



**BCIT Student Association  
Council Meeting Minutes  
Monday, April 16, 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  
Marwan Marwan, Computing Chair  
Keith Miller, Chair of ATC

<b>Councilors:</b>	Mike Hanson	Denis Dobrozdravich
	Marc Yap	Aaron Kool
	Frances Torres	Ben Plasche
	Zac Der	Emily Pawluk
	Oge Anoliefoh	Minoru Nakano
	Daniel Smith	Jacob Kwitkoski
	Alex Lee	Tracy Jowett
	Duff Walker	

**Staff:** Caroline Gagnon, Director

**Absentee:** Bailey McRae  
Kevin Smith  
Oshea Jephson  
Cole Harrison  
Jonathan Ng  
Rodrigo Jose Mendez  
Avinaash Kapil  
Andre Rodrigue  
Marcus O'Reilly  
Michelle Dragon

**Guests:** Chris Holisory  
Nishan Virelc  
Victor Lu  
Geoffrey Smith  
Russ Brownlow

### **15.1. Meeting Called to Order**

The Chairperson, Nicola Gardner, called the meeting to order at 6:47pm.

### **15.2. Acceptance of the Agenda**

It was moved that the following agenda be accepted as presented.

*Moved by: Daniel Smith                      Seconded by: Denis Dobrozdravich*

**23/0/1                      Carried**

### **15.3. Acceptance of the Minutes – April 2, 2012**

Be it resolved that the Council minutes from April 2, 2012 be accepted as distributed.

*Moved by: Jacob Kwitkoski                      Seconded by: Oge Anoliefoh*

**24/0/0                      Carried**

### **15.4 Guest Speakers – BCIT Engineering Student Society**

- No guest speaker

### **15.5. Executive Progress Report**

See attached plus additional comments:

#### ***Tara:***

- Following an article in the Link, she wants to clarify that the reason why so many candidates have chosen to run, it is because of the marketing efforts that were made. Further, the voting period was determined as such because of BCIT calendar (i.e. Spring Break and Easter long weekend)
- In total, 35 candidates are running for 11 positions.

#### ***Laura:***

- She thanks everyone who is wearing their t-shirt for the “Speak Up Speak Out “campaign raising awareness for Mental Health Week

### 15.6. Councilor Forum

- Mechanical Engineer Student Society is hosting a White Caps event on May 5<sup>th</sup>. Students can purchase a burger, beverage and a ticket for a White Caps game for \$45. The proceeds are going towards the club's activities. Further, he is working on getting 10% discount for a restaurant.
- MacLean magazine will be publishing a story about the gym requirements for the School of Computing students. It should be on line and in print this Thursday.
- It is recommended that BCITSA works closer with Evolution Radio. For example, all stores should play Evolution. It should be used to promote the elections. Amy, Gordon and Marwan will look into this.
- Water fountain in NE1 is not working and ATM has not been reinstalled in NE1

### 15.7. Question Period

- No question

### 15.8. Unfinished Business

#### 15.8.1 Approval of BCIT Engineering Students' Society

**Motion:**

Be it resolved that the BCITSA sanctions the BCIT Engineering Students' Society.

Moved by: Matthew Nolletti

Seconded by: Aaron Kool

**25/0/1          Carried**

#### Comments/Questions:

- Without this club, engineering students can't compete in the National Competition.
- There might be some concerns about adding another clubs for funding disbursement. This club is not requiring significantly high level of funds.
- It is not competing against other engineering clubs. It is actually improving the working relationship amongst all engineering clubs.

## **15.9 New Business**

### **15.9.1 BCITSA Budget**

The 2012-2013 Budget and Strategic Plan is distributed to Council. If anyone has any questions, they have the next 2 weeks to contact Ricky, Caroline, or Roland. A motion to approve the Budget and Strategic Plan will be brought forward at the next meeting.

### **15.10. Next Meeting**

Next meeting is scheduled for Monday April 30, 2012 at 5:45pm in the Council Chamber.

