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Not less than one candidate shall run for the positions of the President, Senator, and Ombudsperson.

Not less than two candidates shall run for the positions of AMS Representative and each First, Second, Third, and Fourth Year Representatives, with respect to the number of positions available.

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Contrary to the above, in such cases as where exceptional circumstances warrant the involvement of individuals who are not members of the Society, an exception may be made.

Such an exception may only be made by the Executive Council on recommendation of the Executive in whose portfolio the individual in question is being considered for involvement.

Reasonable grounds for exception shall be that the inclusion of individuals who are not members of the Society in a particular portfolio is integral to the purposes of fostering inter-faculty and external relations or carrying out the activities of that portfolio.

Under no circumstances shall such an exception be made for an Executive Council or Service Council position.

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President

All Vice-Presidents

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Postings are required to be up on the Commerce Undergraduate Society website seven days before the application deadline

No special circumstances shall grant a shorter posting time

Any posting on the CUS website must be in the set format as given by the CUS website

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<p>Probing questions can only be asked by one specific interviewer for all common interviews and do not need to be asked to all candidates</p> <p>While the use of probing questions is discouraged, i</p>		
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An exception to the above structure shall be made for the above structure, where the outgoing Human Resources Director shall not sit in on the interviews for the incoming Human		

Resources Directors and the Ombudsperson must replace the outgoing Human Resources Director on this panel

The Human Resources Director, or an appointed assistant by the Human Resources Director in compliance with this policy, shall schedule all interview times.

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All Student Council Committee selection panels must be composed of:

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Minimum one other member of the Board of Directors, Executive Council, Student Council or similar committee members of the time period to which the position applies

In selecting this member, every effort should be made to ensure that no conflict of interest shall arise

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Contacting Unsuccessful Applicants

Contact with the applicant must be made by phone, in person, or via email.

Result of the hiring process must be made secretive until all applicants have been informed their status in the process

All unsuccessful applicants must be reached within 48 hours following the final interview with a reasonable effort made by the selection committee

Unsuccessful applicants reserve the right to ask for insight into the decision-making process and for feedback on their interview performance where, in all cases, the Ombudsperson or HR Director should be consulted for guidance on this process

Appeals

All appeal to decisions made regarding hiring are to be directed to the Ombudspersonseventy-two72hoursthe twenty-one21

The Human Resources Director and the Ombudsperson are consultants and enforcers of the Hiring Policy

All fairness and equity issues, problems or violations must be brought to the attention of the Human Resources Director and the Ombudsperson.

Consequences for Policy Infractions

Hiring with the Commerce Undergraduate Society shall be kept to a standard set by this policy, and deviations without permission shall not be tolerated

If a violation is found of any of the above articles, then disciplinary action must be made by the joint decision of the Human Resources Director and the Ombudsperson

In the case of Executive Council hiring, approval of the disciplinary action must be approved by the CUS Board of Directors

Consequences for infractions shall be, but is not limited to, the following in order or severity:

No action

Review of action and/or the decision overturned

Re-conducting the interview process with the Human Resources Director or the Ombudsperson sitting in on all interviews

Termination of service

#### Override of the Hiring Policy

In the event that a position within the CUS has been posted three times without a successful applicant selection, then the committee chair is authorized to recruit for the vacant position without informing the general CUS population about the vacant position, subject to the following provisions:

There is significant evidence that all three postings have followed procedures for posting positions as per the CUS Constitution and the Hiring Policy

The HR Director has been informed that the position will be filled by recruitment

That all previous applicants have been considered for the position

The HR Director and/or Ombudsperson is present during the recruited individuals interview

Sections 3 through 7 of the CUS Hiring Policy are followed

An extension of at least one week will count as a posting

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## Club Classification

All clubs classified as a "CUS Recognized Club" shall be sub-classified based upon their status within the CUS and each sub-classification shall have different requirements to maintain their status as a CUS Recognized Club

All clubs shall be sub-classified as one of the following:

A CUS Affiliated Club

A CUS Industry Club

An Inactive Club

Any club that is listed as "Inactive" must be sourced with a reason for classifying the clubs as inactive

Club Classification will be granted by the Executive Council by simple majority vote

## Venture Capital and Private Equity Club (VCPE)

CUS Industry Clubs

Inactive Clubs

Management Information Systems Club (MIS Club)

Reason for classification: Merged with E-Business Club (2007)

Venture Capital and Private Equity Club (VCPE)

Reason for classification: Acquired by Finance Club (2011)

Section 2 of the Clubs Policy may be updated without the approval of the CUS Board of Directors

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All materials as outlined in Section 4 of the Clubs Policy are submitted and approved by the CUS VP Internal

A presentation must be made to the Executive Council outlining the club and purpose, stating whether they would like to be classified as an Industry Club or an Affiliated Club

Final classification status will be given by the Executive Council

Approval to become a new CUS Recognized Club will be granted by the Executive Council

Approval for a CUS Industry Club must be ratified by the CUS Board of Directors

Clubs may apply for exemption to Section 3v or 3vi of the Clubs Policy with justification to the CUS Board of Directors

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To be recognized as a CUS Industry Club, all materials as described in Section 4A of the Clubs Policy must be submitted to the VP Internal in addition to the following materials seven days prior to the Executive Council meeting where approval may be granted, unless specified:

A yearly programming plan outlining club activities and social events for the coming year

