates and nominators.
  - (g) The names of the candidates in an election shall not be made public until the end of the All-Candidates Meeting, at which time they shall be released by the Elections Administrator.
3. All-Candidates Meeting and Candidates' Handbook
- (a) The Elections Administrator shall organize an All-Candidates Meeting to take place following the close of nominations, on the same day as the close of nominations.
  - (b) At the All-Candidates Meeting, the Elections Administrator shall provide instructions concerning the parts of the Electoral Procedures relevant to

candidates and shall distribute a copy of a candidates' handbook to all candidates.

- (c) The All-Candidates Meeting shall be closed to everyone but the candidates and the Elections Committee. At the meeting candidates may withdraw from the election if they so choose without their candidacies being made public.
  - (d) At the All-Candidates Meeting members of the Elections Committee must declare any conflicts of interest they have in relation to candidates, in accordance with paragraph 7 below.
  - (e) All candidates must either attend the All-Candidates Meeting or meet privately with the Elections Administrator following the close of nominations to receive instructions on these Procedures and to receive a copy of the candidates' handbook.
  - (f) The handbook for candidates shall contain a summary and explanation of the parts of these Electoral Procedures relevant to candidates, including but not limited to the provisions on market cost, on spending and reimbursement limits, and on permissible forms of campaigning. The handbook shall also include a summary and explanation of rules and regulations which candidates are required to abide by but which are not in these Electoral Procedures.
  - (g) Candidates must sign the handbook and agree that they and anyone assisting them in their campaigns will follow the rules in the handbook.
  - (h) If a referendum is taking place in conjunction with the elections, the Elections Administrator may combine the Referendum Meeting required by Article 4 below with the All-Candidates Meeting.
4. Interview by a Campus Publication
- (a) The Elections Committee shall facilitate the publication of interviews with the candidates in a campus publication.
5. Candidate Forums
- (a) The Elections Committee shall organize two or more Candidate Forums during the Official Campaign Period prior to the commencement of voting.
  - (b) The Candidate Forums shall be publicized in at least one issue of a campus publication or publications as determined by the Elections Committee.
  - (c) Each Candidate Forum shall be for one or more positions in the Society's Executive elections and for one or more positions in non-Society elections such as the elections for the University Senate and for the University Board of Governors.

- (d) The Elections Committee shall organize forums so that all candidates in the Society's Executive elections have the opportunity to participate in at least one such forum.
- (e) The Elections Committee shall have final say over the location, budget, questions, rules, and moderation for the forums.
- (f) At least two (2) members of the Elections Committee shall be present at each forum.
- (g) The Elections Administrator may remove the moderator at a forum at any time before or during the forum, in which case a member of the Elections Committee shall conduct the rest of the forum.
- (h) All candidates for each position in the Society's Executive elections shall have the right to participate in all forums to which candidates for that position are invited.
- (i) All candidates for each position in the non-Society elections shall have the right to participate in all forums to which candidates for that position are invited.

6. Campaigning

- (a) There shall be an Official Campaign Period beginning after the conclusion of the All-Candidates Meeting at a time and for a duration as determined by the Elections Committee no later than January 15. In no case shall the Official Campaign Period be less than ten (10) school days in length, including at least five (5) calendar days of voting.
- (b) Outside the Official Campaign Period, public campaigning, including but not limited to the forms of campaigning listed below, shall be prohibited:
  - (i) classroom announcements;
  - (ii) announcements on listservs, social media, or websites;
  - (iii) public speaking, especially when amplified by megaphones, microphones, or other similar devices;
  - (iv) distributing buttons, leaflets, brochures, handbills, food or drink;
  - (v) distributing or wearing T-shirts with campaign slogans or other campaign messages on them; and
  - (vi) mass mailings, including e-mail mass mailings.
- (c) The prohibitions in paragraph (b) above shall apply to the candidates themselves and to any persons, groups, or organizations acting on their behalf and with their consent.
- (d) Notwithstanding the prohibitions in paragraph (b) above, the following activities

shall be permitted even if engaged in before the beginning of the Official Campaign Period:

- (i) private communication concerning election plans, including but not limited to private communication by means of:
    - 1) in-person conversations;
    - 2) e-mail;
    - 3) letters sent by regular mail or social media message; and
    - 4) telephone conversations;
  - (ii) the circulation of nomination forms and other reasonable measures as approved by the Elections Committee and taken in order to fulfill the nomination requirements in this section of Code.
- (e) Notwithstanding the prohibitions in paragraph (b) above, the following activities shall be permitted even if engaged in before the beginning of the Official Campaign Period, but only after the All-Candidates Meeting:
- (i) responding to inquiries from the media about elections plans.
- (f) Only the following forms of campaigning, and no others, shall be permitted during elections and referenda:
- (i) distribution of buttons: buttons may be distributed without restrictions, but may not be affixed to bulletin boards or other stationary objects;
  - (ii) distribution of leaflets, brochures, and handbills: non-adhesive leaflets, brochures, and handbills may be distributed without restrictions, but may not be affixed to bulletin boards or other stationary objects;
  - (iii) e-mailing and web pages: campaign-related e-mail messages may be sent, and campaign-related material may be posted on web pages, subject to restrictions put in place by the Elections Committee;
  - (iv) social media: social media may be used for campaigning, subject to restrictions put in place by the Elections Committee;
  - (v) distribution of food and non-alcoholic drink;
  - (vi) the distribution and wearing of T-shirts with campaign slogans or other campaign messages on them;
  - (vii) speech-making and any other form of oral communication;
  - (viii) advertising in the media: advertising in all forms of media shall be

permitted, including in Society publications;

- (ix) letters to the editor and opinion pieces: these may be published in any newspaper or other media outlet, including Society publications; and
  - (x) any other form of campaigning approved by the Elections Committee before the beginning of the Official Campaign Period.
- (g) All campaigning must comply with all relevant University and Society policies, and with the provisions of the Society's Policies, Code, and Bylaws.
- (h) Except as provided in Article 5(6) below, each polling station shall be surrounded by a buffer zone in which no campaigning shall be permitted, so as to allow voting to be carried on free of interference from campaigners; this zone shall be ten (10) metres in all directions from the polling station, as determined by the poll clerks. For the purposes of this provision, a polling station shall include any computer used by the Elections Committee, poll clerks, candidates, or their volunteers on which more than one voter is casting a vote.
- (i) Candidates and campaign organizations must ensure that their physical campaign material is removed within one (1) week following the end of the Official Campaign Period. If this is not done, the cost of removal shall be deducted from the candidate's reimbursement.

7. Conflict of Interest Involving Members of the Elections Committee

- (a) No member of the Elections Committee may participate in Elections Committee discussions, debates, or votes concerning candidates with whom they have a close connection, as defined in paragraph (e) below.
- (b) No member of the Elections Committee may discuss election issues with a candidate with whom they have a close connection, as defined in paragraph (e) below, except that an Elections Committee member in such a situation may communicate with the candidate in question if such communication is necessary for the discharge of that member's duties, but only so long as another member of the Elections Committee is present.
- (c) If the Elections Administrator has a close connection with a candidate, the Elections Administrator must relinquish the chair if an issue concerning that candidate is being discussed at an Elections Committee meeting.
- (d) If the Elections Administrator has a close connection with a candidate, the Elections Administrator shall designate some other member of the Elections Committee to make preliminary rulings under Article 8 concerning that candidate.
- (e) A close connection between an Elections Committee member and a candidate

includes but is not limited to:

- (i) Being a family member or relative.
  - (ii) Being a member of the same club, fraternity, or similar organization.
  - (iii) Being a current employer, employee, or co-worker (not including any such work relationship created by being a member of the Elections Committee).
  - (iv) Being a close personal friend.
- (f) The Elections Committee may at any time, by Resolution, declare that one of its members is in a conflict of interest for any reason. That member may not vote on the Resolution.
- (g) Members of the Elections Committee shall avoid socializing with candidates and shall not release confidential information to candidates or anyone else.
- (h) Candidates must not offer gifts to members of the Elections Committee and must not request confidential information from them.
- (i) Candidates shall avoid socializing with members of the Elections Committee.

8. Other Forms of Conflict of Interest

- (a) Candidates and anyone directed by a candidate shall not use the materials or resources of the Executive, the other branches of the Society's student government, the Student Services, the Student Resource Groups, the Constituencies, the Society's Clubs, the Administration Office, the Events Office, or other staff offices, including, but not limited to, mailing lists, office supplies, photocopiers, phones, faxes, computers, and printers. This prohibition does not apply to materials and resources available to Society members generally, such as free phones in Constituency offices.
- (b) Candidates shall not use the Administration Office, the Events Office, other staff offices, Executive offices, or other offices of the various branches of the Society's student government, or the offices of the Student Services, the Student Resource Groups, or the Society's Clubs, or bookable rooms in the AMS Student Nest, for any purpose related to elections, including, but not limited to, use of such offices as campaign offices and for storage of campaign materials, display of campaign materials, campaigning, and campaign meetings. To facilitate enforcement of this provision, candidates shall report to the Elections Committee all privileged access they have to University buildings.
- (c) Neither the Student Resource Groups nor the Society's Constituencies shall spend money or resources on behalf of any candidates. Any candidate who benefits from a violation of this provision may, at the discretion of the Elections Committee, be penalized in accordance with Article 3 below.



- (d) In accordance with Section X, Article 1(5)(a), the Student Services shall not take part in any Society election campaigns.
9. Spending limits and Reimbursement of expenses
- (a) By January 15 of each year, the Elections Committee shall set an upper limit for campaign expenses. This upper limit shall be re-evaluated each year.
  - (b) The upper limit for campaign expenses shall also be the upper limit for the amount of reimbursement candidates may receive for campaign expenses.
10. Declaration of Expenses and Application for Reimbursement
- (a) To demonstrate compliance with the spending limits established pursuant to paragraph 9(a) above, every candidate must submit to the Elections Committee a statement of campaign expenses. This statement, signed by the candidate and supported by itemized receipts, must be submitted no later than one week after the end of the Official Campaign Period. The submitted material may be audited at the discretion of the Elections Committee. Additional statements may be considered at the discretion of the Elections Committee, but in no case more than nine (9) days after the end of the Official Campaign Period.
  - (b) The Elections Committee shall assess each candidate the actual cost for each declared campaign expenditure. A candidate's total assessment must not exceed the upper limit for campaign expenses set by the Committee in accordance with paragraph 9(a) above.
  - (c) All candidates who submit proper expense statements shall be considered as having applied for reimbursement of those expenses. For further clarity, any candidate who withdraws during the Official Campaign Period shall be eligible for reimbursement in accordance with the rules in this Article, but any candidate who withdraws before the start of the Official Campaign Period shall not be eligible.
  - (d) Candidates shall be reimbursed for the actual cost of their materials. Their total reimbursement, including their reimbursement for minor supplies in accordance with paragraph (e) below, shall not exceed the limit set in accordance with paragraph 9(b) above. Reimbursement shall be made only for expenditures on forms of campaigning permitted by paragraph 6(f).
  - (e) Minor supplies (tape, staples, etc.) as determined by the Elections Committee need not be declared on the statement of expenses.
  - (f) If an organization to which a candidate belongs spends money on campaign materials explicitly endorsing that candidate, the money so spent shall be counted as part of that candidate's expenses when determining whether the candidate

remained within the campaign spending limits, but the candidate shall not be eligible for reimbursement for such expenses. The term “campaign materials” in this provision does not include the publication of written endorsements.

- (g) Other third party spending on behalf of a candidate shall be dealt with in accordance with paragraph 17 below.
11. Candidates shall not run in slates, real or apparent, or share expenses for campaign materials. A slate shall mean a group of candidates who run for elected office at UBC Vancouver (including but not limited to Executive positions and positions in the Senate and on the Board of Governors) on a similar platform for mutual advantage.
  12. For further clarity, but without limiting the generality of paragraph 11 above, the following slate-like activities shall be prohibited:
    - (a) appearing on another candidate’s campaign materials, including but not limited to flyers, handouts, websites, and other social media sites;
    - (b) producing campaign materials that resemble those of another candidate in colour, branding, design, or appearance; and
    - (c) using the same slogan or slogans as one or more other candidates.
  13. At its discretion, the Elections Committee may prohibit other activities it decides are slate-like.
  14. Pursuant to the rules against slates in paragraphs 11 through 13 above, candidates may not endorse other candidates, either in public or in private, and also may not help other candidates in any way, including but not limited to helping with the preparation of graphics or other campaign materials.
  15. Pursuant to the rules against slates in paragraphs 11 through 13 above, current members of the Executive may not publicly endorse candidates other than themselves and also may not publicly help such candidates in any way. If a public endorsement is made by a member of the Executive, the candidate endorsed must reject the endorsement in accordance with the rules in paragraph 17 below. Any Executive who violates this provision shall be referred to the Executive Performance and Accountability Committee.
  16. Non-Executive Council members, employees in the Society’s Student Services, Associate Vice-Presidents, and assistants to members of the Executive may endorse and assist candidates other than themselves only if they sign an Endorsement and Campaigning Agreement provided by the Elections Committee and submit the agreement to the Elections Committee before the commencement of the Official Campaign Period.

17. Third Party Endorsements

- (a) Candidates must publicly declare their acceptance or rejection of third party endorsements by media outlets and any other group or individual.
- (b) Candidates who accept a third party endorsement from a third party that will also be a financial supporter must report that endorsement to the Elections Committee within 24 hours of receiving the endorsement.
- (c) Any spending by a financial supporter on campaign materials supporting a candidate shall be counted as part of that candidate's expenses when determining whether the candidate remained within the campaign spending limits, but the candidate shall not be eligible for reimbursement for such expenses. The term "campaign materials" in this provision does not include the publication of written endorsements with no paid promotion.
- (d) If a third party endorser who has not been accepted as a financial supporter begins spending money on campaign materials explicitly endorsing a candidate, that candidate may notify the Elections Committee that they no longer accept the endorsement, at which point the Elections Committee shall determine how much of the spending will be counted as part of that candidate's expenses. If the candidate decides to continue accepting the endorsement, the third party shall be considered a financial supporter, and the rules in paragraph (d) shall apply.

**Article 3. Violations and Penalties**

1. The Elections Committee may penalize any candidate and determine the penalty for campaigning in violation of the campaign rules in Article 2(6) above and for any other breach of the Electoral Procedures and any other election irregularity.
2. For serious offences, as defined in the Candidates' Handbook, the Elections Committee may disqualify a candidate. If they decide not to disqualify, they must impose at least one of the penalties for less serious offences.
3. The Elections Committee must consult with the UBC Registrars Office on the disqualification of any candidates for UBC Senate or Board of Governors before a decision is made.
4. For less serious offences, as defined in the Candidates' Handbook, the Elections Committee may withdraw one or more of a candidate's campaign rights, including, but not limited to, the rights enumerated in Article 2(6) above. However, the Committee shall not remove a candidate's right to have an interview published in a campus publication pursuant to Article 2(4) above. And the Committee shall not remove a candidate's right to have a picture and a statement on the election website and on the ballot.

5. The Elections Committee may, at its discretion, issue a warning rather than imposing a penalty for less serious offences, especially in the case of a first offence. Warnings to candidates will not be publicized.
6. The Elections Committee shall not deduct votes as a penalty in any election or referendum.
7. If serious offences have been committed by more than one candidate in an election, the Elections Committee may declare the results of that election invalid.
8. If serious offences have been committed in a referendum, the Elections Committee may declare the results of that referendum invalid.
9. For similar offences in the same election or referendum, the Elections Committee shall impose similar penalties, except for repeat offenders.
10. If the Elections Committee disqualifies a candidate or declares an election or referendum invalid, such disqualification or declaration may be appealed to an Election Appeals Committee in accordance with Article 8(8) below.
11. The Elections Committee shall create a violations chart with examples and specific punishments. This violations chart does not need to be exhaustive.

