



commerce  
undergraduate  
society

## Code of Procedure

*of the*

Commerce Undergraduate Society of UBC Vancouver

*“... to enhance the value of the Sauder School of Business Bachelor of Commerce degree while cultivating the personal, professional and academic success of students.”*

REVISED: September 1<sup>st</sup>, 2020

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## Article 1: Introduction and Scope

### Section 1.01: Definitions

- (A) Unless otherwise specified or required by context, the following definitions shall apply in the interpretation of the Code of Procedure:
- (I) “Society” shall be taken to refer to the Commerce Undergraduate Society of the University of British Columbia, Vancouver, otherwise known as the “CUS.”
  - (II) “Two-thirds (2/3rds) supermajority” shall be taken to refer to two-thirds of the voting members who cast a vote either in favour or in opposition to a motion, but shall not consider abstentions or absences.
  - (III) “AMS” shall be taken to refer to the Alma Mater Society of the University of British Columbia, Vancouver, the parent organization of the Society.
  - (IV) “Board of Directors” shall be taken to refer to the Society’s Board of Directors.
  - (V) “Chairperson” shall be taken to refer to the Chairperson of the Board of Directors, Executive Council, or a Board of Directors Committee, as context requires, and may reasonably apply to the Vice-Chairperson or Acting Chairperson of that entity in the Chairperson’s absence where necessary.
  - (VI) “Code of Procedure” shall be taken to refer to this document.
  - (VII) “Constitution” shall be taken to refer to the Society’s Constitution.
  - (VIII) “Election” shall be taken to refer to an election for membership on the Board of Directors.
  - (IX) “Executive” shall be taken to refer to a member of the Executive Council, either a Vice-President or the President, as context requires.
  - (X) “Financial transaction” shall be taken to refer to any reimbursement, sponsorship transaction, or other monetary expense being considered by the CUS.
  - (XI) “General consent” shall be taken to refer to a situation wherein no voting member states an objection to a procedural action that does not contradict any governing rules, and in which case no formal vote or motion shall be required.
  - (XII) “Member-at-large” shall be taken to refer to an individual is a member of the Society but who is not a member of the Board of Directors or Executive Council.
  - (XIII) “Relevant Executive” shall be taken to refer to the member of the Executive Council in whose portfolio a service or responsibility lies.
  - (XIV) “Service” shall be taken to refer to a service, committee, conference, event, meeting, administrative commission, or any other operation of the Society.
  - (XV) “Simple majority” shall be taken to refer to more than 50% of the voting members who cast a vote either in favour or opposed to a motion, but shall not consider abstentions or absences.



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- (XVI) "Equity Representative" shall be taken to refer to: One of the following involved in the hiring of a Society position:
    - (a) The Ombudsperson
    - (b) The Human Resources Director
    - (c) A member of a Human Resources Commission.
    - (d) A similar entity as appointed by the Human Resources Director.
  - (XVII) "UBC" shall be taken to refer to the University of British Columbia, Vancouver.
  - (XVIII) "Sauder" shall be taken to refer to the UBC Sauder School of Business.
  - (XIX) "Consent Culture" shall be used to describe a culture where everyone respects the physical and emotional boundaries of those they interact with personally and professionally. This includes, but is not limited to sexual acts, physical contact, treatment in professional settings, and use of language.
  - (XX) "Proper/Appropriate Event Conduct" shall be used to refer to actions and attitudes that reinforce consent culture.
  - (XXI) "Improper/Inappropriate Event Conduct" shall be used to refer to actions and attitudes that dilute consent culture or reinforce rape culture.
  - (XXII) "Disability" shall be used to refer to a physical or mental condition that restricts the movement, activities, or senses of an individual.
  - (XXIII) "Barrier" shall be used to refer to anything that prevents a person with a disability from participating in an event because of their disability (visible, invisible or dietary).
  - (XXIV) "Event Organizer" shall be used to refer to any individual directly involved in the planning and execution of a CUS affiliated event. They may include service chairs, service committee members, club presidents, club executives, executive council members and Board of Directors members.
- (B) Definitions provided in the Society's Constitution shall apply to the extent that they are not inconsistent with those given or required by the Code of Procedure.
- (I) The definitions provided herein are intended only to apply to this document and shall be not be considered in the interpretation of the Constitution unless otherwise required by it.

## Section 1.02: Jurisdiction

- (A) Pursuant to its Constitution, the Society may put in place practices and procedures of a regulatory manner provided they remain subservient to the Constitution, as well as the Code of Procedure, Bylaws, and Constitution the AMS. These procedures exist in the form of this Code of Procedure (also referred to as "the Code" or "Code") and serve as a consolidated set of policies.

## Section 1.03: Amendment

- (A) The Code of Procedure may be amended or repealed by a two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote of the Board of Directors. All amendments must be distributed to the general membership of the Society no less than forty-eight (48) hours in advance of the meeting at which ratification of such changes is to occur.
- (B) Pursuant to the Society's Constitution, components of the Code of Procedure may amend automatically and without deliberate action by the Board of Directors should appropriate clauses exist within the Code of Procedure to identify the causal action and specific amendments to result from such an impetus.
- (C) Components of the formatting of this document that do not reflect changes in its content may occur at the discretion of the Policy and Organizational Development Committee.

## Section 1.04: Suspension

- (A) Pursuant to the Constitution, authority to grant exemptions to or suspensions of the Code of Procedure shall be noted within it and may otherwise occur by two-thirds ( $2/3^{\text{rds}}$ ) majority vote of the Board of Directors at any time, provided, however, that such exemptions or suspensions may apply for up to a period of time that does not extend beyond the end of the current Board of Directors' term, or one (1) month's time, whichever is greater.

## Section 1.05: Summaries

- (A) At its discretion, the Policy and Code Committee may, from time to time, publish abstracts or summaries of the contents of this document, which are to be unofficial and serve solely as guides as to the information contained in the Code.

## Section 1.06: Guidelines

- (A) Executives of the Society, as well as the Board of Directors, may, as needed, produce guidelines pertaining to the operation of various components of their portfolio or the responsibilities they hold, provided these documents remain subservient to the Constitution and Code of Procedure.

## Article 2: Board of Directors and Executive Council Procedures Policy

### Section 2.01: Powers of the Chairpersons of the Board of Directors and Executive Council

- (A) This policy shall govern the proceedings of the Board of Directors and Executive Council and shall provide clarification beyond that which is provided in the Constitution.
- (B) Where otherwise unspecified by a higher governing document, regulations and standards shall be determined firstly by the processes laid out on *Robert's Rules of Order Newly Revised*, and secondly by the Chairpersons of the Board of Directors and Executive Council.
  - (I) The Chairpersons of the Board of Directors and Executive Council shall be given reasonable jurisdiction to exercise, interpret, and enforce *Robert's Rules of Order* as required to ensure the efficient functioning of both bodies.
- (C) The Chairpersons of the Board of Directors and Executive Council shall track the attendance of



members of their respective bodies and refer any unexplained or otherwise improper absences to the Ombudsperson for investigation.

- (I) The Ombudsperson may recommend to the Board of Directors that an Executive Council member be removed if they have been found to have multiple unexplained or improper absences.
- (II) Pursuant to the Constitution, the Ombudsperson may begin an impeachment process if a Board of Directors member is found to have multiple unexplained or improper absences.

### Section 2.02: Ability to Overrule the Chairperson

- (A) A ruling, regarding procedure, by the Chairperson of either entity with regard to meeting procedure not specified in this policy or in *Robert's Rules of Order* may be overturned by a simple majority vote of the respective entity.

### Section 2.03: Appointment of the Board of Directors Chairperson and Vice-Chairperson

- (A) Pursuant to the Constitution, the Board of Directors shall be responsible for the appointment of its Chairperson, Vice-Chairperson, and in their absence, Acting Chairperson.
- (B) The Chairperson and Vice-Chairperson of the Board of Directors will be elected at the first meeting of a Board of Directors' term.
  - (I) The President shall hold responsibility for organizing and overseeing the first meeting of a Board of Directors' term, until such a time as a Chairperson or Vice-Chairperson is elected.
  - (II) The Board of Directors shall elect its Chairperson prior to electing a Vice-Chairperson.
  - (III) All voting members of the Board of Directors, with the exception of the President, will be afforded the opportunity to nominate themselves or be nominated by a member of the Board of Directors to serve as Chairperson or Vice-Chairperson, and only upon receipt of all outstanding nominations for each position shall the respective election be held to determine an appointee.
    - (a) Such an election shall be determined by simple plurality, and shall be carried out by secret ballot.
  - (IV) The agenda for the first meeting of Board of Directors' term shall be distributed under the assumption that the Board of Directors intends to appoint its Chairperson from amongst its membership. Any member of the Board of Directors, however, may request a vote be held prior to the opening of nominations for the Chairperson position to determine whether the Board of Directors intends to appoint a Chairperson from amongst the general membership of the Society, in accordance with the Constitution.

### Section 2.04: Appointment of the Executive Council Chairperson and Vice-Chairperson

- (A) Pursuant to the Constitution, the President shall be the Chairperson of the Executive Council.
- (B) The Vice-President, Academic Affairs shall be the Vice-Chairperson of the Executive Council.

### Section 2.05: Quorum

- (A) Pursuant to the Constitution, quorum for the Board of Directors and Executive Council shall be sixty percent (60%) and fifty percent (50%) of the voting membership of each body, respectively.
- (I) Quorum for a meeting shall be determined by the number of voting members present in the meeting chambers and capable of casting their vote at any given time.
- (II) Contrary to the above, quorum shall not be achieved in such a situation as where less than two-thirds ( $2/3^{\text{rds}}$ ) of the individuals present cast votes for any given motion, provided, however, that quorum shall be achieved in such a situation as where less than two-thirds ( $2/3^{\text{rds}}$ ) of the individuals present cast votes for any given motion provided the total number of members casting votes is equal to or in excess of the total number otherwise specified as a quorum of members.
- (a) An abstention shall be considered a vote for the above purposes.

### Section 2.06: Meeting Agendas

- (A) The Chairpersons of the Board of Directors and Executive Council shall be responsible for preparing the agendas of their respective meetings.
- (I) The Chairpersons of the Board of Directors and Executive Council shall not refuse reasonable requests for inclusion of items on the respective agenda provided that request be submitted or endorsed by a member of their respective entity no less than seventy-two (72) hours prior to the commencement of a meeting.
- (a) The Chairpersons shall consider items not submitted or endorsed by a member of their respective entity at their discretion.
- (b) The Chairpersons shall have the authority to decline to include unreasonable requests for items on their respective entity's agendas should they believe them to be offensive, inappropriate, or irrelevant, and may elect to postpone the consideration of an item for inclusion on the agenda should there be a concern regarding the ability to reasonably conduct business in a timely manner at the soonest meeting of the entity.
- (c) The above clauses notwithstanding, the respective entity's Chairperson shall not decline to include an item on the agenda if it is endorsed by two (2) members of that entity.
- (II) The Chairpersons shall provide preliminary agendas to their respective entities forty-eight (48) hours in advance of a meeting, but may, if necessary, revise that agenda prior to the commencement of the meeting.
- (III) The Board of Directors or Executive Council may amend an agenda as presented to them by their respective Chairperson prior to the agenda's adoption at the beginning of that entity's meeting by simple majority vote, or, following its adoption, by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote.

### Section 2.07: Speaking Privileges and Agenda Structure

- (A) The structure for a meeting of the Board of Directors shall be as follows, unless otherwise determined by its Chairperson or formally amended. In some cases, specific procedures, as noted below, may be required to amend the structure of an agenda item; where not otherwise specified, standard procedure for the amendment of the agenda shall apply.
- (I) Call to Order and Adoption of the Agenda
    - (a) The Chairperson shall note the presence of quorum and call the meeting to order.
    - (b) The Chairperson shall note that the agenda has been distributed and provide an opportunity for members to put forward amendments or make note of any errors.
  - (II) Membership: Introductions, New Members, and Declarations of Vacancies
    - (a) The Chairperson shall, at their discretion provide an opportunity for all those present to briefly introduce themselves by name and position or affiliation.
    - (b) The Chairperson shall note the presence of any proxies.
    - (c) The Chairperson shall note the presence of any new members and the occurrence of continuation of any vacancies in elected office.
  - (III) Chairperson's Remarks
    - (a) The Chairperson shall provide remarks on issues pertaining to their role.
    - (b) These remarks shall total no more than ~~ten (10)~~ five (5) minutes, including questions, which may be asked of and answered by the Chairperson.
  - (IV) Presentations to the Board of Directors
    - (a) The Chairperson shall, at their discretion provide an opportunity for all those present to briefly introduce themselves by name and position or affiliation.
      - (i) Where appropriate, presentations given by entities external to the Society shall be scheduled to occur first.
      - (ii) Presentations from entities internal to the Society may be included elsewhere in the agenda, if deemed more appropriate.
    - (b) Presentations shall be set at a default length of thirty (30) minutes, including all questions and answers.
    - (c) Following its commencement, a presentation may be extended by simple majority vote by an additional amount of time no greater than thirty (30) minutes provided that the total length of the presentation not exceed sixty (60) minutes, or through a two-thirds (2/3<sup>rd</sup>s) supermajority vote to extend the presentation by an additional amount no greater than thirty (30) minutes provided that the total length of the presentation exceeds sixty (60) minutes.
    - (d) Questions shall be taken at the end of a presentation, subject to the aforementioned limits in presentation length.

- (i) No limit shall be placed upon the number of times an individual may speak to pose a question, however no more than two questions may be posed at the same time by a speaker and questions shall be addressed in the order in which they are raised by show of hand.
      - (ii) Speakers shall generally not use this time to state their opinions on the subject matter.
    - (e) Where deemed appropriate, a relevant motion pertaining to a presentation given to the Board of Directors shall be considered immediately following that presentation.
  - (V) AMS Representative's Report
    - (a) The AMS Representative shall provide remarks on issues pertaining to their role.
    - (b) These remarks shall total no more than five (5) minutes, including questions, which may be asked of and answered by the AMS Representative.
  - (VI) Commerce Student Senator's Report
    - (a) The Commerce Student Senator shall provide remarks on issues pertaining to their role.
    - (b) These remarks shall total no more than five (5) minutes, including questions, which may be asked of and answered by the Commerce Student Senator.
  - (VII) Ombudsperson's Report
    - (a) The Ombudsperson shall provide remarks on issues pertaining to their role.
    - (b) These remarks shall total no more than five (5) minutes, including questions, which may be asked of and answered by the Ombudsperson.
  - (VIII) Executive Reports
    - (a) President
      - (i) The President shall provide remarks on issues pertaining to their role.
      - (ii) These remarks shall total no more than ten (10) minutes, including questions, which may be asked of and answered by the President.
    - (b) Vice-President, Academic Affairs
      - (i) The Vice-President Academic shall provide remarks on issues pertaining to their role.
      - (ii) These remarks shall total no more than ten (5) minutes, including questions, which may be asked of and answered by the President.
- (1) The above regulations shall apply similarly to all other Vice-

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## Presidents.

- (c) Vice-President, Student Engagement
  - (d) Vice-President, External Affairs
  - (e) Vice-President, Finance
  - (f) Vice-President, Internal Affairs
  - (g) Vice-President, Marketing and Communications
- (IX) Committee Reports
- (a) The Chairperson of each committee shall provide remarks on issues pertaining to their committee.
    - (i) Should the Chairperson of the relevant committee not be a member of the Board of Directors or the Executive Council, or otherwise not be in attendance of the meeting, the responsibility of providing remarks shall fall firstly to the Vice-Chairperson of the committee, and then to any member of the committee with sufficient knowledge of its activities.
  - (b) These remarks shall total no more than five (5) minutes, including questions, which may be asked of and answered by the committee's Chairperson.
- (X) Amendments to and Approval of the Minutes
- (a) The Chairperson shall note any minutes that been distributed and provide an opportunity for members to put forward amendments or make note of any errors.
- (XI) Business Arising from the Service Council
- (a) Discussion items and motions originating from a subset of the Service Council shall be considered here.
- (XII) Business Arising from the Executive Council
- (a) Discussion items and motions originating from the Executive Council shall be considered here.
- (XIII) Business Arising from the Committees of the Board of Directors
- (a) Discussion items and motions originating from committees of the Board of Directors shall be considered here.
- (XIV) Other Business
- (a) All other discussion items and motions originating from individual members of the Board of Directors, or any other agenda items not appropriate elsewhere, shall be considered here.

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- (XV) Discussion
- (a) The Chairperson shall provide an opportunity for all those present to bring forward as open discussion items any other business that they believe warrants informal consideration.
- (B) The structure for a meeting of the Executive Council shall be determined by its Chairperson.
- (C) General Speaking Privileges
- (I) The general membership of the Society, as well as external individuals, may be granted speaking privileges at a meeting of the Board of Directors or Executive Council at the respective Chairperson's discretion, unless otherwise overruled.
  - (II) Members of the Executive Council shall be afforded the same speaking rights as the members of the Board of Directors unless determined otherwise by the Chairperson or by two-thirds (2/3<sup>rd</sup>s) supermajority vote of the Board of Directors.
- (D) Motions and Debate
- (I) The mover of a motion included on the agenda shall be one of the following:
    - (a) The Chairperson of the committee from which the motion originated, or, in their absence or refusal, a member of the committee.
    - (b) The individual having requested that the motion be included on the agenda.
    - (c) In the absence, refusal, or lack of applicability of any of the above, any individual present at the meeting who acts first to move the motion at hand.
  - (II) The mover of a motion shall have the right to speak first to that motion.
  - (III) No member shall speak to an individual motion for more than five (5) minutes per time that they speak, provided however that the mover of a motion may speak for as many as ten (10) minutes to provide motivation for the motion upon the first of their opportunities to speak.
  - (IV) Each member shall be afforded the right to speak to a motion no more than twice, provided however that they may be afforded the right to speak an additional number of times at the discretion of the Chairperson.
    - (a) No member shall speak a second, or greater, time to a motion until all members wishing to speak for the first time to that motion have been afforded that opportunity.
    - (b) No member shall speak a third, or greater, time to a motion until all members wishing to speak for the first or second time to that motion have been afforded that opportunity, and so forth.
- (E) Discussion

- (I) For agenda items which are not presentations, each member shall similarly observe the general procedures followed for debate.
- (F) Transfer of Speaking Rights
  - (I) In the case of a meeting of the Board of Directors, a member of the Board of Directors may allow another individual to speak in their place during their allotted speaking time, provided, however, that no other individuals, including Executives, may afford others such an allowance.
  - (II) In the case of a meeting of the Executive Council, a member of the Executive Council may allow another individual to speak in their place during their allotted speaking time, provided, however, that no other individuals, including members of the Board of Directors, may afford others such an allowance.

