



**BCIT Student Association
Council Meeting Minutes
Monday, March 4, 2013**

Executives: Dan Huh, President
Geoffrey Smith, VP Finance & Administration
Sophia Coulter, VP Campus Life
Mike Hanson, VP External
Ross Wamboldt, Business Chair
Brian Harvey, Transportation, Construction & the Environment Chair
Zac Der, Health Sciences Chair
Denis Dobrozdravich, Energy Chair
Marwan Marwan, VP of Student Affairs
Minoru Nakano, Computing & Academic Studies Chair

Councilors: Kathleen Bird	Brad Johnson
Yasamin Alami	Ben Plasche
Jon Weir	Yulin Sung (Cassie)
Emily Pawluk	Taddeo Ahumuza
Sean Garrity	Ruoxi Wang (Alfred)
Maya Korbynn	Ken Ketola
Andrew Hou	Adrian Paul
Fraser Young	

Staff: Caroline Gagnon, Director

Absentee: Mikah Fox	Kerissa Snyder
Jonathan Ng	Stephanie Hancock
Rodrigo Mendez	Aaron Kool
Alisa Dalhuisen	Cole Plaskett
Chris Chapman	Morgana Lawlor-White

Guest: Fargol Moshiri	Patrick Stewart
Rebecca Davidson	Sean Sharma
Marianne Claude	Matt Baker
Jesse Basran	Adam Chambers

13.1. Meeting Called to Order

The Chairperson, Daniel Huh, called the meeting to order at 5:44pm. (26 voting)

13.2. Acceptance of the Agenda

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

Moved by: Denis Dobrozdravich

Seconded by: Brad Johnson

21/0/0 Carried

13.3. Acceptance of the Minutes – February 18th, 2013

Be it resolved that the Council Meeting Minutes from February 18th, 2013 be accepted as distributed.

Moved by: Yasamin Alami

Seconded by: Ben Plasche

25/0/2 Carried

13.4 Progress Reports: Executives

As submitted by the Executives.

Ross:

- Looking at post graduate programs offered at the DTC.

Mike:

- Announces that the referendum for the Upass BC program has passed.

Minoru:

- There is a student from the School of Computing who has lost everything in a fire. There will be cans available at the Stand and Uconnect to collect money for that student.

Marwan:

- To continue on Minoru statement, the student accepts any types of donation. Everything is welcomed. If interested, please contact them.
- Vegan options are now available in the pub

13.5 Committee Report: Construction Committee

- Project is moving ahead. The presentation for the furniture will be available at the next Council meeting.

13.6 Question Period

- Engineering Without Border was denied funds from the SIF. Dan recommends that he talks to Student Services Manager.

13.7 Councilors' Forum

- Students would like to continue discussions about Chartwells since it is the issue that is most complained about by students. The idea of having the BCIT Representative in charge of the food contract attend Council meetings on a regular basis is well accepted by students.
- BCIT Counsellors are not very accessible right now. It is very challenging for students to book an appointment with them. There is a 2 to 3 week waiting period. Is there any ways that something can be done? Caroline explains that BCIT is looking at new ways of booking appointments to open more spaces.
- Also it is very difficult to connect with the BCIT Harassment and Advisor Monica Kay.

13.8 Old Business

13.8.1 Ratification of the Upass

Motion:

Be it resolved that the BCITSA ratifies the Upass BC program referendum.

Moved by: Mike Hanson

Seconded by: Brad Johnson

24/0/0

Carried

13.9 New Business

13.9.1 Club Sanctioning: ELITE

Motion:

Be it resolved that the ELITE be sanctioned as a BCIT Student Association sanctioned club.

Moved by: Sophia Coulter

Seconded by: Yasamin Alami

23/0/1

Carried

13.9.2 Election Committee

To meet election bylaws a committee needs to be formed including a Deputy Returning Officer and two (2) Councilors. The committee is responsible for the interpretation of the bylaws and electoral process.

Volunteers: *Marwan Marwan (CRO), Zac Der (DRO), Kathleen Bird, Andrew Hou*

13.10 Next Meeting: Monday, March 18th, 2013

Next meeting is scheduled for March 18th, 2013 at 5:45pm in the Town Square B.

