



**BCIT Student Association
Council Meeting Minutes
Monday, February 20, 2012**

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

Councilors:

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| Mike Hanson | Tracy Jowett |
| Oshea Jephson | Minoru Nakano |
| Frances Torres | Denis Dobrozdravich |
| Michelle Dragon | Marcus O'Reilly |
| Jacob Kwitkosk | Aaron Kool |
| Zac Der | Ben Plasche |
| Oge Anoliefoh | Emily Pawluk |
| Daniel Smith | Rodrigo Jose Mendez |
| Bailey McRae | Victor Lu |
| Cole Harrison | Avinaash Kapil |

Staff: Caroline Gagnon, Director

Absentee: Marc Yap
Duff Walker
Kevin Smith
Chris Yendall
Amy Erskine
Jonathan Ng

Guests: Jai Danyal, CAIA BCIT Student club

11.1. Meeting Called to Order

The Chairperson, Nicola Gardner, called the meeting to order at 5:46pm.

11.2. Acceptance of the Agenda

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

11.4.2 Legacy Club

Moved by: Jacob Kwitkoski

Seconded by: Daniel Smith

29/0/0 **Carried**

11.3. Acceptance of the Minutes –February 6, 2012

Be it resolved that the minutes from February 6, 2012 be accepted as distributed.

Moved by: Gord Newby

Seconded by: Oshea Jephson

28/0/1 **Carried**

11.4 Guest Speakers

11.4.1 Club CAIA BCIT – Jai Danyal

Jai Danyal from the Forensic programs asked Council for the sanctioning of the Crime Analysis and Investigations Association (CAIA BCIT) student club. Constitution documents are found attached. The purpose of this student club is to bring student from the four (4) branches of the Forensic program together to discuss their own area of expertise.

Comments:

- Is it open to students who are not in the programs? The group would consider students from other programs if they were adding to the group.
- What is executive structure? Jai went over the details of their structure.

11.4.2 Legacy Club

Sven and Maggie inform Council that the Legacy Club is organizing a competition to gather pictures from the different Schools. Since the Legacy Club's purpose is to beautify the campus, they are working on a photo wall that would demonstrate students' experience while at BCIT. They are looking for three (3) photos for each of the six (6) schools. The deadline for submission is March 9th. Cash prizes of \$100 for each of the winning pictures. For further information contact the club at bcitlegacy@gmail.com.

Comments:

- Nicola recommends that the club sends an email to all Chairs so they can inform their set reps.
- Do students have to be part of the School to submit photos? No.
- Where will the wall be? They are looking at the Learning Commons at the library.

11.5. Executive Progress Report

See attached plus additional comments:

Brian Harvey

- Had a set meeting this past Thursday. It went well.

Nicola Gardner

- The WTF campaign went well. She presented 400 Valentine cards to the BC Legislature. The group had meetings with different MLAs. The group is planning to have more meetings in March.

11.6. Councilor Forum

- Thank you for the pool table for GNW. Would it be possible to get a stereo for the lounge? Will look into it.
- Geomatics Club is hosting an open mic event - \$10 entry (burger and beer) if not \$4 at the door. The event is scheduled for February 24th, 2012.

11.7. Question Period

No questions.

11.8. Unfinished Business

- Where is the request to have Upasses left at the campus for the GNW campus? Nicola has left a message with BCIT to see if the Upasses could be left with the secretary. Still waiting for answer from BCIT.

11.9 New Business

11.9.1 Appointment of the Election Committee

Motion:

Be it resolved that BCITSA appoints Ty Fraser as the Chief Returning Officer (CRO) for the 2012-2013 elections.

Moved by: Marwan Marwan

Seconded by: Nash Kapil

27/2/0

Carried

Comments:

- It was explained that the motion is required because the role of the CRO is normally held by the VP Finance and Administration. Since it will be proposed to permanently transfer these duties to the VP Student Affairs in the future, this temporary appointment would test this change.
- What does the CRO do? The CRO is in charge of running the election process

Members of the 2012-2013 Election Committee: Tara Johnson (DRO), Oshea Jephson, Oge Anoliefoh

11.9.2 SGM on April 2nd, 2012

Ricky informs Council that they are planning to host a Special General Meeting (SGM) on April 2th. The difference between Council meeting and SGM, all students can vote. According to the Bylaws, a SGM needs to be scheduled three (3) weeks prior to being called by Council, therefore it is expected that the SGM will be called on March 19th.

