

THE CODE OF PROCEDURES OF THE ARTS UNDERGRADUATE SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER

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Arts
Undergraduate
Society

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CHAPTER I: GENERAL

Article 1: Interpretation

Section (a): The Code of Procedures shall be interpreted by the Speaker, and the Speaker shall resolve all disputes thereof.

Subsection (i): In the absence of the Speaker, the Clerk of Council shall make all interpretations and resolve disputes related to the Code of Procedures.

Article 2: Definitions

Section (a): The terms "Arts Undergraduate Society" and "AUS" shall refer to the Arts Undergraduate Society of UBC Vancouver.

Section (b): The terms "Alma Mater Society" and "AMS" shall refer to the Alma Mater Society of UBC Vancouver.

Section (b): The term "Council" shall refer to the Arts Undergraduate Society's Council.

Section (c): The term "Club(s)" shall refer to AUS Clubs that have been constituted by the Arts Undergraduate Society, as defined in Chapter XV.

Section (d): The terms "Executive(s)" and "Executive Member(s)" shall refer to voting members of the Executive Committee as defined in Chapter IV.

Section (e): The term "Councillor(s)" shall refer to voting and non-voting members of the Arts Undergraduate Society Council.

Section (f): The term "Volunteer Member(s)" shall refer to persons holding a position within the Arts Undergraduate Society.



Section (g): The term "Winter Session" is used as defined in the UBC Vancouver Academic Calendar.

Section (h): The term "Summer Session" shall refer to the period between Winter Sessions, as defined by the UBC Vancouver Academic Calendar.

Section (i): The terms "Arts Student Centre" and "ASC" refers to the official Arts Undergraduate Society student space located at 1860 East Mall.

Section (k): The term "Arts Undergraduate Society member(s)" or "AUS members" refers to undergraduate students registered in the Faculty of Arts at the University of British Columbia that have paid their recurring annual membership fees for the current academic year as verified by the Dean's office through student numbers.

Subsection (i): "AUS members" does not include Bachelor of Music students or Economics majors, unless they are double majoring in (1) Economics and (2) an Arts major that pays AUS fees.

Subsection (ii): "AUS members" includes Bachelor of Media Studies students.

Section (l): The term "Good Standing" refers to students who have attained a sessional average of 55.0% or more and have not had a Failed Standing in the previous session.

Article 3: Amendments

Section (b): The Code of Procedures may only be amended on the agreement of $\frac{2}{3}$ of all Councillors present.

Article 4: Suspension

Section (a): The Code of Procedures, or any part thereof, may be suspended by a $\frac{2}{3}$ majority vote of the Council.



Section (b): Council may only suspend code for the duration of the meeting, but the Council may additionally resolve to extend the suspension of the Code of Procedures for a fixed time period, requiring $\frac{2}{3}$ of Councillors present to be in agreement.

Section (c): The Code of Procedures shall never be suspended retroactively.

Article 5: Subversion

Section (a): The Code of Procedures shall, at all times, abide by and respect the Constitution of the Arts Undergraduate Society, both in interpretation and in spirit.

Section (b): The Arts Undergraduate Society shall, at all times, act in accordance with Alma Mater Society procedures, bylaws, constitution, and policies.

Section (c): In a case of conflict between the Code of Procedures and the Code and Bylaws of the Alma Mater Society, the Code and Bylaws of the Alma Mater Society shall supersede that of the Arts Undergraduate Society.

Section (d): The governance procedures of the Arts Undergraduate Society shall generally follow Robert's Rules of Order when applicable.

Article 6: Adoption

Section (a): Upon the adoption of this document, in whole or in part, as well as any future amendments, the previous Code of Procedures shall be repealed.

Section (b): Amendments to this Code of Procedures shall come into effect immediately, unless otherwise prescribed, after its approval by a $\frac{2}{3}$ majority in AUS Council.

Section (c): The latest version of the Code of Procedures must be publicized in a timely manner on the AUS website and recorded with the AMS Archivist.



CHAPTER II: COUNCIL

Article 1: Authority

Section (a): The Council shall be the highest decision making body within the Arts Undergraduate Society.

Section (b): The Council shall always be subject to the higher authority of the AMS Council.

Article 2: Composition

Section (a): The Council shall be composed of the following members:

1. Council Officers (non-voting):
 - a. The Speaker of Council;
 - b. The Clerk of Council;
2. Councillors (voting):
 3. The President;
 4. The Vice President Academic;
 5. The Vice President Administration;
 6. The Vice President Engagement;
 7. The Vice President External;
 8. The Vice President Finance;
 9. The Vice President Student Life;
 10. Two (2) AMS Representatives;



11. The Arts Student Senator;
12. Two (2) First Year Representatives;
13. The Second Year Representative;
14. The Third Year Representative;
15. The Fourth Year Representative;
16. The Equity Commissioner;
17. One Councillor elected by and from the students pursuing a major in each of the undergraduate departments, institutes, and schools in the Faculty of Arts which offer an undergraduate major program, excluding the Vancouver School of Economics, and the School of Music;
 - i. The following exceptions shall apply, and be reviewed annually.
 1. There shall not be a representative for the Department of Art History and Visual Arts as a whole, instead there shall be one representative for Art History, and one representative for Visual Arts
 - a. For Art History, candidates must have a declared major in Art History, likewise students pursuing a major in Art History shall be eligible voters
 - b. For Visual Arts, candidates must have a declared major in Visual Arts, likewise students pursuing a major in Visual Arts shall be eligible voters
 2. For the Department of Central, Eastern, & Northern European Studies, candidates pursuing any major or minor program offered by the department shall



be eligible for election, likewise students pursuing any major or minor offered by the department shall be eligible voters.

3. For the Department of Geography, candidates must have a declared major under the Bachelor of Arts, likewise students pursuing a Bachelor of Arts major shall be eligible voters.

18. One Councillor elected by and from the students in the Bachelor of Media Studies degree,

19. One Councillor elected by and from the students in each of the undergraduate interdisciplinary majors with an enrollment greater than or equal to 1% of the membership of the Arts Undergraduate Society

- i. Interdisciplinary majors already explicitly represented, such as Media Studies under the Bachelor of Media Studies, shall not apply to this category to avoid double representation.

Article 3: Responsibilities and Rights of Councillors

Section (a): Councillors shall act honestly and in good faith in the best interests of the Society as a whole.

Section (b): Councillors have the right to vote and participate in debate unless otherwise indicated.

Section (c): Councillors shall be responsible for the ultimate oversight of all activities of the Society and, for non-executive councilors, managing and holding the Executive accountable.

Section (d): Councillors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. They shall not disclose any



information discussed in an in camera meeting of Council without the authorization of Council or in accordance with the Code of Procedures

Section (e): No Councillor shall participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Section (f): Councillors must participate in a robust orientation process before undertaking any of the duties of their office.

Article 3: Absenteeism

Section (a): An Executive or Councillor may be absent for a maximum of three (3) regular meetings during their term of office,

Subsection (i): Councillors may have an absence excused by the Speaker of Council in light of extenuating circumstances.

Section (b) The Speaker of Council or Clerk of Council may be absent for a maximum of three (3) meetings during their appointment.

Subsection (i): In the event that the Speaker of Council or Clerk of Council breaches this section, the Executive Committee can initiate their removal of the speaker pursuant to the mechanisms under their respective sections of code.

Section (c): In the event an Executive or Councillor is in breach of Section (a), Council shall deliberate on the grounds for Removal from Office in accordance with Chapter X.

Section (d): In the event an Executive or Councillor is in breach of Section (a), they shall be notified by the Speaker that the Council will deliberate on their dismissal at the next meeting of the Council.

Article 4: Meetings



Section (a): The Council shall be chaired by the Speaker of Council.

Section (b): Individuals with the right to vote may only cast one vote

Section (c): Regular meetings of the Council may not coincide with regular meetings of AMS Council or the UBC Vancouver Senate, and religious or public holidays.

Section (a): Meetings of the Council shall be held at least twice per month during the winter session, except for the last month of each term, breaks, holidays, and exams.

Section (b): Meetings shall be held at least once per summer term as defined by the UBC Vancouver Academic Calendar

Section (c): The VP Administration, Speaker, and Clerk shall fix the date for the Council to meet during the Summer Session, provided they consult with the Councillors.

Section (d): The VP Administration, Speaker, and Clerk shall fix the dates and time(s) of the Council meetings held during the Winter Session.

Section (e): An emergency meeting of the Council may be requested provided that a petition signed by a minimum of five (5) Councillors requesting that a meeting be held, with a specific date, time, and location included, as well as the subject of the meeting, shall be accepted by the Speaker.

Subsection (i): The President may request an emergency meeting without the need for four (4) additional Councillors.

Section (f): Meetings shall be held in public, unless decided to be held *in camera* through a vote by a simple majority of the Councillors present.

Section (g): Only councilors can move or second motions.

Section (h): Quorum shall be 45% of Councillors, excluding vacancies.

Section (i): Quorum is required to adopt any resolution, except for the following three cases:



1. Moving to adjourn;
2. Moving to fix the time at which to adjourn; and
3. Moving to suspend to await a quorum.

Subsection (i): If a quorum does not appear thirty (30) minutes after the scheduled call to order, a meeting will not convene, unless a motion to await quorum passes. If quorum appears to be not met at any point of time during Council, the meeting will be adjourned and the rest of the agenda will have to be discussed as next Council's Old Business.

Section (j): Council members are required to attend the whole duration of Council meetings unless given permission by the President or Speaker of Council at the start of the meeting.

Article 5: Rules of Order

Section (a): The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's governing documents.

Subsection (i): Council may amend or suspend the rules of order by a $\frac{2}{3}$ majority.

Article 6: Speaker of Council

Section (a): Duties

Subsection (i): The Speaker must read the Code of Procedures in its entirety before the first sitting of Council and frequently review the Code to ensure compliance during their term.



Subsection (i): The Speaker shall be the presiding officer, as defined by Robert's Rules of Order, of the Council. In the absence of the Speaker, the President or the President's delegate shall act as the presiding officer. The Speaker or other presiding officer shall remain neutral and impartial on any subject of debate before the Council.

Subsection (iv): The Speaker shall preserve order and decorum, and shall decide questions of order and privilege.

1. Councillors may prompt the Speaker to state the appropriate document, relevant section of the Code of Procedures, or other reputable authority in interpreting their ruling if desired.
2. Council may overturn a decision of the Speaker by 2/3rds vote as outlined in Robert's Rules of Order.

Section (b): Incapacity or Absence

Subsection (i): In the unavoidable absence of the Speaker due to illness, death, resignation, or removal from office, the President shall take the Chair and assume all duties and responsibilities of the Speaker until their return or the appointment of a new Speaker.

1. The Speaker shall notify the President of their absence at the earliest possible time if it is known in advance.

Subsection (ii): In the event that both the Speaker and the President are absent, an interim Speaker, which may be any person, regardless of membership or student status, shall be temporarily appointed through a $\frac{2}{3}$ majority vote of Council.

1. The term of a temporary interim Speaker appointed through the event outlined in Subsection (ii) shall only last until the end of the Council meeting in which they were appointed.

Section (c): Recruitment and Appointment

The VP Administration shall oversee the recruitment and orientation of the Speaker of Council, who shall be approved by a 2/3rds vote of



Council by the last Council meeting of the Academic Year for a term beginning in the upcoming Academic year.

Section (e): Term of Office

Subsection (i): The person appointed as Speaker shall continue to occupy the Speakership until the first Council following the Academic Year of the one in which they are appointed.

Section (f): Removal of The Speaker

Subsection (i): The Speaker may be removed at any time following a $\frac{2}{3}$ vote of the Council.

1. During a debate on the removal or censure of the Speaker, the Speaker will immediately address the charges made against them following the moving of the motion, then immediately vacate the chair for the duration of the discussion, only to return after the question has been decided by the Council.
2. If the Council decides to remove the Speaker from office, the Speaker shall not return to the chair and the President will continue to occupy the chair for the duration of the meeting.
3. A new Speaker shall be recruited and oriented by the VP Administration, following the Speaker's approval by $\frac{2}{3}$ vote of Council to complete the remaining term of office.

Section (g): Vacancies

Subsection (i): In the absence of the Speaker, the President or their delegate shall assume all duties and responsibilities of the Speaker until their return or the appointment of a new Speaker to complete the remaining term of office, subject to the $\frac{2}{3}$ approval of Council.

