



**Council Meeting
Agenda
Monday, October 19th, 2015
5:30pm-8:30pm**

- 7.1 Meeting called to order
- 7.2 Acceptance of the Agenda
- 7.3 Acceptance of Minutes: October 5, 2015
- 7.4 Progress Reports
- 7.5 New Business
 - 7.5.1 Finance Committee
 - 7.5.2 Proposed Bylaw Changes
- 7.6 Question Period
- 7.7 Councillor's Forum
- 7.8 Next Meeting: Monday, November 2nd @ 5:30pm
- 7.9 Meeting Adjournment

Council Meeting
Monday, October 19th, 2015
Minutes

Executives: Dylan Smith, President
Bradley Lindsay, VP Campus Life
Heyden Vargas, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Meghan Fisher, Business Chair
Justin Deddens, Transportation, Construction & the Environment Chair
Shubhi Singh, VP External Affairs
Navin Vidyadharan , ATC Chair
Jamie Haakons, Energy Chair
Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair

Staff: Caroline Gagnon, Executive Director
Justin Bargiacchi, Assistant to the Executive Director and HR Generalist

Councillors: Mikaela Blumke
Stuart Budd
John De Vera
Megan Euverman
Reza Filsoof
Inderpreet Gill
Josephine Grant
Justin Guggenheimer
Michael Hui
Jessica Kim
Angela (Gee En) Kim
Henry Lo
Matthew May
Shawana Michalek
Farid Mohammadi Ahwazi
Sarah Mulford
Dean Tamboline
Sarah Thomasen
Princess Valenzuela

Absent: Kristen Houwers
Morgan Latremouille
Minwoo Lee
Trevor Matthews
Jessica Ngo
Marc Vouve
Daniel Yen

Guest: Peter Lin (League of Legends Club)
Austin Cuthbert (League of Legends Club)
Sanesh Iyer (BCIT Racing Club)

7.1 Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 17:50. (34 voting members, including Chair)

- Change in process in terms of the administrative side. Previously, Caroline Gagnon has taken the minutes, but now Justin Bargiacchi will be taking them. This will allow Caroline to participate fully as an Ex-Officio member.

7.2 Acceptance of the Agenda

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

- Two club presentations will be added:
 1. BCIT Racing Club
 2. BCIT League of Legends Club

Moved by: Meghan Fisher

Seconded by: Jamie Haakons

33/0/0 Carried

7.3 Acceptance of Minutes: October 5th, 2015

Be it resolved that the Council Meeting Minutes from October 5th, 2015 be accepted as distributed.

Moved by: Stuart Budd

Seconded by: Heyden Vargas

33/0/0 Carried

7.4 Club Presentations

7.4.1 BCIT Racing Club

- Previously based out of the Mechanical Engineering Student Society (MESS), but would like to be independent this year.
- Goal is to design and build a Baha SAE (Society of American Engineers) Vehicle. Are given an engine, then need to build the vehicle around it.
- It includes engineer students, but also other disciplines such as business.

Discussion:

- Is the race in the desert? Yes, it is similar to the big event in Mexico, but elsewhere.
- Are you going to do fundraising? Yes. The cost is \$22,000. We have \$1,800 from the department and another \$1,000 from Fluor Canada LTD, as well as \$300 in free parts and services from a few other companies. We have a comprehensive approach; otherwise it would be \$500 per student. Our aim in being sanctioned is to achieve charity status for the donors and to get financial management support through the Clubs Coordinator, Amy Smith.
- Do you have instructors sponsoring you? Yes. We have two of them, both of who did it last year.

- We have an Engineering club. Could they sponsor you instead? We would prefer to be independent. Last year we were under MESS, but there were some issues with spending, as MESS would spend money allocating to racing and vice versa. Financial independence is important.
- Aside from the competition, would you be holding events throughout the year? And can any student join the events and the race? Currently, anyone can join who can contribute. Most of the current members are Mechanical students, but our goal is to have more disciplines involved. Some of the more successful teams have multiple disciplines included, especially business as there is a sales presentation involved where you try to sell your design for mass production. We would like to hold individual workshops for working on specific aspects of the car. We will also have industry nights for our sponsors and have pizza there. Finally, we will participate in an open house.
- The competition is the race correct? It is multifaceted. There are static events including the design and sales presentation, and the dynamic events including a rock crawl, hill-climb and 4 hour head-to-head race.
- Who goes to the race? Last year we had all 18 members go, but it was expensive. This year we would like to shrink it to 8. Everyone will document their work and then vote on who they feel should go. Students will also have to pay for part of the costs.