### **15.11. Meeting adjourned**

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

**Council Meeting**  
**Agenda**  
**Monday, April 16<sup>th</sup>, 2012**  
**5:30-7:30pm**

- 15.1 Meeting called to order
- 15.2 Acceptance of the Agenda
- 15.3 Acceptance of the Minutes: April 2<sup>nd</sup>, 2012
- 15.4 Guest Speakers
- 15.5 Progress Reports: Executives
- 15.6 Councilor Forum
- 15.7 Question Period
- 15.8 Unfinished Business
  - 15.8.1 Approval of BCIT Engineering Students' Society
- 15.9 New Business
  - 15.9.1 BCIT SA Budget
- 15.10 Next Meeting on April 30<sup>th</sup>, 2012
- 15.11 Meeting Adjourned

## Progress Reports

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### Progress Report – Laura Chow– Chair of Health Sciences

**Last updated:** Thursday, April 12, 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"> <li>• Brian will be hosting my April &amp; May Set Rep meetings               <ul style="list-style-type: none"> <li>○ Next set rep meeting: Thursday, April 12, 2012 at 5:30pm (emailed Set Reps Sat. Apr. 7 to let them know – hopefully will get good turnout still)</li> </ul> </li> <li>• Set Rep attendance overall:               <ul style="list-style-type: none"> <li>○ September: 28</li> <li>○ October: 21</li> <li>○ November: 22</li> <li>○ January: 19</li> <li>○ February: 26 + 3 potential Chair of SoHS candidates</li> <li>○ March: 19 + 2 potential Chair of SoHS candidates</li> </ul> </li> </ul>
Tuesday, September 6, 2011	Continue expansion of the Health Science Mentorship Program	<ul style="list-style-type: none"> <li>• 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"> <li>○ Awaiting replies from 8 programs still</li> <li>○ Re-emailed Wed. Apr. 4, 2012 – still awaiting same programs (will email again if haven't heard from them, then will move on to other methods by which I might be able to obtain schedules)</li> </ul> </li> </ul>
	Recycling – work with Nicola to improve recycling at Burnaby Campus	<ul style="list-style-type: none"> <li>• Initiative dropped Dec. 5, 2012</li> </ul>
Wednesday,	Health Science Chair Applicants – promote position to ensure there are	<ul style="list-style-type: none"> <li>• Completed</li> <li>• 3 candidates have been placed up for election as of Mon. Apr.</li> </ul>

September 28, 2011	applicants to become the next Health Science Chair	2, 2012
Thursday, September 22, 2011	Mental Health/Wellness Week	<ul style="list-style-type: none"> <li>• Karl has been taking the lead – filling in wherever I can</li> <li>• Video was filmed &amp; edited – it looks &amp; sounds TERRIFIC! Great job everyone – will be going online Tues. Apr. 10, 2012</li> <li>• Event is 1 week away – trying to help Karl obtain enough volunteers</li> <li>• Heard that there is a desire from BCIT to push the growth of the Speak Up/Speak Out campaign to other campuses – will work with Karl after the event to talk about ways that we can improve expansion</li> </ul>
Monday, September 12, 2011	Re-visit Whistler Retreat	<ul style="list-style-type: none"> <li>• Will work on finding ways to reduce costs for the SA</li> </ul>
Thursday, September 29, 2011	School of Health Sciences Mixer	<ul style="list-style-type: none"> <li>• Will try to push with next Chair</li> </ul>
Monday, October 17, 2011	Harassment & Discrimination Committee	<ul style="list-style-type: none"> <li>• Completed Thursday, March 8, 2012</li> </ul>
Friday, November 18, 2011	Criminal Record Check Process	<ul style="list-style-type: none"> <li>• Completed as best to my ability</li> </ul>
Wednesday, January 11, 2012	Quick Access Stations on campus	<ul style="list-style-type: none"> <li>• Completed</li> </ul>

Monday, January 16, 2012	Blood Drive	<ul style="list-style-type: none"> <li>• Awaiting responses from Set Rep to see what progress is on developing some kind of blood drive – encouraging 2 Set Reps &amp; a Councilor to meet to discuss a course of action for them for the future for next year</li> <li>• Need to go over letter with Amy (should be sent out before we're done our terms)</li> </ul>
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**Progress Report – Gordon Newby – School of Business Chair**

**Last updated:** April 10, 2012

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
September 2011	Planetarium	I 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 in promotion, nor have I been able to source a plan. Unfortunately, other issues on campus have taken priority.
October 2011	Sexual harassmt & discrimination committee	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.
April 2012	Set Rep Meeting	Planning for next meeting
Dec 2011	Working towards student space and amenities for students in the broadcast building.	Finding out space is extremely limited. Success! The lounge committee has taken interest in a small space in the broadcast building!
March 2012	Additional electric outlets on campus.	Waiting on reports



Current misc. tasks, investigations, and to do list as per set rep meetings	<ul style="list-style-type: none"> <li>• Electric outlets (need to follow up)</li> <li>• Cleanliness</li> <li>• Water fountains... again ;)</li> <li>• Upcoming elections</li> <li>• SW1 study space inquiry</li> <li>• Garbage in the great hall</li> <li>• SE6 pillars looking messy</li> </ul>	In progress
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**Progress Report – Tylan Fraser – VP Student Affairs**

