
The Commerce Undergraduate Society is solely operated by the undergraduate students of the Sauder School of Business. Any student who has obtained a position within the CUS should, to the best of their abilities, serve the purpose of fulfilling the CUS Mission Statement.

1) Scope of Involvement

- a) To be eligible for involvement within the CUS, an individual must be considered a member of the CUS as per the CUS Constitution
- b) All members of the CUS are afforded the same rights and opportunities to participate in CUS or CUS-related activities
- c) Any student who holds a position shall act in a manner that is representative of the values of the CUS when involved in activities related to the CUS
- d) In conjunction with the Corporate Relations Policy, a student must be an official representative of the Society for matters related to sponsorship and/or corporate relations

2) Common Responsibilities

- a) All students within the CUS are to carry out their responsibilities within their role to the best of their abilities to a reasonable standard
- b) All students within the CUS shall strive towards an open and equitable environment within their respective committees and/or councils
- c) No student shall use their role within the CUS to promote or help achieve the objectives of the individual for personal profit, an external organization, or another CUS service without prior consultation of either the Executive Council or the CUS Board of Directors
- d) Upon completion of all activities related to a Services Council or an Executive role within the CUS, a continuity report shall be submitted in a timely manner to the position's superior
 - i) A "timely manner" shall be defined as 30 days following the conclusion of all duties related to the service or event or annual turnover, whichever occurs first
 - ii) A continuity report shall contain, at minimum, the following:

- (1) A reasonable description of the past year's events
- (2) All key contacts related to the role
- (3) Any files related to the event, activity, or role
- (4) Any other items required to fulfill the role

3) Intellectual Property of the CUS

- a) It is understood that when an individual accepts a position within the CUS, all work and material completed for CUS organized events shall be deemed property of the Alma Mater Society of the University of British Columbia and that of the Commerce Undergraduate Society
- b) Upon completion of a role within the CUS, an individual is allowed to retain a copy of all work and materials completed, unless deemed inappropriate
- c) No past work or material is to be shared outside of the general membership of the CUS without prior authorization
- d) Items that are considered to be intellectual property include, but are not limited to, the following:
 - a. Logos
 - b. Event, activity and committee titles
 - c. Posters
 - d. Taglines or symbolic phrases
 - e. Budgets
 - f. Artwork and graphics (digital or otherwise)
 - g. Videos
 - h. Mascots

4) Multiple Positions

- a) No limit shall be imposed on the number of positions a student can hold within the CUS at any given time
- b) The CUS shall take no opinion on the roles an involved individual may hold external to the CUS unless the external role causes a conflict of interest
- c) The CUS shall take no opinion on the level of involvement an individual can sustain unless there is clear evidence that supports otherwise

- d) In accordance with Section 2a of the Involvement Policy, any student with more than one position within the CUS must carry out each role to the best of their abilities to a reasonable standard for each position

5) Financial Compensation for Work Completed Within the CUS

- a) All positions within the CUS shall be entirely volunteer based
- b) The following position within the CUS shall be granted financial compensation
 - a. Commerce Mentorship Program Tutor
 - b. Elections Booth Operator
 - c. Snack Bar Attendant
- c) If an activity related to or is completed by someone holding a position within the CUS is deemed to be “above and beyond” their responsibilities, financial compensation may be awarded
 - a. Permission must first be granted by the CUS Board of Directors by majority vote before any compensation can be awarded

6) Restrictions on Involvement

- a) The President and members of the Executive Council shall hold no other position within the CUS with the exception of the following:
 - a. Campus Ambassador
 - b. Commerce Mentorship Program Mentor/Mentee
 - c. Executive Mentor Program Mentee
 - d. Frosh Leader/Volunteer
 - e. JDC West Team Member
 - f. Visual Media Team Member
 - g. Yearbook Committee Member
- b) If a new position becomes available within the CUS and a member of the Executive Council wishes to fill the available position, then the appropriateness of the position will be determined by the Executive Council
- c) Members of the Service Council shall hold no more than two positions within the Services Council during the same year

- a. It is the responsibility of the Executive Council and/or the HR Director to determine the appropriateness of holding two Services Council positions should the situation ever arise
 - b. No restrictions shall be placed upon Service Council members for upholding positions on Service Council Committees
- d) While there are no restrictions on the number or type of positions that a member of the CUS Board of Directors, other than those specified in the CUS Constitution, it shall be the responsibility of each Board Member to:
- a. Judge the appropriateness of upholding a position within the CUS while serving as a Board Member
 - b. Ensure that all commitments with the CUS Board of Directors are fulfilled as per the CUS Constitution and the Committee Policy
 - c. Act in an unbiased manner when deliberating issues related to positions held outside of the Board of Directors