



**BCIT Student Association
Council Meeting Minutes
Monday, April 2, 2012**

Executives: Nicola Gardner, President
Ricky Dasgupta, VP Finance & Administration
Tara Johnson, VP External
Tylan Fraser, VP of Student Affairs
Matthew Nolletti, VP Campus Life
Gordon Newby, Business Chair
Brian Harvey, Transportation, Construction & the Environment Chair
Laura Chow`, Health Sciences Chair (via skype)
Amy Erskine, Energy Chair
Keith Miller, Chair of ATC
Marwan Marwan, Computing

Councilors:	Mike Hanson	Jonathan Ng
	Marc Yap	Denis Dobrozdravich
	Frances Torres	Marcus O'Reilly
	Michelle Dragon	Aaron Kool
	Zac Der	Ben Plasche
	Oge Anoliefoh	Emily Pawluk
	Daniel Smith	Avinaash Kapil
	Rodrigo Jose Mendez	Andre Rodrigue
	Alex Lee	Minoru Nakano
	Duff Walker	Jacob Kwitkoski

Staff: Caroline Gagnon, Director

Absentee: Bailey McRae
Kevin Smith
Oshea Jephson
Tracy Jowett
Cole Harrison

Guests: BCIT Engineer Student Society

14.1. Meeting Called to Order

The Chairperson, Nicola Gardner, called the meeting to order at 6:11pm.

14.2. Acceptance of the Agenda

It was moved that the following agenda be accepted with the following addition.

14.4 BCIT ESS

14.9.1 BCIT Announcement

Moved by: Jacob Kwitkoski

Seconded by: Oge Anoliefoh

29/0/2 Carried

14.3. Acceptance of the Minutes – March 19, 2012

Be it resolved that the minutes from March 19, 2012 be accepted as distributed.

Moved by: Brian Harvey

Seconded by: Denis Dobrozdravich

31/0/0 Carried

14.4 Guest Speakers - BCIT Engineer Student Society

Student representatives from the BCIT Engineering Student Society explain to Council the need for this club to be sanctioned (see attached bylaws). There are other student Engineering clubs representing program specific (mechanical, civil, electrical). This club would unite other Engineering Student Societies. The creation of this club would open additional resources (sponsorship from APEG) for BCIT students. For example, other post-secondary institutions have an Engineering Student Society and are able to compete in the Canadian Engineering Competitions. Since BCIT does not have such a club, BCIT students can't compete. ESS had an information session. Its purpose is not to replace the other Engineering clubs but to add to the students' experience.

Comments/questions:

- What do the other Engineering clubs think about having ESS on campus? MESS supports the sanctioning of this club, especially for competition. It makes the engineering students / clubs stronger by working together. For example, more people could attend events.
- What about students from the Geomatics club which is also an engineering club? All people are able to join the club, participate in events for the exception of competition which are field specific.
- Any negatives? Not that the students can think of.
- Would it be the only way that APEG will work with student clubs at BCIT? APEG supports the diversity of the different engineering clubs, but would prefer going to one group.
- It will impact the funding of the other 3 clubs.
- Are there any bylaws addressing board of directors members from other engineering clubs to be on the ESS board? If the situation occurs, the club would look at the SA for guidance.

14.5. Executive Progress Report

See attached plus additional comments:

Amy Erskine:

- She received information about “Beat the Heat” competition. It addresses how people can better use natural gas. For further information contact her.

Laura Chow:

- This is a reminder that Mental Health Week is on April 16. If you any questions, please contact the Advocate.

Nicola Gardner:

- She is trying to register BCIT with all the different Parks and Recreation department in the lower mainland. For example, students can receive a 25% discount with the City of Vancouver when using their pools, gym, ice rinks.

14.6. Councilor Forum

None

14.7. Question Period

- Can update be given about the sale of the Whistler cabin? The cabin was sold in 1986 for \$90,000. BCITSA owned the cabin but not the land.

14.8. Unfinished Business

None.

14.9 New Business

14.9.1 Second and Third Floor Layout for Student and Staff Space

All Council members are invited to give their input on the proposed designs submitted by the Architectural Science students. Everyone can see the designs between 8am and 4pm until Wednesday, April 04, 2012. Comments will be shared with the students for finalizing the design.