7.4.2 League of Legends Club

- League of Legends (LOL) is an online game developed by Riot Games. It is currently the biggest PC game in the world with 6.7 million players. The championships are viewed by 1.2 million viewers.
- The objective to connect different students through LOL in order to enhance their experience while at BCIT, as well as connect them to students at other schools. Most players only know each other through their gamer tags, but this club will allow them to play with people they know face-to-face.
- Riot Games also provides opportunities and resources for collegiate teams to compete. Last year, the team at UBC split a \$500,000 scholarship.
- This year we would like to have more LAN (local area network) parties, then later push contests related to art creation and cos play (costume play).

Discussion:

- Are there going to be actual events that you schedule? Once we are sanctioned, we will collect more members and push 5 versus 5 tournaments to play each weekend, then play a large tournament next semester.
- Have you contacted the UBC team to find out more about how to organize a club? I went to UBC Okanagan last year and founded their LOL team, so I have experience with structuring one.
- Do you already have people interested? Yes. We have 20 members on the Facebook group and expect more to sign up.

- What type of resources are you looking for? We would like the ability to book computer labs and help with printing advertising.
- Why do you need to be sanctioned for Riot Games to help? We would like to create a club, then Riot Games will also help. Riot will help teams who are current student members, so you do not need to be in a club.
- How does Riot Games help? Once the club is sanctioned, they send packages to hand out to members that include lanyards and other swag. They also include tools for members to connect.
- Will you need to install LOL on the lab computers? It is a small game so can run off a USB drive as most of it is web-based. We just need to book a lab.
- Are you going to reach out to other campuses? Yes, we will. We can perhaps have tournaments between Burnaby and Downtown on the fiber connection.
- Do you have statistics on how focused gaming will affect students' marks? No. Generally, if someone is going to game a lot, it will affect their academics. We will try to ensure they maintain good academic standing by enforcing a rule that students can only spend so much time gaming. Students are responsible for their own marks and some even play games in class now. We cannot control this.

7.5 Progress Reports

Dylan Smith (President)

- As submitted.

Nav Bhatti (Chair - School of Computing and Academic Studies)

- As submitted.
- LAN party is happening Friday, 2015-10-30 from 17:30 until it ends.

Meghan Fisher (Chair - School of Business)

- As submitted.

Josephine McGeer (Chair - School of Health)

- As submitted.
- I send a list of questions to ask other schools about how they do their nursing program as well.

Shubhi Singh (VP External Affairs)

- As submitted.

Caroline Gagnon (Executive Director)

- Not submitted due to vacation.

Navin Vidyadharan (Chair - Aerospace Technology Campus)

- As submitted.

Bradley Lindsay (VP Campus Life)

- As submitted.

Justin Deddens (Chair - School of Transportation, Construction and the Environment)

- As submitted.

Jamie Haakons (Chair - School of Energy)

- As submitted.

Jessica Graham (VP Finance and Administration)

- As submitted.

7.6 New Business

7.6.1 Finance Committee

- Last year our VP Finance and Administration, Allen Depa, created the Finance Committee to review the SA's monthly reports to ensure things were going well financially, as well as take a more active role in budgeting.
- Looking for 2 to 3 councillors and one other executive to form this committee.

Motion:

Be it resolved that Matthew May, Inderpreet Gil, Sarah Mulford and Jessica Graham (Chair) constitute the Finance Committee fo the BCITSA.

Moved: Jessica Graham

Second: Heyden Vargas

33/0/2 Carried

Discussion:

- No discussion.

7.6.2 Proposed bylaw changes

- For Bylaw 1, the only change is in subsection 3. The reasoning came out of our time in Alliance of British Columbia Students (ABSC). We felt it would be prudent to put some language that would protect ourselves should something go wrong while in membership with a larger body.
- The next change is in regards to the elections section. This has been worded in proper legal terms. There is now an emphasis on the a consensus, as it better reflects the spirit of how we conduct elections. If there is a deadlock, however, there is still language to move past that. That same goes for the Appeals Committee.

Start Bylaw 1

BYLAW 1- INTERPRETATION AND DEFINITIONS (amended)

1. In these Bylaws, unless the context otherwise requires:

“Act” shall mean the Society Act of British Columbia, as amended from time to time.

