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# **Operations Committee Policy Manual**

April 19, 2024

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## **Section 1: Definitions**

**“Academic Year”**: the period of time between the months of September and August inclusive;

**“Active Member”**: an AMS Club member who is also an Active Member of the AMS (i.e. persons who are not in default of payment of the fees of the Society, and who: are enrolled in a degree or diploma program administered by UBC Vancouver or an Affiliated Institution; or are registered in a Credit Course; or were registered in a Credit Course on the last day of November of the current Academic Year);

**“Affiliated Institution”**: an institution which is affiliated with UBC Vancouver as determined by the Senate and the Board of Governors (i.e., Regent College, Vancouver School of Theology, and St. Mark's / Corpus Christi College, Carey Theological College);

**“Agenda Committee”**: An AMS standing committee that coordinates the long term and/or high level plans of the Society and its Committees in addition to responsibilities outlined in the AMS Code of Procedures Section V, Article 6.2;

**“Alma Mater Society”** or **“AMS”**: the student society of the University of British Columbia Vancouver campus;

**“AMS Club”**: a subsidiary organization of the AMS constituted as an ‘AMS Club’ by the AMS Operations Committee;

**“AMS Booking Representative”**: an AMS staff member who is responsible for coordinating various booking requests of internal AMS groups;

**“AMS Signing Officer”**: A person with the authority to enter agreements and sign contracts on behalf of the AMS as defined in AMS Bylaw 8;

**“Associate Member”**: an AMS Club member who holds a position as a staff or faculty at the University and its Affiliated Colleges, or as a staff of the AMS of UBC Vancouver;

**“Auxiliary Member”**: an Active Member who is involved in the club, not through an Executive Position, but as a hired or appointed director, coordinator, or volunteer. Note that auxiliary positions shall be voluntary and shall not receive honoraria or salary from the AMS Club;

**“Bookable Room”**: a room within AMS spaces designated for booking;

**“Charity club”**: A club with a primary purpose to raise money and donate funds to or benefit an external registered charity organization;

**“Club Renewal Form”**: A form in which AMS Clubs are required to submit at the end of every Academic Year to request to retain their affiliation with the AMS for the upcoming Academic Year;

**“Constituency”**: an AMS recognized student association of a degree granting faculty or school of UBC Vancouver subject to conditions outlined in AMS Bylaw 13.2(a);

**“Executive Member”**: an Active Member who has been elected to an executive position at the club. All executive positions are specified at the club’s bylaws and each club is required to have a President and a Treasure as executives. Note that elected Executives positions shall be voluntary and shall not receive honoraria or salary from the AMS Club;

**“External Member”**: an AMS Club member who is not an AMS Active nor Associate Member;

**“Fiscal Year”**: the period of time between May 1 and April 30 inclusive;

**“Nest”**: the Student Union Building at the University of British Columbia Vancouver campus;

**“New Active Member”**: a new member of an AMS Club within their initial 30-day period of joining;

**“Program Club”**: a subsidiary organization of the AMS comprised of members in a specific UBC disciplinary program;

**“Quorum”**: The smallest number of people who must be at a General Meeting before it can begin or decisions can be made, as defined in Section 4.8g;

**“Student Resource Group”**: a Student Resource Group of the AMS as defined in the AMS Code of Procedures, Section XI;

**“Student Service”**: a Student Service of the AMS as defined in the AMS Code of Procedures, Section X; and

**“Two-thirds ( $\frac{2}{3}$ ) Resolution”**: a resolution passed by a  $\frac{2}{3}$  majority of the votes cast, exclusive of abstentions and blanks.

## **Section 2: Interpretation and Authority**

- a. The Operations Committee Policy Manual may be amended, added to, or suspended upon a two-thirds ( $\frac{2}{3}$ ) resolution of the Operations Committee.
- b. The Operations Committee Policy Manual shall be interpreted by the Operations Committee, except where a ruling or resolution is made by AMS Council.
  - i. The Vice President Administration shall have the ability to make interpretations of the Operations Committee Policy Manual, subject to the final decision of the Operations Committee.
- c. The Operations Committee Policy Manual shall be circulated for information to AMS Council whenever changes are made.

## **Section 3: Relevant Committees, Subcommittees, and Working Groups**

### **1. The Operations Committee**

- a. The Operations Committee shall be composed of:
  - i. the Vice President Administration;
  - ii. four (4) non-Executive Council members; and
  - iii. two (2) Students at Large.
  
- b. The Operations Committee shall:
  - i. oversee the management and infrastructure of all facilities operated by the Society;
  - ii. oversee the management and policy of bookings, space allocation, and security in the AMS Student Nest;
  - iii. establish regulations for clubs and other recognized student organizations and publish such regulations in the Operations Committee Policy Manual;
  - iv. ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals;
  - v. work to make the Society more equitable in its operations;
  - vi. ensure the regulation of the Society's art collection;
  - vii. 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;
  - viii. propose annual goals for itself to the Steering Committee and be responsible for completing those goals; and
  - ix. have such other duties as are outlined in the AMS Bylaws or the Code of Procedure or assigned by Council from time to time.

### **2. The Clubs and Societies Working Group**

- a. The Clubs and Societies Working Group shall be composed of:



- i. The Associate Vice President Administration (Chair)
  - ii. The Vice President Administration (Vice-Chair);
  - iii. The Associate Vice President Finance or Finance Coordinator;
  - iv. The Clubs Administrator;
  - v. The Clubs and Commuters Resource Coordinator; and
  - vi. One (1) representative of the Operations Committee.
- b. Decisions of the Clubs and Societies Working group will be conducted via a vote, and if consensus cannot be reached, decisions will be sent to the Operations Committee for arbitration. The Clubs and Societies Working Group will aim to address tasks relating to AMS clubs and societies in regards to:
- i. Facilitating communication between AMS clubs and societies and the AMS;
  - ii. Receiving, deliberating, and providing recommendations to the Operations
  - iii. Committee on applications from student groups seeking AMS recognition at least
  - iv. Three times a year (on the months of June, September and December);
  - v. De-constituting inactive clubs or clubs in poor standing;
  - vi. Reviewing and updating club support strategies and policies;
  - vii. Reviewing and authorizing agreements between AMS subsidiaries;
  - viii. Completing other tasks and duties as decided upon by the Operations Committee, council or Code; and
  - ix. Submitting minutes and related documents to the Operations Committee.

### **3. The Sustainability Subcommittee**

- a. The Sustainability Subcommittee shall be composed of:
  - i. the Associate Vice President Sustainability, who shall be the Chair;
  - ii. the Vice President Administration, who shall be the Vice Chair;
  - iii. one (1) AMS Staff member designated by the Managing Director, who shall be non-voting;
  - iv. a representative from UBC's SEEDS Sustainability Program, who shall be non-voting;

- v. a representative of UBC's Campus & Community Planning office (C+CP), who shall be non-voting; and
- vi. two (2) representatives from sustainability-focused student groups as selected by the Associate Vice President Sustainability;
- vii. two (2) Council members appointed by Council; and
- viii. one (1) Student-at-Large appointed through Council.

b. The Sustainability Subcommittee shall:

- i. be a Subcommittee under the Operations Committee;
- ii. provide oversight over the AMS's progress in reaching operational targets and goals laid out in the Student Driven Sustainability Strategy;
- iii. update and improve the AMS Student Driven Sustainability Strategy as UBC and the AMS continues to evolve;
- iv. recommend to certain departments of the AMS to take on certain actions items pertaining to sustainability;
- v. disseminate information and content from the Sustainability Subcommittee's meetings to representative bodies and other organizations relevant to the topics discussed; and
- vi. provide updates to the Operations Committee about their activities through the Vice President Administration; and
- vii. other duties as assigned from time to time by Council, the Operations Committee, or the AMS Code of Procedures.

#### **4. The Art Gallery Subcommittee**

a. The Art Gallery Subcommittee will comprise:

- i. The Hatch Art Gallery Manager, who shall be the Chair;
- ii. The Vice President Administration, who shall be Vice Chair;
- iii. One (1) council member appointed by Operations Committee in the first Committee meeting;
- iv. One (1) student representative from the Visual Arts department/student association

- v. One (1) student representative from the Art History department/student association;
  - vi. One (1) AMS permanent staff representative who shall be non-voting and appointed by the Executives; and
  - vii. One (1) representative from the Belkin Art Gallery or Audain Art Gallery who shall be non-voting.
- b. The Art Gallery Subcommittee shall:
- i. be called upon by the newly appointed Hatch Art Gallery Manager each June to create a tentative program schedule or timeline for the following academic year;
  - ii. serve as the jury in selecting exhibit proposals for the Hatch Art Gallery during the same academic year;
  - iii. provide the Hatch Gallery Managers with advisory support in the care, maintenance, and long-term goal planning of the AMS Permanent Collection such as new programming and restoration work;
  - iv. be consulted on plans regarding acquisitions, re-appraisals, sales and repairs of works in the AMS Permanent Art Collection;
  - v. serve as a platform for collaboration between the AHVA Department, The AMS, and related visual arts communities and professionals on-campus;
  - vi. provide recommendations in ensuring that both the AMS Hatch Art Gallery and the AMS Permanent Art Collection are properly maintained, utilized and accessible to all AMS Members;
  - vii. be consulted by the Operations Committee or provide recommendations regarding the administration of the Art Fund;
  - viii. provide updates to the Operations Committee about their activities through the Vice-President Administration; and
  - ix. have other duties as assigned from time to time by Council, the Operations Committee, or the Code of Procedure.

## **5. The IT Subcommittee**

- a. The IT Subcommittee will be comprised of:

- i. The Vice President Administration (Chair, voting)
  - ii. The Chief Technology Officer of the Society (Vice-Chair, non-voting)
  - iii. The Associate Vice President Finance or Financial Coordinator (voting)
  - iv. The Associate Vice President Administration (voting)
  - v. Two (2) appointed representatives from the Operations Committee, with one of them being the Committee's Vice Chair (voting)
  - vi. The Managing Director (non-voting)
  - vii. The Senior Communications and Marketing Manager (non-voting)
  - viii. One of the Systems Administrator (non-voting)
- b. The IT Subcommittee shall:
- i. review and approve departmental IT proposals;
  - ii. support IT Department to enforce IT procedures and compliance IT policy including managing IT-related disciplinary investigation & actions;
  - iii. review recommendations and produce prioritized recommendation on IT projects while ensuring they align with AMS strategic goals;
  - iv. keep track of IT-related expenditures for Council;
  - v. review and approve IT Policy;
  - vi. review and coordination of other IT-related issues including but not limited to data integrity and protection, IT infrastructure, cybersecurity, and project finance;
  - vii. review the status of every IT related project at the end of each year and monitor status updates and recommendations once approved; and
  - viii. approve monthly reports of any issues and projects from the IT Department before being submitted to the Operations Committee.

