

Bylaw changes adopted at the November 28th, 2022 Annual General Meeting of the Association

Pursuant to Bylaw 12.11, the Bylaw Committee each year is responsible for a review of the BCITSA Bylaws prior to the Annual General Meeting and has the following duty:

“**12.11** The Bylaw Committee shall:

(c) prepare such documents as are necessary to propose any amendments agreed upon by Committee for the Association’s Annual or Special General Meetings;”

Accordingly, the Committee met throughout the autumn to prepare amendments based on consultations, the annual review, and matters considered by previous Bylaw Committees. This led to the following seven proposals:

1. Pages 2-3: Create a regular Semi-Annual General Meeting, an “SAGM,” to consider Bylaw amendments each spring. (Bylaws 1 and 11).
2. Page 4: Repeal the Bylaw 3 organizational chart and move Bylaw 25 into that section, renumbering as Bylaw 3 (Bylaws 3 and 25).
3. Page 5: Add new duties for Executives to anticipate Councillor absences and proactively prevent maintain quorum (Bylaws 4 and 9).
4. Page 6: Consolidate five Bylaws into two without altering the meaning of any of the provisions (Bylaws 15, 17, 18, 20, and 22).
5. Pages 7-8: Provide additional flexibility regarding the number of Councillors each School or Satellite Campus receives, and also properly defining the criteria for becoming an appointed Councillor (Bylaw 7).
6. Page 9: Replace all “Satellite Campus” and “Satellite Councillor” terminology throughout the Bylaws, so as to reflect that BCIT and BCITSA both now refer to them as “Specialty Campuses” (Multiple Bylaws affected).
7. Page 10: Alter the representation of students at Specialty Campuses in the School of Transportation, specifically at BMC, AIC, and ATC. The amendments would restructure the existing ATC Chair position to have oversight for AIC and BMC, in conjunction with the appointed Specialty Campus Councillors (Multiple Bylaws affected).

Each of the motions are contained in this package, and should be read in conjunction with the current version of the BCITSA Constitution and Bylaws (found [here](#)), as they existed immediately prior to the AGM.

All seven of the motions were adopted with the required 2/3 majorities, ranging from 82% to 95% levels of approval. They will be effective within the days following the AGM, once the new Bylaws are filed online with the BC Registrar of Societies.

Motion 1:

Be it resolved that the Semi-Annual General Meeting amendments (beginning on page 2) be adopted as amended.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

To create a new Semi-Annual General Meeting, an “SAGM,” to occur in the spring for considering Bylaws amendments. This would not alter the existing provisions around Annual General Meetings or Special General Meetings. It would, however, improve the Bylaw Committee’s workload by encouraging the development of amendments in the fall and in the spring.

At the AGM, a supplemental amendment was adopted as follows:

“Be it resolved that Bylaws Motion 1 be amended by adding an amendment to the current Bylaws section 25.3 as follows: replace the phrase ‘an Annual General Meeting or a Special General Meeting’ with the phrase ‘a General Meeting,’ and delete the word ‘respectively.’”

What are the proposed changes, including the supplemental amendment?

That Bylaw 11 be amended in the title by adding the phrase “AND SEMI-ANNUAL” after the word “SPECIAL”.

That the current Bylaw 11.7 (Satellite Councillor attendance at SGMs) be deleted.

That new Bylaws 11.7, 11.8, and 11.9 be adopted, as follows:

“11.7 The President shall call a semi-annual general meeting (“an S.A.G.M.”) for the sole purpose of considering any Special Resolutions to amend the Bylaws, unless the Bylaw Committee recommends that this is unnecessary.

11.8 A Semi-Annual General Meeting, unless the Bylaw Committee recommends that it is unnecessary, shall be held between February 1st and May 31st.

11.9 With respect to any Semi-Annual General Meeting, the provisions of Bylaw 11 shall apply for the purposes of adequate notice, quorum, and voting by Members in good standing.”

