



Annual General Meeting
Agenda
Monday, November 16, 2015
5:30-8:30pm

1. Meeting called to order
2. Acceptance of the Agenda
3. President's Report : Dylan
4. Report on Audited Financial Statements
5. Auditors Appointment for 2015/2016
6. Meeting Adjournment

Annual General Meeting
Monday, November 16th, 2015
Minutes

- Executives:** Dylan Smith, President
Bradley Lindsay, VP Campus Life
Heyden Vargas, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Meghan Fisher, Business Chair
Justin Deddens, Transportation, Construction & the Environment Chair
Shubhi Singh, VP External Affairs
Navin Vidyadharan , ATC Chair
Jamie Haakons, Energy Chair
Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair
- Staff:** Caroline Gagnon, Executive Director
Roland Gagel, Controller
Justin Bargiacchi, Assistant to the Executive Director and HR Generalist
- Councillors:**
- | | |
|---------------------|------------------------|
| Mikaela Blumke | Angela (Gee En) Kim |
| Stuart Budd | Henry Lo |
| John De Vera | Trevor Matthews |
| Megan Euverman | Matthew May |
| Kristen Houwers | Farid Mohammadi Ahwazi |
| Inderpreet Gill | Sarah Mulford |
| Josephine Grant | Jessica Ngo |
| Justin Guggenheimer | Dean Tamboline |
| Morgan Latremouille | Sarah Thomasen |
| Michael Hui | Princess Valenzuela |
| Jessica Kim | Marc Vouve |
- Absent:** Reza Filsoof
Minwoo Lee
- | |
|------------------|
| Shawana Michalek |
| Daniel Yen |
- Guest:** Romano Giancarlo, Accountant (Smythe CPA)
Anita Johnson, Partner (Smythe CPA)
Hussain Haji, Manager (Smythe CPA)

1. Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 17:57. (35 voting members, including Chair)

- Meeting is open to all BCITSA members.

2. Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

Moved by: Jamie Haakons

Seconded by: Trevor Matthews

34/0/0 Carried

3. President's Report

Dylan Smith, President, goes over highlights from the 2014/2015 year.

- Busy year with several major initiatives.
- Career Services funding was passed in 2013/2014 referendum. Career Services has now been implemented and is up and running. It has been well-received by students. Did a number of workshops, career fairs and presentations. Started in September 2014 with 1 staff member and now have 4.
- Began the renovations on the Career and Student Resource Centre (CSRC) and the new staircase between the 2nd and 3rd level. Look forward to the completion of the centre.
- Childcare is running at capacity with 25 children. It is utilized by staff and students and BCIT, as well as the community. Are looking to increase capacity in the future.
- Student and Career Services department has done well. Peak Leadership has continued to increase in participation. Peer tutoring is also a strong continuing service.
- Advocacy office is well used. There were 246 cases, most of which were resolved within 4 weeks.
- The capital fund saw some small projects completed. Have a new branded van as well as a new playground for childcare.
- There was a strong turnout for elections. There has been a downward trend in numbers however.
- The referendum passed, which was key to the strategic plan. Increased fees by \$25 for full-time students. It was a close vote with a margin of 53.1% (about 1500 votes).
- 10 new clubs were sanctioned and 5 were de-sanctioned due to lack of activity. Clubs as a whole ran 150 activities during the year.
- Gave back \$35,000 to students through awards and bursaries.
- Student engagement went well with events including: Speak Up Speak Out, free headshot sessions and TEDxBCIT. Will be building on TEDx this coming year.
- Have expanded marketing and services. Have now opened up a dedicated room for teeth cleaning, which saw 573 visits. As well, developed a new partner with Pioneer Orthotics

- Lastly, the print shop (Campus Print and Copy) has acquired new equipment in order for us to do our own printing of the LINK Magazine.

4. Report on Audited Financial Statements

- Dylan introduces Hussain Haji, Manager from Smythe CPA, our contracted auditors.
- Audit was conducted in accordance to applicable standards, which was risk assessment of the organization. Mr. Haji briefly overviews the auditor’s report and affirm that the audit was conducted without any issues.
- Dylan introduces Roland Gagel, BCITSA Controller. Roland presents to Council the 2014/2015 Audited Financial Statements and financial highlights from the previous year.
- See attached.

Discussion:

- Why are professional fees distinct from wages? They are services that we pay for including Auditors, Lawyers and IT. A large portion of that amount is IT work, which we use a third-party contractor for. Part of what consultants are being used for is to help bring us forward with some of the changes we have and will put in place.
- Why is there such a difference in the student medical plan between 2014 and 2015? We went from 1.5 staff to 2 staff, so it includes the extra wage expense. As well, more services were moved under that line item.

Motion:

Be it resolved that BCITSA accept the 2014/2015 Audited Year-End Financial Statements as presented.

Moved: Meghan Fisher

Seconded: Matthew May

34/0/0 Carried

Motion:

Be it resolved that BCITSA accept the 2014/2015 Annual Report as presented.