### Section 2.08: Voting and Records of Votes

- (A) Voting on motions is normally by show of hands, but may be conducted through electronic means by general consent.
- (B) The minutes of the meetings of the Board of Directors and Executive Council shall, at minimum, record whether a motion has carried or been lost, and, for substantive business, shall note the numerical totals of votes cast in favour, opposition, and abstention to a motion, as well as the names of all such persons to have casted votes.
- (C) By two-thirds (2/3<sup>rd</sup>s) supermajority vote, the Board of Directors or Executive Council may conduct a vote by secret ballot, provided that the results of the vote be made public but that neither the numerical totals of votes cast in favour, opposition, and abstain to a motion, as well as the names of all such persons to have casted votes, be excluded from the minutes of the meeting.
- (D) The Board of Directors and Executive Council shall be granted the opportunity to consider motions outside of specified meetings through an electronic means, at the discretion of the respective Chairperson, provided that:
  - (I) The vote is conducted either by email or through the Society's electronic workplace management software (such as *Slack*, or a relevant equivalent).
  - (II) The motion is clearly stated in the message and the options to votes cast in favour, opposition, and abstain to a motion are stated and available for members.
  - (III) The motion and the results of the vote pertaining to that motion are recorded in the minutes of the next meeting of the relevant body, as outlined in this section.

### Section 2.09: Meeting Locations

- (A) Wherever possible, meetings of the Board of Directors and Executive Council shall be convened at the Vancouver campus of the University of British Columbia and shall occur in a publicly accessible location.
- (B) The Chairpersons of the Board of Directors and Executive Council shall endeavor to select meeting environments conducive to public attendance, providing sufficient seating and viewing space for attendance by the general membership of the Society.

### Section 2.10: Public Attendance of Meetings

- (A) Pursuant to the Constitution, the Board of Directors and Executive Council may, by two-thirds (2/3<sup>rd</sup>s) supermajority vote, close a meeting or portion of a meeting to the general membership of the Society, who shall otherwise be entitled to attend any such meeting.
- (I) For a meeting or portion of a meeting to be deemed “in-camera,” it must be determined that the discussion in question is of a nature such that its publicity would, beyond reasonable doubt, be significantly detrimental to the Society as a whole or would threaten the privacy of any number of its constituents.
  - (II) The categorical topic of any in-camera discussion shall be noted in the relevant meeting minutes.
  - (III) Proxies, members of the Executive Council, the Administrative Director, and other members of the Society or public shall be eligible to attend an in-camera session of the Board of Directors at the invitation of the individual moving to enter in-camera, but shall not otherwise be eligible.
  - (IV) Unless otherwise authorized by two-thirds (2/3<sup>rd</sup>s) supermajority vote, no substantive business shall be permitted to be voted on during an in-camera portion of a meeting.
    - (I) If any such motions are voted on during an in-camera portion of the meeting, a record of these motions must be entered into the minutes in the same manner as a motion passed outside an in-camera session.
- (B) Individuals not holding membership in the Society shall be permitted to attend Board of Directors and Executive Council meetings at the discretion of their respective Chairperson, unless otherwise overruled.

### Section 2.11: Participation in Meetings through Electronic Means

- (A) Individuals wishing to participate in the affairs of a meeting of the Board of Directors or Executive Council, including voting if they are so eligible, may be permitted to do so at the discretion of the respective Chairperson.

### Section 2.12: Appointment of Proxies

- (A) Pursuant to the Constitution, a member of the Board of Directors or Executive Council shall be entitled to, in their absence, appoint an individual to act as their proxy and assume the rights and responsibilities of their office for a specific duration or entirety of a specific meeting.
- (I) The Chairpersons of both entities shall be ineligible to appoint proxies for the meetings of the entities in which they hold that position.
    - (a) The Vice-Chairpersons of both entities shall be ineligible to appoint proxies for the meetings of the entities in which they are required to assume the responsibilities of the Chairperson in their absence.
    - (b) No proxy may serve as an Acting Chairperson.
  - (II) The rights afforded to a proxy shall include the ability to vote on all matters on behalf





of the member for whom they are acting as proxy.

- (III) An individual may be appointed as a proxy for multiple, consecutive meetings, by either the same or multiple members, provided they receive specific and distinct permission for each meeting in question.
- (IV) The presence of an individual acting as a proxy shall be counted towards the total number of members present for purposes of fulfilling requirements for quorum.
- (V) If a majority of voting members present at a Board of Directors meeting, as known to the Chairperson in advance of that meeting, will be proxies, the Chairperson will notify the members of the Board of Directors of the expected attendance prior to the meeting.
- (VI) A member of the Board of Directors or Executive Council intending to appoint a proxy must notify the Chairperson of the respective entity in advance of the meeting in question, and the Chairperson of either entity must refuse to recognize the authority of a proxy whose attendance was not explicitly communicated to the Chairperson.
- (VII) Although no individual shall be required to appoint a proxy in their absence, the Chairpersons of each entity shall actively encourage the appointment of a proxy wherever possible and shall discourage multiple absences of any such person without appointed proxy.
  - (a) No individual other than the absentee member of the Board of Directors or Executive Council shall be entitled to appoint his or her proxy.
- (VIII) The Ombudsperson shall be ineligible to appoint a proxy but shall be eligible to appoint an Equity Representative of the Office of the Ombudsperson.
  - (a) The Equity Representative shall be afforded similar rights to proxies in terms of attending an in-camera portion of a meeting, and shall be responsible for enforcing equity in a similar capacity to that which would normally be required of the Ombudsperson.

## Section 2.13: Secretary of the Board of Directors and the Executive Council

- (A) The Secretary of the Board of Directors and Executive Council shall be the Administrative Director.
  - (I) At the respective Chairperson's discretion, to do the following shall be the responsibility of the Secretary:
    - (a) Produce and maintain written reports of Board of Directors and Executive Council meetings, in the form of minutes.
    - (b) Schedule all Board of Directors and Executive Council meetings and assist in the preparation of their agenda as well as the coordination of any associated presentations.
    - (c) Administer any room bookings, logistical arrangements, and privileges afforded to members of the Board of Directors and Executive Council.

- (d) Provide support to the members of the Board of Directors and Executive Council as needed to facilitate their duties.
- (e) Assist the committees of the Board of Directors in a similar fashion to the above.
- (f) Assist the Chairpersons of the Board of Directors and Executive Council with their respective duties.

### Article 3: Board of Directors Committee Policy

#### Section 3.01: Purpose and Nature of Board of Director's Committees

- (A) Pursuant to the Constitution, the Board of Directors is to administer and manage committees.
- (B) This policy shall govern only the activities of the committees of the Board of Directors and not those of the Service Council.
- (C) Committees shall be formed for a purpose identified by the Board of Directors and act as agents in developing its agenda, policies, motions, and planning, as well as in managing any other responsibilities or projects under its jurisdiction.
- (D) Pursuant to the Constitution, committee decisions shall not be binding upon the Society, but committees may take action upon their own resolutions provided those actions do not limit or contradict those powers otherwise given to the Board of Directors and that those decisions may be overturned by the Board of Directors at its discretion.
- (E) The Chairperson, Vice-Chairperson, or in their absence a member of each committee, shall provide a verbal report on their committee's progress and activities at least once every two Board of Directors meetings.

#### Section 3.02: Purpose and Nature of Board of Directors Committees

- (A) The membership composition of all committees shall be determined at the first meeting of a newly elected Board of Directors and may be altered as needed throughout the year.
  - (I) Unless otherwise specified in this policy, the membership of any committee shall sit for a term determined by the Board of Directors upon appointment, with such duration not exceeding the remaining term of the presently elected Board of Directors.
    - (a) The standard term for any committee shall be until conclusion of the current Board of Directors' term.

#### Section 3.03: Inclusion of the General Membership of the Society

- (A) Where possible, positions for members-at-large, or students from the general member of the Society, shall be made available and such opportunities shall be actively promoted by the Board of Directors and Executive Council.
  - (I) A "member-at-large" position shall be defined as a position that is available to a student who is not a member of the Board of Directors or Executive Council.
  - (II) A member-at-large on a committee shall, unless otherwise specified, be granted all

rights and responsibilities given to other committee members sitting on the Executive Council or Board of Directors.

- (a) Such rights shall include the ability to vote on all committee members and take part in and attend all committee discussions, including those deemed to be in-camera.

### Section 3.04: Public Attendance of Committee Meetings

- (A) Where possible, positions for members-at-large, or students from the general member of the Society, shall be made available and such opportunities shall be actively promoted by the Board of Directors and Executive Council.

### Section 3.05: Committee Quorum

- (A) Quorum for all committees shall be any number of members greater than or equal to fifty percent (50%) of the total voting membership of the committee.
  - (I) The exception to this shall be the Executive Council Hiring Committee, which shall achieve quorum only upon the presence of its full membership.
    - (a) Contrary to the above, the Executive Council Hiring Committee may, by unanimous vote of its membership, allow an individual to excuse themselves from attending an interview or series of interviews provided they refrain from participating in discussion in relation to any position(s) for which they have not been present for all interviews and abstain from voting for any such position(s).
    - (b) In such a situation, quorum may be maintained without full attendance of all members.
    - (c) At no time shall more than two (2) persons be excused from attendance.
  - (II) Vacant committee seats shall not be counted towards the total membership of a committee and thus shall not affect quorum.

### Section 3.06: Committee Appointments

- (A) Nominations and the election of committee memberships shall be carried out by the Board of Directors upon turnover and wherever needed throughout the duration of the year.
  - (I) A member of the Board of Directors or Executive Council may nominate any number of members of either body to a position on a Board of Directors committee, any may also nominate any number of students-at-large to positions on any such committee. Students-at-large may nominate only themselves to positions on Board of Directors committees.
    - (a) An individual may choose to accept or decline a nomination.
    - (b) An individual need not be present to be nominated for membership on a committee provided they have offered notice or confirmation to an individual present at the meeting of their willingness to accept nomination.
  - (II) Should the number of individuals nominated exceed the number of positions of any one

type available as per this policy on any given committee, the Board of Directors shall elect the membership of the committee.

- (a) Each individual nominated for a contested seat shall be permitted to speak on his or her candidacy for a short duration, as determined by the Chairperson of the Board of Directors.
- (c) Each eligible Board of Directors member shall be entitled to one (1) vote per committee seat available for the type of committee seat contested.
- (III) Each Board of Directors member may vote for less individuals than they have available votes, but may not vote for the same person multiple times.
- (IV) An option to abstain from an appointment vote shall be available, and no individual receiving less votes than this shall be appointed to the committee for which voting is occurring.
- (V) The number of votes each individual receives shall be tallied.
- (VI) The committee membership shall be determined by descending order of votes received, until such a point as where all committee seats have been filled.
- (VII) The process of selecting committee members shall be completed using a secret ballot.

### Section 3.07: Committee Chairpersons

- (A) The Chairperson of a committee shall be responsible for the following:
  - (I) Determining the time, date, and location of all committee meetings.
  - (II) Removing, at their discretion, any member of the committee having defaulted in attendance at three or more committee meetings.
  - (III) Determining and producing the committee agenda.
  - (IV) Where possible, ensuring that records are maintained by the committee, in the form of minutes, the activities, discussions, and motions of the committee. These minutes shall be provided, upon request, to any member of the Society.
  - (V) Taking on all other activities as required to effectively manage and maintain the committee.
- (B) The Chairperson of a committee shall have equal voting rights to all other members of the committee, unless otherwise stated.
  - (I) In the case that an equal number of votes are cast in favour and opposition of a motion, and that motion requires the approval of a simple majority, the motion shall be considered lost.
- (C) The Board of Directors as needed throughout the year shall carry out nominations for and elect committee chairs.
  - (I) Committee Chairpersons shall be appointed only after the membership of the relevant committee has been established.

- (II) Any member of the Board of Directors may nominate a member of a given committee, to act as its Chairperson, provided that a Chairperson is not already specified in this policy.
- (III) Should more than one person be nominated to be Chairperson any committee, the Board of Directors shall elect the Chairperson of such a committee.
- (IV) Each Board of Directors member shall be entitled to one (1) vote, and the individual receiving the most votes in election by simple plurality shall be appointed to the Chairperson role.
  - (a) Such an election shall be conducted by secret ballot.
- (D) The Board of Directors as needed throughout the year shall carry out nominations for and elect committee chairs.
  - (I) The Vice-Chairperson shall assume the responsibilities of the committee Chairperson in their absence.
  - (II) In the presence of the committee Chairperson, the Vice-Chairperson shall be principally responsible for the recording of meeting minutes or other written records provided such a responsibility not be duly delegated to another committee member.
  - (III) Any committee member, including a member-at-large, may be nominated to such a role, and election to the position should it be contested shall be conducted in a manner similar to that which is observed by the Board of Directors in the appointing of a committee chair, but where the committee membership rather than Board of Directors bears responsibility for casting such a vote.

### Section 3.08: Committee Membership Requirements and Restrictions

- (A) Each Board of Directors member shall be required to seek nomination to at least one committee.
  - (I) The Board of Directors shall impose requirements and limits on committee membership.
    - (a) Such a committee may be standing, extraordinary, or ad-hoc in nature.
    - (b) A Board of Directors member need not successfully seek election to a committee seat to meet this requirement.
    - (c) This requirement will be deemed to have been met for any individual required by this policy to sit on any Board of Directors committee.
    - (d) No requirements shall be in place for members of the Executive Council to seek nomination to any committee, beyond those committees they may be required specifically to serve on by this policy or other resolution.
- (B) To ensure sufficient opportunity exists for all members of the Board of Directors, Executive Council, and at-large membership of the Society to take part in the committees of the Board of Directors, a limit shall be imposed on the number of these committees each class of member

shall be entitled to sit on.

- (I) Members of the Board of Directors shall be permitted to sit on no more than three (3) standing committees of the Board of Directors.
  - (a) Board of Directors members required by policy to sit on any standing committee(s) shall be permitted to sit on up to two (2) additional committees beyond the committee(s) they are appointed to by default.
  - (b) The above restriction does not apply to ex-officio committee members, including the Chairperson of the Board of Directors, President, and Ombudsperson.
- (II) Members of the Executive Council shall be permitted to sit on no more than two (2) standing committee of the Board of Directors.
  - (a) Executives required by policy to sit on any standing committee(s) shall be permitted to sit on up to one (1) additional committee beyond the committee(s) they are appointed to by default.
- (III) Members-at-large shall be permitted to sit on no more than one (1) standing committee of the Board of Directors.
  - (a) Members-at-large required by policy, with respect to any position they hold in the Society that does not constitute membership on the Board of Directors or Executive Council, to sit on any standing committee(s) shall be permitted to sit on up to one (1) additional committee beyond the committee(s) they are appointed to by default.
- (IV) The above limits shall apply only to standing committees and membership on any extraordinary or ad-hoc committee shall not be counted towards these totals; no limits shall be imposed on the number of extraordinary or ad-hoc committees an individual may sit on.
- (V) The above limits may be suspended without amendment to this policy by the Board of Directors should an insufficient number of nominations be received for committee seats.
- (C) There shall be no limits placed upon an individual's ability to act as Chairperson or Vice-Chairperson of multiple committees, provided the limits on committee membership not be violated.
- (D) Unless otherwise noted, the President, Chairperson of the Board of Directors, and Ombudsperson shall be considered to be ex-officio members of all Board of Directors committees, with the exception of those whose terms of reference or structure in Code specifies otherwise.
  - (I) The President shall be considered a voting member of all such committees.
  - (II) The Chairperson of the Board of Directors and Ombudsperson shall be considered non-voting members of all such committees, but shall be entitled to be included in all relevant communications, attend all meetings and partake in their discussions, and be present for the presentation of any in-camera material or debate.

- (a) Should the Chairperson of the Board of Directors, by virtue of any position they hold, otherwise be required by this policy to sit as a member of a committee, they shall be considered a non-voting member in place of a voting member.

### Section 3.09: Stripping of a Committee Appointment

- (A) The Board of Directors may remove an individual from their position as a committee member, Chairperson, or Vice-Chairperson by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote.
- (B) The Vice-Chairperson of a committee may also be removed by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote their respective committee's membership.

### Section 3.10: Frequency of Meetings

- (A) Unless otherwise specified, all standing committees shall meet no less than once per two (2) months during the academic year.
  - (I) Contrary to the above, a committee Chairperson may, at their discretion, cancel a meeting where no substantive business will be discussed.

### Section 3.11: Standing Committees Roster

- (A) Academic Committee
  - (I) The Academic Committee shall determine the positions of the Society on academic matters and assist the Vice-President, Academic and Commerce Student Senator in their respective efforts.
    - (a) The members of the Academic Committee, with the exception of the Ombudsperson, shall be the Society's representatives on the Sauder School of Business Faculty Caucus.
  - (II) Membership
    - (a) Ex-officio members, as defined in this policy.
    - (b) One (1) first-year Bachelor of Commerce student, elected by the Board of Directors.
    - (c) Two (2) second-year Bachelor of Commerce students, elected by the Board of Directors.
    - (d) A combined five (5) third and fourth year Bachelor of Commerce students, elected by the Board of Directors.
    - (e) The above representatives must include the Vice-President, Academic, the Commerce Student Senator, the Chairperson of the Board of Directors (should the position not be held by the Senator), and the President.
      - (i) In the event that there is insufficient space for all three of these individuals to serve on the committee under the guidelines established that define membership on the basis of academic year, then priority shall be given in the order the positions are listed. Those individuals

not able to be included accordingly shall sit on the committee, but shall not serve as representatives on the Sauder School of Business Faculty Caucus and shall not be counted against the totals for any of the above categories of students.

- (III) Chairperson and Vice-Chairperson
  - (a) The Chairperson of the Academic Committee shall be the Vice-President, Academic.
  - (b) The Vice-Chairperson of the Academic Committee shall be the Commerce Student Senator.
- (B) Budget Committee
  - (I) The Budget Development Committee shall develop and approve the annual budget prior to its presentation to the Board of Directors and assist the Vice-President, Finance in their efforts, as well as provide regular budget updates to the Board of Directors as outlined in the Constitution,
  - (II) Membership
    - (a) Ex-officio members, as defined in this policy.
    - (b) The Vice-President, Finance
    - (c) The Associate Vice-President(s), Finance
    - (d) Two (2) members of the Board of Directors, elected by the Board of Directors.
    - (e) Two (2) additional members of the Executive Council, elected by the Board of Directors, on the advice of the Executive Council.
    - (f) Two (2) members-at-large, elected by the Board of Directors.
  - (III) Chairperson and Vice-Chairperson
    - (a) The Chairperson of the Budget Committee shall be the Vice President, Finance.
    - (c) The Vice-Chairperson of the Budget Committee shall be appointed by the committee as per standard procedure.
- (C) The Policy and Code Committee
  - (I) The Policy and Code Committee shall be the primary, though not exclusive, agent for policy development, where possible reviewing and deliberating all additions, amendments, suspensions, and repeals of policies prior to their presentation to the Board of Directors for ratification. The committee shall manage the records-keeping of all such documents, and explore and advise on any possible amendments to the Constitution.
  - (II) Membership
    - (a) Ex-officio members, as defined in this policy.