**Article 4. Referendum Regulations**

1. The Elections Committee shall conduct Society referenda in accordance with Bylaw 4, the applicable portions of these Electoral Procedures, and other rules and regulations developed by the Committee, provided that those rules and regulations are consistent with the Constitution, Bylaws and Code of the Society.
2. For greater clarity, to be duly signed in accordance with Bylaw 4(1)(b) a petition signature must have been freely given without coercion and must not have been provided in exchange for alcoholic beverages or monetary benefits. They must also be kept secure in accordance with the internal policy on petition privacy and they must each include the following elements:
  - (a) the Active Member's name (printed);
  - (b) the Active Member's student number; and
  - (c) the Active Member's signature, either handwritten on paper or in electronic form produced by means of a system approved by the Elections Committee.
3. On receiving a petition in accordance with Bylaw 4(1)(b), the President or the President's designate shall forward it to the Elections Administrator, who shall verify that it meets the requirements of the Bylaw and of this Article. If it has done so, the Elections

Administrator shall forward the question on the petition to the President and Council so that a referendum may be held on it.

4. Staff resources shall be made available to assist the drafters of potential referendum questions to assist them in an impartial and confidential manner. Staff providing such assistance shall do so in an impartial manner and shall not discuss potential questions except with members of Council or the Society's senior managers.
5. To ensure that referendum questions brought by petition meet the requirements in Bylaw 4(2), petitioners must consult either the Elections Administrator or the Clerk of Council.
6. All campaign material must be removed within one (1) week of the end of voting. Referendum campaigns shall be charged for the removal of materials after this period.
7. Neutrality
  - (a) The Society shall be neutral in all referenda unless Council decides by resolution to support a side. Council may only support one side in a referendum and it must be either the Yes or No side of the referendum.
  - (b) If Council does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources, as described in Article 2(8) above, may be used by either side in the referendum.
  - (c) If Council decides to support a side, it must abide by all campaign rules set out in the Code and in the Referendum Handbook. It must also make public its campaign expenditures.
8. Yes and No committees:
  - (a) The Elections Committee shall allocate \$1,000 for reimbursement of expenses for one Yes committee and \$1,000 for reimbursement of expenses for one No committee in every referendum.
  - (b) If Council endorses a side in a referendum there will not be a Yes or No Committee for the side that Council has endorsed, unless a committee has already been established.
  - (c) To qualify for funding, a Yes or No committee must:
    - (i) obtain a copy of the referendum handbook referred to in paragraph 9 below; and
    - (ii) submit to the Elections Committee a petition for funding before voting has begun on which must appear the following:
      - 1) the signatures and student numbers of at least fifty (50) Active

- Members;
- 2) a list of the members of the Yes and No Committee identifying them as members of that committee; and
  - 3) a budget outlining any proposed expenditures.
- (d) The Elections Committee shall verify through the Registrar's office that the names and numbers appearing on petitions presented in accordance with paragraph (c) above are those of Active Members.
- (e) In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of paragraph (c) above, provided that it includes on the petition for a referendum a list of committee members as required by paragraph (c).
- (f) When originally submitting its petition for funding, a Yes or No committee must consist of five members, all of whom must be Active Members. If the committee fulfills the requirements of this Article, the Elections Committee shall designate it as the body entitled to receive referendum funding. Notwithstanding this provision, the Elections Committee may decide to put a different committee in place or to add or subtract members from the original committee so long as all the members of the reconstituted Yes or No committee are Active Members.
- (g) A committee must submit an application for reimbursement and supporting receipts to the Elections Committee in order to receive reimbursement.
- (h) The Elections Committee shall publicize the availability of funding for Yes and No committees by means of advertisements appearing on the Society's social media sites within five (5) business days of the receipt of a referendum petition by the Vice-President Academic and University Affairs or the passing of a motion by Council calling for a referendum.
9. Anyone taking part in campaigning of any sort in favour or against a referendum must be an Active Member. Without limiting the generality of the foregoing, no one who is not an Active Member may organize campaigning, recruit campaigners, or circulate campaign material, and the offices, materials, and resources of the University or any other external organization may not be used to assist campaigning. This provision notwithstanding, individuals who are not Active Members may provide information for Active Members to use during referendum campaigning, and the staff of the Society who are not Active Members may assist in creating referendum campaign materials, but only in their capacity as the Society's staff and when directed to do so by the Society's student executive and their representatives.
10. The Elections Administrator shall organize a Referendum Meeting to take place no later than seven (7) days prior to the referendum. At this meeting, the Elections Administrator shall provide interested parties with information about the parts of the Electoral Procedures relevant to referenda and shall distribute a copy of a referendum handbook to

interested parties. If the referendum is taking place in conjunction with elections, the Referendum Meeting may be combined with the All-Candidates Meeting. Campaigning for a referendum may not begin until after this meeting has been held.

11. The referendum handbook shall contain a summary and explanation of the parts of these Electoral Procedures relevant to referenda. The handbook shall also include a summary and explanation of rules and regulations relevant to referenda which are not in these Electoral Procedures.

#### **Article 5. Polling Regulations**

1. The Elections Committee shall ensure that all Active Members have an opportunity to vote and shall establish polling stations and take other measures to publicize the election or referendum so as to ensure that as many Active Members as possible do vote.
2. Polling stations shall be in conspicuous locations, including a location in the AMS Student Nest and in other conspicuous locations at the discretion of the Elections Committee. Staffing times shall be at the discretion of the Elections Committee.
3. Except in the case of by-elections, paper ballot elections, or other special elections, voting during Society elections and referenda through electronic or paper means shall be available for at least five (5) school days.
4. The Elections Committee shall ensure that each polling station has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voter's ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots.
5.
  - (a) Each candidate shall be permitted to have a picture and a statement on the election website and on the ballot, the word limit and picture size to be determined by the Elections Committee. The deadline for submission of the picture and statement shall be set by the Elections Committee and publicized in the Candidates' Handbook.
  - (b) Each Yes or No committee in a referendum shall be permitted to have a statement on the election website and on the ballot, the word limit to be determined by the Elections Committee. If Council endorses a side in the referendum, the Society shall be permitted to have a statement on the elections website and on the ballot, the word limit to be determined by the Elections Committee. The Society shall not be entitled to this statement if a Yes or No committee was established before Council endorsed that side. The deadline for submission of the statement shall be set by the Elections Committee and publicized in the Referendum Handbook.
6. The Elections Committee shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.

7. Poll Clerks

- (a) All poll clerks and Polling Officers shall be required to attend a training session arranged by the Chief Returning Officer, at which they shall be given information on the rules and regulations relevant to them.
- (b) While working at a polling station, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Once hired, a poll clerk shall not work as a volunteer or otherwise assist in any way in any candidate's campaign or in any referendum campaign.
- (c) Poll clerks shall:
  - (i) manage voting stations (including opening and closing, enforcing campaign regulations, and safeguarding electoral equipment);
  - (ii) communicate any technical difficulties at the polling stations to the Chief Returning Officer; and
  - (iii) have such other powers and duties as are outlined in the Bylaws or the Code or assigned by the Elections Committee, the Elections Administrator, or the Chief Returning Officer from time to time.

**Article 6. Ballots**

- 1. In Executive elections, candidates may choose to have their full name appear on the ballot as it appears on their UBC card or they may choose to have any combination of their given names or initials of their given names appear along with their surname. At the discretion of the Elections Administrator, candidates may choose to have a reasonable nickname appear on the ballot in place of or in addition to their given names, as long as the nickname does not indicate affiliation to a group and as long as it is not obscene or libellous or an attack on other candidates. Candidates may also choose to have their pronouns appear on the ballot.
- 2. For all ballots, if possible, various versions shall be prepared with the names of the candidates listed in random orders on each version, so that voters will not all vote on identically ordered ballots.
- 3. In Executive elections, the positions to be voted on shall appear in the following order on the ballot:
  - (a) President;
  - (b) Vice-President Academic and University Affairs;



- (c) Vice-President Finance;
  - (d) Vice-President Administration; and
  - (e) Vice-President External.
4. If elections are being conducted for other organizations, those positions shall appear on the ballot after the Executive positions in the following order:
- (a) University Board of Governors;
  - (b) University Senate;
  - (c) Ubysey Publications Society;
  - (d) Student Legal Fund Society; and
  - (e) any other organizations.
5. On referendum ballots, “Yes” shall appear above “No” or to the left of it.

**Article 7. Counting of Ballots and Release of Results**

1. The Elections Committee shall take whatever measures necessary to ensure the security of the ballots and the balloting process.
2. Ballot counting: General
- (a) The Elections Committee shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
  - (b) The Elections Committee shall take all measures necessary to ensure that only validly cast ballots are counted.
  - (c) The Chief Returning Officer and at least one (1) other member of the Elections Committee must be present at all times during ballot counting.
3. Ballot Counting System
- (a) Ranked ballots shall be used for Executive elections. The voters shall be asked to rank candidates for each position using numeral marks, with “1” indicating the most preferred, “2” the second most preferred, and so on.
  - (b) Candidates who are not ranked shall be considered to have a lower preference than any ranked candidate.
  - (c) Instant Run-Off voting shall be used for each Executive position:
    - (i) Voters shall rank the candidates in order of preference. Ballots are first counted for each voter's top choice. If a candidate has more than half of the top-choice votes, that candidate wins the election.

- (ii) If not, then the candidate with the fewest votes is eliminated, and the voters who selected the eliminated candidate as a first choice then have their votes added to the totals of their next choice. This process continues until a candidate has more than half of the votes.
  - (iii) If there are only two candidates remaining after eliminating all other candidates, but both candidates receive less than half the votes, the candidate with the most votes will win the election.
  - (iv) If there is no clear winner as defined in the paragraphs above, the election shall be decided by a coin toss by the Elections Administrator witnessed by the Elections Committee and the two remaining candidates.
- 4.
  - (a) Ballot counting shall be completed no more than two (2) hours after the close of polling on the last day of polling.
  - (b) As soon as the counting has been completed in Executive elections, the Elections Administrator shall release “partial unofficial results,” to include the winners for each Executive race. “Full unofficial results” for Executive elections shall be withheld for no more than forty-eight (48) hours after the release of the partial unofficial results. In the case of Society referenda, “unofficial results,” consisting of the number of votes received by each side, shall be released by the Elections Administrator as soon as the counting has been completed. The results of Executive elections and Society referenda shall be official only when received by Council.
  - (c) If a winning candidate withdraws from an Executive election before the results are made official during the presentation to Council, a new winner shall be determined by recounting the ballots using the procedure described above.
- 5. Results for elections conducted for other organizations shall be released in accordance with the agreements made with those organizations. In the case of elections to the Board of Governors and Senate, a formal letter shall be sent to the UBC Vancouver Registrar’s Office (or other University office responsible for elections) to certify that the rules in force for University elections have been followed. Results for the elections to the Board of Governors and Senate may be released once approval has been received from the Registrar’s Office (or other University office responsible for elections).
- 6. Records of elections and referenda shall be kept intact until the results become official by being presented to Council and shall then be stored for a year where technically feasible.
- 7. Presentation of results
  - (a) The Elections Administrator shall prepare a written report on the election or referendum, including the results, such results to include the number of votes

received by each candidate in the election and the number of votes received by each side in the referendum. The Elections Administrator shall present the report to Council once any complaints or appeals pending before the Elections Committee or an Election Appeals Committee have been ruled on in accordance with Article 8 below.

- (b) Once the Elections Administrator's report is presented to Council, the results shall be official and binding upon the Society. A Resolution of Council to receive or approve the report is not required for the results to be binding.

**Article 8. Interpretations, Rulings, Complaints, and Appeals**

1. During an election or referendum, the Elections Administrator, or their designate in the case of a conflict of interest, may make preliminary rulings and interpretations which must be ratified by the Elections Committee within forty-eight (48) hours.
2. Protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to the Elections Committee, provided that the protest or complaint is in writing, and is signed by at least one (1) Active Member, and is submitted no more than seventy-two (72) hours after the close of balloting. The Elections Committee must reach a decision on the protest or complaint no more than twenty-four (24) hours after it has been received by a member of the Committee.
3. Rulings and interpretations made by the Elections Administrator and ratified by the Elections Committee in accordance with paragraph 1 above, and decisions made by the Elections Committee regarding protests or complaints as described in paragraph 2 above, may be appealed to an Election Appeals Committee.
4. An Election Appeals Committee shall consist of:
  - (a) the Speaker of Council, who shall be Chair;
  - (b) four (4) non-Executive members of Council, all of whom must either be:
    - (i) voting members;
    - (ii) UBC Vancouver student members of the Board of Governors; or
    - (iii) student Senators elected by the student members of the UBC Vancouver Senate to serve on Council; and
  - (c) the Ombudsperson, who shall be non-voting.
5. In the absence of the Speaker of Council, or if the Speaker is serving as the Elections Administrator, Election Appeals Committees shall be chaired by a person designated by the Speaker. If serving as Elections Administrator, the Speaker shall make this designation before nominations open.
6. In appointing Council members to sit on Election Appeals Committees, Council shall appoint four (4) Councillors to be the regular members and two (2) to be alternates, who

shall serve if any of the regular members cannot. The appointments shall be made at the same time as the Winter Session appointments to the Standing Committees.

7. Council members shall not take part in hearing an appeal if:
  - (a) they are candidates in an ongoing election;
  - (b) they are actively working with or have endorsed a candidate in the race under appeal; or
  - (c) they have a close connection with a candidate in the race under appeal, including but not limited to:
    - (i) Being a family member or relative.
    - (ii) Being a member of the same club, fraternity, or similar organization.
    - (iii) Being a current employer, employee, or co-worker.
    - (iv) Being a close personal friend.
8. An Election Appeals Committee may at any time, by Resolution, declare that one of its members is in a conflict of interest for any reason. That member may not vote on the Resolution. If the Resolution passes, that member shall step down from the committee.
9. Members of an Election Appeals Committee shall avoid socializing with candidates and shall not release confidential information to candidates or anyone else.
10. Candidates must not offer gifts to members of an Election Appeals Committee and must not request confidential information from them.
11. Candidates shall avoid socializing with members of an Election Appeals Committee.
12. Members of Election Appeals Committees must undergo training provided by the Clerk of Council.
13. In the case of an appeal of a ruling or interpretation made by the Elections Administrator, the appellant must submit an application in writing to the Chair of the Election Appeals Committee no more than forty-eight (48) hours after the Elections Committee ratifies the ruling or interpretation.
14. In the case of an appeal of a decision made by the Elections Committee, the appellant must submit an application in writing to the Chair of the Election Appeals Committee no more than forty-eight (48) hours after the Elections Committee has made its decision.
15. The appellant's application must include:
  - (a) a description of the issue in question;
  - (b) a report of the decision being appealed;

- (c) a statement of the remedy being sought; and
  - (d) a description of the errors allegedly made by the Elections Administrator or the Elections Committee.
- 16. The appellant must also provide copies of all supporting documents that the appellant wishes to have considered by the Election Appeals Committee.
- 17. On receiving the appellant's application, the Chair of the Election Appeals Committee shall decide whether it meets the requirements of paragraphs 15 and 16 above. If it does, the Chair of the Election Appeals Committee shall notify the Elections Committee of the appeal and provide it with a copy of all relevant documentation.
- 18. The Elections Committee shall make a written response to the appellant's application.
- 19. Once constituted, an Election Appeals Committee shall create procedures as it sees fit to deal with the issue before it, but it must allow the appellant and the Elections Administrator to appear before it in person and make statements. It must also allow them each to name a representative to appear with them or in place of them if they so choose, such a representative to be an Active Member.
- 20. After receiving an appeal application submitted in accordance with the provisions of this Article, an Election Appeals Committee may overturn a decision of the Elections Administrator or the Elections Committee if it determines that in arriving at that decision:
  - (a) the Elections Administrator or the Elections Committee acted in a manner inconsistent with the Electoral Procedures in the Code or with the procedures contained in the candidates' handbook issued by the Elections Committee;
  - (b) the Elections Administrator or the Elections Committee failed to consider relevant evidence;
  - (c) the Elections Administrator or the Elections Committee acted in an obviously unfair manner; or
  - (d) the Elections Administrator or the Elections Committee imposed inconsistent penalties for similar offences in the same election or referendum.
- 21. If the Election Appeals Committee decides to overturn a decision of the Elections Administrator or the Elections Committee in accordance with paragraph 20 above, it may:
  - (a) substitute its own decision for that of the Elections Administrator or the Committee; or
  - (b) order the Elections Committee to reconsider the decision.