“AIC” shall mean the Annacis Island Campus.

“ATC” shall mean the Aerospace Technology Campus.

“Executive Director” - shall mean the senior paid staff member responsible for the day-to-day operations of the Association.

“BCIT or Institute” shall mean the British Columbia Institute of Technology.

“BCITSA or Association” shall mean the Student Association of the British Columbia Institute of Technology.

“BMC” shall mean the BCIT Marine Campus.

“Chair” shall refer to the executive board member that is a representative of a particular school or campus; there are seven (7) chairs; Chair of Aerospace Campus, Chair of the School of Business; Chair of the School of Energy; Chair of Downtown Campus; Chair of Transportation, Construction and the Environment; Chair of Health Sciences, and Chair of Computing and Academic Studies.

“Clubs” shall refer to student organizations that have been sanctioned by the BCITSA Council, pursuant to the procedures set out in Bylaw 16.

“Councillor” shall mean the appointed student constituents of each school that sits on the BCITSA Council. 5

“Council” shall mean the BCITSA student representatives, made up of 12 Executives and approximately 30 Councillors (one councillor per every 300 students approximately).

“DTC” Shall refer to the Downtown Campus.

“Executive” shall refer to the BCITSA Executive Board, consisting of the President, Vice-President of Finance and Administration, Vice-President of External Affairs, Vice-President of Campus Life, Vice-President of Student Affairs, and the Chairs.

“Honorary Member” shall mean a member of the Association that holds full speaking rights at General Meetings, but does not have the right to vote in elections, referenda, or meetings.

“Member” shall refer to any registered student at British Columbia Institute of Technology paying activity fees and in good standing, has the right to vote in elections and referenda, the right to run for and hold office in the Association, and such rights as per the Act.

“Ordinary Resolution” shall have the same meaning as given to it in the Act.

“Satellite Campus” shall refer to the BCIT Campuses other than Burnaby Campus (i.e. Aerospace Campus, Marine Campus, Annacis Island and Downtown Campus).

“Special General Meeting” shall have the same meaning given to it in the Act.

“Student” shall mean students enrolled at BCIT.

“Two-thirds (2/3) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least two (2) votes in favour for every one (1) vote opposed.

“Three-quarters (3/4) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least three (3) votes in favour for every one (1) vote opposed.

2. In these bylaws, the feminine gender and the plural shall be interpreted as the masculine and the singular and vice-versa, as per the context requires.
3. These bylaws shall be the primary governing document of the BCITSA.
 - a. These bylaws shall set forth the foundation for the structure, operation, and maintenance of the BCITSA.
 - b. These bylaws supersede all policies, procedures, and special resolutions duly passed by the BCITSA.
 - c. For greater certainty, these bylaws supersede the bylaws of any other organization of which the BCITSA is a member. No decision of the BCITSA, including the decision to join any alliance, lobbying organization, or other external group shall be considered as constituting an implied repeal of any bylaw of the BCITSA.

End Bylaw 1

Start Bylaw 11

BYLAW 11 – ELECTIONS AND APPOINTMENTS (amended)

1. The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April.
 - a. The date of the election shall be fixed by the Executive Director and the President in conjunction with BCIT not later than the last day of August the year prior to the election.

2. A Chief Returning Officer, hereinafter referred to as the CRO, shall be appointed by the Selection Committee named in (3) below, and shall chair the Election Committee and be responsible for the administration and conduct of all elections.
 - a. The CRO shall be an ex-officio member of Council during an election period.
 - b. The CRO shall coordinate with the BCIT Registrar's Office to validate candidate eligibility.

3. Selection Committee:
 - a. The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee.
 - i. The Selection Committee shall solicit applications for candidates for the Election Committee and the Appeals Committee in conjunction with the Marketing Department of the BCITSA.
 - ii. Candidates must be current BCIT students.
 - iii. The Selection Committee shall review all applications received under (i) above, interview selected candidates, and appoint successful candidates for each vacant position.
 - b. The Selection Committee shall consist of:
 - i. The Vice-President, Student Affairs
 - ii. One current Student Executive
 - iii. Two members of Senior Staff designated by the Executive Director
 - c. Notwithstanding (b)(i) and (b)(ii) above, no Student Executive running for re-election shall be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee.
 - d. No member of the Selection Committee shall be eligible to stand for election as a Student Executive.

