



**BCIT Student Association
Council Meeting Minutes
Monday, May 14, 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

Councilors:

Mike Hanson	Denis Dobrozdravich
Marc Yap	Minoru Nakano
Frances Torres	Jacob Kwitkoski
Zac Der	Andre Rodrigue
Oge Anoliefoh	Rodrigo Jose Mendez
Michelle Dragon	

Staff: Caroline Gagnon, Director

Absentee:

Dave Clarke	Avinaash Kapil
Kevin Smith	Marcus O'Reilly
Oshea Jephson	Duff Walker
Jonathan Ng	Daniel Smith
Tracy Jowett	Alex Lee
Aaron Kool	Emily Pawluk
Cole Harrison	Ben Plasche
	Bailey McRae

Guests: Ross Wamboldt, Chair of Business elect
Maggie Ross, Judicial Affairs
BCIT Women in Engineering

17.1. Meeting Called to Order

The Chairperson, Nicola Gardner, called the meeting to order at 5:45pm.

17.2. Acceptance of the Agenda

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

17.9.5 Appointment of Chair of International Students

Moved by: Zac Der

Seconded by: Jacob Kwitkoski

20/0/0 **Carried**

17.3. Acceptance of the Minutes – April 30, 2012

Be it resolved that the Council minutes from April 30, 2012 be accepted as distributed.

Moved by: Brian Harvey

Seconded by: Rodrigo Jose Mendez

19/0/1 **Carried**

17.4 Guest Speakers

17.4.1 BCIT Women in Engineering

Two student representatives from the BCIT Women in Engineering Club introduce the reasons why such a club is needed at BCIT. Presently there are two only women in the Civil Engineering Bachelor Program, in the Mechanical Engineering Program, there are none. Through modeling, they hope that other students in the Diploma Program will continue in the Bachelor Program. Other post-secondary institutions, SFU and UBC, have women in engineering clubs. One day they would like to reach out to high school students. They would like to keep an all women Executive Board, but membership would be open all. (See attached documentation)

Question:

- How many students in Engineering Programs? There are more than 2 women in Civil Engineering, but more in Diploma Programs. The club could provide support to encourage students registered in the Diploma Program to continue to their Engineering Degree.
- Would this club fall under the ESS? They will be independent, but will be working with the other Engineering Clubs to promote events.
- What about the geomatic program? They have not talked to female students from that area yet. They were waiting for their sanctioning status before doing more work. However they have started talking with Civil and other programs.
- What happen if there are not enough women to sit on the board? There are working on recruiting student in the Electrical program and expanding the recruitment to Diploma students.
- What if a transgender student wants to sit on the board? Yes, a transgender student could sit on the board.

17.4.2 Maggie Ross, Judicial Affairs

Maggie explains that BCIT is working on updating the Student Code of Conduct Policy. Earlier this year, the Executives were presented the full document describing students' rights and responsibilities. The Code of Conduct handles behavioral based issues (nonacademic issues). The purpose of changing the Policy was to have more clarity and to help students who may be in need. It will help identify students early and assist them to stay or leave the educational environment. There will be a new appeal process.

Maggie invites Council to review the changes. If people have comments / feedback, please contact her directly by the end of next week.

Questions:

- What about instructor evaluation? The Code of Conduct does not address this issue as it is a different process. Students should use the conflict procedure.
- Will the appeal process be for academic and non-academic issues? The model will be similar but different in ways that will be more appropriate.
- Will assisting the students that are behavioural cost a lot? In the past, a threat assessment team was in place to address this issue, but only to deal with students deemed dangerous. Although there are limited funds, BCIT will do the best to use existing resources to do the work. It helps students gain better skills. Expulsion is the last result. Students are here to learn.

17.5. Executive Progress Report

As submitted.

17.6. Councilor Forum

- Would BCITSA consider funding a graduating student to patent their project?
 - What type of project? An electrical vehicle.
 - Why not approach a private investor? Does not know how.
 - SA does not invest in high risk investment since it is students' money. Our mission is to enhance student life. There are other avenues to fund such a project.
 - There are some student contests.
 - What is the cost of patent? Approximately \$1200 plus legal fees.
 - BCIT sponsors such student initiatives. He should speak to ARLO. They help small businesses.

17.7. Question Period

- No question

17.8. Unfinished Business

No unfinished business

17.9 New Business

17.9.1 Approval of BCIT Women in Engineering

Motion:

Be it resolved that BCITSA sanctions the BCIT Women in Engineering Student Club.