22. An Election Appeals Committee must hold its first meeting concerning an application made in accordance with paragraphs 13 or 14 above no more than forty-eight (48) hours after the submission of that application.
23. An Election Appeals Committee must come to a decision no more than twenty-four (24) hours after holding its first meeting.
24. The decision of an Election Appeals Committee must consist of the following elements:
  - (a) the decision itself;
  - (b) the reasons for the decision; and
  - (c) a dissenting opinion if there is one.
25. All the elements of the decision referred to in paragraph 24 must be in writing, and copies must be given to the appellant, the Elections Committee, and Council.
26.
  - (a) No protests or complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to an Election Appeals Committee unless they have first been submitted to and ruled on by the Elections Committee in accordance with the procedures prescribed in this Article.
  - (b) Notwithstanding paragraph (a) above, a complaint may be submitted to an Election Appeals Committee before the Elections Committee has ruled on it if:
    - (i) the Elections Committee has failed to rule on it within a reasonable time; or
    - (ii) the Election Appeals Committee determines that it would be unreasonable to wait for a decision by the Elections Committee.
27. Candidates and other persons involved in elections or referenda must comply with rulings of the Elections Administrator and the Elections Committee even if those rulings are in the process of being appealed to an Election Appeals Committee. Only if an Election Appeals Committee overturns a ruling may compliance with it cease.

**Article 9. Constituency Elections and Referenda**

1. Constituencies shall determine the rules and procedures to be followed in conducting their elections and referenda, provided however that the following conditions are adhered to:
  - (a) the Constituency must appoint a chief elections official and an elections committee to conduct its elections;
  - (b) the Constituency's chief elections official and its elections committee must

- conduct elections in an unbiased and impartial manner;
- (c) candidates in a Constituency election may not serve during that election on the Constituency's elections committee or on any other election appeal body in the Constituency; nor may they serve as the Constituency's chief elections official;
  - (d) a Constituency's elections officials must undergo training provided by the AMS Elections Administrator in order to use the Society's electronic voting system;
  - (e) if using the Society's electronic voting system, the Constituency must abide by the rules prescribed by the AMS Elections Administrator;
  - (f) the Constituency must establish rules governing election procedures and the penalties for violating such rules;
  - (g) the Constituency's rules and penalties must be in writing, and the Constituency must not introduce non-written rules or penalties;
  - (h) the Constituency must not introduce new election rules, or alter existing election rules, during the period lasting from the beginning of an election campaign until the final determination of the election results;
  - (i) no votes shall be deducted as a penalty in any Constituency election;
  - (j) for similar offences in the same election or referendum, the Constituency's elections committee shall impose similar penalties;
  - (k) the Constituency's council shall not have the right to overturn or refuse to accept the results of a Constituency election;
  - (l) all members of a Constituency in good standing shall be entitled to vote and run in all elections conducted by that Constituency, and to vote in all referenda conducted by that Constituency, except that Constituencies may hold elections for representatives from specific years or programs that are limited to members in those years or programs, with the following proviso:
    - (i) if the Constituency limits who can vote in an election, it must make the same limitation on who can run, and vice versa;
  - (m) voting in all elections and referenda shall be by secret ballot;
  - (n) notice of elections and referenda shall be advertised in the Constituency publication or another campus publication and posted in prominent locations at least seven (7) days prior to the election or referendum;
  - (o) notice of deadlines for nominations shall be advertised in the Constituency

publication or another campus publication and posted in prominent locations at least seven (7) days prior to the deadlines;

- (p) if only one candidate is nominated for a position, an election must still be held using a “Yes or No” ballot, and the candidate shall be declared elected only if more than half of the voters vote Yes for that candidate;
  - (q) a candidate who loses a “Yes or No” election for a position as described in paragraph (q) above must not be appointed to that position;
  - (r) in the case of a referendum to alter Constituency fees, the Constituency must follow the quorum requirements and other procedures in Bylaw 14 and Code Section XII, Article 6;
  - (s) the Constituency must establish an internal appeals procedure to deal with protests and complaints concerning its elections and referenda;
  - (t) results of Constituency elections and referenda shall be certified by the AMS Elections Administrator in reports made both to the Constituency and to Council.
2. Constituencies may not introduce election or referendum rules that contradict the requirements of this Article or are otherwise in conflict with the Society’s Code or Bylaws.
  3. Provided that at least one internal appeal has taken place within a Constituency, the Elections Committee shall rule on the validity of a Constituency election or referendum and on any decisions made by that Constituency’s election officials if requested to do so by an Active Member of that Constituency. This provision notwithstanding, a request may be made to the Elections Committee without a previous internal appeal in a Constituency if such an appeal would not take place before the results are finalized or if the Elections Committee determines that it would be unreasonable to wait.
  4. Appeals of Elections Committee decisions on Constituency elections and referenda may be made to an Election Appeals Committee in accordance with Article 8 above.

**Article 10. Club Elections**

1. The Operations Committee shall develop procedures to regulate the elections of Clubs constituted under Bylaw 13(3).
2. The electronic voting system used for Constituency elections is not to be used for Club elections, but the Operations Committee may use other electronic means for Club elections.



**Article 11. By-Elections, Paper Ballot Elections, and Other Special Elections**

1. Notwithstanding the provisions elsewhere in these Electoral Procedures prescribing the number of polling hours for elections and the procedures to follow for nominations, the Elections Committee may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill an Executive vacancy and in the case of other special elections.
2.
  - (a) Council may decide, by Resolution, to hold an election or referendum exclusively by paper ballot, or for technical reasons it may be necessary for all or some of the voters to vote by paper ballots.
  - (b) If all or some of the voters are voting by paper ballot in accordance with paragraph (a) above, the Elections Committee shall prescribe procedures for conducting such a vote. Such procedures may deal with any or all of the following:
    - (i) the rules on the timing of the vote,
    - (ii) the deadline for finishing the counting of the ballots,
    - (iii) the use of instant run-off voting,
    - (iv) absentee voting,
    - (v) scrutineers,
    - (vi) procedures for handling ballot boxes, and
    - (vii) the rules for counting paper ballots.

**Article 12. Conduct of Elections for Other Organizations**

1. The Elections Committee shall conduct elections and referenda for other organizations, including but not limited to the election of students to the Senate and Board of Governors and elections for the Ubysey Publications Society and the Student Legal Fund Society, only under the following conditions:
  - (a) The election must primarily involve the Society's Active Members.
  - (b) The Elections Committee shall oversee the whole election from the close of nominations through to the counting of ballots.
  - (c) There must be an understanding about the rules to be followed concerning the eligibility of candidates and voters.
  - (d) The rules referred to in paragraph (c) must be in accord with the basic principles of democratic elections.
  - (e) The election shall be conducted according to the relevant provisions of the Electoral Procedures except for other rules agreed to by the Society and the other

organization.

- (f) The other organization must specify what body or person in the other organization shall be the liaison with the Elections Committee.
  - (g) There must be an understanding about what the duties of the other organization shall be in the running of the election.
  - (h) There must be an understanding about who shall pay for the costs of running the election and in what manner payment will be made.
  - (j) There must be a procedure for appealing decisions of the Elections Committee.
2. Where relevant, and unless otherwise stipulated in this section of Code or in an agreement with the other organization, the Elections Committee shall conduct elections and referenda for other organizations in accordance with the rules and procedures contained in this section of Code.

**B. FISCAL PROCEDURES**

**Article 1. Administration Office Procedures**

1. The Finance Committee shall establish and maintain accounts and account codes in accordance with the allocation of monies set out in the Society's budget. No accounts or account codes shall be created or deleted except with the approval of the Finance Committee. Unless otherwise stipulated in the Code, the Finance Committee shall determine the signing officer(s) for all accounts.
2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
  - (a) all withdrawal requests must be signed and authorized by the signing officer for the account and, if the signing officer is the individual initiating the purchase resulting in the withdrawal request, by another member of the executive for the organization to which the account belongs or by another individual designated by the Financial Controller;
  - (b) the Financial Controller may require the signing officer for an account to show identification at the time of the withdrawal;
  - (c) withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
  - (d) appropriate supporting documentation shall be receipts, invoices or approved contracts;
  - (e) if receipts, invoices and approved contracts are unavailable, official minutes of the appropriate body authorizing the expenditure may suffice as supporting documentation, upon the approval of the Vice-President Finance or the Financial Controller;
  - (f) if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the issuance of cheques;
  - (g) requests for advances or petty-cash disbursements against accounts may only be made in accordance with procedures established by the Financial Controller;
  - (h) notwithstanding the foregoing provisions, expenditures made under the budgeted line items of telephone, office supplies and postage, and any purchase made through the Society's copy centre, require no supporting documentation other than the signature of the signing officer as referred to in paragraph (a) above; and
  - (i) in special, emergency situations in which neither minutes nor receipts, invoices,

or contracts are available, or in which the signing officer for an account is not available, withdrawals may be made according to procedures established by the Financial Controller.

3. Deposits into accounts shall be made according to the following procedures:
  - (a) any and all monies of the Society, which include any monies in the control of Subsidiary Organizations and other Society bodies, shall be deposited into the Society's accounts through the Administration Office;
  - (b) any individual may deposit monies into an account in accordance with the procedures established from time to time by the Financial Controller; and
  - (c) any Subsidiary Organization or other Society body found to have monies deposited outside the Society's Administration Office shall have transactions from its accounts suspended and its booking privileges discontinued.
4. The Finance Committee may grant Constituencies additional accounts and account codes for Constituency-sponsored events and groups; however, such accounts shall only be approved, and maintained, if funding guarantees are provided by the Constituency.
5. The Financial Controller shall:
  - (a) ensure that all Subsidiary Organizations and other Society bodies and the Society's officers and staff have sufficient monies in their accounts to carry out their financial transactions;
  - (b) ensure that all of the Society's financial transactions are approved by the appropriate signing officer with the appropriate documentation; and
  - (c) create other procedures relating to the operation of the Administration Office as are required from time to time.
6. Journal vouchers must be used to transfer funds from one account to another, and must be approved by the organization or individual being charged. The Financial Controller may create such other procedures concerning journal vouchers as are deemed necessary.
7. Food, drink and other inventory from any Society operation may only be transferred in accordance with the Society's budget and with the appropriate documentation as determined by the Financial Controller.

**Article 2. Signing Authority**

1. The Society signing officers, as designated in Bylaw 8, shall be responsible for making sure that they are instructed by the Financial Controller on appropriate procedures for

- reviewing cheques and the related supporting documentation.
2. Pursuant to Bylaw 8(2), the Managing Director shall have the authority to be one of the two Society signing officers on all cheques and contracts, including cheques and contracts involving the Society's Services, Clubs, and Constituencies.
  3. The Managing Director shall also have the authority to see all cheques being issued by the Society.
  4. In addition to the Society's signing officers, who have the authority to sign on behalf of the Society in its dealings with external organizations, there shall be internal signing officers, who shall have the authority to initiate financial transactions with regard to individual accounts within the Society.
  5. Individuals may become internal signing officers in one of the following five ways:
    - (a) they may be designated by a Subsidiary Organization or Student Resource Group, in accordance with paragraph 7 below, as the signing officer for that Subsidiary Organization or Resource Group;
    - (b) they may be designated by the Code as the signing officer for a Committee, another Society body, or a specific set of accounts;
    - (c) they may be designated as the signing officer for a staff department or position by a joint decision of the Managing Director and the Vice-President Finance;
    - (d) they may be designated as the signing officer for a Fund of the Society by a joint decision of the Managing Director and the Vice-President Finance; or
    - (e) they may become the signing officer for an Executive position or the Managing Director's position by virtue of holding that position.
  6. A list of all the above internal signing officers, indicating which departments they have signing authority for, shall be maintained by the Financial Controller in the Administration Office.
  7. A Subsidiary Organization or Student Resource Group shall designate its signing officer by Resolution, and that person shall register at the Administration Office by:
    - (a) bringing in a copy of the minutes of the Subsidiary Organization or the Student Resource Group recording the Resolution;
    - (b) presenting their UBC card and one additional piece of ID; and
    - (c) signing in.

8. A Subsidiary Organization or Student Resource Group may at any time, by Resolution, remove and replace its signing officer if that signing officer fails to manage the funds of the Organization or Resource Group in a responsible manner, or for any other reason. The replacement signing officer shall register at the Administration Office in the manner specified in paragraph 7 above.

**Article 3. Budget Procedures for Subsidiary Organizations and Student Resource Groups**

1. All Subsidiary Organizations shall submit budget proposals to the Vice-President Finance in accordance with Bylaws 11(1) and 13(9). Information derived from these budget proposals, as approved by the Finance Committee, shall be included in the draft budget submitted by the Committee to Council.
2. Budgeting for the Student Resource Groups shall be done in accordance with Section XI of the Code.
3. When a Subsidiary Organization has not submitted a budget proposal in accordance with Bylaw 13(9), the Vice-President Finance shall inform the delinquent organization that a budget proposal is required prior to the current fiscal year end. Should the organization fail to submit a budget proposal by that time, then pursuant to Bylaw 5(3)(d)(iii)(2), the Vice-President Finance shall suspend transactions from the accounts of the delinquent organization and report this action at the next meeting of the Finance Committee and the next meeting of Council.
4. A Subsidiary Organization shall not spend money from its accounts or incur any other liability within a fiscal year until its budget for that fiscal year has been approved by Council, except in accordance with paragraph 5 below.
5. When a Subsidiary Organization's budget has not yet been approved by Council, but the organization wishes to spend money or incur a liability, the Vice-President Finance, in consultation with the Financial Controller, may authorize that organization to spend money or incur a liability provided that:
  - (a) the Subsidiary Organization's budget proposal would not put the organization into a deficit position with the Society;
  - (b) there are sufficient funds in the organization's account to cover any proposed expenditure which the organization will incur prior to Council's approval of the organization's budget proposal; and
  - (c) such liability or expenditure does not exceed twenty-five percent (25%) of the anticipated expenditures of the organization for the current fiscal year.

Where the Vice-President Finance has authorized an organization to spend money or incur liability in accordance with this paragraph, such authorization shall be reported to

the Finance Committee and to Council.

6. (a) A Subsidiary Organization which is deconstituted or ceases to exist shall have its accounts frozen until the fiscal year end, at which time its accounts shall be transferred to a general holding account of the Society with a notation of any surplus or shortage in its accounts.
- (b) After any such surplus or shortage has been in a general holding account of the Society for one (1) year, the surplus or shortage shall be transferred to the Clubs Benefit Fund or the Constituency Aid Fund, whichever is appropriate.
7. Club or Constituency expenditures that would create a projected deficit for the year of over \$1,000 must be approved by the Finance Committee, the Vice-President Finance and the Vice-President Administration in advance. Such approval shall be in writing.
8. All credit card reimbursements for Clubs and Constituencies over the amount of \$5,000 may be subject to review and approval of the Finance Committee.
9. Subsidiary Organizations and Resource Groups receiving dedicated student fees shall submit financial reports to the Finance Committee twice per fiscal year, one in March and one in October.
10. The financial reports from each of the Subsidiary Organizations and Resource Groups referred to in paragraph 9 above shall be compiled and combined into one report by the Vice-President Finance and shall be included in the general financial quarterly reports made by the Finance Committee to Council in June and November.

**Article 4. Contingency and Surpluses**

1. The five percent (5%) margin established by Bylaw 11(1)(a) shall be known as the Contingency and shall be equivalent to five percent (5%) of the discretionary revenues of the Society.
2. The discretionary revenues of the Society shall be calculated according to the following formula:
  - (a) the total revenue from all Society fees levied upon Active Members;
  - (b) less non-discretionary charges which have been included in the Society's fees by referendum (e.g., the Capital Projects Fund);
  - (c) less the required allocations to reserve funds specified in the Bylaws (e.g., the Art Fund);
  - (d) plus the net contribution that is expected from all business and administrative

operations of the Society.