13.11 Meeting Adjournment

It was moved that the meeting be adjourned at 6:10pm. **Carried**

Council Meeting
Agenda
Monday, March 4th, 2013
5:40pm - 6:10pm

- 13.1 Meeting called to order
- 13.2 Acceptance of the Agenda
- 13.3 Acceptance of the Minutes: February 18th, 2013:
- 13.4 Progress Reports: Executives
- 13.5 Committee Report: Construction Committee
- 13.6 Question Period
- 13.7 Councilors' Forum
- 13.8 Old Business
- 13.9 New Business
 - 13.9.1 Club Sanctioning: ELITE
 - 13.9.2 Election Committee
- 13.10 Next Meeting: Monday, March 18th, 2013
- 13.11 Meeting Adjournment

President 2012/13 Strategic Objectives

Objective	Description	Current Status
Ensure that all Childcare and SE2 renovations are on time and on budget	Meet with Caroline weekly to get updated on the daycare and SE renovation project and bring to counsel for discussion to best incorporate the student's perspective until the project is completed.	Removing objective. Passed on to construction committee
Develop strategies to have a better DTC representation (i.e. representative, space)	Work towards finding the optimal solution in representation the DTC campus that fits into the current "Representation" model of the SA. Lobby Herman Mah to secure SA space in the newly acquired floors. Pass a motion regarding representation by March	Removing objective, Refer below
Satellite campus representation	Find a solution to represent student in satellite campuses. Consider current structure and look forward to major changes happening on specific campuses while considering the number of votes, cost per representative and roles and responsibilities of new positions. Goal is to create new positions for the upcoming elections to represent each respected campuses – DTC, ATC, GNW	Presented proposals, motion to add Downtown chair was approved by council. Will pass bylaws at SGM and need to work out details of pay structure of new position.
Councillor process	Improve councillor process in areas of selection and training. Improve on existing application and formalize a selection process. Work towards an earlier training date and have councillors better prepared for first the meeting.	On hold

VP Finance and Admin 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Install high quality water fountains/ refillable bottle stations on the Burnaby campus.	<ul style="list-style-type: none"> • Co-operative effort begun with BCIT Net Impact Club • First water fountain targeted for SE2 • Replacement priorities are being documented with the Fountain Committee
Council Governance – Financial Reporting	Ensure that council becomes financially competent by reporting on a consistent basis. Presentations to be delivered in council on a variety of financial topics	<ul style="list-style-type: none"> • First installment Oct. 15 – Delivered • Second installment Jan. 21 – Delivered • Fee update Feb 18 - pending
Develop a budgetary advisory committee	Preparing an advisory document for next year’s operating and capital budgets. To be presented to SA management and council	<ul style="list-style-type: none"> • First draft of proposals is currently being drafted
Council Governance	Update By-laws through a series of motions brought to the Special General Meeting	<ul style="list-style-type: none"> • Compiling and drafting proposed changes to the bylaws • Revised draft of bylaw changes was presented Feb 18th • On schedule for presentation at the SGM March 4
Council Governance	Develop a comprehensive service level vs. service level for part-time students’ fees and satellite campuses. Will be presented to council during regular financial reporting	<ul style="list-style-type: none"> • First installment Oct. 15 – Delivered • Second installment Jan. 21– Delivered
Educational quality review	Presentation of a series of recommendations to the administration for use in BCIT's development workshops	<ul style="list-style-type: none"> • Prepared a questionnaire for distribution to set reps • Summary report of student complaints received from the UConnect Advocate • Feedback from schools received. I am currently compiling this information into a report for the VP Education

<p>Student Justice</p>	<p>Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs.</p> <p>That a pool of volunteers is trained for the role, and that a suitable candidate(s) is on every Decision Revue Board hearing this year.</p>	<ul style="list-style-type: none"> • Personally participated in 3 DRB Hearings • First round of volunteers have contacted Bryan Fair for training. • Two more volunteers set to undergo training • No DRB hearings scheduled as of Feb 2013
<p>Continue the food bank / drive initiative that was to implement such program at BCIT</p>	<p>Food Drive themed events for November, reserved space for a Food Bank</p>	<ul style="list-style-type: none"> • 'Can Do' event for Nov. 21 to become a food drive instead • Food drive completed. Emergency Food Fund restocked and approx. 150 items delivered to the Burnaby Food Bank • Long term student interest in and feasibility of a permanent Food Bank on campus is questionable. Future activities should be directed toward events, not continuing operations