Moved by: Matthew Nolletti

Seconded by: Marwan Marwan

20/0/0

Carried

17.9.2 Disclosure of Employment Survey

Marwan wants to ensure that all the information that we gain from the Market Research Survey is made public to students via the Link. It guarantees transparency.

Motion:

Be it resolved that BCITSA makes available any and all information regarding the Employment Centre as Council deems appropriate to the Link.

Moved by: Marwan Marwan

Seconded by: Amy Erskine

15/1/4

Carried

Discussion:

- Why is this motion necessary? If we put on the Link it is secure transparency. The Link is operated at arms-length therefore create a balance.

17.9.3 Club Funding – Matthew

Matthew explains that every year clubs are funded \$20,000 and reviews the process on how clubs are funded. However due to miscommunication, three (3) clubs (EWB, Bitman, FA) did not receive the communication regarding the funding meeting therefore did not submit any proposal for next year. The money has already been distributed, and no additional funds are available. Further, AIM dissolved their student club. There is a thought of distributing their funds amongst the three clubs. Aim has \$2300, so we could allocate \$500 to each of the clubs and the left over can go to new clubs next year. What does the Council think of how to handle this situation?

Motion:

Be it resolved that BCITSA de-sanction AIM.

Moved by: Matthew Nolletti

Seconded by: Amy Erskine

20/0/0

Carried

Comments:

- Why did the club dissolve? They could not compete against MA.

Motion:

Be it resolved that BCITSA redistributes AIM's funds in the amount of \$500 respectively to EWB, FA, BITMAN and remainder to new clubs account.

Moved by: Matthew Nolletti

Seconded by: Denis Dobrozdravich

20/0/0

Carried

Comments:

- Didn't these clubs submit their application? There was a miscommunication and they did not receive the information informing them of the budgetary meeting.
- How does \$500 relate to other clubs? It is fair. It represents approximately what they have used in the past.
- We should consider setting up a better process for ensuring that this does not happen again. Matthew informed council that it is already in the works.

17.9.4 Extended Health Care and Insurance Plan

It is explained that BCITSA Extended Student Health Plan contains additional services such as AD&D, and tuition insurance. There are other services such as critical illness and life insurance that could be added. The cost depends on the service. It ranges from \$.12/month to \$.38/month.

Comments:

- Critical illness insurance might be more powerful than AD&D because of the population. Life insurance can be transferable when students leave school.
- Some students feel that the medical plan cost is high enough.
- This is a complex issue and should be sent to a committee to investigate further.

Motion:

Be it resolved that BCIT creates a committee to investigate the Extended Health Care insurance plan.

Moved by: Amy Erskine

Seconded by: Gord Newby

13/0/6

Carried

17.9.5 Appointment of Chair of International Students

Marwan explains that he spent a lot of time at DTC and spoke to a lot of International Students about the numerous concerns that they have. They feel that they are not well represented. Issues such as language, quality of instruction, lack of support.

Motion:

Be it resolved that BCITSA create a position International Chair representing International students.

Moved by: Marwan Marwan

Seconded by: Oge Anoliefoh

Comments:

- Why not creating a position like ATC?
- There will be an increase in registration for International students. With Columbia College departure, BCIT has planned to use that space to increase their own programs.
- International students are not only at the DTC. There are some on all the campus. How can we guarantee that the International Chair be located downtown.
- How would voting work for that position? These technicalities could be resolved in time, but would probably work the same as other positions.
- The cost of having another chair position is approximately \$10,000 yearly.
- This position could start next year.

Amendment to the motion:

Change International Chair to Downtown Campus Chair

Moved by: Amy Erskine

Seconded by: Zac Der

14/4/1

Carried

Comments:

- Makes sense to add DTC since International can be represented by a councillor.
- Could we have two student reps?
- International students pay more by they don't receive more.
- If we change it to a DTC Chair, International students may lose their voice.
- By having an International Chair, it empowers International students which are disadvantaged.

- It is incredibly difficult to deal with other campuses when a Chair is located on Burnaby. It is our responsibility to deal with all students effectively. An International Chair could be located anywhere, not necessarily at the DTC. A DTC chair may be more focused.
- Why pay \$10,000 for International Chair, we have an International councillor.
- It is not feasible to expect the Chair of the School of Business since most of the DTC programs fall under that school.
- More than likely, the DTC Chair would be an International students anyway, since the majority of students attending DTC are International students.