14.9.2 BCIT Announcement: Childcare and Third Floor

Nicola announces that the agreement with BCIT regarding the Childcare and the expansion of the 3rd floor has been signed. This is a great opportunity for BCITSA.

14.10. Next Meeting

Next meeting is scheduled for Monday April 16, 2012 at 5:45pm in the Council Chamber.

14.11. Meeting adjourned

It was moved that the meeting be adjourned at 6:36pm. **Carried**

Council Meeting
Agenda
Monday, April 2nd, 2012
6:00-7:30pm

- 14.1 Meeting called to order
- 14.2 Acceptance of the Agenda
- 14.3 Acceptance of the Minutes: March 19th, 2012
- 14.4 Guest Speakers
- 14.5 Progress Reports: Executives
- 14.6 Councilor Forum
- 14.7 Question Period
- 14.8 Unfinished Business
- 14.9 New Business
 - 14.9.1 Second and Third Floor Layout for Student and Staff Space
- 14.10 Next Meeting on April 16th, 2012
- 14.11 Meeting Adjourned

Progress Reports

Chair Sch. Of Energy, Amy Erskine

Objective	Description	Current Status
Daycare	Oversee the creation of a daycare on Burnaby Campus	No change. Awaiting BCIT response, which may be in Caroline's inbox (she is on vacation).
Cabin	Determine what happened to the cabin BCIT owned in Whistler	Cabin located. Financial statements confirm sale in 1986 for \$90,000, resulting in a loss of \$32,847. Objective completed.
Edit Bylaws	Revise & update BCITSA bylaws for accuracy and grammar	Revisions complete and posted on website 2 weeks prior to SGM. Bylaws put in logical sequence for SGM presentation. Power point presentation created in order to ensure all of Council understands EXACTLY what these changes entail.
Lounge Committee	Improve BCIT's outdoor spaces	Met with committee. Discussed putting lounge area in broadcasting building as per request by Gordon Newby, updating a second SW3 lounge and replacing the Great Hall floor. Floor quotes \$52, 000 inc tax. We have agreed to replace the flooring in the Great Hall and the institute will purchase the greenery. Greenery has already been partially placed and looks amazing. I also, toured the proposed broadcasting lounge space for evaluation.
Transition Documents	Create a comprehensive training package for the incoming Chair of Energy	Continuing to work on transition package. It's looking fairly comprehensive so far.
Promote Election	Have at least two candidates for my position and promote the other positions	Wrote a FAQ article for the paper that was not published, wrote a weigh in for the paper on this same theme,, presented to School of Energy classes, had Tylan (CRO) come to set rep meeting and discuss Being on the SA and the election process.

Progress Report – Laura Chow– Chair of Health Sciences

Last updated: Thursday, March 29, 2012

Date of Introduction	Action or Outstanding Issue	Status
Tuesday, September 6, 2011	Increase Set Rep Participation and Attendance at Set Rep meetings	<ul style="list-style-type: none"> • Brian will be hosting my April & May Set Rep meetings <ul style="list-style-type: none"> ○ Next set rep meeting: Thursday, April 19, 2012 at 5:30pm (already advised Set Reps) ○ Will email Set Reps for RSVP if asked by Brian ○ Will see if Brian can Skype me in for the meeting
Tuesday, September 6, 2011	Continue expansion of the Health Science Mentorship Program	<ul style="list-style-type: none"> • Contacted Program Heads Friday, March 23 determine the schedules of their programs (i.e. when they go on clinical/practicum) <ul style="list-style-type: none"> ○ Awaiting replies from 8 programs still
	Recycling – work with Nicola to improve recycling at Burnaby Campus	<ul style="list-style-type: none"> • Initiative dropped Dec. 5, 2012
Wednesday, September 28, 2011	Health Science Chair Applicants – promote position to ensure there are applicants to become the next Health Science Chair	<ul style="list-style-type: none"> • Sent out email to Set Reps & Program Heads to get the message out
Thursday, September 22, 2011	Mental Health/Wellness Week	<ul style="list-style-type: none"> • Karl has been taking the lead – filling in wherever I can
Monday, September 12, 2011	Re-visit Whistler Retreat	<ul style="list-style-type: none"> • Will work on finding ways to reduce costs for the SA
Thursday, September 29, 2011	School of Health Sciences Mixer	<ul style="list-style-type: none"> • Will try to push with next Chair
Monday, October 17, 2011	Harassment & Discrimination Committee	<ul style="list-style-type: none"> • Completed Thursday, March 8, 2012
Friday, November 18, 2011	Criminal Record Check Process	<ul style="list-style-type: none"> • Completed as best to my ability (SoHS Leadership Team is aware of the issue as is BCIT Executives – they will be bringing the issue