4. Election Committee:
 - a. The Election Committee shall be composed of
 - i. The Chief Returning Officer
 - ii. Two (2) Deputy Returning Officers
 - b. Members of the Election Committee shall
 - i. Not be a current Student Executive or member of Council

- ii. Not have been a Student Executive or member of Council in the 12 months prior to their appointment.
 - iii. Not be eligible to stand for election as a Student Executive
 - iv. Be appointed for a term from October 1st to May 31st.
- c. The Election Committee shall be responsible for the interpretation of the Elections bylaw and of the electoral process. All findings of fact made by the committee shall be final, save for where such finding is patently unreasonable, such that no reasonable decision-maker could have made such a finding.
- d. The Elections Committee will rule on questions of candidate eligibility and will hear complaints filed during the election period.
- e. The Elections Committee may consult on administrative matters with
 - i. The Human Resources Generalist, and/or
 - ii. The Vice-President, Student Affairs, provided that he is not himself a candidate for election.
- f. The Elections committee shall be advised on matters of natural justice by a member of the Advocacy staff appointed by the Executive Director.
- g. Members of the Election Committee shall attend a training session organized by the BCITSA Executive Director or her designee.
- h. The Election Committee shall provide Council with a written report upon the conclusion of an election, including the results of all rulings and decisions made by either the Election Committee or the Appeals Committee, with the report to be preserved by the Association.
- i. The Election Committee shall reach decisions by consensus.
 - i. Notwithstanding 4(i) above, where it is the opinion of the Advocacy staff member appointed under 4(f) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.
- j. Decisions of the Election Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Election Committees and Appeal Committees.
- k. Members of the Election Committee shall receive an honorarium for their term, and a further stipend for each election or by-election they administer.
 - i. The amounts of remuneration permitted above shall be fixed by Council and reviewed from time to time.
- l. Any duties of the Elections Committee that fall outside of the term of the Committee under (b)(iv) above shall be carried out by the President and Vice President, Student Affairs in conjunction with the Executive Director, at their discretion.

5. Appeals Committee:

- a. An individual against whom an unfavourable decision is made by the Election Committee may appeal that decision to the Appeal Committee, which shall have jurisdiction to review decisions of the Election Committee subject to 4(c) above.

- i. An appeal of a decision made by the Election Committee must be received by the Appeals Committee not later than 24 hours after the decision of the Election Committee is issued.
- b. The Appeals Committee shall consist of three Students-at-Large, appointed by the Selection Committee. One member of Council shall be present as an observer only.
 - i. No member of the Appeals Committee shall have any prior or current relationship to either party.
- c. The Appeal Committee shall be advised on matters of natural justice by a member of the Advocacy Staff appointed by the Executive Director.
 - i. Notwithstanding (c) above, the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter.
- d. The Appeals Committee shall meet with both parties individually to hear arguments about the validity of the decision of the Election Committee, having regard to 4(c) above. Arguments shall be restricted to errors in the interpretation of these bylaws, and of the application of prior precedents. Challenges to findings of fact by the Election Committee shall only be entertained if, in the opinion of the Appeals Committee, those findings were patently unreasonable.
 - i. The Chief Returning Officer shall represent the Elections Committee and the Complainant before the Appeals Committee.
- e. After hearing arguments, the Appeals Committee shall meet in camera with the member of the Advocacy Staff appointed under (c) above to make its decision on the appeal.
- f. The Appeals Committee shall reach decisions by consensus.
 - i. Notwithstanding 5(f) above, where it is the opinion of the Advocacy staff member appointed under 5(c) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.
- g. Decisions of the Appeals Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Appeals Committees.
- h. A decision will be rendered within 48 hours of the filing of the appeal with all parties present.
 - i. Notwithstanding (g) above, where all parties are unable to be present within the prescribed deadline, the Appeals Committee shall render its decision in writing and transmit the decision to all parties.
- i. Decisions of the Appeals Committee are final and are not subject to further appeal or review.
- j. Prior to hearing an appeal, members of the Appeals Committee shall receive a training session from a member of the Advocacy staff designated by the Executive Director.

