



Attendance: Thato, Kelly, Pia, Laura, Johnny, Kira, Griffin, Tina, Vincent, Stas, Nathan, Chad, Dylan, Khalil, Alina, Robert, Daniel, Ekaterina, Melissa, Azim, Steph, Daria, Niki, Adam, Cameron

Start: 7:03

End: 8:55

BoD Position Descriptions:

- Alina will send out what we already have
- **Submit final copies to Thato by Friday**

CUS Connect – Daniel Kong:

- see powerpoint presentation
- Questions:
 - Location?
 - We will see once the new building has been established as to where the traffic is generated
 - There seems to be overlap between this and the Help Desk – how will that be addressed?
 - The operational issues are equally important
 - Who would be attending?
 - Year Reps?
- Discussion:
 - This could be a way to establish the MGM in a more approachable manner
 - We may need to get a Marketing Strategy together for the Board meeting (as a recommendation for the future) to be able to promote.
 - When voting, remember you are committed to the 1 hour every 2 weeks
 - Will there be a penalty if a Board member does not attend their 1 hour?
 - It can be monitored which will hopefully be incentive enough
 - The opinions of each individual need to be addressed
- **All in favour of implementing CUS Connect:**
 - **Yes: 14**
 - **No: 0**
 - **Noted Abstention: Dylan, Azim**

Policy Reform Committee:

- Proposal to change the title to “Policy and Procedures Committee” and implement it as a standing committee
- **“Be it resolved the CUS Board of Directors rename the “Policy Reform Committee” to the “Policy and Procedures Committee” and grant it the status of a Standing Committee of the CUS Board of Directors”**
 - **Yes: 15**
 - **No: 0**
 - **Noted Abstention: Laura**

Committee Policy:

- see document
- Has there been any discussion of minimum committee involvement of the Board?



- There is not a predetermined amount of committees, and thus, it is not necessarily the case that there will be enough committee seats to go around
- What is the required level of at-large member involvement?
 - It is not written in the current policy. The definition of a member-at-large is present, but not the structure of the involvement process
 - In the AMS, members-at-large cannot be the Chair of a committee and the openings are advertised
- There was a vote in the committee on whether or not committee's were required to take detailed minutes. The result was 3-1 in favor of not taking minutes
 - This may be problematic for public record and future debate
 - The summary will be in the full Board minutes
 - For involvement from other members in the CUS it is important to have documentation and records
 - If the point is to provide transparency for all the students it is important to have some sort of summary
- We will postpone any vote until next meeting at which the PRC will come back with an updated document

Operations Policy:

- see document
- ***"Whereas by recommendation of the Chair of the "Policy Reform Committee," Be it resolved the CUS Board of Directors rename the "Policy Reform Committee" to the "Policy and Procedures Committee" and grant it the status of a Standing Committee of the CUS Board of Directors"***
 - **Yes: 17**
 - **No: 0**
 - **Noted Abstention: none**

Conflict of Interest Guidelines:

- see document
- Kelly is looking to have this document recommended to the next Ombudsperson and Board of Directors to be worked on further
- Later on with the PPC committee, they will be working on a Marketing Policy as a Guideline. It is something that one person can update without continuously bringing it back to the Board.
 - For these guidelines to be properly put into place it makes sense for it to be passed as Guidelines today and then moved into Policy ASAP
 - It is important these guidelines exist at the beginning of the next Board
- The PPC does not have the capacity to handle this policy at the moment
- If the motion is passed, it will be in effect immediately
- ***"Whereas the CUS Board of Directors has received and understood the CUS Conflict of Interest, Be it resolved the CUS Board of Directors place the Conflict of Interest Guidelines in effect as of January 12th, 2010"***
 - **Yes: 17**
 - **No: 0**
 - **Noted Abstention: none**



AMS Elections:

- The CUS is capable of fully endorsing candidates in the AMS elections
- For updated lists of candidates check the UBC Blogs