Amendment to the Amendment:

Change from Chair to DTC and International Councilors.

Moved by: Ricky Dasgupta

Seconded by: Denis Dobrozdravich

4/14/1 Defeated

Comments:

- It is a slippery slope if we have Chair position for specific population groups.

Motion:

Call the question.

Moved by: Denis Dobrozdravich

Seconded by: Zac Der

9/7/3 Defeated

- Councillors do not have the same level of resources and connections than a Chair position.
- You won't be able to get Councilors to come to Burnaby for \$25.00/meeting.
- The issue should not be based on money. It should not even be introduced at this time. It can't be a councillor, as students need to be empowered.

Motion:

Be it resolved that BCITSA tables the discussion to next Council.

Moved by: Ricky Dasgupta

Seconded by: Tylan Fraser

2/2/15 Defeated

Motion:

Be it resolved that BCITSA appoints a committee to further discuss this issue.

Moved by: Gord Newby

Seconded by: Jacob Kwitkoski

14/3/2

Carried

Comments:

- To move it to a committee it takes time. We have the obligation to do something.
- The position can't take affect before SGM.
- We involved an aboriginal student before the position was voted on Council previously. We could do the same thing now.

Motion:

Call the question

Moved by: Denis Dobrozdravich

Seconded by: Amy Erskine

14/1/4

Carried

Committee Members: Rodrigo Jose Mendez, Dan Huh, Minoru Nakano

17.10. Next Meeting

Next meeting is scheduled for September 17, 2012 at 5:45pm in the Council Chamber.

17.11. Meeting adjourned

It was moved that the meeting be adjourned at 8:05pm. **Carried**

Council Meeting
Agenda
Monday, May 14th, 2012
5:30-7:30pm

17.1 Meeting called to order

17.2 Acceptance of the Agenda

17.3 Acceptance of the Minutes: April 30th, 2012

17.4 Guest Speakers

17.4.1 BCIT Women in Engineering

17.4.2 Maggie Ross, Judicial Affairs

17.5 Progress Reports: Executives

17.6 Councilor Forum

17.7 Question Period

17.8 Unfinished Business

17.9 New Business

17.9.1 Approval of BCIT Women in Engineering

17.9.2 Disclosure of Employment Survey – Marwan

17.9.3 Club Funding – Matthew

17.9.4 Extended Health Care and Insurance Plan

17.10 Next Meeting on September 17th, 2012

17.11 Meeting Adjourned

Progress Reports

Progress Report – Laura Chow– Chair of Health Sciences

Last updated: Thursday, May 10, 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"> • Completed! <ul style="list-style-type: none"> ○ Increased Set Rep attendance consistently every month from the previous school year (approximately double attendance)
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 ○ Re-emailed Tues. Apr. 24, 2012 – still awaiting last programs ○ Will discuss with Catherine to see where progress should move for next year
	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"> • Completed
Thursday, September 22, 2011	Mental Health/Wellness Week	<ul style="list-style-type: none"> • COMPLETED!!!!

Monday, September 12, 2011	Re-visit Whistler Retreat	<ul style="list-style-type: none"> • Initiative dropped Apr. 25, 2012
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
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"> • Zac will be taking this on as one of his initiatives next year (is planning to anyway as it was part of his campaign)
Friday, May 4, 2012	Concerns re: Non-Anonymous Course Evaluation Forms	<ul style="list-style-type: none"> • Concern: students were asked to complete course evaluation forms a month prior to courses being over & the fact that students were asked to write their names on the evaluation forms • Emailed Fiona Mitchell (AD for the program) & Karl regarding the concerns • Have made a recommendation to educate students through the SA regarding evaluation forms & their importance to the school & suggested a better solution to associating comments with student names • Emailed Justin Kohlman as recommended during Executive meeting – results were unexciting (basically told me to do what I was already doing – talk to the AD & Program Head) <ul style="list-style-type: none"> ○ Will try to follow up via email, but will be definitely

		<p>following up when I get back from practicum as I believe they need to hear student concerns</p> <ul style="list-style-type: none"> ○ Requesting any advice & assistance that fellow SA members can provide ● Emailed Set Reps Wed. May 9, 2012 to inform them of the potential for having non-anonymous surveys completed & informed them that they are not required to fill out the surveys if necessary
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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. Plans published in newspaper 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. Have spoken with new Chair and revised notes to reflect his experience working with the SA. Objective completed. Update – plan to meet with new chair on Monday.
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. Encouraged students to vote and supported election candidates throughout the week. Gave them some advice at the results meeting Objective complete.
Evolution	Get Evolution Radio station played at SA venues	Researching hardware capabilities. Streaming may not work due to Wi-Fi service interruptions. Students have suggested that evolution would improve hardware if the SA guaranteed to play the stations. SA resolves to play Evolution if technology allows.