- (b) Four (4) members of the Board of Directors, elected by the Board of Directors.
- (c) One (2) members of the Executive Council, elected by the Board of Directors, on the advice of the Executive Council.
- (d) Two (2) members-at-large, elected by the Board of Directors.
- (III) Chairperson and Vice-Chairperson
  - (a) The Chairperson and Vice-Chairperson of the Policy and Code Committee shall be appointed by the Board of Directors and committee, respectively, as per standard procedure.
- (D) Awards and Recognition Committee
  - (I) Membership
    - (a) Ex-officio members, as defined in this policy.
    - (b) Four (4) members of the Board of Directors.
    - (c) One (1) other member of the Society, including, but not limited to, a member of the Executive Council or Board of Directors.
    - (d) One (1) member-at-large, elected by the Board of Directors.
    - (e) The Awards Night Chairperson(s) or the head of such other event where the awards in question will be distributed.
  - (II) Chairperson and Vice-Chairperson
    - (a) The Chairperson of the Awards and Recognition Committee shall be the individual(s) defined in (e) above.
    - (b) The Vice-Chairperson of the Awards and Recognition committee shall be appointed by the committee as per standard procedure.

## Section 3.12: Extraordinary Committees Roster

- (A) Executive Council Hiring Committee
  - (I) The Executive Council Hiring Committee shall promote the availability of positions on the Executive Council to the general member of the Society, review the applications for positions on the Executive Council and conduct interviews for applicants to these positions, and select the composition of the Executive Council by simple majority vote for each position.
  - (II) Membership
    - (a) Ex-officio members, as defined in this policy.
      - (i) The Chairperson of the Board of Directors shall not be considered a member of this committee.

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- (b) Up to five (5), and no less than two (2) members of the Board of Directors, appointed by the Chairperson in consultation with the Board of Directors.
  - (c) Up to two (2) members of the past Board of Directors, at the discretion of the Chairperson and appointed by the Chairperson in consultation with the Board of Directors.
  - (III) Chairperson and Vice-Chairperson
    - (a) The President shall act as Chairperson of the Executive Council Hiring Committee.
    - (b) The Executive Council Hiring Committee shall not have a Vice-Chairperson.
  - (IV) Special Restrictions on Membership and Activities
    - (a) The committee membership shall consist of Board of Directors members-elect and all references to committee members in this policy shall be taken to refer to these incoming members of the Board of Directors, unless otherwise specified.
  - (V) Term
    - (a) The Executive Council Hiring Committee shall be formed immediately upon election of an incoming Board of Directors and shall stand until completion of any hiring activities.
    - (a) The Executive Council Hiring Committee may be re-formed at any point during the year upon termination of resignation of a member of the Executive Council.
  - (B) Clubs Review Committee
    - (I) The Clubs Review Committee shall review the annual activities of each club affiliated with the Society and provide recommendations to the Executive Council and Board of Directors on whether to renew that club's funding and affiliation status.
    - (II) Membership
      - (a) Ex-officio members, as defined in this policy.
      - (b) The Vice-President, Internal
      - (c) Four (4) members of the Board of Directors or Executive Council, elected by the Board of Directors
      - (d) One (1) Associate Vice-President Internal
      - (e) One (1) member-at-large, elected by the Board of Directors.
      - (f) No member of the committee may be an executive of an AMS club.
    - (III) Chairperson and Vice-Chairperson



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- (a) The Chairperson and Vice-Chairperson of the Clubs Affiliation Review Committee shall be appointed by the Board of Directors and committee as per standard procedure.
  - (IV) Term
    - (a) The Clubs Review Committee shall be formed immediately upon the first meeting of the term of the Board of Directors and shall stand until fulfillment of its responsibilities.
  - (C) Commerce Student Initiative Fund Committee
    - (I) The “CSIF” Committee shall meet on a monthly basis to review the standing of Conferences, Clubs, miscellaneous student initiatives and their affiliation with the CUS. At their discretion, funds from the CUS will be granted to the aforementioned parties. The Committee should work conjunction with the timeline of Special Projects Funding whenever possible.
    - (II) Membership
      - (a) Ex-officio members, as defined in this policy.
      - (a) The Vice-President, External
      - (b) The Vice President, Internal
      - (c) Four (4) members of the Board of Directors or Executive Council, elected by the Board of Directors.
      - (d) Three (3) member-at-large, elected by the Board of Directors.
      - (e) No member of the committee may be an executive of an AMS Club.
    - (III) Chairperson and Vice-Chairperson
      - (a) The Chairperson and Vice-Chairperson of the Clubs Affiliation Review Committee shall be appointed by the Board of Directors and committee as per standard procedure.
    - (IV) Term
      - (c) The Clubs Review Committee shall be formed immediately the first meeting of the term of the Board of Directors and shall stand until fulfillment of its responsibilities.
  - (D) Building Users Committee
    - (I) The Building Users Committee shall meet with the Sauder School of Business administration and other Faculty of Commerce and Business Administration student societies (the Sauder School of Business Joint Building Users Committee) to discuss issues and possible Improvements pertaining to building access, condition, and other administrative matters relating to the physical presence of the school. The Committee shall also make recommendations to the Board of Directors first before presenting recommendations to the Sauder School of Business Director of Resources and

## Operations on the use of the Building Users Fund.

### (II) Membership

- (a) Ex-officio members, as defined by this policy.
  - (i) The Ombudsperson shall not attend any meetings of the Sauder School of Business Joint Business Users Committee.
- (b) The Vice-President, Internal
- (c) The Vice-President, External
- (d) Two members of the Board of Directors or Executive Council, elected by the Board of Directors.

### (III) Chairperson and Vice-Chairperson

- (a) The Chairperson of the Building Users Committee shall be the Vice-President, Internal.
- (b) The Vice-Chairperson of the Building Users Committee shall be the Vice-President, Finance.

### (E) CUS Endowment Fund Committee

- (I) The CUS Endowment Fund Committee will make recommendations to the Board of Directors first before presenting recommendations to the Sauder School Business Director of the Undergraduate Program on the use of the CUS Endowment Fund.

### (II) Membership

- (a) Ex-officio members, as defined in this policy.
- (b) Four (4) members of the Board of Directors, elected by the Board of Directors.
- (c) Two (2) members of the Executive Council, elected by the Executive Council.
- (d) Two (2) members-at-large, elected by the Board of the Directors.

### (III) Chairperson and Vice-Chairperson

- (a) The Chairperson and Vice-Chairperson of the CUS Endowment Fund Committee shall be appointed by the Board of Directors and committee as per standard procedure.

## Section 3.13: Ad-Hoc Committees

- (A) The Board of Directors may establish ad-hoc committees at any time without modifying this policy.
  - (I) An ad-hoc committee shall be defined as a task force established with the purpose of investigating, developing, or resolving any project of the Board of Directors, and shall be struck only where such a project satisfies the requirement of occurring only over a

defined duration.

- (II) The structure of an ad-hoc committee shall be determined upon its inception and shall where possible follow a membership composition similar to that which is observed for other standing or extraordinary committees.
- (III) The term and frequency of meetings of an ad-hoc committee shall be determined upon its inception and the committee shall require renewal each year should its term exceed the term of the current Board of Directors.
- (IV) The above information shall be established in a formal terms of reference document for any such committee.

## Article 4: Elections and Referenda Administration Policy

### Section 4.01: Principles and Application

- (A) The Board of Directors may establish ad-hoc committees at any time without modifying this policy.
- (B) As per the AMS Code of Procedure and Bylaws, no new or altered elections procedure shall take effect prior to the competition of an elections period should such a change be approved past the beginning of the nomination process, and no unwritten regulations shall be considered valid.
- (C) Candidates are held to a level of respect and integrity (at discretion of the Election Committee Chairperson) for other candidates, the electoral process, and members of the society. Under no circumstances shall candidates knowingly make false, slanderous, and/or otherwise harmful accusations against another candidate.
  - (I) The validity of claims and accusations presented by a candidate shall be subject to review under the Elections Committee.

### Section 4.02: The Elections Committee

- (A) The structure, powers, and duties of the Elections Committee shall be consistent with the rules outlined in the Society's Constitution.
- (B) Members of the Elections Committee shall not be:
  - (I) Members of the Board of Directors or Executive Council.
  - (II) Individuals intending to run for office in the soonest election.
    - (a) Should members of the Elections Committee desire to run in an election, they must resign their position at their soonest possible convenience, at least fourteen (14) days prior to the beginning of the nominations period.
- (C) Subject to the Code of Procedure and Constitution as well as the AMS Code of Procedure and Bylaws, the Elections Committee Chairperson shall have authority on all matters relating to elections and maintain a fair and equitable elections process at all times.

- (D) Unless otherwise specified, all decisions required in this policy to be made by the Elections Committee as a whole shall be determined by simple majority vote.
- (E) The Elections Committee Chairperson shall be hired by the Executive Council and will report to the executives on its operations. The Elections Committee, however, will operate independent of any executive portfolio and the Elections Committee shall not be bound by decisions of the Executive Council.

### Section 4.03: Candidate Eligibility

- (A) All students who are currently members of the Society, by definition of the Society's Constitution, in the year of their candidacy may be nominated for election.
- (B) Exchange students shall not be permitted to run in the Society's elections.
- (C) Candidates must declare any plans, confirmed or otherwise, in the next year for exchange or co-op placements prior to election.
  - (I) In the case of a confirmed exchange or co-op placement, the candidate may become ineligible to run for office if these plans interfere with their ability to carry out the duties of the position effectively.
- (D) In the case where elections overlap with standard hiring, no candidate actively running in an election shall be considered for an Executive or Service Council position.

### Section 4.04: Pre-Nomination Procedures

- (A) The Elections Committee Chairperson shall organize an informational meeting for all the members of the Society who are interested in running for a position in the impending elections.
  - (I) The informational meeting has a purely informative purpose and attendance is optional.
  - (II) The informational meeting shall take place within the first thirty (30) days of the beginning of the first academic term for the fall elections, and within the first twenty-one (21) days of the beginning of the second academic term for the winter elections.
  - (III) At the informational meeting, the Elections Committee Chairperson shall provide students with information including, but not limited to, the availability, description, and duties of elected positions, as well as electoral and turnover procedures and policies.

### Section 4.05: Nomination Process

- (A) Every eligible member of the Society shall be permitted to seek nomination for only one position in a given election.
- (B) The Elections Committee Chairperson shall announce the deadline for all nominations at least seven (7) days prior to the determined date.
- (C) In order to be nominated, each candidate shall submit the following items as proof of intent prior to the nomination deadline:

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- (I) An endorsement sheet, available online, with 20 student signatures applicable to the position for which the candidate is being nominated.
    - (a) Endorsers' eligibilities are outlined in the Society's Constitution.
    - (b) Each member of the Society may sign the endorsement sheets of no more than two candidates running for the same position.
      - (i) A candidate must inform those signing his or her endorsement sheet of the above restriction.
      - (iii) Should an individual sign the endorsement sheets of multiple candidates for the same position, their signature may be declared null on all applicable endorsements, at the discretion of the Elections Committee Chairperson.
  - (II) A write-up stating their platform and/or autobiography, a minimum of one-hundred-fifty (150) words and a maximum of two-hundred-fifty (250).
  - (III) An appropriate headshot, as outlined by the Elections Committee.
  - (IV) A signed or electronic copy of the Candidate's Agreement, binding the candidate to compliance with all relevant Elections procedures and policies.
- (D) An election for any position may not begin should there be less than one nominated candidate for that position.
- (E) If there are not enough candidates intending to run for certain positions by the nomination deadline as determined by the Election Committee Chairperson, the nomination period shall be extended for the affected positions by a period, no greater than seven (7) days, determined by the Elections Committee Chairperson.
- (I) In such cases, the general membership of the Society must be informed of the extension of the nomination period.
- (F) Candidates may withdraw from the elections at any time prior to, but not after, the ballot opening by submitting a letter of resignation to the Elections Committee Chairperson.

## Section 4.06: Campaign Conduct and Procedures

- (A) Campaigning is defined as the active attempt to advertise one's candidacy, including, but not limited to, any form of online, in print, or verbal communication.
- (B) Prior to campaigning and no more than twenty-four (24) hours after the nomination deadline, an All-Candidates Meeting shall be held to review and advise candidates on elections procedures.
- (C) The official campaigning period shall begin immediately after the conclusion of the All-Candidates Meeting and last until the beginning of the voting period.
  - (I) The campaign period shall be no less than six (6) and no more than eight (8) teaching days in duration.
    - (a) A teaching day is defined as a day in which classes are in session.

- (D) If it is found that a candidate, or any individual or organization acting on behalf of a particular candidate, has campaigned in any form in support of a candidate or against a candidate in an effort to support other candidates, before the conclusion of the All-Candidates Meeting, the offending or supported candidate(s) will be disqualified from the election.
  - (I) If it is found that an individual or organization has campaigned in support or against a candidate in an attempt to disqualify another candidate before the conclusion of the All-Candidates Meeting, the affected candidate(s) shall be allowed to run in the election.
  - (II) The act of requesting nominations shall be exempt from this definition provided it be done on an individual basis without the use of mass-communication or media.
  - (III) The Election Committee Chairperson shall investigate any such complaints or concerns.
- (E) All candidates shall have a financial limit for campaign-wide expenses as determined prior to elections by the Elections Committee Chairperson; such a limit may be set at no less than \$100 and no greater than \$400.
  - (I) Candidates may, at their discretion, incur no campaign expenses.
  - (II) A unit-cost maximum of \$4 shall apply for any promotional materials intended for individual distribution to potential voters, including consumables.
  - (III) Campaign expenses shall include: all direct expenses paid by the candidate as well as any outside contributions to the campaign (monetary or in-kind), and shall exclude any non-professional design or labour.
  - (IV) Whilst campaigning, under no circumstances can money be exchanged between a candidate and any other member of the society save for the purchase of promotional materials or services as under the discretion and approval of the Election Committee Chairperson.
- (F) The Society shall reimburse candidates for the entirety of their campaign spending, up to a limit of \$25.
  - (I) The value of any campaign expenses shall be determined by the provision of receipts or invoices, or, in their absence, at the discretion of the Elections Committee.
  - (II) The Elections Committee may reject any requests for reimbursements above the stated limit or for which inadequate documentation or proof of spending is given.
- (G) All campaign material, printed, digital, or otherwise, must comply with the any and all branding, communications, or visual media guidelines laid out by the Society.
  - (I) The Elections Committee Chairperson may designate forms of communications material that are exempt from their review prior to publication or may define a reasonable range of media that shall fall under this exemption.
  - (II) The Elections Committee Chairperson reserves the right to refuse the publication or distribution of any campaign material and require the removal or recall of any material deemed to be unacceptable or inappropriate.
  - (III) The act of “postering” is forbidden.



- (a) “Postering” is defined as the act of taking a printed material in support of or promoting any particular candidate and attaching it to a surface by using tacks, tape, magnets, staples, and/or other methods.
  - (b) The only exempted parties from the aforementioned policy are the Society the itself, specifically the Elections Committee or the Board of Directors. These two parties are allowed to engage in “postering” in order to inform the Society’s membership that an election or election-related event is taking place.
- (IV) The distribution of leaflets is forbidden.
- (a) Leaflets are defined as printed or handwritten pieces of paper of various sizes, sometimes folded, containing any information or advertisement intended for physical distribution to multiple persons.
- (H) Classroom speeches shall be governed by the following conditions:
- (I) Candidates are forbidden to make formal speeches during class time.
  - (II) Candidates may make a speech before and after class time if permitted by the instructor.
    - (a) Such speeches may in no way overlap with class time.
    - (b) Classroom speeches must be limited to sixty (60) seconds per candidate.
  - (I) Candidates may not form or participate in a slate or party.
    - (I) A slate or a party is defined as an organization formed with the intent of gaining political power, comprised of persons united in opinion or action, that makes a concerted effort to promote itself as an organization, the candidates that participate in it, and the interests and positions it represents.
    - (II) Any candidate found to be in a slate or party shall be disqualified immediately.
- (J) Candidates shall ensure that all campaign materials are removed within one week of the public announcement of election results in order to receive any reimbursement as designated by the Elections Committee.
- (K) The Society shall make no prohibitions on the right of its members to endorse candidates for office.
- (I) For the above purpose, an endorsement is defined as any sort of public declaration that states, implies, or suggests support for one candidate over another.
  - (II) The following exceptions shall apply:
    - (a) The members of the Elections Committee and Ombudsperson, who are bound by neutrality, and shall under no circumstances endorse any candidate(s).
    - (b) Members of the Board of Directors and the Executive Council.
      - (i) Members of the Board of Directors and the Executive Council are

encouraged to promote any Elections related material, but it must be general in nature.

- a. For the above purpose, “general” is defined as anything that is not specific to one candidate. For example, if a material states “vote Candidate X for X,” members of the Board of Directors and the Executive Council cannot interact with that material. However, if the material states “Come to the All Candidate’s Forum,” members of the Board of Directors and the Executive Council are allowed to and encouraged to interact with the material.
- (c) Any individual running for office, who may publicly support no other candidate(s) in the election pursuant to this policy’s position on slating.
  - (i) Contrary to the above, an individual may endorse another candidate in a non-public setting.
    - a. For the above purpose, a “non-public setting” shall be defined as being one in which an endorsement is intended to be heard by no more than three (3) other individuals at any given time.
  - (d) Under no circumstances shall a candidate in any way publish, either in print or through electronic means, their endorsement of another candidate.
- (II) Service Council and Service Council Committee members shall not be restricted from referencing their prior or current position or experience with the Society in any endorsement of themselves as a candidate or of other candidates in the election, but may in no way employ the resources of that position for the sake of campaigning for or against any such person.
  - (a) This includes, but is not limited to, contact information and email lists, social networking pages, committee or council meetings, and events.
  - (c) This limit on use of Society-acquired resources shall further apply to individuals who have held such positions in the past and who may retain access to these resources beyond their tenure.
- (III) The Board of Directors may, by two-thirds (2/3<sup>rd</sup>s) supermajority vote, adopt a “yes” or “no” position on any referenda and publicly communicate this position using the Society’s communications resources.
  - (a) Under no circumstances shall the Society, beyond the limits of reimbursement laid out for those campaigning in this Code, expend financial resources in promoting the Board of Directors’ position on referenda.
    - (i) Contrary to the above, the Society may engage in spending for the purposes of raising awareness as to the occurrence of a referendum and any corresponding questions.
- (IV) All candidates in an election shall be permitted to publicly state their positions on referenda matters.

## Section 4.07: All-Candidates Forum(s) Procedures

- (A) A single forum event featuring all current candidates in an upcoming election shall be held with the intent of affording voters ample opportunity to gain sufficient knowledge and educate their vote.
- (B) If there are five or more candidates running for the same position, there may be separate forums held for these positions at the discretion of the Elections Committee Chairperson.
- (C) All candidates running for the same position shall be present for the duration of their respective forum.
- (D) The location and time of an All-Candidates Forum(s) shall be publicly announced by the Elections Committee Chairperson at least five (5) days prior to the forum(s).
- (E) Length of speeches shall be determined by the Elections Committee Chairperson contingent on the number of candidates.
- (F) If a certain candidate is more than thirty (30) minutes late from the beginning of the All-Candidates Forum(s), this candidate shall be disqualified from the elections.