Honour Code:

- see document attached
- What was the final decision on forcing people to accept the honour code/penalization?
 - The Committee will make the recommendation that it become a voluntary code.
 - Penalization, if it exists, would be instituted by the students
- By going more “fluffy” with this Honour Code it is going more holistic
- Some of the changes were also in response to certain student input
- It would be posted around Sauder and be up in a variety of sources
- How was the student reach conducted?
 - Online survey,

Elections Update:

- Unfortunately, the turnout was not as they expected
 - No one has nominated themselves for 3rd Year Rep, 4th Year Rep or Ombudsperson.
- The timeline is being pushed back by one week exactly.
- All positions are still open and alterable until Monday

The New CUS Elections System:

- Once the Board is given access, please test it as soon as possible
- Will it be possible for someone to vote twice?
 - No, it only counts once on Vista
- Niki could look into having a booth in both DLam and the Café
- Is the Ombudsperson not involved in elections?
 - No as potential conflict of interest could arrive

Presidential Update:

- New building opening is this Thursday from 5:00 – 7:00pm
- Working on booking systems for Birmingham Lounge
- CG Lounge will likely be closed off soon
- Spread the word about involvement in the CUS around as much as possible!
- January 14th and January 19th are the dates for the opening

Speaker's Corner:

- Putting together the procedures document
 - An outline of what was discussed at the retreat with regards to the way the meetings are run
- The retreat will have to be pushed as a result of the elections, and thus, we will have another Board meeting
- There will be more info on the Board of Directors turnover retreat soon

As per Article IV, Section E and Article XII of the CUS Constitution, the CUS Board of Directors is to administer and manage committees. No restrictions shall be made on the type of committee that can be created, other than outlined in the following policy. The final decision on matters related to committee affairs shall rest with the CUS Speaker of the Board.

1) Purpose and Nature

- a) Committees shall be formed for a purpose identified by the Board of Directors and act as agents of the Board of Directors
- b) The committee shall sit for a period stated by the Board of Directors at the committee's formation, not to exceed the term of the Board of Directors
- c) Upon completion of a committee's purpose, the committee shall be dissolved by majority vote of the CUS Board of Directors

2) Formation Procedures and Structure

- a) A committee shall be formed proceeding a majority vote from the CUS Board of Directors
- b) Members of the committee shall be composed of:
 - i) At least four members of the CUS Board of Directors
 - ii) Any number of Members at Large
 - (1) A Member at Large must be a member of the CUS
- c) Upon first meeting, a Chair shall be elected by majority vote of the committee members
- d) No more than seven members of the CUS Board of Directors shall sit on the same committee
- e) No Board Member shall sit on more than three committees simultaneously
- f) All Committee Members will be entitled to one vote in their respective committee

3) Standing Committees

- a) A standing committee shall be defined as a committee that sits for an entire term of the CUS Board of Directors

- b) A standing committee can be created or dissolved by a majority vote of the CUS Board of Directors
 - i) Upon creation or dissolution of a standing committee, the Section 3c of the Committee Policy shall be updated without approval of the CUS Board of Directors
 - (1) If a lack of information is available on the responsibilities of the standing committee, the Speaker of the Board shall define the responsibilities
- c) Given the current nature of the activities and responsibilities of the CUS Board of Directors, the following committees shall be governed as standing committees and have responsibilities as follows:
 - i) Executive Council Hiring Committee
 - (1) Primary Objective: Hire incoming CUS Vice-Presidents
 - (2) Adhere to the CUS Hiring Policy
 - (3) Draft interview questions for applicants
 - (4) Maintain confidence on all matters related to executive hiring
 - ii) Budget Oversight Committee
 - (1) Primary Objective: Oversee the drafting, maintenance and reporting of the CUS Budget
 - (2) Meet bi-monthly to review all CUS Budgets
 - (3) Review the CUS Budget prior to passing
 - iii) Policy and Procedures Committee
 - (1) Primary Objective: Maintain all CUS policies
 - (2) Review all policies at least once per year
 - (3) Act as the deliberative body for all amendments, additions and retractions to policy
 - (4) Keep a record of all policy and operations related motions