Progress Report – Marwan Marwan – School of Computing Chair

AS IS FROM LAST WEEK

Last updated: April 25, 2012

Date of Introduction	Action or Outstanding Issue	Status
April 2012	Advocacy	<ul style="list-style-type: none"> Spent most of my free time over the past two weeks educating students on issue of advocacy. Currently involved in two serious issue of quality of instruction on behalf of two classes.

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 • Currently in the process of negotiating the next U-Pass contract
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"> • Elections were successful. Highest candidate and voter turnout in BCITSA elections history
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 • The group met with Minister of Advanced Education and various Liberal MLA's the group is continuing its efforts
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Progress Report – Tara Johnson – VP External

Last updated: May 10th 2012

Date of Introduction	Action or Outstanding Issue	Status
BCIT Alumni Research Project	Surveyed all students to gain research	50 students completed this survey
	Meeting with all school Deans	Meeting is scheduled
	Focus group with Executives	Complete
	Benchmarking against other Post-Secondary Institutions	Complete

Progress Report – Matthew Nolletti – VP Campus Life

Last updated: May 11th, 2012

Date of Introduction	Action or Outstanding Issue	Status
April 30 th , 2012	Meetings with clubs who missed budget	All requested funding, searching for any extra cash that we can

	meeting	give them to support their next year operations
May 10 th , 2012	Preparing a little speech to ask council for permission to grant \$500 to each club that missed the meeting in order not to penalize next year growth	Will be given in the council meeting on Monday May 14 th , 2012

Progress Report – Tylan Fraser – VP Student Affairs

Last updated: May 7^h, 2011

Date of Introduction	Action or Outstanding Issue	Status
Feb 19th	Voted in as CRO	Meeting on Monday With Caroline to go over some finer details.
Feb. 23 rd.	Keep your cup campaign in Stand Great Hall	Talked with Taya about the posters being created. The Keep your cup banner will be located in the stand along with tables and me running it and informing people about the issue.
Feb. 27th	Review of documents for the meeting with the clubs and discussing budgets and the allocations of them.	Need to review the proposals by the clubs no later than Tuesday next week.
March 2, 2012	Homophobic meeting	Catch up with Karl on all the meetings I have missed due to exams.

Progress Report – Ricky Dasgupta – VP of Administration and Finance

Last updated: May 12, 2012

June, 2011	Coop for Financial Management students/Transition	<ul style="list-style-type: none">• Geoffrey has all the important documents on Coop. Went over few of them with him.• Need to introduce Geoffrey to all the stakeholders.
September 2011	Food bank	<ul style="list-style-type: none">• Had a talk with Fiona Aguirre, our Health Services Coordinator who has taken the Food Bank under her portfolio. The vision is there and she has awesome ideas to make the Food Bank bigger and better next year. She already has received the plan of University of Alberta Food Bank which will help a lot in our implementation.
January, 2012	Tax Return Service	<ul style="list-style-type: none">• Everyone received their certificates, recognized in a farewell dinner. 65 volunteers contributed in completing over 500 returns.
September, 2011	Revamp Set Rep awards, increase student awards and bursaries	<ul style="list-style-type: none">• Three of our finest Chairs met and picked the winners of the Set Rep Award for 4 of the schools. The certificates are made and the cheques are being processed.• Waiting for SOB application process to finish on May 15th. Applications for the awards have more than doubled from last year.

Progress Report – Brian Harvey – Chair, School of Transportation, Construction & Environment

Last updated: May 12, 2012

Not Submitted

Progress Report – Gordon Newby – School of Business Chair

Last updated: May 12, 2012

Not Submitted

Progress Report – Dave Clark – ATC Chair

Last updated: May 10, 2012

No Update

ARTICLE I

The name of this organization shall be: the BCIT Women in Engineering. The abbreviated name of the club is BCIT WiE.