3. The Contingency shall be deposited in a Contingency Fund and used in accordance with the rules for that fund as specified in Article 6(7)(m).
4. If there is an unforeseen surplus, it shall be deposited in the AMS Endowment Fund.

**Article 5. Allocating Revenue from Donors and Sponsors**

1. Revenue from donors and sponsors shall be allocated in accordance with the provisions of contracts entered into with those donors and sponsors.
2. If there is a surplus remaining after allocating revenue from donors and sponsors in accordance with donor and sponsor contracts, the surplus shall be allocated by the Finance Committee.
3. Revenue from donors and sponsors for which no allocation is specified in donor or sponsor contracts shall be allocated by the Finance Committee.

**Article 6. Funds**

1. The following are the funds of the Society as established by referendum, by Bylaw 11(2), or, pursuant to Bylaw 11(2)(a)(v), by this provision of the Code:
  - (a) Funds established by referendum:
    - (i) Capital Projects Fund;
    - (ii) AMS Athletics and Intramurals Benefit Fund;
    - (iii) External and University Lobbying and Advocacy Fund;
    - (iv) Resource Group Fund;
    - (v) AMS Refugee Student Fund;
    - (vi) AMS Student Legal Fund;
    - (vii) AMS Health and Dental Fund;
    - (viii) AMS Financial Assistance Fund;
    - (ix) Sexual Assault Support Services Fund;
    - (x) Sustainability Projects Fund;
    - (xi) CiTR Fund;
    - (xii) International Projects Fund;
    - (xiii) Child Care Bursary Fund;
    - (xiv) Ombudsperson Fund;
    - (xv) Campus Culture and Performance Fund;
    - (xvi) Sustainable Food Access Fund;
    - (xvii) Thrift Store Fund;
    - (xviii) Bike Kitchen Fund; and



- (xix) Indigenous Student Fund.
  - (b) Funds established by Bylaw 11(2):
    - (i) Art Fund;
    - (ii) Student Union Building Repairs and Replacement Fund;
    - (iii) AMS Special Bursary Fund; and
    - (iv) AMS Endowment Fund.
  - (c) Funds established pursuant to Bylaw 11(2)(a)(v) by this provision of the Code:
    - (i) Resource Group Event Fund;
    - (ii) Health Plan Assistance Fund;
    - (iii) Grad Class Fund;
    - (iv) Student Initiatives Fund;
    - (v) Sexual Assault Initiatives Fund;
    - (vi) SUB Renewal Fund;
    - (vii) SUB Renewal Subsidy Fund;
    - (viii) Election Reserve Fund;
    - (ix) Impact Grant Fund;
    - (x) Constituency Aid Fund;
    - (xi) Clubs Benefit Fund;
    - (xii) Competitive Athletics Fund; and
    - (xiii) Contingency Fund.
2. Monies from a fund may only be allocated if:
- (a) a body empowered to make recommendations concerning the Fund has recommended the allocation;
  - (b) the Finance Committee has been consulted about the allocation; and
  - (c) the body responsible for administering the Fund has approved the allocation by a Two-thirds (2/3) Resolution.
3. An allocation from a Fund shall only be approved if it:
- (a) is in accordance with the Society's budget as required by Bylaw 11(2)(b); and
  - (b) conforms with the stated purpose of the Fund as required by Bylaw 11(2)(b).
4. Pursuant to Bylaw 11(2)(b), monies from Funds that are designated for allocation in the Society's Budget in accordance with paragraph 3(a) above shall, if not spent, remain in the Fund and shall not be transferred to any other account.

5. Funds Established by Referendum

(a) **The Capital Projects Fund:**

- (i) The Capital Projects Fund shall, subject to paragraphs (iv), (v), and (vi) below, be administered by Council on the recommendation of the Finance Committee or the Executive Committee.
- (ii) The Fund shall be used to finance specific capital projects authorized by the referenda of November 1982, November 1991, and January 2014 and not yet completed or made irrelevant, these being:
  - 1) the construction of new day care facilities;
  - 2) development of athletic facilities in the vicinity of the AMS Student Nest;
  - 3) development of on-campus student housing;
  - 4) AMS Student Nest renovations and expansion; and
  - 5) additions and improvements to the Society's software systems.
- (iii) To ensure sustainability of the Fund, Council shall not spend more than fifty percent (50%) of the annual intake of the Fund. Of the remaining fifty percent (50%), twenty percent (20%) shall remain in the Fund and thirty percent (30%) shall be transferred to the Student Union Building Repairs and Replacement Fund.
- (iv) Paragraph (i) notwithstanding, an expenditure of more than five percent (5%) of the annual intake of the Fund must be approved by the Finance Committee before being submitted to Council for approval.
- (v) Paragraph (i) notwithstanding, an expenditure of less than two percent (2%) of the annual intake of the Fund may be approved by the Finance Committee without submission to Council.
- (vi) Paragraph (i) notwithstanding, an expenditure of less than two percent (2%) of the annual intake of the Fund may be approved by the Operations Committee without submission to Council, but the Operations Committee may only approve expenditures relating to renovations or maintenance of the AMS Nest.
- (vii) When a proposed expenditure must go to Council, it shall first be presented as a consultation item at the Council meeting preceding the meeting at which Council approval is being sought.
- (viii) If a proposed expenditure involves a third party contractor, the expenditure proposal must be accompanied by quotes from at least two (2) third party contractors.

- (b) **The AMS Athletics and Intramurals Benefit Fund** shall be administered by the Finance Committee. In accordance with the referenda of March 1979, November 1982, January 1996, March 1998, and March 2011, the Fund shall be used to benefit the Athletics and Intramurals programs at UBC Vancouver.

Every fiscal year the Finance Committee may transfer monies from the Fund to the Competitive Athletics Fund in accordance with paragraph 7(l) below.

- (c) **The External and University Lobbying and Advocacy Fund** shall be administered by Council on the recommendation of the Advocacy Committee or the Executive Committee. In accordance with the referendum of January 1996, the Fund shall be used to allow the Society to adequately lobby the government, the University and the community at large on issues concerning the students of UBC.

The Fund shall not be used to finance either Executive salaries, benefits, and honoraria or the expenses incurred in the offices of the Vice-President Academic and University Affairs or the Vice-President External Affairs.

Every fiscal year Council shall allocate a minimum of \$15,000 from the Fund to the Election Reserve Fund in accordance with paragraph 7(h) below.

- (d) **The Resource Group Fund** shall be administered by the Resource Group Allocation Committee. In accordance with the referendum of January 1996, the Fund shall be used to ensure adequate funding for the Student Resource Groups.
- (e) **The AMS Refugee Student Fund** shall be administered by the Finance Committee upon recommendations from the affiliate of the World University Service of Canada constituted as a Club of the Society. In accordance with the referenda of January-February 1985 and January 1996, the Fund shall be used to allow two or more refugee students to attend the University each year.
- (f) **The AMS Student Legal Fund** shall be administered by the board of directors of the Student Legal Fund Society. In accordance with the contract entered into between the Society and the Student Legal Fund Society and the referenda of March 1998 and March 2011, the Fund shall be used to finance legal cases brought by and for the Active Members with the purpose of improving education and the accessibility to education at UBC Vancouver.
- (g) **The AMS Financial Assistance Fund** shall be administered by Council on the recommendation of the Finance Committee or the Executive Committee. In accordance with the referenda of March 1998 and March 2011, this Fund shall be used to provide bursaries to UBC Vancouver students in financial need.
- (h) **The AMS Health and Dental Fund** shall be administered by a joint committee composed of representatives of the Society and of the Graduate Students Society.

In accordance with the contract entered into between the Society and the Graduate Students Society, the contracts between the Society and insurance brokers and providers, and the referendum of September-October 1999, this Fund shall be used to provide health and dental insurance for the Active Members.

- (i) **The Sexual Assault Support Services Fund** shall be administered by Council on the recommendation of the Finance Committee. In accordance with the referenda of February 2003 and January-February 2005, the Fund shall be used to provide sexual assault support services.

A minimum of two-thirds of the money deposited in the Fund each year shall be allocated to the Sexual Assault Support Centre. On the recommendation of the Finance Committee, Council may at its discretion allocate additional money from the Fund to the Sexual Assault Support Centre.

The money in the Fund not allocated to the Sexual Assault Support Centre shall be transferred to the Sexual Assault Initiatives Fund.

Any money collected as a result of the Sexual Assault Support Services referendum or as a result of donations to the Sexual Assault Support Centre or to the Sexual Assault Initiatives Fund and not used in a given year shall accumulate and remain in the designated funds of the Society for use in a subsequent year for sexual assault support services.

- (j) **The Sustainability Projects Fund** shall be administered by the Finance Committee in accordance with the following provisions:

- (i) The purpose of this Fund shall be to provide funding to Active Members and the Society for environmental, social, and economic sustainability projects that enhance opportunities in:
- 1) student empowerment related to sustainability;
  - 2) reduction of the Society's ecological footprint and the ecological footprint of UBC Vancouver;
  - 3) education, outreach, and community organizing related to sustainability;
  - 4) the environmental, ecological and socially sustainable operations of the Society and UBC Vancouver;
  - 5) sustainability-related advocacy initiatives;
  - 6) info-sharing and partnerships with the broader community beyond UBC Vancouver
- (ii) Only Active Members and the Society will be eligible to receive funds; UBC Vancouver's faculty, staff and community partners may work with resources from the Fund only through partnering with Active Members and/or the Society itself.

- (iii) An individual or group wishing to receive moneys from this Fund shall submit a project proposal to be evaluated by the Finance Committee.
- (iv) Council shall add a minimum of the balance in the Sustainability Projects Fee account to this Fund on an annual basis.
- (v) Accountability measures shall be established by the Finance Committee to ensure timely and successful completion of projects.
- (vi) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions are consistent with this section of Code.
- (vii) This fund may also be used for maintenance, upkeep, and repair of past sustainability projects and for new student-led sustainability projects initiated by the Society.
- (viii) For groups that regularly receive funding for sustainability projects, the Finance Committee may enter into Memorandums of Understanding of no more than one year in duration in accordance with criteria established by the Finance Committee and in accordance with the contract procedures in Article 9 below.
- (ix) In deciding on projects, the Finance Committee shall consider recommendations from the Associate Vice-President Funds and the Associate Vice-President Sustainability.
- (k) **The CiTR Fund** shall be administered by the board of directors of CiTR. In accordance with the contract entered into between the Society and CiTR and with the referendum of March 2011, the Fund shall be used to finance the general operations and capital improvements of CiTR.
- (l) **The International Projects Fund** shall be administered by Council on the recommendation of the Executive Committee or the Advocacy Committee. In accordance with the referendum of March 2011, the Fund shall be used to finance student projects on the UBC Vancouver campus that have an international focus. Such financing may be arranged by means of donations to University funds, such as the Global Fund.
- (m) **The Child Care Bursary Fund** shall be administered by Council on the recommendation of the Executive Committee or the Finance Committee. In accordance with the referendum of March 2011, the Fund shall be used for the following purposes:
  - (i) to increase the principal amount in the Evelyn Lett Child Care Bursary

- Endowment Fund;
- (ii) to provide subsidies to Active Members for childcare expenses.
- (n) **The Ombudsperson Fund** shall be administered by Council on the recommendation of the Executive Committee. In accordance with the referendum of January 2012, the Fund shall be used to provide funding for ombuds services to UBC students.
- (o) **The Campus Culture and Performance Fund** shall be administered by the Finance Committee in accordance with the following provisions:
  - (i) The purpose of the Fund shall be to contribute to student performance and cultural groups on campus.
  - (ii) Money in the Fund shall, at the beginning of the fiscal year, be split equally among the seven (7) clubs designated by the referendum of March 2016 and any other clubs named in accordance with the following procedures established by the referendum of March 2019:
    - 1) The clubs already receiving funding shall establish criteria according to which additional clubs can receive funding.
    - 2) The Finance Committee shall screen applicants and refer any club it thinks meets the criteria to the clubs already receiving funding.
    - 3) The clubs already receiving funding shall collectively decide if the referred club should receive funding.
    - 4) No more than one additional club shall be approved to receive funding in any one year.
    - 5) Once approved, a club shall be permanently added to the number of clubs receiving funding and shall get an equal share of the funding.
  - (iii) The seven clubs designated by the referendum of March 2016 were: the UBC Film Society, the Blank Vinyl Project, the UBC Debate Society, UBC Slam, the UBC Jazz Café Club, the UBC Players' Club, and the UBC Musical Theatre Troupe, or their successors.
  - (iv) If necessary, successors to the designated clubs shall be determined based on procedures established by the Finance Committee.
  - (v) The Finance Committee shall maintain a list of the clubs entitled to receive funding from this Fund.

- (p) **The Sustainable Food Access Fund** shall be administered by the Finance Committee. In accordance with the referendum of March 2018, the Fund shall be used for the following on-campus sustainable food initiatives:
  - (i) subsidizing food prices and increasing programming at Agora Cafe and UBC Sprouts; and
  - (ii) offering a student discount at the UBC Farm Market and Roots on the Roof.
  
- (q) **The Thrift Store Fund** shall be administered by the Finance Committee. In accordance with the referendum of March 2019, the Fund shall be used to establish and operate a thrift store on campus until it has become self-sustaining.
  
- (r) **The Bike Kitchen Fund** shall be administered by the Finance Committee. In accordance with the referendum of January 2013, the Fund shall be used to improve the services offered to cyclists on campus.
  
- (s) **The Indigenous Student Fund** shall be administered by the Indigenous Committee, in consultation with the Finance Committee and the AMS Finance Team (who shall provide support and training), in accordance with the following provisions:
  - (i) In accordance with the referendum of March 2019, the Fund shall be used for Indigenous student support and initiatives, including the following:
    - 1) **Pow Wow:** A large-scale event to be produced by the Indigenous Committee in concert with other departments on campus, as the Indigenous Committee sees fit.
    - 2) **Indigenous Clubs:** For Indigenous students to access funds to begin their own clubs and to sustain their club activities as they see fit. (Each club should keep a detailed report of how funds are being used so that the Indigenous Committee can have a record of the usage of funds for future reference.)
    - 3) **Conference Sponsorship:** For Indigenous students to apply for sponsorship to attend conferences, summits or other special training pertaining to their education. Funding can be applied to application fees, airfare, hotels, or other travel to the event itself.
    - 4) **The Indigenous Committee:** For the operating cost of the Indigenous Committee for its meetings and team-building events.
    - 5) **The Indigenous Student Lounge, Room 2131 in the Nest:** For the purchase of items for the room and students who use the room,

including, but not limited to furniture, organizational items, and snack items for students.

- 6) **Marketing:** For the promotion and advertising of Indigenous Committee events, such as the annual large-scale event, business cards, stickers, banners, etc.
- 7) **Gifts and Honorariums:** For gifts or cash items for Elders and respected individuals who assist the Indigenous Committee in some form.
- 8) **Arts Event:** For an event or series of events that promote Indigenous culture, knowledge systems, cultural performers, artists, speakers, etc. for the betterment of Indigenous relations with all other students on the UBC Vancouver campus.
- 9) **Contingency:** For unforeseen events or circumstances whereby funds are needed on an emergency basis.

- (ii) The Indigenous Committee shall administer the Fund by way of two (2) Indigenous Committee-appointed Indigenous student treasurers, who shall be responsible for submitting quarterly reports to the AMS.
- (iii) Disbursements shall be approved by the Indigenous Committee at scheduled meetings.

6. Funds established by Bylaw 11(2)

(a) **The Art Fund** shall be administered by the Operations Committee in accordance with Bylaw 11(2)(a)(i).

(b) **The Student Union Building Repairs and Replacement Fund:**

- (i) The Student Union Building Repairs and Replacement Fund shall, subject to paragraphs (ii) and (iii) below, be administered by Council on the recommendation of the Operations Committee, the Finance Committee, or the Executive Committee. In accordance with Bylaw 11(2)(a)(ii), this Fund may only be used to purchase, replace or repair the Society's furnishings and equipment, including fixed structural features of the Society's buildings, such as doors, ceiling frames, walls, carpets and floors, as well as business equipment, furniture in the AMS Student Nest, computers, printers and audio-visual equipment. The minimum limit of the Fund shall be fifteen percent (15%) of the replacement value of the Society's furnishings and equipment as determined from the audits carried out by the Managing Director and the Finance Committee.