The following issues are proposed to be part of the closed agenda:

- Bylaws amendments
- Appointments of new auditors
- Transfer of funds from BCITSA to BCIT for SE2 3rd floor acquisition

11.11. Next Meeting

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

11.11. Meeting adjourned

It was moved that the meeting be adjourned at 6:23pm. **Carried**

Council Meeting
Agenda
Monday, February 20th, 2012
5:30-7:30pm

- 11.1 Meeting called to order
- 11.2 Acceptance of the Agenda
- 11.3 Acceptance of the Minutes: February 6th, 2012
- 11.4 Guest Speakers
 - 11.4.1 Club Caia BCIT – Jai Danyal
- 11.5 Progress Reports: Executives
- 11.6 Councilor Forum
- 11.7 Question Period
- 11.8 Unfinished Business
- 11.9 New Business
 - 11.9.1 Appointment of the Election Committee
 - 11.9.2 SGM on April 2nd, 2012
- 11.10 Next Meeting on March 5th, 2012
- 11.11 Meeting Adjourned

Progress Report – Tara Johnson – VP External

Last updated: February 15th, 2012

| Initiative | Date | Status |
|--------------------------|---------------|---|
| WTF Campaign | February 14th | Attended a lobbying event in Victoria dedicated towards raising awareness of the BC funds distributed to colleges and universities. |
| Position and Bio Project | February 8th | Received SA member's position/responsibilities to be edited and place on the BCITSA website. |
| Toon-In Meeting | February 8th | Initial meeting with BCITSA Marketing team to discuss this initiative. |

Chair Sch. Of Energy, Amy Erskine

| Objective | Description | Current Status |
|-----------|---|---|
| Daycare | Oversee the creation of a daycare on Burnaby Campus | Met with Caroline regarding status. No new information at this time |
| Cabin | Determine what happened to the cabin BCIT owned in Whistler | I found it! The lodge is now called Art's Lodge. BCITSA owned the building, but not the lot. It was sold in '84-'85. I will be consulting the financial records to confirm. |

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| Edit Bylaws | Revise & update BCITSA bylaws for accuracy and grammar | Bylaws are typed! Ricky has checked 90% of it. Bylaw editing will be finished next Monday. |
| Lounge Committee | Improve BCIT's outdoor spaces | No new information at this time. |
| Transition Documents | Create a comprehensive training package for the incoming Chair of Energy | Created position description and personal accomplishments for website. |
| Promote Election | Have at least two candidates for my position and promote the other positions | Created position description and personal accomplishments for website. Requested that additional category of "If I couldn't have my position, I would run for...." To help students see the benefits of all positions. |

Progress Report – Laura Chow– Chair of Health Sciences

Last updated: Thursday, February 16, 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"> • February meeting: 26 Set Reps attended, 3 potential applicants for Chair position next year • Next Set Rep meeting: Thursday, March 8, 2012 at 5:30pm – will be sponsored by the SoHS • Guests: Stephen Lamb (IT services); Bill Dow (Dean of SoHS) + Fiona Mitchell & Bernice Budz (ADs of SoHS) |
| Tuesday, September 6, 2011 | Continue expansion of the Health Science Mentorship Program | <ul style="list-style-type: none"> • Revising SoHS Mentorship in June • Will contact Program Heads to determine the schedules of their programs (i.e. when they go on clinical/practicum) |
| | Recycling – work with Nicola to improve recycling at Burnaby Campus | <ul style="list-style-type: none"> • Initiative dropped Dec. 5, 2012 |