PURPOSE OF THE CLUB

ARTICLE II

BCIT WiE has three main purposes, listed below in descending order of importance:

- 1) To build a community among female BCIT engineering students in order to enhance student life by fostering a mentoring attitude between years and programs.
- 2) To promote female engineering enrollment through participation in community events, and by holding events of our own within the community.
- 3) To make students, faculty and the public aware of the barriers and difficulties that women face in while studying and working in the engineering field.

MEMBERSHIP

ARTICLE III

Membership is available to all BCIT students or faculty that supports the club's goals and purposes.

MEMBERSHIP FEE

ARTICLE IV

Membership is free of charge and can be reviewed in the upcoming years. However, event fees apply to any students attending events or trips.

DUTIES OF MEMBERS

ARTICLE V

- 1) All members of the club, including executives, shall act according to the club's goals and present **Constitution**.
- 2) Members are expected to be respectful to other members of the club and towards students, faculty and the community, avoiding any discrimination, harassment or misconduct.

ELECTION OF EXECUTIVES

ARTICLE VI

Elections shall take place at the beginning of each academic year for that academic year.

- All members of the club can vote.
- Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.
- The term of office shall be for one year. An executive can only hold office (any position) for a total of four terms.
- Nominations for executives can be made from any club member.
- All executives must be female BCIT engineering and engineering technology students, although students from other programs can become executives on a case-by-case basis.
- Clubs Faculty Advisor cannot hold an executive position.
- The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.
- In the event a member is nominated for more than one position, the candidate may run for both positions, but can only receive one. If the candidate wins both positions, they may choose their preferred position; the candidate with the second most votes for the other position shall get the position.

DUTIES OF EXECUTIVES

ARTICLE VII

President

The president of the club will:

- Preside over all meetings
- Decide on and organize yearly events
- Carry out the provisions of the constitution
- Oversee all committee meetings

Vice President

The Vice President:

- Assumes all the duties of the president in their absence,
- Assists in brain storming and carrying out events,
- Performs any duties delegated by the president,
- Co-chairs all meetings

Treasurer

The treasurer is responsible for:

- Handle funds and finances for the club,
- Keep financial records and collect event fees if applicable
- Decide yearly budget and event fees
- Pay bills and release funds as decided by the executives
- Make financial report at the end of the year
- Organize events that she believes would benefit the club and adhere to its purpose

Director of External Affairs

The Director of External Affairs is assisted by the Assistant Director of External Affairs to

- Contacting and maintaining contact with other lower mainland Women in Engineering clubs
- Contacting and maintaining contact with professionals interested in the club
- Managing other external communication
- Promoting the club through posters, pamphlets, Facebook and the club's website
- Organizing events that she believes would benefit the club and adhere to its purpose.

Secretary

The secretary is responsible for:

- Recording events and decisions made at meetings
- Sending out minutes to executive members after meetings
- Uploading agendas and minutes to the club's TeamFiles
- Organizing events that she believes would benefit the club and adhere to its purpose

Director of Educational Awareness

The Director of Educational Awareness

- Plans and organizes opportunities where the club could educate students and the public about engineering
- Organizes other events that she believes would benefit the club and adhere to its purpose

Program Representatives

The program representatives from the Electrical, Mechanical and Civil engineering programs are responsible for:

- Informing classmates about events and seminars that the club is organizing
- Organizing events that she believes would benefit the club and adhere to its purpose

REPLACEMENT OF EXECUTIVES

ARTICLE VIII

Should an executive fail to their above duties, they may be subject to removal by a two-thirds majority vote of club members. They must be notified one week prior to a vote for removal, and the executive can request to hold a meeting to discuss the issues related to their vote for removal, at which all executives must attend. Any Executive vacancies will be filled by a majority election within one month.

Should an executive transfer out of their engineering program or out of BCIT, the runner up for the position in the original election will be offered the position. This will also be the case if a Program Representative switches engineering disciplines. If there is no runner up, or the runner up declines the position, a general call-out will be held for nominees. An anonymous internet survey will be sent out to the members of the club to vote on the new member.

If a new nominee is not found and the position in question is a Program Representative, a fitting current executive member shall take on the role or the executive will work with the program to make sure word is getting out to its members.

FUNDS

ARTICLE IX

- The BCIT Women in Engineering must sign up a chequing account through the BCITSA.
- All financial transactions shall be made explicit through the BCITSA clubs account; all financial dealings shall be done through the BCITSA designated staff.