Section (h): When Motion is Contrary to Rules and Privileges of the Council



Subsection (i): Whenever the Speaker is of the opinion that a motion offered to the Council is contrary to the rules and privileges of the Council, the Speaker shall voice this opinion the Council immediately, before putting the question thereon, and quote the relevant section of AUS Code of Procedure or authority applicable to the case.

Article 7: Clerk of Council

Section (a): Duties

Subsection (i): The Clerk must read the Code of Procedures in its entirety before the first sitting of Council and frequently review the Code to ensure compliance during their term.

Subsection (i): The Clerk is responsible for the safekeeping of all the papers and records of the Council.

Subsection (ii): The Clerk is responsible for advising the Speaker and Councillors on matters of procedure.

Subsection (iii): The Clerk shall maintain a list of all Councillors, members of committees, and their contact information.

Subsection (iv): The Clerk is responsible for recording the Minutes of the Council and its timely distribution.

Subsection (v): The Clerk is responsible for the drafting and distribution of agenda and accompanying documents for each meeting of the Council.

Subsection (vi): The Clerk shall be tasked with liaising with the Engagement Portfolio to ensure documents and communications are circulated to the appropriate individuals within the AUS.

Subsection (vii): The Clerk shall record all decisions of the Council, and in the event of a recorded vote, shall call the name of each Councillor



and record their vote, report it to the Speaker, and inscribe in the Minutes the record of each Councillor's vote.

Subsection (viii): As an officer of the Council, the Clerk shall remain during a session of the Council held *in camera*.

Section (b): Committees

Subsection (i): The Clerk shall ensure the Minutes of each Committee are being taken, and the Agendas are prepared and distributed prior to the meeting.

Subsection (ii): The committee member tasked with the taking of the Minutes and distribution of the Agenda for each committee shall send the Minutes to the Clerk.

Section (c): Recruitment

Subsection (i): The VP Administration shall oversee the recruitment and the orientation of incoming Clerk of Council prior to the first AUS Summer Council.

Subsection (ii): The Clerk shall serve until the final Council meeting in the Academic Year in which they were appointed.

Section (d): Vacancy

Subsection (i): In the event of an absence or vacancy in the office of the Clerk, the VP Administration or their designate shall act as the interim Clerk of Council until the clerk returns or the VP Administration completes the recruitment of the new Clerk of Council.

Section (e): Non-Substantive Corrections to a Document

Subsection (i): The Clerk may make minor, non-substantive corrections to a document, including corrections:



1. to remove technical, typographical, grammatical or punctuation errors;
2. to the numbering of provisions as a consequence of amendments made to the document
3. to cross-references as a consequence of corrections made under paragraph 3;
4. to modify, add or remove headings as a consequence of amendments made to the documents to ensure that the headings correspond with the provisions that follow them; and

Subsection (ii): The Clerk shall report any corrections made to the Vice President Administration, and, separately, to the Speaker.

Article 8: AMS Representatives

Section (a): There shall be three (3) AMS Representatives, elected by members of the society with one of them being the duly elected President

Subsection (i): This quantity is set by AMS bylaws, and shall be amended to reflect any amendments thereto.

Section (b): No AMS Representative shall hold any other position within the AUS or the AMS unless allowed by Council by a $\frac{2}{3}$ majority vote.

Section (c): Each AMS Representative shall have the opportunity to have voting seats on Committees within the AUS.

Section (d): AMS Representatives shall run for at least one (1) Committee Appointment in the AMS and AUS, with the exception of the President in regards to the AUS, who is an ex-officio member of all AUS Committees.

Section (e): The President shall organize and chair all AMS Representative meetings, provide AMS updates at Council meetings, and work with AMS Representatives to ensure that they remain in good standing in both societies.



Article 9: Arts Student Senator

Section (a): The AUS has no authority or jurisdiction over the Arts Student Senator, as the position's responsibilities rest in the University Act and the governing rules and procedures of the UBC Vancouver Senate.

Section (b): The AUS shall maintain a working relationship with the Arts Student Senator through the President, Vice President Academic, Arts Caucus Committee, and Council Updates.

Section (c): The AUS shall open space for the Arts Student Senator to deliver updates on Senate affairs at AUS Council, as well as preserve the Senator's right to vote in Council.

Section (d): The AUS may grant certain privileges to the Arts Student Senator to foster productive engagement, such as access to the AUS office or other resources.

Article 10: Year Representatives

Section (a): The Year Representatives shall advocate on behalf of their respective year standing in the Faculty of Arts Council and AUS Council.

Section (b): The Year Representatives shall hold council accountable, informed by the year standing they represent.

Article 11: Program Representatives

Section (a): The duties of the program representative shall consist of the following:



1. To represent the interests of students in their associated program in Council;
2. To collect and share relevant information relating to their associated program in Council and its committees;

Article 12: Agenda

Section (a): The Agenda shall be drafted by the Clerk in the period between meetings of the Council, and shall include all proposals from the Councillors, provided they have been submitted 96 hours in advance of the next scheduled meeting of the Council.

Section (b): The Agenda and all accompanying documents shall be circulated by the Clerk in both PDF and URL format when applicable, to all Councillors a minimum of seventy-two (72) hours prior to the scheduled meeting of the Council.

Section (c): The Clerk shall circulate the Agenda to the following individuals:

Subsection (i): All members of the Council;

Subsection (ii): Any member of the AUS who has contacted the Clerk of Council requesting to be on the Agenda mailing list;

Subsection (iii): Any member of the media who has contacted the Clerk;

Subsection (iv): The Agenda shall be posted on the AUS website no less than forty-eight (48) hours before a scheduled Council meeting.

Section (f): Councillors wishing to make a presentation to the Council shall duly inform the Clerk of their intentions and share their presentation materials prior to the Agenda's distribution.

Subsection (i): Non-Councillors wishing to present to the Council shall be added to the AUS Council agenda through one of two ways:



1. Communication with the Clerk of Council prior to the distribution of the council agenda
2. Be added to the agenda prior to its adoption at the beginning of a council meeting

Section (g): The Orders of Business shall broadly include:

1. Call to Order, which establishes the time at which Council has officially met and started.
2. Speaker's Business & Land Acknowledgement, which provides the Speaker to speak on any business they believe to be relevant to the Council, and deliver a Land Acknowledgement.
3. Adoption of the Agenda, which shall entail the official adoption of the meeting agenda by councillors.
4. Adoption of Minutes of the Previous Meeting, which allows Councillors to submit any revisions of the minutes from the previous meeting, and vote on the adoption of such minutes as official.
5. Membership: Introductions, New Members & Declaration of Vacancies, which shall establish the attendance of the Council, including any Students-At-Large in attendance of the meeting. The speaker shall declare any membership changes in the Council since the previous meeting.
6. Statements from Students at Large, which allows for up to three students at large to give statements up to three minutes in length per person. Council will be allotted up to three minutes to respond to each statement.
7. Statements from representatives of an AUS Club, which allows for one representative to give a statement up to three minutes in length. Council will be allotted up to three minutes to respond.



8. Presentations, which comprises any presentations of initiatives, event plans, reports, budgets, committee activity, elections, or other affairs of the society.
9. Executive Reports, which shall entail a written summary of an Executive's recent activities for Councillors to review and discuss
10. Senate, AMS Representative and Year Representative Reports, which shall entail a written summary of the Arts Student Senator and Year Representative's recent activities related to their relevant bodies for Councillors to review and discuss,
11. Committee Reports, which shall entail a written summary of the activities of each Committee of the Council for Councillors to review and discuss,
12. Old Business, which shall entail the discussion of unfinished business from previous meetings,
13. New Business, which shall entail the discussion of new items that were not originally on the agenda and were raised for discussion during the meeting,
14. Supporting Documents, which shall entail a reminder of the supporting documents arranged for the meeting,
15. Next Meeting, which shall entail a reminder of the next meeting of the Council
16. Adjournment, which establishes the end time at which Council has officially ended

Article 13: Minutes

Section (a): The Clerk shall record the Minutes of the Council.,



Section (b): After the minutes of the previous meeting are reviewed and approved at a meeting of Council, the Clerk shall coordinate their publication to the AUS website within seven (7) days).

Section (c): Should Council decide to go *in camera*, the Clerk shall cease to record public minutes, then enter into the Minutes that "The Council resolved to go *in camera* at (time)" and "The Council resumed its meeting in public at (time)" as required.

Subsection (i): The Clerk shall take summary minutes without attribution, which shall be kept for the private circulation for Councillors authorized to be in the in-camera session.

Subsection (ii) Council may vote to publicly release information from the in-camera session.

Section (d): All presented documents, presentations, or materials shared during a meeting should be attached to the Minutes in PDF format.

Article 14: In Camera

Section (a): The Council may resolve to hold discussions *in camera* by majority vote when Councillors deem it appropriate to do so.

Subsection (i): Upon entering an in camera session, the Speaker shall remind Councillors of the potential legal and punitive consequences of divulging any in camera proceedings.

Section (b): Only Councillors and Council Officers may attend sessions held *in camera*,

Section (c): Divulging any part of the proceedings of a meeting held *in camera* will be ruled by the Speaker to constitute a breach of privilege.

Subsection (i): A breach of privilege of this nature shall be considered a serious offense and should be considered by Council as grounds for immediate removal in accordance with removal procedures.



Article 15: Proxies

Section (a): Councillors may not appoint a proxy to represent them in a meeting.

Section (b): In light of an absence, Councillors may invite a student-at-large to visit and observe proceedings for their reference, but this visitor may not inherit any privileges or responsibilities of Councillors.

Article 13: Vacancies and In-Council Elections

Section (a): Situations

Subsection (i): In the event that an elected position on Council could not be filled due to a lack of candidates, or a "No" vote, in the General Election, the vacancy shall be put up for election in the Fall By-Election of the following Winter Session, with interim

1. In this event, an interim position for the vacancy is to be created in accordance with Sections (c), (d), (f), and (g), with the interim position set to expire at the conclusion of the Fall By-Election.

2. If the vacancy remains unfilled after the conclusion of the Fall By-Election, a member is to be appointed to the vacancy through an In-Council Election in accordance with Sections (c), (d), (f) and (g).

Subsection (ii): In the event of resignation, incapacity, death, or removal from office of any of the positions of Council listed in Section (b), before the first Council meeting of the Winter Session, the vacant position shall be put up for election in the Fall By-Election.



Subsection (iii): In the event of resignation, incapacity, death, or removal from office of any of the positions of Council listed in Section (b), after the first Council meeting of the Winter Session, the Council shall proceed fill the vacant position at the earliest opportunity through an In-Council Election in accordance with Sections (c), (d), (f), and (g).

Subsection (iv): All vacancies that exist or arise after the Fall By-Election for the positions listed in Section (b) shall be filled at the earliest opportunity through an In-Council Election in accordance with Sections (c), (d), (f), and (g).

Section (b): Relevant Positions

Subsection (i): The procedure for vacancies on council outlined in Article 13 affects only the following positions:

1. The Vice-President Academic
2. The Vice-President Administration
3. The Vice-President Engagement
4. The Vice-President External
5. The Vice-President Finance
6. The Vice-President Student Life
7. The AMS Representatives (2)
8. The Arts Student Senator
9. The First Year Representatives
10. The Second Year Representative
11. The Third Year Representative
12. The Fourth Year Representative



Subsection (ii): For procedures pertaining to The Speaker, refer to Chapter II, Article 6.

Subsection (iii): For procedures pertaining to The President, refer to Chapter IV, Article 12: Presidential Succession

Section (c): Declaration of Vacancies

Subsection (i): At the next sitting of the Council following a new vacancy, the Speaker shall announce the vacant position(s) in accordance with Chapter II, Article 9: Agenda, Section (g) at the appropriate time in the meeting agenda.

1. Following the announcement of a vacancy, it shall be determined that the vacant position(s) will be filled at the next Council meeting.
2. Council may decide to delay the In-Council Election proceedings for a vacant position until a later date with a motion requiring $\frac{2}{3}$ support of present Councillors.

Subsection (ii): The Arts Undergraduate Society shall use what resources it deems adequate to advertise the upcoming In-Council Election to the general Arts student population.

Section (d): Nominations

Subsection (i): At the sitting of Council in which it was determined that the In-Council Election be held, the Speaker shall announce an open nomination period in accordance with Chapter II, Article 9: Agenda, Section (g) at the appropriate time in the meeting agenda.

Subsection (ii): Any member of the Arts Undergraduate Society in good standing may nominate another member in good standing for any open position, unless prohibited by Section (e): Eligibility of Candidates.