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| <p>Wednesday, September 28, 2011</p> | <p>Health Science Chair Applicants – promote position to ensure there are applicants to become the next Health Science Chair</p> | <ul style="list-style-type: none"> • Had 3 potential applicants for Chair position next year come to February Set Rep meeting; have recommended that they attend the next Council meeting on February 20, 2012 to see what the position entails • Sent out email Wed. Feb. 15, 2012 to all Set Reps detailing positions they can run for & advising that they attend Council meeting on Feb. 20/12 if they are interested in running |
| <p>Thursday, September 22, 2011</p> | <p>Mental Health/Wellness Week</p> | <ul style="list-style-type: none"> • Contacts to attend event Thurs. April 19, 2012: <ul style="list-style-type: none"> ○ Nicola contacting BCIT for Canucks contact to see if they would be interested in attending the event Thurs. Apr. 18, 2012 ○ Emailed: <ul style="list-style-type: none"> ▪ Fraser Health (emailed Mon. Feb. 13/12 - awaiting reply) ▪ Coast Mental Health (emailed Mon. Feb. 13/12 – awaiting reply) ▪ Mood Disorders Association of BC (emailed Wed. Feb. 15/12 – awaiting reply) • Searching for different grants that we might qualify for with regards to the event/campaign (most good for next year (2012-13)) • Updated Tylan on the current status of the event • Planning meeting with SoHS students & new recruit (SoTCE) Wed. Feb. 15/12 <ul style="list-style-type: none"> ○ Developing a stronger vision of the event: create discussion (will help work towards reducing stigma, in the long run) ○ Promo material: Nicole (Bus. Student) & John came up with poster idea ○ Will develop playlist of “famous” people suffering from mental illness (maybe work with BCIT’s radio station to see if can get a plug somehow?) • Schedule on Karl’s wall + Googledoc for all planning |

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| | | <ul style="list-style-type: none"> Meeting with BCIT Executives Wed. Feb. 22/12 at 2:30pm – will discuss plans further (i.e. what we're looking for from BCIT) |
| Monday, September 12, 2011 | Re-visit Whistler Retreat | <ul style="list-style-type: none"> Will evaluate in June while in Kelowna (waiting for reports) Will work on finding ways to reduce costs for the SA (particularly putting a meal cap) |
| Thursday, September 29, 2011 | School of Health Sciences Mixer | <ul style="list-style-type: none"> No progress Will try to push with next Chair |
| Monday, October 17, 2011 | Harassment & Discrimination Committee | <ul style="list-style-type: none"> Meeting scheduled for Tues. Feb. 21/12 at 5:30pm (sounds like Monica will be attending as well) – may not have all committee members present, but it is likely the last time that we will meet prior to the end of the school year |
| Friday, November 18, 2011 | Criminal Record Check Process | <ul style="list-style-type: none"> Receiving complaints (thus far 1 letter – had some complaints at the last Set Rep meeting, but Bill Dow was able to address some of the issues) Was informed that there was miscommunication between the Dean/AD level to the Program Heads (some programs thought they were exempt when they weren't) – Dean was able to address the issue (he will talk to the Program Head) |
| Wednesday, January 11, 2012 | Quick Access Stations on campus | <ul style="list-style-type: none"> Informed that BCIT IT services is working on a way to have students be able to print from their own devices, rather than setting up kiosk stations |
| Monday, January 16, 2012 | Blood Drive | <ul style="list-style-type: none"> Discussed issues with Bernice Budz (AD of Nursing) to see how they've gotten around them Discussed with BCITSA executives – will see what Nursing does about the blood drive, but will write a letter (possibly obtaining signatures? Petition?) with Amy on Monday, Feb. 20, 2012 to send to Canadian Blood Services |

Progress Report – Gordon Newby – School of Business Chair

Last updated: Feb 15, 2011

| Date of Introduction | Action or Outstanding Issue | Status |
|-----------------------------|---|---|
| September 2011 | Planetarium | I am establishing contacts and a game plan with Bill working towards utilizing underutilized space. Communicating with Bill with Ideas... Put a bid in for a projector that is potentially being donated to BCIT. Plan to set a meeting with Chris Golding as discussed. |
| October 2011 | Joined a committee. RE harassment & discrimination materials with Monica Kay | Next Meeting Scheduled Tues, Feb 21 st . |
| November 2011 | Vending Machines on Campus | New Machines in place, however, the product is the same, and prices have been raised.... Investigating Also, looking for the results of the food survey that was done on campus. Plan to set up meeting with Vince to discuss his strategy. |
| Feb 2012 | Increasing power outlets in the library | Will be setting up a meeting with David Pepper about the possibility of installing permanent power bars in the library |
| Current | Working towards student space and amenities for students in the broadcast building. | Still waiting on a decision for placement... |