## **6. The Grad Class Gifts Working Group**

- a. The Grad Class Gifts Working Group will comprise:
  - i. The Vice President Administration (Chair, voting)
  - ii. The Associate Vice President Administration (voting)
  - iii. The Associate Vice President Finance or Financial Coordinator (voting)
  - iv. One (1) appointed representatives from the Operations Committee (voting)

- v. Three (3) appointed members of the graduating class (voting); and
  - vi. The AMS Archivist (non-voting).
- b. Note, that any members of the graduating class that is employed by the AMS is ineligible to be a part of the Working Group unless specified from 3A to 3C.
- c. Based on the Operations Committee Policy Manual, The VP Administration shall conduct the call for membership for the Grad Class Gifts Working Group starting from the first week of December, and its membership shall be completed by the first Operations Committee meeting in February.
- d. Note, that the Operations Committee processes grad class membership applications for Grad Class Gifts Working Group, and that the Operations Committee prioritizes members of the graduating class who have not been a member of the Working Group.
- e. The Grad Class Gifts Working Group shall:
- i. To submit minutes and documents to the Operations Committee for review;
  - ii. Review and provide consultation regarding the call for proposal on gifts;
  - iii. Conduct consultation from relevant AMS departments, such as the Design Office and Project Services, Finance Office, and Marketing and Communications;
  - iv. Encourage communication from the AMS to the graduating class specific to the announcements and call for proposals on grad class gifts;
  - v. Participate in the review of proposal for grad class gifts;
  - vi. Approve the criteria for determining gifts every year;
  - vii. Keep track of allocated funding towards each gift approved;
  - viii. Approve grad class gifts within the funding limit specified in Code;
  - ix. Advise on Grad Class Gifts Policy of the Operations Committee Policy Manual;
  - x. Approve the Grad Class Gifts Summary Report before being presented to the Operations Committee; and
  - xi. Complete other tasks and duties as decided upon by the Operations Committee, council or Code.



## **Section 4: Clubs Policy**

### **1. New Club Applications**

- a. The 'New Club Application' shall be made available in the months of June, September, and December.
  - i. Club applications shall be made available at a minimum of one month prior to their due date.
  - ii. Each group of Active AMS Members intending to form a club, or who have formed a club, may apply for club status by preparing and submitting the following mandatory items:
    1. a petition signed by twenty-five (25) Active Members requesting AMS Club status;
    2. a list of potential resources the AMS Club may need from the AMS to function;
    3. a one-year plan outlining three (3) proposed major events;
    4. the name, purpose and goals, and structure, of the AMS Club;
    5. the type of AMS Club (regular, program, etc.);
    6. the constituting president and constituting treasurer, both of which can not be in their last year of studies;
    7. the AMS Club's anticipated membership fee; and
    8. any external affiliations the club may have.
- b. The Clubs and Societies Working Group shall only make recommendations to the Operations Committee after the last day of the new club application period.
  - i. Rejected club proposals may request an appeal for review by the Clubs and Societies Working Group which then will present their new recommendations to the Operations Committee.
- c. All AMS Clubs formed after January 2018 are required to follow the listed naming conventions in formal documentation:
  - i. All clubs shall be named AMS [CLUB NAME] at UBC; or AMS [CLUB NAME] @ UBC.

- d. AMS Club applications are prohibited from having the words “council” or “society” in their club’s name
  - i. Exceptions can be made by the Operations Committee.
- e. The Operations Committee shall decide on all applications within 30 days of the new club application deadline.

## **2. Constituting Clubs**

- a. The Clubs and Societies Working Group shall recommend that the Operations Committee constitute a club on the basis of the following:
  - i. the club’s mandate furthers the Mission Statement of the AMS;
  - ii. there are sufficient resources within the AMS to support the club;
  - iii. it is open to all AMS Members, unless Program Club designation is sought;
  - iv. there is adequate justification for AMS Club status;
  - v. the club’s mandate does not overlap with the mandate of an existing AMS subsidiary; and
  - vi. the club demonstrates the likelihood of future membership and financial stability.
- b. The AMS Operations Committee may not approve a new club application for a proposed AMS Club that it believes:
  - i. has an external affiliation that primarily favours or benefits an external organization;
  - ii. can be considered a ‘charity’ club;
  - iii. primarily focuses on benefiting communities that are not members of the AMS; and
  - iv. promotes, or would have the effect of promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic



status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.

- c. When a group's application has been approved by the Operations Committee, they will be required to submit the following within a 60-day period:
  - i. club's bylaws;
  - ii. Inaugural General Meeting (IGM) minutes showing a confirmation of the constituting president and treasurer, a record of any additional elected executives and approval of bylaws;
  - iii. name and email addresses for all elected Executives including the president's and treasurer's, to be added to the Clubs Newsletter mailing list and official clubs database; and
  - iv. details for their webpage on AMS Clubs Directory.
  
- d. If a group's approved application is unable to provide the necessary items stated in Section 4.2(c) within a 60-day period, the approval may be retracted by the Office of the Vice President Administration.
  - i. Extensions may be granted by the Vice President Administration or their designate.
  
- e. The Operations Committee and the Office of the Vice President Administration shall advise newly constituted AMS Clubs of additional requirements they need to fulfill.
  
- f. The Office of the Vice President Administration shall send a list of newly constituted clubs to the Accounting Office for the creation of club bank accounts.
  
- g. The Office of the Vice President Administration shall send a list of an updated list of clubs to the Bookings Coordinator and relevant UBC departments for booking purposes.

### **3. Deconstituting Clubs**

- a. The Clubs and Societies Working Group may provide recommendations to the

Operations Committee to deconstitute AMS Clubs.

- b. The Clubs and Societies Working Group shall review all AMS Clubs when they are renewed, and recommend to the Operations Committee that non-compliant clubs be deconstituted.
  
- c. The Operations Committee may deconstitute a club on the basis of any of the following:
  - i. violation of the Operations Committee Policy Manual, the AMS Code of Procedures, AMS Bylaws, or AMS Policies;
  - ii. failure to have financial transactions go through their AMS business account for one Fiscal Year;
  - iii. having less than twenty-five (25) members;
  - iv. a history of poor financial management, history of poor governance, poor punctuality in communication of required documents, and/or behavioural concerns;
  - v. failure to renew the club;
  - vi. failure to adhere to its mandates and goals;
  - vii. suspicion of affiliation with an external organization;
  - viii. promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor; and
  - ix. other reasons as determined by the Operations Committee.
  
- d. When a motion for the deconstitution of a club is on the agenda for a meeting of the Operations Committee, the club may submit a written appeal or be invited to appeal in-person to the Operations Committee.

- e. An AMS Club should receive a notice of a motion of deconstitution on the Operations Committee agenda, at least five (5) days prior in the Academic Year, and at least fourteen (14) days prior outside of the Academic Year, to the next Operations Committee meeting.
  - i. the Office of the Vice President Administration must make reasonable efforts to provide the club with notice of a motion of deconstitution, and
  - ii. upon notice of the potential deconstitution, the club's financial account will be frozen until the motion of deconstitution is resolved.
  
- f. AMS Clubs shall cease to be an AMS subsidiary by a simple majority resolution of the Operations Committee.
  
- g. When a club has been approved for deconstitution:
  - i. the Office of the VP Finance shall ensure that their accounts are rendered inactive;
  - ii. all AMS office and locker privileges shall be removed;
  - iii. any surplus monies in the club's accounts shall be transferred into the Clubs Benefit Fund after four (4) months following the club's deconstitution;
  - iv. any deficits shall be rectified in the year of the deconstitution. The deficit of deconstituted clubs shall be approved by the Vice President Administration and the Vice President Finance, and transferred to the Clubs Benefit Fund if the AMS decides not to pursue alternative action; and
  - v. all Clubs and Societies Working Group files shall be updated, including but not limited to the official clubs database and deconstituted clubs database.
  
- h. The executive of an AMS Club wishing to voluntarily end its AMS affiliation must submit to the Vice President Administration a written proposal for deconstitution, along with the minutes and an attendance sheet from a quorate General Meeting of the club, at which a vote was held on whether or not the club should remain an AMS Club.
  - i. Club executive(s) shall inform club members fourteen (14) days prior to the General Meeting in which a vote to deconstitute the club will be held;
  - ii. if at least twenty-five (25) active members wish to remain affiliated with the AMS, the club shall remain an AMS Club.

#### 4. Club Standing

- a. There are two status designations that AMS Clubs can be categorized under by the Office of the Vice President Administration:
  - i. 'Good Standing'; and
  - ii. 'Bad Standing'
  
- b. The criteria for an AMS Club to be categorized under a respective club status is as follows:
  - i. in order to be an AMS Club with a 'Good Standing' designation, the club in question must, including but not limited to, have:
    1. submitted a Club Renewal Form as per the first deadline;
    2. completed the Club Executive Orientation Course (both President and Treasurer) and Treasurer Orientation Course (Treasurer only), the Booking Representatives Orientation Course (both President and one other booking representative), and the Student Leadership Orientation Course (President or their designate); and
    3. a clean record of no violations of AMS Policies, the AMS Code of Procedures, or AMS Bylaws.
  
  - ii. AMS Clubs in 'Good Standing' shall have access to all privileges of being an AMS Club.
  
  - iii. The following are the reasons why a club can be categorized under "Bad Standing":
    1. Failing to complete one of the mandatory club executive courses without authorization from the Vice President Administration or their designate;
    2. Having violated the Operations Committee Policy Manual, the AMS Code of Procedures, AMS Bylaws, or AMS Policies; and
    3. Having given the Clubs and Societies Working Group probable cause to categorize them under 'Bad Standing' clubs status.

- c. AMS Clubs with a 'Bad Standing' status may be penalized accordingly by the Vice President Administration with measures including but not limited to;
  - i. the club's financial accounts being frozen;
  - ii. the suspension of booking privileges; and
  - iii. the elimination of office and/or locker privileges.
  - iv. These measures shall also be applied to the constituencies and student resource groups if a strike were to be incurred.
  