- If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to de constitution under the discretion of the Student Association.
- All membership fees, funds from selling tickets, sponsorship and donations, fundraising, bake sales and etc. must be deposited in the BCITSA BCIT Women in Engineering account.
- Club's bank account must have two signing authorities: one representative from the club and one from BCITSA. Signing authority from the BCITSA can though the VP of Campus Life or the Controller. Clubs signing authorities falls on the President and the Treasurer.
- 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.
- The BCITSA Constitution & By laws, Policies and Procedures supersede all other documents related to the club and its accounting procedures.

MEETINGS

ARTICLE X

- There shall be weekly or bi-weekly executive meetings, decided on an as-needed basis. The first meeting of the following term will be set up by the outgoing executive.
- At that meeting subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email.
- Quorum will be 7 people, which is 30% of the club's membership for general meetings.
- It should be equal to 50% of the BCIT Women in Engineering executive, plus one person.
- An emergency meeting can be called by any executive via email and must sent at least 48 hours prior to the meeting time.
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RESPONSIBILITIES

ARTICLE XI

The BCIT Women in Engineering accepts full financial responsibility for all on campus and off campus activities, events, space, and equipment which was booked through BCIT or BCITSA; moreover, this club adheres to all BCIT Student Association by Laws, policies, procedures, regulations, manuals, guides and etc.

RIGHT TO ACT

ARTICLE XII

Any club 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 a club in any way unless given full authority to do so by the club.

AMENDMENTS

ARTICLE XIII

- Constitutional amendments may be proposed by any officer. The amendment will then be voted on by AGM at the beginning of the school year.
 - ✓ A movement to constitutional amendments may be made by any executive officer or by petition of at least five. When the motion is made the Club's President will be informed.
 - ✓ A general meeting will be called as soon as is reasonably possible.
 - ✓ At the constitutional amendment meeting, the person or persons that initiated the process will state their argument.
 - ✓ There will be a question period after which a vote will be taken by the clubs' members
 - ✓ 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.

- 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.

AFFILIATIONS

ARTICLE XIV

- We are not currently affiliated with any organizations.
- Any additional affiliations must be added by following amendment process and amending this constitution to reflect any changes in the affiliation section and is at the discretion of the executives.



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To: Student Code of Conduct Policy Review Group
From: Maggie Ross, Director of Student Judicial Affairs
RE: Conduct Policy Revisions
Date: March 15, 2012

Background

In the spring of 2011 a working group was established to develop a revised Student Code of Conduct and associated procedures for BCIT. The working group has been comprised of stakeholders from across the institution, including Student Judicial Affairs, Student Services, Safety, Security and Emergency Management, the Registrar, Student Housing, EdCo Policy Group, BCITSA, FSA, and both GEU instructors and support.

The attached package constitutes the recommendations of the Student Conduct working group with regard to revisions and new proposals for student conduct policy and procedures. The package is divided into the following four parts:

Statement of Student Rights and Responsibilities

The proposed statement constitutes a high-level statement of principle on the part of the institution with regard to the partnership between the institution and the student. It is in an ideal and accessible vehicle to educate students as to their rights and obligations as members of the BCIT community.

As the document reflects key elements already contained several important student related policies, I am proposing that this document take the form of an Institutional statement to students, rather than a new a policy.

Student Code of Conduct

The proposed Code constitutes a substantial re-writing of the current Student Code of Conduct (non--academic). It clarifies and restates the Institute's expectations with regard to student behavior. All procedural content has been removed, and placed in separate procedural documents. That proposed Student Code of Conduct focuses on the what, who, and where aspects of a policy.

The title of the document has been shortened with the parenthetical non-academic descriptor removed. As the institution does not have an Academic Conduct Policy for students (academic related matters fall

under Student Regulations and Academic Integrity and Appeals), the parenthetical descriptor adds unnecessary wordiness to the title.

The policy has been renumbered to the 4100 series and will constitute a suite of student conduct related documents falling under the Student Services policy category. Responsibility for approval rests with the Leadership Team (as opposed to Education Council) and responsibility for maintenance rests with Student Judicial Affairs.

Procedural Documents

Four procedural documents have been drafted (4100 – PR1 to PR4) to provide short and concise processes by which the provisions of the Student Code of Conduct can be implemented. These procedures have been drafted in such a way as to ensure they are useful tools while at the same time affording the institution sufficient latitude and discretionary authority so as not to bind the institution unnecessarily.

Guidelines

Guideline documents have been drafted (4100 – GU1 to GU5) to provide more information and guidance to the institution on sanctioning, involuntary withdrawal, safety expectations and investigation into conduct matters.