Chair of School of Computing and Academic Studies, Marwan Marwan

| Objective | Description | Current Status |
|-------------------------|--|---|
| LAN Party (video games) | Making the LAN Party into a bigger event by working with the SA as a whole into turn the LAN Party into a school wide event. | In progress, discussions with Dan from SA |

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| Advocacy | Working with students on challenging their marks from last term. | In progress, discussions with Karl from SA |
| Sustainability | Preparing a recycling presentation for the SA to adopt. | In progress, continuing research and preparation of presentation. |

Progress Report – Ricky Dasgupta – VP of Administration and Finance

Last updated: February 15th, 2012

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| 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 it with the paper towel expenses of BCIT. |
| June, 2011 | Coop for Financial Management students | <ul style="list-style-type: none"> • There has been a setback on Coop. It wasn't included in the budget for 2013-14 so no new funds will be set aside to start the Coop. Coop department will be talking to Dean and AD of Fin Man to see if they could arrange alternate funding. |
| August, 2011 | Campus Food Bank | <ul style="list-style-type: none"> • BCIT approved the four spaces for Foodbank Depot! I will be meeting with Catherine tomorrow to have the bins in place and talk about a Free Tax Return Service. |
| September, 2011 | Transition Policy | <ul style="list-style-type: none"> • Transition Policy has been added to the amendments for the bylaws. Amendments will be presented at the next AGM; need to speak with Caroline regarding her role in Transition. • Will be sending the Bio for the position to Tara tonight. |

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| September, 2011 | Revamp Set Rep awards, increase student awards and bursaries | <ul style="list-style-type: none"> • Met with Justin (V. P of Student Services) regarding enhancing the Set Rep Awards from 6 to 13. He indicated he could free up the requested fund of \$3250 for this year, however he can't promise any future payments. We might cover the additional funds for future years depending on our financial standing. |
| 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. I will be presenting the Financials to Execs on Feb 27th to Execs and March 5th to councils. |
| September, 2011 | Business Cards and Name Badges | <ul style="list-style-type: none"> • Talk to Taj and get an ordering system up and running a.s.a.p. haven't had a chance to get this going as of yet. |

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 |
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| <p>Improve BCITSA executive elections</p> | <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 |
| <p>Improve recycling on campus</p> | <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 |
| <p>Restructuring BCIT's registration system</p> | <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 |
| <p>Lobbying provincial government for better funding</p> | <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: Thursday, February-16-12

| Date of Introduction | Action or Outstanding Issue | Status |
|---------------------------------|--------------------------------------|---|
| February 1 st , 2012 | Annual Budget Negotiation Meeting | <ul style="list-style-type: none"> • Waiting for club submissions of their budget requests. • They are due by Feb 28th at 5pm. |
| December 28, 2011 | Link Article Program (Student Press) | <ul style="list-style-type: none"> • Waiting for John to edit the proposal I sent to him. • Will meet with him in a week's time to see how he is doing with it. |

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

Last Updated: Feb. 16, 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"> • Will remind Set Reps at Thursday (Feb 16) meeting |
| Unity | Work to better unite campuses through communications and events (focusing on GNW & BMC) | <ul style="list-style-type: none"> • BCITSA Pool Tournament success, plenty of school and campus representation, ATC & School of Construction and Environment combined winners. |
| Improve participation within the school | Improve participation within the school of Transportation, Construction & Environment and have equal representation | <ul style="list-style-type: none"> • Burnaby Set Rep meeting tonight (Thursday), update at council. • BMC Feb. Class Rep: facilitated communication for the best time for Float Your Boat competition at BMC |
| 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"> • ASTTBC Sponsored Pool Tournament |

Progress Report – Tylan Fraser – VP Student Affairs

Last updated: February 16th, 2012

| Date of Introduction | Action or Outstanding Issue | Status |
|-----------------------------|---|---|
| Feb 12th, 2011 | Submitted Link article to Jon. With future consideration for a keep your cup campaign in the next issue. | Published |
| Feb 15, 2011 | Edco executive meeting – Talked about transfer of credits and the concern of how students were double dipping into credits. Marwan's issue was also brought up, which I will need to compile a petition for him | In progress completion for next week |
| Feb 15, 2011 | Named CRO and will begin my campaign Monday. | Meeting Monday 20 th to discuss. |

Progress Report – Keith Miller – Chair of ATC

Last updated: February 16th, 2012

Not Submitted On Time.*

* There was an instance this week when I didn't receive an internal email. This might have happened with Keith as well.