- d. The duration for which clubs remain in 'Bad Standing' is determined by the number of strikes incurred by that AMS Club since its last renewal. The framework for 'Bad Standing' strikes is as follows:
  - i. 1st strike, two (2) weeks;
  - ii. 2nd strike, one (1) month; and
  - iii. 3rd strike, three (3) months and recommendation of deconstitution and/or other administrative action.
  - iv. This framework, except from the recommendation of deconstitution, shall also be applied to the constituencies and student resource groups if a strike were to be incurred.
  
- e. AMS Clubs in 'Bad Standing' may only have their booking privileges revoked after they incur their "2nd Strike".
  
- f. AMS Clubs may not appeal a 'Bad Standing' designation.
  
- g. The Vice President Administration must notify the Operations Committee when a club has been placed in 'Bad Standing'.
  - i. The Operations Committee may reverse a 'Bad Standing' designation upon resolution.

## **5. Club Bylaws**

- a. AMS Club bylaws, including name changes and membership fee changes, must adhere to the Operations Committee Policy Manual, the AMS Code of Procedures, AMS Bylaws, or AMS Policies.
  - i. Any club bylaw in violation of the above may be changed by order of the Operations Committee.
  
- b. Any AMS Club intending to make a change to its Club Bylaws must submit the proposed change to the Clubs and Societies Working Group for consultation and review.
  - i. The Clubs and Societies Working Group will meet within two weeks of submission to review and approve proposed changes.
  - ii. The Clubs and Societies Working Group will approve bylaw changes that are in compliance with the Operations Committee Policy Manual, the AMS Code of Procedures, AMS Bylaws, and AMS Policies. Bylaw changes that fail to comply with the listed documents will not be approved by the Clubs and Societies Working Group and will be considered invalid.
  
- c. Effective April 30, 2023, all new and existing AMS Clubs are required to use the club's bylaws template provided by the AMS.
  - i. Exceptions can be made by the Clubs and Societies Working Group.
  
- d. The required sections of an AMS club bylaw are the following:
  - i. Name of the club;
  - ii. Purpose of the club;
  - iii. Elected executives and their duties;
  - iv. Electoral procedures;
  - v. Membership fees; and
  - vi. Membership privileges.
  
- e. All bylaw amendments, including club name and membership fee changes, must be passed by two-thirds ( $\frac{2}{3}$ ) majority at a General Meeting where quorum is met.

## 6. Club Membership

- a. Membership in all AMS Clubs shall be open to all Active AMS Members except;
  - i. in Program Clubs, where membership may be limited to students registered in the relevant academic program.
- b. Clubs must allow Active AMS Members to purchase a membership at any time, except during Jump Start and Imagine Day UBC for which the university bans the clubs from selling membership.
- c. In all cases, AMS Clubs may not refuse membership or ability to apply/audition to an individual based on sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.
- d. Clubs are required to have a minimum of twenty-five (25) members.
  - i. New clubs shall have a minimum of one (1) year to reach this requirement.
  - ii. Membership totals will be evaluated upon Club Renewal at the end of the AMS Fiscal Year.
  - iii. Clubs may apply to the Operations Committee for an exception to this rule if there is a benefit to the UBC community, where their membership shall not total less than ten (10) members.
- e. A minimum of eighty (80) percent of a Club's membership shall be Active Members of the AMS.
- f. Membership classes may be differentiated if criteria are clearly stated in the Club's Bylaws.
  - i. Membership privileges and obligations shall be clearly stated to each prospective member.

- g. The membership period shall terminate at the end of the Academic Year which is August.
- h. Active members shall pay an annual non-refundable membership fee of a minimum of one dollar (\$1 CAD) as approved by resolution of a General Meeting with quorum, at the time of registration.
  - i. Exceptions can be made by the Operations Committee at the discretion of the Vice President Administration.
- i. Associate membership fees shall be at least 1.5x more than active membership fees.
- j. Changes in membership fees shall not become binding on the established members until the termination of the current membership period.
- k. Membership of a club is only granted once the appropriate information is provided including a proof of AMS membership (i.e. student card, proof of enrollment, course schedule or staff identification), membership fees paid, and an AMS waiver form signed.
- l. If covered by Policy PC1, Policy PC2 and other AMS policies, clubs may allow external individuals (non-Active and non-Associate members) to their membership.
  - i. External members may not vote, hold executive positions in the club, or sign club petitions.
  - ii. External membership fees shall be at least 1.5x more than active membership fees.
  - iii. External membership, in addition to Associate membership, cannot be more than 20% of the total club membership.

## **7. Club Executives and Elections**

- a. An AMS Club must elect Executives or Executive Members to manage the affairs of the club on behalf of the club's General membership.
  - i. Executives shall not hold the same type of executive role in more than one club. For example, they should not be the President of more than one club, but they may be the treasurer of another club.



- b. The roles and responsibilities of Executives shall be clearly specified in Club Bylaws.
  - i. Executive members are allowed to appoint or recruit Auxiliaries or auxiliary members to provide support in their roles and responsibilities, without the Auxiliaries being specified on the Bylaws.
  - ii. Executives and auxiliary members are not to be confused with club employees and contractors.
  
- c. Executive members of an AMS Club shall:
  - i. Maintain the highest ideals of honour and integrity while serving as executives of an AMS club;
  - ii. Accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities;
  - iii. Avoid any situation that could impair their judgment in the performance of their elected duties while in office;
  - iv. Declare and avoid a conflict of interest at the first opportunity, as a result of their personal interests whether real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the club;
  - v. Not use information designated confidential for the personal gain of themselves or any other persons; and
  - vi. If found to be in violation of this article, be requested to resign from their position or be subject to removal as an Executive through a club general meeting or by the Operations Committee with a simple majority resolution.
  
- d. All AMS Clubs are required to at least have a President and Treasurer as their Executives.
  - i. The roles and responsibilities of the President must include, but not limited to:
    - 1. Successfully complete mandatory club executive courses as required by the Office of the VP Administration after the approval of their renewal;
    - 2. Act as the main point of contact to the Office of the VP Administration;
    - 3. Call a General Meeting;
    - 4. Oversee all the general operations of this AMS Club;

5. Ensure that the established bylaws of this AMS Club are properly implemented;
  6. Act as the elections administrator of the club unless stated otherwise or designated to another Executive due to conflict of interest;
  7. Act as one of two Booking Representatives; and
  8. Ensure all members complete the AMS Waiver Form for insurance liability protection, and send the completed forms and the most updated membership list to the Office of the VP Administration on a quarterly basis (September, December and March).
- ii. The roles and responsibilities of the Treasurer must include, but not limited to:
1. Successfully complete the Treasurer Orientation Course and the Treasurer Authorization process in a timely manner;
  2. Write the club's budget and aim to follow it;
  3. Oversee all the financial activities of the club;
  4. Keep the club out of a deficit, submit documents by their deadline, and keep this account active by having at least one (1) transaction through the club's account every fiscal year;
  5. Be accountable for all transactions made by the Club; and
  6. Ensure the club does not use an external bank account.
- e. Elections of Executives shall be held in accordance with electoral procedures set out by the club in its bylaws. Club elections must;
- i. be publicized on the club's webpage at the AMS Clubs Directory;
  - ii. have the outgoing President as the elections administrator of the club unless stated otherwise or designated to another outgoing Executive due to conflict of interest;
  - iii. be held at reasonable times and places, and be properly publicized to the AMS Club's membership at least seven (7) days in advance of the nomination period and seven (7) days in advance of the election date;
  - iv. be verifiable through documented vote counts or similar methods and shall include verifiable student numbers;
  - v. include a yes/no/abstain vote if only one person is nominated for a position;

- vi. be held during a quorate general meeting and be conducted by voting with a secret ballot on a simple majority system; and
  - vii. be held before the Club Renewal Form submission deadline and the results submitted to the Clubs Administrator with the Club Renewal Form submission.
- f. Any by-election results must be submitted within seven (7) days of the election taking place to the Clubs Administrator with the full name, email address and proof of student membership of the newly elected Executive.
  - i. The club must submit the required information and documents to the Club Executive Change Form.
- g. All Active Members of an AMS Club shall be eligible to run and vote for Executive positions.
  - i. New Active Members of an AMS Club shall not be eligible to run or vote in a club election for the first thirty (30) days of their membership. Exceptions can be made by the Operations Committee or the Vice President Administration.
  - ii. Associate Members may not vote, hold executive positions in the club, or sign club petitions.
  - iii. In the case of electing a club President, only Active members with prior involvement as Executive or Auxiliary members of the club are eligible to run. This rule can be voided or be extended to the other elected Executive positions with the approval of the Vice President Administration.
- h. Elected Executive and recruited auxiliary members shall be voluntary and shall not receive honoraria or salary from the AMS Club for their role.
- i. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove, on the agenda.
  - i. The motion to remove must receive two-thirds approval to pass;
  - ii. The Executive in question must receive at least fourteen (14) days notice of a General Meeting with a motion to remove.
    - 1. A motion to remove an executive cannot be called from the floor.

- j. The Operations Committee may remove an executive from their position upon a two-thirds ( $\frac{2}{3}$ ) resolution of the Committee.

## **8. General Meetings**

- a. Each AMS Club shall have at least one (1) General Meeting during the Winter Session (September to April) of the Academic Year.
- b. Minutes of General Meetings must be recorded by all AMS Clubs in order for any decisions or changes to be ratified.
- c. General Meetings may be called by the President, at the request of the Executives, or upon receipt of a petition signed by the quorum of the AMS Club.
- d. General Meetings shall be held at reasonable times and places, and be properly publicized to the AMS Club's membership at least seven (7) days in advance.
- e. All General Meetings are to follow the procedural reference text "Robert's Rules of Order, Newly Revised" unless there are procedures set out in the AMS Club's bylaws.
- f. Only Active Members of an AMS Club can vote at General Meetings, or be included in quorum counts.
  - i. New Active Members of an AMS Club shall not be eligible to vote at General Meetings for the first thirty (30) days of their membership. Exceptions can be made by the Operations Committee or the Vice President Administration.
- g. The quorum for all General Meetings shall be according to the tiers below:
  - i. Quorum for an AMS Club with one hundred (100) members or less is ten (10) members;
  - i. Quorum for an AMS Club between one hundred (100) and two hundred (200) members is twenty (20) members;

- ii. Quorum for an AMS Club with two hundred (200) members or more is thirty (30) members.
  - iii. Clubs may set higher standards for quorum in their bylaws.
- h. If a General Meeting does not have quorum, an AMS Club member may challenge the motions passed at that meeting by contacting the Vice President Administration, who will then present the challenge at a meeting of the Operations Committee.
- i. The Operations Committee may declare motions passed at a General Meeting invalid upon resolution.