		forward to BC Government as best they can
Wednesday, January 11, 2012	Quick Access Stations on campus	<ul style="list-style-type: none"> Completed
Monday, January 16, 2012	Blood Drive	<ul style="list-style-type: none"> Awaiting responses from Set Rep to see what progress is on developing some kind of blood drive Need to go over letter with Amy (should be sent out before we're done our terms)

Progress Report – Tylan Fraser – VP Student Affairs

Last updated: March 29th, 2011

Date of Introduction	Action or Outstanding Issue	Status
March 27 th , 2012	CRO recruitment letter send out	Had staff send out a letter for recruitment purposes
March 27 th , 2011	Handed in petition slips for Marwan	There should be word of probable change next week
March 29 th , 2011	Link article wasn't published	Talking with John about Keep your Cup issue.

Progress Report – Ricky Dasgupta – VP of Administration and Finance

Last updated: March 30th, 2012

January, 2011	Hand Dryers vs Paper Towels	<ul style="list-style-type: none"> I got the information on how much is spent on Paper Towels from Marvin Rogers. They have a pilot project with air dryers happening at the new Gateway building. I will be investigating costs of installing dryers from various companies and comparing
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		it with the paper towel expenses of BCIT.
June, 2011	Coop for Financial Management students	<ul style="list-style-type: none"> • Need to arrange a meeting with BCIT execs. Due to exams coming and projects due, this will probably be done after April 19h.
August, 2011	Campus Food Bank	<ul style="list-style-type: none"> • Passed on the bins to Catherine. She is taking care of putting them at the places. I will check back on the progress.
September, 2011	Transition	<ul style="list-style-type: none"> • Four candidates have applied for my position. That's double of last year and I am looking forward to seeing their campaigns. • Transition Policy has been added to the amendments for the bylaws. Amendments will be presented at the next SGM (scheduled for April 2nd, 2012); need to speak with Caroline regarding her role in Transition. • Need the bio for Tara
September, 2011	Revamp Set Rep awards, increase student awards and bursaries	<ul style="list-style-type: none"> • Done, Through BCIT funding of \$1000 and BCITSA funding for the rest.
September, 2011	Review processes and operations of BCITSA	<ul style="list-style-type: none"> • This is ongoing every week as I sign the cheques and talk to Roland.
September, 2011	Increase understanding of BCIT Financial among executives and councillors	<ul style="list-style-type: none"> • Received mix reaction on the financial update to council. Will be doing a presentation next time. Try to make it as simple as possible and try out in exec meeting before council meeting to get the kinks out and use the feedback. Roland, our controller is providing me the details this week.

September, 2011	Business Cards and Name Badges	<ul style="list-style-type: none"> Taj has sold 250 so far with no marketing. 85% profit margins on the card. Will work with Gord to get the word out and encourage other Chairs to get the logos as well.
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President, Nicola Gardner

Objective	Description	Current Status
U-Pass BC	<ul style="list-style-type: none"> Getting ISEP and Tech Entry Students included in the program Getting in-progress students in the program Surveying part-time students to see if the U-Pass is something they want Improving service to BCIT 	<ul style="list-style-type: none"> Successful Successful To be held next semester Waiting to hear back from TransLink Joined group within the U-Pass advisory committee to develop a plan for U-Pass negotiations
Legacy of Leadership. Raising money for students at BCIT	<ul style="list-style-type: none"> A fund created by the BCITSA foundation where BCIT will match all money raised to be given out to students, improve campus etc. To hold a fundraiser next semester to raise money for student bursaries. 	<ul style="list-style-type: none"> Re-vamping toon- in for next semester
Improving student life on campus and engaging students with BCITSA & BCIT	<ul style="list-style-type: none"> BBQ and Hot Dog eating contest to be held at NE1 next month Adding temporary lounge space to DT campus with plans for a permanent lounge in the future 	<ul style="list-style-type: none"> Was a great success! Got money for pool table at Great Northern way Got money for punching bag at BMC Got additional funding for clubs competition fees