- (ii) Paragraph (i) notwithstanding, an expenditure of more than five percent (5%) of the total amount in the Fund must be approved by at least two (2) of the Committees authorized to make recommendations on expenditures from the Fund before being submitted to Council for approval: that is, at least two (2) of the Finance Committee, the Executive Committee, and the Operations Committee.
  - (iii) Paragraph (i) notwithstanding, an expenditure of less than 5% (five percent) of the total amount in the Fund may be approved by the Finance Committee or the Operations Committee without submission to Council.
  - (iv) If a proposed expenditure involves a third party contractor, the expenditure proposal must be accompanied by quotes from at least two (2) third party contractors.
- (c) **The AMS Special Bursary Fund** shall be administered by Council on the recommendation of the Finance Committee or the Executive Committee in accordance with Bylaw 11(2)(a)(iii) and the following provisions:
- (i) the purpose of the Special Bursary Fund shall be to provide a large endowed Fund whose interest earnings shall support Active Members in need of financial assistance, provide maximum publicity exposure for the Society, and complement rather than compete with or replace other financial aid programs;
  - (ii) only the interest earned by the Fund shall be used for bursaries;
  - (iii) the principal of the Fund shall not be spent for any reason;
  - (iv) Council may direct, through the Society's budget, that interest from the Fund in each fiscal year be donated to the University's Financial Awards Office by the end of that fiscal year; and
  - (v) any unused interest in a given fiscal year shall be added to the principal of the Fund at the end of the fiscal year.
- (d) **The AMS Endowment Fund** shall be administered by Council on the recommendation of the Finance Committee in accordance with the following provisions:
- (i) The principal of the Fund shall be retained as an endowment which cannot be spent.
  - (ii) The interest and other income derived from investment of the principal shall be used to advance the mission of the Society, including but not limited to funding initiatives in the areas of strategic planning,

governance, sustainability, marketing, services, and other programs developed to advance the mission of the Society.

7. Funds Established by this Section of Code
- (a) **The Resource Group Event Fund** shall be administered by the Resource Group Allocation Committee. This Fund shall be used to finance special events and projects, of a non-recurring nature, proposed by any Resource Group or Groups.
  - (b) **The Health Plan Assistance Fund** shall be administered by a joint committee composed of representatives of the Society and of the Graduate Students Society. In accordance with the agreement entered into between the Society and the Graduate Students Society, this Fund shall be used to provide bursaries to Active Members in need of financial aid to cover all or part of the Society's health and dental insurance fee charged to those Active Members in accordance with the referendum of September - October 1999.
  - (c) **The Grad Class Fund** shall be administered by the Vice-President Administration's Office, in consultation with graduating students and in accordance with the following provisions:
    - (i) The purpose of this Fund shall be to provide funding for one or more gifts to the University each year on behalf of the graduating class, paid for by the Grad Class Fee.
    - (ii) For the purposes of this section, members of the graduating class shall consist of all students in the Winter Session who are registered in the final year of any program.
    - (iii) The Vice-President Administration's Office shall have the power to establish the criteria for gifts and determine which proposals for gifts shall be approved.
    - (iv) The Vice-President Administration's Office shall create a gift proposal process no later than the end of February and ensure adequate advertising for the process.
    - (v) Gifts shall be decided on in time to inform the University for the May graduation ceremonies.
    - (vi) Gifts directed to a specific faculty may not exceed \$5,000.
    - (vii) No gift may exceed \$25,000 unless approved by the Finance Committee.

- (viii) The Vice-President Administration shall submit a report to Council containing a list of the Grad Class gifts once they have been decided on.
  
- (d) **The Student Initiatives Fund** shall be administered by the Finance Committee in accordance with the following provisions:
  - (i) The purpose of this Fund shall be to provide funding to Active Members of the Society for:
    - 1) projects that benefit the University community;
    - 2) philanthropic activities; and
    - 3) other projects deemed worthy by the Finance Committee.
  
  - (ii) Preference shall be given to projects on or near campus or projects affecting local communities as opposed to more distant projects.
  
  - (iii) Only individual active members of the Society or informal groups of such members shall be eligible to receive monies from this Fund.
  
  - (iv) Neither the Society's Subsidiary Organizations nor its Student Resource Groups shall receive monies from this Fund.
  
  - (v) An individual or group wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
  
  - (vi) Individuals working together on a project should form themselves into an informal group and submit one joint application for the project rather than submitting individual applications. If the Finance Committee determines that separate applications belong to individuals who should have formed themselves into an informal group, it may, at its discretion, direct the individuals to submit a single joint application, or it may approve the applications on a first come, first served basis.
  
  - (vii) Council shall add a minimum of \$5,000 to this Fund every fiscal year.
  
  - (viii) The maximum amount of a grant from this Fund shall not exceed \$1,000, whether the grant is to an individual applying separately or to a group making a joint application.
  
  - (ix) No more than one grant shall be made to any applicant in any one fiscal year. An individual who is part of a group receiving a grant shall not be eligible for a separate grant as an individual in that same fiscal year.

- (x) Grants from the Fund shall cover no more than seventy-five percent (75%) of the cost of a project and shall not be used for travel expenses.
  - (xi) If a project is approved, money for the project shall be paid to the applicant only after the project is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
  - (xii) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions are consistent with this section of Code.
- (e) **The Sexual Assault Initiatives Fund** shall be administered by the Finance Committee in accordance with the following provisions:
- (i) This Fund shall be used to finance projects proposed by members of the University community.
  - (ii) All such projects must be directly related to sexual assault on campus, including but not limited to educational and promotional campaigns.
  - (iii) In addition to money transferred from the Sexual Assault Support Services Fund, this Fund may be supplemented by donations.
  - (iv) Representatives of the Sexual Assault Support Centre shall be invited to assist in the Finance Committee's deliberations on whether a proposed project should receive funding, unless that project is one being proposed by the Sexual Assault Support Centre itself.
- (f) **The SUB Renewal Fund** shall be administered by Council on the recommendation of the Executive Committee. The Fund shall be used to finance the building of a new SUB or the building of an addition to the existing SUB or the renewal through renovations of the existing SUB.
- (g) **The SUB Renewal Subsidy Fund** shall be administered by the Finance Committee. This Fund shall be used to provide bursaries to Active Members in need of financial aid to cover all or part of the Society's SUB Renewal fee charged to those Active Members in accordance with the referendum of March 2008.
- (h) **The Election Reserve Fund** shall be administered by Council on the recommendation of the Advocacy Committee or the Executive Committee in accordance with the following provisions:
- (i) The purpose of this Fund shall be to set aside money that the Society may spend in future federal, provincial, and municipal elections, with the understanding that such money shall not be used to support a particular

candidate or party.

- (ii) Subject to paragraph (iii) below, Council shall add a minimum of \$15,000 to this Fund every fiscal year, transferring this sum from the External and University Lobbying and Advocacy Fund and dividing it into three portions, with at least \$5,000 going into each of the following subsidiary funds:
  - 1) the Federal Election Subsidiary Fund;
  - 2) the Provincial Election Subsidiary Fund; and
  - 3) the Municipal Election Subsidiary Fund.
- (iii) Paragraph (ii) above notwithstanding, Council shall cease transferring money to a subsidiary fund once the amount in that fund reaches \$30,000 and shall only resume transferring money to such a fund when the amount drops below \$30,000, at which point it may transfer additional money to the fund, but at no point shall the amount in any subsidiary fund exceed \$30,000.
- (iv) Money in each subsidiary fund shall be accumulated to be spent on elections for the level of government designated for that subsidiary fund until there is a general election for that level of government. If there is money remaining in a subsidiary fund after a general election, the money shall remain in that subsidiary fund.
- (i) **The Impact Grant Fund** shall be administered by the Finance Committee in accordance with the following provisions:
  - (i) The purpose of this Fund shall be to provide funding to Active Members to develop knowledge and understanding of issues affecting the Society's Members, the UBC Vancouver community, residents on the University Endowment Lands (UEL), or residents represented by the University Neighbourhoods Association (UNA).
  - (ii) Only Active Members will be eligible to receive funds; UBC Vancouver's faculty, staff and community partners may work with resources from the Fund only through partnering with Active Members.
  - (iii) An individual or group wishing to receive moneys from this Fund shall submit a project proposal to be evaluated by the Finance Committee.
  - (iv) Council shall add a minimum of \$15,000 to this Fund on an annual basis.
  - (v) Accountability measures shall be established by the Finance Committee to ensure timely and successful completion of projects.

- (vi) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions are consistent with this section of Code.
  
- (j) **The Constituency Aid Fund** shall be administered by the Finance Committee in accordance with the following provisions:
  - (i) The purpose of this Fund shall be to:
    - 1) ensure that Constituencies and prospective Constituencies have sufficient funds to hold elections and fee referenda and to communicate with their members through mailouts or newsletters;
    - 2) assist Constituencies in completing special projects related to their academic interest area;
    - 3) enable Constituencies to attend conferences away from the University through conference travel grants;
    - 4) enable Constituencies to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers, printers and audio-visual equipment;
    - 5) pay user fees on behalf of Constituencies using the Society's expense management system; and
    - 6) provide subsidies to Active Members wishing to attend Constituency events.
  
  - (ii) In order to receive monies from this Fund for the first four purposes listed above, organizations must be recognized as Constituencies in accordance with Bylaw 13(2) or considered prospective Constituencies in accordance with Code Section II, Article 16(8).
  
  - (iii) A Constituency or prospective Constituency wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
  
  - (iv) An individual Active Member wishing to receive monies from this Fund under purpose 6 shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
  
  - (v) The amount granted to a Constituency or prospective Constituency for an election or fee referendum shall be an aggregate total of 20 cents per

Constituency member, but shall be no less than \$100 and no more than \$375 in any one fiscal year.

- (vi) The amount granted to a Constituency or prospective Constituency for a newsletter or mailout shall be an aggregate total of 15 cents per student, but shall be no less than \$100 and no more than \$500 in any one fiscal year.
- (vii) Money may only be granted to Constituencies for special projects in accordance with the following provisions:
  - 1) the project must benefit the Constituency as a whole;
  - 2) no more than three (3) special projects shall be funded for each Constituency in any one fiscal year;
  - 3) the special project shall be non-recurring in nature; ongoing or year-to-year projects shall not be considered for funding;
  - 4) specifically excluded from funding as special projects are yearbooks, repairs and maintenance to facilities and equipment, and any other project which occurs on a year-to-year basis and should be included in a Constituency's operating budget; and
  - 5) Constituencies must, upon the request of the Finance Committee, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund.
- (viii) If a special project is approved, money for the project shall be transferred to a Constituency's account only after the project is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (ix) Conference travel grants may only be granted to Constituencies in accordance with the following provisions:
  - 1) the maximum amount granted to a Constituency shall not exceed \$1,000 per fiscal year, regardless of the number of grant requests submitted by the Constituency;
  - 2) Constituencies requesting funds must, upon the request of the Finance Committee, provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund;
  - 3) the money shall be used only for the conference applied for, and any unused portion shall remain in the Fund;

- 4) travel grants shall be available only for conferences within a Constituency's area of academic interest;
  - 5) money shall only be provided to cover the expenses of Constituency members;
  - 6) Constituencies must provide evidence that they have made the least expensive travel arrangements possible; and
  - 7) travel grant requests must be made no less than twenty-one (21) days before the conference begins unless permission to make a request at a later date is granted by the Vice-President Finance.
- (x) If a travel grant is approved, funds shall be transferred into the Constituency's account only after the conference is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (xi) Money may only be granted to Constituencies for purchasing furnishings and equipment in accordance with the following provisions:
- 1) the furnishings and equipment purchased shall be owned by the Society for the use of the Constituency; and
  - 2) the type of furnishings and equipment purchased shall be directly related to the Constituency's area of academic interest.
- (xii) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions or restrictions are consistent with this section of Code.
- (xiii) Grants from the Fund shall cover no more than three-quarters of the cost of a project.
- (k) **The Clubs Benefit Fund** shall be administered by the Finance Committee in accordance with the referendum of March 2011 and the following provisions:
- (i) The purpose of this Fund shall be:
- 1) to assist Clubs in completing special projects related to their area of interest, such projects to include but not be limited to special Club events, activities, and programs;
  - 2) to enable Clubs to purchase furnishings and equipment, including furniture, rugs and mats, file cabinets, bulletin boards, computers,



- printers and audio-visual equipment;
- 3) to fund initiatives that assist or benefit clubs as approved by the Finance Committee;
  - 4) to support newly constituted Clubs, for which purpose up to a maximum of \$500 per club may be given to new Clubs in addition to the regular amount available to any Club, so long as the money allocated for this purpose does not exceed twenty percent (20%) of the fund;
  - 5) to pay user fees on behalf of Clubs using the Society's expense management system; and
  - 6) to provide subsidies to Active Members to enable them to pay Club membership fees.
- (ii) In order to receive monies from this Fund for the first four purposes listed above, organizations must be designated as Clubs in accordance with Bylaw 13(3).
  - (iii) A Club wishing to receive monies from this Fund shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
  - (iv) An individual Active Member wishing to receive monies from this Fund under purpose 6 shall submit a request to the Vice-President Finance, who shall make a recommendation to the Finance Committee based on the availability of funds.
  - (v) Clubs receiving funding from the Campus Culture and Performance Fund may not apply to the Clubs Benefit Fund in any given year unless they have already spent their allotment from the Campus Culture and Performance Fund for that year.
  - (vi) Money may only be granted to Clubs for special projects in accordance with the following provisions:
    - 1) the project must benefit the Club as a whole;
    - 2) no more than three (3) special projects shall be funded for each Club in any one fiscal year;
    - 3) the special project shall be non-recurring in nature; ongoing or year-to-year projects shall not be considered for funding;

- 4) special multi-instance events or programs may be funded as long as they are contained within one fiscal year;
  - 5) specifically excluded from funding as special projects are executive retreats, travel expenses exceeding \$500, yearbooks, repairs and maintenance to facilities and equipment, and any expense which occurs on a year-to-year basis and should be included in a Club's operating budget;
  - 6) Clubs must be able to demonstrate sufficient need for the funds in their budget, and upon the request of the Finance Committee, Clubs must provide evidence that they have exhausted all other possible sources of revenue before applying to this Fund;
  - 7) Clubs may not receive funding from both the Clubs Benefit Fund and any other student levy for the same project; and
  - 8) the maximum amount granted shall not exceed \$10,000 per Club in any given fiscal year, except for newly constituted clubs, which may receive up to \$10,500.
- (vii) If a special project is approved, \$2,000 shall be transferred to the Club's account upon approval. The remainder shall be transferred on a reimbursement basis after the receipt of the final report submission. Money from the Clubs Benefit Fund must be spent transparently by the recipient club. After the project is completed, all expenditures must be declared and submitted in a final report along with receipts and proof of purchase. Any unspent funds must be returned to the AMS. If any fraudulence is detected, the Finance Committee reserves the right to retract all funding.
- (viii) Money may only be granted to Clubs for purchasing furnishings and equipment in accordance with the following provisions:
- 1) the furnishings and equipment purchased shall be owned by the Society for the use of the Club; and
  - 2) the type of furnishings and equipment purchased shall be directly related to the Club's area of interest as stated in its constitution.
- (ix) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions or restrictions are consistent with this section of Code.
- (1) **The Competitive Athletics Fund** shall be administered by the Finance Committee in accordance with the following provisions:

- (i) The purpose of this Fund shall be:
  - 1) to assist Clubs competing in special athletic events related to their area of interest, including but not limited to special competitions, meets, marathons and races;
  - 2) to enable Clubs to purchase athletic equipment and gear, including mats, weights, and any other athletic items related to the sport or theme of the Club.
- (ii) In order to receive monies from this Fund, organizations must be designated as Clubs in accordance with Bylaw 13(3).
- (iii) Clubs with “competitive” status and support from the UBC Athletics program are not be eligible to apply to this Fund.
- (iv) A Club wishing to receive monies from this Fund shall submit an application to the Finance Committee; in the case of an application related to an event, the application shall be submitted at least three (3) weeks prior to the event date.
- (v) Money may only be granted to Clubs for special athletic events in accordance with the following provisions:
  - 1) the Club must be competing or hosting in formal races and/or special events;
  - 2) no more than one special event shall be funded for each Club in any one fiscal year;
  - 3) upon the request of the Finance Committee, Clubs must provide evidence of financial need before applying to this Fund; and
  - 4) the maximum amount granted shall not exceed \$3,600 per Club in any given fiscal year.
- (vi) If a special event is approved, money for the event shall be transferred to a Club’s account only after the event is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
- (vii) Money may only be granted to Clubs for purchasing athletic equipment and gear in accordance with the following provisions:
  - 1) the equipment purchased shall be owned by the Society for the use of the Club; and

- 2) the type of equipment purchased shall be directly related to the Club's area of interest as stated in its constitution.
- (viii) When approving grants from this Fund, the Finance Committee may impose such conditions or restrictions as it sees fit, provided however that such conditions or restrictions are consistent with this section of Code.
- (ix) Grants from the Fund shall cover no more than three-quarters of the cost of a project.
- (m) **The Contingency Fund:**
  - (i) The Contingency Fund shall be administered by Council on the recommendation of the Finance Committee.
  - (ii) The Fund may be used to cover the cost of emergency Society expenditures submitted by Society departments or committees or other Society groups.
  - (iii) Before applying to the Contingency Fund, applicants must consult with the Finance Committee, the Vice-President Finance, and the Managing Director, who shall ensure that there is no other available funding before bringing an application to the Contingency Fund.
  - (iv) Applications to the Contingency Fund must be for amounts greater than or equal to \$5,000.
  - (v) There may be no more than one application for a given project or situation in any fiscal year.
  - (vi) At no time may the amount in the Contingency Fund fall below five percent (5%) of the Contingency as determined in accordance with Article 4 above.
  - (vii) If the Society is or is likely to go into deficit for a given year, then no expenditures may be made from the Contingency Fund that year.