## **9. Annual Renewal**

- a. All AMS Clubs are required to complete a renewal form near the end of the second term of the Winter Session in order to renew their AMS Club status.
- b. The Office of the Vice President Administration will open a renewal form for at least a 30-day period for all AMS Clubs to access.
  - i. The Annual Club Renewal Form must be opened on the week of the February reading break at the latest.
  - ii. The Office of the VP Administration shall bring its recommendations for renewal and deconstitution to the Operations Committee within two months of the deadline for submission.
- c. AMS Clubs shall provide the following information in the Club Renewal Form:
  - i. a complete and up-to date membership list with names and student numbers at the time of submission;
  - ii. the most recent version of the club's bylaws;
  - iii. the most recent minutes from a General Meeting;
  - iv. the club's election results;
  - v. a summary of the club's annual revenue and expenditures;
  - vi. a list of assets owned with a value of over one-hundred dollars (\$100 CAD);

- vii. the club's office and locker application form, if applicable;
  - viii. the club's current membership fees; and
  - ix. full names and email addresses of all elected Executives for the following Academic Year;
- d. All AMS Clubs must ensure that their newly elected President and Treasurer complete the mandatory club executive courses in order to be officially renewed.
- i. Exceptions may be granted by the Office of the Vice President Administration only.
- e. Clubs who fail to complete some or all of the renewal process by the assigned deadline may be deconstituted by the Operations Committee.
- f. Clubs with less than twenty-five (25) members by the renewal period, and that have been constituted for at least one year, shall be recommended for deconstitution.
- i. The Office of the Vice President Administration shall provide the option in the Club Renewal Form for clubs to request an exception to this rule, to be granted by the Operations Committee upon review.

## **10. Club Mergers**

- a. AMS Clubs wishing to merge with another AMS Club or merge into a new AMS Club shall provide notice to the Vice President Administration.
- b. All AMS Clubs involved in the merger must have a quorate General Meeting with a motion to merge with another AMS Club.
  - i. Motions to merge must pass with a two-thirds ( $\frac{2}{3}$ ) majority to be adopted.
- c. If all AMS Clubs interested within the proposed merger have passed a motion to merge, they must provide notice to the Vice President Administration.
- d. The Operations Committee shall accept or reject the merger upon a simple majority resolution of the Committee.

- e. After a successful merger, all finances and assets of all AMS Clubs involved shall be merged under one AMS financial account.

## **11. Access to AMS Services and Privileges**

- a. The AMS shall provide AMS Clubs with complete banking services, billing services, and back-up bookkeeping free of charge.
- b. The AMS shall provide AMS Clubs with booking services for bookable AMS spaces free of charge. AMS Clubs shall have booking priority in AMS spaces during the Academic Year.
  - i. AMS Clubs shall not be able to book a space in the Nest free of charge on behalf of external or commercial organizations.
- c. AMS Clubs shall be able to book other facilities at UBC under AMS sponsorship, at cost. Bookings may not be transferred or sold to other groups.
  - i. AMS Clubs shall follow the rules and procedures of room bookings outside the Nest. The club may be deconstituted by the Operations Committee for failing to do so.
  - ii. Only the two official Booking Representatives of the club shall be allowed to submit booking applications for spaces outside the Nest.
- d. AMS Clubs may apply for locker space and office space within AMS spaces each year.
- e. AMS Clubs shall be eligible for grants and loans, as determined by the Finance Committee.
- f. The AMS shall provide AMS Clubs with coverage under its General Liability Insurance package.
  - i. The AMS may provide AMS Clubs with assistance in purchasing extended insurance for their operations.

- g. AMS Clubs and their members shall be able to access programs and offerings of all AMS Student Services.
  - i. The AMS may penalize groups who fail to cancel workshop and program bookings before the 72-hour deadline. Groups that will do so will be automatically charged \$20 on their account for each instance and the collected monies will be transferred to the Clubs Benefit Fund.
  - ii. The relevant student services will provide ample communication to the group before the event/programming.
  - iii. Three consecutive last-minute cancellations will incur the club one strike in Bad Standing.

## **12. Waivers, Contracts and Legal**

- a. All AMS Clubs are subsidiary organizations of the AMS, and are therefore subject to approvals, rulings, and other decisions made by the AMS at all times.
- b. All members of an AMS Club must sign a General Liability Waiver, to be provided by the AMS.
  - i. It shall be the responsibility of the club president to submit the most updated membership list on a quarterly basis (September, December, and March) with the waivers fully signed by all members.
- c. All legal situations must be referred to the Vice President Administration without exception.
  - i. Failure to notify the Vice President Administration of an ongoing legal situation may result in deconstitution.
- d. All contracts involving AMS Clubs must be signed by two AMS Signing Officers.
  - i. All contracts shall be sent to the AMS Main Offices (contracts@ams.ubc.ca) and then forwarded to the relevant personnel for signing.
  - ii. Failure to have an AMS Signing Officer sign a contract involving an AMS Club may result in deconstitution.



- e. All contracts between clubs and any other subsidiaries (resource groups and constituencies) shall be sent 2 weeks prior to signing to the Clubs and Societies Working Group for authorization.
- f. All memorandum of understandings with the AMS regarding the Clubs Benefit Fund shall be directed to the Funds Subcommittee for authorization.

### **13. Club Finances and Assets**

- a. Club finances and assets shall be overseen by the Office of the Vice President Finance.
- b. All funds and monies received by AMS Clubs must be deposited and banked through their AMS bank account.
- c. The Treasurer of an AMS Club shall be the Club's sole Signing Officer.
  - i. Clubs may designate interim Signing Officers with approval from the Office of the Vice President Finance.
- d. All AMS Clubs shall be non-profit and self-sustaining.
- e. Property and assets acquired by all AMS Clubs shall be legally the property of the AMS, but shall be administered by the AMS Club.
- f. No AMS Club may be controlled financially or operationally by an external organization.
  - i. Donations accepted by AMS Clubs that contain specific restrictions, instructions, or additional clauses will result in the club being in violation of this subsection.
- g. All donations received or administered in excess of five thousand dollars (\$5,000 CAD) in value annually must be reported to the Vice President Finance.

- h. AMS Clubs may only donate a maximum of 50% of their total club account balance per Fiscal Year to an external organization upon two-thirds ( $\frac{2}{3}$ ) resolution at an quorate General Meeting.

#### **14. Club Space Allocation and Management**

- a. The AMS shall allocate all AMS Club spaces within the Nest annually during the months of April to July for the upcoming Fiscal Year.
- b. The Office of the Vice President Administration shall make the office and locker application form available for a period of at least thirty (30) days.
- c. Office and locker space privileges shall be provided at the discretion of the Office of the Vice President Administration.
  - i. The following clubs shall be able to retain their permanent offices every year without having to submit an application for as long as the clubs exist as a subsidiary of the AMS:
    1. Varsity Outdoor Club;
    2. The Bike Co-Op;
    3. Pottery Club;
    4. Aqua Society;
    5. Photo Society;
    6. Film Society;
    7. Blank Vinyl Project; and
    8. Sprouts Cafe.
- d. No AMS Club that has been allocated an office space shall also be allocated more than one (1) locker space.
- e. No AMS Club shall be allocated more than two (2) locker spaces.

- f. Upon the notice of allocation of office or locker space privileges, the AMS Club must sign a respective tenancy agreement form within three (3) weeks of being allocated the space.
  - i. Failure to sign the respective tenancy agreement form within the timeline will result in the revocation of the allocation.
  - ii. AMS Clubs shall only be given access to their office and locker once the tenancy agreement form has been completed.
- g. The Office of Vice President Administration may revoke any space privileges allocated to an AMS Club for violations of the tenancy agreement or other AMS Policies and Procedures.
- h. It shall be the responsibility of the AMS Club to ensure the security and cleanliness of its assigned space(s).
- i. Knowledge of the assigned space(s) access code shall only be kept amongst AMS Club Executives.
- j. No flammable, explosive, perishable, alcoholic, or illicit materials shall be stored in any office or locker spaces.
- k. No AMS Club that has been assigned an office or locker space may store materials from an individual that is not a member, or allow another AMS Club access to their space.
- l. AMS Clubs shall be subjected to a club office check or a locker check by the Office of the VP Administration during the Academic Year as long as they are provided with a two-weeks notice.
- m. AMS Clubs must move out of their assigned space(s) by a deadline set by the Office of the Vice President Administration.
  - i. An AMS Club will be considered as moved out of their assigned space(s) when:
    - 1. all of their belongings have been removed;

2. the assigned space has been left in a clean and safe condition;
  3. all signages indicating their occupation of the assigned space has been removed; and
  4. all keys and/or locks have been returned to the AMS Main Offices.
- ii. Failure to move out of the assigned space(s) by the set deadline and/or failure to adhere to the conditions set in the tenancy agreement may result in the following:
1. removal and possible disposal of belongings by AMS Building Operations (the costs associated with the removal and disposal will be billed to the AMS Club's account);
  2. revocation of new assigned space(s);
  3. suspension of space privileges for a period of time; and/or
  4. other penalties as determined by the Vice President Administration.

## **15. Program Clubs**

- a. For an AMS Club to be recognized as a Program Club they must be;
  - i. recognized as a Program Club by a Constituency;
  - ii. affiliated with an academic program at UBC; and
  - iii. designated as a Program Club by the Operations Committee.
- b. Program Clubs shall be eligible for the benefits provided by their respective Constituency.
- c. Program Clubs will be subject to the same considerations as other applicants when applying to be constituted as an AMS Club.
- d. Program Clubs may choose to restrict membership to members of a specific academic program provided that membership fees are automatically charged by UBC Enrollment Services or their Constituency.
- e. Program Clubs must declare all resources they are provided with by their respective academic departments and constituencies.

- i. Program Clubs are not allowed to use the bank accounts of their academic departments for their funding. All funds and monies shall be banked through their AMS bank account. Failure to do so may be a reason for deconstitution.
- f. An executive of a Program Club shall not hold an executive position in a Constituency in which it is affiliated.

## **16. Complaints, Conflicts and Reporting**

- a. All formal complaints and conflicts shall be handled by the Office of the Vice President Administration, AMS Ombudsperson, and the Operations Committee.
- b. Incidents of bullying, harassment, discrimination and violence shall be referred to AMS Policy PC1: Respectful Environment and Workplace Policy.
- c. Incidents and reports of sexual violence shall be referred to AMS Policy PC2: Sexual Violence Policy.
- d. AMS Clubs shall not conduct investigations on any matter.
- e. Any member of the Operations Committee that is in a perceived or real conflict of interest regarding a conflict or complaint must be recused from adjudication.