1. A member may nominate themselves for any position.



2. Upon accepting a nomination, the member becomes a "candidate" in the In-Council Election.

3. A member may decline a nomination.

Subsection (iii): A single candidate must receive a plurality vote (most votes) from Councillors present in order to be acclaimed to the vacant position.

Subsection (iv): If more than one candidate is nominated, the Council shall proceed to elect a candidate in accordance with Section (f).

Subsection (v): All candidates can give a speech with its time or length being at the discretion of the Speaker, about their eligibility for the position in question within the Council session.

Subsection (vi): If no nominations are made, a nomination period for the vacant position shall occur at each Council meeting thereafter until the position is filled.

Subsection (vii): Any person who accepts a nomination for election to the vacancy must immediately resign from all other positions within the AUS upon being elected.

1. Members holding non-elected positions within the AUS shall be permitted to hold their position throughout the In-Council Election process, but must resign immediately upon being elected.

Section (e): Eligibility of Candidates

Subsection (i): All members of the Arts Undergraduate Society in good standing are eligible to be elected to a vacancy.

1. Executives and other elected members of Council may accept a nomination for a vacant position, but must resign their current position immediately upon their election.



Section (f): In-Council Elections

Subsection (i): The election of the vacant position(s) shall take place by secret ballot.

Subsection (ii): A candidate must receive a majority (more than half) of votes from Councillors present in the election in order to be declared elected.

Subsection (iii): Councillors present in the Chamber shall be provided by the Speaker of Council, or, in their absence, the presiding officer, with ballot papers or an electronic form, on which shall be listed, in alphabetical order, the names of all nomineeesthe persons who have been nominated in accordance with section (d).

Subsection (iv): All candidates must leave the Chamber until voting has ceased and a candidate has been declared elected.

Subsection (v): The In-Council Election procedure for vacancies shall be conducted as follows:

1. Councillors shall vote for only one candidate.
2. If after the vote count no candidate has obtained a majority, the candidate with the lowest votes shall be eliminated by the Clerk, and another round of voting with the remaining candidates shall commence.
3. The procedure outlined in (1) and (2) shall be repeated until a candidate has obtained a majority.

Note 1: If two or more candidates are tied in the least amount of votes obtained, a re-vote shall be conducted. If a tie remains, a vote between only the tied candidates shall be conducted and the candidate with the least votes shall be eliminated from the election.



Note 2: If two final candidates are tied in a 50-50 split vote, a re-vote shall be conducted. If a tie persists after three additional rounds of voting, the election shall be postponed until the next Council meeting and will consist of only the two final candidates.

Section (g): Assumption of Duties and Term of Office

Subsection (i): The person elected to the vacancy assumes all responsibilities of that position upon being declared elected.

Subsection (ii): The person elected to the vacant position shall continue to occupy the position until the end of term date specified by their position, by Council, or until the following general election after which they are elected, whichever is determined first.

Article 14: Participation of Councillors with Disabilities and Other Access Needs

Section (a): The Speaker may alter the application of any regulation, order, or practice of the Council in order to permit the full participation in the proceedings of the Council of any Councillor with a disability or guest with a disability or other access needs.

Article 15: Remote Vote of Council

Section (a): If an issue or motion has already been discussed at a Council meeting, a Councillor may request that the Speaker of Council conduct a vote on the issue or motion via email or other digital medium, provided that the following conditions have been met:

1. There must already have been substantive discussion of the issue at a regular AUS Council meeting;



2. The Speaker must send the request for an remote vote to all Executives and Councillors and allow at least forty-eight (48) hours for Executives and Councillors to submit their remote votes, with the understanding that in emergency cases a shorter time period may be allowed;

3. For a vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for Council;

4. If any one (1) member of the Council asks for additional discussion, the remote vote shall not take place, and instead the issue shall be discussed at the next Council meeting.

Section (b): The results of any remote vote shall be recorded in the minutes of the next Council meeting.

Section (c): The results of any remote vote must be ratified at the next regular Council meeting by a majority of Councillors present.

Subsection (i): If the results of a remote vote are not ratified at the next regular Council meeting, the issue or motion will be considered as failed, and a revote will be required in order to pass the issue or motion in question.



CHAPTER III: COMMITTEES OF THE COUNCIL

Article 1: General

Section (a): Committees of the Council shall be created through a two-thirds majority vote of the Council.

Subsection (i): The voting members of the Committee shall be decided in the same meeting where the Committee is created.

Subsection (ii): The date for the first meeting of the Committee shall be decided after the membership has been set.

Section (b): If the Chair of a committee is not outlined in the Code of Procedures, then they shall be appointed by a vote of the Committee at the first meeting, which shall be scheduled by the President or their delegate.

Section (c): Committee chairs must be voting members of the Committee.

Section (d): Subcommittees of a Committee shall be created and dissolved at the will of the Chair of the Committee for which the subcommittee is created.

Subsection (i): Subcommittee chairs may be appointed by the Committee for which the subcommittee was created, or may be Recruited by the chair of the Committee.

Section (e): The President shall be a non-voting member *ex officio* on all Committees and Subcommittees that they are not already a voting member of, with the exception of any committee established to oversee the President or the Executive.

Section (f): Procedures for Committees outlined in the Code of Procedures are based off of the AMS Committee structure through which Committees are considered their own Chaired voting bodies. It shall be up to the discretion of the Chair of each Committee as to whether to conduct Committee business



following *Robert's Rules of Order*, or instead to conduct them in a more informal working group model.

Subsection (i): Committee Chairs may conduct their Committee's business in whichever manner that they believe is the most productive and beneficial to the work of the Committee.

Subsection (ii): This discretionary power must not violate any of the procedures outlined in the AUS Code of Procedures.

Section (g): All Committees, except for the AUS Club Committee, shall consist of no more than fifteen (15) members.

Section (h): All Committees shall be required to take meeting minutes, which shall be approved at the following meeting and sent to the Clerk of Council immediately after approval.

Subsection (i): All Committee minutes must include information regarding attendance, agenda or objectives, action items, the logistics of the next meeting; except for any discussions held in-camera.

Section (i): All committees should meet at least once per month every term in both Winter and Summer sessions once the committee members are appointed in Council. Each meeting should last for at least 15 minutes.

Section (j): Committee meeting attendance is mandatory for all voting members. If a voting member fails to attend three or more scheduled committee meetings, their seat on the committee shall automatically fall vacant and be filled during the next meeting of Council.

Article 2: Arts Caucus Committee

Section (a): The Arts Caucus Committee shall be composed of the following members:

1. The President;
2. The Vice-President Academic;
3. The Arts Student Senator;



4. The two (2) AMS Representatives;
5. The two (2) First-Year Representatives;
6. The Second Year Representative;
7. The Third Year Representative;
8. The Fourth Year Representative;
9. The Equity Commissioner;
10. Two (2) non-Executive Council members; and
11. One (1) Student-At-Large.

Section (b): The Arts Caucus Committee shall oversee the following items:

Subsection (i): Hear updates from the President, Vice-President Academic, Arts Student Senator, and AMS Representatives to advise on their advocacy efforts;

Subsection (ii): Provide advice on surveys being conducted by the Arts Undergraduate Society; and

Subsection (iii): Have such other duties as are outlined in the Code of Procedures or assigned by Council from time to time.

Article 3: Executive Committee

Section (a): The Executive Committee shall be composed of the following members:

1. The President;
2. The Vice-President Academic;
3. The Vice-President Administration;
4. The Vice-President Engagement;
5. The Vice-President External;
6. The Vice-President Finance;
7. The Vice-President Student Life;
8. The Equity Commissioner;
9. The Senior Director, Internal Affairs (non-voting); and
10. The Executive Assistant(s) to the President (non-voting).



Section (b): The Executive Committee shall be chaired by the President.

Section (c): The Executive Committee shall oversee the following items:

Subsection (i): Have authority over the execution of the AUS mandate as set by the Council and itself;

Subsection (ii): Discuss current issues in the Society;

Subsection (iii): Oversee all departments within the Society;

Subsection (iv): Present its Executive Goals at a Council meeting by the end of June;

Subsection (v): The drafting of initial programming and initiative plans for subsequent presentation to Council in September;

Subsection (vi): Be subject to a mid-term review by the Council by the end of December;

Subsection (vii): Have authority to submit position proposals to the AUS Council;

Subsection (viii): Have authority to determine causes for termination of AUS Volunteers;

Subsection (ix): Hear appeals of termination from AUS Volunteers;

Subsection (x): Have the authority to create and pass AUS policies; and

Subsection (xi): Be responsible for drafting and presenting questions for referendums.

Article 4: Finance Committee

Section (a): The Finance Committee shall be composed of the following members:



1. The Vice President Finance;
2. The Associate Vice President Finance (non-voting);
3. Three (3) Councillors, of which no more than one (1) may be a member of the Executive Committee;
4. One (1) Student at Large; and
5. Any additional required members, at the discretion of the Vice President Finance (non-voting).

Section (b): The Finance Committee shall be chaired by the Vice President Finance

Section (c): The Finance Committee shall oversee the following items:

Subsection (i): The review of the AUS Annual Budget.

Subsection (ii): All financial accounts of the AUS and their day-to-day transactions.

Subsection (iii): The issuing of reimbursements for all expenditures under the Annual Budget.

Subsection (iv): Oversee all club and conference grant processes, distributing club grants no later than 30 days after the beginning of the winter term.

Subsection (v): Maintain the overall fiscal health of the AUS.

Article 5: Governance Committee

Section (a): The Governance Committee shall be composed of the following members:

1. The Vice President Administration;
2. Four (4) Councillors, of which no more than two (2) may be a member of the Executive Committee Portfolio;
3. The Arts Student Senator;



4. One (1) Student at Large;
5. The Speaker of Council (non-voting); and
6. Governance Administrator. (non-voting)

Section (b): The Governance Committee shall oversee the following items:

Subsection (i): All matters pertaining to the internal governance of the Arts Undergraduate Society.

Subsection (ii): The review of the Code of Procedures no less than once per year.

Subsection (iii): The advising of Council on governance and procedural matters.

Subsection (iv): Address requests by Council to examine or modify all relevant AUS governance material.

Subsection (v): The maintenance of copies of all policies, governing documents, and statutes of the AUS currently in place, and, as passed by Council, amend these documents and publish them once verified by the Vice-President Administration.

Article 6: Operations Committee

Section (a): The Operations Committee shall be composed of the following members:

1. The Vice President Administration;
2. Four (4) Councillors, of which no more than two (2) may be a member of the Executive Portfolio;
3. Two (2) Students At Large;
4. The Bookings Administrator (non-voting);.
5. The Building Administrator (non-voting);
6. The Inventory Administrator (non-voting);



Section (b): The Operations Committee shall oversee the following items:

Subsection (i): Direct the management and infrastructure of the Arts Student Centre and all other facilities operated by the Society, including but not limited to furniture, decorations, and management policies;

Subsection (ii): Oversee the management and policy of bookings, space allocation, and security in the Arts Student Centre, as well as the maintenance of the ASC Bookings Policy;

Subsection (iii): Delegate one non-Executive Committee Member to sit on the ASC Advisory Committee;

Subsection (iv): Oversee the maintenance and dissemination of health and safety documents, including but not limited to the Arts Student Centre Operational Guidance Document, Building Emergency Response Plan, and ASC Management Strategy;

Subsection (v): Receive and review a copy of any building inspections and, if necessary, oversee the timely execution of corrective actions.

Subsection (vii): Ensure the Society is meeting its sustainability goals and recommend any action necessary to meet those goals;

Subsection (viii): Consider necessary or desirable renovations to the Arts Student Centre and any other capital projects, present options and recommendations about such renovations and projects to Council, and verify that all such renovations and projects have been completed satisfactorily; and

Subsection (ix): Have such other duties as are outlined in the Code or assigned by Council from time to time.

Article 7: First Year Committee

Section (a): The First Year Committee shall be composed of the following members:



1. The First Year Representatives (2);
2. AUS Volunteers recruited by the First Year Representatives;

Section (b): The First Year Committee shall be chaired by the two First Year Representatives.

Section (c): The First Year Committee shall be formed at the discretion of the First Year Representatives following their election in the Fall By-Election.

Section (d): The First Year Committee shall have responsibility over the following items:

Subsection (i): Foster a sense of community and belonging among first year Arts students

Subsection (ii): Coordinate advocacy on behalf of concerns related to the first year experience

Article 8: Council Accountability and Performance Review Committee

Section (a): The Council Accountability and Performance Review Committee shall be composed of the following members:

1. The Speaker of Council (non-voting);
2. The Senior Director, Internal Affairs (non-voting); and
3. Five (5) non-executive, non-AMS Representative council members, who shall not hold any other recruited position within the AUS.