A one-year budget requested from the CUS

A brief marketing plan outline how the club and their events will be promoted

A copy of the club's current constitution

CUS Industry Club Approval and Subsequent Operations

All operations of the club will be independent of the Commerce Undergraduate Society

Oversight of finances, sponsorship transactions, and club membership fees transactions will be handled by the Commerce Undergraduate Society

The Commerce Undergraduate Society shall maintain a policy of "intervention if necessary" for issues that arise in all operations of clubs

The Commerce Undergraduate Society shall work with the club to determine the appropriate course of action if an issue arises

Issues must be substantial in nature beyond a reasonable doubt

CUS Industry Clubs shall be consider a part of the UBC Commerce Undergraduate Society

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All CUS Affiliated Clubs will be not be entitled to the following:

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or the ability to contact any type of sponsor the CUS, as outlined in the CUS Corporate Relations Policy

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Liability approval and room bookings on behalf of the CUS via Sauder Learning and Technology Services

Any funding above and beyond the financial subsidy provided by Section 8 of the Club Policy

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Approved Benefits for CUS Industry Clubs

All CUS Affiliated Clubs will be entitled to the following:

A financial subsidy as outlined in Section 8 of the Clubs Policy

1<sup>st</sup> priority on all marketing via CUS official marketing channels as outlined in the Branding and Communication Policy

Access to CUS Corporate Relations and the ability to send a representative to the CUS Corporate Relations Team

Liability approval and room bookings on behalf of the CUS via Sauder Learning and Technology Services

The ability to request additional funding above and beyond the financial subsidy provided by Section 8 of the Club Policy

Storage space with the Commerce Undergraduate Society

A mailbox in the CUS offices

The ability to use the CUS offices as the official mailing address of the club

The President, or an official designate, will be an official member of the Student Council and Clubs' Council and be eligible to participate in all activities of each respective council

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September

CUS Industry Clubs will be entitled to submit a budget to the Commerce Undergraduate Society outline a subsidy request and/or membership subsidy, where the total does not exceed the following:

\$1750 and \$5 per member for clubs between 20-100 members

\$2500 and \$2.50 per member for clubs between 101-200 members

\$3000 and \$2 per member, to a maximum of \$4000, for clubs with over 201 members

The fixed portion of the financial subsidy shall be delivered upon approval of the line item in the CUS annual budget, and the variable portion shall be delivered at the end of September

If club membership increases during the course of the year, it is the responsibility of the club to apply for the additional variable funding

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Funding for CUS Industry clubs shall go towards the primary operations of the club and not towards any substantial conference or event beyond traditional operations of the club

#### CUS Responsibility to a CUS Affiliated Club

The CUS shall be responsible for the following;

Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy

Ensuring access to CUS marketing channels

Providing a copy of the CUS Restricted List of Sponsors

Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy, and the Clubs Policy

#### CUS Responsibility to a CUS Industry Club

The CUS shall be responsible for the following;

Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy

Ensuring access to CUS marketing channels

Providing a copy of the CUS Restricted List of Sponsors

Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy, and the Clubs Policy

Allocate time for additional funding requests at CUS Executive Council meetings and/or CUS Board of Director meetings

Freely accessible storage space for club materials

An accessible mailbox in the CUS offices

Inclusion of the President or the official designate of each Industry Club on the activities of Student Council and Clubs' Council

#### Clubs' Council

The Clubs' Council shall advise the Executive Council in areas of concern of CUS Recognized Clubs

Membership on the Clubs' Council shall consist of the Vice-President Internal and the Presidents or official designates of all CUS Industry Clubs

Clubs' Council procedures shall be as follows:

Quorum is achieved by a majority (50%) of the members of the Clubs' Council.

All Clubs' Council members have the right to one (1) vote.

No Clubs' Council member shall hold more than one (1) voting position on the Clubs' Council.

The Chair of the Clubs' Council shall be the Vice-President Internal of the CUS.

The Chair may only vote to break a tie.

Clubs' Council meetings may be called by the Vice-President Internal of the CUS at any time.

The Clubs' Council Chair shall convene a Clubs' Council meeting if petitioned to do so by a quorum of Clubs' Council members.

Clubs' Council meetings must be convened at least once per semester during the academic year (with the exception of exam periods).

All Clubs' Council meetings shall be opened to all members of the CUS unless specifically deemed in camera.

Only a two - thirds (2/3) majority vote of Clubs' Council can deem a meeting to be in camera

#### CUS Policy Application

CUS Policies shall be enforced on CUS Industry Clubs, subject to specific application within the Clubs Policy and the constitution of a CUS Industry Club

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To be re-registered as a CUS Industry Club, each club must submit the following to the Vice-President Internal no later than May 1<sup>st</sup> of the upcoming fiscal year:

An operating budget for the next fiscal year and a summary of revenue and expenses from the previous fiscal year

A yearly programming plan outlining club activities and social events for the coming year

A one-year budget requested from the CUS

An brief marketing plan outline how the club and their events will be promoted (updated versions of the previously submitted copies will be accepted)

A copy of the club's current constitution

A list of the new Executive Committee, including name, position, student number, faculty, and contact information

A statement of the club membership and club membership fees

CUS Affiliated Clubs will not be eligible to be re-registered as a CUS Affiliated Club and must be re-apply for approval by the submission date

If a club fails to re-apply or re-register as a CUS Affiliated Club or CUS Industry Club, the club will be considered an Inactive Club, subject to the opinion of the Executive Council

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