## **17. Club Employees and Contractors**

- a. All requests for new hired and contracted positions within AMS Clubs must be approved by the Vice President Administration.
- b. All part-time and full-time staff shall be administered through the AMS Human Resources Department, and shall be officially supervised by the Vice President Administration.

- c. All contractors must sign an AMS Independent Contractor Agreement, which must also be signed by two AMS Executives.
- d. Changes in compensation must first be approved by the Vice President Administration.
- e. Changes in employment status such as promotions or terminations must be approved by the Vice President Administration.

## **Section 5: Constituencies Policy**

### **1. General**

- a. The Office of the Vice President Administration shall maintain an information database on each Constituency that includes:
  - i. up-to-date information on its Executives.
  - ii. location and time of regular meetings; and
  - iii. approximate number of members in the Constituency.

### **2. Access to AMS Services and Privileges**

- a. The AMS shall provide Constituencies with complete banking services, billing services, and back-up bookkeeping free of charge.
- b. The AMS shall provide Constituencies with booking services for bookable AMS spaces free of charge. Constituencies shall have booking priority in AMS spaces during the Academic Year.
- c. Constituencies shall be able to book other facilities at UBC under AMS sponsorship, at cost.
- d. Constituencies may apply for locker space and office space within AMS spaces each year.
- e. Constituencies shall be eligible for grants and loans, as determined by the Finance Committee.
- f. The AMS shall provide Constituencies with coverage under its General Liability Insurance package.
  - i. The AMS may provide Constituencies with assistance in purchasing extended insurance for their operations.

- g. Constituencies and their members shall be able to access programs and offerings of all AMS Student Services.
  - i. The AMS may penalize groups who fail to cancel workshop and program bookings before the 72-hour deadline. Groups that will do so will be automatically charged \$20 on their account for each instance and the collected monies will be transferred to the Clubs Benefit Fund. ”
  - ii. The relevant student services will provide ample communication to the group before the event/programming.
  - iii. Three consecutive last-minute cancellations will incur the club one strike in Bad Standing.

### **3. Constituency Finances and Assets**

- a. All funds and monies received by Constituencies must be deposited and banked through their AMS bank account.
- b. AMS Constituencies shall be eligible for grants and loans, as determined by the Finance Committee.
- c. The Vice President Finance of a Constituency shall be the only Signing Officer on behalf of its respective Constituency.
  - i. Constituencies may designate interim Signing Officers with approval from the Office of the Vice President Finance.
- d. All Constituencies shall be non-profit and self-sustaining.
- e. Property and assets acquired by all Constituencies shall be legally the property of the AMS.



- f. No Constituency may be controlled financially or operationally by an external organization.
  - i. Donations accepted by Constituency that contain specific restrictions, instructions, or additional clauses will result in the club being in violation of this subsection.
- g. All donations received or administered in excess of five thousand dollars (\$5,000 CAD) in value annually must be reported to the Vice President Finance.

#### **4. Clubs on Constituency Councils**

- a. Constituencies may recognise clubs or add clubs to their Board of Directors (Constituency Councils) if they:
  - i. are constituted as AMS Clubs;
  - ii. have been added to the Board in accordance with Constituency policies and procedures; and
  - iii. report the addition to the Office of the Vice President Administration within seven (7) days.
- b. Non-AMS Clubs may be added as non-voting members.
- c. Constituencies are expected to assist the AMS in retaining documents from Program Clubs that are recognised by a Constituency.

## **Section 6: Student Resource Groups Policy**

### **1. General**

- a. The policies and procedures relating to Student Resource Groups shall be those defined in Section XI: Student Resource Groups in the AMS Code of Procedure.
- b. Organizations recognized as the Student Resource Groups of the AMS, as constituted by AMS Council on the recommendation of the Operations Committee, shall be those outlined in the AMS Code of Procedure, Section XI (1)(4).
- c. The Office of the Vice President Administration shall maintain an information database on each Student Resource Group that includes:
  - i. up-to-date contact information for their Executives.
  - ii. an approximate number of members for each Group;
  - iii. the Group's bylaws or equivalent governing document on file; and
  - iv. contact information for the Resource Group Allocation Committee (RGAC).

### **2. AMS Services and Privileges for Student Resource Groups**

- a. The AMS shall provide Student Resource Groups with complete banking services, billing services, and back-up bookkeeping free of charge.
- b. The AMS shall provide Student Resource Groups with booking services for bookable AMS spaces free of charge.
- c. Student Resource Groups shall have priority to book in AMS spaces during the School Year ahead of AMS Clubs as per Section 7.5(b) in this AMS Operations Committee Policy Manual.
- d. Student Resource Groups shall be able to book other facilities at UBC under AMS sponsorship.

- e. Student Resource Groups shall be allocated office and locker space by the Office of the Vice President Administration without having to request it.
  - i. Student Resource Groups must maintain their space in a state that does not contravene health and safety regulations as determined by the Office of the Vice President Administration.
- f. Contracts between Student Resource Groups and other organizations shall be signed by two Signing Officers of the AMS.
- g. The AMS shall provide Student Resource Groups with coverage under its General Liability Insurance package.
  - i. The AMS may provide Student Resource Groups with assistance in purchasing extended insurance for their operations.
- h. AMS Clubs and their members shall be able to access programs and offerings of all AMS Student Services.
  - i. The AMS may penalize groups who fail to cancel workshop and program bookings before the 72-hour deadline. Groups that will do so will be automatically charged \$20 on their account for each instance and the collected monies will be transferred to the Clubs Benefit Fund.
  - ii. The relevant student services will provide ample communication to the group before the event/programming.
  - iii. Three consecutive last-minute cancellations will incur the club one strike in Bad Standing.

## **Section 7: AMS Space Bookings Policy**

### **1. Definitions**

- a. “Large Room”: one of the following rooms: the Great Hall (North or South), Norm Theatre, Lower Atrium, Performance Theatre, Rooms 2301, 2306/2309 (combined), the Michael Kingsmill Forum (4301) and all Lower Level LIFE Building Studios.
- b. “Medium Room”: one of the following rooms: Rooms 2306, 2309, 2311, 2314, 2504, 2506, 2508,
- c. “Small Room”: any other bookable room other than those listed above;
- d. “Single Booking”: one space booked for a one-time event;
- e. “Block Booking”: a series of bookings of one room in for a recurring event (e.g. weekly meetings) for up to one term;
- f. “Internal AMS Groups”: AMS affiliated personnel and departments, such as AMS Council, AMS Executives, and Senior Managers.
- g. “AMS Subsidiary”: AMS Clubs, Constituencies, and Student Resource Groups;
- h. “AMS Approved Organization”: an organization that has been granted special booking privileges by the Vice President Administration;
- i. “External Group” or “Commercial Booking”: any group that is neither an AMS Group nor an AMS Approved Organization;
- j. “Major/flagship event”: a booking that is annual, requires significant planning, advanced application, or public notice, or is an exceptional benefit to the student community.

## **2. General**

- a. The AMS shall prioritize space requests from Internal AMS Groups and AMS Subsidiaries over External Groups between September to April, inclusive.
- b. All bookings for both AMS and External Groups shall be submitted through designated bookings representatives.
- c. Internal AMS Groups are exempt from all bookings restrictions and fees.
- d. Only the Vice President Administration or the Operations Committee shall have the authority to cancel bookings made by AMS Groups and AMS Subsidiaries without consent from the booking party.
- e. Potential bookings requiring an exception to the policies outlined in this Section (7) may be brought to the Vice President Administration or the Operations Committee for approval.
- f. Bookings that may be controversial, contentious, or a safety concern shall be brought to the Vice President Administration or the Operations Committee for approval.
- g. Bookings requiring approval can be booked tentatively prior to receiving approval.

## **3. AMS Subsidiaries and AMS Approved Organizations**

- a. AMS Subsidiaries shall have free booking privileges within AMS spaces all year round.
- b. AMS Approved Organizations shall have booking privileges as outlined by any agreements or contracts they have with the Society.
- c. The AMS may refuse to process a booking request if less than forty-eight (48) hours notice is given.

- d. All booking requests shall be made through the AMS Internal Bookings Coordinator or AMS Catering and Conferences.
- e. All bookings must be made by a designated booking representative.
  - i. Presidents and Treasurers are automatically designated as booking representatives for Clubs, Constituencies, and Student Resource Groups.
  - ii. Clubs, Constituencies and Student Resource Groups wishing to designate other booking representatives must notify the AMS Bookings Representative before they are eligible to book spaces.
- f. Booking requests must disclose whether liquor or food will be served, any items are being sold, any donations will be accepted, games of chance, or any External Groups will be involved in the event.
- g. The AMS may refuse requests for AV equipment and other special equipment made less than one (1) week in advance or for other operational constraints.
- h. Requests for booking cancellations, room changes, time changes, house staff labour, equipment, or any other inquiries or complaints should be made to the AMS Catering and Conferences.
- i. The AMS Catering and Conferences Department may not cancel bookings made by AMS Subsidiaries or AMS Approved Organizations without consent from the booking party, or approval from the Vice President Administration or the Operations Committee.

#### **4. Commercial Bookings**

- a. All Commercial Bookings shall be administered by the AMS Catering and Conferences Department.
- b. Bookings by External Groups shall be subject to rental rates.

- i. The Operations Committee may choose to subsidize or waive rental rates, following a formal review of a loss-of-revenue report generated by Catering and Conferences.
- ii. Subsidized or waived rental rates must be made in writing from the Operations Committee or Vice-President, Administration to Catering and Conferences, and must include a rationale and total loss of revenue to the AMS.

## **5. Booking Procedures and Group Priorities**

- a. AMS Subsidiaries may not book spaces more than one (1) month in advance of the requested booking date during May to August.
  - i. AMS Executives, AMS Council, AMS Senior Managers, and AMS Committees are exempt from the above guidelines.
- b. The following hierarchy shall apply to booking priority in the AMS Nest:
  - i. AMS Council;
  - ii. AMS Executives and the Executive Committee;
  - iii. Committees, Subcommittees, and Working Groups of AMS Council;
  - iv. AMS Student Services;
  - v. AMS Events;
  - vi. Other AMS Departments;
  - vii. Student Resource Groups;
  - viii. Constituencies;
  - ix. AMS Clubs;
  - x. AMS Clubs in “Bad Standing” (who maintain their booking privileges);
  - xi. AMS Approved Organizations;
  - xii. Commercial Bookings.
- c. Bookings determined as “high risk” by the AMS Internal Bookings Coordinator or Catering and Conferences shall be required to prepare and submit a safety and damage prevention plan.