That Bylaw 12.11 (duties of Bylaw Committee) be amended in the following ways:

- 12.11(a) is replaced with “conduct periodic reviews of the Bylaws throughout the year;”
- 12.11(b) is amended by replacing “proposed” with “propose”
- 12.11(c) is amended by deleting the phrase “Annual or Special”
- 12.11(d) is amended by deleting the phrases “such further steps or,” “or desirable,” “authorized and” and “as the case may be,” and by replacing the phrase “such Annual or Special General Meeting” with the phrase “a General Meeting of the Association”

That Bylaw 1.1 (definitions) be amended in the following ways, and that the definitions be renumbered to account for one new section:

- The definition “(qq) ‘Special General Meeting’” shall be amended by adding the words “or a Semi-Annual General Meeting” at the end;
- A new definition shall be added, “(oo) ‘Semi-Annual General Meetings’ means the General Meeting held in the spring in accordance with Bylaw sections 11.7 to 11.9 for the sole purpose of considering amendments to the Bylaws;”

That Bylaw 25.3 (amendments to Bylaws) be amended by replacing the phrase ‘an Annual General Meeting or a Special General Meeting’ with the phrase ‘a General Meeting,’ and by deleting the word ‘respectively.’

Motion 2:

Be it resolved that the Organization Chart amendment (beginning on page 5) be adopted as presented.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

To delete all of Bylaw 3, which currently shows a detailed organizational chart summarizing other parts of the Bylaws. In order to prevent a mass renumbering of the Bylaws, existing Bylaw 25, sections 25.1 through 25.4, would be renumbered as Bylaws 3.1 through 3.4.

What is the proposed change?

That Bylaw 3 (Organization Chart) be deleted in its entirety.

That existing Bylaw 25 (General) be renumbered as Bylaw 3, and existing sections 25.1 through 25.4 be similarly renumbered as 3.1 through 3.4.

Motion 3:

Be it resolved that the quorum improvement amendments (beginning on page 6) be adopted as presented.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

To assign new responsibilities to Executives to anticipate Councillor absences and proactively advise the President of any foreseeable impacts on meeting quorum.

What are the proposed changes?

That Bylaw 9.8 be amended by deleting the word “exceptions” and by deleting sections 9.8(a)(i), (b)(i), and (c)(i), all of which are redundant.

That Bylaw 9.8 (attendance at Council) be further amended by adding a new section (d) as follows:

“(d) any Executive with responsibilities for receiving written requests to be absent shall proactively advise the meeting chair of anticipated absences and any impacts on quorum.”

That Bylaw 4.6 (duties of Executives) be amended by renumbering existing section “m.” to “n.” and by adding a new section “m.” as follows:

“m. provide notice to the President when they are unable to attend a meeting of Council or the Executive Board, and be proactive in advising of any anticipated absences by Councillors whom they have appointed;”

That Bylaw 4.7 (duties of Chairs) be amended by renumbering existing section “(f)(ix)” to “(f)(x)” and by adding a new section “(f)(ix)” as follows:

“ix. proactively advise the President of the anticipated absence of any Councillor they have appointed;”

Motion 4:

Be it resolved that the consolidation amendments (beginning on page 8) be adopted as presented, and that affected sections be renumbered and that references to any renumbered sections be amended accordingly.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

To consolidate five Bylaws into two. The Bylaws on Borrowing Powers, Funds, and Insurance would be combined into a single Bylaw; the Bylaws on Officers and the Seal of the Association would be consolidated into one Bylaw. Minor housekeeping edits are included.

Part 1 - What is the proposed change?

That the title of Bylaw 15 “FUNDS” be replaced with the heading “15. FUNDS, BORROWING POWERS, AND INSURANCE” and that the titles for Bylaw 17 “BORROWING POWERS” and Bylaw 18 “INSURANCE” be deleted.

That Bylaw 15.1(a) be amended by replacing the phrase “all fees for admission to” with “all mandatory fees related to membership in”.

That Bylaw 17.1 be renumbered to Bylaw 15.3 and that it be further amended by adding the words “which may include the following measures:” after the word “prescribe”, deleting the words “and in particular by way of”, by replacing the word “the issue of” with “issuing”, and by creating a new paragraph after the new words “the following measures”.