## Section 4.08: Voting Procedures

- (A) The voting period shall be between twenty-four (24) and seventy-two (72) hours in duration and shall begin immediately upon completion of the campaign period.
  - (I) Voting may not be held exclusively over a Friday, weekend, and/or holiday period.
- (B) All voting in the Society shall be conducted as follows:
  - (I) Voting shall be conducted online through a secure website or a secure paper ballot.
  - (II) Each ballot form, online or otherwise, shall have only a single page per position with all candidates for whom the student is eligible to vote.
  - (III) The names of the candidates shall appear on the page surname first, alphabetized by surname or through such electronic means as would result in a random order of candidates for each unique ballot.
  - (IV) The voting system shall have the names of all candidates shown only once and of equivalent typography.
  - (V) An abstention option shall be displayed at the bottom of each ballot page and shall not be counted towards or against the total number of votes cast.
  - (VI) A “Re-Open Nominations” option shall also be displayed at the bottom of each ballot page.
    - (a) No candidate receiving fewer votes than the “Re-Open Nominations” option shall be elected to a position, and nominations shall be reopened as required to fill such positions.
      - (i) In an election in which multiple seats are available to be filled and in which only some candidates receive fewer votes than the “Re-Open Nominations” option, those candidates receiving votes in excess of that

amount shall be declared elected while those receiving fewer such votes shall not.

- (b) Any elections held as a result of the above shall be conducted in accordance with typical electoral procedure, with the exception that any individuals nominated in the initial election shall be permitted to run again without competition or submission of a nomination form.
- (VII) Voters may select, on their ballots, a number of candidates for each title-position equal to the number of positions available but may only vote for a single candidate once.
- (VIII) The voting system shall be thoroughly tested before each election to ensure quality control, accuracy, and security.
- (IX) The Elections Committee Chairperson shall determine the number, location, and hours of operation of any polling stations for the duration of the voting period.
- (X) The use of electronic devices (e.g. laptops, cell phones, etc.) with the intention of using them as voting devices to solicit other students is strictly prohibited.
- (XI) All members of the Elections Committee, including the Elections Committee Chairperson, shall be permitted to vote but may at no point disclose their selected candidate(s).

#### Section 4.09: Voting Results

- (A) The accuracy of the voting results shall be verified by the Elections Committee Chairperson prior to public release.
- (B) A breakdown of the results shall be distributed to the outgoing Board of Directors within twelve (12) hours of their being available to the Elections Committee Chairperson.
- (C) The Elections Committee Chairperson shall individually contact each candidate immediately after voting results have been compiled to inform them of the election results.
- (D) The voting results shall be publicly released only after the Elections Committee Chairperson has contacted all candidates or twenty-four (24) after they have become available to the Elections Committee Chairperson provided a reasonable effort has been made to contact all candidates, whichever comes first.
- (E) Results shall be publicly released via the Society's website, newsletter, and any available public announcement tools.

#### Section 4.10: Ties

- (A) In case of a tie, the following procedures must be followed:
  - (I) A tie is defined as a situation in which two or more candidates received exactly the same number of votes in a given election.
  - (II) If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is less than the number of available positions, then all tied candidates shall be declared the winner, and any residual position(s) shall be

distributed to the candidate(s) with the next highest number of votes.

- (III) If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is greater than the number of available positions, where the winner of the election is impossible to determine, the Elections Committee Chairperson shall hold an immediate re-vote within two (2) days, during which no formal campaign period shall be allowed and in which the voting period is no longer than twenty-four (24) hours.
  - (a) In such a re-vote, only the individuals tied for the position shall be included in the following ballot; individuals receiving less votes shall be excluded from the ballot.
  - (b) In such a case as where a tie occurs for candidates who do not have the highest number of votes but in which one or more positions remain for which they have the next highest number of votes (and which the number of tied candidates exceeds the number of positions remaining for distribution after all other positions have been allocated to candidates with a greater number of votes), then only the tied individuals shall be required to take part in the resulting re-vote and the individuals who have received a greater number of votes shall automatically be appointed to their positions.
  - (c) Candidates may decline to be included in any re-vote (“forfeit”) and an individual may be acclaimed to a position in such a case of a tie wherein all other tied candidates forfeit within twenty-four (24) hours of receiving the election results.

## Section 4.11: Appeal Procedures

- (A) Any candidate may challenge the results of the elections by submitting a written letter of appeal to the Elections Committee Chairperson.
  - (I) The appeal should include clearly stated reasons for its filing as well as the following information regarding the appellant:
    - (a) Full name
    - (b) Student number
    - (c) Phone number
    - (d) Email address
    - (e) Mailing address
  - (II) Appeals shall be submitted within seventy-two (72) hours of the results of the election being publicly released.
  - (III) No appeal shall be processed by the Elections Committee prior to the release of the election results.

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- (IV) The Elections Committee shall rule on the appeal within twenty-four (24) hours of its receipt.
    - (a) The Elections Committee may investigate the complaint through any means of communication available to it.
    - (b) The Elections Committee may overturn the results only by two-thirds (2/3<sup>rds</sup>) supermajority vote.
    - (c) The Elections Committee may, upon appeal, declare elections results contrary to those initially announced provided, however, that they may only declare an alternative candidate to have been elected should there have previously been a miscalculation in the tabulating of votes or should all other candidates receiving greater numbers of votes in the relevant election be declared to have been disqualified. The Elections Committee may alternatively determine that a new election must be held to determine the winners.
  - (B) Candidates may object to the decision of the Elections Committee by appealing to the AMS Elections Committee and, further, the AMS Election Appeals Committee, pursuant to the AMS Code of Procedure.
  - (C) A referendum result may be appealed under the same process as an election result by any member of the Society. The initial filing of such an appeal shall further require the signatures of at least ten (10) additional constituents in support of the appeal.
    - (I) The Elections Committee may only declare a referendum previously announced as having failed to now have passed should there have been a miscalculation in the tabulation of votes, and may otherwise only invalidate the results of a referendum previously announced as having passed by now declaring it to have failed. The Elections Committee may alternatively, in either case, determine that a new referendum must be held to determine the outcome.
  - (D) The Elections Committee shall only overturn the results of an election or referendum in such cases as where they find there to have been significant breaches of electoral procedure or integrity that materially affected the election results beyond reasonable doubt, and shall not overturn such results where they believe the elected candidate(s) or successful referendum campaigners to have acted in good faith and not have been subject to meaningfully advantaged status as a result of any actions on which the election or referendum results are being appealed.

## Section 4.12: Penalties for Policy and Elections Infractions

- (A) With exception, penalties for the violations of the Elections and Referenda Administration Policy, or any other regulation during elections, shall be at the discretion of the Elections Committee Chairperson.
  - (I) All penalties shall be in proportion to the seriousness of the offence and consistently applied to all similar offences.
  - (II) Evidence of any offences shall be attested to by the Elections Committee and/or its Chairperson prior to the penalty imposition.
- (B) Depending on severity and likelihood of repeated offences, a progressive sanction system shall be effectuated by the Elections Committee, as defined by the following:

- (I) A formal warning.
- (II) Removal of one campaign rights including, but not limited to, the right to poster, make classroom speeches, or have online content.
- (III) A prohibition on campaigning.
- (IV) A disqualification from the election or invalidation of any election results by re-calling of the election.
  - (a) The imposition of sanctions in subsections (I), (II), and (III) shall be at the discretion of the Elections Committee Chairperson upon notification of the Elections Committee.
  - (b) The imposition of sanction in subsection (IV), shall be at the discretion of the Elections Committee.
  - (c) Sanctions and a higher-level sanction implemented immediately should the offense be deemed egregious enough to warrant such action.
  - (h) Any such by-pass must be at the suggestion of the Elections Committee Chairperson and the imposition of sanction in subsection (IV) in such a situation may only occur upon a two-thirds (2/3<sup>rds</sup>) supermajority vote of the Elections Committee.
- (C) No deduction and/or reallocation of votes shall be permitted under any circumstances.

## Section 4.13: Enforcement

- (A) Elections within the Society shall be kept a high standard and in accordance with its Elections and Referenda Administration Policy and Constitution as well as the AMS Code of Procedure and Bylaws.
  - (I) Deviations from the above shall at no time be tolerated.
  - (II) The Elections Committee Chairperson and the Elections Committee are consultants and enforcers of the above.
  - (III) Any concerns regarding the above should be directed towards the Elections Committee Chairperson.

## Section 4.14: Referenda

- (A) All referenda shall be conducted in accordance with the Constitution.
  - (I) The Elections Committee Chairperson shall announce the time and date at which campaigning for the referendum shall commence no less than five (5) days prior and must publicize the referendum question through all available media channels.
- (B) During the campaign period, a “yes” campaign and a “no” campaign may be conducted.

- (C) With exception to the Elections Committee, any student within the general membership of the Society shall be allowed to campaign in favour of or in opposition to the referendum question.
  - (l) Any member wishing to campaign on behalf of either side of the referendum must register with the Elections Committee Chairperson to receive reimbursement for campaign expenses.
    - (a) A maximum of \$25 per member, to a maximum of \$500 in total, shall be reimbursed for each side of the campaign.
    - (b) Students must register no more than twenty-four hours following the beginning of the campaign period to receive reimbursement.
- (D) Where not otherwise specified, all procedures in this policy shall apply in a similar fashion and, where necessary, any adaptations of these sections shall be applied at the discretion of the Elections Committee.

### Section 4.15: Involvement of the Ombudsperson in Elections and Referenda Procedures

- (A) The Elections Committee may at their discretion engage the Ombudsperson in any discussions they feel are relevant to their role, provided however that they must not themselves be involved at the time in seeking re-election or election to another office.

## Article 5: Involvement Policy

### Section 5.01: Eligibility

- (A) To be eligible for involvement within the Society, an individual must be considered a member of the Society as defined in the Constitution.
  - (l) 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.
    - (a) 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.
    - (b) 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.
    - (c) Under no circumstances shall such an exception be made for an Executive Council or Service Council position.
    - (d) Under no circumstances shall more than fifteen percent (15%) or one member, whichever is greater, of a Service Council Committee be individuals who are not members of the Society.
    - (e) Where possible, such an exceptional shall be made with preference for the hiring of students at the University of British Columbia.



- (f) Approval for such an exception may be given after consultation with the Equity Representative involved in the hiring process.

### Section 5.02: Conduct

- (A) Any student who holds a position shall act in a manner that is representative of the values of the Society when involved in activities related to that position.
  - (I) All individuals holding a position within the Society are to carry out their responsibilities within their role to the best of their abilities and to a reasonable standard.
  - (II) All individuals holding a position within the Society shall strive towards an open and equitable environment within their respective portfolios or committees.
  - (III) No student shall use their role within the Society to promote or help achieve the objectives of the individual for personal profit, an external organization, or another of the Society's services, without prior consultation of either the Executive Council or the Board of Directors.

### Section 5.03: Resignation Policy

- (A) A notice/email must be provided at least two (2) weeks prior to the intended date of resignation.
  - (I) For the resignation of a Service Council Committee member, this notice must be provided to the relevant Service Council Chair and HR Generalist. It is the duty of the Service Council Chair and HR Generalist to inform the relevant Executive and HR Director about this resignation.
  - (II) For the resignation of a Service Council Chair, this notice must be provided to the relevant Executive, the Ombudsperson and the HR Director.
  - (III) For the resignation of an Executive Council member, this notice must be provided to the President, the Ombudsperson and the HR Director.
  - (IV) For the resignation of a Board of Director's member, this notice must be provided to the Chairperson of the Board of Directors, the President, and the Ombudsperson.
- (B) An exit interview may be conducted at the discretion of the relevant HR Generalist or the HR Director.
- (C) A transition to the new hire/replacement must be provided.
- (D) A public announcement of the resignation to members involved with the Society must be made for all resignations pertaining to Associate Vice-Presidents, Service Council Chairs, Executives or Board members.
  - (I) Said announcement must be made prior to any public posting of vacancy/hiring.
  - (II) For a resignation of a Service Council Chair, an internal memo must be sent by the HR Director.

- (III) For a resignation of an Executive or Board member, the announcement must be made by the President.

### Section 5.04: Transition

- (A) Upon completion of all activities related to an Executive or Service role within the Society, a continuity report shall be submitted in a timely manner to the position's superior.
  - (I) A timely manner shall be defined as 30 days following annual turnover.
  - (II) A continuity report shall contain, at minimum, the following:
    - (a) A reasonable description of the past year's events.
    - (b) All key contacts related to the role.
    - (c) Any files related to the event, activity, or role.
    - (d) Any other items required to fulfill the responsibilities of the role in future years.

### Section 5.05: Copyright and Property

- (A) It is understood that when an individual accepts a position within the Society, all work and material completed for that role shall be deemed property of the Society and its parent organization.
  - (I) Upon completion of a role within the Society, an individual is allowed to retain a copy of all work and materials completed, unless deemed inappropriate for reasons of confidentiality.
  - (II) No past work or material is to be used for commercial purposes outside of the Society without prior authorization.
  - (III) Items that are considered to be intellectual property include, but are not limited to, the following:
    - (a) Logos
    - (b) Event, activity, and committee titles.
    - (c) Posters
    - (d) Taglines and symbolic phrases.
    - (e) Budgets
    - (f) Artworks and graphic (digital or otherwise).
    - (g) Photography and videography.
    - (h) Mascots

### Section 5.06: Restrictions on Positions Held

- (A) No limit shall be imposed on the number of positions a student can hold within the Society at any given time.
  - (I) Excepted from the above shall be the members of the Board of Directors, Executive Council, and Service Council.
    - (a) No Board of Directors member may simultaneously serve as an Executive Council or Service Council member or as President or Co-President of a Commerce Club.
    - (b) All Board of Directors members must ensure their full adherence to the commitments specified in the Constitution and Board of Directors Committee Policy and prioritize their commitments to the Board of Directors above any additional involvement within the Society as well as act in an unbiased manner when deliberating issues pertaining to activities or organizations they are involved with, either internal or external to the Society.
    - (c) The members of the Executive Council shall hold no other position(s) within the Society with the exception of any position that becomes available within the Society and that consists predominantly of “participant”-like activities and that is not a senior management role. A senior management role shall be defined as being a Service Council member or Vice- President, Vice-Chairperson, Director, or similar position of significant authority within a portfolio.
    - (d) No member of the Executive Council shall be the President of a Commerce Club.
    - (e) Service Council members shall hold no more than two positions at the Service Council level.
    - (f) No restrictions shall be placed upon Service Council members for holding positions on Service Council committees.
  - (II) The Society shall take no opinion on the level of involvement an individual can sustain unless there is clear evidence that supports otherwise.
    - (a) Any student with more than one position within the Society shall be equally responsible for carrying out each of their roles to the best of the ability to a reasonable standard.
  - (III) The Society shall take no opinion on the roles an involved individual may hold external to the Society unless the external role poses a potential and probable conflict of interest.

### Section 5.07: Compensation

- (A) With exception, all positions within the Society shall be entirely volunteer-based.
  - (I) Contrary to the above, the following position(s) within the Society shall be granted financial compensation:

- (a) Commerce Mentorship Program Tutors
- (II) Furthermore, if a planned activity related to a position within the Society is deemed to be “above and beyond” the typical responsibilities of a volunteer, financial compensation may be determined to be acceptable in advance of an agreement to perform any such work.
  - (a) Permission must first be granted by the Executive Council and the Board of Directors by majority vote before any compensation can be awarded.
  - (b) Labour or services of external parties deemed to be of a professional nature shall be considered an acceptable paid expense.

## Section 5.08: Removal from a Position within the Society

- (A) The following procedure regarding the removal of an individual from their position within the Society shall apply:
  - (I) For members of the Board of Directors:
    - (a) As per the Society’s constitution, a member of the Board of Directors, with the exception of the Ombudsperson, may be removed from their position either through:
      - (i) A referendum of the general membership of the Society, held in accordance with the rules identified in the Constitution.
      - (ii) A two-thirds (2/3<sup>rds</sup>) supermajority vote of the Board of Directors upon the official recommendation of the Ombudsperson, in accordance with the process identified in the Constitution.
    - (b) The Ombudsperson may be removed from their position either through:
      - (i) A referendum of the general membership of the Society, held in accordance with the rules identified in the Constitution, as per the Society’s Constitution.
      - (ii) A two-thirds (2/3<sup>rds</sup>) supermajority vote of the Board of Directors upon the official recommendation of the Executive Council.
        - a. The vote of removal and the vote on the recommendation for the removal must be passed by a two-thirds (2/3<sup>rds</sup>) supermajority vote of both the Board of Directors and the Executive Council respectively, and shall only be passed if it is found that:
          - i. The Ombudsperson bears the responsibility for an egregious violation of either the Constitution or the Code of Procedure, committed either by themselves directly or another member of the Society due to lack of oversight by the Ombudsperson.

- ii. The Ombudsperson fails to execute their duties as specified in the Constitution and the Code of Procedure.
- (II) For Executive Council members:
- (a) As per the Society's Constitution, an Executive Council member may be removed by their position by two-thirds ( $2/3^{\text{ds}}$ ) supermajority vote of the Board of Directors.
- (III) For Service Council members:
- (a) A Service Council member may be removed from their position by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote of the Executive Council wherein the Executive Council member in whose portfolio the Service Council member lies must vote in favour of their removal.
    - (i) A Service Council member may appeal this decision to the Board of Directors, which may overrule their termination and reinstate them to their position by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote.
  - (b) As per the Society's Constitution, a Service Council member may be removed by their position by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote of the Board of Directors.
- (IV) For Service Council Committee members:
- (i) A Service Council Committee member may appeal this decision to the Board of Directors, which may overrule their termination and reinstate them to their position by two-thirds ( $2/3^{\text{rds}}$ ) supermajority vote.
- (V) A Service Council Committee member may be removed from their position in accordance with the Society's Constitution.

## Article 6: Executive Policy

### Section 6.01: Executive Council Positions

- (A) In accordance with the Committee Policy, the following executives shall be hired by the Executive Council Hiring Committee of the Board of Directors:
- (I) Vice-President, Academic Affairs (abbr. Vice-President Academic).
  - (II) Vice-President, Student Engagement (abbr. Vice-President Student Engagement).
  - (III) Vice-President, External Affairs (abbr. Vice-President External).
  - (IV) Vice-President, Finance (abbr. Vice-President Finance).
  - (V) Vice-President, Internal Affairs (abbr. Vice-President Internal).
  - (VI) Vice-President, Marketing and Communications (abbr. Vice-President Marketing).

- (B) No other person, with the exceptions of the President and Ombudsperson, shall be considered to be a part of Executive Council beyond those listed above.

### Section 6.02: General Responsibilities of an Executive

- (A) In addition to those responsibilities laid out in the Constitution, the following shall define the common responsibilities of all of the Executives.
- (I) Uphold the Society's Mission Statement, Constitution, and Code of Procedure.
  - (II) Oversee and support those members of the Service Council included in each Executive's respective portfolio as outlined in the Service Council Policy.
  - (III) Ensure strong continuity during turnover of those members of the Service Council in each Executive's portfolio and to the Executive's successor.
  - (IV) Maintain a strong and positive relationship with the Board of Directors.
  - (V) Do other such things so as to ensure the successful operation of the Society.
  - (VI) Obtain any professional training or certification as deemed necessary by the Ombudsperson and the Board of Directors.