- i. A safety and damage prevention plan shall be approved by the AMS before the booking confirmation is considered final.
  - d. The following criteria shall be used to determine whether a booking is high-risk:
    - i. Number of attendees exceeding three hundred (300);
    - ii. Groups with a history of booking-related policy violations;
    - iii. Activities involving equipment with potential to damage AMS property;
    - iv. Events involving animals; and
    - v. Events involving the consumption of liquor.
  - e. The booking periods for subsidiary organizations and student resource groups shall follow the following timeline:
    - i. For Summer bookings, requests can only be made from May to July.
    - ii. For Term 1 bookings, requests can only be made on:
      - 1. The 2-week advance booking period on August;
      - 2. The first day of classes in September to the 15th;
      - 3. October 1st until the last business day of the third week; and
      - 4. The whole month of November.
    - iii. For Term 2 bookings, requests can only be made on:
      - 1. The 2-week advance booking period on November;
      - 2. The first business day of January to the 15th;
      - 3. February 1st until the last business day of reading break; and
      - 4. The whole month of March and April.

## **6. Boothing Policy**

- a. Internal AMS Groups and AMS Subsidiaries may booth on the First Floor of the Nest free of charge.
- b. All bookings for booths shall be made through an AMS Internal Bookings Coordinator.
  - i. The AMS Internal Bookings Coordinator may book booths on the same day as requested if there is availability.



- c. Only up to twenty-five percent (25%) of booths may be reserved for Commercial Bookings at any given time.
- d. All organizations who booth may not leave their bothing area to solicit users of the AMS Nest.
  - i. Moving beyond one (1) metre of one's assigned booth shall be considered a violation of this section.
- e. The AMS Internal Bookings Coordinator must be notified if food service of any kind is to take place at a booth.

## **7. Booking Rules**

- a. It shall be the responsibility of all Internal AMS Groups, AMS Subsidiaries and AMS Approved Organizations holding any function to be aware and inform all members of applicable liquor, security, booking, and other regulations.
  - i. Ignorance of policy shall not be accepted as an excuse.
- b. Bookings shall not be transferred or sold to other groups.
- c. Bookings made for a group shall be for the exclusive use of that group. Under no circumstances shall any person or group reserve space in the building falsely on behalf of another group in an attempt to gain free bookings privileges, a higher booking priority, or other circumventive and illegitimate reasons.
- d. Bookings made by an AMS Club in partnership with a group external to the AMS (i.e. not an AMS subsidiary) are required to ensure at least two-thirds ( $\frac{2}{3}$ ) of attendees present at the booking must be AMS Active Members or Associate Members.
- e. Any functions at which liquor is to be consumed must follow all local and provincial liquor legislation.

- i. Documentation that is required may include a Special Events Permit and the event organizer's Serving-It-Right license.
- f. Internal AMS Groups and Approved Organizations shall use in-house AMS Catering for liquor service.
  - i. Bookings for the Gallery and the Pit shall be subject to each location's special booking procedures.
- g. Any AMS Subsidiary or AMS Approved Organization must receive a temporary food service permit from Vancouver Coastal Health.
  - i. This excludes commercially pre-packaged, shelf-stable products or whole fruit that do not require any form of care.
  - ii. A copy of the approved permit must be available upon request at any time.
- h. All Internal AMS Groups, AMS Subsidiaries or AMS Approved Organizations holding functions in AMS spaces where live or recorded music is played shall submit the required fees to the AMS Bookings Representative, who will forward the fees to SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re:Sound.
- i. All licensed events serving alcohol require security, and a security plan that has been reviewed by the AMS Building Operations Manager.
  - i. The AMS may request that any booking may require security if deemed necessary.
- j. Members of the Operations Committee and AMS Bookings Representatives shall be granted full access to all functions in the AMS Nest to oversee the functions.
- k. All bookings in AMS spaces are subject to AMS Fire and Safety Regulations.
- l. The party responsible for booking the space is also responsible for any cleaning or repairs to the room as a result of an event that are necessary beyond daily wear.
  - i. All perishable food items must be removed immediately after a booking has concluded.

- m. All Commercial Bookings shall be subject to the contract signed by both parties, as prepared by the Conferences & Catering Department.

## **8. Waiving of Rental Fees**

- a. The Operations Committee may waive fees for Commercial Bookings at their discretion.
- b. The Operations Committee may also waive fees for bookings made by Internal AMS Groups and AMS Subsidiaries.
- c. The factors that the Operations Committee shall consider when reviewing a request for a fee waiver shall be;
  - i. The benefit to members of the AMS;
  - ii. Whether the booking request is student-led;
  - iii. Total loss of revenue to the AMS;
  - iv. The impact on AMS Subsidiary bookings; and
  - v. Where revenues from the event will be allocated to (e.g. ticket revenue).

## **9. Cancellations**

- a. The AMS reserves the right to deny or cancel any booking that it believes would likely promote, or would have the effect of promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor.
- b. If an AMS Subsidiary or AMS Approved Organization wishes to cancel a booking, it must do so with fourteen (14) days notice for a Large Room and seven (7) days notice for any other room.

- c. Groups that fail to provide the appropriate notice for cancellations shall receive a fine according to the following schedule;
  - i. Fifty dollars (\$50 CAD) for the first offence;
  - ii. One hundred dollars (\$100 CAD) for the second offence; and
  - iii. Two hundred fifty dollars (\$250 CAD) for the third offence and a strike in Bad Standing.
  
- d. The Vice President Administration and the Operations Committee may waive cancellation penalties at their discretion.

**10. Fines and Penalties**

- a. AMS Subsidiaries and AMS Approved Organizations that fail to follow the established policies and procedures for bookings in the AMS Nest shall be administered fines and other disciplinary actions.
  
- b. *Fines and penalties shall be administered according to the following schedule for AMS Subsidiaries and AMS Approved Organizations:*

Violation	Fine	Other Penalties
<b>Minor Violations</b>		
Failure to receive approval for third party catering in the AMS Nest.	1st Occurrence: Warning  Future: \$50	One strike in Bad Standing on the third occurrence.
Failure to reset room after use.	1st Occurrence: Warning + Labour Charges	

	Future: \$50	
Failure to show for Small Room without cancellation.	Cancellation Fee	One strike in Bad Standing on the third occurrence.
Using a room without booking it.	\$50	
Failure to declare the presence of animals for a booking.	\$50 + Labour Charges	
<b>Regular Violations</b>		
Unauthorized use of AMS Equipment.	\$150	One strike in Bad Standing.
Damage to AMS Property or Equipment totalling less than two hundred fifty (\$250).	\$150	One strike in Bad Standing on the third occurrence.
Failure to show for a Medium or Large Room without cancellation.	\$150 + Cancellation Fee	One strike in Bad Standing on the second occurrence.
Failure to clean the Great Hall.	\$150 + Labour Charges	One strike in Bad Standing.
Failure to review the security plan for licensed events with the Building Operations Manager.	\$150	
Failure to provide a copy of the Special Events Permit and necessary Serving-It-Right	\$150	

certification to the Building Operations Manager within specified deadline.		
Major Violations		
Damage to AMS Property or Equipment totalling more than two hundred fifty (\$250)	Full Cost of Damages and Labour	One strike in Bad Standing.
Serving alcohol without a Special Event Permit.	\$500 + regulatory fines	One strike in Bad Standing.
Failure to comply with AMS and Vancouver Coastal Health Food Safety Regulations	\$500 + regulatory fines	One strike in Bad Standing.
Booking on behalf of a third party.	\$500 + full rental cost	One strike in Bad Standing.
Providing falsified booking information	\$500	One strike in Bad Standing.

- c. Damages and other non-fine charges will be billed to the AMS Subsidiary's account only upon resolution of the Operations Committee.
  - i. All monies collected from fines shall be transferred to the Clubs Benefit Fund.
- d. All labour charges totalling one hundred dollars (\$100 CAD) related to cleaning fees may be billed to the AMS Subsidiary's account at the discretion of Catering and Conferences.
- e. Penalties and fines imposed on Commercial Bookings will be as per the booking contract.

- f. The Vice President Administration or the Operations Committee may waive fines imposed on AMS Subsidiaries, AMS Approved Organizations, and Commercial Bookings.
- g. Any illegal actions that occur during a booking are subject to further penalties to be imposed by the Office of the Vice President Administration and the Operations Committee.

## **11. Booking Suspensions**

- a. Booking privileges in the Nest may be suspended by the Operations Committee, in addition to penalties incurred from a Bad Standing designation, for one or more of the following reasons:
  - i. violation of any regulation outlined in this document;
  - ii. other violations of regulations or problems as interpreted by Operations Committee;
  - iii. bookings that fail to adhere to the standards of behaviour outlined in AMS Policies.
- b. Bookings suspensions shall be administered upon resolution of the Operations Committee.
- c. Suspensions may not exceed one (1) year in duration and shall expire at the end of the Fiscal Year.
  - i. Exceptions can be made by the Operations Committee.
- d. Groups with suspended booking privileges may not make bookings during their suspension for dates which occur after the end of the suspension period.
- e. Suspensions imposed by the Operations Committee are not eligible for review.

## 12. Food and Catering for Subsidiaries

- a. In this article, the “Nest” refers to any bookable spaces by the AMS in the AMS Student Nest or UBC Life Building such as but not limited to AMS Auditorium or clubs' rooms on the Lower Level.
- b. AMS subsidiaries shall have full access to Nest Catering onsite menu and the discounted Club Menu (serviced by Nest Catering) for their events in the Nest. Food from our catering company does not require additional permits and paperwork.
- c. AMS subsidiaries shall have full access to AMS-run Food and Beverage outlets' regular a la carte menu. Food from the outlets requires a waiver of acknowledgement that food can only be out for 2 hours' maximum, as per Vancouver Coast Health.
- d. External caterers are not allowed inside The Nest. Nest Catering is the exclusive caterer for the Nest.
  - i. The outside food that can be brought into the Nest is limited to whole fresh fruits or vegetables, and prepackaged, non-potentially hazardous foods (shelf-stable items).
- e. For permits for operating events with potentially hazardous foods, if the subsidiaries are organizing an event in the Nest without food from Nest Catering, they will be required to submit the following:
  - i. Temporary Food Service Permit
  - ii. Sanitation Plan
  - iii. Copy of their Menu
  - iv. Detailed food safety plan on how the food will be transported within temperature, keep food within temperature during the event, and a list of equipment to be used (coolers, warming dishes)
  - v. During the event, an AMS team member with Food Safe Level 1 Certification (C&C event lead or manager) shall conduct a check on the food permit on the day of the



event and shall ensure food is within temperature as per VCH approval. This labour will be charged to the club.