VP Campus Life 2012/13 Strategic Objectives

Objective	Description	Current Status
Promoting campus spirit with BCIT-wide event: Froshfest	500+ person "welcome back" back event held on the BCIT Burnaby campus. Aimed at promoting campus spirit and building social networks between students of all programs.	Complete
Taking steps to ensure that Froshfest, or something similar, can become an annual event	Ensuring that there is an event similar to Froshfest (as above) that happens annually to welcome students, both new and returning, to BCIT in Sept.	<ul style="list-style-type: none"> • Using the SA 5K logistics document as a template - have begun to input Froshfest 2012 information • Version 1 complete
Organizing and hosting supremely effective Orientation events.	Working with BCIT to host a very effective and useful Orientation Day as well as the on-going orientation's throughout the year. Goals of both parties must be in alignment and resources required must be realistic.	<ul style="list-style-type: none"> • Orientation Day 2012: Complete • Orientation volunteer program will continue to be run by the VP Campus Life guides will not be required; all volunteers will be strategically placed around the campus to help students find their Program Orientation rooms and to answer any questions . • Work with BCITSA Marketing to ensure that the SA's information is communicated effectively via BCIT marketing efforts prior to Orientation Day 2013. •
Develop a new & returning student "survival guide"	To develop a campus tour video (similar to the Burnaby campus walk around: completed August 2012), a user-friendly map (similar to the Burnaby map started in Summer 2012) and possible pre-orientation tour dates for new students. The survival package would ideally be sent out to incoming students with their acceptance letters in the summer.	<ul style="list-style-type: none"> • Video: Sent out an outline to Genevieve (SA Outreach) containing public transit specifics for getting to DTC, GNW, ATC, and BMC from both East and West. • BMC and GNW filming is scheduled to be done by Genevieve in the next 2 weeks (end of Oct.) • Filming of GNW and BMC campus complete. Reviewed footage, recorded time stamps for each. Will begin editing within next 2 weeks.

		<ul style="list-style-type: none"> • Gave Dan Close the videos and my rough time stamp notes; he began to edit footage in November 2012 • Map: On hold • Work with BCITSA Marketing to ensure that the SA's information is communicated effectively via BCIT marketing efforts prior to Orientation Day 2013. • SA Map, Video tours, 2nd year contacts, event invites, social media resources, and general information will be included in this.
<p>Working with Rec Services to re-create rec council (or something more effective)</p>	<p>A council set up to efficiently get information about recreation to students in every program via "rec reps". Social media platforms will be used to create communication mediums for intramural teams and rec events.</p>	<ul style="list-style-type: none"> • Attended the first rec council meeting • Speak to Paul Fortier (Rec Programmer) frequently regarding progress • Spoke with Paul regarding BCIT's role for rec services going forward. Some discontent surrounding direction. I am going to look into it from the student side • Looked into service fees charged to students; amounts do not seem disproportional and without further research "direction" does not seem off course. • This objective has changed into something that is different than my original objective and is now outside scope; therefore this objective is on hold indefinitely.
<p>Continue the food bank / drive initiative that was to implement such program at BCIT</p>	<p>Working with Geoff and the Marketing & events departments to host a new event. The primary purpose is to raise food goods for the BCIT Emergency Food Fund; any food in excess of the BCIT need and/or capacity will be donated to the Greater Vancouver Food Bank Society.</p>	<ul style="list-style-type: none"> • Complete

<p>Comprehensive transition document</p>	<p>Document to give to the next VP Campus Life outlining key dates and responsibilities of the position with in the first 2 weeks of June. This is the most unclear time of the position as little guidance is usually available in person.</p>	<ul style="list-style-type: none"> • Continuously compiling relevant information about Froshfest and Orientation 2012 as well as meeting with those involved. • This document will be complete in early May 2013 prior to my succession.
<p>Improve upon the process for allocating funding to clubs</p>	<p>Fund application and allocation process has led to discrepancies in club funding and as a result club ability. This process needs to be review in order to make it fairer for all clubs.</p>	<ul style="list-style-type: none"> • As recommended by the Budget Committee and the VP of Finance& Admin, the BCITSA is going to be moving towards a self-sustainable model for clubs thus limiting the amount of financial support made available annually. • This year will act as the transition year for this movement. Changes to the amount of funding provided for newly sanctioned clubs at start-up are also being considered.