**Last updated:** April 10, 2011

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Status</b>
April 2nd, 2012	Preparation for Election meeting	Went over smoothly with only a few absent
April 4th, 2011	Preparation for Mental awareness	Need to meet with Karl about volunteer times
April 10th , 2011	CRO meeting was held	Complete success

**Progress Report – Matthew Nolletti – VP Campus Life**

**Last updated:** April 11, 2012

<b>Date of Introduction</b>	<b>Action or Outstanding Issue</b>	<b>Description</b>	<b>Status</b>
April 1 <sup>st</sup> , 2012	Budget Grant Emails	Emailed every club their 2012-2013 budget grants from the SA. Roughly 30 emails in total.	All Complete
April 5 <sup>th</sup> , 2012	Elections Committee	Helping Tylan (CRO) with election details and procedures. Election campaigning has started today, and we continue to answer questions and concerns regarding rules and other candidates following them.	Happening right now.

**ATC Chair, Keith Miller**

<b>Objective</b>	<b>Description</b>	<b>Current Status</b>
Set Rep Attendance/ Participation	80% consistent Set Rep attendance	Attendance solid.
Set Rep incentives	Rewards and perks to encourage set rep attendance and participation	T-shirt initiative up to the new guy.
Elections	Recruitment done. Several people planning to run. Take that bigger school. Take it with shame.	Woot
Resignation	I got a job, and so I cannot continue at my post with the SA.	My resignation is incoming.

## Chair School Of Energy, Amy Erskine

Objective	Description	Current Status
Daycare	Oversee the creation of a daycare on Burnaby Campus	Daycare has been announced officially to the public. Proposed opening is January 2013. Contracts have been finalized with BCIT and our contractor will be constructing in the summer and fall. Objective completed.
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	Presented Powerpoint presentation to Council. All bylaw changes approved by Council. Objective completed.
Lounge Committee	Improve BCIT's outdoor spaces	No changes this period.
Transition Documents	Create a comprehensive training package for the incoming Chair of Energy	Completed transition package. Will train incoming Chair further in person if possible. Objective completed.
Promote Election	Have at least two candidates for my position and promote the other positions	Articles, meetings, speaking to groups and individuals paid off. Instead of no applicants (like last year) we had four applications for my position. Three were accepted and are running. I will encourage voting during the week by placing a table by the door in SW9 and asking students to vote. Objective complete.

Progress Report – Ricky Dasgupta – VP of Administration and Finance

AS IS FROM LAST WEEK

Last updated: March 30<sup>th</sup>, 2012

January, 2011	Hand Dryers vs Paper Towels	<ul style="list-style-type: none"><li>• 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 it with the paper towel expenses of BCIT.</li></ul>
June, 2011	Coop for Financial Management students	<ul style="list-style-type: none"><li>• <b>Need to arrange a meeting with BCIT execs. Due to exams coming and projects due, this will probably be done after April 19h.</b></li></ul>
August, 2011	Campus Food Bank	<ul style="list-style-type: none"><li>• <b>Passed on the bins to Catherine. She is taking care of putting them at the places. I will check back on the progress.</b></li></ul>
September, 2011	Transition	<ul style="list-style-type: none"><li>• <b>Four candidates have applied for my position. That's double of last year and I am looking forward to seeing their campaigns.</b></li><li>• Transition Policy has been added to the amendments for the bylaws. Amendments will be presented at the next SGM (scheduled for April 2<sup>nd</sup>, 2012); need to speak with Caroline regarding her role in Transition.</li><li>• <b>Need the bio for Tara</b></li></ul>
September, 2011	Revamp Set Rep awards, increase student awards and bursaries	<ul style="list-style-type: none"><li>• <b>Done, Through BCIT funding of \$1000 and BCITSA funding for the rest.</b></li></ul>

September, 2011	Review processes and operations of BCITSA	<ul style="list-style-type: none"> <li>This is ongoing every week as I sign the cheques and talk to Roland.</li> </ul>
September, 2011	Increase understanding of BCIT Financial among executives and councillors	<ul style="list-style-type: none"> <li>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. <b>Roland, our controller is providing me the details this week.</b></li> </ul>
September, 2011	Business Cards and Name Badges	<ul style="list-style-type: none"> <li>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.</li> </ul>

**VP External, Tara Johnson**

**Last Updated:** April 12, 2012

Objective	Description	Current Status
Elections	CRO Team	Development for Election week has been completed. Took and edited photos for All Candidates Meeting. Promoted event.
Renovation Committee	Design Meeting	Looked over initial drawings and am meeting with architects over the next week.
BCIT Open House	Volunteering	Assisting fellow Alumni Board members