6. Elections:

- a. The Notice of Elections shall be posted at least two (2) weeks prior to the opening date for nominations in the official Association publication and shall include the following:
 - i. The date of the elections and the hours during which the polls will be open.
 - ii. The locations(s) and the method(s) of the polling.
 - iii. The opening and closing dates for nominations, where the nomination forms may be obtained, and where the nomination forms may be submitted to the BCITSA.
 - iv. The positions of the Executives for which Nominations are being called.
- b. Voting stations may be set up with the permission of the Elections Committee for the purpose of encouraging students to vote.

7. Nominations:

- a. All candidates must:
 - i. Be members of the Association
 - ii. Be full-time students based on BCIT criteria
 - iii. Be in good standing with the Association
 - iv. Have a minimum of sixty-five percent (65%) previous term standing GPA.
- b. Any ATC candidate must be a full-time student with a minimum of 10 months left in his/her consecutive study period as of June 1st.
- c. Any DTC candidate must have a minimum of one course at the downtown campus in addition to meeting BCIT full-time requirements for the duration of his/her time in office.
- d. Submit complete nominations packages to the CRO within dates provided.
- e. Elected Executive posts shall be as follows:
 - i. President
 - ii. Vice President Finance and Administration
 - iii. Vice President Student Affairs
 - iv. Vice President External
 - v. Vice President Campus Life
 - vi. Chair of the School of Business
 - vii. Chair of the School of Health Sciences
 - viii. Chair of the School of Energy
 - ix. Chair of the School of Transportation, Construction & the Environment
 - x. Chair of the School of Computing & Academic Studies
 - xi. Chair of the ATC
 - xii. Chair of the DTC

8. Campaigning

- a. Campaigning shall begin upon the adjournment of the "All candidates meeting" until the close of the polls.
- b. The use of lewd, indecent, or suggestive material or the defamation of campaign materials, irrespective of the form they may take is prohibited. A candidate using such materials or acting in such a manner shall be disqualified upon the decision of the Election Committee.
- c. Campaign materials shall only endorse one candidate.
- d. Candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance.
- e. Campaign materials shall not bear slogans which are the same or similar to those of other candidates.
- f. No campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof.
- g. Members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from discussing the election publicly and/or online until the results of the election have been announced.
- h. Candidates who are BCITSA employees or volunteers shall not be permitted to campaign during their working hours.
- i. Except in cases of self-endorsement, no current Student Executive or BCITSA employee shall publicly endorse any candidate.
- j. Candidates shall not solicit endorsements from any Student Executive.
- k. The campaign expenses incurred by any one candidate must not exceed seventy-five (75) dollars. The use of club funds or Association funds is prohibited. All campaign expenditures are to be accounted for and submitted to the CRO after the date of the elections.
 - i. For the purpose of calculating campaign expenses, any in-kind donations shall be counted at their market value.
- l. All campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results.

9. Polls and Voting

- a. All members (full and part-time) in good standing as defined by BCIT will be eligible to cast a vote.
- b. Vote count should occur immediately upon the closing of the voting system.
- c. The candidate who receives the largest number of accepted ballots shall be declared elected subject to ratification by Council.
- d. Candidates can appeal the results to the Election Committee within 24 hours of the results being announced.

- e. The use of electronic devices for voting shall be permitted. However soliciting or coercion will result in the disqualification of a candidate.
- f. Any candidate running uncontested for a position in a general election or by-election must be declared elected by a majority vote in the form of a yes-no vote.

10. Elected Executives

- a. Elected Executives shall attend the Association Executive orientation as scheduled by the Association Executive Director and attend, if possible, Council meetings, as guests, to familiarize themselves with the affairs of the Association.

11. Appointment of Councillors:

- a. The students of the five (5) Schools and the ATC/DTC listed in the Bylaws shall be represented on the Association Council according to the following method based on enrollment figures as of September 15th of that academic year. Council ratio is one councillor per every 300 full- time students.
- b. Each School shall be represented by at least one councillor from that School. The ATC and DTC chairs shall also be represented by at least one Councillor.
- c. Each Councillor shall be selected by the School Chair and is accountable to them. It is intended that the selection of Councillors if possible reflect the make-up of students within the School they are chosen from.
- d. The Residence Student Councillor, Aboriginal Student Councillor and International Student Councillor shall be selected by the Chair of the School of Computing and Academic Studies

End Bylaw 11

Discussion:

- So the changes are just to avoid a deadlock? Yes. We have not had issues previously however.
- Annacis Island Campus (AIC) is not included. It should be added. We will add under the term "Act", "'AIC" shall mean the Annacis Island Campus'
- Should we change the he or she pronouns? No. In section 1, it addresses this. Feminine and plural shall also mean masculine or singular and vice versa depending on the context.
- Are we going to include the future new chairs for Biomarine Campus (BMC) and AIC? Not yet. That will occur in a Special General Meeting, as the Annual General Meeting will be too late.