1. If food is not in temperature the food will be disposed of. Any aggressive behaviour towards a staff member will not be tolerated.
- vi. Depending on the size of your event, a cleaning fee may be applied at the discretion of the AMS Conference and Catering Events Coordinator. The minimum charge is \$160.
- f. Proper disposal of garbage is expected for all events. If the Nest Sort-It-Out Stations are not sufficient, any overflow garbage must be disposed of at the garbage dumpsters by the Life Building.

## **Section 8: AMS Building Operations Policy**

### **1. Prohibited Activities**

- a. There shall be no smoking in the Nest and within eight (8) metres of all Nest entrances or air intakes.
  - a. Smoking is not permitted in the Courtyard or on the balconies.
- b. No animals shall be allowed in the Nest, except for assistance animals and events involving animals approved by the Operations Committee.
- c. No skateboarding or rollerblading shall be permitted in the Nest.
- d. Bicycles may be wheeled through the main concourse of the Nest, but not ridden anywhere in the building.

### **2. Signage, Postering and Advertising**

- a. Signage promoting a product or service that competes with an AMS business, service, or a Nest outlet is not permitted.
- b. Signage in the Nest is available to all AMS Departments, Subsidiaries, other affiliated groups, and non-competing events.
- c. Signage may not promote, or would have the effect of promoting discrimination, contempt or hatred of any group and/or any person.
- d. The displaying of any material that may be deemed triggering, graphic, or offensive within AMS spaces is prohibited.
- e. With the exception of AMS business such as AMS elections and referendums, signage may not promote specific political candidates, parties, or positions.

- f. All signage must be related to something that is relevant to the UBC student population.
- g. With the exception of some digital signage, third party advertising is not permitted.
- h. Signage materials may not be attached to any surfaces in the buildings that are not designated for signage or pre-approved by the Vice President Administration.
- i. All groups assume full responsibility for ensuring they have secured the rights of the materials, image, and artwork used in their signage.
- j. Signage that fails to adhere to this Policy will be removed and associated expenses charged back to the responsible group.
- k. Relevant advertising for a booth must be positioned no more than one (1) metre from the booth or table.
- l. Signage may not be positioned in a way that impedes the normal movement of people within the public areas of the building, blocks a fire exit, or creates a tripping hazard.
- m. Floor decals must be approved by the Vice President Administration prior to placement.
  - i. Decals must use a light temporary adhesive that leaves no marks when removed.
  - ii. Groups are responsible for placing and removing decals.
- n. Posters and flyers will be removed from all bulletin boards on a monthly basis.
- o. Placing multiple posters or flyers on a single board may result in the removal of all notices.
- p. All signage is subject to approval by the Vice President Administration or the Operations Committee

### **3. Office Painting and Redecorating**

- A. Office occupants who wish to paint must submit a written request to Vice President Administration to be approved on a case-by-case basis.
- B. Office occupants may accessorize their offices with pictures, statuary, or artifacts, provided that such accessories are acceptable to reasonable community standards of taste and subject matter and do not infringe in any way on the principles of the BC Human Rights Code.

### **4. Nest Safety and Inclusive Spaces**

- a. The VP Administration shall host the Nest Safety and Inclusive Spaces Review at least once a year to ensure that the Nest as a student building remains equitable and inclusive as a space for students.
- b. The Review shall include at least the following for student engagement:
  - i. Survey to get data and feedback from students and community members;
  - ii. An in-person component to physically assess the building; and
  - iii. A report that provides recommendations on both necessary physical and social improvements, and if applicable, policy changes related to the building.
- c. The survey for the Review shall be available to students for at least two weeks to ensure visibility and flexibility for those interested in completing it.
- d. The in-person component of the Review shall involve the Building Operations Manager, the Equity and Inclusion Specialist, the Project Manager and Design Services; a staff representative from the Health and Safety Committee; the AVP Administration; and a voting representative from the AMS Operations Committee.

- e. The report created at the end of the Review shall be presented to the Operations Committee for information purposes by the last meeting in the month of March.
  
- f. The Review shall cover the following areas related to safety, inclusivity and accessibility, but not limited to:
  - i. Demographics of students;
  - ii. Space usage;
  - iii. Access to spaces;
  - iv. Gender inclusion;
  - v. Affordability in the Nest;
  - vi. Accessibility for disabled students;
  - vii. Indigenous safety and inclusion;
  - viii. Possible sources of threats or intimidations;
  - ix. Staff training for de-escalation;
  - x. Emergency and disaster preparedness; and
  - xi. General feedback for improvement.

## **Section 9: Grad Class Gifts Policy**

### **1. Information from Code**

- a. Per Code Section IX B, Article 6(7), 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.

### **2. Relevant Procedures**

- a. This policy establishes the criteria for gifts and determines which proposal for gifts shall be approved. The VP Administration shall have the right to revise and review these procedures before February 1st to ensure adequate time for approval by the Operations Committee.

- b. The VP Administration shall conduct the call for membership for the Grad Class Gifts Working Group starting from the first week of December, and its membership shall be completed by the first Operations Committee meeting in January.
- c. On the first Operations Committee meeting in January, the VP Administration shall inform the Committee of the total amount available for grad class gifts; and shall ask for an appointment of one (1) student representative to the Grad Class Gifts Working Group from the Committee.

### **3. Criteria and Proposals**

- a. Once the Grad Class Working Group has been formed, the VP Administration shall call for proposals from the members of the graduating class.
  - i. The application for the call for proposal shall be presented for consultation to the Grad Class Gifts Working Group prior to its release.
  - ii. The call for proposal shall be open for at least two weeks.
  - iii. The application for call for proposal shall include information on funding limitations for the grad class gifts.
  - iv. The call for proposal shall be sent out as a mass email to all members of the graduating class by the Senior Marketing and Communications Manager.
- b. The call for proposal shall include, but not limited to:
  - i. Budget for the proposal;
  - ii. A description explaining the primary purpose and its nature;
  - iii. Background and context, including history and the current situation that may be relevant to the proposal;
  - iv. Sustainability impacts of the proposed gifts;
  - v. Potential challenges associated with the proposed gift;
  - vi. Potential collaborators or relevant stakeholders for the proposed gift; and
  - vii. Technical information if relevant.

- c. The criteria for determining gifts shall be approved by the Grad Class Gifts Working Group prior to the release of call for proposals. The criteria for determining the grad class gifts shall include but not limited to:
  - i. Relevance to students;
  - ii. Engagement with students;
  - iii. Originality and creativity;
  - iv. Promotes equity, diversity and inclusion at UBC;
  - v. Sustainability Impact (similar to the Sustainability Competencies for Sustainable Project Funds projects); and
  - vi. Alignment with AMS plans (i.e. AMS Sustainable Action Plan, AMS Equity Action Plan, and AMS Strategic Plan)
  
- d. The Grad Class Gifts Working Group shall decide on the allocation of funding for the proposed gifts that received the most points based on the criteria.
  - i. This allocation of funding shall be made in consultation with relevant AMS staff and relevant community stakeholders from the University.
  - ii. The Working Group does not have a maximum or minimum number of gifts to approve for as long as the total budgeted amount is within the allocated grad class gift budget for the year.
  
- e. The approved grad class gifts shall be announced to the members of the graduating class within 2 months of the closing date of the application call for proposals.
  - i. Once the gifts have been announced, the VP Administration shall inform the University in time for the May graduation ceremonies and shall submit a report to Council containing a list of the Grad Class gifts at the first Council meeting after the announcement.

#### **4. Reporting and Completion**

- a. To ensure accountability and continuity, the VP Administration shall host a presentation in April to the Operations Committee to provide progress updates on the grad class gifts from the last 6 years.



- b. Grad class gifts must be completed within 3 years of its approval by the Grad Class Gifts Working Group. The approved funding for any incomplete project shall remain in the Grad Class Gift Fund.
  - i. This policy takes into effect in March 2024. Any grad class gifts that were approved prior to March 2024 can still be completed with its allocated funding.

## **Section 10: Sustainability Management**

### **1. Information from Code**

- a. The Operations Committee shall ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals.
- b. The VP Administration shall 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; and
  - iii. in March an annual sustainability report;

### **2. Requirements from the AMS Sustainable Action Plan**

- a. The Office of the VP Administration shall maintain a public information database on initiatives, advocacy efforts and trauma-informed services on campus that are specific to supporting marginalized communities such as QTGNC, disabled, and IBPOC students.
- b. The Office of the VP Administration shall maintain a public information database of opportunities and initiatives that allow students to engage with Indigenous communities on and off campus.
- c. The Office of the VP Administration shall maintain a public information database of climate justice-centered student organizations and funding opportunities to act as a resource for all students.
  - i. The Office of the VP Administration shall meet with each organization in the summer to discuss operational and advocacy support, funding opportunities and collaborations.

- d. The Office of the VP Administration shall maintain an internal database of all sustainability-related working groups and committees on campus.
- e. The Office of the VP Administration shall conduct check-ins at least once a term with the following UBC SEEDS Sustainability Program for support on operations and initiatives, and to provide updates on sustainability.
- f. The Office of the VP Administration shall conduct at least 2 check-in meetings every year with representatives from Host Nation and Indigenous communities on campus to provide them with updates and receive feedback on the progress of ASAP and other sustainability initiatives.
  - i. For each instance, a written submission shall be made to Council regarding each check-in.
  - ii. This should be conducted in compliance with the Policy CM4 - *Policy on Communication with the Musqueam Indian Band*.
- g. The Office of the VP Administration shall conduct at least two waste audits in the Nest every year in collaboration with relevant groups (i.e. Common Energy UBC and SEEDS Sustainability Program) to develop strategies on improving waste sorting, assessing the efficacy of post-consumer waste sorting approaches.
- h. The Office of the VP Administration shall annually renew the Memorandum of Understanding between the AMS and UBC Sustainability Ambassadors for continued support, communications and collaborations.
- i. The Office of the VP Administration shall hold the annual AMS Sustainability Week in alignment with the UBC Climate Emergency Week.
- j. The Office of the VP Administration shall provide annual ASAP progress updates and opportunities for collaboration to the Sustainability Student Council and constituency meetings to ensure campus-wide distribution of information.