Improve BCITSA executive elections	<ul style="list-style-type: none"> • Bring student awareness and engagement for elections. Ensure no position runs uncontested. 	<ul style="list-style-type: none"> • All executives are writing job profiles to begin promoting elections
Improve recycling on campus	<ul style="list-style-type: none"> • Replace garbage bins in washrooms with recycling bins • Compost for Pub food 	<ul style="list-style-type: none"> • The BCITSA is officially composting fruit and vegetable waste and coffee and tea • Hand dryer in women's washroom in the pub • Hand dryer being installed in men's washroom in the pub • Conducting cost benefit analysis of paper towel vs. hand dryers at BCIT
Restructuring BCIT's registration system	<ul style="list-style-type: none"> • Students would be classified as either part time/ full time base on course load not program 	<ul style="list-style-type: none"> • Met with VP he is doing an impact study on Part-time students and the U-Pass
Lobbying provincial government for better funding	<ul style="list-style-type: none"> • re instate provincial non-needs based bursaries • lower interest rates on student loans • Better funding for PSI's (improved infrastructure) 	<ul style="list-style-type: none"> • Delivered our Valentines, held a press conference, featured on CTV • Meeting with MLA's March 26-28 while they are in session to discuss/put pressure on the govt.

Progress Report – Matthew Nolletti – VP Campus Life

Last updated: March 29th, 2011

Date of Introduction	Action or Outstanding Issue	Status
March 25 th , 2012	Budgets Finalized	-Just need to email the clubs their granted amounts.
March 20-25 th , 2012	Meetings with Future VPCL's	-Had meetings with some people who are thinking of running next year -Giving them some words of encouragement and advice

VP External, Tara Johnson

Objective	Description	Current Status
Toon-in	Preparation for Event	<ul style="list-style-type: none"> • Secured date • Prizes confirmed • Concept decided • Drafts created for promotional activity

ATC Chair, Keith Miller

Objective	Description	Current Status
Set Rep Attendance/ Participation	80% consistent Set Rep attendance	Attendance has been consistently meeting the goal percentage. Does anyone read these reports? Efforts to continue Class rep recruitment and encouragement/incentives to attend will continue.

Set Rep incentives	Rewards and perks to encourage set rep attendance and participation	T-shirt initiative underway.
Elections	Recruitment done. Several people planning to run. Take that bigger schools. Take it with shame.	Woot
Improve recycling on campus	Recycling bins in every class.	Stonewalled.

Progress Report – Gordon Newby – School of Business Chair

Last updated: March 29, 2012

Date of Introduction	Action or Outstanding Issue	Status
September 2011	Planetarium	I am starting to realize that there are many different ideas to the future of the planetarium. I have created some aware ness but have yet to identify a group to be interested, nor have the higher executives been willing to spare time on further utilizing this space. With regret, I digress
October 2011	Joined a committee. RE harassment & discrimination materials with Monica Kay	Have made progress, adjourned for the year!
November 2011	Vending Machines on Campus	New Machines in place, however, the product is the same, and prices have been raised.... Investigating.. plan on meeting with Vince Laxton.
Set Rep Meeting	Yester	Day
Current	Working towards student space and amenities for students in the broadcast building.	Water fountain fixed, looking for approval of space for a microwave. Finding out space is extremely limited. Success! The lounge committee has taken interest in a small space in the broadcast building!

Jan 2012	Towel less dryers on Campus	Worried that the new dryers could put forth noise complaints.... Back to focus on the really important issue... Wi-Fi on campus.
Current misc. tasks, investigations, and to do list as per set rep meetings	<ul style="list-style-type: none"> • List is long... • Electric outlets • Cleanliness • Water fountains... again ;) • Upcoming elections • Upcoming elections - interviews • Upcoming elections - promotion 	In progress

Chair of School of Computing and Academic Studies, Marwan Marwan

Objective	Description	Current Status
Advocacy	Working with students on school and marks related issues.	In progress. Personal and private information.
Election	Advising students on election process	Answering question, and giving direction.