Section (b): The Council Accountability and Performance Review Committee shall be chaired by the Speaker of Council.

Section (c): The Council Accountability and Performance Review Committee shall oversee the following items:

Subsection (i): Collect and present, once per term during the Winter Session, a midterm review on the members of the Executive, including



but not limited to their adherence to the AUS Code of Procedures, other governing documents, and their executive goals in AUS Council.

Subsection (ii): Be responsible for hearing significant concerns brought to the Committee from a member of the Society or from the Human Resources Department regarding members of the Executive or the AMS Representatives

Subsection (iii): Respond to those concerns, including but not limited to:

1. directing the Human Resources Department to conduct an investigation into those concerns and overseeing that investigation;
2. bringing those concerns to Council and recommending appropriate action;
3. bringing those concerns to other relevant organizations, including but not limited to the AMS or department clubs, and recommending appropriate action;
4. directing the President to take actions related to managing the Vice Presidents;
5. bringing forward a motion to hold a Councillor in contempt of Council under Chapter VIII; and
6. bringing forward a motion to remove an Executive or AMS Representative member from office under Chapter X.

Subsection (iv): At the direction of Council, look into concerns raised about non-Executive Councillors and recommend appropriate action.

Article 9: AUS Clubs Committee

Section (a): The Clubs Caucus Committee shall be composed of the following members:

1. The Vice President External;
2. AUS Volunteers related to club support; and
3. One representative from each of the AUS Clubs.



Section (b): The Clubs Caucus Committee shall be chaired by the Vice President External

Section (c): The Clubs Caucus Committee shall oversee the following items:

Subsection (i): Discuss and record relevant information shared between department and clubs in meetings with Faculty.

Subsection (ii): Discussion and circulation of the affairs of AUS Council, including but not limited to the meeting schedule, minutes, presentations, and other proceedings of interest.

Subsection (i): Discuss the concerns and issues of the AUS Clubs.

Subsection (ii): Facilitate cooperation between the AUS Clubs and between the Society and the AUS Clubs.

Subsection (iii): Facilitate the Society's Executives and the AUS Clubs to give updates on activities, events, and other important information.

Subsection (iv): Have the power to make recommendations to AUS Council on any issue related to the relationship between the Society and AUS Clubs.

Subsection (vi): Oversee the timely release of materials for Club Renewals and new Club applications as outlined in the AUS Code of Procedures;

Article 10: Ad Hoc Committees

Section (a): Ad Hoc Committees may be struck by a majority vote of the Council.

Subsection (i): The membership of each ad hoc committee shall be set at the time of its creation.



Subsection (ii): The term of each Ad Hoc Committee shall be set at the time of its creation.

Section (b): The first meeting of an Ad Hoc Committee shall be decided at the sitting where it is created.

Section (c): The Chair of an Ad Hoc Committee shall be decided on the first meeting of the Committee.



CHAPTER IV: THE EXECUTIVE

Article 1: Authority

Section (a): The Executive Committee shall have authority over the execution of the AUS mandate as set by the Council and itself.

Article 2: Composition

Section (a): The voting members of the Executive Committee shall be:

1. The President, who shall preside;
2. The Vice President Academic;
3. The Vice President Administration;
4. The Vice President Engagement;
5. The Vice President External;
6. The Vice President Finance; and
7. The Vice President Student Life.

Article 3: Term of Office

Section (a): The term of office for voting members of the Executive Committee shall begin May 1st of their elected year, and terminate April 30th of the following year.



Article 4: Executive Meetings

Section (a): Executive meetings shall be held at least once (1) per week.

Section (b): The President shall create and send out the meeting agenda at least twenty-four (24) hours before the set time of meeting.

Section (c): The President shall chair the Executive Committee but be entitled to partake in discussion and debate.

Article 5: Responsibilities

Section (a): The Executive Committee must attend the Council Orientation which is led by the Speaker, Clerk, and Vice President Administration.

Section (b): All members of the Executive Committee must read the Code of Procedures in its entirety before the first sitting of Council and frequently review the Code to remain compliant during their term.

Section (c): The Executive Portfolio shall oversee all departments within the AUS.

Section (d): Each elected member of the Executive Committee shall present their Executive Goals at a Council meeting by the end of June.

Subsection (i): The Council may amend certain goals of the mandate within the meeting that the mandate is presented.

Subsection (ii): The Executive Committee shall update Council by the end of January on its progress in accomplishing its Executive Goals.

Subsection (iii): In cases of resignation, the new Executive shall present their goals in their first Council meeting.



Section (e): Each member of the Executive shall present their initial programming and initiative plans at a Council meeting by the end of September

Section (f): The Executive Committee is ultimately accountable to AUS Council and shall be responsible to fulfil its mandates and responsibilities as directed by Council.

Article 6: The President

Section (a): The President shall Chair the Executive Committee.

Section (b): The President shall be ultimately responsible for assisting, advising, and managing the Executive Committee, based on the direction of AUS Council.

Subsection (1): The President reserves the right to manage liaisons with external bodies in the interest of the society.

Section (d): The President shall be the main representative of the AUS to the AMS Presidents' Council and to the Faculty of Arts Council.

Section (e): The President is ultimately responsible for building and maintaining a relationship with the AMS, Faculty of Arts, and Arts Student Senator.

Section (f): The President shall have a seat on all committees *ex officio*.

Section (g): The President may direct any department *ex officio*.

Section (h): Only the President shall be able to speak on behalf of the AUS.

Subsection (i): The President shall be able to delegate this power only to duly elected members of the AUS.



Section (i): The President shall be responsible for ensuring collaboration with the Indigenous Students' Society, particularly in supporting the society with implementation of Arts-specific representation, as requested and as needed.

Section (j): The President shall be responsible for ultimately overseeing the relationships of the AUS with other AMS Constituencies.

Subsection (i): The President or their delegate shall meet with the Vancouver School of Economics Undergraduate Society and Music Undergraduates Student Association at least once per term.

Section (j): The President shall oversee the operations of the Elections Department.

Subsection (i): The President and the Executive Committee shall not interfere with the business of the Elections Department.

Section (j): The President shall oversee the operations and strategies of the Human Resources Department, which pertains to conflict management, and the orientation and onboarding of newly recruited and elected members of the AUS.

Section (k): The President shall oversee the Internal Development Department to provide regular professional development, social events, and resources to AUS volunteers, and the collection of feedback to improve the experience of volunteers in the AUS.

Section (l): The President shall oversee the Societal Operations Department, which shall oversee research on AUS events, initiatives, and policies, desk work, report writing, and all activities seeking to improve the long term management, efficiency, and success of operations, culminating in an annual end of year strategic report. The department shall also be responsible for collecting and maintaining all reports and related documents for the Society.

Section (m): The President shall chair the AMS Arts Caucus, and shall sit on the AMS Council along with the two elected AMS Representatives.



Article 7: The Vice President Academic

Section (a): The Vice President Academic shall Chair the Academic Portfolio and be the main contact of the AMS VP Academic and University Affairs and Arts Student Senator in the AUS.

Subsection (i): The Vice President Academic shall meet with the Arts Student Senator a minimum of one (1) time per calendar month starting in June and include the summary of these meetings in their Executive updates to Council.

Subsection (ii): The Vice President Academic shall attend meetings of the AMS VP Academic Caucus and build a relationship with the AMS VP Academic and University Affairs.

Section (c): The Vice President Academic may liaise with extra-societal organizations only if the liaison is within the mandate of the Academic Portfolio.

Section (d): The Vice President Academic shall be principally responsible for the academic advocacy initiatives of the Society.

Subsection (i): The Vice President Academic shall be responsible for representing the Arts Undergraduate Society and students of the Faculty of Arts to relevant bodies in the Faculty of Arts, including, but not limited to:

1. The Faculty of Arts Council,
2. The Compass Operations Committee,
3. The Faculty of Arts Curriculum Committee,

Subsection (ii): The Vice President Academic shall seek a position on relevant Faculty of Arts bodies as opportunities arise.

Section (e): The Vice President Academic shall oversee the management of the Academic Development Department, which shall oversee academic initiatives related to academic resources, literacy in academic policies,



undergraduate research, connections between students and professors, academic skills, and related activities.

Section (f): The Vice President Academic shall oversee the management of the Professional Development Department, which shall oversee professional initiatives related to career development, mentorship, networking, and related activities.

Subsection (i): The Vice President Academic shall be responsible for the relationship with the Faculty of Arts' Compass Student Engagement Hub to advance professional development initiatives in the Faculty of Arts.

Section (g): The Vice President Academic shall oversee the Society's Research and Advocacy Department, which shall oversee research, report writing, desk work, and student engagement related to academic policies and avenues of advocacy, student polling, community experiences at the University, and audits of services and initiatives for students offered by the Faculty of Arts and UBC.

Section (h): The Vice President Academic shall coordinate advocacy goals with the First, Second, Third, and Fourth Year Representatives on concerns related to their associated year of study in relevant bodies.

Article 8: The Vice President Administration

Section (a): The Vice President Administration shall chair the Administration Portfolio and be the main point of contact to the Faculty of Arts for all matters related to the Arts Student Centre.

Section (c): The Vice President Administration may liaise with extra-societal organizations only if the liaison is within the mandate of the Administration Portfolio.

Section (d): The Vice President Administration shall be responsible for the management of the Arts Student Centre along with the Operations Department, including the floor warden training of all AUS members,



bookings, maintenance, lockers, and web and IT management, office cleaning, and the passing of the ASC Management Strategy through AUS Council.

Section (e): The Vice President Administration shall oversee the management of the Governance Department including communications with the AUS Clubs, leading the Governance Committee, and organizing the AUS Council.

Section (f): The Vice President Administration shall oversee the operations and strategies of the Sustainability Department, which is responsible for ensuring the Society's operations are environmentally sustainable and promoting sustainability-related outreach initiatives.

Section (g): The Vice President Administration shall oversee the operations of the ASC Food Hub department, which is responsible for running food security-related activities.

Article 9: The Vice President Engagement

Section (a): The Vice President Engagement shall Chair the Engagement Portfolio.

Section (b): The Vice President Engagement may liaise with extra-societal organizations only if the liaison is within the mandate of the Engagement Portfolio.

Section (c): The Vice President Engagement shall oversee the management of the Marketing Department, which shall include the production of the AUS brand guide, and social media publicity materials for the Society's operations, such as graphic design and caption-writing.

Section (d): The Vice President Engagement shall oversee the Media Department, which shall include the production of visual media, such as photography and videography.

Section (e): The Vice President Engagement shall oversee the design, ordering, and distribution of AUS merchandise, including internal merchandise and externally-facing merchandise.



Section (f): The Vice President Engagement shall oversee the Outreach Analytics Department, and be responsible for regular relationship building with constituents of the AUS, as well as analyzing the Society's engagement with students.

Article 10: The Vice President External

Section (a): The Vice President External shall Chair the External Portfolio and be responsible for relationship building with extra-societal organizations.

Section (c): The Vice President External may liaise with extra-societal organizations such as non-profit organizations, businesses, charities, and other off-campus partners.

Section (d): The Vice President External shall oversee the Sponsorship Department to coordinate the Purple Card student discount program and facilitate financial, material, and event sponsorships.

Section (e): The Vice President External shall oversee the External Relations Department to liaise with AUS Clubs, or extra-societal organizations such as non-profit organizations, campus clubs and organizations, and other off-campus partners.

Section (f): The Vice President External shall be responsible for building relationships and meeting with AUS Clubs.

Article 11: The Vice President Finance

Section (a): The Vice President Finance shall Chair the Finance Portfolio.

Section (b): The Vice President Engagement may liaise with extra-societal organizations only if the liaison is within the mandate of the Finance Portfolio.



Section (c): The Vice President Finance shall compose the annual budget and subsequent updates, and present them to the Council for passing at the first meeting of the Council.

Section (d): The Vice President Finance may amend the budget at their discretion only in accordance with Chapter VII, Article 3, Subsection (b).

Section (e): The Vice President Finance shall oversee the Grants Department, which shall administer financial grants to AUS Clubs and students.

Section (f): The Vice President Finance shall oversee the Reimbursement Department, which shall manage the processing of reimbursements for AUS volunteers.

Section (g): The Vice President Finance shall oversee the Workshops Department, which shall host events for students related to financial literacy, such as grant applications, budgeting, and investing.