Moved: Matthew May

Seconded: Morgan Latremouille

34/0/0 Carried

5. Auditor's Appointment for 2015/2016

Motion:

Be it resolved that BCITSA appoints Smyth CPA as their auditors for the fiscal year 2015/2016.

Moved: Justin Deddens

Seconded: Jamie Haakons

34/0/0 Carried

Discussion:

- Auditors are appointed for five-year terms. This is just a reaffirmation of this five year appointment.
- Next year will be year five.

6. Item Inclusion: Bylaw Changes

- This was accidentally left off the agenda.

6.1 Bylaw 1

Motion:

Be it resolved that bylaw 1 be amended to include the definition of AIC as the Annacis Island Campus.

Moved: Nav Bhatti

Seconded: Meghan Fisher

34/0/0 Carried

Discussion:

- No discussion.

Motion:

Be it resolved that BCITSA accept the changes to Bylaw 1 as distributed.

Moved: Matthew May

Seconded: Marc Vouve

34/0/0 Carried

Discussion:

- No discussion.

6.2 Bylaw 11

- Pertains to elections and appointments.

Motion:

Be it resolved that BCITSA accept the changes to Bylaw 11 as distributed.

Moved: Matthew May

Seconded: Marc Vouve

34/0/0 Carried

Discussion:

- This is as presented for the time being. We will add the two new chairs for Bio Marine Campus and Annacis Island Campus later on.

7. Meeting Adjournment

It was moved by Jamie Haakons and seconded by Trevor Matthews that the meeting be adjourned.

18:43 **Carried**

BCIT STUDENT ASSOCIATION

**Financial Statements
May 31, 2015**

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INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF BCIT STUDENT ASSOCIATION

Report on the Financial Statements

We have audited the accompanying financial statements of BCIT Student Association, which comprise the statement of financial position as at May 31, 2015, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of BCIT Student Association as at May 31, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the *Society Act* (British Columbia), we report that, in our opinion, the principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Chartered Professional Accountants

Vancouver, British Columbia
November 16, 2015

BCIT STUDENT ASSOCIATION
Statement of Financial Position
May 31

	Capital Levy Fund	Medical Insurance Fund	Operating Fund	2015	2014
Assets (note 9)					
Current					
Cash and cash equivalents (note 3)	\$ 0	\$ 919,637	\$ 614,482	\$ 1,534,119	\$ 1,407,908
Accounts receivable	6,258	18,521	186,200	210,979	99,437
GST receivable	89	186	15,611	15,886	9,102
Inventory	0	0	161,670	161,670	149,202
Prepaid expenses	5,280	0	66,424	71,704	62,697
Current portion of deferred charges (note 7)	0	0	13,376	13,376	13,376
Current portion of prepaid rent (note 8)	0	0	202,904	202,904	202,904
Interfund loans	166,989	(4,155)	(162,834)	0	0
	178,616	934,189	1,097,833	2,210,638	1,944,626
Capital Assets (note 6)	0	1,990	1,666,827	1,668,817	1,845,717
Assets Under Construction	0	0	417,337	417,337	39,730
Deferred Charges (note 7)	0	0	121,128	121,128	134,504
Prepaid Rent (note 8)	0	0	1,927,586	1,927,586	2,130,490
	0	1,990	4,132,878	4,134,868	4,150,441
	\$ 178,616	\$ 936,179	\$ 5,230,711	\$ 6,345,506	\$ 6,095,067

BCIT STUDENT ASSOCIATION
Statement of Financial Position
May 31

	Capital Levy Fund	Medical Insurance Fund	Operating Fund	2015	2014
Liabilities					
Current					
Accounts payable and accruals (note 5)	\$ 0	\$ 0	\$ 400,737	\$ 400,737	\$ 252,460
Wages payable	0	3,570	285,843	289,413	260,773
Student one-card deposits	0	0	20,012	20,012	26,660
Deferred revenue (note 11)	0	332,940	136,386	469,326	469,150
Current portion of long-term debt (note 10)	0	0	105,587	105,587	100,448
	0	336,510	948,565	1,285,075	1,109,491
Long-Term Debt (note 10)	0	0	1,625,726	1,625,726	1,731,329
	0	336,510	2,574,291	2,910,801	2,840,820
Net Assets					
Internally Restricted	178,616	599,669	0	778,285	708,347
Unrestricted Net Assets	0	0	2,656,420	2,656,420	2,545,900
	178,616	599,669	2,656,420	3,434,705	3,254,247
	\$ 178,616	\$ 936,179	\$ 5,230,711	\$ 6,345,506	\$ 6,095,067

Commitments (note 16)

Approved by the Directors:

_____ Director

_____ Director

BCIT STUDENT ASSOCIATION
Statement of Operations
Year Ended May 31

	Capital Levy Fund	Medical Insurance Fund	Operating Fund	2015	2014
Retail Revenues					
Campus print and copy	\$ 0	\$ 0	\$ 75,120	\$ 75,120	\$ 76,224
Pub	0	0	846,117	846,117	852,933
Retail stores	0	0	1,997,105	1,997,105	1,876,194
	0	0	2,918,342	2,918,342	2,805,351
Cost of Sales					
Campus print and copy	0	0	11,650	11,650	14,150
Pub	0	0	320,077	320,077	315,376
Retail stores	0	0	1,117,469	1,117,469	1,047,610
	0	0	1,449,196	1,449,196	1,377,136
Gross Profit					
Campus print and copy	0	0	63,470	63,470	62,074
Pub	0	0	526,040	526,040	537,557
Retail stores	0	0	879,636	879,636	828,584
	0	0	1,469,146	1,469,146	1,428,215
Other Revenue					
Activities - student clubs (note 14)	0	0	149,623	149,623	142,051
Capital levy fees - student spaces	131,150	0	0	131,150	100,201
Childcare (note 12)	0	0	278,283	278,283	237,652
Grants	0	0	21,869	21,869	33,314
Interest and dividends	0	9,015	10,259	19,274	20,568
Miscellaneous (note 13)	0	672	73,340	74,012	76,729
Pepsi and other sponsorship	0	0	198,214	198,214	190,397
Publications (note 15)	0	0	23,962	23,962	30,440
Room and equipment rental	0	0	29,615	29,615	30,745
SE2 expansion	0	0	288,530	288,530	220,442
Student fees	0	0	2,170,553	2,170,553	1,341,277
Student medical fees	0	1,549,709	0	1,549,709	1,565,828
Vending	0	0	34,767	34,767	31,870
	131,150	1,559,396	3,279,015	4,969,561	4,021,514
Net Revenues	\$ 131,150	\$ 1,559,396	\$ 4,748,161	\$ 6,438,707	\$ 5,449,729

See notes to financial statements.

BCIT STUDENT ASSOCIATION
Statement of Operations
Year Ended May 31

	Capital Levy Fund	Medical Insurance Fund	Operating Fund	2015	2014
Expenses					
Advertising and promotion	\$ 0	\$ 546	\$ 39,741	\$ 40,287	\$ 40,146
Amortization of deferred charges	0	0	13,376	13,376	13,376
Amortization of prepaid rent	0	0	202,904	202,904	202,904
Bank charges and interest	0	660	80,343	81,003	77,242
Bursaries	0	0	27,599	27,599	48,233
Depreciation	0	631	293,302	293,933	243,081
Equipment rental	0	0	42,317	42,317	29,281
Handbook	0	0	24,850	24,850	27,455
Honoraria	0	0	79,076	79,076	78,310
Insurance	0	0	77,286	77,286	88,429
Interest on long-term debt	0	0	89,352	89,352	102,179
Janitorial	0	0	46,413	46,413	43,928
Medical insurance premiums	0	1,385,185	0	1,385,185	1,384,001
Office and miscellaneous	144	1,217	66,567	67,928	70,661
Professional development	0	4,365	30,653	35,018	31,779
Professional fees	0	3,881	228,478	232,359	170,083
Rent	0	0	172,709	172,709	171,984
Repairs and maintenance	1,282	0	51,891	53,173	37,490
Societies and student services	61,295	43,233	217,525	322,053	295,037
Sub-contracted printing	0	0	50,534	50,534	35,654
Telephone and utilities	0	1,833	22,372	24,205	22,022
Wages and benefits (note 17)	0	116,214	2,765,019	2,881,233	2,271,878
	62,721	1,557,765	4,622,307	6,242,793	5,485,153
Excess (Deficiency) of Revenues Over Expenses Before Other Items	68,429	1,631	125,854	195,914	(35,424)
Other Items					
Gain on sale of vehicle	0	0	1,200	1,200	0
Write-off of capital assets	0	(122)	(16,534)	(16,656)	(6,781)
	0	(122)	(15,334)	(15,456)	(6,781)
Excess (Deficiency) of Revenues Over Expenses	\$ 68,429	\$ 1,509	\$ 110,520	\$ 180,458	\$ (42,205)

BCIT STUDENT ASSOCIATION
Statement of Changes in Fund Balances
Year Ended May 31

	Medical Insurance			2015	2014
	Capital Levy Fund	Fund	Operating Fund		
Balance, Beginning of Year	\$ 110,187	\$ 598,160	\$ 2,545,900	\$ 3,254,247	\$ 3,296,452
Excess (Deficiency) of Revenues over Expenses	68,429	1,509	110,520	180,458	(42,205)
Balance, End of Year	\$ 178,616	\$ 599,669	\$ 2,656,420	\$ 3,434,705	\$ 3,254,247

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BCIT STUDENT ASSOCIATION
Statement of Cash Flows
Year Ended May 31