**Article 7. Fiscal Year**

1. The fiscal year for the Society shall be May 1 to April 30.

**Article 8. Budget**

1. Council shall, by Two-thirds (2/3) Resolution, approve a preliminary budget for the Society no later than April 30 in each fiscal year for the following fiscal year.
2. Pursuant to Bylaw 11, Council shall, by Two-thirds (2/3) Resolution, approve a final, detailed budget no later than June 30 in each fiscal year for that fiscal year.
3. Both the preliminary and the final budget shall include the budget projections adopted by Council the previous year, the most up-to-date actual expenditures and revenues available for the last three (3) fiscal years, variances, and the next fiscal year's budget projections for all the Society's operations, including but not limited to the business operations.
4. Both the preliminary and the final budget shall include a statement of the amount of money in each Fund of the Society, along with a note stating that the amount of money allocated from each Fund shall not exceed the amount of money in the Fund.
5. The final budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, business, staff department or position, executive member, and so forth.
6. The preliminary budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business and administrative operations as a whole, all the departments within student government taken collectively, the Student Services as a whole, the Student Resource Groups, and so forth.
7. The detailed notes to each section of the budget shall be considered part of the budget.
8. Approval by Council of the final, detailed budget or any amendment thereto shall be deemed to be authorization for the organization or person responsible for each department mentioned in the final budget to manage the monies allocated to that department.
9. In accordance with Bylaw 11(1)(e), expenditures shall not deviate from those contained in the budget, unless either:
  - (a) an amendment has been submitted to the Vice-President Finance, and has been approved by both the Finance Committee and Council by Two-thirds (2/3) Resolutions; or
  - (b) the amendment is for less than \$5,000, in which case the following provisions apply:
    - (i) The Finance Committee may once a month, by a Two-thirds (2/3) Resolution, approve amendments of less than \$5,000 for each department within the Society without submitting such amendments to Council.

- (ii) The Finance Committee may decide that even if an amendment is for less than \$5,000 it should be submitted to Council, in which case final approval shall not be deemed to have been granted until Council has approved the amendment by a Two-thirds (2/3) Resolution.
  
- 10. Before the final, detailed budget is approved, normal expenditures (such as expenditures on salaries and office supplies) shall be permitted for each department in accordance with the final, detailed budget for the previous fiscal year. Exceptional expenditures (such as for capital projects or special events) may be authorized at the discretion of the Vice-President Finance provided that such an expenditure:
  - (a) is consistent with the preliminary budget;
  - (b) would not put a division into a deficit position; and
  - (c) does not exceed twenty-five percent (25%) of the previous year's budgeted expenditures for the department.
  
- 11. Detailed Budget Process
  - (a) During January and February each year, each department head shall complete a zero-based budget for the minimum amount of funding needed to keep their department functioning, this minimum amount to include any multi-year additional funding approved in previous years and any other additional funding required by Code, Bylaws, or Policies.
  - (b) The zero-based budget referred to in paragraph (a) above shall include a report breaking down and justifying the numbers in the zero-based budget and must be approved by the Finance Committee by the end of February.
  - (c) Department heads may submit proposals to the Finance Committee for additional funding for new projects for their departments as long as these proposals are received in time to be approved in March.
  - (d) If the proposals for additional funding are for a one-year project, there will be a half-year review of them. If they are for multiple years, there will be an annual review.
  - (e) The proposals for additional funding shall include measures of success for the projects. These measures shall be used by the Finance Committee in the half-year and annual reviews. At its discretion, the Finance Committee may decide, as the result of a review, to recommend to Council that it end or reduce funding for a project. This will require a budget amendment in accordance with Bylaw 11(1)(e).
  - (f) In April of each year, the Finance Committee shall finalize the preliminary budget

and recommend it to Council so that Council may approve it by April 30 in accordance with paragraph 1 above.

- (g) In May and June of each year, the newly elected Executives may propose additional changes to their preliminary budgets to the Finance Committee, which shall then bring a finalized budget to Council so that Council may approve it by June 30 in accordance with Bylaw 11 and paragraph 2 above.

### **Article 9. Contracts**

1. The term “contract” shall include binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
2. The Vice-President Finance, the Vice-President Administration, the Vice-President Academic and University Affairs, the Vice-President External Affairs, and the President are the only individuals who can bind the Society to a legal contract. The only exceptions to this provision are:
  - (a) that the Society’s managers and senior staff shall, pursuant to Bylaw 8(2), have signing authority with respect to their specific areas.
3. Except in accordance with paragraph 2 above, members of Constituencies and Clubs, internal signing officers, and Society employees are not authorized to sign any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.
4. If any individual or group wishes to enter the Society into a contract, the following protocol must be observed:
  - (a) the contract shall be submitted to the Vice-President Administration or the Vice-President Finance;
  - (b) the Vice-President Administration or the Vice-President Finance shall ensure that the contract is consistent with the Code and Bylaws of the Society;
  - (c) the Vice-President Administration or the Vice-President Finance shall determine if the contract is political or administrative, all contracts being administrative unless they result in:
    - (i) a visible limiting of choice for the members of the Society;
    - (ii) an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;

- (iii) a strategic or far-reaching agreement with the University;
    - (iv) an original agreement or new contract in excess of two (2) years in duration; or
    - (v) any other consequences that should reasonably be brought to Council's attention.
  - (d) all administrative contracts shall be considered for approval by two Society signing officers and, if approved, signed by them within three (3) business days; and
  - (e) contracts shall be approved for Subsidiary Organizations and Resource Groups only if they are in good standing.
5. For contracts that do not originate with a Subsidiary Organization, the Vice-President Administration or the Vice-President Finance shall consult with the Privacy Officer to see if there are any privacy concerns associated with the contract. If thought necessary, the Privacy Officer may also be consulted on privacy concerns associated with contracts that originate with a Subsidiary Organization.
6. For contracts that do not originate with a Subsidiary Organization, the Vice-President Administration or the Vice-President Finance shall consult with the Managing Director on the financial and legal implications of the contract, and the Managing Director may consult the Society's lawyers if that is thought necessary. The Managing Director and the Society's lawyers may also be consulted on the financial and legal implications of contracts that originate with a Subsidiary Organization if that is thought necessary.
7. Notwithstanding the provisions of this Article, contracts related to events at venues off-campus at which alcohol may be consumed shall be submitted to the Vice-President Administration or the Vice-President Finance no less than three (3) weeks in advance of the event. Upon submission of the contract, the Subsidiary Organization or Resource Group must also apply for event insurance at the Administration Office, to be paid for by the Subsidiary Organization or Resource Group.
8. The Operations Committee may approve standard administrative contracts for use throughout the Society's operations, including but not limited to bookings agreements, employment contracts and contracts with suppliers. Such standard administrative contracts need not be reapproved by the Operations Committee each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.
9. Any contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of Council.
10. When approving a political contract other than a lease, Council shall deliberate on the final draft of the contract, and shall not delegate final approval to any other individual or



- body. A lease that is determined to be a political contract must be brought to Council for approval in principle, but the final draft of such a lease need not be brought to Council.
11. If an existing contract is being renewed for a period of more than two (2) years but the renewed version of the contract would not otherwise be considered political, the renewed version shall be considered administrative and need not be brought to Council for approval; however, it must be submitted to Council for information purposes.
  12. Contracts, including leases, that are changed in any meaningful way after Council has approved them must be resubmitted to Council for approval of those changes.
  13. Notwithstanding the authority granted to the signing officers to approve administrative contracts, Council has the power, subject to paragraph 17 below, to approve or disapprove any contract.
  14. At the request of three (3) voting members of Council, Council must strike an *ad hoc* Ethical Review Committee to examine any contract prior to approval. Any contract that is to be reviewed by an Ethical Review Committee shall be considered political. The *ad hoc* Committee shall:
    - (a) produce a written report to Council on the ethics of all the parties with which the Society is to enter into agreement under the proposed contract;
    - (b) report back to Council in a timely fashion, usually by the next Council meeting, with a recommendation on whether or not to enter into the proposed contract;
    - (c) in all other ways conform to the provisions on Committees in Section V of the Code; and
    - (d) have such other duties as are assigned by Council.
  15. Only one Ethical Review Committee may be struck for any contract.
  16. Neither Council nor the signing officers shall refuse to approve a contract proposed by a Subsidiary Organization or Resource Group solely because of disagreement with the purpose or philosophy implicit in that contract. Notwithstanding this provision, approval may be refused if a contract is inconsistent with the Society's Policies, Code or Bylaws or if the procedure required by this Article has not been followed. Such a refusal may be made by Council or, for administrative contracts, by a Resolution supported by at least three (3) of the Society signing officers at a meeting of the signing officers. In the case of a refusal by the signing officers, the decision to refuse to approve a contract may be appealed to Council.
  17. Once a contract has been approved and signed, it shall be sent to the Archives for preservation.

**Article 10. Asset Inventory**

1. All furnishings and equipment of the Society that have an expected life of more than two years shall be entered into the general asset inventory.
2. The general asset inventory shall be updated every three years by locating all furnishings and equipment and listing them as assets of the Society.
3. The general asset inventory shall include all assets of the Society in the SUB.

**Article 11. Disposal of furnishings and equipment from the Asset Inventory**

1. Any asset of the Society under the direct jurisdiction of Council, the Operations Committee or a Constituency may be disposed of (either sold or given away) by a Resolution of the respective body, provided that such disposition is in accordance with the Code and Bylaw 11(7), is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. Both the Operations Committee and the Constituencies shall report any disposition of Society property under their jurisdiction to Council on a quarterly basis.
2. Any asset of the Society under the Managing Director's jurisdiction may be disposed of (either sold or given away) at the discretion of the Managing Director, provided that such disposition is in accordance with the Code and Bylaw 11(7), is in the best business interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The Managing Director shall report any disposition of Society property under their jurisdiction to Council and the Advisory Board on a quarterly basis.
3. Any asset of the Society managed by a Club may only be disposed of (either sold or given away) after the Operations Committee has approved a disposition procedure for Clubs. The Operations Committee shall ensure that Clubs follow the disposition procedure, and it shall, on a quarterly basis, report to Council any disposition by a Club of Society property.

**C. PERSONNEL PROCEDURES**

**Article 1. Regular Employees**

1. Council shall establish, by a Two-thirds (2/3) Resolution, personnel procedures for the Society's regular employees, to be contained in the Personnel Handbooks of the Society. Subject to paragraph 5 below, the Handbooks shall set out the basic employment principles and practices to be followed by the Society's management and staff, and shall also include recruitment and hiring procedures.
2. There shall be one Handbook for permanent employees and another for part-time student employees.
3. All employees of the Society shall be given the appropriate Personnel Handbook at the time they commence employment.
4. The Human Resources Senior Manager shall regularly review the Personnel Handbooks and, if necessary, propose changes to them which will take effect if approved by a Two-thirds (2/3) Resolution of Council.
5. Paragraph 1 above and Article 2(3) below notwithstanding, the Society's unionized employees are governed by the principles and practices contained in the collective agreement between the Society and the union representing those employees, and the principles and practices contained in the collective agreement take precedence, for the unionized employees, over the principles and practices contained in the Personnel Handbooks.
6. Collective Bargaining
  - (a) The Managing Director shall invite the President and the Vice-President Finance to participate in any collective bargaining negotiations, but the Managing Director shall be responsible for the conduct of any such negotiations.
  - (b) The Managing Director, at their discretion, may also invite other relevant Society personnel to participate in collective bargaining negotiations.
  - (c) At the conclusion of negotiations, the Managing Director shall make a recommendation to the Executive Committee.
  - (d) The Executive Committee shall notify the Finance Committee of any impact on the Society's budget resulting from collective bargaining, and the Finance Committee shall propose amendments to the Society's budget in accordance with Bylaw 11(1)(e) to incorporate any changes necessitated by the results of the collective bargaining.

- (e) Pursuant to Section VI, Article 3(1)(b), designating the President as the spokesperson for the Society, the President shall be the Society official responsible for issuing statements concerning collective bargaining negotiations.

**Article 2. Appointees**

1. Individuals filling positions reporting to members of the Executive or to Council or to a committee of Council or to another appointee shall be considered to be appointees rather than regular employees, and their positions shall be considered to be appointed positions.
2. Such appointees shall include but not be limited to the Ombudsperson, the Elections Administrator, other members of the Elections Committee, the Speaker of Council, Associate Vice-Presidents, and assistants to members of the Executive.
3. Council shall establish, by a Two-thirds (2/3) Resolution, personnel procedures for the appointees, to be contained in a Personnel Handbook of the Society. Subject to Article 1(5) above and paragraph 4 below, the Handbook shall set out the basic employment principles and practices relevant to the appointees, and shall also include recruitment and hiring procedures.
4. For persons appointed by Council, paragraph 3 above is subject to the provisions of Bylaw 5(1)(c).
5. All appointees shall be given the Personnel Handbook referred to in this article at the time they commence their appointments.
6. The Human Resources Manager shall regularly review the appointees' Personnel Handbook and, if necessary, propose changes to it, such changes to take effect if approved by a Two-thirds (2/3) Resolution of Council.
7. Hiring Process
  - (a) This process does not apply to the Society's regular employees.
  - (b) The hiring process for the Ombudsperson, the Elections Administrator and other members of the Elections Committee, and the Speaker of Council is as specified in the provisions for the Human Resources Committee in Section V, Article 8 above.
  - (c) The hiring process for other appointees shall be conducted by the person to whom they report, according to the following procedures:
    - (i) All vacancies shall be advertised in a campus publication, and interested candidates shall have at least five (5) business days to apply to fill such vacancies.