That Bylaw 18.1 be renumbered to Bylaw 15.4 and that it be further amended by replacing the word “required” with “necessary” and by replacing the word “Bylaw” with the word “requirement”.

Part 2 – What is the proposed change?

That the title of Bylaw 22 “OFFICERS” be replaced with the heading “22. OFFICERS AND OFFICIAL SEAL” and that the title for Bylaw 20 “SEAL OF THE ASSOCIATION” be deleted.

That Bylaw 20.1 be renumbered to Bylaw 22.2 and that the word “BCITSA” be replaced with the phrase “the Association”.

That Bylaw 20.2 be renumbered to Bylaw 22.3, that the word “BCITSA” be replaced with the the phrase “the Association”, and that the phrase “the Association Executive Director” be replaced with the phrase “the Executive Director”.

Motion 5:

Be it resolved that the Councillor definitions and allocations amendments (beginning on page 11) be adopted as presented, and that affected sections be renumbered accordingly.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

To create additional flexibility when the allocation of Council seats is assigned for each School and Satellite Campus. Additionally the proposal would clarify one clause, repeal a few redundant parts, and add clearer definitions for the appointed Councillor positions.

Part 1 – What is the proposed change?

That Bylaw 7.1(d) be amended by adding the phrase “representing a School or Satellite Campus” after the word “Councillor” and that the phrase “the School Chair or Satellite Campus Chair, as applicable” be replaced with the phrase “their respective Chair”.

That Bylaw 7.1(a) (composition of Council) be amended by adding the following additional words and new subsections at the end of the paragraph:

“subject to the following:

- (i) the final allocation shall be approved by the Executive Board, subject to any minimum requirements in these Bylaws;
- (ii) prior to the approval by the Executive Board of the final allocation, Chairs may refer to the previous year’s allocation when recruiting applicants;
- (iii) any member of the Executive Board may, prior to the approval of the final allocation, propose that one or more allocations be adjusted based on rounding up to the nearest three-hundred (300) full-time Students, if it is reasonable to do so and if approved by the Executive Board;”

Part 2 – What is the proposed change?

That Bylaw 7.2 (duties of Councillors) be amended in the following ways:

- 7.2(a) is amended by deleting the words “which may include proposing motions and voting on any motion coming before Council;”
- 7.2(c) is deleted in its entirety;
- 7.2(g) is amended by replacing the phrase “Annual General Meetings and Special General Meetings” with the phrase “General Meetings of the members.”

That Bylaw 7.1 (appointment of Councillors) be amended by renumbering existing section “(g)” to “(h)” and by adding a new section “(g)” as follows:

- “(g) all Councillors must be Members in good standing of the Association and must meet the applicable criteria for their position:
- (i) a Councillor appointed to represent a School shall be enrolled in at least one course from that School;
 - (ii) a Councillor appointed to represent a Satellite Campus shall be enrolled in at least one course delivered at that Campus;
 - (iii) a Councillor appointed by the Chair of the School of Computing and Academic Studies or by the Chair of the School of Business + Media shall be enrolled in at least one course delivered either at the Burnaby campus or online;
 - (iv) the Housing Councillor shall live in on-campus housing at BCIT;
 - (v) the Indigenous Student Councillors shall be students registered with BCIT as an Indigenous student;
 - (vi) the International Student Councillor shall be a student registered at BCIT as an international student; and
 - (vii) If any Councillor appointed to represent a School or Satellite Campus is enrolled in co-op during their term, their eligibility shall be assessed on a case-by-case basis by the Chair responsible for appointing them;”

Motion 6:

Be it resolved that the comprehensive “Satellite Campus” terminology amendments (beginning on page 15) be adopted as presented, and that they also be applied to any other amendments adopted at this Annual General Meeting.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

In order to reflect that BCIT and BCITSA now identify ATC, DTC, BMC, and AIC as “Specialty Campuses” rather than “Satellite Campuses,” amendments are required to 53 distinct instances of the applicable words to update the terminology wherever it occurs in the Bylaws.

What are the proposed changes?

That the phrases “Satellite Campus” and “Satellite Campuses”, which occur in the Bylaws twenty and six times, respectively, be replaced with the phrases “Specialty Campus” and “Specialty Campuses”, respectively.