	Capital Levy Fund	Medical Insurance Fund	Operating Fund	2015	2014
Operating Activities					
Excess (deficiency) of revenues over expenses	\$ 68,429	\$ 1,509	\$ 110,520	\$ 180,458	\$ (42,205)
Items not involving cash					
Depreciation	0	631	293,302	293,933	243,081
Amortization of deferred charges	0	0	13,376	13,376	13,376
Accrued interest	0	0	0	0	311
Write-off of capital assets	0	122	16,534	16,656	6,781
Amortization of prepaid rent	0	0	202,904	202,904	202,904
	68,429	2,262	636,636	707,327	424,248
Net changes in working capital accounts					
Accounts receivable	(2,821)	(1,259)	(107,462)	(111,542)	7,216
Inventory	0	0	(12,468)	(12,468)	20,915
Prepaid expenses	(5,280)	0	(3,727)	(9,007)	(3,563)
Accounts payable and accruals	0	0	148,277	148,277	(44,066)
Wages payable	0	(2,459)	31,099	28,640	20,097
GST receivable/payable	1,197	457	(8,438)	(6,784)	(9,842)
Student one-card deposits	0	0	(6,648)	(6,648)	(300)
Deferred revenue	0	4,240	(4,064)	176	(10,417)
Interfund loans	(61,525)	537	60,988	0	0
	(68,429)	1,516	97,557	30,644	(19,960)
Cash Provided by Operating Activities	0	3,778	734,193	737,971	404,288
Investing Activities					
Capital assets acquired	0	0	(133,689)	(133,689)	(575,866)
Assets under construction	0	0	(377,607)	(377,607)	39,730
Cash Used in Investing Activities	0	0	(511,296)	(511,296)	(536,136)
Financing Activity					
Repayment of long-term debt	0	0	(100,464)	(100,464)	(103,417)
Increase (Decrease) in Cash and Cash Equivalents	0	3,778	122,433	126,211	(235,265)
Cash and Cash Equivalents, Beginning of Year	0	915,859	492,049	1,407,908	1,643,173
Cash and Cash Equivalents, End of Year	\$ 0	\$ 919,637	\$ 614,482	\$ 1,534,119	\$ 1,407,908

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
Year Ended May 31, 2015

1. NATURE OF ORGANIZATION

The BCIT Student Association (the "Association") was incorporated under the *Society Act* (British Columbia) on October 3, 1968 as a not-for-profit organization and is exempt from taxes under section 149(1)(l) of the *Income Tax Act* (Canada). The Association's mission is to be an advocate for students and provide services that are student-centred, responsive and proactive in supporting and enhancing the quality of student life.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Association were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies.

(a) Fund accounting

The Operating Fund accounts for the Association's program delivery and administrative activities. This fund is unrestricted.

The Medical Insurance Fund reports the assets, liabilities, revenues and expenses related to the students' medical insurance program. The Association collects premiums from students each year. Any premiums not required to be paid out for insurance coverage are maintained by the Association to cover future rate increases. Expenditures from this internally restricted fund must relate to the delivery of the Student Health Plan.

The Capital Levy Fund reports revenues and expenses related to specific capital levy amounts charged to the members. Expenditures from this internally restricted fund must relate to student spaces.

(b) Inventory

Inventory that is held at the Association's pub and retail stores, consists primarily of goods held for resale, and is valued at the lower of cost and net realizable value. Cost is determined on a weighted average basis. Net realizable value is the estimated selling price in the ordinary course of operations, less any applicable selling costs.

(c) Capital assets and depreciation

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if the amount is readily determinable. Depreciation is provided using the following annual rates and methods:

Furniture and equipment	- 20%	declining-balance
Computer hardware	- 30%	declining-balance
Vehicle	- 30%	declining-balance
Office equipment	- 20%	declining-balance
Computer software	- 100%	declining-balance
Leasehold improvements	- 10%	straight-line

Additions during the year are depreciated at one-half the annual rates.

(d) Assets under construction

Assets under construction are recorded at cost. Depreciation is not taken on assets under construction until the asset is in use.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
Year Ended May 31, 2015

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Prepaid rent

Prepaid rent under the lease for the third floor of the Campus Centre is recorded at cost. Amortization of prepaid rent is calculated on a straight-line basis over the remaining term of the Campus Centre lease.

(f) Deferred charges

Deferred charges represent professional fees paid in relation to the lease agreement for the Campus Centre lease with British Columbia Institute of Technology ("BCIT") and a capital funding contribution paid to BCIT in conjunction with the construction of the Campus Centre building.

These amounts are amortized on a straight-line basis over the term of the Campus Centre lease.

(g) Revenue recognition

The Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Amounts relating to a subsequent period are deferred until the related expenditures are incurred.

Unrestricted contributions are recognized as revenue in the year received or receivable if the amount receivable can be reasonably estimated and collection is reasonably assured.

Revenue is recognized when services have been provided or a sale of product has been completed and collection is reasonably assured. Revenues collected on the sale of the one-card are deferred until the student purchases goods or services using the card.

(h) Contributed services

Volunteers contribute numerous hours each year to assist the Association in carrying out its services. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
Year Ended May 31, 2015

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Financial instruments

The Association initially measures its financial assets and liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess (deficiency) of revenues over expenses. In the event a previously recognized impairment loss should be reversed, the amount of the reversal is recognized in excess (deficiency) of revenues over expenses provided it is not greater than the original amount prior to write-down.

For any financial instrument that is measured at amortized cost, the instrument's cost is adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption. These transaction costs are amortized into excess (deficiency) of revenues over expenses on a straight-line basis over the term of the instrument. All other transaction costs are recognized in excess (deficiency) of revenues over expenses in the period incurred.

