
The Administration and Attendance Policy is to serve as the Terms and Conditions of attending and organizing events within the Commerce Undergraduate Society. By attending or organizing an event endorsed or sponsored by the Commerce Undergraduate Society, all persons accept this policy without exception.

1) Definitions

- a) A “service” shall be known as an organized event that someone can attend or committee providing services directly or indirectly for students
- b) A “delegate” shall be known as the owner of the ticket and/or a registered active participant of a service
- c) An “organizer” is someone holding a position within the Commerce Undergraduate Society and who plans, manages, and directs a service
- d) A “venue” shall be known as the location of an event occurring between two specific points in time

2) Scope

- a) This policy shall apply to any service under the jurisdiction of or, where applicable, any event outside of the Commerce Undergraduate Society
 - i) Services under the jurisdiction of the CUS include:
 - (1) All services as included in the Student Council Policy
 - (2) All CUS Recognized Clubs as included in the Clubs Policy
 - (3) Executive Council
 - (4) CUS Board of Directors
- b) All services of the Commerce Undergraduate Society shall serve the common purpose of fulfilling the CUS mission statement
- c) Prior to partaking in or using a service of the Commerce Undergraduate Society, the delegate must be made aware of the Administration and Attendance Policy

3) Representation of the Commerce Undergraduate Society

- a) By attending or organizing an event or activity managed by a service of the Commerce Undergraduate Society, it is understood by all delegates and organizers that they are representatives of the Sauder School of Business and the University of British Columbia and shall act in a manner that is reflective of the aforementioned
 - i) Notwithstanding to the Corporate Relations Policy, all organizers shall be act in a manner that is representative of the Commerce Undergraduate Society
- b) Representation shall be governed by the Sauder School of Business BCom Honour Code
- c) Any relations with external organizations or companies for the purpose of obtaining resources or a venue for a service of the Commerce Undergraduate Society shall be conducted in a professional, respectful, and ethical manner
 - i) Relations with external organizations or companies shall include, but are not limited to:
 - (1) Negotiations
 - (2) Deliverables prior to and after services are rendered
 - (3) Outstanding payments
 - (4) Handling of equipment

4) Delegate Attendance and Registration

- a) The Commerce Undergraduate Society acknowledges that any information received from a delegate during the course of preparation, registration, or occurrence of a service is of a confidential nature and no information shall be shared with anyone beyond its intended purpose
- b) The Commerce Undergraduate Society shall not be responsible for expenses of a delegate prior to, during, or after a service
 - i) Expenses of a delegate include, but are not limited to:
 - (1) Transportation, unless stated otherwise
 - (2) Parking
 - (3) Hotel room charges (internet, mini-bar, room service, damage)
 - (4) Credit card pre-authorizations
 - (5) Food and beverages beyond what is provided

- c) All services provided by the Commerce Undergraduate Society are on an “as is” basis and are not guarantee all or a portion of any service
- d) The delegate shall partake in or use a service of the Commerce Undergraduate Society at their own risk
- e) The Commerce Undergraduate Society is not responsible for a delegate missing a portion or all of any service as a result of, but not limited to:
 - i) Change in itinerary
 - (1) A sudden change in the in the schedule of events within reason
 - ii) Negligence
 - (1) Foreseen events or circumstances preventing attendance
 - iii) Dissatisfaction
 - (1) Discontent with a portion or all of the service
 - iv) Truancy
 - (1) Absence for no apparent reason
 - v) Medical emergency
 - (1) Accidental, self-inflicted, or otherwise requiring treatment or hospitalization
 - vi) Pre-existing medical conditions
 - (1) Any known medical circumstance prior to partaking in or using a service
 - vii) Natural disasters
 - (1) Earthquakes, flooding, weather, global warming
 - viii) Contamination
 - (1) Chemical, biological, and/or viral epidemics
 - ix) Terrorism
 - (1) Any event meant to cause harm to people and/or society
 - x) Acts of God
 - (1) Any event that is considered to be spiritual or paranormal in nature

5) Delegate Conduct and Behaviour

- a) In accordance with Section 3 of the Administration and Attendance Policy, conduct and behaviour that is found to be inappropriate shall not be tolerated

- b) The Commerce Undergraduate Society shall not be responsible for any unforeseen expenses as a result of the behaviour or conduct of a particular delegate
 - i) Any unforeseen expenses as the results of the behaviour or conduct of a particular delegate shall be charged directly to the delegate
- c) All delegates shall follow all rules and regulations of a particular venue during a service
- d) The following behaviour or conduct shall not be tolerated at any time:
 - i) Intoxication and disorderly conduct
 - ii) Use, purchase, or sale of illegal substances
 - iii) Homophobic , racist, or sexist remarks or actions
- e) The organizers shall reserve the right to remove anyone from a service at any time for inappropriate behaviour and conduct

6) Waiver of Photographic Rights

- a) By partaking in or using a service, the delegate shall release all photographic rights to the Commerce Undergraduate Society and any party directly involved with the Commerce Undergraduate Society
- b) By partaking in or using a service, the delegate shall understand that the photos and videos produced at a service are the sole property of the creator, not of those who appear in the pictures, video, or otherwise
- c) By partaking in or using a service, the delegate shall understand that media produced from at a service may be used for promotional purposes, for monetary gain, sponsorship, or otherwise, and that no compensation is required as a result
- d) By partaking in or using a service, the delegate shall understand that they do not reserve the right to confiscate any digital media or film, or request a digital image be destroyed
- e) By partaking in or using a service, the delegate shall understand that the Commerce Undergraduate Society and any party directly involved with Commerce Undergraduate Society shall not be held liable for any loss, injury, or damages that may result from photography or video production

7) Refunds

- a) Any refunds to delegates shall be limited in liability to the full price of the ticket paid by the delegate
- b) If, by order of the Commerce Undergraduate Society, a service is cancelled beyond Section 4E of the Administration and Attendance Policy, all delegates must receive a full refund for the full amount paid to partake in or use the service
- c) If a delegate wishes to request a refund without reason for a service where they have yet to partake in or use, the following shall apply:
 - i) If the request is 14 calendar days prior to the service, a full refund shall be granted
 - ii) If the request is within 14 calendar days prior to the service, but beyond 7 calendar days, a full refund less 50% of the ticket price shall be granted
 - iii) If the request is within 7 calendar days prior to the service, no refund shall be granted
 - iv) If the request is with reason and it is deemed to be an extraordinary circumstance by the Executive Council, Section 7C(i) to (iii) shall not apply
- d) All refunds shall be processed as reimbursements in accordance with the Reimbursement Policy no earlier than 7 calendar days after the conclusion of the service