Motion:

Be it resolved that Bylaw #1 and Bylaw #11 be presented to membership at the AGM as distributed.

Moved: Bradley Lindsay

Second: Justin Deddens

25/5/5 Carried

7.7 Question Period

- What will be included in the status updates from the Executive Director moving forward? It will include things like updates on renovations and parts of the Strategic Plan. Council passes the budget, but historically has not known the details. Will bring about 5 points per meeting.
- Shubhi will send out eh External Advocacy Document.
- How can we get more students involved in reviews like the one happening for the Computer Science Technology program? Currently being addressed. Nav will have a meeting with Barry Hogan (Dean Academic Planning & Quality Assurance) and Steve Eccles (Associate VP Education Resources) soon to find out more.
- How does Jessica plan on promoting more school spirit in her role as VP Finance and Administration? Would like to hold more events where students from various schools inside BCIT get a chance to do something fun. Many students do not get involved due to lack of worthwhile activities to do.

7.8 Councillor Forum

- For future meetings, could we have a template for motions brought forward? Yes. Last year we did a better job by including motions in the agenda. We do that again moving forward.
- Will iClickers be used again for voting? Yes. Not sure when exactly though.

7.9 Next Council Meeting: Monday, November 2nd, 2015

Next Council Meeting is scheduled for Monday, November 2nd, 2015 at 17:30. Location to be determined.

7.10 Meeting Adjournment

It was moved by Justin Deddens and seconded by Stuart Budd that the meeting be adjourned.

18:18 **Carried**

Name & Position	Relative Priority	Objective Description	Objective Status	Position Update
Dylan Smith - President	1	Strengthen BCITSA Board internal workings and governance to facilitate smooth transition between different years of executives	Had a discussion with the executives about creating a new document that will ease transition between executives. I will be working with SA staff to move this project forward.	
	4	Bring car-sharing programs to BCIT. This objective is a carry forward from last year.	Car2Go spots are in place on campus and ready for students to use. Progress has been made on Zipcar and Modo as well. I will provide further updates as available.	
	2	Reform elections process to ensure more fair and impartial elections in the future	Language has been drafted for council to approve to send to membership at the AGM meeting in Novmeber. Thanks to Sameer for his assistance in this process.	
	3	Work to strengthen relations between BCITSA and BCIT Admin & Governance	No change since last report, still working to generate tactics to complete objective	
Jessica Graham - VP of Finance & Administration		Promote Importance of School Involvement, Boost School Spirit,		New to this position. I want to Adapt as quickly as possible to the VP Finance & Admin position.
		Organize a fun and interactive charity/fundraising event		
		Promote Financial Management Program- BCIT School of Business		
Heyden Vargas - Vice President Student Affairs		Explore the possible replacement of outdated water fountains with water refill stations.	Justin and I have started to brainstorm the different locations that could benefit having an upgraded water station. Justin is looking after the north bulidings. I am looking after the south bulidings.	Attended the Student Spaces Committee Meeting
		Create a yearly, SA-run survey on what services to improve to benefit students.	Will sit down with James Foran to discuss how marketing can help with this objective.	
		Advocate for more notification from BCIT to students when there will be lost service that impacts daily commute within campus. (Example: an app or text service if an elevator is down or computer lab closure.)	I contacted Mark Dale, Senior Director of the Facilities and Campus Development Department. He directed me to Dylan Rickard. Dylan told me that my objective was being worked on by Larry Vezina and a committee. Larry emailed back and told me the committee was dissolved because that couldn't find a consensus about the development of this system. Dylan offered to meet with myself to discuss the objective further and see how we can work together. I contacted Sameer to invite him to the meeting and have him as a contact to push the issue.	