- (ii) The person to whom a position reports shall create an interview team by selecting at least one other person to serve with them on the team, that other person being a member of the Human Resources Committee, a Councillor, Executive, Society employee, or outgoing holder of the position, as long as the outgoing holder of the position is not re-applying for it.
- (iii) The interview team shall develop standardized questions and evaluation criteria in consultation with the Human Resources Manager and shall apply them equally to all candidates for the same position during the same hiring process.
- (iv) All reasonable efforts shall be made to ensure that for any given position the same individuals conduct all interviews.
- (v) At least two interviewers shall be present at every interview.
- (vi) The Human Resources Department shall provide assistance as requested during the hiring process, but shall not conduct the interviews.

8. Procedure for Setting Terms of Employment

- (a) This procedure does not apply to the Society's regular employees.
- (b) When a new appointed position is created, the terms of employment, including but not limited to the job description and the number of hours for that position, shall be set by Council in the Code or by a Council Resolution, on the recommendation of the Human Resources Committee, and those terms of employment shall remain as set for the term of the first appointment to that position unless altered in accordance with paragraph (c)(iv) below.
- (c) After the completion of the term of the first appointment to a position, the terms of employment for that position may be altered according to the following procedures:
  - (i) The person or body to whom a position reports may initiate a change in the terms of employment for that position by conducting a review of the position, such a review to take place before the completion of the current term of appointment and to involve consultation with the appointee currently in the position.
  - (ii) Once the review referred to in paragraph (i) has been completed, it shall be submitted to the Human Resources Committee, along with a request to change the terms of employment. The Human Resources Committee may make final approval of such a change unless the terms of employment have been prescribed in the Code.

- (iii) If the terms of employment for a position have been prescribed in the Code, the Human Resources Committee, in order to obtain final approval for a change in the terms of employment, must submit the review referred to in paragraph (i) to Council, along with the request to change the terms of employment. Council may at its discretion amend the Code to make the requested change.
- (iv) A change in the terms of employment for a position made in accordance with paragraphs (ii) or (iii) above shall not take effect during the term of a current appointment, but only at the beginning of a new term of appointment, unless Council, by Two-thirds (2/3) Resolution, directs that the change take effect during the term of a current appointment and unless the current appointee has already agreed to the change in writing.
- (v) For positions that report to Council, including but not limited to the members of the Elections Committee, the Ombudsperson, and the Speaker of Council, the review contemplated in paragraph (i) above shall be conducted by the Human Resources Committee, which, if it decides that there should be a change in the terms of employment for a position, shall make a recommendation to Council, which may at its discretion approve the change.

9. Pay Rates

- (a) Council shall set the remuneration for appointees based on a system devised by the Human Resources Committee in consultation with the Finance Committee.

**SECTION X: STUDENT SERVICES**

**Article 1. General Provisions**

1. Upon the recommendation of the Executive Committee, or on its own initiative, Council may establish or discontinue a Student Service by a Two-thirds (2/3) Resolution. Should Council so resolve, Article 1(3) shall be deemed to be amended.
2. Council shall not establish a Student Service whose purpose overlaps with the purpose of an already existing Student Service.
3. The following organizations shall be Student Services:
  - (a) AMS Food Bank;
  - (b) Safewalk;
  - (c) Peer Support;
  - (d) Advocacy Office;
  - (e) Tutoring Service; and
  - (f) Sexual Assault Support Centre (SASC), whose mandate shall be to serve as an all genders service for the UBC Vancouver campus community, providing support services to all survivors of violence, abuse, and harassment on campus.
4. Each Student Service shall:
  - (a) offer services and resources to the membership which are in significant demand and aim to further the well-being of the membership as a whole;
  - (b) aim to enable all students to achieve their potential;
  - (c) with Council's approval, work in cooperation with University departments of similar mandate;
  - (d) advertise its services and resources to the membership;
  - (e) be accessible to all Active Members of the Society;
  - (f) have a Coordinator (or in the case of SASC, a Manager) as its chief operations officer, who shall report to the Senior Manager of Student Services; and
  - (g) have such other powers and duties as are assigned by Council or the Senior Manager of Student Services from time to time.
5. The Student Services shall not:
  - (a) take part in any Society election campaigns;

- (b) take part in any Society referendum campaigns, unless authorized to do so by Council;
  - (c) negotiate with the University, unless authorized to do so by the Executive Committee; or
  - (d) engage in lobbying, unless authorized to do so by Council.
6. If authorized to do so in accordance with paragraph 5 above, Student Services shall negotiate with the University or engage in lobbying only through the Senior Manager of Student Services.

**Article 2. Space and Financing**

1. All Student Services shall be granted office space in the AMS Student Nest without having to apply for it annually. Those Student Services which the Senior Manager of Student Services determines require visible space shall be granted such space in the AMS Student Nest by the Operations Committee.
2. The Senior Manager of Student Services shall submit a consolidated budget for all Student Services except SASC to the Managing Director, who shall submit the budget to the Vice-President Finance. This budget shall be prepared in consultation with the Coordinators of the Student Services. The budget for SASC shall be prepared by the SASC Manager in consultation with Senior Manager of Student Services.
3. All Student Services shall be provided with secretarial and office support as determined by the Executive Committee, pursuant to Section VI, Article 2(2)(f) of the Code.
4. Safewalk shall be guaranteed sufficient funding to ensure that all safewalkers receive an hourly wage consistent with the wage paid to part-time student employees of the Society.
5. In addition to receiving two-thirds of the money deposited in the Sexual Assault Services Fund each year, SASC may, at the discretion of Council and the Finance Committee, receive additional money from the Fund.

**Article 3. Senior Manager of Student Services**

1. There shall be a Senior Manager of Student Services who shall oversee all the Student Services.
2. The Senior Manager of Student Services shall:
  - (a) be the liaison person between the Executive Committee and the Student Services designated in Section X of the Code;



- (b) be responsible for the management and administration of the Student Services;
  - (c) hold a meeting every two (2) weeks with all the Student Service Coordinators and the SASC Manager;
  - (d) provide supervision and guidance for the Student Service Coordinators and the SASC Manager and act as a resource person and advocate for them;
  - (e) arrange for orientation and transition of Student Service Coordinators and the SASC Manager;
  - (f) arrange appropriate training courses for the Student Service Coordinators and the SASC Manager, including but not limited to courses on human resources practices, employment equity, and human rights issues;
  - (g) assist the Student Service Coordinators and the SASC Manager in the preparation of their budgets;
  - (h) subject to paragraph 4 below, act as the liaison person with the University Administration on issues affecting the Student Services;
  - (i) provide a presentation to Council in July, such presentation to outline the strategies and plans for the Services in the coming year;
  - (j) provide a written report and oral presentation to Council at the last Council meeting of each semester in the winter session, such report to include but not be limited to statistics, finances, operational changes, the number of users, the cost per user, and the data collection and analytics to do with the Society's interactions with students in the Student Services;
  - (k) be a salaried employee for the duration of their term of office;
  - (l) attend meetings of the Executive Committee if invited by the Committee;
  - (m) assist with the triennial Student Services review in accordance with Article 6 below; and
  - (n) have such other duties as are assigned by the Managing Director from time to time.
3. The Senior Manager of Student Services shall not:
- (a) negotiate with the University, unless authorized to do so by the Executive Committee; or
  - (b) engage in lobbying, unless authorized to do so by Council.

**Article 4. Coordinators**

1. The Coordinator of every Student Service and the SASC Manager shall carry out the management and administration of that Service subject to the direction of the Senior Manager of Student Services.
2. Coordinators and Assistant Coordinators, if such Assistant Coordinator positions are established for a given Student Service, shall be Active Members of the Society, and shall not hold any other appointed or elected positions in the Society. This provision notwithstanding, the SASC Manager and Assistant Manager need not be Active Members of the Society.
3. The Coordinator of a Student Service (or in the case of SASC, the SASC Manager) shall keep or cause to be kept a register of the staff and volunteers of that Service.
4. Changes to the terms of employment for Coordinators and Assistant Coordinators and for the SASC Manager and Assistant Manager may be proposed by the Senior Manager of Student Services to the Managing Director. Such proposals must be in writing.

**Article 5. Student Services Review**

1. The President shall arrange a review of the Student Services every three (3) years, such a review to be conducted with the assistance of the Senior Manager of Student Services.
2. The review shall include but not be limited to a review of Service offerings, key performance indicators, and the operations of the Student Services Department as a whole and of each individual Service.

**SECTION XI: STUDENT RESOURCE GROUPS**

**Article 1. General Provisions**

1. Council may, by a Two-thirds (2/3) Resolution, declare an organization to be, or to no longer be, a Student Resource Group, provided that the Operations Committee has previously recommended such action by a Two-thirds (2/3) Resolution. Should Council so declare, paragraph 4 below shall be deemed to be amended.
2. The Operations Committee may recommend that an organization become a Student Resource Group if:
  - (a) the purpose of the proposed Resource Group is clearly defined and does not overlap with the purpose of an already existing Resource Group;
  - (b) the proposed Resource Group has already been constituted as a Club, and has been in existence for a minimum of one (1) year;
  - (c) the proposed Resource Group's finances are in good order, as determined by the Vice-President Finance; and
  - (d) the Resource Group Allocation Committee has recommended that the proposed Resource Group become a Resource Group.
3. The Operations Committee shall not recommend that an organization cease to be a Student Resource Group unless such a cessation is approved by a Two-thirds (2/3) Resolution of the Resource Group Allocation Committee and a Two-thirds (2/3) Resolution of the Operations Committee.
4. The following organizations shall be the Student Resource Groups of the Society:
  - (a) Pride UBC;
  - (b) the Social Justice Centre;
  - (c) the Student Environment Centre;
  - (d) the Women's Centre;
  - (e) Colour Connected Against Racism;
  - (f) the Neurodiverse and Disabled Alliance.
5. Student Resource Groups shall:
  - (a) research, provide information and raise awareness on social issues of concern to the membership, as defined by the mandate of the Resource Group;
  - (b) be involved in social issues relevant to society at large;
  - (c) provide services to the membership, including but not limited to information

- seminars, public speeches and discussion groups; and
- (d) propose and lobby for policy changes within the Society, the University, and society at large.
6. The views expressed by the Resource Groups do not necessarily reflect the policies of the Society.
7. A Resource Group's objectives and activities shall not be contrary to the Constitution, Bylaws or Code of Procedure of the Society.
8. Any correspondence by a Student Resource Group on official letterhead of the Society shall indicate that its views do not necessarily reflect the policies of the Society.
9. Membership in all Resource Groups shall be open to all Active Members of the Society. This provision notwithstanding, a Resource Group may, in its constitution, limit, for specifically defined groups of members:
- (a) access to specific areas of that same Resource Group's space – or attendance at specifically defined events or activities (excluding general meetings) of that Resource Group – but only in the interests of preserving and protecting the mental, emotional, or physical security of other members of said Resource Group; and
- (b) the ability to hold an executive position on that same Resource Group, but only in the interests of preserving and protecting the mandate of said Resource Group as set out in its constitution.
10. On receipt of a complaint about the application of paragraph 9 above, the Operations Committee may direct the Resource Group to respond to the complaint in writing and may, by a Two-thirds (2/3) Resolution, recommend that Council take further action in the matter.
11. On receipt of the Resolution referred to in paragraph 10 above, Council may, by a Two-thirds (2/3) Resolution, take such action as it sees fit.
12. Each Resource Group shall establish its own rules, regulations, and procedures, and shall record those rules, regulations, and procedures in a constitution or other similar document which it shall submit to the Operations Committee for information purposes. Any amendments to the constitution or other document shall also be submitted to the Operations Committee. In the event that such amendments significantly alter the purposes of the Resource Group, the Operations Committee may, by a Two-thirds (2/3) Resolution, recommend to Council that it reject the amendments. After such a recommendation from the Operations Committee, Council may reject such amendments by a Two-thirds (2/3) Resolution.

13. The rules, regulations, and procedures of a Resource Group must ensure that it operates democratically and must also ensure that only those members of the Resource Group who are Active Members of the Society shall:
  - (a) exercise voting rights at Resource Group meetings and other Resource Group events; and
  - (b) hold Executive positions, or similar positions, within the Resource Group.
14. On receipt of a written complaint that a Resource Group is not complying with the requirements in paragraphs 12 and 13 above, or is not following its own rules, regulations, or procedures, the Operations Committee may direct the Resource Group to respond to the complaint in writing and may, by a Two-thirds (2/3) Resolution, recommend that Council take further action in the matter.
15. On receipt of the Resolution referred to in paragraph 14, Council may, by a Two-thirds (2/3) Resolution, take such action as it sees fit to ensure compliance with the requirements set out in paragraphs 12 and 13 above and with the rules, regulations, or procedures of the Resource Group.

**Article 2. Space and Promotion**

1. Student Resource Groups shall be granted office space in the AMS Student Nest by the Operations Committee without having to apply for it annually. Such office space shall be subject to rules in the Operations Committee Policy Manual and other AMS Policies and Procedures, and shall be open to inspection by the Vice-President Administration or Building Operations Manager in the same manner as Club office space, provided that two weeks' notice is given.
2. The Operations Committee shall ensure that Student Resource Groups be given priority over Clubs with regard to booking space in the AMS Student Nest. Such priority shall include, but is not limited to, allowing the Student Resource Groups advance booking opportunities prior to the opportunities set aside for Clubs. However, the Operations Committee may restrict the number of advance bookings granted to each Resource Group.
3. Space shall be made available to the Student Resource Groups on the Society's website, in its newsletter, and in other communications media as appropriate to allow the Resource Groups to publicize their events and activities.

**Article 3. Financing and Governance**

1. Council shall annually budget for and provide Resource Groups with an annual lump-sum allocation. This allocation shall not be reduced from the amount allocated in the previous

- fiscal year except by a specific Two-thirds (2/3) Resolution of Council.
2. Council's approved lump-sum allocation shall be divided among the Resource Groups by the Resource Group Allocation Committee (hereinafter referred to as the "RGAC"), composed of one voting member elected or appointed by and from each Resource Group. The Vice-President Finance shall notify the RGAC of the total of the lump-sum allocation, and the total of the Resource Group Event Fund by June 30 of each fiscal year. The RGAC shall divide the lump-sum allocation based on budget proposals submitted to it by the individual Resource Groups.
  3. The RGAC shall notify the Vice-President Finance of how the lump-sum allocation is to be divided as soon as the RGAC has made its decision on this issue, so that the money can be distributed to the appropriate Resource Group accounts and the Resource Group Event Fund. Such notification shall be in writing and shall include copies of the Resource Group budgets as approved by the RGAC. Allocations into the appropriate Resource Group accounts by the Vice-President Finance are to be completed within seven (7) business days of receiving notice.
  4. The Resource Groups through their treasurers and the RGAC shall submit financial reports to the Finance Committee twice per fiscal year, one in March and one in October.
  5. The financial reports from each of the Resource Groups shall be compiled and combined into one report by the Vice-President Finance and shall be included in the general financial reports made by the Finance Committee to Council in June and November.
  6. In addition to the powers and duties set out above, the RGAC shall:
    - (a) determine its own procedures and meeting dates, provided that resolutions of the RGAC must receive a majority of votes of all members to be considered adopted;
    - (b) manage and allocate the Resource Group Event Fund, subject to the Fund's description in Section IX B of the Code;
    - (c) facilitate communication between the Resource Groups;
    - (d) act as a liaison between the Resource Groups and the Operations Committee, by doing such things as providing Resource Group contact numbers to the Operations Committee; and
    - (e) have such other powers and duties as are outlined in the Bylaws or Code or are assigned by Council from time to time.
  7. A new Student Resource Group, created by Council under Article 1(1) above, shall not be eligible for funding until the following fiscal year unless such funding has been approved by the RGAC in a manner consistent with this Article.