February 2, 2012

Crime Analysis and Investigations Association (CAIA)

Constitution Document

Crime Analysis and Investigations Association (CAIA)

PURPOSE OF THE CLUB:

1. To provide a common platform for budding analysts in the Forensics Department and various other individuals interested in Law Enforcement to work together to influence positive change in society
2. To help participating members gain experience with interviewing and investigating by engaging in multiple real-world interviews and investigations
3. To develop the personal confidence level, critical thinking abilities, and interview skills of involved members
4. Provide individuals with the opportunity to show their involvement and individual contributions in crime reduction initiatives on professional resumes and university applications.
5. To work as a team, and provide an opportunity for people with similar interests to network and collaborate

MEMBERSHIP FEES:

The admission fee is \$25. This money shall go towards funding CAIA projects. This amount is subject to change if the CAIA Board finds reason to do so.

MEMBERSHIP STRUCTURE:

Admissions to CAIA will be limited to students at BCIT enrolled specifically in the Forensics Department. Exceptions exist, depending on the skills of an individual and the value of those skills for CAIA.

MEMBER DUTIES / OBLIGATIONS

- All members of the CAIA, including executives, shall adhere to the standards set forth by the present Constitution.
- Members are expected to be respectful to other members of the club and towards students/staff/faculty/community - avoiding any discrimination, harassment or misconduct.
- All CAIA members must be able to attend club meetings at *least* once a week

RESPONSIBILITIES

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

ELECTIONS:

Elections for CAIA Board Positions will be held every seven months. Members of the club who would like to run for executive positions must submit their name two weeks prior to Election Day. There are various requirements before one can apply for a CAIA Board Position:

- 1) Must have been an active participant within the club for at least six months
- 2) Must have the support of fellow members.
- 3) At least three of the five board members must support the new candidate

A meeting will be held every seven months inviting all the members of CAIA to attend. People who are interested in a Board Position shall rise and speak to the audience – discussing why they think they should be board members and talk about their experiences and goals. Once all interested persons have had a chance to speak, members will be encouraged to vote for who they think is best suited for the BOARD positions for the new seven month term.

*****The very first CAIA board will be composed of five people who the club founder deems to be competent. Thereafter, the process described above shall be used to elect new Board Members.***

VOTING PROCESS:

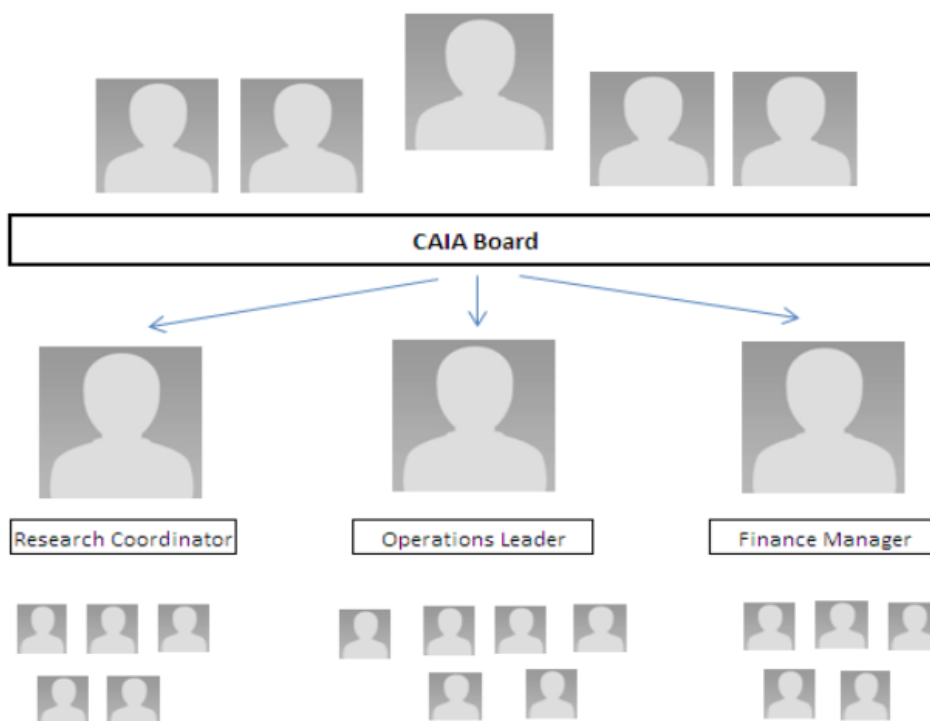
The voting will begin once the audience has had a chance to hear the candidates' speeches competing for a BOARD position. A sheet with the names of the candidates will be handed out to all members of the audience. The audience will then be asked to tick people they think should hold a CAIA Board position. These sheets will be put into a ballot box. Candidates with the most votes will become a member of the CAIA Board.