Name & Position	Relative Priority	Objective Description	Objective Status	Position Update
Bradley Lindsay - VP of Campus Life		Deliver tours to new and returning students on Orientation Day.	Completed	
		FroshFest 2015	Completed	
		End of the Year Party	Not Started	
		Rec Services	Have received positive news from BCIT executives regarding the continued efforts to work with Rec Services. We will be receiving reports from Rec services regarding facilities, and rec programming shortly and will begin to find out what is lacking and what students need moving forward.	First clubs funding application meeting was performed and all allocations were given to clubs.
Shubhi Singh - VP of External				
	1	Extend U-Pass to Part Time Students	Was interviewed by Estefania from the Link in regards to U-pass. Still working to reschedule meeting with BCIT to talk about u-pass.	Attended board training for the Alumni Association board. Will be presenting awards at the 2015 BCIT Entrance Awards and Fall Scholarship Awards Ceremony for the School of Construction and the Environment, and the School of Health Sciences, on behalf of the Alumni Association. Attended UBC AMS's council meeting as a gesture of goodwill and relationship building. Will be having an introductory meeting with VP External of SFSS. Talked to CBC about the special balloting that took place on campus- had an average of 200 BCIT students who voted each day.
	3	Establish and maintain good relations with the BCGEU	No progress at the moment. Hoping to have an introductory meeting with some BCGEU executives at the BCIT 50th gala.	
	2	Advocate for the needs of Trades students	Final edits are being made to the Trades Students' Needs Research paper.	
	4	(Refer to External Advocacy-Strategy Document 2015)	As I was unable to attend, Dylan presented to the BC Select Standing Committee of Finance on my behalf.	
Meghan Fisher - Chair of Business				
		Strengthen the School of Business relationships with industry associations	Talked with Career Services / Contacting Program heads for more input and information	Set Rep Meeting on Oct 27th
		Improve communication flow from the SA to the students in the School of Business	Documenting all current ways / creating doc for future chairs	
Jamie Haakons - Chair of Energy				
	1	Work towards the creation of the School of Engineering at BCIT	No progress	Hosting first Set Rep meeting Wednesday Oct 14th
	2	Save energy at BCIT	Discussed with program heads from Mechanical Engineering department. Met with enthusiasm, and further plans have been made to ensure lab equipment is shut down when not in use. Still developing plan with IT Services to organize shutdowns of lab computers at night and on weekends.	
	3	Make BCIT's Sustainability Committee actionable	Awaiting first meeting	

Name & Position	Relative Priority	Objective Description	Objective Status	Position Update
Nav Bhatti - Chair of Computing & Academics		Organize and Hold 2nd Annual Canadian Undergraduate Computer Science Conference	Website in progress, also working with designer to redesign branding for the new iteration of the conference	Issue of equipment in labs as been resolved.
		Increase Computer Science Technology (CST) social awareness and networking opportunities through LAN parties/game jams/other events	Talks with Relic on sponsorships for LAN fell through, but this won't affect the overall logistics of the event. Currently in the process of finalizing tournament structure and organizing volunteers	
		Assist CST program review currently being carried out by faculty and staff.	Will be meeting with Barry Hogan along with the Dean and Associate Dean on November 5th	
Fee McGeer - Chair of Health Science	1	Continue to develop Inter-Professional Education (IPE) in BCIT Health Sciences	Continuing to promote IPE events with set reps	
	3	Improve the reliability and credibility of nursing courses (including clinical and pharmacology)	Discussed with fellow executives other methods of information gathering. Partnered with Heyden to investigate the clinical experience of nursing students at other institutions. Meeting schedules with Associate Dean and with the Program Advisory Committee in November.	
	2	Improve underutilized space for students to study and socialize (including area next to SE12)	No progress	
Justin Deddens - Chair of Transportation, Construction & Environment	2	Improve/upgrade the water fountains to water refill stations	Heyden and I began gathering information on different types of refill stations and began tallying which fountains need to be replaced	Held first BMC set rep meeting last Thursday. More set rep positions at Burnaby campus have been filled this past week (didn't run October meeting due to having less than 50%)
	2	Improve the waste/recycling program at BCIT	No progress	
	1	Create ways to engage the Trades and Transportation students with the SA	Met with Deans + Associate Deans of respective schools. Beginning to plan events geared towards these students (ideally monthly)	
	1	Renaming credentials of Architectural Science program from "Bachelor of Tech." to "Bachelor of Architectural Science"	Application submitted. Awaiting review	
Emilio Da Silva - Chair of Downtown Campus		Improve Relationships at Downtown Campus	Had advocacy and career services come to speak at set rep meeting.	Held first set rep meeting, had an excellent turnout from international students. Have raised awareness on SA services at DTC. Had elections Canada come and talk to students about the importance of voting Downtown and
		Improve International Experience at Downtown Campus	Have taken ideas from ISEP students on program improvement. Will be meeting with ISEP head in near future.	