### Section 6.03: Responsibilities of the Vice-President, Academic Affairs

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, Academic Affairs:
- (I) Liaise with the Sauder Undergraduate Office and Dean's Office on all academic affairs.
  - (II) Represent the Society and the student body on the Sauder Faculty Caucus.
  - (III) Build strong rapport between the Society and the Business Career Centre.
  - (IV) Represent the student voice on all academic issues and concerns.
  - (V) Promote a strong, positive academic environment.

### Section 6.04: Responsibilities of the Vice-President, Student Engagement

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, Student Engagement:
- (I) Collaborate with various stakeholders for annual orientations at the University.
  - (II) Promote involvement and volunteerism within and beyond the Society.
  - (III) Encourage social interaction between students and/or university staff and faculty.
  - (IV) Engage international and exchange students at the Sauder School of Business.
  - (V) Collect student experience feedback and report results to the Board of Directors on an annual basis.

### Section 6.05: Responsibilities of the Vice-President, External Affairs

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, External Affairs:
- (I) Act as an official liaison for other Canadian universities and commerce societies.
  - (II) Collaborate with the committees of any considerably large events beyond the control of the Society that are of interest or relevancy to the Society.
  - (III) Be responsible for all of the Society's corporate relations, including the generation of sponsorships and partnerships for the Society.
  - (IV) Represent the Society to the business community and alumni of the Sauder School of Business and engage these groups in the affairs of the Society.
  - (V) Manage and respond to all public relations matters including crises that arise in consultation with the President, the Board or Directors, and the Executive Council.

### Section 6.06: Responsibilities of the Vice-President, Finance

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, Finance:
- (I) Act as the Treasurer of the Society.
  - (II) Enforce compliance of all sections of the Financial Policy, and inform relevant parties of these regulations.
  - (III) Maintain fiscal responsibility and accountability of the Society on all matters including, but not limited to:
    - (a) Financial strategy
    - (b) Financial controls
    - (c) Systems of reimbursement
    - (d) New ventures of the Society
    - (e) Sponsorship
    - (f) Reporting
    - (g) Auditing
    - (h) Taxation, where applicable.
    - (i) Any financial allocation as directed by the Board of Directors or Executive Council.
  - (IV) Liaise with the Alma Mater Society on all financial matters, including the processing of any financial instruments.

- (V) Assist the members of Service Council and their committee members on all budgeting matters including, but not limited to:
  - (a) Pricing
  - (b) Expense forecasting and research
  - (c) Contract negotiations
  - (d) Resource procurement.
- (VI) Serve as an ex-officio member of and work with the Budget Committee to create and submit an annual budget to the AMS upon approval of the Board of Directors in accordance with AMS deadlines.
- (VII) Publish quarterly financial reports on or before June 30<sup>th</sup>, September 30<sup>th</sup>, December 31<sup>st</sup>, and March 31<sup>st</sup> detailing the financial position of the Society in each relevant quarter, the final of which shall double as the year-end financial report of the Society. This report shall be the final responsibility of an outgoing Vice-President, Finance.

### Section 6.07: Responsibilities of the Vice-President, Internal Affairs

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, Internal Affairs:
  - (I) Liaise with the administrative departments of the Sauder School of Business.
  - (II) Oversee all room booking requests and equipment rental requests from Service Council and affiliated clubs recognized by with the Society in accordance with the formal Bookings Policy.
    - (a) AMS Clubs and/or other organizations without affiliation shall not be allowed to request room bookings through the Society.
  - (III) Be responsible for the upkeep of all Society-owned equipment and property, including upkeep.
  - (IV) Liaise with affiliated clubs recognized by with the Society on its behalf.

### Section 6.08: Responsibilities of the Vice-President, Marketing and Communications

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of the Vice-President, Marketing and Communications:
  - (I) Adhere, specifically, to the Branding and Communications Policy, and inform relevant parties of these regulations.
  - (II) Oversee and manage all marketing and communications of the Society, including but not limited to:
    - (a) Advertising (print, email, or otherwise)





- (b) Public relations
  - (c) Market research
  - (d) Sales
  - (e) Brand management
  - (f) Marketing strategy
- (III) Maintain and update all Society's digital and social media, including, but not limited to:
- (a) The Society's website
  - (b) Email announcements
  - (c) The Society's calendar of events
  - (d) The Society's social media accounts
- (III) Act as a marketing and branding consultant for the members of Service Council and its committee members.

## Section 6.09: Responsibilities of Executives at CABS Events

- (A) In addition to those responsibilities laid out in the Constitution, the following shall be the responsibility of executives attending CABS (Canadian Association of Business Schools) events:
- (I) Complete an accountability report of what you hope to learn and contribute at the CABS event
    - (a) This report must be made available to the following parties
      - (i) Board of Directors
      - (ii) Executive Council
      - (iii) General Student Body
  - (II) Prepare a presentation of key takeaways from the event
    - (a) This report must be made available to the following parties
      - (i) Board of Directors
      - (ii) Executive Council
      - (iii) General Student Body
  - (III) Monetary subsidies for CABS events will follow the procedures laid out in Section 9.01, Section 9.04 and Section 9.05 of the Code of Procedure.

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## Article 7: Hiring Policy

### Section 7.01: Posting of a Position

- (A) In posting a position, the posting must be made with the intention of informing the general membership of the Society and all reasonable efforts shall be taken to ensure that the posting is widely disseminated within the Society and easily accessible to the general membership.
  - (I) The making available of a job description on the Society's website along with an explanation of the relevant hiring process shall constitute the posting of a position.
- (B) Position postings must occur no less than seven days before the application deadline.
  - (I) No special circumstances shall grant a shorter posting time.
- (C) The Human Resources Director may refuse the recruitment of a newly created Service Council Committee position should they deem it inappropriate or unnecessary.

### Section 7.02: Scheduling of Interviews

- (A) A pre-screening process must be conducted by interviewers prior to interviews ensure efficiency in the hiring process.
  - (I) A standardized scoring rubric will be used to determine the candidate's qualification for an interview based upon the candidate's submitted application.
  - (II) Qualification for an interview shall be determined by one of the following:
    - (a) An acceptable threshold of points scored on the rubric as set by the voting members of the interview panel.
    - (b) A rank, based on the number of points scored on the rubric, in a certain top percentage of applications, as set by the interviewers.
      - (i) If multiple interviewers score a candidate, the average of the individual aggregate scores will determine the final score for the above purposes.
  - (III) If the interviewers at any point prior to the offering of interviews to a candidate determine that the rubric used in any way is grossly biased in favour of any specific candidates or qualifications, the rubric may be adjusted or the interviewers may cease to employ the use of the rubric and instead offer all applicants an interview for the position.
- (B) All applicants must be contacted by phone or e-mail to be informed of the next step in the hiring process.
  - (I) The Human Resources Director or President will contact all qualified candidates for Executive Council positions.
  - (II) The Human Resources Director or a member of the Executive Council shall contact all candidates for Service Council positions.



- (III) The respective service Council member shall contact all qualified candidates for Service Council Committee positions.
- (C) Notwithstanding the use of rubrics, applicants shall be granted interviews only if they have submitted all of the required application materials prior to expiration of the stated deadline.
  - (I) Contrary to the above, in such a situation as where extraordinary circumstances limit the ability for an applicant to submit their application prior to the expiration of the stated deadline, an interview may be granted provided the following:
    - (a) Such a submission shall be received no later than twenty-four (24) hours following the stated deadline.
    - (b) Such an interview shall be granted only by the following resolutions:
      - (i) In the case of Executive Council hiring, by two-thirds (2/3<sup>rds</sup>) supermajority support of the voting membership of the Executive Council Hiring Committee.
      - (ii) In the case of Service Council hiring, by two-thirds (2/3<sup>rds</sup>) supermajority support of the Executive Council.
      - (iii) In the case of Service Council committee hiring, by the consent of the Executive in whose portfolio the position lies, at the request of the Service Council member in whose committee the position lies.
    - (c) An offering of an interview under such circumstances for an Executive Council or Service Council position may be vetoed by the joint decision of the Human Resources Director and Ombudsperson, who must be informed of such an intended offering.
- (D) The following limits on consideration for multiple positions with regard to submitted applications shall apply:
  - (I) No applicant shall be permitted to apply for more than two (2) different Executive Council or Service Council positions at any given time.
  - (II) No applicant shall be permitted to apply for more than three (3) different positions within the same Service Council Committee at any given time.
    - (a) No limit shall be imposed on the total number of positions within different Service Council Committees that an individual may apply for at any given time.
- (E) All reasonable efforts shall be taken to ensure interviews for the same position are scheduled to be held in similar location with respect to a public or private environment.
- (F) If an applicant cannot attend any of the interview times initially made available by the interviewers, reasonable effort must be made to accommodate the applicant.
  - (I) The interviewer must attempt to reschedule an interview within forty-eight (48) hours of their last interview with another applicant for the same position.
  - (II) It is the responsibility of the applicant to contact the interviewer to request an alternate interview time, should they be unable to attend any of the other interview

times.

- (G) If an applicant's availability is changed to require the rescheduling of the interview without just cause, the interviewers are granted the authority to waive the applicant's right to an interview.
  - (I) Just cause shall include:
    - (a) A personal or family emergency
    - (b) Formal university examinations of which the applicant was unaware at the time of the initial scheduling of their interview
    - (c) Other circumstances beyond the applicant's control that would impair the ability of a reasonable person to attend an interview during their initially stated times of availability.
  - (II) If an applicant fails to attend a scheduled interview without just cause, the interviewers shall not be obligated to accommodate an alternative second interview.
- (H) Applicants who cannot physically attend an in-person interview after exhausting all reasonable means of conducting one shall be granted a phone or online interview.
  - (I) Interviewers may not grant a request for a phone or online interview until they have determined that opportunities for all other means of interviewing have been exhausted.

## Section 7.03: Interview Questions

- (A) Interviewers can follow either a semi-structured format or a pitch format; with the candidates being notified at the time of application the format to be adopted.
  - (I) A semi-structured format consists of common questions asked to all applicants of the same position in the same order in conjunction with several probing questions if deemed necessary by the interviewers.
    - (a) Interview questions must be sent to an HR Generalist for review and approval 24 hours prior to the first interview.
    - (b) A probing question is any question that is asked by the interviewers asking for clarification or additional details on the previously asked question, or a question that pertains specifically to content contained in the applicant's résumé, cover letter, or other component of the application process.
      - (i) Interviewers are free to probing questions, up to a maximum of seven (7) probing questions per interview.
        - a. Under no circumstances shall a single interviewer monopolize the use of probing questions in an interview consisting of multiple interviewers.
  - (II) A pitch format involves a pitch of a length determined by the hiring committee. Following the pitch, the hiring committee may ask questions for a specified period of time. These questions do not need to be the same for all candidates.

- (a) This interview format may be combined with more traditional interview questions but these must remain consistent across all candidates notwithstanding probes as allowed under the semi-structured format.
  - (b) Other rules under Hiring Policy will still apply.
- (B) All questions, with the exception of probing questions, must be prepared prior to the interview by the interviewer(s).

## Section 7.04: General Interview Procedures

### (A) Interview Rules for All Hiring

- (I) The Human Resources Director and Ombudsperson have the right to sit in on any interview, if not otherwise required to do so.
  - (a) Contrary to the above, the Board of Directors Committee Policy shall determine the eligibility of the Human Resources Director to attend interviews for Executive Council positions.
- (II) An Equity Representative can eject any interviewer, with the exception of themselves, from an interview should they deem the individual to be interfering with the fairness of the process.
- (III) An interviewee can request that the either the Human Resources Director or Ombudsperson sit in on an interview to ensure fairness and equity, regardless of whether either is otherwise not required in policy to attend that interview.
  - (a) Such a request must be accommodated.
- (IV) Under no circumstances shall audio or video recording devices be used at any point during the interview process without verbal or written consent from the applicant.
  - (a) An applicant may at any point following the interview request that such records be destroyed.

## Section 7.05: Composition of Hiring Committees

### (A) Structure of the Executive Council Hiring Committee

- (I) All Executive Council hiring is to be conducted by the Executive Hiring Committee, as laid out in the Board of Directors Committee Policy.

### (B) Structure of a Service Council Hiring Panel

- (I) The Executive Council shall form Service Council Hiring Panels as needed to conduct hiring for all Service Council positions.
- (II) The following persons must be present for all interviews conducted for a Service Council position:
  - (a) An Equity Representative

- 
- (b) The respective Executive Council member in whose portfolio the position the position lies, as outlined in the Service Council Policy.
  - (c) At least one other member of the Executive Council.
- (III) All members of the Executive Council shall be entitled to take part in the hiring for a Service Council position, provided they consent to attend all interviews for that position.
- (a) In such a situation as where multiple persons intend to take part in the hiring of a Service Council position, but in which conflicting availability limits the possibility for all such persons to attend the relevant interview(s), the Executive Council shall elect the time at which the interview is to take place and shall thereby select the composition of the Service Council Hiring Panel for that position.
  - (b) Such a time as specified above shall not infringe upon the requirement for the presence for either the Human Resources Director or Ombudsperson as well as the respective Executive to attend.
- (IV) No other individuals shall be entitled to take part in the interview and selection process for these positions.
- (a) Contrary to the above, in such situations as where the relevant Executive or Executive Council deem it necessary for the purposes of determining the strategic direction of the Society or due to such significant cross-over in a Service Council member's responsibilities, a relevant member of the Board of Directors or University administration may be included.
  - (b) Also contrary to the above, the person who held the position in the prior year and/or the person who held the direct supervisory position may serve in an advisory, non-voting, capacity on the hiring committee at the discretion of the other hiring committee members.
- (C) Structure of a Service Council Committee Hiring Panel
- (I) The following persons must be present for all interviews conducted for a Service Council Committee position:
    - (a) The respective Service Council member.
    - (b) At least one of the following:
      - (i) A member of the Executive Council.
      - (ii) An Equity Representative.
      - (iii) As a last resort, a member of the Board of Directors may fill the position of Equity Representative provided that they are briefed on the purpose of the equity representative by either the Ombudsperson or HR Director prior to serving on the hiring committee.
  - (II) Other individuals, including current members of the Service Council Committee in

question, may act as interviewers for positions within that Service Council Committee.

- (a) Such individuals may, at the discretion of the relevant Service Council member, have their votes in the selection process overruled or decline to allow those persons to vote.
- (III) The inclusion of other members of the Society, alumni, or business professionals, as required facilitating effective selection processes, may be permitted to take part in the hiring at the discretion of the Executive Council.

### Section 7.06: Use of Group Interviews

- (A) A group interview is defined as an interview with more than one applicant.
- (B) Group interviews may not be used for Executive Council or Service Council hiring.
- (C) Approval for all group interviews must be given by either the Human Resources Director.
  - (I) If the Human Resources Director is not available to give approval, Executive Council may give approval on their behalf with a simple majority vote.
- (D) The intended use of a group interview must be disclosed to the applicant in the posting of the job description or at the time of an offering of an interview.
  - (I) An applicant, within reason, may request an individual interview in the place of a group interview, which must be provided with the permission of the Human Resources Director.

### Section 7.07: Selection Process

- (A) Applicants must be informed of when they will be contacted regarding interview results no later than at the conclusion of an interview.
- (B) Only interviewers, excluding the Equity Representative, who are present at all interviews for the same position may take part in deliberations or vote in the selection process.
  - (I) The Equity Representative may, if present, raise matters of procedure or policy for informative purposes only.
- (C) A simple plurality shall be required for all successful appointments.
  - (I) For an individual to be appointed to a position, they therefore must receive more votes from eligible interviews than other applicant in consideration to be appointed.
- (D) All applicants who qualify for an interview must be considered by the interview panel in deliberations.
- (E) Upon selection of a successful applicant, the interviewers must be able to communicate clear reasons for their selection and commit to meeting with any unsuccessful applicants to provide feedback on the hiring process at their request.

### Section 7.08: Disclosure of Applicants' Results in the Hiring Process

- (A) The interviewers shall make all reasonable efforts to ensure applicants are informed of the results of their interview no later than seventy-two (72) hours following completion of the final interview any of the relevant position(s).
- (B) Contact with a successful or unsuccessful applicant must be made by phone or in person for Executive Council and Service Council positions, and by phone, in person, or through electronic means for Service Council Committee positions.
- (C) The identity of any successful applicants must be made secretive until all unsuccessful applicants have been informed their status in the process, and all successful applicants shall be informed of this requirement upon confirmation of their hiring.
- (D) Contacting of applicants must begin with the successful applicant.
- (E) Regulations Regarding the Individual Responsible for Contacting Applicants
  - (I) The same person must notify all applicants, successful or unsuccessful, for a position.
  - (II) For Executive Council appointments, any member of the Executive Council Hiring Committee, with the exception of the Equity Representative, may bear responsibility for informing applicants of a specific position of their results.
  - (III) For Service Council appointments, relevant Executive shall bare responsibility for informing applicants of their results.
  - (IV) For Service Council Committee appointments, the relevant Service Council must inform all applicants of their results.
- (F) Should the successful applicant not accept the position, the interviewers must either meet to select the next most qualified applicant, or have pre-determine the next most qualified applicant during the deliberation process.

### Section 7.09: Co-Applicants

- (A) As required to facilitate its efficient operation, the Society may, from time to time, appoint multiple persons to share a single position within the Society.
- (B) The following limits shall apply regarding the application and appoint of multiple individuals to a single position.
  - (I) Individuals shall not be entitled to apply with others for any Executive Council positions and under no situation shall multiple persons be allowed to share the role of a single Executive Council position.
  - (II) Individuals shall be entitled to apply in no more than pairs for any Service Council positions unless otherwise stated, and individuals may be appointed by interviewers to share a single Service Council position regardless of whether they previously applied jointly.
  - (III) Individuals may be entitled to apply with others for the same Service Council Committee position at the discretion of the respective Service Council member, provided they receive consent from their respective Vice-President.



### Section 7.10: Alternative Appointments

- (A) Should an applicant fail to be appointed to a position but be believed by the interviewers to be superior to any applicants for an alternative position for which they are also hiring, that applicant may be considered for that position provided the following conditions be met:
  - (I) The alternative position has no interviewers who are eligible to vote in the corresponding selection process but were not present for the interview of the individual being considered for alternative appointment, or that those individuals unanimously consent to the rejection of all other candidates for the position and yield their authority to otherwise engage in the selection process for that position.
  - (II) The position for which the individual initially applied for and for which they are now being considered are sufficiently comparable in nature that the skills, attributes, experience, and abilities demonstrated in any application or interview indicate, beyond a reasonable doubt, qualification for the alternative position.
    - (a) Should the above requirement in any way not be met with absolute clarity, the individual may, at the unanimous discretion of the interviewers responsible for hiring for both positions, be offered an interview for the alternative position without the submission of an additional application or re-opening of the position.
- (B) For applicants for a Service Council Committee position, an offer may only be made for an alternative position within that Committee.

