

Policy Frequently Asked Questions

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commerce
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1. What is the PPC?

The PPC (or the Policy and Procedures Committee) is a standing committee of the CUS Board of Directors. This committee is responsible for drafting and maintaining the policies and procedure documents of the Commerce Undergraduate Society. They also serve as the consulting body of the CUS for any procedures.

The PPC was formerly known as the Policy Reform Committee under the old CUS Constitution. Its original purpose was to draft and propose a new constitution for the CUS, as the old one had become out of date and no longer serving undergraduate students of the UBC Sauder School of Business.

2. Why do we have policies?

Policies are more than just the rules. They serve as a means to keep order and ensure that the operations of the Commerce Undergraduate Society are consistent, fair, equitable, and are of quality. They also serve as a teaching tool for basic best practices. Students can use the CUS policies to learn how to handle common situations in business and to apply systematic thinking in their everyday tasks.



3. I have an idea for a new policy. Who should I talk to? What steps should I take?

*Speak your mind! While the PPC strives to ensure everything is covered in all the CUS policies, new ideas can be overlooked. Before you do anything, **talk to the Chair of the PPC**. Your idea for a new policy may be a good one, but it may have a better fit as part of an existing policy. Additions are easier to handle than drafting a whole new policy, and can be approved in less time.*

*Still confident your idea requires a brand new policy? Check out the document on the CUS website by clicking here called "How to Write a Policy." This will give you a framework to start the process. **Don't forget to talk to the PPC Chair**. Let them know you are drafting a new policy. They may be able to help you out further. Too much work for you to write the policy yourself? Bring your ideas and what you would like to see in the policy to the PPC. Contact the chair to set up a meeting.*

4. I want to change an existing policy. What should I do?

Before considering a proposal to change policy, consider this: Is it you or is it the policy? (Seriously!) Everyone has their own set of procedures they like to follow. However, policies are not meant to be changed year after year. Chances are the change you would like to make is really an addition to current policy. It would be rare to re-draft an entire policy without constitutional or major process reform.

Talk to the PPC Chair about what issues you have with current policy. Think about how you would like to change policy and come prepared with a set of reasons why. Remember, in order for policies to be changed, it must go to the CUS Board of Directors and be passed with a more than 2/3 majority vote.

5. I notice a policy is out of date, or procedures are not reflective of policy. What should I do?

It happens. With over 15 different policies, it can become difficult to keep them all up to date all the time. Bring the issue to the attention of the PPC Chair and they will handle the complaint appropriately. If the complaint is more serious (for example, hiring or elections irregularities), you may want to see the Ombudsperson. They can be reached at ombudsperson@cus.sauder.ubc.ca.

6. What's the difference between the CUS Constitution, CUS Policy, and CUS Guideline?

Good question! See this table for an explanation:

	<i>CUS Constitution</i>	<i>CUS Policy</i>	<i>CUS Guideline</i>
<i>Level of Importance</i>	<i>High</i>	<i>High to Medium-High</i>	<i>Medium-High to Medium</i>
<i>Governance attained from</i>	<i>Student Body</i>	<i>Board of Directors</i>	<i>Board of Directors/ Executive Council</i>
<i>Implementation, Addition, or Change Requirements</i>	<i>Referendum with a majority vote of 15% or more of the population</i>	<i>2/3 majority vote from Board of Directors</i>	<i>Majority vote from Board of Directors or Executive Council</i>
<i>Responsibility for Enforcement</i>	<i>CUS President</i>	<i>PPC/Board of Directors/ Executive Council</i>	<i>Board of Directors/ Executive Council</i>
<i>Infraction Severity</i>	<i>Not tolerated</i>	<i>Depends on the policy</i>	<i>Depends on the infraction</i>
<i>Level of Acceptability*</i>	<i>95% to 100%</i>	<i>75% to 85%</i>	<i>50% to 65%</i>
<i>Examples in Document</i>	<i>-Membership of the CUS - Role of the President - Referendum procedures</i>	<i>- Hiring procedures - Representation of the CUS to external bodies - Governance</i>	<i>- Values of the CUS - Handling of service hour submission - Website posting conduct</i>

* Level of Acceptability: Given a group of people, this is the probably percentage of people that would explicitly accept or agree to the points made in the document without debate.

7. What happens if I don't follow policy?

The effects of breaking policy could be minor, but they also could be very severe; it all depends on the infraction. While there may not be a direct impact on you personally for policy infractions, there is certainly an impact on the CUS. Here are some of the indirect effects:

- Misrepresentation of the CUS to the Business Community
- Inequitable/ inconsistent procedures leading to negative perception of the CUS
- Poor application and recruitment levels
- Lower revenue for the CUS, leading to reduced services

- *Lack of or inconsistent communication between CUS Services and Events*
- *Restriction of activities from the Sauder Administration*
- *Unwanted liability for the CUS*

What could some of the direct effects be? Here are some examples:

- *Overturing hiring (dissolving committees)*
- *Overturing or disqualification from elections*
- *Mandated procedures from the CUS Executive Council or Board of Directors*
- *Delay of reimbursements*
- *Unforeseen personal expenses*
- *Rescinding sponsorship*
- *Dismissal of authority or termination of involvement*

8. Who should I contact if I have any questions about policy?

Questions should be directed to the Chair of the Policy and Procedures Committee through the Speaker of the Board at speaker@cus.sauder.ubc.ca.