Progress Report – Brian Harvey – Chair of ATC and Transportation

Last updated: March 30th, 2012

Not submitted

BCIT Engineering Student Society Constitution and Bylaws

ARTICLE I - Name

The name of the society is the BCIT Engineering Student Society, also to be known as “BESS” or “BCIT ESS”.

ARTICLE II - Purpose

The purpose of the Society is to

- a. represent BCIT engineering students within BCIT and externally
- b. promote, direct, sponsor, and coordinate activities which will benefit present and future BCIT engineering students
- c. assist organizations that would like to connect with BCIT engineering students

INTERPRETATIONS

1. All references to the plural shall include the singular, all references to the singular shall include the plural, all references to "she/her" shall include "he/him" and all references to "he/him" shall include "she/her".
2. “AGM” refers to Annual General Meeting
3. “BCIT” shall refer to the British Columbia Institute of Technology
4. “BCIT engineering students” or “engineering students” refers to students at BCIT that are in a Civil Engineering, Mechanical Engineering or Electrical Engineering program, as defined on the BCIT website.
5. "BCITSA" shall refer to the BCIT Students Association.
6. “ECET” shall refer to Electrical and Computer Engineering Technology
7. “Society” shall refer to the British Columbia Institute of Technology Engineering Student Society
8. “Study Term” shall be defined according to the BCIT Calendar
9. “VP” shall refer to Vice President

ARTICLE III - Membership

Section 1 - Duties of Members

1. All members of the society, including executive members, shall act in accordance to the society’s goals and constitution.
2. All members are expected to be respectful to other members of the club, faculty and staff of BCIT, other engineering student societies and contacts with external associations. Harassment and discrimination will not be tolerated. Any members found not acting in accordance to this section may be subject to termination from the BCIT ESS.
3. Members may have to contribute an event fee for BCIT ESS events.

Section 2 - Membership Types and Eligibility

The Society shall be composed of regular members and associate members.

1. A regular member is anyone who
 - a. has completed a registration form, and
 - b. is currently registered in at least one course in any program identified below:

Bachelor of Engineering in Civil Engineering
Bachelor of Engineering in Electrical Engineering
Bachelor of Engineering in Mechanical Engineering
Bachelor of Technology in Manufacturing
Civil Engineering Technology
Diploma of Technology in Civil Engineering Technology
ECET (Automation Instrumentation Option)
ECET (Computer Control Option)
ECET (Electrical Power and Industrial Control Option)
ECET (Telecommunications and Networks Option)
Electronics Bachelor of Technology
Mechanical Design
Mechanical Engineering Technology
Mechanical Manufacturing
Mechanical Systems
Mechatronics and Robotics

2. Any person not enrolled in the above programs can become an associate member by
 - a. appointment by the Executive, or
 - b. approved resolution by the membership, or
 - c. employment by the Society
3. Associate members shall be entitled to all benefits of the Society with the exception of
 - a. attending some externally sponsored events that are engineering specific
 - b. voting on decisions regarding relations with the engineering faculty and/or decisions that affect engineering students and their relationship with faculty or BCIT- however they may state their opinions to an executive member

Section 3 - Membership Fees

1. Membership fees will be reviewed annually at the Annual General Meeting or more often as deemed necessary by the Executive

Section 4 - Termination of Membership

1. All members are in good standing except a member who
 - a. has failed to pay any debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid
 - b. is deemed to be not in good standing by a special resolution made by the regular membership or the executive
 - c. breaks a bylaw in this constitution, and/or other BCITSA and clubs by-laws, policies and procedures.