(j) Use of estimates

The preparation of these financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include rates of depreciation and amortization and accrued liabilities. While management believes these estimates are reasonable, actual results could differ from those estimates and could impact future results of operations and cash flows.

3. CASH AND CASH EQUIVALENTS

	2015	2014
Restricted cash	\$ 919,637	\$ 915,859
Unrestricted cash	614,482	492,049
	\$ 1,534,119	\$ 1,407,908

4. FINANCIAL INSTRUMENTS

(a) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Association is not exposed to significant credit risk, as accounts receivable are primarily due from various BCIT departments and are expected to be collected in full. Cash and cash equivalents are held with a major Canadian credit union.

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
Year Ended May 31, 2015

4. FINANCIAL INSTRUMENTS (Continued)

(b) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in market interest rates.

The Association may be exposed to interest rate cash flow risk on its line of credit bearing a variable interest rate, when the line of credit is used. The Association is exposed to interest rate price risk in respect of its long-term debt with a fixed interest rate.

(c) Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities.

The Association is exposed to this risk mainly in respect of its accounts and wages payable and long-term debt. Cash flow from operations provides a substantial portion of the Association's cash requirements. Additional cash requirements are met with the use of the available line of credit. The available line of credit provides flexibility in the short term to meet operational needs and bridge long-term financing.

5. GOVERNMENT REMITTANCES

Included in accounts payable are government remittances payable of \$29,706 (2014 - \$28,883).

6. CAPITAL ASSETS

	Cost	Accumulated Amortization	2015	2014
Furniture and equipment	\$ 1,730,821	\$ 1,379,044	\$ 351,777	\$ 389,083
Computer hardware	138,159	72,670	65,489	74,792
Vehicle	34,044	7,398	26,646	3,145
Office equipment	397,576	390,427	7,149	8,936
Computer software	7,132	7,132	0	1,395
Leasehold improvements	1,828,971	611,215	1,217,756	1,368,366
	\$ 4,136,703	\$ 2,467,886	\$ 1,668,817	\$ 1,845,717

7. DEFERRED CHARGES

	2015	2014
Capital funding contribution	\$ 289,500	\$ 289,500
Professional fees	111,787	111,787
	401,287	401,287
Accumulated amortization	(266,783)	(253,407)
	134,504	147,880
Current portion	(13,376)	(13,376)
	\$ 121,128	\$ 134,504

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
Year Ended May 31, 2015

8. PREPAID RENT

	2015	2014
Cost	\$ 2,637,750	\$ 2,637,750
Accumulated amortization	(507,260)	(304,356)
	2,130,490	2,333,394
Current portion	(202,904)	(202,904)
	\$ 1,927,586	\$ 2,130,490

The Association entered into a Lease Amending Agreement dated March 15, 2012 with BCIT relating to occupancy of the third floor of the Campus Building. Under the terms of the Lease Amending Agreement, the Association was required to pay \$2,500,000 during 2012 as a prepayment of rent. No further payments are required. This amount, together with the net applicable GST less Public Service Bodies' rebate of \$137,750 is being amortized over the remaining term of the related lease.

9. LINE OF CREDIT

The Association has an available line of credit to a maximum of \$330,000 (2014 - \$330,000) of which \$5,000 (2014 - \$5,000) is reserved for a letter of guarantee. The line of credit is secured by a general security agreement over the Association's assets.

Advances under this facility bear interest at the bank prime rate plus 0.5% per annum. As of year-end, the balance of the line of credit was \$nil (2014 - \$nil).

10. LONG-TERM DEBT

	2015	2014
Vancouver City Savings Credit Union fixed rate term loan bearing interest at 5% per annum, repayable in monthly installments of \$15,815 plus interest, maturing October 2019. The loan is secured by a \$2,000,000 promissory note	\$ 1,731,313	\$ 1,831,777
Less: Current portion	105,587	100,448
	\$ 1,625,726	\$ 1,731,329

Long-term debt principal repayments to be made during the next five years and thereafter are as follows:

2016	\$ 105,587
2017	110,989
2018	116,667
2019	122,636
2020 and thereafter	1,328,874
	\$ 1,784,753

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10. LONG-TERM DEBT (Continued)

The loan is subject to the following debt covenant provisions:

- (a) debt service ratio cannot be less than 1.10 to 1;
- (b) total debt to tangible net worth cannot exceed 3:1; and
- (c) minimum working capital ratio of 1.10:1.

As at May 31, 2015, the Association was in compliance with its covenants.

11. DEFERRED REVENUE

Deferred revenue represents sponsorships, grant revenue and medical insurance premiums received in the current year for use in subsequent years. During the year ended May 31, 2015, the Association received \$477,744 (2014 - \$491,355) in deferred revenue and recognized \$477,568 (2014 - \$501,772) in the statement of operations.