Section (h): The Vice President Finance shall be the Society's Treasurer to the AMS and be responsible for the timely and accurate management of all payments, reimbursements, and financial processes.

Article 12: The Vice President Student Life

Section (a): The Vice President Student Life shall chair the Student Life Portfolio.

Section (c): The Vice President Student Life may liaise with extra-societal organizations only if the liaison falls under the mandate of the Student Life Portfolio.

Section (b): The Vice President Student Life shall be responsible for the coordination of the following AUS flagship events: KickstART, Arts Week, and The Great Arts Send-Off.

Section (c): The Vice President Student Life shall supervise the operations of the First Year Committee, but shall not act as the Chair of the Committee.



Section (d): The Vice President Student Life shall oversee the Social Department, responsible for hosting regular social events for students.

Section (e): The Vice President Student Life shall oversee the operations of AUS After Hours Department, which is responsible for hosting nightlife events.

Section (f): The Vice President Student Life shall oversee the Health and Wellness Department, which is responsible for topics such as mental health, recreation, physical health, and harm reduction programming.

Section (g): The Vice President Student Life shall oversee the Spirit Department, which is responsible for fostering spirit in the Faculty of Arts through the Spirit Department, and shall oversee:

1. KickstART, the Society's new student orientation programming;
2. Arts Week;
3. The development and review of flagship events;
4. Organizing identity-building and spirit-building initiatives such as branded merchandise and participation in campus-wide programming.

Article 13: Structural Integrity

Section (a): The President and Vice Presidents shall not deviate from the outlined mandate or departmental structures of their respective Portfolio as written in Code.

Article 14: Associate Vice Presidents

Section (a): Each Vice President shall recruit a maximum of three (3) individuals to serve as their Associate Vice President.

Subsection (i): For all intents and purposes of this Article, the President shall recruit at least one (1) Assistant to the President, fulfilling the same duties and responsibilities of an Associate Vice President.



Section (b): Associate Vice Presidents assume the position of their relevant Vice President in the case of death, termination, resignation, or removal from office.

Subsection (i): The Assistant to the President shall never assume the Presidency, as stipulated by Article 13.

Section (c): Associate Vice Presidents shall carry out the mandate and perform the duties prescribed by their Vice President.

Section (d): Associate Vice Presidents may be appointed Vice-Chair of the relevant Standing Committee by the VP if they are Chair, unless the Committee resolves otherwise.

Article 15: Presidential Succession

Section (a): If the President resigns, dies, or is removed from office, the Executive shall appoint an interim President from the incumbent Vice Presidents as soon as possible.

Subsection (i): The Vice President who is appointed as interim President shall be replaced by their respective Associate Vice President, unless under the circumstances outlined in Section (e).

Section (b): The interim President shall only serve until the next meeting of Council, where a new President shall be confirmed by the Council.

Subsection (i): A new President shall be confirmed upon receiving a simple majority vote from Councillors present.

Section (c): Only Vice Presidents shall be eligible to serve in the line of Presidential Succession.

Section (d): In the event that multiple Vice Presidents wish to seek the Presidency, an In-Council Election shall be held to determine the successor in accordance with Chapter II, Article 13, Section (f).



Section (e): If a President resigns, dies, or is removed from office before the first Council meeting of Winter Session, the position of whichever Vice President fills the vacant Presidency shall be put up for election in the Fall By-Election.

Subsection (i): The Associate Vice President shall fill the vacant Vice Presidency until the conclusion of the Fall By-Election.

Subsection (ii): The Associate Vice President shall be eligible to run for the Vice Presidency in the Fall By-Election while simultaneously holding their interim position.

Article 16: Equity Commissioner

Section (a): The Equity Commissioner shall be appointed by a 2/3rds vote of Council, based on the recommendation of a hiring team composed of the outgoing Equity Commissioner, the outgoing President, the incoming President, and one non-executive Councillor selected by Council, for a term concurrent to the rest of the voting members of the Executive Committee.

Section (b): The Equity Commissioner shall supervise the Equity and Inclusion Department with the President, which shall be responsible for promoting equity and inclusion in AUS operations.

Section (c): The Equity Commissioner shall preside over the items that are overseen by the Equity and Inclusion Department in Chapter XXI Article 1 Section (d).

Section (d): The Equity Commissioner shall oversee the review and implementation of the Equity and Inclusion Strategy.



CHAPTER V: RECRUITMENT

Article 1: Job Creation

Section (a): For a position to be created there must be a position proposal which shall include:

1. A job description;
2. Proposed hours per week;
3. The name of the person (or their title) to whom the position shall report;
4. A set date to mark the end of term;
5. What and who the position will have authority over; and
6. The Department or the Committee that the position will work within.

Section (b): The proposal shall be passed by the Council before the position is recruited.

Subsection (i): The Council may pass a job creation proposal.

Subsection (ii): The Council may retroactively reject a recruitment proposal.

1. If the Council retroactively rejects a recruitment proposal after the position has been recruited, this will effectively terminate the position.

Section (c): The position must be filled no more than fifteen (15) business days after its approval from the Executive Committee.



Subsection (i): The fulfillment deadline may be extended by a majority vote of the Executive at a meeting of the Executive Committee following the meeting in which the position was created.

Subsection (ii): The fulfillment deadline may be extended by the Council by a majority vote.

Article 2: Tier One Position

Section (a): Tier One positions shall include but not be limited to:

- 1) Departmental Director;
- 2) The Speaker and Clerk of Council;
- 3) the Executive Assistants; and
- 4) any Associate Vice President.

Article 3: Tier Two Position

Section (a): Tier Two positions shall include but not be limited to any volunteer who actively sits on a Department or Sub Departments until turnover of the Executive.

Article 4: Cause for Termination

Section (a): Cause for termination shall include but not be limited to:

1. Violation of this Code of Procedures, the Constitution, the Mission Statement, or any policy of the AUS;
2. Violence or threatening action;



3. Theft of AUS property or the property of any of its members;
4. Falsifying information or records;
5. Extreme insubordination;
6. Harassment of any kind;
7. Illegal substance usage impairing AUS work;
8. Conviction of a crime; or
9. Any other reason as determined by the Executive committee.
 - i. Failure to complete required courses in the AUS Onboarding system within 30 days of course access.
 - ii. Inactivity as a recruited member of the AUS wherein there is no communication nor performance is sufficient enough to proceed in the position as an active AUS member.

Section (b): Termination shall be based on reasonable and probable grounds.

Article 5: Termination Procedure

Section (a): Any recruited position may be terminated by the President.

Subsection (i): The Council may retroactively deny the termination of a recruited position by $\frac{2}{3}$ majority vote.

Section (b): Any recruited position under a Vice President may only be terminated by their respective Vice President or the President.

Subsection (i): Before termination, the respective VP MUST follow a three step procedure when the issues are related to the recruited member's performance and communication, or lack thereof;



1. The respective Vice President should inform HR to notify them the initiation of the performance review via email, then conduct performance review meeting between respective VP and member regarding observed behaviours, expectations review, and resolution strategies
2. Performance review meeting **between members** with respective VP and President and/or HR representative
 - a. All three parties will come to agreement on a 2-week performance improvement plan
3. Termination

Section (c): Any Recruited position under a Department may only be terminated by a Departmental Director, their respective Vice President, or the President. HR Directors will accompany meetings that involve performance reviews and terminations.

Section (d): Any Departmental Director may be terminated only by the President or their respective Vice President.

Section (e): In reference to Chapter XIX: Human Resources, that outlines the definitions for bullying and any forms of harassment are reasonable grounds for immediate termination.

Article 6: Appeals of Termination

Section (a): Appeals of termination shall be sent to the Speaker of Council in written form within thirty (30) days of termination.

Subsection (i): The Speaker shall notify the President of an initial appeal.

Subsection (ii): The President is responsible for holding a hearing for the appellant at the soonest possible meeting of the Executive Committee.



Section (b): Subsequent appeals to the decision of the Executive Committee on an initial appeal shall be sent to the Speaker in written form within thirty (30) days of the decision on the initial appeal.

Subsection (i): The subsequent appeal shall be placed on the agenda for the soonest possible meeting of the Council.

Section (c): Initial appeals of termination shall be heard by the Executive Committee *in camera*.

Subsection (i): Initial appeals shall be heard on the grounds of:

1. The terminator's failure to follow termination procedure.
2. The terminator's failure to prove cause for termination at a date past thirty (30) days from recruitment

Subsection (ii): The Executive may find an appellant successful only through a $\frac{2}{3}$ decision of the voting members (minus the terminator's vote) of the Executive Committee.

Section (d): Appellants may appeal the decision of the Executive in which case a hearing shall be held *in camera* at the soonest possible Council meeting.

Subsection (i): $\frac{2}{3}$ majority of council members must vote to pass in order for the appeal to be deemed approved.

Section (e): The burden of proof in any appeal shall be on the appellant.

Article 7: Recruitment Authority

Section (a): Recruitment authority may be granted to any person with the permission of the Executive or the President.

Section (b): Departmental Directors shall have the authority to recruit anyone under their respective departments.



Subsection (i): Departmental Directors shall notify the President of any and all recruitments under their respective department.

Section (c): Vice Presidents shall have the authority to recruit anyone under their respective portfolio.

Subsection (i): This authority may be delegated to anyone the Vice President decides only if that person is within the same Committee.

Article 8: Equitable Recruitment

Section (a): The AUS recruitment period shall last for a minimum of 30 days starting from the time that the first posting/promotion is released until the day that rejection letters are distributed by all Executives.

Section (b): Any and all recruitment materials AUS must strongly promote the use of language that focuses on skills and abilities over experience.

Section (c): Any and all recruitment material must use inclusive, unbiased, ungendered language.

Subsection (i): Be inclusive of all genders: e.g., use the phrase “all genders” rather than stipulate “women and men,” and use the pronoun “them” instead of “him” and/or “her.”

Section (d): All recruitment descriptions should contain the following commitment-to-equity statement:

Subsection (i) “The Arts Undergraduate Society of UBC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status or any other characteristic protected by law. We invite all qualified and skilled candidates to apply.”



CHAPTER VI: ELECTIONS AND REFERENDA

Article 1: Elections Department

Section (a): The Elections Department shall oversee the administration of all AUS Elections.

Section (b): The Elections Department shall be composed of the following members:

1. The Elections Administrator;
2. The Associate Elections Administrator;
3. The Elections Communications Director; and
4. The Elections Event Coordinators

Subsection (i): The Elections Administrator shall have complete discretion over additional members to add to the composition of the Elections Committee for any given Elections cycle.

Section (c): The Elections Administrator shall Chair the Elections Department.

Section (d): The Elections Administrator shall be recruited during the first AUS recruitment cycle occurring from May 1st of every academic year

Section (e): Members of the Elections Department shall not hold any other position within the AUS.

Section (f): Members of the Elections Department are not eligible to participate as candidates in any AUS Election.

Section (g): The administration and conduct of elections shall be vested in the Elections Department. The Department shall:



1. conduct elections and referenda in an unbiased and impartial manner
2. publicize the opening of nominations for positions in elections in order to encourage as many candidates as possible to run;
3. publicize elections and AUS referenda in collaboration with AUS Engagement Portfolio 3 weeks in advance of the voting in order to encourage voter turnout;
4. prepare a budget for its operations, which shall be submitted to the Vice President Finance for approval by the Finance Committee;
5. verify nomination forms for positions pursuant to be in accordance with Article 3;
6. determine the assessed market cost for campaign materials and services;
7. determine the campus publication or publications in which candidates may be interviewed and which All-Candidates Forums will be advertised;
8. ensure that candidates are informed about the Electoral Procedures contained in this section of Code and within the AUS Elections Handbook;
9. recruit poll clerks, staff to remove campaign material, and other staff deemed necessary;
10. regulate polling stations;
11. report the results and an overview of elections and AUS referenda to Council, and publish the results of such elections and referenda;
12. recommend various options to Council for amendments to this Section of the Code if deemed necessary;
13. have the power to interpret these Electoral Procedures;



14. have the power to create additional rules and regulations for the running of elections and referenda, to be published in a AUS Elections Handbook, provided such rules and regulations are consistent with the Constitution, Bylaws, Code and Policies of the AUS;
15. have the power to rule on election and referendum irregularities;
16. have the power to penalize candidates for election irregularities;
17. have the power to rule on the validity of an election or referendum based on whether irregularities have materially affected the results; and
18. have the power to enforce the rules against slates;

Article 2: Occurrence of Elections

Section (a): The Arts Undergraduate Society shall hold at minimum two (2) elections each Winter Session.