### Section 7.11: Recruitment

- (A) In the event that a Service Council or Service Council Committee position has been posted three times, in the case of the former, or twice, in the case of the latter, without a successful applicant being appointed, the relevant Executive or Service Council member is authorized to recruit for the vacant position without informing the general membership of the Society, subject to the following provisions:
  - (I) There are no grounds on which to believe that substantive violations of policy have occurred with regard to any previous hiring activity related to the position.
  - (II) The Human Resources Director, in the case of Service Council positions, or relevant Executive, in the case of Service Council Committee positions, has been informed of the filling of the position through recruitment.
  - (III) All previous applicants to the position have been given reasonable consideration.
  - (IV) The recruited individual need not be required to submit a written application, but still be required, in the case of Service Council positions, to be interviewed as per standard procedure, or, in the case of Service Council Committee positions, that the relevant Executive consent to such recruitment.
- (B) An extension of at least one week will count as a posting.

### Section 7.12: Exceptions to Hiring Policy for Volunteer Assistance

- (A) In such a situation as where the nature of an event or service requires the engagement of a

substantial number of volunteers to assist with basic operations, and where such individuals hold no executive authority within the relevant Service Council Committee, the following exceptions shall be made.

- (I) Interviews need not be conducted as a component of the hiring process, and, should the number of applicants exceed the number of positions available, selection shall be made on the basis of submitted applications.

### Section 7.13: Overriding of Hiring Procedures

- (A) An Executive may override any hiring decision within their respective portfolio provided the following:
  - (I) The decision in question must then be ratified at either an Executive Council or Board of Directors meeting by simple majority vote.
  - (II) Applicants may not be informed of the outcome of the hiring process until after the decision in question has been taken to the Executive Council or Board of Directors for a ratification vote.

### Section 7.14: Disclosure of External Information within the Hiring Process

- (A) As the Society is a student run organization where the individuals working within the society interact with one another frequently and if often close capacity for purposes both related to and not related to the Society, interviewers must maintain a relationship-neutral status with all possible candidates during the hiring process.
  - (I) A neutral status is defined as a position where no prior relationships, whether personal or professional including those with a third party, has any effect on the thought process, deliberation, or outcome of a hiring process.
- (B) Contrary to the above, if a piece of information is known by an interviewer about a potential candidate where its consideration would drastically effect the outcome of the hiring decision against or in favour of the candidate then this information may be shared with the hiring committee provided that the source of the information was the interviewer's first hand work experience with the candidate.
  - (I) The type of harm caused to a member of the Society or the Society as a whole must be significant in nature and the likelihood of harm must be beyond a reasonable doubt.
  - (II) Under no circumstances should the hiring committee rely on 2<sup>nd</sup> or 3<sup>rd</sup> hand accounts, or any other hearsay regarding a candidates past performance.
- (C) Contrary to the above the hiring committee may obtain external information by requesting references from a candidate. Information provided by these reference may affect the hiring process in favour of, or against, a candidate.
  - (I) These references shall be limited to involvement experiences within a university, high school, or other setting as deemed by the hiring committee.
  - (II) If at all possible, the hiring committee should refrain from requesting references from businesses if it were to prove to be unnecessarily onerous and/or cause damage to the

Society's relationship with these parties.

- (III) An applicant must be notified and must give consent for the Hiring Committee to request references.
- (D) The Interviewers may rely on information about a candidate's past performance which is contained in the Society's official reports as maintained by the Human Resources Director, Human Resources Commission, or other body that may exist at the time.
  - (I) In order for these records to be valid, they must be recorded in a structured fashion and effort must have been made to maintain records for the organization as a whole and not just the candidate(s) currently under consideration.

## Section 7.15: Appeals

- (A) Grounds for the appeal of a hiring result shall include any of the following:
  - (I) A lack of equity in the hiring process responsible for unfairly biasing the results of the hiring process against the appellant.
  - (II) Substantive violations of the Code of Procedure or Constitution.
- (B) Appeal Procedures
  - (I) An appeal shall be filed with the Ombudsperson unless such an appeal concerns the conduct of the Ombudsperson, in which case an appeal may be filed either with the Human Resources Director or President.
  - (II) An appeal may be filed only by an unsuccessful applicant with regard to the position(s) for which they applied.
  - (III) Appeals must be filed within seventy-two (72) hours of the disclosure of the results of the hiring process.
    - (a) Contrary to the above, an appeal may be considered at a later point in time under exceptional circumstances.
      - (i) Such circumstances must be those that would limit the ability of the applicant to be aware of the grounds on which they would otherwise appeal the results of the hiring process.
      - (ii) Such an appeal must be filed within twenty-one (21) days of the disclosure of the results of the hiring process.
- (C) The results of the hiring for an Executive Council position may be overturned by the Board of Directors by two-thirds (2/3<sup>rds</sup>) supermajority vote.
- (D) The results of the hiring for a Service Council position may be overturned by the Executive Council by (2/3rds) supermajority vote.
  - (I) An applicant may further appeal the results of such hiring to the Board of Directors, which may overturn a decision by (2/3<sup>rds</sup>) supermajority vote.
- (E) The results of the hiring for a Service Council Committee position may be overturned by the

Executive Council by simple majority vote.

- (I) An applicant may further appeal the results of such hiring to the Board of Directors, which may overturn a decision by (2/3<sup>rds</sup>) supermajority vote.

## Section 7.16: Consequences of Hiring Policy Infractions

- (A) If any of the above regulations are found to have been violated, knowingly or unknowingly, by any individual taking part in a hiring process, disciplinary action shall be taken by either the Board of Directors or Executive Council, depending on the level of hiring involved.
  - (I) Where possible, such action shall occur on recommendation of the Human Resources Director or Ombudsperson.
  - (II) Consequences for infractions shall include, but not be limited to, the following:
    - (a) A formal letter of reprimand.
    - (b) Review of action and possible overturning of any affected hiring decisions.
    - (c) Termination of service.
  - (III) In such a situation as where a Board of Directors member of the Executive Hiring Committee bears responsibility for an egregious violation of equity in the hiring procedure, the Ombudsperson may begin the impeachment process against the member in accordance with the Constitution.

## Section 7.17: Promotions

- (A) In the event that a position has been left vacant after the departure of the previously hired candidate either through termination, resignation, or other means, the position may be filled by the promotion of an individual already holding another hired position within the Society.
  - (I) The individual in questions must consent to the promotion.
  - (II) Those members of the Society, who are listed below, would have a discretion, in the event of a vacancy to choose to reopen hiring as opposed to promoting an eligible individual.
- (B) The following procedure regarding the promotion of an individual from their position within the Society shall apply:
  - (I) Promotion to fill an Executive Council position:
    - (a) Only the relevant Associate shall be eligible for promotion to the Executive Council.
    - (b) As per the Society's Constitution, an Executive Council member may be promoted to their position by two-thirds (2/3<sup>rds</sup>) supermajority vote of the Board of Directors.
  - (II) Promotion to fill an Associate Vice-President position:
    - (a) Associate Vice-Presidents do not have a direct subordinate and it is therefore

required that Associate vacancies are filled using a full hiring process as detailed previously in this article.

- (i) Contrary to the above, Associate Vice-President vacancies may be filled through a promotion of an individual from the relevant commission relating to the Associate Vice-President position, subject to the approval of both the relevant executive and the HR Director, if it is determined the Society would be better served operationally through a promotion of an already qualified and trained commission member.
- (IV) Promotions to fill a Service Council Chair position:
- (a) Only members of the relevant service council committee shall be eligible for promotion to the Service Council Chair position.
  - (b) A Service Council Chair may be promoted to their position by two-thirds (2/3<sup>rd</sup>s) supermajority vote of the Executive Council, wherein the Executive Council member in whose portfolio the Service Council member lies must vote in favour of their promotion.
- (V) Promotions to fill a Service Council Committee position:
- (a) Only lower-level members of the relevant Service Council Committee shall be eligible for promotion to the position.
  - (b) The promotion must be approved by the Executive whose portfolio contains the Service Council Committee in question.
  - (c) The promotion shall be presented to the Executive Council at the next meeting and may be overruled by a majority vote.

## Article 8: Branding and Communications Policy

### Section 8.01: Scope

- (A) The Branding and Communications Policy shall apply to all services under the jurisdiction of the Society, and any person or organization using branding under the control of the Society.
- (I) Services under the jurisdiction of the Society include:
- (a) All services and commissions.
  - (b) All Commerce Clubs as included in the Clubs Policy, within reason, so as to not infringe on clubs' operational autonomy.
  - (c) The Executive Council
  - (d) The Board of Directors
- (II) Branding under the control of the Commerce Undergraduate Society include:
- (a) The Society's "Speech-bubble Briefcase" logo and any related imagery.

- (b) All logos or imagery of services directly affiliated with the Society.

### Section 8.02: Visual Identity of the Commerce Undergraduate Society

- (A) The Society's "Speechbubble Briefcase" logo, hereafter referred to as the "CUS Logo", and any related imagery are the intellectual property of the UBC Alma Mater Society of Vancouver and shall be governed by the CUS Visual Identity Guideline.
- (B) Any person who uses the CUS Logo must abide by the policies and procedures as outlined in the Society's Visual Identity Guidelines.
- (C) All services of the Society must use the CUS Logo on all marketing materials.
  - (l) Marketing materials include, but are not limited to:
    - (a) Brochures
    - (b) Posters
    - (c) Online content
    - (d) Leaflets
    - (e) Merchandise
    - (f) Clothing and apparel
    - (g) Photos
    - (h) Videos
    - (i) Any materials used to promote a service of the Society

### Section 8.03: Visual Identity of Services Under the Commerce Undergraduate Society

- (A) All logos of services and any related imagery are the property of the Alma Mater Society of UBC Vancouver and shall be governed by the CUS Service Identity Standards Guideline.
- (B) Any person who uses a logo or related imagery under the control of the Society must abide by the policies and procedures as outlined in Identity Standards Guidelines.
- (C) Any logo, imagery, or graphics that are developed within the Society shall be the intellectual property of the UBC Alma Mater Society.

### Section 8.04: Rebranding Procedures

- (A) Rebranding shall be defined as a change in any portion, size, shape, color, text, position, or look of a logo or related imagery.
- (B) Rebranding of the CUS and any service must be approved by the Executive Council with a majority vote, followed by approved by the Board of Directors and a 2/3 majority vote.
- (C) Rebranding of any logo as outlined in must be approved by the Vice-President, Marketing and

## Communications.

- (D) Rebranding shall be permitted for the following reasons:
  - (I) Loss of brand equity.
  - (II) Logo and related imagery is out-of-date.
  - (III) Logo is no longer reflective of the service.
  - (IV) Violation of the Society's Constitution, any Society Policy or Guideline, or any AMS Code or Bylaw.
- (E) Creation of a new brand for a service that otherwise does not have a brand must be approved by the Vice-President, Marketing and Communications, followed by a majority vote of the Executive Council and a two-thirds (2/3<sup>rd</sup>s) supermajority vote of the Board of Directors.
- (F) Rebranding shall not be permitted for the following reasons:
  - (I) To allow a member of the Society to gain branding experience.
  - (II) Personal discontentment or biases against the logo and related imagery.

## Section 8.05: Use of CUS Marketing Channels

- (A) All the members, as defined in the Constitution, are entitled to use any marketing channel provided by the Society for any of the Society's services.
- (B) Available marketing channels include, but are not limited to:
  - (I) CUSunday or email announcements
  - (II) The Society's website
  - (III) The Society's social media accounts
  - (IV) CUS Visual Media
  - (V) Sauder Big Screens
  - (VI) Posterboards or corkboards.
- (C) Each of the Society's services and affiliated clubs are entitled to the additional use of the following marketing channels provided by the Society:
  - (I) Exclusive CUSunday placements under the "Get Involved" and "These Events" sections (non-CUS affiliated clubs and organizations will have their events placed under "Beyond the CUS" in the final section of CUSunday).
  - (II) CUS Visual Media photography/videography coverage at events.
- (D) Each of the Society's services are also entitled to the additional use of the following marketing channels provided by the Society:



- (I) Graphic design and branding assistance from the Society's Marketing Commission.
  - (a) If the relevant service employs a Marketing Director (or similar role), assistance may be denied by the Vice-President, Marketing due to capacity restraints of the Marketing Commission. The Vice-President, Marketing, should this occur, must assist the service in finding alternative methods of marketing assistance.
- (E) The Vice-President, Marketing and Communications shall have the right to alter, filter, table, or remove any promotion or use of a marketing channel for a service of the Society at any time, including any decisions made by those responsible for the service.
- (F) No external service shall be allowed to use any of the Society's marketing channels without prior approval from the Executive Council or the Board of Directors.
  - (I) If permission is granted, all procedures in the Branding and Communications Policy must be followed.
  - (II) If permission is granted to any external service, services of the Society shall have priority over external services.

### Section 8.06: Promotions

- (A) All promotions for any service, whether by the Society or an external service, must abide by UBC Policy #120.
- (B) All marketing material, as deemed by the Vice-President Marketing and Communications, distributed in promotion of a service controlled by the Society or an external service sponsored, recognized, or supported by the Society, must be of a positive and equitable nature.
  - (I) A positive, equitable nature shall mean the following:
    - (a) No sexual content, suggested or otherwise.
    - (b) No content that is of a racist, homophobic, sexist, or otherwise discriminatory or of an unlawful nature.
    - (c) No content that is of a malicious or hateful nature.
- (C) Leaflet distribution shall be allowed in the case where there is a personal interaction between two or more people during distribution.
  - (I) Leaflets are defined as printed or handwritten pieces of paper of various sizes, sometimes folded, containing any information or advertisement.
  - (II) In conjunction with the Elections Policy, leaflets shall not be allowed for the Society's elections.
  - (III) Distribution of leaflets shall be forbidden in classrooms.

### Section 8.07: External Communications and Media Relations



- (A) The President shall be the official spokesperson for the Society unless they designate a Vice-President to be the spokesperson on behalf of the Society.
  - (a) The Chairperson of the Board of Directors may also speak on behalf of the Society if the related subject matter falls under the jurisdiction of the Board of Directors.
- (B) In accordance with the Corporate Relations Policy, any person acting on behalf of the Society must use the CUS logo and the Sauder School of Business logo on any material to be distributed.
- (C) Any person other than the President or an assigned Vice-President may only speak on behalf of the Society under the direction of the President or the Executive Council or be constrained to information publicly available on the Society's website.
- (D) Any person wishing to comment on any issue of interest may do so at their discretion, but must clearly state the following:
  - (l) "[The following] is neither the position of the Commerce Undergraduate Society nor that of the UBC Alma Mater Society of Vancouver."
- (E) Any form of mass media communication shall be under the direction of the President or an appointed Vice-President.
- (F) Mass media communication shall be defined as media that is of a public nature, reaching beyond the UBC community, and considered a reliable source of information for the general population.
- (G) Any form of communication creating an opinion or claim to be speaking "on behalf of the CUS" must be approved by the President and be sent through a CUS email address.

### Section 8.08: Enforcement of the Branding and Communications Policy

- (A) Branding and communications within the Society shall be kept a high standard and in accordance with policy and procedure.
- (B) Deviations from the Branding and Communications Policy shall not be tolerated at any time.
- (C) The Vice-President, Marketing and Communications is a consultant and enforcer of the Branding and Communications Policy.
- (D) Any concerns with the Branding and Communications Policy should be directed towards the Vice-President, Marketing and Communications.

### Section 8.09: Consequences for Policy Infractions

- (A) If it is found that the CUS Logo has been used in a malicious or inappropriate manner meant to derogate the image or name of the Society, the Society, at their discretion, may take legal action against the offending party in consultation with the AMS.
  - (l) Any misuse of the CUS Logo by an individual unintentionally shall be removed and/or corrected by the Vice-President, Marketing and Communications.
- (B) Any person found to be using any marketing channel under the control of the Society without the permission of the Society shall have their content removed immediately.

- (I) Repeat offenders shall be contacted by the Society.
  - (II) Repeat or severe offenders may be refused the Society's marketing services for a specified period of time, at the discretion of the Vice-President, Marketing and Communications in consultation with the Executive Council.
  - (III) Any of the Society's affiliated clubs found to be using any marketing channel under the control of the Society in a malicious or inappropriate manner may be refused access to marketing services for a specified period of time, at the discretion of the Vice-President, Marketing and Communications in consultation with the Executive Council.
- (D) Any person found to be making a statement on behalf of the Society without proper authority of approval shall be reprimanded under the following procedures:
- (I) If the person is an appointed individual:
    - (a) A verbal warning shall be issued for the first offense by the Vice-President, Marketing and Communications and any related Vice-President.
    - (b) A written warning shall be issued for the second offense (email or otherwise) by the President.
    - (c) After a second warning, the offending person(s) shall be terminated.
  - (II) If the person is an elected individual:
    - (a) A verbal warning shall be issued for the first offense by the Vice-President, Marketing and Communications and any related Vice-President.
    - (b) A written warning shall be issued for the second offense (email or otherwise) by the President.
    - (c) The Board of Directors shall be notified if a third offense occurs and, at the discretion of the Board of Directors, the offending person may be censured.
      - (i) A censure shall be defined as a formal reprimand to the individual in question.
    - (d) Upon a fourth offense, the offending person shall be censured by the Board of Directors and limit the individual's responsibilities to which is specified in the Constitution.
    - (e) Upon a fifth offense, the Ombudsperson shall be instructed to commence impeachment proceedings in accordance with the Constitution.
  - (III) If deemed by the President and the Vice-President, Marketing and Communications, in consultation with the Ombudsperson, that an offense is serious in nature, a higher reprimand shall be issued than otherwise specified in the Branding and Communications Policy.

### Article 9: External Conference Subsidy Policy

### Section 9.01: Purpose and Scope

- (A) In an effort to expand the scope of the Bachelor of Commerce program at the Sauder School of Business, the Society shall provide funding for students to travel to conferences and competitions beyond the local community.
- (B) An “external conference” shall be defined as a conference, event, or meeting a student may attend that is not operated by the Society or by any subsidiary organization of the Alma Mater Society.
- (C) A “delegate” shall be defined as a member of the Society who has applied and has been accepted to receive a subsidy from the Society through the External Conferences service.

### Section 9.02: Eligibility for External Conference Subsidies

- (A) Any member of the Commerce Undergraduate Society shall be eligible to apply to receive an external conference subsidy.
  - (I) A standard application and evaluation process shall be used to evaluate applications and shall be administered by the External Conferences Director, who may also maintain such other policies and procedures as are necessary to facilitate this policy.
  - (II) Each delegate is considered to have made a commitment to attend the external conference upon submission of an application. Each delegate must attend all sessions of the respective conference they are participating in and represent the Sauder School of Business and the University in a professional and respectful manner.
    - (a) If a delegate does not attend the specified sections of a conference in the manner specified in this section, the Society reserves the right to withhold reimbursement indefinitely.

### Section 9.03: External Conference Categories

- (A) All external conferences shall be grouped into the following categories based on geographical location of the event:
  - (I) “Local conferences” shall be defined as conferences held within the Lower Mainland area of British Columbia. Conferences held on Vancouver Island and other areas outside of this region will be categorized as “domestic.”
  - (II) “Domestic conferences” shall be defined as conferences held within Canada.
  - (III) “United States conferences” shall be defined as conferences held within the United States of America.
  - (IV) “International conferences” shall be defined as conferences held outside of any of the aforementioned regions.