12. CHILDCARE REVENUE

	2015	2014
Childcare fees	\$ 243,065	\$ 206,605
Childcare grant	35,218	31,047
	\$ 278,283	\$ 237,652

13. MISCELLANEOUS REVENUE

	2015	2014
Advertising and media	\$ 8,490	\$ 15,279
ATM commissions	10,322	12,931
Cost recovery	6,136	209
Fundraising	2,000	2,110
Other	33,537	28,831
Ticket sales	13,527	17,369
	\$ 74,012	\$ 76,729

14. ACTIVITIES - STUDENT CLUBS

	2015	2014
Cost recovery	\$ 879	\$ 7,376
Fundraising	11,539	14,058
Grants	18,875	26,652
Miscellaneous	8,808	846
Sponsorships	67,451	49,258
Student membership club fees	29,687	26,721
Ticket sales	12,384	17,140
	\$ 149,623	\$ 142,051

BCIT STUDENT ASSOCIATION
Notes to Financial Statements
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15. PUBLICATIONS

	2015	2014
Advertising and media	\$ 6,027	\$ 6,553
Handbook and newspaper advertising	16,173	23,339
Miscellaneous	1,762	548
	\$ 23,962	\$ 30,440

16. COMMITMENTS

The Association's premises are leased under an agreement with BCIT for office and retail space in the Campus Centre. Upon expiration of the lease agreement on July 26, 2025, the lease will automatically renew for an additional five-year period.

The Association has entered into lease agreements for photocopier equipment expiring May 31, 2019.

Future minimum lease payments for the next five years and thereafter are as follows:

	Premises	Equipment	Total
2016	\$ 172,709	\$ 25,026	\$ 197,735
2017	172,709	7,531	180,240
2018	172,709	7,531	180,240
2019	172,709	7,531	180,240
2020	172,709	0	172,709
Thereafter	863,545	0	863,545
	\$ 1,727,090	\$ 47,619	\$ 1,774,709

17. PENSION PLAN

Employees at the Association can choose to be members of the defined contribution pension plan. Employees who participate in the pension plan must contribute 6% of their earnings. The Association must match the contribution of 6% of contributory earnings to this plan. Subject to the employee not completing two years of employment, the amount paid to date by the Association for that employee is refunded to the Association.

During the year, the Association's pension expense was \$73,628 (2014 - \$62,218). This amount is included in wages and benefits on the statement of operations.

18. ALLOCATION OF EXPENDITURES

The Association incurs a number of expenditures that are allocated to the Capital Levy, Medical Insurance and Operating funds. The allocation of expenditures is based on management's estimates of the time, effort and resources required to support these activities.

BYLAW 1- INTERPRETATION AND DEFINITIONS

1. In these Bylaws, unless the context otherwise requires:

“Act” shall mean the Society Act of British Columbia, as amended from time to time.

“ATC” shall mean the Aerospace Technology Campus.

“Executive Director” - shall mean the senior paid staff member responsible for the day-to-day operations of the Association.

“BCIT or Institute” shall mean the British Columbia Institute of Technology.

“BCITSA or Association” shall mean the Student Association of the British Columbia Institute of Technology.

“BMC” shall mean the BCIT Marine Campus.

“Chair” shall refer to the executive board member that is a representative of a particular school or campus; there are seven (7) chairs; Chair of Aerospace Campus, Chair of the School of Business; Chair of the School of Energy; Chair of Downtown Campus; Chair of Transportation, Construction and the Environment; Chair of Health Sciences, and Chair of Computing and Academic Studies.

“Clubs” shall refer to student organizations that have been sanctioned by the BCITSA Council, pursuant to the procedures set out in Bylaw 16.

“Councillor” shall mean the appointed student constituents of each school that sits on the BCITSA Council. 5

“Council” shall mean the BCITSA student representatives, made up of 12 Executives and approximately 30 Councillors (one councillor per every 300 students approximately).

“DTC” Shall refer to the Downtown Campus.

“Executive” shall refer to the BCITSA Executive Board, consisting of the President, Vice-President of Finance and Administration, Vice-President of External Affairs, Vice-President of Campus Life, Vice-President of Student Affairs, and the Chairs.

“Honorary Member” shall mean a member of the Association that holds full speaking rights at General Meetings, but does not have the right to vote in elections, referenda, or meetings.

“Member” shall refer to any registered student at British Columbia Institute of Technology paying activity fees and in good standing, has the right to vote in elections and referenda, the right to run for and hold office in the Association, and such rights as per the Act.

“Ordinary Resolution” shall have the same meaning as given to it in the Act.

“Satellite Campus” shall refer to the BCIT Campuses other than Burnaby Campus (i.e. Aerospace Campus, Marine Campus, Annacis Island and Downtown Campus).

“Special General Meeting” shall have the same meaning given to it in the Act. **“Student”** shall mean students enrolled at BCIT.

“Two-thirds (2/3) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least two (2) votes in favour for every one (1) vote opposed.

“Three-quarters (3/4) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least three (3) votes in favour for every one (1) vote opposed.

2. In these bylaws, the feminine gender and the plural shall be interpreted as the masculine and the singular and vice-versa, as per the context requires.

