

Club Bylaws for UBC Scandinavian and Nordic Student Association

Administrative Details

Constituted as an AMS Club on 2010-10-07

Club Bylaws last updated on 2022-03-28

Bylaw 1: Name

The name of this AMS Club shall be UBC Scandinavian and Nordic Student Association.

Bylaw 2: Club Purpose

The purpose(s) of this AMS Club shall be:

1. To foster interest in Scandinavian and Nordic countries.
2. To celebrate Scandinavian and Nordic culture.
3. To promote the Nordic language program at UBC.
4. To promote the Nordic Minor under the CENES department.
5. To participate in Scandinavian and Nordic academic and social events related to history, literature, politics, and culture.

Bylaw 3: Executives

The Executives of this AMS Club shall be elected annually and shall be as follows:

1. President
2. Treasurer
3. Vice President
4. VP Events
5. VP Administration
6. VP Communications
7. Community Coordinator
8. Editor in Chief

The number of Executives of this AMS Club shall be as few or as many as required.

Bylaw 4: Executive Duties

The duties of each Executive shall be as follows:

1. President

- a. Join AMS CampusBase;
- b. Attend and successfully complete an annual executive orientation at the end of every academic year in order for this AMS Club to seek renewal;
- c. Act as the main point of contact to the AMS Administration Team;
- d. Call a General Meeting;
- e. Oversee all the general operations of this AMS Club;
- f. Ensure that the established bylaws and additional policies (if applicable) of this AMS Club are properly implemented;
- g. Act as one of two Booking Representatives.
- h. Correspond with the Nordic Program advisor
- i. Fill in for external meetings when called for
- j. Oversee the standing committees' timeliness and progress should there be a need to fill in
- k. Host and coordinate weekly or biweekly executive meetings

2. Treasurer

- a. Join AMS CampusBase;
- b. Complete the Treasurer Authorization process in a timely manner;
- c. Write this AMS Club's budget and aim to follow it;
- d. Oversee all the financial activities of this AMS Club;
 - i. Keep this AMS Club out of a deficit, submit documents by their deadline, and keep this account active by having at least one (1) transaction through this AMS Club account every fiscal year;
- e. Be accountable for all transactions made by this AMS Club;
- f. Ensure this AMS Club does not use an external bank account;
- g. Ensure all members complete the AMS Waiver Form for insurance liability protection;
- h. Act as one of the two Bookings Representatives and ensure there are sufficient funds in this AMS Club's account prior to renting any equipment from the AMS.
- i. Create and manage the club budget with the President
- j. Create and submit grant and funding applications on behalf of the club
- k. Attend weekly or biweekly executive meetings

3. Vice-President

- a. Act as liaison between the SNSA and other clubs/associations/undergraduate societies at UBC
- b. Represent the SNSA in the President's absence
- c. Attend weekly/biweekly executive meetings
- d. Oversee projects where needed
- e. Third to oversee SNSA standing committees (standing committee being the Journal and General Member teams) timelines and progress should there be a need to fill in

- f. Attend external meetings with UBC bodies (i.e AUS, AMS)
4. Vice-President Events
 - a. Coordinate and spearhead all aspects of Lucia and Sami National Day
 - b. Oversee events and specific projects throughout the term
 - c. Attend weekly/biweekly executive meetings
 5. Vice-President Administration
 - a. Record and manage club membership through AMS CampusBase
 - b. Attend weekly/biweekly executive meetings
 - c. Record meeting minutes at the weekly meetings and the Annual General Meeting
 - d. Assist President with elections and coordinating the AGM
 - e. Attend weekly/biweekly executive meetings
 - f. Fill in for external meetings when called for
 6. Vice-President Communications
 - a. Attend weekly/biweekly executive meetings
 - b. Manage all club communication channels including Facebook, Spotify, and Instagram
 - c. Oversee and help create the promotional materials for all club events and projects
 - d. Create and email monthly newsletters to general members
 7. Vice-President Community Coordinator
 - a. Attend weekly/biweekly executive meetings
 - b. Put out a call for general members who are interested in being involved with the club in the fall
 - c. Be the liaison between volunteers and executive team
 - d. Potentially pair volunteers with other V.P.s to assist with projects based on the volunteer's interest
 - e. Oversee any projects that could get passed to the volunteer committee or that are of committee interest
 8. Editor in Chief
 - a. Attend weekly/biweekly SNSA executive meetings
 - b. Liaison between Journal committee and executive team
 - c. Be responsible for editor and designer applications
 - d. Onboard and supervise the SNSA Journal Team
 - e. Assign Journal promotion to someone on the Journal team
 - f. Be responsible for overall production and timeline of publication

Bylaw 5: Electoral Procedures

1. Club elections must:
 - a. be verifiable through documented vote counts or similar methods;
 - b. be conducted by voting with a secret ballot; and
 - c. be held by March 15th and the results submitted to the AMS Clubs Administrator with the Club Renewal submission by the submission deadline.
2. All Active Members of this AMS Club shall be eligible for executive positions.
3. Elected Executive positions shall be voluntary and AMS Club Executives shall not receive honoraria or salary from this AMS Club for their Executive role.
4. The removal of an Executive requires a quorate General Meeting to be held with a motion to remove on the agenda
 - a. the motion to remove must receive two-thirds approval to pass; and
 - b. the Executive in question must receive at least two (2) weeks' notice of a General Meeting with a motion to remove
 - i. a motion to remove an Executive cannot be called from the floor.

Bylaw 6: Membership Fees

1. Active membership fees shall be: \$5.00
2. Associate membership fees shall be: \$7.50

Bylaw 7: Membership Privileges

1. Only Active Members of this AMS Club shall be eligible to vote, hold executive positions in the club, and sign club petitions.
2. Active members will be invited to attend member-only events throughout the year.
3. Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
4. Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions.
5. Honorary members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.
6. A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
7. The number of Associate Members and Honorary Members shall not be more than one-third of the Club's membership.
8. The membership period shall not be longer than one (1) year, and shall end no later than September 30th.

Bylaw 8: Standing Committees



This AMS Club shall have the following Standing Committees:

1. Volunteer Committee
2. Journal Committee

The Standing Committees of this AMS Club shall be as few or as many as required.

Bylaw 9: Committee Duties

The numbers for each Standing Committee in this section should correspond to the numbers for each Standing Committee in Bylaw 8 above. Add or remove rows below as needed.

The duties of each Standing Committee shall be as follows:

1. Volunteer Committee
 - a. Help students get involved by assisting club executives with the planning and running of club events.
2. Journal Committee
 - a. Responsible for the publication of our Scandinavian undergraduate journal, The Scanner.