VP Student Affairs 2012/13 Strategic Objectives

Objective	Description	Current Status
Investigate the possibility of having a better recycling program on campus	Establish a budget and program to increase the amount of recycling bins and recycling options on campus	In progress.
Dedicated french fries only fryer in the pub to address the religious dietary needs of students on campus. This will also address the needs of students with dietary needs based on lifestyle choices.	Making available alternative food choices for people with dietary restrictions based on lifestyle, faith or health needs.	In progress. Waiting for feedback on space availability. The Stand in SE12 now has some vegan/vegetarian snack options that can meet some dietary restrictions.
Implement 5 business day return on assignments, quizzes, etc., in all BCIT schools similar to School of Computing	Making sure that all the schools at BCIT have similar policies that help students receive feedback and evaluation regarding their studies in a timely manner.	In progress. Discussion with BCIT VP Paul Dangerfield.
Implement missed classes make-up classes for all BCIT schools similar to School of Computing	Making sure that all the schools at BCIT adhere to the same policy that requires missed classes to be made-up by instructors/school as soon as possible.	In progress. Discussion with BCIT VP Paul Dangerfield.
Review election process	Hold the student association election with fair process.	On hold.

Ensure that the Student Association provides suitably trained and prepared representatives to Student Judicial Affairs	That a pool of volunteers is trained for the role, and that a suitable candidate(s) is on every Decision Revue Board hearing this year.	On hold.
Addressing issue of missed instructional hours due to holidays and strike	Do programs address and compensate for missed instructional hours due to holidays (and strikes)?	

VP External 2012/13 Strategic Objectives

Objective	Description	Current Status
To make sure that the mandatory fee (approx. \$1000) that students in Security Analysis must pay be covered by student loans.	Change the student loan to include this fee.	Completed.
Develop Transitional Document for future VP Externals	Comprehensive transition document	Have not started
Develop VP External position	Establish annual tasks and responsibilities that each External will look after	Work in progress.
Continue work with Alumni Association to solidify the relationship between the two groups	Build on relationship for mutual benefit of each association.	Regularly attending Alumni Association Board Meetings. Looking for opportunities to collaborate on projects.
Work with WTF group to further student funding concerns	Make progress as a collective group on student funding issues	Meeting with WTF group soon.
Upass	Include ISEP students in Upass program. Ensuring that the Upass referendum is conducted fairly and that students are well informed of the pertinent facts, as well as increased voter turnout.	Working to get ISEP students included in new U-Pass contract. Preparing for U-Pass referendum

Chair of the School of Business 2012/13 Strategic Objectives

Objective	Description	Current Status
Talk to BCIT execs about current bylaws in place and work with them to change the rules on sleeping on campus	Investigate the possibility of offering a quiet lounge space that's sleep enabling, or change the current bylaws for sleeping on campus	Justin Kohlman, VP student services checked up rules on security dealing with sleeping students. There should be no intervention of sleeping students on campus during daytime or afternoon. During the graveyard shift security is given the ability at their own discretion to wake sleeping students and advise them that it provides a safety threat.
Work with Caroline to ensure that renovations stay on schedule and on budget	Ensure that the student lounge space for SE10 is completed this fall	Renovation Complete and on budget
Investigate the possibility of having a better recycling program on campus	Establish a budget and program to increase the amount of recycling bins and recycling options on campus	will meet with Vince to discuss the option of bringing in a Starbucks style recycling bin for the Rlx
Develop new ways of surveying students about SA operations (i.e. Pub)	Create online survey which rates the quality of the Pub and provides sections for ideas. This will be sent out to all set reps in time to make changes for the winter menu	Pub survey questions have been determined and working on SNAP10 to get completed. Will be sent out to all set reps and chairs once completed
Develop long lasting relationship between the Marketing and Engineering Co-Ops which would enable students to bring project to market	Investigate the possibility of offering more business specific job fair and information sessions	Still awaiting response from communications teacher, will continue to work on this