3. These bylaws shall be the primary governing document of the BCITSA.

- a. These bylaws shall set forth the foundation for the structure, operation, and maintenance of the BCITSA.
- b. These bylaws supersede all policies, procedures, and special resolutions duly passed by the BCITSA.
- c. For greater certainty, these bylaws supersede the bylaws of any other organization of which the BCITSA is a member. No decision of the BCITSA, including the decision to join any alliance, lobbying organization, or other external group shall be considered as constituting an implied repeal of any bylaw of the BCITSA.

BYLAW 11 – ELECTIONS AND APPOINTMENTS

1. The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April.
 - a. The date of the election shall be fixed by the Executive Director and the President in conjunction with BCIT not later than the last day of August the year prior to the election.
2. A Chief Returning Officer, hereinafter referred to as the CRO, shall be appointed by the Selection Committee named in (3) below, and shall chair the Election Committee and be responsible for the administration and conduct of all elections.
 - a. The CRO shall be an ex-officio member of Council during an election period.
 - b. The CRO shall coordinate with the BCIT Registrar's Office to validate candidate eligibility.
3. Selection Committee:
 - a. The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee.
 - i. The Selection Committee shall solicit applications for candidates for the Election Committee and the Appeals Committee in conjunction with the Marketing Department of the BCITSA.
 - ii. Candidates must be current BCIT students.
 - iii. The Selection Committee shall review all applications received under (i) above, interview selected candidates, and appoint successful candidates for each vacant position.
 - b. The Selection Committee shall consist of:
 - i. The Vice-President, Student Affairs
 - ii. One current Student Executive
 - iii. Two members of Senior Staff designated by the Executive Director
 - c. Notwithstanding (b)(i) and (b)(ii) above, no Student Executive running for re-election shall be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee.
 - d. No member of the Selection Committee shall be eligible to stand for election as a Student Executive.
4. Election Committee:
 - a. The Election Committee shall be composed of
 - i. The Chief Returning Officer
 - ii. Two (2) Deputy Returning Officers
 - b. Members of the Election Committee shall
 - i. Not be a current Student Executive or member of Council

- ii. Not have been a Student Executive or member of Council in the 12 months prior to their appointment.
 - iii. Not be eligible to stand for election as a Student Executive
 - iv. Be appointed for a term from October 1st to May 31st.
 - c. The Election Committee shall be responsible for the interpretation of the Elections bylaw and of the electoral process. All findings of fact made by the committee shall be final, save for where such finding is patently unreasonable, such that no reasonable decision-maker could have made such a finding.
 - d. The Elections Committee will rule on questions of candidate eligibility and will hear complaints filed during the election period.
 - e. The Elections Committee may consult on administrative matters with
 - i. The Human Resources Generalist, and/or
 - ii. The Vice-President, Student Affairs, provided that he is not himself a candidate for election.
 - f. The Elections committee shall be advised on matters of natural justice by a member of the Advocacy staff appointed by the Executive Director.
 - g. Members of the Election Committee shall attend a training session organized by the BCITSA Executive Director or her designee.
 - h. The Election Committee shall provide Council with a written report upon the conclusion of an election, including the results of all rulings and decisions made by either the Election Committee or the Appeals Committee, with the report to be preserved by the Association.
 - i. The Election Committee shall reach decisions by consensus.
 - i. Notwithstanding 4(i) above, where it is the opinion of the Advocacy staff member appointed under 4(f) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.
 - j. Decisions of the Election Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Election Committees and Appeal Committees.
 - k. Members of the Election Committee shall receive an honorarium for their term, and a further stipend for each election or by-election they administer.
 - i. The amounts of remuneration permitted above shall be fixed by Council and reviewed from time to time.
 - l. Any duties of the Elections Committee that fall outside of the term of the Committee under (b)(iv) above shall be carried out by the President and Vice President, Student Affairs in conjunction with the Executive Director, at their discretion.
- 5. Appeals Committee:

- a. An individual against whom an unfavourable decision is made by the Election Committee may appeal that decision to the Appeal Committee, which shall have jurisdiction to review decisions of the Election Committee subject to 4(c) above.
 - i. An appeal of a decision made by the Election Committee must be received by the Appeals Committee not later than 24 hours after the decision of the Election Committee is issued.
- b. The Appeals Committee shall consist of three Students-at-Large, appointed by the Selection Committee. One member of Council shall be present as an observer only.
 - i. No member of the Appeals Committee shall have any prior or current relationship to either party.
- c. The Appeal Committee shall be advised on matters of natural justice by a member of the Advocacy Staff appointed by the Executive Director.
 - i. Notwithstanding (c) above, the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter.
- d. The Appeals Committee shall meet with both parties individually to hear arguments about the validity of the decision of the Election Committee, having regard to 4(c) above. Arguments shall be restricted to errors in the interpretation of these bylaws, and of the application of prior precedents. Challenges to findings of fact by the Election Committee shall only be entertained if, in the opinion of the Appeals Committee, those findings were patently unreasonable.
 - i. The Chief Returning Officer shall represent the Elections Committee and the Complainant before the Appeals Committee.
- e. After hearing arguments, the Appeals Committee shall meet in camera with the member of the Advocacy Staff appointed under (c) above to make its decision on the appeal.
- f. The Appeals Committee shall reach decisions by consensus.
 - i. Notwithstanding 5(f) above, where it is the opinion of the Advocacy staff member appointed under 5(c) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.
- g. Decisions of the Appeals Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Appeals Committees.
- h. A decision will be rendered within 48 hours of the filing of the appeal with all parties present.