Subsection (i): The AUS General Election shall commence on March 8th, and conclude no later than March 29th.

Subsection (ii): The AUS Fall By-Election may commence no earlier than the second Monday of September, and conclude no later than the second Monday of October.

Section (b): The AUS General Election shall have the following positions up for election:

1. The President;
2. The Vice President Academic;
3. The Vice President Administration;
4. The Vice President Engagement;



5. The Vice President External;
6. The Vice President Finance;
7. The Vice President Student Life;
8. Two (2) AMS Representatives;
9. The Second Year Representative;
10. The Third Year Representative; and
11. The Fourth Year Representative

Section (c): The AUS Fall By-Election shall have the following positions up for election:

1. Two (2) First Year Representatives; and
2. All vacancies in accordance with Chapter II, Article 13, Section (a);

Section (d): Voting for all elections shall be open for a minimum of five (5) voting days, and not exceed ten (10) voting days.

Subsection (i): A "voting day" shall be considered one daytime period.

Article 3: Eligibility

Section (a): All members of the Arts Undergraduate Society in good standing are eligible to be nominated for an election based on the definition in Chapter 1, Article 2, Section (l).

Section (b): All Faculty of Arts students with an undeclared specialization are eligible to be nominated for an election. If the candidate is elected, the position must be refilled based on Chapter 2, Article 13, Section (a), Subsection (ii) or (iii), if the elected individual at any point within their term,



declares a specialization specified in Chapter 1, Article 2, Section (k), Subsection (i).

Article 4: Nominations

Section (a): The nomination period for elections shall be open for a minimum of eight (8) days before the commencement of voting.

Section (b): In order to be nominated for election, a candidate must submit a nomination form to the Elections Administrator with the signatures of at least ten other (10) active members of the Arts Undergraduate Society in good standing.

Section (c): A candidate may only run for one (1) position in any given election.

Section (d): The Elections Committee shall confirm the eligibility of candidates and nominators.

Section (e): The list of nominated candidates shall only be made public until after the conclusion of the All Candidates Meeting.

Article 5: All Candidates' Meeting

Section (a): All candidates must attend the All Candidates' Meeting, either in person or by proxy, to be eligible to run for election.

Subsection (i): Failure to attend the All Candidates' Meeting, in person or by proxy, will result in the candidate's nomination being considered void.

Section (b): The All Candidates' Meeting shall be closed to everyone except candidates or their proxies, and the Elections Committee.



Article 6: Elections Handbook

Section (a): The Elections Department shall be responsible for producing and distributing an Elections Handbook for all AUS elections.

Section (b): The Elections Handbook must contain, but is not limited to, the following contents:

1. The current contact information for the Elections Administrator;
2. Campaign spending and reimbursement limits;
3. Permissible forms of campaigning;
4. Rules and procedures for the approval of campaign material;
5. Rules governing campaign violations and corresponding measures of discipline;
6. A schedule of events that candidates are invited to participate in;

Section (c): The Elections Handbook shall contain a detailed campaign penalty schedule.

Subsection (i): This schedule shall categorize offences into minor, intermediate, and serious offences.

Section (d): The Election Administrators shall present the AUS Council with Elections Handbook and this must be passed by a majority vote of Council to come into effect before the start of a nomination period.

Article 7: Campaigning

Section (a): The campaign period shall commence immediately at the conclusion of the All Candidates' Meeting.



Section (b): Outside the Official Campaign Period, public campaigning, including but not limited to the forms of campaigning listed below, shall be prohibited:

1. classroom announcements;
2. announcements on listservs, social media, or websites;
3. public speaking, especially when amplified by megaphones, microphones, or other similar devices;
4. distributing buttons, leaflets, brochures, handbills, food or drink;
5. distributing or wearing T-shirts with campaign slogans or other campaign messages on them; and
6. displaying campaign promotion materials both physically on campus and on social media platforms
7. mass mailings, including e-mail mass mailings.

Subsection (i): The activities mentioned in Section (b) apply to candidates themselves, as well as any persons, groups, or organizations working on their behalf

Section (c): Campaigning in the form of private communication shall be permitted before the commencement of the Official Campaign Period. This includes but is not limited to;

1. In person conversations;
2. Person to person email communication;
3. Letters sent by regular mail or social media message;
4. Telephone conversations;

Subsection (i): The Elections Department shall use their discretion to determine what is considered private communication.



Section (d): The Elections Department shall determine what forms of campaigning are deemed acceptable in the Elections Handbook.

Article 8: Violations

Section (a): All campaign violation penalties shall be administered at the discretion of the Elections Department.

Section (b): All reports of campaign violations shall be directed to the Elections Administrator.

Section (c): The Elections Department shall outline in the Elections Handbook all campaign violations and their corresponding level of severity.

Subsection (i): These categories shall be minor offences, intermediate offences, and serious offences.

1. Minor offences shall result in penalties such as but not limited to, a warning, the suspension of campaign rights, minor financial penalties not exceeding a value of \$25, and campaign suspensions not exceeding twelve (12) hours.
2. Intermediate offences shall result in penalties such as but not limited to, the withdrawal of one or more of the candidates campaign rights, financial penalties, and campaign suspensions not exceeding seventy-two (72) hours.
3. Serious offences shall result in campaign suspensions totalling no less than seventy-two (72) hours, or disqualification.

Subsection (i): For serious offences, the Elections Committee may assess at least two intermediate penalties instead at their discretion.

Article 9: Appeals



Section (a): All candidates shall have the right to appeal the results of an election.

Article 10: Referenda

Section (a): A referendum for the AUS shall be called by the President upon receiving:

Subsection (i): A resolution put forwards by any elected member (any Executive, AMS representative, and/or Arts Student Senator) and passed by Council with $\frac{2}{3}$ majority. If any of the club representatives wish to put forward a resolution, the resolution must be sponsored by at least one elected member of Council; or

Subsection (ii): A written petition delivered to the President of the AUS and signed by at least five hundred (500) members, that includes the students' names, student numbers, year(s) of academic standing, and a minimum of 100-word explanation of what the referenda would entail.

Section (b): The question of the referendum shall be drafted by the Executive Portfolio, in agreement with the student petitioners if there is any, and must be capable of being answered "yes" or "no". The text of the question shall be written in an unbiased manner and be accepted by Council as a presentation.

Section (c): Upon the finalization of the wording of the question, the Elections Department of the AUS shall hold the referendum no sooner than fourteen (14) calendar days, and no later than thirty (30) calendar days.

Subsection (i): The Society's promotions and advertisement of the question is within the discretion of the Executive Portfolio.

Section (d): No referendum shall be held except during the months of September to April inclusive. No referendum shall be held during University holidays, weekends, examination periods, or University-wide breaks such as reading breaks and winter breaks.



Section (e): The referendum shall be acted upon by the AUS where a simple majority of votes cast support the referendum and at least ten percent (10%) of the general membership of the AUS has voted.



CHAPTER VII: CONTEMPT OF COUNCIL

Article 1: Definition

Section (a): Contempt of Council shall be defined as the refusal to comply with any motion or mandate that has been carried by any Committee or the Council, as per the following:

1. any action taken that undermines the mandate, authority, or functions of the Council;
2. a breach of privilege; or
3. any other action deemed contemptuous by the Council.

Article 2: Procedure

Section (a): If any member of the Council refuses to comply with a carried motion or mandate, a voting member of the Council may move to hold them in contempt, which shall be carried by a simple majority.

Section (b): If a member is found in contempt, a $\frac{2}{3}$ majority of the Council must vote to approve the imposition of any penalties.

Article 3: Penalties

Section (a): Penalties for contempt of Council shall be determined on a case-by-case basis, up to and including:

Subsection (i): Suspension from office until further investigation by an ad-hoc committee;

Subsection (ii): removal from office; and

Subsection (iii): removal from the Society.



Article 4: Appeals

Section (a): Contempt of Council rulings may be appealed via a written statement to the Speaker following the decision of the Council within thirty (30) days, after which all appeals shall be denied and all penalties stayed.

Section (b): The successful appeal applicant will be given an opportunity to appeal their case before the Council at its next meeting. The penalties may be altered, amended, or overturned only by a $\frac{2}{3}$ majority vote.



CHAPTER VIII: CONFLICT OF INTEREST

Article 1: Executive Members

Section (a): Executives shall act honestly and in good faith in the best interests of the Undergraduate Society, and shall exercise due care and attention in carrying out their duties.

Section (b): Executives shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain.

Section (c): No Executive may, in their role as an Executive Member, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Subsection (i): If an Executive is in a conflict of interest or an apparent conflict of interest, they shall declare the nature of the conflict to the Council or the Committee and cease to speak or vote on the issue or any motion related to the issue, except to raise a point of parliamentary privilege, parliamentary inquiry, or point of order.

Subsection (ii): If a proxy is attending in the place of an Executive Member who has a conflict of interest or an apparent conflict of interest, or if the proxy themselves has a conflict of interest or an apparent conflict of interest, the proxy shall state the nature of the conflict to the Council or the Committee and shall cease to speak or vote on the issue or on any motion related to the issue, except to raise a point of parliamentary privilege, parliamentary inquiry, or point of order.

1. Subsections (i) and (ii) above notwithstanding, at the request of the Speaker or Committee Chair, or if the Council or the Committee so directs by resolution of the Council, the Executive or proxy may answer questions pertaining to the issue on which they have a conflict of interest or an apparent conflict of interest.



Subsection (iii): If an Executive is uncertain whether or not they are under a conflict of interest and brings that to the Council's notice, the Speaker shall rule on whether or not there is an actual conflict.

1. In the event that the Speaker's ruling is challenged, said Executive Member shall cease to speak or vote on the ruling.

Subsection (iv): If an Executive or their proxy have a conflict of interest or apparent conflict of interest and are chairing the Council or a Committee, they shall relinquish the Chair while the issue on which they have a conflict or apparent conflict is being discussed.

Subsection (v): If the Council or a Committee moves *in camera* to discuss an issue on which an Executive or their proxy is in a conflict of interest or an apparent conflict of interest, said Executive or proxy shall be required to remove themselves from the *in camera* session in which the issue is to be discussed, unless specifically invited to stay by $\frac{2}{3}$ resolution of the Council or the Committee.

Subsection (vi): If an Executive Member believes that another Executive, Councillor or Recruited Member present may be in a conflict of interest or an apparent conflict of interest, they shall ask the Speaker or Committee Chair to decide the matter.

1. In the event that the Speaker's ruling is challenged, or if the matter becomes a resolution of the Council or a Committee for any other reason, then said Executive, Councillor or recruited member who is in a possible conflict shall cease to speak or vote on the ruling.

Section (d): An Executive has a conflict of interest when the Executive, in their capacity as an Executive, exercises an official power or performs an official duty or function and at the same time knows that in the exercise of the power or in the performance of the duty or function there is an opportunity to further their private interest..

Subsection (i): An Executive Member shall also be considered to be in a conflict of interest on an issue if the issue concerns relations with an



organization outside the Society and if the Executive serves on the board of that other organization, unless the Executive is serving on the other board by virtue of being the Society's representative on that board.

Section (e): An Executive has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could have, that the Executive's ability to exercise an official power or perform an official duty or function, in their capacity as an Executive, may be affected by their private interest.

Section (f): No Executive shall use their office to seek to influence a decision, to be made by another person, for the purpose of furthering the Executive Member's private interest.

Section (g): No Executive may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of their position as an Executive unless authorized to do so by the Council.

Subsection (i): Section (g) above does not apply to a gift or personal benefit that is incidental to the protocol or social conventions that are normally separate from the responsibilities of office.

Section (h): If a gift or personal benefit referred to in Section (g)(i) above exceeds \$50 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$50, the Executive Member shall immediately disclose to Council, in writing:

Subsection (i): The nature of the gift or benefit;

Subsection (ii): its source; and

Subsection (iii): the circumstances under which it was given and accepted.

Section (i): Upon receipt of a written disclosure referred to in section (h), the Council shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.



Section (j): No Executive shall hold a significant position, including but not limited to executive positions within an AUS Club officially recognized by the AUS that holds a seat on the Council.

Section (k): Any Executive who contravenes this Article may be:

Subsection (i): Directed by a resolution of the Council by a simple majority vote to:

1. Reimburse the AUS for any financial loss suffered by the Society as a direct result of their action;
2. Account for, and dispose of, any profits made as a result of a breach of this Article; and/or
3. Return or otherwise restore the Society's property taken, damaged or destroyed by a direct action of that Executive;

Subsection (ii): Any contravening Executive may also be removed from office pursuant to Chapter II, Article 4.