Work with BCIT to improve vending options on campus	Speak with Vince Laxton and Caroline Gagnon to establish new vending options through Ryan Vending	Will speak with Vince to discuss various vending options during the next exec meeting
Improve bus service		Sent email to Mike, waiting to hear

Chair of the School of Health 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Install high quality water fountains/ refillable bottle stations on the Burnaby campus. Goal of 5 top quality fountains/filling stations by year end	<ul style="list-style-type: none"> • In progress • Fountain Committee continuing information gathering • Water testing conducted = levels are good
Student Involvement	BCIT Harassment & Discrimination information updates and feedback from students	<ul style="list-style-type: none"> • H&D committee difficulty to meet up with Monica Kay(BCIT councillor)
Provide more sustainable and/or environmental options on campus	Promote the use of tap water to students instead of disposable water bottles	<ul style="list-style-type: none"> • Talked to president of BCIT Net Impact club, to see what we can do together club and SA
Miscellaneous Events	Organize a blood donation truck on campus that would come on a regular basis	<ul style="list-style-type: none"> • Removing as an objective
Miscellaneous Events	Continue to build on the "Speak-Up, Speak Out Campaign" to improve mental health awareness	<ul style="list-style-type: none"> • Event complete • Debriefing: event successful, identified key areas where student need support, Pet de-stress days maybe happen more regularly
Miscellaneous Events	Investigate E-Learning options for students -Have options for students and instructors other than printing all notes	<ul style="list-style-type: none"> • Pushed to next semester

Work with BCIT to review BCIT policy, processes and programs	Review process with School of Health regarding students requiring criminal records check during their studies (practicum, entrance to program)	<ul style="list-style-type: none"> • Done
Work with BCIT to review BCIT policy, processes and programs	Review BCIT policy about immunization requirements for clinical students	<ul style="list-style-type: none"> • Done
Student Involvement	Develop an electronic communication method for Health Sciences Students (website) to improve communication and connection between students	<ul style="list-style-type: none"> • Removed as objective for this year, recommendation for future chair
Miscellaneous Events	“Sharing life” Event: Blood donation and Organ transplant information Late March	<ul style="list-style-type: none"> • Planning phase • Contacted Organ Transplant and Blood Services about event

- **Previous Set rep meeting**
 - **Impark ticketing issue has not had much response from set reps after meeting, will continue to dig into this.**
- Next Set Rep meeting #6 scheduled for Mar 28
- **Assisting with Instructor Complaint issue brought up Feb 27**

Chair of the School of Computing and Academic Studies 2012/13 Strategic Objectives

Objective	Description	Current Status
<p>Student - run career advising/networking program</p>	<p>Aims to raise awareness on receiving work term employment independent of BCIT work study programs. Encourage students to apply for work term employment by organizing info sessions.</p>	<p>Raised the issue of limited resources in computing co-op program to BCIT executives. Invited students currently in the work term to present the idea of self-directed work term at the computing set rep meeting. The students' reception was very positive. Met with Justin Kohlman to discuss about options to improve the co-op program. Currently planning to start student employment support group in January. Info session regarding the support group is scheduled to be on November 19, 2012. (Postponed to December 3, 2012 due to FSA Strike Action)</p> <p>The first info session was held by Joseph Hou on January 9, 2013 in Telus Theater. Total of 39 students showed up. The next session is scheduled to be held on February 6, 2013.</p>
<p>LAN PARTY - Gaming/Comic/Tech convention</p>	<p>Assist BCIT Games Development Club on organizing SA LAN party once a semester. Future Scope: Develop the event into larger conventions involving games, comics, technology, etc.</p>	<p>Date for this semester's party has been set to October 12, 2012. Currently coordinating with the Games Development Club and SA Marketing department to finalize the details. The event was held in SE12 on October 12, between 5:30 and 10:30. Started contacting the school and the Games Development Club to plan for the LAN Party in next semester. (Currently planned to hold it on one of the Fridays in March or April, 2013)</p>