2. Should a member be not in good standing with the Society, the member shall be entitled to one appeal at one general meeting
3. A person shall cease to be a member of the society
 - a. by delivering her resignation in writing to the secretary of the society,
 - b. or on her death, or
 - c. on having been a member not in good standing for 3 consecutive months

Section 5 - Honorary Members

1. An honorary member is a person chosen by the executive or regular membership to be a part of the BCIT ESS because she
 - i. has contributed to the BCIT ESS but are not eligible for membership
 - ii. has graduated from BCIT and still want to be active in the society
2. Honorary members are the only type of permanent member at the BCIT ESS – it is the highest honor the society can bestow upon a person
3. Not considered a regular member for the purpose of
 - a. calling a general meeting
 - b. holding an executive position

ARTICLE IV - Executive

Section 1 - Executive Officer Titles

1. The executive positions are
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Vice President Internal
 - f. Vice President of Communications
 - g. Director of Information Technology
 - h. Director of Spirit
 - i. Past President
 - j. Student Representative
 - i. Civil
 - ii. Electrical
 - iii. Mechanical
2. Executive officers are considered as regular members with the additional duties of
 - i. representing club interests and members externally and within the institute
 - ii. making non-binding decisions on behalf of the club
 - iii. asking for and securing funding for club operations
 - iv. maintaining contact with professional organizations and student organizations

Section 2 - Nominations and elections

1. The Executive officers shall be elected from the voting members at the Annual General Meeting (AGM).
2. Nominations for the Executive positions shall be submitted in writing to the Secretary prior to, or shall be taken from the floor at the AGM.
3. Any regular member in good standing may nominate another member for a position.
4. Any regular member in good standing may nominate themselves for a position.
5. A call for nominations shall be made, by email, at least two weeks prior to the AGM.
6. Voting will be by secret ballot. In the event that there is only one candidate for a particular position, that candidate will get this position by a yes/no vote at the AGM.
7. Candidates will be chosen by a simple majority.

Section 3 - Position Descriptions

President will

1. ensure the Society operates according to the Constitution and Bylaws
2. be the official representative and spokesperson of the Executive and the Society
3. ensure the Society works towards its objectives as agreed upon by the membership
4. ensure all institute and faculty organizations requiring the Society or member representation is attended to and act as a liaison between these representatives, the faculty and the institute
5. be a signing authority for the Society
6. ensure the next President is trained

Vice President will

1. assist with the President's responsibilities
2. assume all the duties of the President in her absence
3. assist in brain storming and carrying out events
4. act as, or can appoint, a liaison between members and the faculty of engineering in the case of academic troubles or disputes involving engineering students
5. perform any duties delegated by the president
6. liaise with the BCITSA and associated bodies such as professional development unions
7. co-chair all meetings
8. may be a signing authority
9. ensure the next Vice President is trained

Treasurer is responsible for

1. maintaining the bank account with the BCITSA and all financial transactions for the Society
2. keeping up to date financial records and collecting monies
3. paying bills and releasing funds as directed by the executive
4. providing regular financial reports including statements
5. being a signing authority for the Society
6. ensuring the next Treasurer is trained

Secretary ensures that

1. the duties of President are covered in her absence
2. records of what the group has done are maintained, distributed and are accessible to all the members
3. minutes/notes are taken at all meeting
4. all club correspondence is monitored, and brought to the attention of the appropriate person(s)
5. may be a signing authority
6. the next Secretary is trained

Vice President Internal will

1. act as, or appoint, a coordinator for internal competitions
2. be responsible for maintaining the Society Office
3. liaison with the student body and the faculty to obtain information needed for the smooth running of the Society and its events
4. perform any duties delegated by the president
5. may be a signing authority
6. ensure the next Vice President Internal is trained

Vice President of Communications will

1. promote the club through various mediums such as posters, pamphlets, Facebook and website
2. promote upcoming events through the above mediums
3. aid with correspondence with other student engineering societies and external sources
4. be responsible for conveying information from the Executive to the membership
5. perform all dealings with external media organizations
6. ensure the next Director of Communications is trained

Director of Information Technology will

1. maintain all online services offered by the Society
2. manage the Society's electric and electronic tools used for its operation
3. oversee any tools used by the Executive for information distribution
4. ensure that the next VP of Information Technology is trained

Director of Spirit is responsible for

1. spirit boosting activities
2. ensure the next Director of Spirit is trained

Past President will

1. assist and advise the Executive in understanding roles and responsibilities
2. ensure a smooth transition
3. train and support the new president

This is not an elected position but is assumed by the previous president.