## Chair, School of Transportation, Construction & The Environment, Brian Harvey

Last Updated: Apr. 12, 2012

Objective	Description	Current Status
24 hr. Access	24 hr lab/class access during critical deadline times of the year	<ul style="list-style-type: none"><li>• Going to schedule meeting with IT Services to get a lab opened up for Interior Design.</li></ul>
Unity	Work to better unite campuses through communications and events (focusing on GNW & BMC)	<ul style="list-style-type: none"><li>• BMC April set rep meeting held last Wednesday. A couple of issues to follow up on.</li><li>• Burnaby April set rep meeting held with the School of Health Set Reps. Smooth sailing.</li></ul>
Improve participation within the school	Improve participation within the school of Transportation, Construction & Environment and have equal representation	<ul style="list-style-type: none"><li>• BMC: Float Your Boat Competition planned for May 29 &amp; 30.</li></ul>
Connecting students with industry	Explore ways to provide means to allow students to meet with industry professionals to increase confidence and job acquisition post-graduation.	<ul style="list-style-type: none"><li>• No new update.</li></ul>
Accessibility	New initiative to communicate with facilities as to the activation procedure of access features on campus (eg. Elevators in NE1)	<ul style="list-style-type: none"><li>• Contacted facilities regarding elevator in NE01. Have not heard back. Need to follow up.</li></ul>

## President, Nicola Gardner

Objective	Description	Current Status
U-Pass BC	<ul style="list-style-type: none"><li>• Getting ISEP and Tech Entry Students included in the program</li><li>• Getting in-progress students in the program</li><li>• Surveying part-time students to see if the U-Pass is something they want</li></ul>	<ul style="list-style-type: none"><li>• Successful</li><li>• Successful</li><li>• To be held next semester</li><li>• Waiting to hear back from TransLink</li><li>• Joined group within the U-Pass advisory committee to develop a plan for U-Pass negotiations</li></ul>

	<ul style="list-style-type: none"> <li>Improving service to BCIT</li> </ul>	
Legacy of Leadership. Raising money for students at BCIT	<ul style="list-style-type: none"> <li>A fund created by the BCITSA foundation where BCIT will match all money raised to be given out to students, improve campus etc.</li> <li>To hold a fundraiser next semester to raise money for student bursaries.</li> </ul>	<ul style="list-style-type: none"> <li>Re-vamping toon- in for next semester</li> </ul>
Improving student life on campus and engaging students with BCITSA & BCIT	<ul style="list-style-type: none"> <li>BBQ and Hot Dog eating contest to be held at NE1 next month</li> <li>Adding temporary lounge space to DT campus with plans for a permanent lounge in the future</li> </ul>	<ul style="list-style-type: none"> <li>Was a great success!</li> <li><b>Got money for pool table at Great Northern way</b></li> <li><b>Got money for punching bag at BMC</b></li> <li><b>Got additional funding for clubs competition fees</b></li> </ul>
Improve BCITSA executive elections	<ul style="list-style-type: none"> <li>Bring student awareness and engagement for elections. Ensure no position runs uncontested.</li> </ul>	<ul style="list-style-type: none"> <li><b>All executives are writing job profiles to begin promoting elections</b></li> </ul>
Improve recycling on campus	<ul style="list-style-type: none"> <li>Replace garbage bins in washrooms with recycling bins</li> <li>Compost for Pub food</li> </ul>	<ul style="list-style-type: none"> <li>The BCITSA is officially composting fruit and vegetable waste and coffee and tea</li> <li>Hand dryer in women's washroom in the pub</li> <li><b>Hand dryer being installed in men's washroom in the pub</b></li> <li><b>Conducting cost benefit analysis of paper towel vs. hand dryers at BCIT</b></li> </ul>
Restructuring BCIT's registration system	<ul style="list-style-type: none"> <li>Students would be classified as either part time/ full time base on course load not program</li> </ul>	<ul style="list-style-type: none"> <li><b>Met with VP he is doing an impact study on Part-time students and the U-Pass</b></li> </ul>

Lobbying provincial government for better funding	<ul style="list-style-type: none"> <li>• re instate provincial non-needs based bursaries</li> <li>• lower interest rates on student loans</li> <li>• Better funding for PSI's (improved infrastructure)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Delivered our Valentines, held a press conference, featured on CTV</b></li> <li>• Meeting with MLA's March 26-28 while they are in session to discuss/put pressure on the govt.</li> </ul>
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**Progress Report – Marwan Marwan – School of Computing**

**Last updated:** April 13, 2012



# **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 entitles 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 weeks' 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