		I have not received any response from the Games Development Club. Arrangement has been made with the school to relocate part time classes from SE6 building where the event is planned to be held. All I need is the confirmation from the Games Development club that they are organizing the event this term.
Review instruction evaluation process (Support)	Aims to develop effective instructor evaluation process.	Currently working with the set reps to record any issues regarding courses or instructors. Collected surveys Geoff prepared at the set rep meeting on November 15, 2012.
Interdisciplinary projects/co-op	Working with Ross, Denis and Marwan to implement a program where students from different disciplines are grouped to work on a project.	Approaching the computing program head and option heads to investigate the requirements for this initiative to be implemented. Had a discussion with Bill Klug, the Computing Program Head. Received positive response. Mentioned the idea to the Dean of the School of Computing at the monthly meeting on January 17, 2013.
Investigate sustainability revolving fund (water fountains) (Support)	Working with Zac and Geoff to repair/purchase broken water fountains on campus. Hoping to utilize sustainability revolving fund for this purpose.	Recording the condition of water fountains on campus. BCIT Net Impact club involvement
Review the SA Election Process	Working with Marwan to review the annual SA election process. Hoping to implement an election with increased monitoring and structure. (separate periods for campaigning and voting, setting up voting stations etc)	No progress (Does not require an immediate attention at this point.)

<p>Improve communication between the Student Association (Chair of Computing position) and the School of computing</p>	<p>Aims to establish a regular information exchange and update sessions with the School of Computing in order to maintain open lines of communication with the Dean of the school.</p>	<p>The first monthly meeting with Steve Eccles was held on January 17, 2013. Minoru Nakano and Marwan Marwan attended. The follow-up meeting is scheduled to be held on January 23, 2013. After that, the meeting will be monthly.</p>
<p>Other Updates</p>	<p>Assigned Tasks. Other issues raised by the students.</p>	<p>Held Computing Set Rep Meeting on September 20, October 11, November 15, December 4 Currently assisting a group of students on issues with instructors. Provided a study space for a group of students to work on group assignments.</p> <p>Currently working to modify security policy regarding after-hours computer lab access in SE 12. (minimum-two-person policy and no-sleeping policy) The school is looking to modify the agreement in January. Meanwhile working with the security to prevent strict enforcement of the policy.</p> <p>Consulted students on issues regarding courses and instructors.</p> <p>Resolved the issue of the school departments claiming the ownership to one of the immigration documents from international students.</p>

Chair of the School of Energy 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Increase the number of outdoor spaces that students can use	Discussed opportunities with Glen in regards to this. Standing committee in process of being developed and this can be further looked into to keep in contact with Campus Master Planning.
Improve Student Space	Investigate the possibilities of upgrading urinals to waterless urinals	They will continue to monitor the efficiency of the waterless urinal in SW1- 3 rd floor and there are strategic plans being developed for washroom refits in either the '13/'14 or '14/'15 school year when funds are available. Through my Environmental Engineering course I will provide BCIT executives with the feasibility and environmental impact for the potential future washroom refit design with waterless urinals.
Miscellaneous Events	Facilitate the sales of used text book between students	This ideas and background are in motion currently and an implemented design for the new year (September) is the goal. Held meetings discussing the possibilities and will be looking to submit this as a student project to the School of Computing
Miscellaneous Events	Ensure that students are aware of the CtrlP online services	This item will be discussed later. There is a current email submission avenue right now. Better to wait until the new location before we focus on how to further advertise CtrlP
Develop new strategies to improve student employability outside of the classroom	Develop an engineering specific job fair (Jan/Feb)	I was advised that this would not be a suitable job for students to take on owing to the volume of work it takes. The issue around this topic focussed on co-op positions and he will be looking into this issue to make this a better process for students to alleviate the need for students to host job fairs to better the process. The BCIT job fair is great representation from engineering and meets the needs of the graduating students. Therefore, with

		<p>both of these, my intended end goal will be met for engineering students.</p> <p>There is now the possibility that this has reopened owing to the support of the BCIT Alumni Association. One of my councillor's has brought this forward to me and I will find out more information after his scheduled meeting.</p>
Work with BCIT to review BCIT policy, processes and programs	Investigate the reasons behind Part-time student parking rates and lobby BCIT to bring fairness compared to full-time status	I have gathered the necessary information regarding the parking at BCIT Burnaby Campus and I will be focusing my efforts on how to present a changed model for the better to BCIT. Will meet with the BCIT executives when school is less intense to discuss new strategies.
Work with BCIT to review BCIT policy, processes and programs	Work with BCIT to organize tours showing students "underneath" BCIT	Have discussed this with MESS to look into providing this owing to their close connection with members and can be integrated into their club events.
Improve Club Processes	Improving clubs' financially sustainability	I have met with Vince and some ideas I brought forward are not feasible with the contracts that BCIT has with the franchises. BCIT is currently working on offering student clubs discounted catering menus to help with reducing event costs. Further details will be looked into this along with other methods of helping clubs.
Daily Business		<p>Further work on my objectives. Meetings with BCIT and SA executives. Responding to emails. Was sick and away from the office for approx. 1 week.</p> <p>Meetings for objectives, set rep meetings, coordinating funding for the ESS, dealing with daily emails. Started working on recruitment for my position next year.</p>