Student Representative is responsible for

1. ensuring information on upcoming events are delivered to students in their discipline
2. for conveying information from the executive to the membership

3. speaking for their discipline during executive meetings

Section 4 - Term of Office

1. The term of office shall be one year and will commence the first of the month following the AGM
2. Any officer may serve on the executive for as many years as she is elected to a position but no person may hold one position for more than three (3) consecutive years
3. No person may hold more than one (1) elected position at any one time

Section 5 - Filling Vacancies

1. In the event of a vacancy in the Executive a new officer shall be elected at the next general meeting of the Society.

ARTICLE V - Meetings

Section 1 - General Meetings

1. General meetings will
 - a. be called
 - i. once each study term as determined by an Executive resolution; or
 - ii. by a requisition of 15% of the regular membership, to be received by the Executive, and be called no later than one month after receipt, or
 - iii. by a resolution of the Executive;
 - b. be open to all members
 - c. have quorum established by 5% of the regular membership
 - d. be chaired by the President who shall have the casting vote in the event of a tie, and
 - e. have the agenda emailed to members which will include the following information:
 - i. specify the place, time and nature of business; and
 - ii. Provide at least two week's notice of the meeting
 - f. resolve the following matters, known as special general resolutions, with a 75% majority of regular membership
 - i. impeachment of an Executive officer.
 - ii. appeal an Executive resolution of a membership suspension.
2. A regular member in good standing present at a regular meeting is entitled to one vote
3. Voting is by show of hands unless otherwise required in the bylaws or requested by two regular members
4. Voting by proxy is not permitted
5. If a vote is to be conducted by secret ballot,
 - i. the Chair is required to conduct the vote with paper ballots
 - ii. each meeting attendee receives one ballot upon which to write their choice - ballots are then returned to the Chair or the appointed agent(s) for counting

- iii. a majority vote (51%) will pass (or strike down) the resolution

Section 2 - Annual General Meetings

1. AGM will be considered a General Meeting regarding rules and procedures
2. Will occur every February
3. Quorum shall be 24 regular members

ARTICLE VI - Executive Meetings

1. Meetings of the Executive shall be
 - a. held at least semi-monthly on a study term;
 - b. conducted with Executive officers present;
 - c. have quorum met with six (6) Executive officers present, and
 - d. chaired by the President or Vice-President. The chair shall have the casting vote in the event of a tie vote.

Executive Meetings may

- a. pass resolutions with at least 51% of the present Executive officers, and
- b. conduct business on behalf of the Society between general meetings, and
- c. set the agenda for general meetings

ARTICLE VII - Finances

1. BCIT Engineering Student Society must sign up a chequing account through the BCITSA.
2. All financial transactions shall be made explicit through the BCITSA clubs account; all financial dealings shall be done through the BCITSA designated staff.
3. If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de sanctioning under the discretion of the Student Association.
4. If there is a loss of Society funds due to a member consciously misusing such funds, the member must compensate the Society for the financial loss from their personal funds within sixty (60) days or the Society will take whatever legal course of action they have available to them and the member shall no longer hold the status of a member in good standing with the Society.
5. Any deferral of signing authority to another member of the executive must come with the clubs meeting minutes, stating the change and reasoning behind the switch.
6. The BCITSA Constitution & By laws, Policies and Procedures supersede all other documents related to the club and its accounting procedures.

ARTICLE VIII - Parliamentary Authority

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (<http://www.robertsrules.com/>) shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

ARTICLE IX - Responsibilities

1. This Society adheres to all BCIT Student Association bylaws, policies, procedures, regulations, manuals and guides except those which are superseded by the BESS bylaws.

ARTICLE X - Right to Act

1. Any Society executives/members do not have the right to incur any debt or become involved in any business under the title or by implying the title of the Society in any way unless given full authority to do so by the Society.

ARTICLE XI – Amendments

1. Amendments to the Constitution and the Bylaws shall require a resolution at a general meeting.
2. Proposed amendments to the Constitution and the Bylaws shall be postponed indefinitely if a resolution is not made.
3. Constitutional amendments may be proposed by any member. The amendment will then be voted on by the regular membership at a meeting called as soon as is reasonably possible.
4. At the meeting, the person or persons that initiated the process will state their argument.
5. There will be a question period after which a vote will be taken by the regular members
6. The vote will be by yes/no secret ballot. If at least two thirds of the votes are for constitutional amendment, it will be immediately approved.
7. If it is approved the constitution will be amended and a note describing the amendment and the date it was made will be inserted in the constitution