4) Responsibilities of the Committee

- a) Committees shall make regular reports to the Board of Directors and to provide information as required by the Board of Directors
- b) The chair of each committee is responsible to ensure that the objectives of the committee will be achieved in the given time frame and ensure that regular progress reports are made to the Board of Directors

- c) Each committee may apply to the Board of Directors for the use of funds as set aside by the Board of Directors for the expenses of committees in the annual CUS Budget

5) Powers of a Committee

- a) Decisions within the committee are made by a simple majority (50%) vote
- b) Decisions or recommendations made by committees are not binding and require approval of the Board of Directors for implementation
- c) Committees have power to investigate and have access to public information (budgets, agendas, minutes, etc.) of organizations within the CUS for the purpose of achieving objectives
- d) After a default in attendance of three meetings, it is at the discretion of the chair to remove the member's seat on the committee



A conflict of interest is, for the purposes of these guidelines, defined as any relationship, connection or commitment that may affect a director or executive councilor's ability to form an unbiased opinion or decision.

General Process

In order to address any possible issues of conflict of interest, the following process should be adhered to:

1. Prior to any Executive Council or Board of Directors meeting, any possible conflicts or interest relating to the agenda of the upcoming meeting will be determined by the Ombudsperson or the Speaker of the Board.
2. The Ombudsperson or the Speaker of the Board will then contact all of the concerned Directors or Executive Councilors, to notify them of the identification of the possible conflict of interest.
3. At the beginning of the Board of Directors or Executive Council meeting, the conflicts of interest will be identified to the group by the Ombudsperson. The concerned parties will then state whether they will abstain from the vote /discussion.
4. At that point, any other voting member who feels they have a conflict of interest in the discussion will have the opportunity to state that, and declare whether they will abstain from the vote/discussion.
5. Finally, any non-voting member present at the meeting will have the opportunity to declare any conflict of interest prior to the discussion.

Voting on One's Own Proposal

A Board Member is not obligated to abstain from voting on his/her own proposal, but may do so if they choose.

CUS CONNECT

DANIEL KONG

As part of my role as First Year Representative for the CUS, I've come to define my job role as twofold: representing my peers and communicating issues that the CUS faces. Although many Year Representatives do this on a daily basis just by going about their daily business, the questions and responses that I have gained from talking with my peers suggest that this is insufficient for the following reasons:

1. As gleaned from previous discussions, there is a group of upper-year levels that have little to no interaction with CUS-related activities. Perhaps there are "social gaps" that have not yet been filled that have led to this common phenomenon.
2. The most common question that I have come across in my time as CUS representative is: "What do you do?" In addition, one of my closest friends, whom I have talked to about the CUS activities several times, just asked this question last week.

As part of this problem, CUS Connect will be an initiative that potentially takes place on the Thursdays and Fridays before BoD meetings. Each Year Rep will ideally use one hour of their time to man a desk and be prepared to discuss any prevalent issues on the BoD agenda whilst educating and connecting with peers. This will:

1. Provide face and verbal value to the CUS BoD
2. Attempt to eliminate social gaps through unselective interaction with whoever decides to take with the Year Rep
3. Show people that Year Reps are doing their job whilst keeping themselves accountable
4. Provide a precedent for next year's Year Reps.

As important as feedback may be in this initiative, I also propose that the CUS impose a system whereby Year Reps, after BoD meetings, follow up with students whose opinions have been documented and represented in meetings and the outcome of their contribution. This will:

1. Show students that their particular point has been met.
2. Encourage the perception that CUS BoD meetings are transparent, instead of leaving people's opinions "mysteriously" unanswered.