Chair of the ATC Campus 2012/13 Strategic Objectives

Objective	Description	Current Status
Improve Student Space	Provide better entertainment for ATC students. Repair or replace foosball table located in cafeteria	
Improve Student Space	Provide privacy for the ATC weight room by partially frosting windows	Done
Miscellaneous Events	Increase SA sponsored ATC events by 100%	Done
Miscellaneous Events	Review the tutoring program for ATC students	Done
Miscellaneous Events	Increase SA employee attendance at ATC by 100%	
Provide more sustainable and/or environmental options on campus	Investigate the possibility of increasing recycling options for ATC. Offer recycling boxes, paper& drink containers and compost boxes in classrooms	
Develop new strategies to improve student employability outside of the classroom	Develop a career fair and employability information sessions for ATC specific students	Have already had one information session that was very well received, will continue to do more. Will also organise a job fair for students.
Work with BCIT to review BCIT policy, processes and programs	Work with BCIT to increase entrance standards for AME(M) program	
Get BCIT departments to offer hands-on services to ATC students (financial aid, international studies,etc)		

Review the possibilities of bringing new food options at ATC (by the SA or not)		Students are organising scheduled food deliveries.
Work with BCIT to have ATC required books available at ATC		
Improve Club Processes	Increase sanctioned clubs by 100% at ATC	Continue to promote SA sanctioned clubs and improve education of students surrounding the approval process.
Student Involvement	Increase interactions between students in different schools	Plan and organise social events in which students from all schools and campuses are invited and made to feel welcome.

Chair of the School of Transportation, Construction and the Environment 2012/13 Strategic Objectives

Objective	Description	Current Status
Continue & Expand participation of BMC & GNW.	Expand on last year's initial representation of the BCIT Marine Campus by holding Class Rep meetings monthly. Work with the School of Transportation to build on the councillor positions held by Great Northern Way students last year.	<ul style="list-style-type: none"> • January BMC Class Rep Meeting held on Jan 23: Plenty of items were updated: • Flu Shots and Yellow Fever inoculations requested. • Attended Set Rep meeting at GNW chaired by Steven Perry. He is eager to increase SA presence at the campus.
Communicate better with Transportation trades at Burnaby campus.	Work with School of Transportation to participate in discussions and communications with the School of Transportation.	<ul style="list-style-type: none"> • Discussed with Steven Perry the lack of participation from the Transportation students in Burnaby.
Lounge Committee: Perpetuation.	Continue the development of student spaces around the BCIT campuses.	<ul style="list-style-type: none"> • To be discussed at SGM.
Facilitation of industry connections with BCIT students.	Assist in connecting Students with professional industry connections in order to better prepare them for career opportunities.	<ul style="list-style-type: none"> • On hold (will be activated as requested)
Pool Tournament	Provide a school spirit event for all BCIT students.	<ul style="list-style-type: none"> • Dropped due to lack of student interest.

Construction Committee	Participate in discussion about critical decisions regarding the CBITSA renovations	<ul style="list-style-type: none"> To be discussed at council.
Implementation of Chair position at satellite campuses.	Work with the BCITSA to investigate the process and structure of implementing a paid representative position at the satellite	<ul style="list-style-type: none"> Working Group is undergoing heavy discussions to be presented at future council.
BCIT satellite trades campus (Maple Ridge)	Discover what levels of programs are present at the campus and determine the viability of representation for their campus.	<ul style="list-style-type: none"> Complete: High school with partnership with BCIT. Does not require the inclusion of SA services aside from the UPASS distribution.