### Section 9.04: Subsidy Limitations

- (A) Students shall be permitted to receive a maximum number of subsidies as defined below:

- 
- (I) No more than one (1) local, domestic, United States, or international conferences per fiscal year.
  - (II) No more than four (4) local conferences over the course of their entire membership in the Society, and a combined total of no more than three (3) domestic, United States, or international conferences over the course of their membership.
- (B) Students shall receive subsidies for each conference that they attend and are approved to receive a subsidy of the following amounts:
- (I) Delegate Fees and Transportation Fees
    - (a) Application Definitions
      - (i) “Transportation” is defined as travel expenses directly to the city where the conference is held and includes airfare, ferry fees, transit, and train expenses.
      - (iii) “Local transportation” is defined as the amount of money provided for the transportation that a delegate utilises when they are in the city where the conference is held. Modes of transportation eligible for reimbursement are limited to local public transit systems including bus, subway and passenger ferries (such as the SeaBus or similar equivalents) and ride-share services (such as Uber or similar equivalents).
    - (b) Local Conferences
      - (i) An amount no greater than sixty-six percent (66%) of delegate fees up to to a maximum of two hundred dollars (\$200), subject to the limit set by the External Conferences Director. There is no transportation allowance provided for local conferences.
    - (c) Domestic or United States Conferences
      - (i) An amount no greater than sixty-six percent (66%) of their combined delegate fees and flight expenses, excluding first-class tickets, in-flight purchases, additional luggage fees or other flight expenses beyond base fare associated taxes and fees, to a maximum of six hundred dollars (\$600), subject to the limit set by the External Conferences Director.
    - (d) International Conferences
      - (i) An amount no greater than sixty-six percent (66%) of their combined delegate fee and flight expenses, excluding premium economy, business class, or first-class tickets, in-flight purchases, additional luggage fees or other flight expenses beyond base fare associated taxes and fees, for an international conference to a maximum of one thousand dollars (\$1000), subject to the limit set by the External Conferences Director.
  - (II) Local Transportation Allowances

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- (a) Local Conferences
    - (i) An amount no greater than fifty percent (50%) of local transportation fees for a domestic conference, to a maximum of five dollars (\$5), subject to the limit set by the External Conferences Director.
  - (a) Domestic, United States, and International Conferences
    - (i) An amount no greater than fifty percent (50%) of local transportation fees, to a maximum of twenty-five dollars (\$25), subject to the limit set by the External Conferences Director.
  - (III) Accommodation Allowance
    - (a) Local Conferences
      - (i) There is no accommodation allowance for local conference.
    - (b) Domestic, United States, and International Conferences
      - (i) An amount no more than sixty-six percent (66%) of accommodation expenses at a hotel or other publicly bookable accommodation to a maximum of fifty dollars (\$50) per day, subject to the limit set by the External Conferences Director, with the total number of nights of accommodation being subsidized being no greater than the total number of days over which the conference spans plus one (1), or a maximum of five (5) nights, whichever is less.
  - (IV) Food, Entertainment, and Other Expenses
    - (a) No subsidy shall be provided for food, entertainment, and other expenses incurred by a delegate.
  - (C) Members of the Society receiving funding from the Sauder Student Experience Grant are ineligible for a subsidy from the Society for the same event.

## Section 9.05: Subsidy Estimation and Reimbursement Process

- (A) Included in this application submitted by students must be a list of estimates of the full cost of all expenses expected to be reimbursed by the Society.
- (B) Successful applicants should consult with the External Conferences Director or their delegate prior to incurring any expenses should they have altered from the original estimates.
- (C) Should aggregate expenses incurred by the applicant following initial approval be in excess of twenty-five percent (25%) higher than the estimate approved by the Society, the Society may limit total reimbursements to that individual to twenty-five percent (25%) of the initial estimate, even if the revised amount requested to be reimbursed does not exceed those limits specified in this policy.

## Article 10: Corporate Relations Policy

### Section 10.01: Purpose

- (A) The Corporate Relations Policy of the UBC Commerce Undergraduate Society is to serve as a guide for handling all sponsorship matters for the Society. External relations with the business community are to be conducted in a fair, ethical, professional and unbiased manner at all times. Deviations from this policy are forbidden without prior consultation of the Vice-President, External Affairs, and the President.
- (B) In addition to this Policy, the Vice-President, External Affairs may develop additional Corporate Relations Policies, including the blacklisting of specific organizations.

### Section 10.02: Sponsorship and Corporate Relations

- (A) Sponsorship is defined as the exchange of services and/or material between the Society and an external company, firm or organization.
  - (I) Sponsorship is composed of, but not limited to, the following receivables:
    - (a) Monetary support
    - (b) In-kind donations
    - (c) Representatives of an external company, firm, or organizations.
  - (II) Sponsorship is composed of, but not limited to, the following deliverables:
    - (a) Logo exposure.
    - (b) Advertising in print or online.
    - (c) Exclusive events.
    - (d) Networking opportunities.
    - (e) Company profiling and representation.
    - (f) Event access.
    - (g) Speaking opportunities.
    - (h) Priority options.
- (B) Corporate Relations is defined as interaction and communication between a representative of an external company, firm or organization and the Society.

### Section 10.03: Representation of the Commerce Undergraduate Society

- (A) The following positions, councils, or committees shall be considered representatives of the Society to an external company, firm or organization:
  - (I) The President
  - (II) The Executive Council

- (III) The Chairperson of the Board of Directors and other representatives of the Board, as appointed by the Board.
  - (IV) The Corporate Relations Commission, consisting of the following:
    - (a) Associate Vice-President, External Affairs.
    - (b) Corporate Relations Managers.
  - (V) Any position within the Society where a primary duty is external or corporate relations.
  - (VI) While all representatives of the Society are free to interact with an external company, firm or organization, it is understood that the Vice-President, External Affairs, the Associate Vice-President, External Affairs and the Corporate Relations Commission shall act as the primary representatives of the Society in all matters of sponsorship and/corporate relations unless deemed appropriate otherwise.
- (B) All agreements between a sponsor and the Society shall be conducted by the UBC Alma Mater Society on behalf of the Commerce Undergraduate Society
- (I) No member of the Society shall act as an agent of the Society and enter into a formal agreement with a sponsor for the purpose of sponsorship.
- (C) All representatives of the Society shall have a fiduciary duty to act in the best interest of the Society and shall not allow any personal interests with a sponsor to cause a conflict of interest.

### Section 10.04: Communications

- (A) For the purpose of ensuring strong, positive and respectful communication, the Society shall maintain a one-contact system for all sponsors.
- (B) No member of the Society shall contact a sponsor for the purpose of corporate relations and/or sponsorship with the Society unless deemed appropriate otherwise by the Vice-President, External Affairs.
- (C) For the purpose of maintaining efficiency in communication within the services of the CUS Society, services or events where sponsorship is possible shall maintain a one-contact system with the Corporate Relations Commission.
- (D) The one-contact system shall be governed and maintained by the Corporate Relations Commission and the Vice-President, External Affairs.

### Section 10.05: Exclusions

- (A) If the sponsorship and corporate relations objectives of any the Society's services are vastly different from those of the Society's Corporate Relations Commission, it shall operate independently from that of the Society's Corporate Relations Commission.
- (B) The procedures outlined in this policy are still in effect for all of the CUS Society's services and the Associate Vice-President, External Affairs, the Vice-President, External Affairs, and the President shall collectively determine which policies and procedures shall hold in this policy in the event an exclusion is to be made.

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## Article 11: Financial Policy

### Section 11.01: Purpose

- (A) This policy is designed to cover volunteers engaged in authorized work for the Commerce Undergraduate Society including, but not limited to: the Board of Directors, the Executive Council, and Service Council and general committee members.
- (B) This policy is also designed to cover transactions between the Society and outside organizations, including other AMS-affiliated organizations and corporations.
- (C) Only the Vice-President, Finance is authorized to make exceptions to the following policy/guidelines and such exceptions should, whenever feasible, be made in advance of incurring any pertinent expense and should be disclosed to the Executive Council and Board of Directors.

### Section 11.02: Liability

- (A) The financial liability of the Society is limited to the funds budgeted for it in the current approved budget of the Society.
- (B) Expenses made on behalf of the Society are made under the decree they are fair, meaningful transactions that have had prior consideration and approval from the Vice-President Finance and the Budget Committee.
- (C) If any member of the Board of Directors, Executive Council, Service Council or general committee incur a liability that is greater than funds budgeted, then such liability may become personal obligation of the individual incurring or authorizing such cost.
- (D) The Vice-President, Finance holds the right to review such liability and determine if the cost authorized by the Board of Directors, Executive Council, Service Council, and general committees is within reasonable means.

### Section 11.03: Budgetary Procedures

- (A) The Vice-President, Finance must ensure a minimum amount of \$300,000 is held by the Society at the end of the fiscal year.
- (B) In accordance with the Constitution, the budget shall be updated and distributed to the Society's members on a regular basis.
- (C) In accordance with the Constitution, the budget development process must be conducted by the Budget Committee and ensure the development of the budget is completed in a transparent and fair manner.

### Section 11.04: Monetary Limitations of Financial Transactions

- (A) For each financial transaction, a maximum amount will be set per submission:
  - (I) \$500 for the general membership of the Society.
  - (II) \$1000 for members of the Service Council, Executive Council, and Board of Directors.



- (a) Any financial transaction above the prescribed amount will be at the discretion of the Vice-President, Finance.

### Section 11.05: Financial Transaction Procedures

- (A) A financial transaction will only be processed when proper supporting documentation is submitted.
  - (I) In the case of reimbursement, proper documentation consists of:
    - (a) One copy of the original receipt (purchase receipt only).
    - (b) A reimbursement request form (or equivalent).
    - (c) Signatures from all required parties.
  - (II) In the case of a monetary sponsorship transaction, including, but not limited to, funding granted by the Clubs Affiliation Committee and the Club Affiliation Fund, a signed Memorandum of Understanding between the Society and the receiving organization is required.
  - (III) Credit card statements or equivalent records will not be accepted as a receipt that shows proof of a transaction, but rather serve as the supplementary documentation that shows evidence of a transaction.
- (B) Receipts can be submitted up to two months after date of purchase or agreement for financial transactions without penalty.
- (C) After a specified period, a processing time penalty may be applied to the financial transaction in question, subject to the following:
  - (I) After 60 calendar days, a 14 day processing time penalty may apply.
  - (II) After 90 calendar days, a 30 day processing time penalty may apply.
  - (III) After 120 calendar days, a 60 day processing time penalty may apply.
- (D) Outstanding financial transactions over one year will not be processed.
  - (I) In the event that a delay in a submission is attributed to an extenuating circumstance or significant instance that is deemed to be reasonable, the financial transaction may be processed at the discretion of the Vice-President, Finance.
- (E) Financial transactions that are completed inconsistently with the above will not be processed.

### Section 11.06: Replacement for Receipt Procedures

- (A) Receipts can be substituted by the *Replacement for Receipt Memo*, signed by two of the Society's Executives, as well as the Vice-President, Finance.
- (B) Memos are primarily issued to explain the reasoning behind the lack of receipt. A memo is issued when a receipt are missing, not issued, or that the nature of the reimbursement does not provide a receipt or show the last four digits of a cardholder's card number (such as, but

not limited to, refunds for Society events). The following scenarios are the most common occurrences that would require a memo, although are not limited to the following:

- (a) Cash payments
  - (b) Unstated currency conversions that result in a discrepancy between the amount displayed on receipt and the amount displayed on the bank statement and its equivalent.
  - (c) A financial transaction made under exceptional or extenuating circumstances that must be explained or clarified.
- (I) Some form of evidence is required to prove transactional occurrence.
  - (II) The memo shall be written by the following individuals:
    - (a) The Vice President, Finance
    - (b) The Associate Vice-President, Finance
    - (c) Other members of the Finance Commission, as designated by the individuals stated above.
  - (III) Only a maximum of ten memos from each service shall be accepted per fiscal year.

### Section 11.07: Signing Authority for the Society's Services

- (A) Signing authority for Services shall be restricted to the Director or Chairperson of the respective entity and one other designated person on the committee.
  - (I) Reimbursements submitted and/or authorised by those without signing authority shall not be processed.
- (B) Signing authority is restricted to the service for which the signer is a member.
- (C) No service member with signing authority may authorize their own reimbursements.
- (D) Reimbursements may be authorized by a service member with signing authority.
- (E) To receive signing authority, the following criteria must be met:
  - (I) Have one or the equivalent of the following committee positions:
    - (a) Chairperson (or equivalent).
    - (b) Vice-Chairperson (or equivalent).
    - (c) Director of Finance (or equivalent).
    - (d) Any other role primarily responsible for overseeing the budget for the committee.
  - (II) Has been authorized in writing by one of the above, and must have submitted the following to the Vice-President Finance:

- (a) Full name.
  - (b) Position on committee.
  - (c) Signature of person.
- (F) Additions or changes to those with signing authority throughout the respective fiscal year shall take place under the following conditions
- (I) Change in personnel.
  - (II) Leave of absence by an individual with signing authority.
  - (III) Significant event that prevents one from completing duties.
  - (IV) Initial committee hiring.

## Section 11.08: Improper Financial Transactions

- (A) Any financial transaction not completed according to the instructions found in this policy shall be deemed as an improper transaction.
- (I) Improper transactions shall be returned to the respective committees for correction. If this is not possible, the transaction shall be put on hold, and the initiator shall be notified.
  - (II) The Society is not liable for consequences resulting from improper transactions, such as extended periods of time before obtaining appropriate funds.
  - (III) The Society depends heavily on the AMS to provide transactions for students and must abide by AMS procedures.
    - (a) In such cases, the Society shall act as mediator between the person submitting the expenses and the AMS.
- (B) The Vice-President, Finance has the right to question, reject, and otherwise investigate any expenses.
- (C) The Vice-President, Finance is responsible for systematically tracking suspicious expenses and accurately analyzing data to prevent recurred offence.
- (D) After a service has exceeded allocated budget, all further reimbursements will **not** be reimbursable.
- (E) Should a service go over the allocated budget, it is on the onus of the Service Chair and Service Team to cover up the costs. Should the total cost per person exceed \$500.00, there will be a strict one-time coverage from the CUS.

## Section 11.09: Restricted Items



- (A) Any item that has been approved and referenced in the budget is not considered a restricted item.
- (B) Any restricted item in question for reimbursement must be brought to the attention of the Vice-President, Finance prior to submission for reimbursement.
- (C) The following items will only be reimbursed to individuals as determined by the Vice-President Finance, on special conditions:
  - (I) Delegate fees for required conference/event attendance.
  - (II) Anything deemed to be beneficial to the operations of the Society.
    - (a) Examples include, but are not limited to, project management software and stand-up banners with CUS logo and branding.
- (D) The following items may only be reimbursed with authorization of the Vice-President, Finance:
  - (I) Fuel
  - (II) Parking fees
  - (III) Meals
  - (IV) Care-share expenses
- (E) The following items will not be reimbursed under any circumstances:
  - (I) Traffic/parking fines.
  - (II) Any type of fines incurred that otherwise would have been avoidable.
  - (III) Meeting food/meals, with the exception of the meetings of the Board of Directors for which food shall be communal in nature to encourage the general membership to attend.
  - (III) Tips in excess of 20% or tips above pre-applied gratuity.
- (F) All CUS affiliated services are only reimbursed up to \$20 per executive for merchandise. This amount is including tax.
- (G) All CUS affiliated team socials are only reimbursed up to \$15 per executive. This fund does not include (and not limited to): volunteers, day coordinators, and ambassadors. This amount is including tax.

## Section 11.10: Subsidized Items

- (A) The Society shall subsidize the following items:
  - (I) A percentage of external conference expenses in accordance with the External Conferences Subsidy Policy.
  - (II) 50% of sport activity expenses or as determined by the Vice-President Finance.



- (a) Sports activity subsidies are determined by the Sauder Sports Chairperson in accordance with their subsidization policy.
- (B) Extra fees incurred in subsidized activities are defined as any fee incurred that is:
  - (I) Not part of the approved activity.
  - (II) Add-on features or options that are excessive, optional to the activity, or not pre-approved by the Society.
- (C) All revenue must be submitted first into the Society's accounts prior to use.
  - (I) Members of the Society are not permitted to directly use revenue to pay for expenses.
  - (II) For partial subsidization or full subsidization of events, a note of such cases must be included on the receipt.
    - (a) All cash sales shall be given to the Vice-President, Finance within ten (10) business days.

### Section 11.11: CUS Membership Fee Reimbursement

- (A) A reimbursement of the CUS membership fee shall be granted if the member has met one of the following conditions:
  - (I) On exchange at partner university of UBC.
  - (IV) On a Co-operative Education work term.
    - (a) The student enrolled in the Cooperative Education work term must be a student of the Sauder School of Business' Bachelor of Commerce program or the Combined Major in Business and Computer Science program.
  - (III) Graduation prior to completion of the academic year.
- (B) After verifying relevant conditions, the Society shall refund \$100 during the term for which the student is requesting a refund upon verification of all information from the Sauder Business Career Centre or the Sauder Undergraduate Office, whichever is applicable.
- (C) All refunds shall follow all procedures in the Financial Policy.
- (D) The Society shall maintain a list of those students who have had their membership fee reimbursed and make the list available to the Service Council for reference.

### Section 11.12: Overriding Powers

- (A) In all previous sections, unless otherwise specified, the President and Chairperson of the Board of Directors shall have equal responsibilities and powers of the Vice-President, Finance.
- (B) In the case of any significant discrepancies, the President may rule in place of the Vice-President, Finance or overturn any decision made by the Vice-President Finance.

### Section 11.13: Procedures for Disputes and Appeal

- (A) Financial transaction disputes must first be submitted in writing to the Vice-President, Finance.
- (B) The Vice-President, Finance must respond within ten (10) business days with a ruling on the complaint.
- (C) Appeals of the initial ruling may be made to the Executive Council no more than ten (10) business days afterwards.
- (D) If an appeal is made to the Executive Council, a new ruling must be made within ten (10) business days.
- (E) All appeals must be communicated to the Ombudsperson to ensure fairness in the ruling.

### Section 11.14: Dates and Fiscal Year

- (A) The fiscal year of the Society begins April 1<sup>st</sup> and closes March 31<sup>st</sup>.
- (B) Expenses fall onto the fiscal year in which they are incurred.
  - (I) Exception only occurs for expenses where it is incurred for a specific event in the coming year.
- (C) All financial transactions for a fiscal year must be given to the Vice-President, Finance ten (10) business days prior to the end of the fiscal year.
  - (I) A financial transaction that is deemed to be improper during the final ten (10) days of the fiscal period shall be dealt with on a case-by-case basis, regarding whether the financial transaction shall be awarded.

### Section 11.15: Systems of Reimbursements

- (A) While it is the responsibility of the Vice-President, Finance to oversee all procedures referenced within the Financial Policy, it shall be the authority of the Vice-President, Finance to create and manage systems of reimbursement (paper, electronic, or otherwise) that is in accordance with the code and bylaws of the Alma Mater Society in order to comply with its Financial Policy.

## Article 12: Affiliated Clubs Relations and Recognition Policy

### Section 12.01: Purpose

- (A) As per the Society's Constitution, responsibilities of Commerce Clubs are defined by this Clubs Policy.
- (B) The classification of "CUS Recognized Club" shall be assumed to be equivalent to that of "Commerce Club."
- (C) Commerce Clubs are responsible for catering towards the specific needs of students within the specializations of the Bachelor of Commerce degree and expose students to unique areas of business that lie outside of the academic realm.