- i. Notwithstanding (g) above, where all parties are unable to be present within the prescribed deadline, the Appeals Committee shall render its decision in writing and transmit the decision to all parties.
 - i. Decisions of the Appeals Committee are final and are not subject to further appeal or review.
 - j. Prior to hearing an appeal, members of the Appeals Committee shall receive a training session from a member of the Advocacy staff designated by the Executive Director.
- 6. Elections:
 - a. The Notice of Elections shall be posted at least two (2) weeks prior to the opening date for nominations in the official Association publication and shall include the following:
 - i. The date of the elections and the hours during which the polls will be open.
 - ii. The location(s) and the method(s) of the polling.
 - iii. The opening and closing dates for nominations, where the nomination forms may be obtained, and where the nomination forms may be submitted to the BCITSA.
 - iv. The positions of the Executives for which Nominations are being called.
 - b. Voting stations may be set up with the permission of the Elections Committee for the purpose of encouraging students to vote.
- 7. Nominations:
 - a. All candidates must:
 - i. Be members of the Association
 - ii. Be full-time students based on BCIT criteria
 - iii. Be in good standing with the Association
 - iv. Have a minimum of sixty-five percent (65%) previous term standing GPA.
 - b. Any ATC candidate must be a full-time student with a minimum of 10 months left in his/her consecutive study period as of June 1st.
 - c. Any DTC candidate must have a minimum of one course at the downtown campus in addition to meeting BCIT full-time requirements for the duration of his/her time in office.
 - d. Submit complete nominations packages to the CRO within dates provided.
 - e. Elected Executive posts shall be as follows:
 - i. President
 - ii. Vice President Finance and Administration
 - iii. Vice President Student Affairs

- iv. Vice President External
- v. Vice President Campus Life
- vi. Chair of the School of Business
- vii. Chair of the School of Health Sciences
- viii. Chair of the School of Energy
- ix. Chair of the School of Transportation, Construction & the Environment
- x. Chair of the School of Computing & Academic Studies
- xi. Chair of the ATC
- xii. Chair of the DTC

8. Campaigning

- a. Campaigning shall begin upon the adjournment of the “All candidates meeting” until the close of the polls.
- b. The use of lewd, indecent, or suggestive material or the defamation of campaign materials, irrespective of the form they may take is prohibited. A candidate using such materials or acting in such a manner shall be disqualified upon the decision of the Election Committee.
- c. Campaign materials shall only endorse one candidate.
- d. Candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance.
- e. Campaign materials shall not bear slogans which are the same or similar to those of other candidates.
- f. No campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof.
- g. Members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from discussing the election publicly and/or online until the results of the election have been announced.
- h. Candidates who are BCITSA employees or volunteers shall not be permitted to campaign during their working hours.
- i. Except in cases of self-endorsement, no current Student Executive or BCITSA employee shall publicly endorse any candidate.
- j. Candidates shall not solicit endorsements from any Student Executive.
- k. The campaign expenses incurred by any one candidate must not exceed seventy-five (75) dollars. The use of club funds or Association funds is prohibited. All campaign expenditures are to be accounted for and submitted to the CRO after the date of the elections.
 - i. For the purpose of calculating campaign expenses, any in-kind donations shall be counted at their market value.

- I. All campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results.
9. Polls and Voting
 - a. All members (full and part-time) in good standing as defined by BCIT will be eligible to cast a vote.
 - b. Vote count should occur immediately upon the closing of the voting system.
 - c. The candidate who receives the largest number of accepted ballots shall be declared elected subject to ratification by Council.
 - d. Candidates can appeal the results to the Election Committee within 24 hours of the results being announced.
 - e. The use of electronic devices for voting shall be permitted. However soliciting or coercion will result in the disqualification of a candidate.
 - f. Any candidate running uncontested for a position in a general election or by-election must be declared elected by a majority vote in the form of a yes-no vote.
 10. Elected Executives
 - a. Elected Executives shall attend the Association Executive orientation as scheduled by the Association Executive Director and attend, if possible, Council meetings, as guests, to familiarize themselves with the affairs of the Association.
 11. Appointment of Councillors:
 - a. The students of the five (5) Schools and the ATC/DTC listed in the Bylaws shall be represented on the Association Council according to the following method based on enrollment figures as of September 15th of that academic year. Council ratio is one councillor per every 300 full- time students.
 - b. Each School shall be represented by at least one councillor from that School. The ATC and DTC chairs shall also be represented by at least one Councillor.
 - c. Each Councillor shall be selected by the School Chair and is accountable to them. It is intended that the selection of Councillors if possible reflect the make-up of students within the School they are chosen from.
 - d. The Residence Student Councillor, Aboriginal Student Councillor and International Student Councillor shall be selected by the Chair of the School of Computing and Academic Studies