ELITE

ARTICLE I

THE NAME OF THIS ORGANIZATION SHALL BE:

Elite Eleutherian, Luculent, Immarcescible, Theopneustic, Eupathy)

The abbreviated name of this club is “Elite”

PURPOSE/MISSION OF THE CLUB

ARTICLE II

The purpose of the club is to build a close well-informed community among BCIT student nursing students and to enhance student life, to enrich students experience through clubs activity, fundraisers, and giving back to community events.

MEMBERSHIP

ARTICLE III

All BCIT students are eligible to be a member of “Elite”; however, the club will have a mandate that is more nursing/health care directed. Therefore students of other programs are free to join and bring a different perspective to the club.

MEMBERSHIP FEE

ARTICLE IV

There is no membership fee, though event fees apply to any students attending off-campus events and trips. Membership can be reviewed in the upcoming year and students can join any time during the semester. If students decide to leave the club they can only “apply” again in the following year intake which will always be in the month of September.

MEMBERSHIP STRUCTURE

ARTICLE V

Membership is open to all BCIT students at large. Executive positions will be held by individuals that will be elected in every September of which only BCIT students (undergraduate) may hold executive positions. Only BCIT students /all members of the club are eligible to vote on club decision making measures.

MEMBERS/DUTIES OF MEMBERS

ARTICLE VI

All members of the clubs, including executives, shall activate according to the clubs goals and present **Constitution**. Members are expected to be respectful to other members of the club and avoid any discrimination, harassment or misconduct that may isolate members.

ELECTION OF EXECUTIVES

ARTICLE VII

Clubs executives must be part-time or full-time BCIT students in the year that they will be in the office. The executive positions are President, Vice President, Treasurer, Secretary and Board member. As the club develops further positions will be added. Elections for the following year will take place in September, and will be decided by secret ballot. Candidates are not eligible to vote. In the event that there is only one candidate for a particular position, that candidate will get this position by yes/no. There is no set number of terms one can hold a position. In the case of a tie, a revote will take place until the tie is broken.

DUTIES OF EXECUTIVES

ARTICLE VIII

President

Rather, he/she ensures that:

- The club operates according to the guidelines of its constitution.
- The club works towards its objectives as agreed upon by the membership.
- Oversee all committee activities
- The next Chairperson is trained
- Creates the agenda for further meetings.

Vice President

- Assume all the duties of the president in their absence,
- Assist in brain storming and carrying out events,
- Perform any duties delegated by the president,
- All club correspondence is monitored, and brought to the attention of the appropriate person(s)
- Co-chair all meetings
- Next Vice President is trained

Secretary

- Records of what the group has done are maintained, distributed and are accessible to all the members.
- Minutes/notes are taken at all meeting.
- Sending out emails about future meetings.
- Training the next Secretary.

Treasurer

- The bank account with the BCIT Student Association and all financial transactions for the club.
- Keep financial records and collect event fees if applicable
- Make financial report at the end of the year
- The next Treasurer is trained
- Pay bills and release fund as voted by the general Membership/President.

- The President and the Treasure will be signing authorities for the club.

Board Member

- Function is primarily as an accountable body for the study body.
- Will bring further concerns, bad practice and issues from the department.

REPLACEMENT OF EXECUTIVES/ IMPEACHMENT/DISCIPLINARY PROCESS

ARTICLE X

- A movement to impeach an executive officer may be made by any executive officer or by petition of at least 50% of its voting members. When the motion is made the President will be informed.
- 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.

FUNDS

ARTICLE XI

- ELITE 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 ELITE club 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 or/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 XII

- There shall be monthly meetings and bi-weekly executive meetings. The first meeting of the following term will be set up by the outgoing executive.
- Unless otherwise stated, the quorum for all meetings shall be 25 percent of the Active membership of the Club.
- At that meeting subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email.
- An emergency meeting can be called by any executive via email and must sent at least 48 hours prior to the meeting time.

RESPONSIBILITIES

ARTICLE XIII

The ELITE club 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 XIV

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 XV

- Constitutional amendments may be proposed by any officer. The amendment will then be voted on by AGM/SGM.

- ✓ A movement to constitutional amendments may be made by any executive officer or by petition of at least five/members. When the motion is made the 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.

Any amendment to this constitution requires a majority vote by membership.

AFFILIATIONS

ARICLE XVI

- 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 membership/executives.