That the phrases “Satellite Councillor” and “Satellite Councillors” and “Satellite Councillor’s”, which occur in the Bylaws sixteen and eight and one times, respectively, be replaced with the phrases “Specialty Campus Councillor” and “Specialty Campus Councillors” and “Specialty Campus Councillor’s”, respectively.

That the definition for “(nn) ‘Satellite Program Coordinator’” be deleted in its entirety, and that Bylaw 7.4(l) (duties of Satellite Councillors) be amended by replacing the phrase “the BCITSA Satellite Program Coordinator” with the phrase “any BCITSA employees designated to assist Specialty Campuses;”

What do the changes look like?

Given that the word “satellite” appeared 53 different times in the Bylaws, it would be highly repetitive to show a before and after comparison. In any case, a list of affected sections is provided below.

“Satellite Campus” in the singular and plural: Bylaws 1.1(kk), twice in 1.1(ll), 1.1(nn), 2.7(c), 2.7(c)(i) and (ii) and (iii), 4.7(f)(iii), 4.7(f)(iv), 4.7(f)(vii), 4.7(f)(viii), twice in 4.7(f)(ix), 7.1(d), 7.1(f), 7.1(g)(v), 7.2(b), 7.4(d) 7.4(j), 7.4(m). 7.4(n), 8.2(c), twice in 8.3, and 8.4.

“Satellite Councillor” in the singular, plural, and possessive: Bylaws 1.1(ll), 6.1(b)(vii), 6.5(b), 7.1(a), 7.3, 7.4(a), 7.4(b)(i) through (iii), 7.4(p)((iv) and (iv)A and twice in (iv)B, 8.2(a), 8.2(b) 8.3, 8.4, 8.5, 9.4, 9.7, 9.8(c), 9.8(c)(i), 10.12, and 11.7.

Motion 7:

Be it resolved that the ATC, BMC, AIC restructuring amendments (beginning on page 16) be adopted as presented. If the previous amendment relating to “Specialty Campus” terminology has been adopted, it shall apply to the provisions of this proposal, as applicable.

Moved by: Mia Bui Seconded by: Bylaw Committee

What is the proposal:

The motion proposes to formalize responsibility for AIC and BMC students away from the Chair of Transportation, Construction, and Environment by associating those students with the ATC Chair, to be rebranded as “Chair of the Specialized Transport Campuses.”

What are the proposed changes?

That Bylaw 1.1 (definitions) be amended in two ways:

- In 1.1(p)(i), replace “Chair of the Aerospace Technology Campus;” with the phrase “Chair of the Specialized Transport Campuses;”
- Add a new definition: “(ss) “**Specialized Transport Campuses**” means any of BCIT’s Satellite Campuses with programs predominantly in the School of Transportation, including the Aerospace Technology Campus, the Marine Campus, and the Annacis Island Campus;”

That Bylaw 4.1(k) (list of Executives) be amended by replacing the phrase “Chair of the Aerospace Technology Campus (ATC)” with the phrase “Chair of the Specialized Transport Campuses (STC);”

That Bylaw 5.6(e) (criteria for candidates from ATC) be amended by replacing the phrase “an ATC candidate” with the phrase “enrolled at the Aerospace Technology Campus”.

That Bylaw 6.1(b)(vii) (Councillors) be amended by replacing the words “one Satellite Councillor from each of AIC and BMC” with the words “one Satellite Councillor from each of the Specialized Transport Campuses, other than the campus at which the STC Chair is enrolled;”

That Bylaw 7.3 (appointment of Satellite Councillors) be amended by replacing the phrase “the Executive Committee” with the phrase “the Chair of the Specialized Transport Campuses”.

That Bylaw 7.4(i) (biweekly reports to the VP Student Experience) be deleted.

That Bylaw 7.4(j) (monthly meetings between Satellite Councillors and School Chairs) be amended by replacing the phrase “each Chair who represents a program with offerings at their respective Satellite Campus” with the phrase “the Chair of the Specialized Transport Campuses;”.