8. No Resource Group shall make any expenditure or incur any liability that puts it into a deficit situation, unless such deficit has been approved by the Finance Committee.
9. Executive positions within Resource Groups must be voluntary and Executives must not receive salary or honoraria from the Resource Groups in their role as Executives.
10. Resource Groups may not hire their own Executives or enter into any contract providing compensation for services provided by their own Executives outside of the Executives' regular duties unless the payment for such services would total \$100 or less and a contractor's agreement is signed. This provision notwithstanding, Resource Groups may pay an Executive more than \$100 for such services if permission is granted in writing by the Operations Committee. Such permission shall only be granted if both the Operations Committee and the RGAC pass Two-Thirds (2/3) Resolutions granting permission.
11. The process of making the payments referred to in paragraph 10 above shall be facilitated by the RGAC.
12. In the event that the Resource Groups choose to hire an individual, on a part-time or full-time basis, the hiring process shall be facilitated by the AMS Human Resources Department.
13. If a Resource Group does not spend all the money budgeted for it in a fiscal year, the unspent money shall be transferred to the Resource Group Event Fund.
14. If a Resource Group does not submit its budget and financial reports to the Vice-President Finance, its constitution and executive list to the Operations Committee, or any other documents as required by the Code, its financial account shall be frozen until it submits the required document or documents.

**Article 4. Autonomy**

1. Neither the Operations Committee, the Finance Committee, an Executive nor the Executive Committee shall interfere with the discharge of duties by the RGAC specified in this section.
2. A Resolution made by the Operations Committee with respect to Student Resource Groups on an issue not dealt with in this section is not effective or enforceable until it has been ratified by a specific Resolution of Council.

**SECTION XII: FEES**

**Article 1. Notice and Alteration of Fees**

1. In accordance with the *University Act*, annual notice of the Society's fees shall be submitted to the Board of Governors of the University by the Vice-President Finance.
2. Notice of any change in the Society's fees shall be submitted to the Board of Governors of the University by the Vice-President Finance once the new fee amount or rate of change has been approved in accordance with Bylaw 14 and the *University Act*.
3. Annual notice of the Society's fees and notice of any change in those fees shall be submitted to the Affiliated Institutions.
4. The Vice-President Finance shall keep or cause to be kept a record of the current fee rate for Active Members, to be provided on request to any Active Member.

**Article 2. Refund of Fees**

1. Active Members who withdraw from the University or an Affiliated Institution shall receive a full refund of their Society fees if:
  - (a) they are registered in both terms of the Winter Session, but withdraw by the end of the third week of classes in the first term of the Winter Session; or
  - (b) they are registered in one term of the Winter Session or in either term of the summer session, but withdraw from the University or an Affiliated Institution by the end of the third week of classes in that term.
2. Under normal circumstances, Society fees shall not be refunded except in accordance with paragraph 1 above; however, requests for refunds after the deadlines set out in paragraph 1 may be granted by Council in extreme circumstances.

**Article 3. Exemption from Fees**

1. In accordance with the referendum of 1966, 3<sup>rd</sup> and 4<sup>th</sup> year medical students are exempt from paying the Society's fees.
2. Pursuant to Bylaw 14(7), Society fees shall also be waived, in whole or in part, for the following categories of Active Members:
  - (a) Active Members who are not assessed tuition fees by the University;



- (b) Active Members pursuing a University of British Columbia program at an institution other than UBC Vancouver and paying student fees at that other institution;
  - (c) Active Members taking only distance education courses, meaning distance learning courses so designated by UBC Vancouver;
  - (d) Active Members at the Affiliated Institutions;
  - (e) Active Members in the Ritsumeikan, Tec de Monterey, and Korea University programs; and
  - (f) Active Members in a one-year program running from January through December.
3. Without limiting the generality of paragraph 2 above, the following categories of Active Members shall be exempt from paying all the Society's fees:
  - (a) senior citizens, meaning persons 65 years or older;
  - (b) 2<sup>nd</sup> year medical students pursuing their UBC Vancouver medical degree at the University of Victoria, the University of Northern British Columbia, or some other institution;
  - (c) Active Members taking only distance education courses, meaning distance learning courses so designated by UBC Vancouver;
  - (d) Youth (Wards of the Province) who age out of government care.
4. Without limiting the generality of paragraph 2 above, the following categories of Active Members shall be exempt from paying all the Society's fees, except for the U-Pass fee, which they must pay:
  - (a) exchange students from abroad;
  - (b) graduate students in the Western Dean program.
5. Without limiting the generality of paragraph 2 above, students from the University's Okanagan campus doing a term or more of studies at UBC Vancouver shall be exempt from paying all the Society's fees, except for the AMS Membership Fee and the U-Pass fee, which they must pay.
6. Pursuant to Bylaw 14(8), Active Members in the categories enumerated in paragraphs 1 and 3 above are entitled to all the privileges of membership, with the exception of the following exclusive services:
  - (a) the health and dental plan;
  - (b) the U-Pass.
7. Pursuant to Bylaw 14(8), Active Members in the categories enumerated in paragraphs 4 and 5 above are entitled to all the privileges of membership, with the exception of the health and dental plan.

8. Pursuant to Bylaw 14(9), exempted Active Members who are not eligible for one or more of the exclusive services enumerated in paragraph 6 above may agree to pay the full Society fee and thus become entitled to the exclusive services.
9. Without limiting the generality of paragraph 2 above, Active Members at the Affiliated Institutions shall be exempt from paying the Society's \$12 Financial Assistance fee (also known as the bursary fee) and the Society's \$1 Ombudsperson fee, but shall not be exempt from the rest of the Society's fees. Such Active Members shall be entitled to all the privileges of membership, including the exclusive services enumerated in paragraph 6 above.
10. Without limiting the generality of paragraph 2 above, Active Members in the Ritsumeikan, Tec de Monterey, and Korea University programs shall be exempt from paying the Society's \$12 bursary fee, but shall not be exempt from the rest of the Society's fees. Such Active Members shall be entitled to all the privileges of membership, including the exclusive services enumerated in paragraph 6 above.
11. Pursuant to Bylaw 14(4), no Active Member shall in any one Academic Year pay more than the full Society membership fee for that year.
12. Active Members beginning their membership in the summer session at UBC Vancouver shall pay 50% (fifty percent) of the full Society membership fee for the Academic Year ending with that summer session.
13. Without limiting the generality of paragraph 2 above, Active Members in a one-year program running from January through December shall pay the Society's fees in January for the Academic Year including that January, but shall be exempt from paying the Society's fees the following September, except for the U-Pass fee and the Health and Dental fee. Such Active Members shall be entitled to all the privileges of membership, including the exclusive services enumerated in paragraph 6 above.

**Article 4. Allocation and Announcement of Fees**

1. Portions of the Society's fee may be designated by referendum to be used for certain specific purposes. Below is a list of the designated purposes:
  - (a) AMS Membership fee, designated by the referendum of March 2011 and the referendum of January 2014;
  - (b) Capital Projects Fund, designated by the referenda of November 1982, November 1991, March 2011, January 2012, and January 2014;
  - (c) AMS Financial Assistance Fund, designated by the referenda of March 1998 and March 2011;

- (d) AMS Athletics and Intramurals Benefit Fund, designated by referenda in March 1979, November 1982, January 1996, March 1998, and March 2011;
- (e) Resource Groups, designated by the referenda of January 1996 and March 2011;
- (f) AMS Refugee Student Fund, designated by the referenda of January-February 1985, January 1996, March 2008, and February-March 2016;
- (g) the Student Legal Fund, designated by the referenda of March 1998 and March 2011;
- (h) CiTR, designated by the referenda of September-October 1999 and March 2011;
- (i) Sustainability Projects Fund, designated by the referendum of March 2011;
- (j) International Projects Fund, designated by the referendum of March 2011;
- (k) an extended health and dental plan, designated by the referenda of September-October 1999, March 2011, and March 2016;
- (l) a universal transit pass (U-Pass), designated by the referendum of February 2003 and subsequent referenda;
- (m) the Sexual Assault Support Services Fund, designated by the referenda of February 2003, January - February 2005, March 2011, and March 2019;
- (n) the SUB Renewal Fee, designated by the referendum of March 2008 (for building the AMS Student Nest);
- (o) the Clubs Benefit Fund, designated by the referendum of March 2011;
- (p) the Childcare Bursary Fund, designated by the referendum of March 2011;
- (q) the Ombudsperson Fund, designated by the referendum of January 2012;
- (r) the Bike Co-op Fee, designated by the referendum of January 2013;
- (s) the Campus Culture and Performance Fee, designated by the referenda of March 2016 and March 2019;
- (t) the Sustainable Food Access Fee, designated by the referendum of March 2018;
- (u) the Thrift Store Fee, designated by the referendum of March 2019;
- (v) the Indigenous Student Fee, designated by the referendum of March 2019;

- (w) the Athletics Facility Fee, designated by the referendum of March 2017; and
  - (x) the Microbrewery Fee, designated by the referendum of January 2014.
2. Subject to paragraph 3 below, all fees except the SUB Renewal Fee, the Athletics and Intramurals Benefit Fee, the Student Legal Fund Fee, and the AMS Financial Assistance Fund Fee shall be indexed to the British Columbia Consumer Price Index, using the September statistics from one Academic Year to calculate the increase for the next Academic Year.
  3. In accordance with the referendum of March 2016,
    - (a) the Campus Culture and Performance Fee shall not be indexed to the Consumer Price Index until ten (10) years after its first introduction;
    - (b) even if the Consumer Price Index declines, there shall be no reduction in the amount of the Health and Dental Plan Fee;
    - (c) there may be an increase of up to five percent (5%) in the Health and Dental Plan Fee even if the Consumer Price Index increases by less than that, provided that there has been a recommendation for such an increase by the AMS/GSS Health & Dental Plan Committee and that such a recommendation has been approved by a special resolution of the Graduate Student Society council and by a Two-thirds (2/3) Resolution of the Alma Mater Society Council; and
    - (d) the recommendation made by the AMS/GSS Health & Dental Plan Committee regarding fee increases referred to in paragraph (c) above shall reflect the financial status of the Health & Dental Plan as well as any coverage changes in the plan.
  4. The Vice-President Finance shall be responsible for ensuring that an updated list of the Society's fees, indicating which fees are opt-outable, is published on the Society's website.

**Article 5. Graduating Class Fee**

1. Members of the graduating class, meaning all students in the Winter Session who are registered in the final year of a program leading to a bachelor's degree or a post-baccalaureate degree in medicine, dentistry, or law, shall pay a graduating class fee, set by the referendum of March 2019 at \$3.

**Article 6. Determination of Constituency fee levies**

1. In accordance with the *University Act* a Constituency may only raise its fees by referendum, such a referendum to be held in accordance with Bylaw 14, Section IX A, Article 9 of the Code, and this Article.

2. A referendum to alter a Constituency fee levy must be held during the Winter Session, and early enough to enable the Board of Governors to order the collection of the levy in time for the following school year.
3. The President shall be provided with documentation of the results of the referendum within one (1) month of the release of results and shall place upon Council's next agenda a Resolution to accept the new fee. Such a Resolution shall be deemed to have been submitted by the Constituency in accordance with Section III, Article 2(2)(a), and shall appear under the "Constituency and Affiliates' Motions" section.
4. The Resolution referred to in paragraph 3 above shall take the following form:  
  
*That Council, pursuant to the University Act and Bylaw 14(6) of the Society, give notice to the Board of Governors to increase the fee levy for students in (whichever faculty) from \$\_\_\_ to \$\_\_\_ starting in Winter Session 20\_\_\_/\_\_\_, and that the Vice-President Finance send this notice to the Board of Governors.*
5. The notice referred to in paragraph 4 shall contain the following elements:
  - (a) a letter addressed to the Chair of the Board of Governors notifying the board of a change in the Constituency fee levy;
  - (b) a copy of the Resolution adopted by Council; and
  - (c) a copy of the documentation specified in paragraph 3 above.
6. The notice referred to in paragraph 4 above shall be sent to the Secretary of the Board of Governors no more than fourteen (14) days after the Council meeting that adopted the Resolution.

**Article 7. Donations**

1. No money derived from the Society's fees shall be directly transferred to a third party as a donation, except as provided in this Article.
2. The Society, its Subsidiary Organizations, and its Resource Groups may provide grants to fund services and activities, including but not limited to fundraising events, provided those services and activities take place on the UBC Vancouver campus or elsewhere within Metro Vancouver and provided they are reasonably accessible to the Active Members of the Society.
3. The Society may authorize a donation to a third party by means of a referendum to alter the Society's fees in accordance with Bylaw 14(3).

4. A Constituency may authorize a donation to a third party by means of a fee referendum held in accordance with Bylaw 14(6).
5. The Society's clubs may make donations to third parties out of the moneys they collect from their members.

**SECTION XIII: RIGHTS & OBLIGATIONS OF MEMBERSHIP**

**Article 1. Active Members**

1. The rights and obligations of Active Members are contained in the Bylaws and Code of the Society, and include, but are not limited to:
  - (a) the right to attend, speak, and vote at all General Meetings of the Society;
  - (b) the right to participate and vote in all general referenda of the Society;
  - (c) the right to be nominated for and hold office on Council if the Active Members so nominate and elect;
  - (d) the right to be appointed to and hold office on Committees and other bodies of the Society if Council so resolves, consistent with the Bylaws and Code of Procedure of the Society;
  - (e) the right to voice their views and concerns to Council and other appropriate bodies of the Society;
  - (f) the right to use the facilities of the AMS Student Nest and other facilities as may be determined from time to time by the Society, the University, the Operations Committee, and Council; and
  - (g) an obligation to abide by the Society's Constitution, Bylaws, Code, and other regulations which are considered necessary for the Society.

**Article 2. Associate and Honorary Members**

1. Associate Members and Honorary Members shall have the right to:
  - (a) attend and be heard, but not to vote, at all General Meetings of the Society;
  - (b) use the facilities of the AMS Student Nest as if they were Active Members; and
  - (c) voice their views and concerns about the Society to Council.
2. Associate Members and Honorary Members who are not also Active Members shall neither be nominated for nor hold:
  - (a) any voting position on Council;
  - (b) a voting position on any Society Committee;
  - (c) the position of Chair on any of the Society's Committees; or
  - (d) any position on an executive committee of any Subsidiary Organization, except where provided for by the constitution or bylaws of that organization.

**SECTION XIV: PRESIDENTS COUNCIL**

**Article 1. Composition**

1. There shall be a Presidents Council composed of:
  - (a) the Society's President;
  - (b) the Presidents of the Society's Constituencies;
  - (c) the Presidents of the student associations at the Affiliated Institutions;
  - (d) the President of the Graduate Student Society;
  - (e) the Society's Vice-President Administration, who shall be non-voting; and
  - (f) the staff member in the Society President's office responsible for Constituency Relations and Projects, who shall be non-voting.
2. The Council shall be chaired by the Society's President.
3. The Council shall designate one of its members to be Vice-Chair.

**Article 2. Meetings and Minutes**

1. The President shall call meetings of the Presidents Council at least once a term during the School Year and at the discretion of the Society's President from May to August.
2. The President must call a meeting of the Presidents Council within two weeks if any voting member of the Council requests one.
3. The rules and procedures for the Presidents Council shall follow those of Standing Committees of Council, as outlined in Section V, Article 1, except that quorum for the Presidents Council shall be the number of members representing at least fifty percent (50%) of the Society's membership.
4. The President, as Chair of the Council, shall follow the procedures for Committee Chairs, as outlined in Section V Article 3.
5. The President shall provide the Council with reports about their work every month.

**Article 3. Powers and Duties**

1. The Presidents Council shall:
  - (a) facilitate cooperation between the Constituencies and between the Constituencies and the central AMS (for the purposes of this Article the term Constituencies shall include the student associations at the Affiliated Institutions);



- (b) be the forum in which the Constituencies may update each other and the central AMS on activities, events, and issues within the Constituencies, including but not limited to departmental clubs, negotiations and advocacy within the University, and potential Constituency referendum campaigns;
- (c) be the forum through which the Executive Committee may communicate with the Constituencies;
- (d) advise on yearly Constituency executive orientation;
- (e) oversee and suggest edits to the Constituency Orientation Guide;
- (f) have the power to pass a Resolution advising any body within the Society, and that body shall be required to respond to the advice given;
- (g) have the power to pass a Resolution to put questions to any body within the Society, and that body shall be required to respond to the questions asked;
- (h) have the power to make recommendations to AMS Council on any issue related to AMS-Constituency relations, including but not limited to Society and Constituency events, Society and Constituency communications, media protocols, websites and social media, publications, orientations, budgets and financing, Constituency accounts, contracts, and Constituency operations;