- (D) The Society is responsible for fulfilling the services outlined in this policy to the best of its ability and within the timeliest manner possible.

### Section 12.02: Club Roster

- (A) A list of current clubs with Commerce Club affiliation may be reviewed by contacting the Chairperson of the Clubs Review Committee.

### Section 12.03: Requirements of a Commerce Club

- (A) To become a Commerce Club, all applicant associations must meet the following requirements:
- (I) Be registered as an AMS club, where they are considered to be a subsidiary organization of the UBC Alma Mater Society.
  - (II) Have a purpose that is in line with the Society's Mission Statement.
  - (III) Complete semi-annual accountability reports and attend monthly Club Roundtables.
  - (IV) Not be controlled financially or operationally by an external organization.
  - (V) Not be a "self-interested organization," defined by any the following:
    - (a) A for-profit business.
    - (b) An agency tasked with recruitment for or promotion of a for-profit external organization.
  - (VI) At least two-thirds ( $2/3^{\text{rds}}$ ) of the executives for the club must be Bachelor of Commerce students at the Sauder School of Business, where the number of executives does not exceed the following:
    - (a) Ten percent (10%) for clubs with one-hundred-twenty-five (125) members or more.
    - (b) Twenty percent (20%) for clubs with less than one-hundred-twenty-five (125) members but more than fifty (50) members.
    - (c) Thirty percent (30%) for clubs with fifty (50) members or less.
  - (VII) At least 60% (sixty) of the members for the club must be Bachelor of Commerce students at the Sauder School of Business.
  - (VIII) A minimum club membership of twenty-five (25) members.
    - (a) A club member, for the purpose of recognition and not funding, is defined as being:
      - (i) An individual who has purchased a formal association ("membership") with the club.
      - (ii) In cases where no membership fee is charged, an individual who has attended at least one event hosted by the club and has agreed to

identify as a club member for the purposes of receiving communications materials.

- (b) Intent of membership shall not qualify as membership.

### Section 12.04: Materials Submission and Approval Process

- (A) To be granted classification as a Commerce Club, the following materials must be submitted to the Vice- President, Internal Affairs seven (7) days prior to the Executive Council meeting where approval may be granted:
  - (I) A one-page statement outlining the nature, purpose, intent, and scope of the club.
  - (II) A list of the current club executives, including name, position, faculty, and contact information.
  - (III) A statement of the club's membership numbers and fees.
  - (IV) A projected budget for the club's next operating year, as well as those of any past years, where applicable.
    - (a) An applicant club may request that this information be presented only in-camera and without public distribution.
  - (V) A copy of the club's current constitution.
- (B) Approval to become a Commerce Club is granted by the Executive Council.
  - (I) A presentation must be made to the Executive Council outlining the information described in this policy and final classification status shall be determined by the Executive Council, by simple majority vote.
    - (a) The Executive Council shall deny any application not meeting the requirements laid out in this policy for recognition.
  - (II) Clubs may appeal an Executive Council decision with justification to the Board of Directors.
    - (a) A rejection of recognition as a Commerce Club for reason of not having met the requirements laid out in this policy may be appealed provided only that substantive grounds exist on which to believe the failure to exempt the club from these requirements would be detrimental to the Society's goals.
    - (b) Following an unsuccessful appeal, a club may not return for reconsideration for classification as a Commerce Club less than eight months after any initial decision or until completion of the current term of the membership of the Board of Directors.

### Section 12.05: Approved Benefits of Commerce Clubs

- (A) All Commerce Clubs shall be entitled to the following:
  - (I) A financial subsidy as outlined in this policy.



- (II) Access to the Society's marketing channels as outlined in the Branding and Communication Policy.
- (III) Access to Society's Corporate Relations team upon request.
- (IV) Locker space with the Commerce Undergraduate Society, as defined the Locker Policy.
- (V) A mailbox in the Society's offices and the ability to use these offices as the official mailing address of the club.
- (VI) Priority consideration for the Commerce Student Initiative Fund.
- (VII) Access to room booking support from the Commerce Undergraduate Society.

### Section 12.06: Financial Subsidy for Clubs

- (A) Commerce Clubs shall be entitled to a six-hundred dollar (\$600) fixed contribution towards the club and a three dollar (\$3) variable contribution for every member of the club enrolled in the Bachelor of Commerce program at the Sauder School of Business.
  - (I) Club membership shall be defined for the above purposes only by the number of fee-paying members of the club.
  - (II) The Vice-President, Finance may elect to base the variable portion of this funding in the previous year's membership numbers if necessary to complete budgeting in a timely fashion.
- (B) The Commerce Undergraduate Society shall assume no financial liability for the operations of the club.

### Section 12.07: Annual Registration of Clubs

- (A) All Commerce Clubs must be re-registered on an annual basis after approval.
  - (I) The process for re-registration of a club shall be determined by the Clubs Review Committee on recommendation of the Vice-President, Internal Affairs.
    - (a) A club's request for re-registration may be declined at the discretion of the Committee in cases where the club has demonstrated any of the following.
      - (i) A failure to continue to meet the eligibility requirements specified in this policy for classification as a Commerce Club.
      - (ii) A failure to communicate or cooperate with the Society in the scheduling of events, the provision of data, or information as required by the Society for the maintenance of records provided that such information shall not infringe individual students' privacy, or abuse of any services or privileges offered by the Society.
      - (iii) Inappropriate, discriminatory, or offensive behaviour.

- (iv) Failure to meet goals previously determined upon approval or initial classification or re-registration, provided these expectations were communicated to the club in question.
- (v) Any activity or initiative deemed not to be in line with the interests of the Society and its membership as determined by its Mission Statement.

## Article 13: Event Conduct and Risk Management Policy

### Section 13.01: Purpose

- (A) The Event Conduct and Risk Management Policy is designed to mitigate risk and improve overall safety for individuals attending events hosted by the Society.
- (B) This policy is also designed to protect the reputation and limit legal liability of the Society and third parties associated with it.
- (C) This policy was created in consultation with a number of external stakeholders, including the UBC Sauder School of Business, the Alma Mater Society, the UBC Sexual Violence Prevention and Response Office, and the UBC Independent Investigations Office.
- (D) Only an two-thirds (2/3<sup>rds</sup>) supermajority vote of the Board of Directors can allow suspensions within the following policy. These suspensions must be made public and paired with a contingency plan or alternate policy ensuring the safety and comfort of organizers and event attendees.

### Section 13.02: Alcohol House Policy

- (A) The Commerce Undergraduate Society aims to provide responsible and professional service of alcoholic and non-alcoholic beverages. We will serve all patrons in a kind, friendly manner in compliance with the *British Columbia Liquor and Licensing Act* and the *University of British Columbia Policy #13*. Organizers of the Society's events will help attendees in their decisions to drink responsibly and avoid activities that may put them at risk.
  - (I) When external parties are involved in alcohol service, the Society will take the necessary precautions to ensure that the expectations and guidelines laid out in this section are understood and adhered to.
- (B) The following guidelines govern the service of alcohol at any event hosted by a service of the Society:
  - (I) No minors (any person under the age of nineteen [19]) may be served or be allowed to consume alcohol at any Society event. All servers of alcohol must be 19+ as well.
    - (a) Two pieces of government issued I.D. must be used to determine the age of any person consuming alcohol.
      - (i) Accepted I.D.'s include:
        - a. An official government issued I.D. that includes a name,

- picture, signature, and date of birth, such as a drivers' license or passport, and
- b. A secondary piece of I.D. with a name and signature such as a credit card.
- (II) Servers of alcohol are not permitted to serve intoxicated patrons or serve a patron to the point of intoxication.
- (a) Signs of intoxication include, but are not exclusive to: slurred speech, speaking with loud volume, unsteady balance, drowsiness, abnormalities of the face (bloodshot eyes), and rude, offensive, overly-friendly, or aggressive behaviour.
- (III) Servers of alcohol and Chairpersons of the society's Services must obtain a provincially issued *Serving It Right Certificate*.
- (a) The Society shall cover the costs related to obtaining the certificate.
- (IV) No event organizers or servers are permitted to consume or be under the influence of alcohol during the set-up, duration, and take-down periods of an event.
- (V) Any event serving alcohol must ensure non-alcoholic beverage options are readily available for attendees.
- (a) Distance must be maintained between the serving areas of alcoholic and non-alcoholic beverages to avoid unintentional mixing.
- (VI) Food options must be readily available to attendees, either free of charge or at a reasonable price.
- (VII) Water must be readily available, provided free of cost to all attendees.
- (VIII) Alcoholic beverages must be sold using a drink ticket method, away from the area in which alcoholic beverages are mixed and poured.
- (a) The individual(s) in charge of the sale of drink tickets shall be the primary method in assessing of the level of intoxication of attendees.
- (IX) No attendee shall be served more than two (2) drinks at a time.
- (X) No attendee shall be provided with more than four (4) complimentary drink tickets at an event (if applicable).
- (XI) Organizers shall take reasonable steps to ensure that, if patrons become intoxicated, they do not pose a threat to themselves, other patrons or the public.
- (a) The Society acknowledges this duty of care, and understands it includes taking all reasonable steps to prevent possible harm that could result from alcohol being consumed at events. Organizers shall:
- (i) Offer alternative transportation method when it appears that intoxicated patrons may be intending to drive.
- (ii) Take comments or concerns raised by other patrons seriously.

- (iii) Follow up with intoxicated patrons who appear to be heading for a vehicle.
- (iv) Not hesitate to call a taxi and watch that person get into the taxi and leave the premises if there is any doubt that an intoxicated attendee has a safe ride home.
- (v) Call the police if an intoxicated person insists on driving home.

### Section 13.03: Sexual Misconduct Mitigation Policy

- (A) The Commerce Undergraduate Society aims to create a respectful environment where students can learn, study, network and exist free of sexual misconduct. Section 13.03 is in place to demonstrate the Society's commitment to mitigate sexual misconduct and support anyone affected by sexual misconduct. The Society believes that students can only be empowered professionally, personally and academically when they feel physically and emotionally safe in their environment. Through the following policy and recommendations, the Society hopes to prevent the adoption of social attributes that undermine equality and normalize sexual misconduct.
- (B) The event organizers of the Society are required to take the following precautions over the duration of their events:
  - (I) Services must ensure the following prior to any event:
    - (a) That events are governed and in compliance with *University of British Columbia Policy 3*, *University of British Columbia SC17*, and *AMS Policy I-17*.
      - (i) This information must be communicated and available to all attendees by including in promotional materials related to the event.
        - a. Promotional materials include, but are not limited to: tickets, flyers, emails, Facebook event pages, and webpages.
    - (c) That information regarding the availability of services which provide safe and secure methods of assisting attendees in getting home safe from events, including AMS Safewalk, Greater Vancouver Designated Drivers, taxi services, and the Get Home Safe Transit Program.
      - (i) This information must be communicated in the same manner outlined in this section.
    - (d) That a person is appointed as the point of contact in the event that sexual misconduct occurs during the event and procedures will be followed.
      - (i) Unless otherwise appointed, this person shall automatically be the Chairperson of the Service.
  - (II) Services must ensure the following during any event. All organizers must:
    - (a) Remain vigilant for signs of harassment and threatening behaviour from attendees at all times.

- (b) Take an active approach when it appears that a patron is engaging in behaviour that appears to be non-consensual. An “active approach” means to refrain from being a bystander in a given situation.
  - (c) Take comments or concerns raised by other patrons seriously.
  - (d) Not hesitate to utilize the resources outlined in Section 13.03 (B)(I)(c) to support attendees in leaving the premises safely if there is any concern that an attendee is being threatened or harassed.
  - (e) If the security or safety of any event attendee has been violated, contact an authority such as the hired event security (if applicable), campus security, or the police. The consent of the attendee who has experienced harm should be given wherever possible (e.g. not possible if the person is unconscious).
  - (f) Ensure that the policies found in this section are adhered to, specifically the provisions relating to the sobriety of organizers, the usage of drink ticket system, and the proper training of organizers.
- (III) Services must ensure the following after any event:
- (a) That the methods of safe transportation home listed in Section 13.03(B)(I)(c) are communicated to attendees as they exit.
- (C) Responsibilities of the Sexual Violence Prevention Representative
- (I) Represent the Society’s commitment towards maintaining a respectful environment free from sexual misconduct.
  - (II) Educate the society on the prevention of sexual misconduct through events, workshops and other channels of communication.
  - (III) Liaise with the AMS Sexual Assault Support Centre UBC Sexual Violence Prevention Office, keeping each updated on the Society’s activities regarding sexual violence prevention, as well as keeping the Society updated on the activities and planned promotional programs of each office.
- (D) All event organizers are required to take at least one (1) sexual misconduct prevention training, from the following:
- (I) Workshops facilitated by the AMS Sexual Assault Support Centre.
  - (II) Workshops facilitated by the Sexual Violence Prevention Office.
  - (III) Workshops facilitated by the UBC Investigations Office.
  - (IV) Any other workshop or form of training approved by the Board of Directors or Executive Council, in consultation with the Sexual Violence Prevention Representative.
- (E) The Executive Council shall organize and oversee mandatory “Consent Culture” training sessions for Event Organizers.
- (I) Training may be conducted in an asynchronous or synchronous manner, as deemed

appropriate by the Executive Council.

- (F) Event Organizers must make their conduct expectations clear. Refer to guidelines set in section 13.07.

## Section 13.04: Indigenous Reconciliation Policy

- (A) The Commerce Undergraduate Society is committed to the inclusion and robust participation of Indigenous students and community members. The Society strives to celebrate rather than tolerate Indigenous culture. Through policy and deliberate action, the Society hopes to continually create meaningful change around Indigenous Reconciliation.
- (B) All events taking place on the UBC Point Grey Campus must begin with a land acknowledgement.
- (I) Land acknowledgements must address the three key characteristics of the land:
- (a) The land is ancestral.
  - (b) The land is unceded.
  - (c) The land is traditional.
- (II) Model Land Acknowledgement
- a. “Let us take a moment to acknowledge that we are gathered here today on the traditional, ancestral and unneeded territory of the hən̓q̓əmin̓əŋəm’ (Halkomelem) speaking Musqueam First Nations people. We should all be very grateful to be hosting this event in such a beautiful place.”
  - b. The aforementioned Land Acknowledgement template should be paired with a personal reflection from the reciter that explains why the land is significant to them. The reciter may choose to use one of the following questions as a guide:
    - (i) How did you come to be on this land?
    - (ii) What is your positionality with relation to this land?
    - (iii) How do you feel about being on unceded (stolen) territory?
- (C) Use of Indigenous Names
- (I) Indigenous names include, however are not limited to: words in the First Nations language, traditional names, or ancestral locations.
- (a) Names must be written in their legal spelling.
  - (b) Names must not be abbreviated.
  - (c) Names must always be used in a respectful context.

## Section 13.05: Online Event Conduct

- (A) The Commerce Undergraduate Society expects appropriate conduct and effective risk management at all online events. The same level of professionalism at in person events applies to online events.
- (B) The Services of the Society are required to take the following precautions over the duration of their events:
- (I) Services must ensure the following prior to any event
    - (a) That events are governed and in compliance *with University of British Columbia Policy 3, University of British Columbia SC17, and AMS Policy I-17.*
    - (b) That a person is appointed as the point of contact in the event that inappropriate conduct occurs during the event and procedures will be followed.
      - (i) Unless otherwise appointed, this person shall automatically be the Chairperson of the Service.
    - (c) Expectations for appropriate conduct are clearly laid out for participants. All participants have explicitly acknowledged or agreed to the expected conduct.
      - (i) Such expectations may include, but are not limited to:
        - (1) Demonstrate respect and kindness towards themselves, other participants, event leaders and the surrounding community.
        - (2) Notify event organizers or the designated point person of any problems or concerns.
        - (3) Refrain from bullying, harassment, or teasing on the basis of, but not limited to, race, ancestry, ethnic origin, colour, citizenship, age, gender, sexual orientation, religious beliefs, marital status, or ability.
        - (4) Refrain from the use of profanities or inappropriate language
        - (5) Follow the conduct described in *University of British Columbia Policy 3, University of British Columbia SC17, and AMS Policy I-17.*
  - (II) Services must ensure the following during any event. All organizers must:
    - (a) Remain vigilant for signs of harassment and threatening behaviour from attendees all times.

- (b) Take comments or concerns raised by other patrons seriously. This means that all concerns should be considered true, unless significant evidence suggests otherwise.
- (III) Services must ensure the following after any event:
  - (a) If inappropriate conduct occurred during the event, the following efforts should be made.
    - (i) Provide information and resources to participants about supporting survivors, reporting incidences and counselling services. SVPRO, IO and SASC are the most universal and approved UBC resources on this subject.

## Section 13.06: Event Accessibility

- (A) In order to fulfill the Society's overarching goal of empowering students personally, professionally, and academically, actions and accommodations must be made to support the inclusion of disabled people. This policy aims to prevent any form of discrimination on the basis of disability.
- (B) Event organizers should be aware of and accommodate for the following disabilities:
  - (I) Visible Disabilities
    - (a) Event organizers must ensure the venue is wheelchair accessible (ramps, elevators, wide doorways etc.)
  - (II) Invisible Disabilities
    - (a) Provide warnings or notify participants of triggering content, excessive flashing lights, strong scents, fog/smoke machines, etc.
    - (b) When applicable, provide captions for and written materials for those who are deaf or hard of hearing.
  - (III) Allergies and Dietary Restrictions
    - (a) Event attendees are either asked or given an opportunity to disclose dietary restrictions.
    - (b) Event coordinators must clearly identify any potential food allergens that pertain to their audience.
- (C) Event organizers are responsible for identifying and removing potential barriers for participants.
- (D) Event organizers should consider online accessibility whenever applicable. This entails but is not limited to:



- (I) Utilizing online platforms that are accessible in all countries around the world or providing an alternative method of engagement to participants who may be unable to access a particular platform.
- (II) Formatting events in a way that can accommodate different time zones.
- (III) Providing event content that is legally compliant with laws in different countries around the world.

### Section 13.07: General Event Safety and Responsibility

- (A) All events hosted by the society must consider the physical and mental safety of all participants. Safety needs will differ depending on the event. This policy outlines the safety requirements for various events.
- (B) Expectations for appropriate conduct are clearly laid out for participants. All participants have explicitly acknowledged or agreed to the expected conduct.
  - (I) Such expectations may include, but are not limited to:
    - (a) Demonstrate respect and kindness towards themselves, other participants, event leaders and the surrounding community.
    - (b) Notify event organizers or the designated point person of any problems or concerns.
    - (c) Refrain from bullying, harassment, or teasing on the basis of, but not limited to, race, ancestry, ethnic origin, colour, citizenship, age, gender, sexual orientation, religious beliefs, marital status, or ability.
    - (d) Refrain from physical violence and the possession of martial weapons during the event
    - (e) Follow the conduct described in *University of British Columbia Policy 3*, *University of British Columbia SC17*, and *AMS Policy I-17*.