- k. The Office of the VP Administration shall comply with the Implementation Strategy laid out on the AMS Sustainable Action Plan 2026.
  - i. The VP Administration shall ensure the inclusion of ASAP Goals and Actions on their Executive Goals, which would inform the Annual Sustainability Priorities that are presented to Council.
  - ii. During the creation of their Executive Goals and Priorities, the VP Administration shall consult with various AMS Departments and external groups such as SEEDS Sustainability Program and Sustainability Hub in addition to the consulting with the AMS Sustainability Subcommittee.
  - iii. The VP Administration and AMS Sustainability shall provide updates of the general progress and status of their Sustainability Priorities every quarter.
  - iv. The VP Administration and AMS Sustainability shall host at least three Implementation Sessions every year, with the first one of the year inviting the previous AMS Sustainability Department.
  - v. The AMS Sustainable Action Plan should be reviewed and updated every three (3) years to ensure that the AMS is maintaining modern, up-to-date sustainability standards.
  
- l. The Office of the VP Administration shall comply with the Communication Strategy laid out on the AMS Sustainable Action Plan 2026.
  - i. The VP Admin and AMS Sustainability shall work closely with the AMS Marketing and Communications Department to ensure that progress and updates on ASAP are communicated effectively to the wider student community and partners. The methods of communication include but are not limited to the following:
    - 1. An ASAP Tracker on the AMS website;
    - 2. The ASAP Dashboard on Nest monitors;
    - 3. Quarterly ASAP Updates and project highlights on social media;
    - 4. Student and staff newsletters; and
    - 5. ASAP Open Forums.

- m. The Sustainability Subcommittee, established under the Operations Committee, shall receive reports on the progress of each clause stated above on every subcommittee meeting.

## **Section 11: Art Gallery Operations Policy**

### **1. Internal Procedures**

- a. An AMS staff member or approved Art Gallery Volunteer must be in the Gallery at all times when the Gallery doors are open.
- b. The walls of the main exhibition space in the Gallery shall always be painted white.
- c. The Gallery walls shall be kept in good repair at all times. This requires patching any holes, sanding and/or painting as needed.
- d. The walls of the Gallery shall be painted at least three (3) times per year (once per term).
- e. The floors of the Gallery shall be properly cleaned and polished at least once (1) a year. Such cleaning shall be arranged by contacting the Building Operations Manager.
- f. The VP Administration and Art Gallery Coordinator shall keep a running archival file of all operations to be submitted to the AMS Archivist at the end of each term. This file shall contain one (1) copy of the following for each exhibition:
  - i. Artists Proposals;
  - ii. Posters and other printed promotional materials;
  - iii. Artist/Exhibitor statements and floor plans;
  - iv. Inventory lists, installation and deinstallation schedule;
  - v. Use of space agreements if applicable;
  - vi. Artists agreements (i.e. Independent Contractor Agreements); and
  - vii. Any other supplemental materials deemed necessary to be archived.

### **2. Non-Exhibition Events and Bookings**

- a. During the academic year, the Hatch Art Gallery may be booked for non-exhibition-related events, including but not limited to small music presentations, talks, movie screenings, etc.
  - i. Bookings of such events shall be made through the Art Gallery Coordinator and be approved by the VP Administration.
  - ii. Any bookings approved by the VP Administration shall follow the AMS Space Bookings Policy and AMS Building Operations Policy of the Operations Committee Policy Manual.
  - iii. Any bookings for the Hatch Art Gallery in the summer shall be managed by the AMS Catering and Conferences Department.
  
- b. In addition to events hosted at the Hatch Art Gallery, the Art Gallery Coordinator shall host at least one art fair per term of the academic year.
  - i. The art fairs may be hosted in collaboration with AMS subsidiaries.

### **3. Hatch Art Gallery Volunteers**

- a. The Art Gallery Coordinator shall recruit and manage a team of volunteers each year to assist in various tasks to maintain Gallery operations.
  
- b. The Art Gallery Coordinator shall begin recruitment for volunteers before the beginning of each term, or as needed throughout the academic year.
  - i. The Art Gallery Coordinator shall get approval from the VP Administration for each of the volunteer role descriptions being recruited.
  
- c. The Art Gallery Coordinator shall manage the following departments for its volunteer team:
  - i. Exhibition Department;
  - ii. Events Department;
  - iii. Collection Management Department; and
  - iv. Media Production Department.

- d. All of the volunteers for the Hatch Art Gallery shall be trained in being Gallery Attendants during exhibitions. There shall be a minimum of one (1) volunteer per during the open hours of the exhibition in order to:
  - i. Provide better service for visitors;
  - ii. Provide better security, both for the exhibition and the volunteers; and
  - iii. Promote better relations between volunteers.
  
- e. Further information about volunteer procedure may be maintained in a separate Art Gallery Volunteer Handbook or Art Gallery Handbook.

#### **4. Hatch Art Gallery Exhibitions**

- a. The Art Gallery Coordinator shall select the exhibitions for the Gallery for each academic year in the preceding August according to the policy in this section.
  - i. Submissions shall be accepted until July 30.
  - ii. Only UBC students, faculty and staff can make submissions to the Hatch Art Gallery.
  
- b. The Art Gallery Coordinator shall call out for submissions each July by:
  - i. Contacting the UBC AHVA Department;
  - ii. Making announcements in Clubs Newsletter and AMS newsletters; and
  - iii. Making announcements on social media outlets and websites.
  
- c. The Art Gallery Coordinator shall establish a selection criteria for its exhibition and be the lead curator throughout the academic year.
  - i. The Art Gallery Coordinator shall involve the Art Gallery Subcommittee in the selection process.
  - ii. Exhibitions may be of paintings, sculptures, prints, architectural studies, designs, photographs, reproductions, or any other artistic production.
  - iii. All exhibitors shall be considered on the basis of whether or not their exhibit is of general student interest and not on the basis of the needs of the individual(s) exhibiting.



- iv. Exhibitions that may significantly damage or alter the Gallery are not permitted.
  - v. Exhibitions of a pornographic or defamatory nature shall not be permitted.
- d. Exhibitions shall be scheduled for at least 10 days. All exhibitions shall be scheduled for the School Year. Exhibitions during December, April, and Reading Week are at the VP Administration's discretion.
- e. The Art Gallery Coordinator shall exhibit the AMS Permanent Collection at least twice in an academic year.
- f. Space shall be reserved at the end of the academic year for at least one (1) departmental class exhibition. A separate callout shall be sent to UBC faculty for departmental shows at least 1 month prior to the reserved spaces.
- g. Particular individuals or groups shall not be permitted to have more than one exhibition each year unless there is no other demand for exhibitions in the Gallery.
- h. At the beginning of each term, the VP Administration and Art Gallery Coordinator shall present the final exhibition schedule and list of events planned for the academic year to the Art Gallery Subcommittee.
- i. Each exhibition shall have at least one evening reception, in addition to a certain amount of promotional materials released to the student community.
- i. Information about each exhibition shall be published on the Hatch Art Gallery section of the AMS website.

## **5. AMS Permanent Art Collection**

- a. The AMS Permanent Collection is a collection of Canadian fine art by seminal Canadian artists with a focus on British Columbia. The Collection is meant to represent a historical record of the change in Canadian artwork over time.

- b. The AMS Operations Committee shall maintain the Art Fund, which receives a yearly increase of one thousand five hundred dollars (\$1500).
  - i. This fund as described in AMS By-Law 11 (2) (a) (ii) is for the sole purpose of purchasing and maintaining art objects for the Society.
  - ii. Any expense to be made out of this fund shall be recommended by the Art Gallery Subcommittee to the Operations Committee.
  
- c. The Art Gallery Coordinator shall inventory the Collection twice (2) per year.
  - i. The Coordinator shall inspect and perform a condition report for each artwork, making note of any damages, minor or major.
  - ii. The Collection shall be appraised once every five (5) years. A copy of the appraisal shall be given to the VP Administration and AMS Archivist.
  
- d. The Coordinator shall maintain an updated database for the Collection, recording any and all movement, exhibition, restoration work, etc.
  
- e. Any maintenance shall be done in a safe, secure facility, with acceptable proof of insurance, which must be provided to the VP Administration.

## **6. The Art Gallery Vault**

- a. No one shall open the Vault on their own. The Building Operations Manager must accompany anyone entering the Vault.
  - i. The only individuals that can be alone in the vault are the Art Gallery Coordinator, Building Operations Manager, and VP Administration.
  
- b. Only the Art Gallery Coordinator, VP Administration, Building Operations Manager, and other persons designated by the said individuals may enter the Vault.
  
- c. There shall be an alarm system protecting the Vault. Only the Building Operations Manager and their designate shall know the code to disarm the alarm system.

- d. There shall be a key to unlock the Vault. Only the Building Operations Manager and their designate shall have copies of the key.
- e. Before entering the Vault, the entering parties shall sign in on a Sign-In/Sign-Out sheet, such sheet to be kept for one month in the Art Gallery Coordinator's office, after which it shall be filed with the Building Operations Manager, who shall keep it as long as required for insurance purposes.
  - i. When signing in, the entering parties shall note their full names, position, date and time, and reason for entering the Vault.
  - ii. Once work in the Vault has been completed, the Vault shall be locked, and the alarm shall be reactivated, and the entering parties shall sign out on the Sign-In/Sign-Out sheet, noting the time that they leave.
- f. Any touching or handling artwork in the Vault must be done with washed hands and, ideally, cotton gloves, unless handling is too challenging with gloves, in which case, washed bare hands are acceptable.
- g. Works should not be handled unless necessary for observation, cleaning, showing, arranging for proper storage, or as approved by either the Art Gallery Coordinator or the VP Administration.
- h. When a work is removed from the Vault, whether for showing, condition report or otherwise, the VP Administration shall be informed of the title of the work, its condition upon removal, the date and time of removal, and the person conducting the removal.
- i. When a work has been taken out of the Vault, it must be adequately supported, either on a clean, protected worktable, or within its box/crate, or hanging (in the case of a show). Under no circumstances shall it be placed on the floor.

- j. Upon return to the Vault, the work must be placed back in its correct location. The VP Administration shall also be informed of the following: the condition of the work upon return, the time and date of return, and the person returning it.