REGULAR MEMBERS:

Regular club members may join the club if they are part of the BCIT Forensics Department. In addition, all new-coming regular members must be assessed on two factors before a position (staff writer, operations leader, event planner, chief investigator, researcher etc) is assigned to them. The two factors are

- 1) Clarity of Speech (ability to articulate one’s thoughts clearly)
- 2) Clarity of Writing (ability to clearly articulate thoughts on paper)

CAIA Organizational Structure:



CAIA Board Roles and Responsibilities:

CAIA is run by a board of five members. These members are considered as equals; there is to be no hierarchy within the board. Members in the board serve a term of seven months before elections are held. A member of the board may serve up to two consecutive terms if popular support allows it. A term limit serves to encourage new personalities with diverse skill sets to lead CAIA. Executives within the CAIA Board have many responsibilities.

1. Responsible for ensuring that projects are being carried out properly
2. Must see to it that projects are *available* for members to work on.
3. To ensure transparency (financial and operational)
4. To ensure that projects are being done within the set time limit
5. Oversee recruiting needs and encouraging active members
6. Work closely with the Lead Research Coordinator, Operations Leader and Finance Manager

Lead Research Coordinator Role and Responsibilities:

The Lead Research Coordinator plays a key role in ensuring that the research needed for any given CAIA project is carried out with due diligence. The research coordinator works closely with the Operations Leader with the purpose to influence CAIA operations and areas of focus.

1. Guide his team to conduct extensive and quality research (credible sources)
2. Take *applications* of Complaints and Constitutional Amendments and deliver to the Board
3. Organize the research findings in report format; make the final output presentable, clear, bias-free and detail-oriented together with his research team

Operations Leader Role and Responsibilities:

The Operations Leader is responsible to make his team “act on the research of the Lead Research Coordinator’s team.” Once the Lead Research Coordinator gives his recommendations on what areas and people to focus on, the operations leader is responsible to lead his team to act on it. Here is a list of duties:

1. Review the Research Work and recommendations of the Lead Research Coordinator
2. Guide his team to conduct the interviews with relevant people and in-field investigations
3. Give all the collected data over to the CAIA Staff Writers.

Finance Manager Role and Responsibilities:

The budget of CAIA is managed by the Finance Manager. The incumbent is responsible to maintain a high level of transparency and accountability of costs and expenditures. Additionally, the Finance Manager is to work in close collaboration with the Operations Leader. Other responsibilities also exist and are listed below:

1. To arrange fundraising events to support CAIA (raise revenue)
2. To keep CAIA board informed about financial situations and cost of operations
3. To suggest possible sponsors to CAIA Board

Various Other Positions Within CAIA Include the Following:

Photographer - The photographer working within CAIA will be going along with the CAIA Investigator to take photographs of the people being interviewed, with consent. Anyone interviewed will be asked if a photograph of them can be taken at the end of the interview. Photographs play a very important role as they engage the initial interest of our readers and followers.

Field Investigator - The Field Investigator is responsible to go and interview individuals of interest - as identified by the CAIA Researchers through their research work. This is a senior position within CAIA particularly because of its importance and difficulty. A good investigator must successfully build rapport with the interviewee, appear to be credible, and make the interviewee feel at ease. The information obtained from good interviews can often prove to yield very important clues, and opens other venues for further research and exploration.