These are also a series of marketing tactics that may be considered if this initiative moves forward

1. Facebook Group with (usually) permanent office times that each Year Rep can commit to written down.
2. Occasionally providing cookies or tea as a "surprise" and to attract people, though this will happen on an irregular basis to emphasize the main focus of participation in CUS issues.
3. Paper Signs, like those of newspapers headlines that catch people's attention and attract them without appearing sensationalist. E.g. "What's happening to the future of Enterprise?"

Anticipated Issues

- Time Commitment?
- Location- David Lam Foyer? New Building?
- Biasness in how Year Reps communicate issues to their peers?
- Will people participate?

I thank you for your time and consideration,
Daniel Kong
CUS First Year Rep



The Sauder School of Business BCom Honour Code is an individual commitment by undergraduate students to collectively work towards building a foundation that promotes community and growth. This Honour Code aims to guide students to make good choices academically, personally and professionally.

As an undergraduate student of the Sauder School of Business, I will:

- Conduct my work honestly, ethically and with integrity to the best of my ability
- Respect the diversity of my community by being mindful of the ideas, beliefs and background of my peers
- Contribute towards a positive academic culture by encouraging intellectual collaboration, dedication and open-mindedness
- Represent the Sauder School of Business within and beyond the University of British Columbia by acting in a professional manner
- Recognize that my decisions have an impact in my immediate environment and that I am accountable for my actions
- Endeavour to use my knowledge and skills to strive towards the improvement of society

By embracing this Honour Code, I choose to encompass these values in my decisions and with this become a privileged lifelong member of the Sauder Community.



In accordance with Article XIII of the CUS Constitution, the Commerce Undergraduate Society shall be governed by CUS Policies as outlined in this Operations Policy. Deviation from policy must be at the approval of the CUS Board of Directors or Executive Council unless otherwise stated.

1) Nature of the Policy

- a) The Policy and Procedures Committee shall be responsible for maintaining and updating all policy
- b) Any proposed additions, amendments or removal of policy must be addressed to the Chair of the Policy and Procedures Committee
- c) The following shall be considered the official list of active CUS Policies:
 - i) Clubs Policy
 - ii) Committee Policy
 - (1) Purpose and Nature
 - (2) Formation Procedures and Structure
 - (3) Standing Committees
 - (4) Responsibilities of the Committee
 - (5) Powers of a Committee
 - iii) Compassion Policy
 - iv) Corporate Relations Policy
 - (1) Sponsorship and Corporate Relations
 - (2) Representation of the CUS
 - (3) Classification of Sponsors
 - (4) Communications
 - (5) Access to Restricted Sponsors
 - (6) Non-Restricted Sponsor Contact and Sponsorship
 - (7) Exclusions
 - v) Elections Policy

- (1) Nominations Process
 - (2) Candidate Forum
 - (3) Candidate Posters / Campaigning
 - (4) Voting Process
 - (5) Voting Results
 - (6) Candidate's Honour Code
 - (7) Candidate's Honour Code Declaration
- vi) Executive Policy
- vii) External Conference Subsidy Policy
- viii) Hiring Policy
- (1) Human Resources Director and Ombudsperson
 - (2) Posting of Position
 - (3) Scheduling Interviews
 - (4) Interview Questions
 - (5) Interview Procedure
 - (6) Selection Procedure
 - (7) Consequences
- ix) Involvement Policy
- x) Marketing Policy
- xi) Operations Policy
- (1) Nature of the Policy
- xii) Reimbursement Policy
- (1) Liability
 - (2) Monetary Limitations of Reimbursement
 - (3) Procedures
 - (4) Replacement for Receipt Procedures
 - (5) Signing Authority
 - (6) Processing Times
 - (7) Improper Reimbursements
 - (8) Restricted Items
 - (9) Subsidized Items

- (10) Refunds
- (11) Overriding Powers
- (12) Procedures for Disputes and Appeal
- (13) Dates and Fiscal Year
- xiii) Service Council Policy
- xiv) Technology Services Policy