Section (l): Proxies appointed by Executive Members shall abide by all the rules concerning Executive Members contained in this Article. Any chapter XI who contravenes this Article of Code shall be subject to the penalties outlined in section (k)(i) and (ii) above.

Article 2: Councillors Who Are Not Executives

Section (a): No Councillor may, in their role as a Councillor, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Section (b): Councillors, as voting members of the Council, are Directors of the Society and shall be subject to Article 1 in their capacity as Councillors.



Subsection (i): AUS Club Representatives are exempt from Article 1, section (j) above.

Article 3: Recruited Members

Section (a): No Recruited Member shall perform a duty or function in which they may have either a conflict of interest or an apparent conflict of interest.

Section (b): Recruited Members shall declare a conflict of interest if apparent in the execution of their duties.

Subsection (i): In the case a conflict is declared, the recruiting Councillor or Executive Member shall reserve the right to remove the Recruited Member from the execution of their duty.

1. The Speaker, as the recruiting Councillor of the Clerk, does not have the authority to terminate the Clerk, as outlined in Chapter II, Article 8, section (c)(ii).



CHAPTER IX: REMOVAL FROM OFFICE

Article 1: Removal from Office

Section (a): Any Councillor, Executive, or Recruited Member of the AUS may be removed from their position at any time, for any reason determined by the Council.

Subsection (i): Being unable to be physically present in UBC Vancouver for a prolonged period of time during the Winter Term (from September to April, with the allowed exception of during the Reading Breaks and Winter Break or for any type of emergencies) is a reason for removal.

Article 2: Procedure

Section (a): Any member in good standing can propose an elected member's removal from office to the Human Resources Department.

Section (b): The Human Resources Department shall be responsible for investigating the proposal and the grounds for removal.

Section (c): The Human Resources Department shall be responsible for making a recommendation based on their investigation to Council in the meeting where the removal of the elected member will be voted on.

Subsection (i): Council shall be able to decide on a case-by-case basis whether the presentation and/or discussion shall be in camera or open for the public

Subsection (ii): If the elected member that is being evaluated is a member of the Executive Portfolio, the Executives shall not be part of the discussion, but shall maintain their voting rights.

Section (d): The Council may then vote on a secret ballot on the removal of any elected individual(s) from office on the agreement of $\frac{2}{3}$ of Councillors



present with a three-quarters ($\frac{3}{4}$) majority vote.

Section (e): This process shall take no more than a month starting from the time that a proposal is given by any AUS member in good standing.



CHAPTER X: BUDGET

Article 1: Passing

Section (a): Presentation

Subsection (i): The annual budget must be presented before the first September sitting of Council following the general election.

Section (b): Passage

Subsection (i): The budget must be accepted by a $\frac{2}{3}$ majority of Councillors present.

Subsection (ii): If the budget initially presented fails to pass, a motion to pass an amended budget shall automatically be placed on the order of business of the next meeting of the Council.

Article 2: Organization

Section (a): The Budget shall be organized as:

1. General revenue;
2. General expenses;
3. Comparison to previous years;
4. Executive Committee;
5. First Year Committee
6. Executive portfolios;
7. Executive Departments;



8. Surplus or Deficit; and

9. Totals.

Section (b): The Budget shall show:

1. The budgeted amount; and

2. The actual amount spent.

Article 3: Amendments

Section (a): Amendments to the budget must be passed by the Council if the amount of money involved in the amendment concerns is \$1001 or greater prior to the monies being moved and spent.

Section (b): The Vice President Finance may move existing monies from one line item to another, provided the amount is \$1000 or less, but may not create new line items or introduce new spending.

Subsection (i): The Vice President Finance shall notify the Council of an amendment under section (b) at the earliest opportunity, and if the Council determines that an amendment should not proceed, the Council may decide by a simple majority to overturn the Vice President Finances' decision.

Subsection (ii): If the Council decides that the movement of monies referred to in section (b) should not proceed, but the monies have already been spent, the Vice President Finance may be found to be in Contempt of Council, and shall be subject to the applicable penalties and appeals processes outlined in Chapter VIII, Articles 3 and 4.

Article 4: Reimbursements



Section (a): Reimbursements shall only be issued if there is a record of payment, or a request for reimbursement with the signatures of the voting members of the executive.



CHAPTER XI: FEES

Article 1: Payors

Section (a): Members and payors must be an undergraduate UBC Student enrolled in a degree program in the Faculty of Arts, with exception of students enrolled in the following:

1. Bachelor of International Economics (B.I.E.);
2. Bachelor of Social Work (B.S.W.);
3. Bachelor of Music (B.Mus); or
4. Bachelor of Arts (B.A.) with one major or honours in Economics.

Article 2: Adjustment Procedures

Section (a): All fee adjustments must be passed through a referendum where Quorum is 10% of the general membership of the AUS.



CHAPTER XII: RIGHTS AND OBLIGATIONS OF MEMBERSHIP

Article 1: Right to Vote

Section (a): All members in the AUS have the right to vote in its elections.

Article 2: Right to Run for Elections

Section (a): All members in the AUS as defined by Chapter XIII Article 1 have the right to run in its elections.

Subsection (i): With no conflict of interest as defined by Chapter X Article 1.

Article 3: Right to Petition

Section (a): All members of the AUS have the right to present a petition to the Council.

Subsection (i): Petitions shall be accepted if they have the signatures of 10% of the current membership, or 1000 signatures, whichever is less.



CHAPTER XIII: POLICIES

Article 1: Purpose

Section (a): Policies shall be enacted to formalize operations of the executive for the Executive Portfolio and its mandate.

Article 2: Authority

Section (a): Policies have authority over the Executive of the AUS.

Article 3: Creation

Section (a): Policies may be created and passed by the Executive Portfolio through majority vote.

Subsection (i): If created and passed in the Executive committee the Council shall be notified at the nearest meeting.

Subsection (ii): Council may revoke any and all policies through $\frac{2}{3}$ vote of the Council.

Article 4: Format

Section (a): All policies shall have:

1. A title;
2. have a reference number beginning with A USP and ending with a number that corresponds to the chronological passing of the policies.



(AUSP- x);

3. the date passed;
4. the date for review;
5. the area of the Executive that the policy will apply to; and
6. appropriate appendices.

Article 5: Subversion

Section (a): Policies shall not subvert the Constitution.

Section (b): In the event that a policy subverts this Code of Procedures, the Executive Committee shall put a motion on the nearest Council agenda to accept the policy and amend this Code of Procedures or revoke the policy.



CHAPTER XIV: AUS CLUBS

Article 1: Requirements

Section (a): AUS Clubs shall be admitted on a case-by-case basis by the Council.

Section (b): AUS Clubs shall:

Subsection (i): Have a constitution;

Subsection (ii): Have an executive;

Subsection (iii): Have a budget;

Subsection (iv): Be constituted under the AMS;

Subsection (v): Hold at least 2 social events; and

Subsection (vi): Hold at least 2 academic events;

Subsection (vii): Have at least 80% Arts student membership, not including students excluded per Chapter XII Article 1, unless the club itself directly represents an Undergraduate program in the Faculty of Arts that meets all the criteria listed in Chapter XV Article 1 Section (c).

Section (c): AUS Clubs shall be related to or directly represent an Undergraduate program in the Faculty of Arts. The program must meet the following criteria:

Subsection (i): Is listed on the Faculty of Arts website as either a 'Department' or 'Interdisciplinary Program'

Subsection (ii) Offers a major and/or minor in the program



Subsection (iii) Is under one of the following degree programs:

1. Bachelor of Arts (B.A.),
2. Bachelor of Fine Arts (B.F.A.),
3. Bachelor of Media Studies (B.M.S.)

Subsection (iv): Present a Memorandum of Understanding (MoU) to AUS Council as proof of Program affiliation which is signed by the Head of Department (or equivalent), and Chair of Program (or equivalent).

Article 2: Rights of Membership

Section (a): Clubs are eligible to receive funding.

Section (b): Clubs shall have a voting seat on AUS Council

Section (c): Clubs shall be able to book the Arts Student Centre free of charge, with the exception of the damage deposit required.

Article 3: Responsibilities

Section (a): Clubs shall send a representative to sit on AUS Council.

Section (b): Clubs shall send a copy of the Constitution, a list of the executives, a list of most up-to-date membership and a final budget to the Vice President Administration once requested.

Section (c): Clubs shall fill out requested information if mandated by the Vice President Administration and any member of the Administration Portfolio.

Section (d): Clubs shall respond to AUS emails expecting a reply within a 72 hour period.



Section (e): All AUS Clubs must renew membership at the end of the academic year.

Section (f): All AUS clubs must participate in a midterm evaluation process halfway through the academic year.

Article 4: Disciplinary Actions

Section (a): Any club that fails to comply with the requirements of a Club listed in Article 1 and/or the responsibilities of a Club listed in Article 3, Section (b), (c), (d) and (f) shall be put on a bad standing status.

Subsection (i) Any club in bad standing will be given two weeks after notice to submit their missing requirements or complete their missed responsibility.

Subsection (ii) Any club in bad standing will not be eligible to receive funding, will be unable to vote in AUS Council, and will be unable to book the Arts Student Centre for any events.

Subsection (iii) The club's rights of membership in the AUS mentioned in Subsection (ii) will be reinstated once their missing requirements or responsibilities have been completed.

Section (b): Any club who is in breach of Chapter II, Article 3, Section (a), meaning they have missed three (3) Council meetings or have sent a proxy on more than five (5) occurrences, will be recommended for termination from the AUS by the Administration Portfolio, with the ability to make an appeal to Council at the same meeting.

Subsection (i): A club who fails to get out of bad standing after two weeks of notification will also be recommended for termination from the AUS by the Administration Portfolio.



Subsection (ii): A termination entails that the club will not have any rights of membership in the Arts Undergraduate Society.

Subsection (iii): A terminated club looking to reapply must wait until the reopening of the AUS Club Membership Application on the next academic year.



CHAPTER XV: TRANSITION PERIOD

Article 1: Executive Transition

Section (a): The President and HR Department shall oversee the entire process of executive transition

Subsection (i): Distribute executive transition template document such as but not limited to:

1. Transition document;
2. Transition meetings; and
3. Any other sort of transition materials.

Subsection (ii): ensure timely completion of the transition report by April 30th

Section (b): Each AUS Executive shall be responsible for the orientation of their successor, such orientation to include but not be limited to:

Subsection (i): completion of a comprehensive transitional report no later than the date that the incoming Executive member takes office due May 1st.

Subsection (ii) training of the incoming Executive member.

Subsection (iii): organization of Executive files and relevant documents

Subsection (iv): Assisting in position reviews for appointees reporting to them.

Section (c): If an Executive member is re-elected to the same position, said Executive member shall be exempt from a formal process of Executive transition.



Article 2: Portfolio Member Transition

Section (a): Each executive shall oversee the entire process of transition within their respective portfolios

Section (b): All directors and essential volunteers will complete a comprehensive transitional report no later than the date that the incoming Executive member takes office.

Article 3: AUS Onboarding System

Section (a): The AUS Onboarding System is made up of 16 courses:

- AUS 101: Getting Started with the AUS;
- AUS 102: Getting Started with the Presidency;
- AUS 103: Getting Started with VPs;
- AUS 104: Getting Started with Academic;
- AUS 105: Getting Started with Administration;
- AUS 106: Getting Started with AMS Reps;
- AUS 107: Getting Started with Engagement;
- AUS 108: Getting Started with External;
- AUS 109: Getting Started with Finance;
- AUS 110: Getting Started with Internal;
- AUS 111: Getting Started with Student Life;
- AUS 112: Getting Started with Equity & Inclusion;
- AUS 113: Getting Started with Elections Administration;
- AUS 114: Getting Started with FYC; and
- AUS 115: Getting Started with HEWE.

Section (b): Every student working in the AUS must be enrolled in course "AUS 101: Getting Started with the AUS" on Canvas.

Subsection (i): All AUS members must complete Floor Warden Training and Privacy Matters Training within AUS 101: Getting Started with the AUS.



Section (c): Students working in the AUS must be enrolled in any and all courses that are relevant to their position.

Subsection (i): Each VP will be registered in all courses relating to their portfolio. Although VPs are not required to complete courses other than AUS 101 and AUS 103, they must oversee their portfolio members' course completion.