CAIA Staff Writer - CAIA staff writers play one of the most crucial role in the outcome of a research initiative. Their job is to take all the important information coming from the researchers, as well as the information that comes from the interviews - and incorporate all that into a cohesive report. They "tell the whole story" on paper. We, at CAIA, are only as good as the end products we produce - and staff writers ensure that our findings are explained properly so that anyone can get a good understanding of the given issue.

CAIA Researcher - The purpose of the CAIA Researcher is to find out everything they can about a given project topic through open sources and under the direction of the Lead Research Coordinator. This can be done through the use of the internet, newspapers, scholarly journals, libraries and phone calls. The Access to Information Act will also be used to get access to government reports and internal functions at times. Additionally, the CAIA researcher advises the field investigator about which individuals and aspects to focus on.

FUNDS

- CAIA 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 present CAIA Board may be forced to dissolve, 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 CAIA account.
- Club's bank account must have two signing authorities: one CAIA Board representative from the club and one from BCITSA. Signing authority from the BCITSA can be the VP of Campus Life or the Controller. Club signing authority falls on one of the *five* members of the CAIA Board. As to who get's the responsibility is to be decided amongst the five members.
- 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.

AMENDMENTS PROCESS:

- Constitutional amendments may be proposed by any member of CAIA. He or she is to fill out a form designed specifically to issue process of constitutional amendment. In addition to filling out the form, the individual initiating process must clearly write down the proposed changes and reasons for doing so and thereafter, submit the (2) documents to the Lead Research Coordinator. The Lead Research Coordinator shall submit these documents to any one of the five board members for review and final judgment. Any member of CAIA, who is not a part of the CAIA Board, and who wants to initiate process of constitutional amendment, may **NOT** submit his documents *directly* to the CAIA Board; it *must* be through the Lead Research Coordinator.
- There is to be no voting required by CAIA members with regards to a proposed amendment. Upon receiving a proposal, CAIA Board members have the discretion to judge whether the proposed amendment will be in the best interest of the club. If it so happens that the proposal is deemed beneficial – it shall be accepted. Otherwise, the motion is quashed.

- In the event that the Board quashes the motion, Board members **must** make the reasons for their judgment known **in writing** to the individual who initiated the process.

COMPLAINTS:

The CAIA Board shall give proper consideration to all suggestions, complaints and proposals submitted by non-board members. If a member of CAIA would like to put forth a complaint before the CAIA Board for consideration, he or she must fill out the *Complaints* form designed specifically for such purpose. A non-board member however, may **NOT** submit his complaint *directly* to the CAIA Board; it *must* be given to the Lead Research Coordinator.

CAIA-BOARD REGULATORY POWERS:

Members of the Board have a duty to oversee the effective functioning of the association. As such, there is a reasonable expectation that regular members of CAIA will contribute, in some way, to the wellbeing and furtherance of CAIA's objectives.

If all five members of the board agree, upon review, that a particular member is not (and has not) been contributing in any way, a letter asking for the member's resignation may be put forth to the member after:

- A written warning has been issued to the member three weeks prior to a letter of resignation is issued
- All five Board members are in agreement

REPLACEMENT OF EXECUTIVES/ IMPEACHMENT/DISCIPLINARY PROCESS

- A movement to impeach a member of the CAIA Board may be made by any Board Member or by petition of at least eight regular voting members. When the motion is made a meeting **must** be announced by the remaining Board members.
- A general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.
- At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.

- There will be a question period after which a vote will be taken by the clubs` members who is neither initiator nor subject of the impeachment.
- The vote will be by yes/no secret ballot. If at least two thirds of the votes are for impeachment, the officer will be immediately removed from his or her position.
- The remaining executive may choose to call an immediate by-election to replace that officer.

RECOGNITION

It is an inherent principle within CAIA to reward diligence. Members who go above and beyond the basic required amount of work should be recognized formally. If the CAIA Board, after consultation with one another, comes to an agreement with respect to the involvement efforts of a given individual, they may give him/her a *Certificate of Recognition* or they may choose to give him a *Reference Letter*.