Subsection (ii): The President will be registered in all AUS courses, although they are only required to complete AUS 101 and AUS 102. The President may also oversee the timely completion of all courses.

Section (d): Students must complete any and all enrolled courses, 30 days from course access. Failure to comply will result in immediate termination of position.

Subsection (i): Executives that fail to complete their course(s) in the 30 day window will be brought to the next possible AUS council meeting to state the reasoning behind the failure of course completion. AUS council will subsequently vote on their removal from office, withstanding Chapter XI Article 1. If the executive is not removed from office, they must complete their required courses within the period before the following council meeting. If the executive fails to comply, they will be brought before council again, and a vote withstanding Chapter XI Article 1 shall occur. If the Executive is not removed from office by this vote, they have until the following council to complete their registered courses and so forth.

Subsection (ii): Recruited members will undergo the termination process if they fail to complete their courses in the 30 day window

Section (e): All course content shall be managed by the AUS Onboarding System Manager, a volunteer position under the Executive portfolio.

Subsection (i): The AUS Onboarding System Manager shall have access to all AUS onboarding courses and edit course content as they see fit.



Subsection (ii): The AUS Onboarding System Manager shall manage all course enrollment processes.

Section (f): The use of the AUS Onboarding System is mandatory each year. Removal of said system is possible only with $\frac{3}{4}$ council attendance and a unanimous council vote.

Section (g): Courses in the AUS Onboarding system may be added or removed for the purpose of ensuring the System's accurate representation of current AUS procedures.

Subsection (i): Course addition requires 50% council attendance and a $\frac{3}{4}$ council vote.

Subsection (ii): Course removal requires a $\frac{3}{4}$ council attendance and a $\frac{3}{4}$ council vote.

Section (h): In the case that the onboarding system must be removed from Canvas, all information from all current courses shall be moved to another platform before the next transition period for the continual use of the onboarding system.



CHAPTER XVI: ARTS UNDERGRADUATE SOCIETY AWARDS FUND

Article 1: Source

Section (a): In March 2020, AUS Council approved the creation of an \$80,000 static awards fund from the Society's existing financial reserves. These reserves were accumulated from previous yearly surpluses. The official name of this fund shall be titled, "Arts Undergraduate Awards Fund."

Section (b): The high-level purpose of this fund shall be to supplement bursaries that help students in financial need, and to award exemplary scholarship.

Section (c): The AUS shall contribute at least 50% of its surpluses or \$8000, whichever is less, each fiscal year to replenish this fund. In the event that a fiscal year does not end in a surplus, the responsibility shall fall to the Vice-President Finance and the President to designate a line item that places money into the awards fund up to \$8000.

Subsection (i): This line item must be passed in AUS Council prior to the transfer of fund.

Subsection (ii): The quantity of this allocation will be at their discretion.

Section (d): The monetary contents of this fund shall be housed internally with the UBC Arts Undergraduate Society and UBC Alma Mater Society.

Section (e): The AUS Vice-President Finance shall oversee this fund and serve as the primary point of contact between the University, the AMS, and the AUS.

Article 2: Awards



Section (a): Every year the AUS shall fund at least four undergraduate awards, provided there are a sufficient number of qualified candidates and at least \$8000 remaining in the fund. All awards and grants shall be distributed to active AUS members.

Subsection (i): The AUS Constitution defines active membership as "students who have paid their A.U.S. membership fee and whose programs lead towards either a Bachelor of Arts or Bachelor of Fine Arts degree."

Subsection (ii): Additionally, students enrolled in the Bachelor of Media Studies programs (B.M.S) shall also be eligible.

Section (b): All awards shall be adjudicated and allocated by UBC. The Arts Undergraduate Society shall sign a 5-year agreement with the university committing funds to designated scholarships and bursaries within the agreement.

Subsection (i): The Arts Undergraduate Society shall seek to either renew or discontinue this agreement with the university after every 5 years (the minimum period required).

Section (c): Of the awards, scholarships totaling \$2000 shall be made available for one of the top academic students in an Arts Undergraduate Degree program, as defined in the memo accompanying the Awards documents. This award shall be titled "The Arts Undergraduate Society Academic Achievement Award," and recipients have the option of being issued a certificate indicating their status as a recipient of this award.

Subsection (i): This scholarship shall prioritize students who have not received it previously.

Section (d): Of the awards, bursaries totaling \$6000 shall be made available for students who are in good academic standing and have demonstrated exceptional financial need under UBC Policy LR10 (Financial Aid Policy).



Article 3: Eligibility

Section (a) The applicant must be an active member of the UBC (Vancouver) Arts Undergraduate Society and full-time student at the time of the award disbursal.

Subsection (i): The AUS Constitution defines active membership as "students who have paid their A.U.S. membership fee and whose programs lead towards either a Bachelor of Arts or Bachelor of Fine Arts degree."

Subsection (ii): Additionally, students enrolled in the Bachelor of Media Studies programs (B.M.S) shall also be eligible.

Section (b) For all bursaries, the applicant must be in good standing at the time of the award disbursal.

Subsection (i): Good standing is defined by the UBC Calendar as "students who achieve a credit-weighted sessional average of at least 55%."

Section (c): For all scholarship awards, any minimum sessional average requirements shall be at the discretion of the University of British Columbia.

Section (d): The applicant must have fully completed and submitted an application before the designated due date (if applicable).

Section (e): The applicant is only eligible to receive the merit-based scholarship once during their studies at UBC.

Section (f): The applicant must not be a member of the selection committee.

Article 4: Applications and Adjudication



Section (a): All available awards and their information pages shall be listed on the AUS website, with information on who to contact for inquiries and comments.

Section (b): Recognizing the large potential for conflicts of interest to arise in the event that adjudication processes are handled internally, Scholarship and Bursary awards must only be adjudicated by one or more of the following bodies, in line with university practices:

Subsection (i): UBC Enrollment Services

Subsection (ii): UBC Faculty of Arts

Section (c): Awards adjudication can also be delegated to another UBC-administered working group, however approval for this must pass a two-thirds majority vote of AUS council and is subject to university assent.

Section (d): The Arts Undergraduate Society shall assign the Vice President Finance to represent the AUS as an award contact to the university. This executive shall serve as the primary point of contact.

Article 5: Fund Development and Reassessment

Section (a): To ensure that the status of this fund is reviewed periodically, and that the AUS continues to pursue further opportunities in supporting students, the structure of the Arts Undergraduate Awards Fund must undergo a review by AUS Council once one of the following conditions is met:

Subsection (i): 5 years have elapsed since the last review

Subsection (ii): There is less than \$16,000 remaining in the fund

Subsection (iii): There is less than \$25,000 remaining in the overall AUS Reserve.

Subsection (iv): A referendum altering AUS student fees has passed and met quorum.



Section (b): Recognizing that during the consultation process, many students indicated that they would like to see money stored in an endowment fund such that AUS Awards can be funded in perpetuity:

Subsection (i): If the amount in the fund at any time exceeds \$120,000, the AUS Executive must conduct a cost-benefit analysis to determine if/how money in the fund should be endowed and present their findings to Council.



CHAPTER XVII: SUSTAINABILITY

Article 1: Sustainability Department

Section (a): The Sustainability Department shall be composed of the following members:

1. Sustainability Administrator(s);
2. Inventory Administrator(s); and
3. Food Hub Administrator(s)

Section (b): Members of the Sustainability Department shall be recruited by the Vice President Administration through the Administration Portfolio during the summer and fall recruitment periods.

Section (c): The Sustainability Department shall oversee the following items:

Subsection (i): All matters pertaining to sustainability for the UBC Arts Undergraduate Society.

Subsection (ii): The review and revision of the Sustainability Strategy shall occur no less than once a year and significant changes must be passed by Council with 2/3 majority of votes.

Subsection (iii): The management of the Arts Undergraduate Society's inventory.

Subsection (iv): The approvals of inventory requests and purchases; whether it follows the Sustainability Strategy.

Article 2: Sustainability Strategy

Section (a): The Sustainability Strategy consists of policies that all members of the Arts Undergraduate Society must follow when planning and purchasing items for AUS events.

Section (b): The Sustainability Strategy must be used when going through inventory requests and event purchase approvals.



Article 3: Inventory & Purchase Request Form

Section (a): The Inventory & Purchase Request Form must be utilized in order to communicate requests to the Sustainability Committee and attain approval for purchases.

Subsection (i): The form must be filled out at the latest 7 days in advance of the event date to request purchases

Subsection (ii): The form must include a regularly updated list of AUS' inventory.

Subsection (iii): The form responses must be followed up by the Sustainability Committee within a week of its submission.

Subsection (iv): Events that do not require inventory nor purchases are not required to fill the Inventory & Purchase Request Form.

Article 4: Purchases

Section (a): All purchases for events must go through the Sustainability Department and communicated through the Inventory Request & Purchase Form which must be completed at the latest 7 days before the event date.

Section (b): If a purchase is not explicitly approved by Sustainability, it will not be reimbursed.

Subsection (i): The Sustainability Department can, but is not obligated to, approve purchases in the case AUS inventory no longer has an item or does not have enough quantity wise.

Subsection (ii): Approval of purchase requests must be attained prior to the transaction taking place, otherwise reimbursement is not guaranteed.



CHAPTER XVIII: HUMAN RESOURCES

Article 1: Human Resources Department

Section (a): The Human Resources Department shall be composed of no less than two Human Resources (HR) Directors

Section (b): The HR Director(s) shall be recruited by the President during the summer recruitment period.

Section (c): The Human Resources Department shall oversee the following items:

Subsection (i): All matters pertaining to human resources for the UBC Arts Undergraduate Society.

Subsection (ii): The review and revision of the HR Strategy no less than once a year and significant changes must be passed by council with 2/3 majority of votes.

Subsection (iii): Conflict management between members of the Arts Undergraduate Society.

Subsection (iv): The management of the Feedback/Complaint Form and following-up with responses within 7 days of its submission.

Article 2: Human Resources Strategy

Section (a): The Human Resources (HR) Strategy consists of procedures regarding internal AUS terminations and conflicts to ensure positive relations between AUS members and that all members are held accountable in their positions. This ensures the Arts Undergraduate Society understands the



operation of the HR department and its resources or services available to AUS members.

Section (b): The HR Strategy must be used and followed in cases of termination in accordance with the 'termination procedure' as per Chapter VI, Article 6.



CHAPTER XIX: PRIZES AND AWARDS FROM THE SOCIETY

Article 1: Ineligibility for Prizes

Section (a): Any recruited or elected members of the Arts Undergraduate Society are ineligible to receive prizes in any events, giveaway or prize draws, except in cases where the prizes are designated solely for the credit or elected members who are the members paid for their own admission.

Subsection (i): Recruited or elected members however are still allowed to participate in programs or events, hosted by the AUS, although they will be required to reject and return the prize if ever chosen as winners.

Subsection (ii): Any initiatives, or projects, hosted by the AUS that requires applications or addresses concerns relating to accessibility, equity and inclusion, and issues related to student health and well-being are exempted from this rule.



CHAPTER XX: EQUITY AND INCLUSION

Article 1: Equity and Inclusion Department

Section (a): The Equity and Inclusion Department shall be composed of, but not limited to, the following sub-departments:

1. Strategy sub-department;
2. Events sub-department: and
3. Social Media Research sub-department

Section (b): The Equity and Inclusion Department shall be recruited by the President, Equity Commissioner and Executive Assistant to the President during the summer and fall recruitment periods.

Section (c): The Equity and Inclusion Department shall oversee all matters pertaining to equity and inclusion in the UBC Arts Undergraduate Society.

Subsection (i): The review and revision of the Equity and Inclusion Strategy shall occur no less than once a year and significant changes must be passed by council with 2/3 majority of votes.

Subsection (ii): Holding members of the Arts Undergraduate Society accountable, including but not limited to the Equity and Inclusion Events Approval form.

Subsection (iii): The social media presence of the Equity and Inclusion department, including the @ausequity Instagram account

Subsection (iv): The @ausequity Instagram account, posting monthly campaigns.



Article 2: Equity and Inclusion Strategy

Section (a): The Equity and Inclusion Strategy consists of policies that all members of the Arts Undergraduate Society must follow for all projects hosted, managed and organized by or in collaboration with the Arts Undergraduate Society.

Section (b): The Equity and Inclusion Strategy must be reviewed by the Equity and Inclusion department, in consultation with the broader AUS, annually and, should amendments be made, presented in AUS Council during Term 1 for approval.