Name & Position	Relative Priority	Objective Description	Objective Status	Position Update
		Strengthen Bylaws relating to Downtown Campus to support more students downtown.	No progress	
		Work with BCIT and SA bodies on external events	Went to event on Oct 8th with NASP and other IT students. Will have career services external event on Oct 28th. Additional event on Nov 10. Confucius Institute events on Oct 31 and Nov 7th.	
		Advocate for BCIT facilities to make changes at Downtown Campus.	Have gathered materials from other student experiences and recorded experience from previous event. Have made a case to be brought forward to BCIT regarding room 825.	
Navin Vidyadharan - Chair of Aerospace Technology Campus				
		Solve the parking issue at the ATC	no progress to report	
		Improve recreation facilities at the ATC	Sent layout of the Rec area to Justin B. Haven't heard back from him yet. Larry has given us the green signal for the renovation of the contemplation room as per Heyden's and my plans.	
		Introduce counseling services at the ATC	no further progress	
		Promote Health and Hygiene Awareness on campus	Requests for posters have been sent out to the marketing department.	Attended a meeting with the Associate Dean regarding changing graduation days from Wednesdays to Fridays to let students get the best advantage out of their tuition fees and give admin time to compile marks and to get their Certificates ready by graduation. Held Set Rep meeting on Wednesday, October 7th.
		Better networking between alumni and present students	Chantel and I started a Facebook group to network the present students with graduating classes to promote better academic excellence and better employment opportunities.	
Caroline Gagnon - Executive Director				

BYLAW 1- INTERPRETATION AND DEFINITIONS

1. In these Bylaws, unless the context otherwise requires:

“Act” shall mean the Society Act of British Columbia, as amended from time to time.

“ATC” shall mean the Aerospace Technology Campus.

“Executive Director” - shall mean the senior paid staff member responsible for the day-to-day operations of the Association.

“BCIT or Institute” shall mean the British Columbia Institute of Technology.

“BCITSA or Association” shall mean the Student Association of the British Columbia Institute of Technology.

“BMC” shall mean the BCIT Marine Campus.

“Chair” shall refer to the executive board member that is a representative of a particular school or campus; there are seven (7) chairs; Chair of Aerospace Campus, Chair of the School of Business; Chair of the School of Energy; Chair of Downtown Campus; Chair of Transportation, Construction and the Environment; Chair of Health Sciences, and Chair of Computing and Academic Studies.

“Clubs” shall refer to student organizations that have been sanctioned by the BCITSA Council, pursuant to the procedures set out in Bylaw 16.

“Councillor” shall mean the appointed student constituents of each school that sits on the BCITSA Council. 5

“Council” shall mean the BCITSA student representatives, made up of 12 Executives and approximately 30 Councillors (one councillor per every 300 students approximately).

“DTC” Shall refer to the Downtown Campus.

“Executive” shall refer to the BCITSA Executive Board, consisting of the President, Vice-President of Finance and Administration, Vice-President of External Affairs, Vice-President of Campus Life, Vice-President of Student Affairs, and the Chairs.

“Honorary Member” shall mean a member of the Association that holds full speaking rights at General Meetings, but does not have the right to vote in elections, referenda, or meetings.

“Member” shall refer to any registered student at British Columbia Institute of Technology paying activity fees and in good standing, has the right to vote in elections and referenda, the right to run for and hold office in the Association, and such rights as per the Act.

“Ordinary Resolution” shall have the same meaning as given to it in the Act.

“Satellite Campus” shall refer to the BCIT Campuses other than Burnaby Campus (i.e. Aerospace Campus, Marine Campus, Annacis Island and Downtown Campus).

“Special General Meeting” shall have the same meaning given to it in the Act. **“Student”** shall mean students enrolled at BCIT.

“Two-thirds (2/3) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least two (2) votes in favour for every one (1) vote opposed.

“Three-quarters (3/4) Resolution of Council” shall mean a resolution adopted at a Council Meeting where there are at least three (3) votes in favour for every one (1) vote opposed.

2. In these bylaws, the feminine gender and the plural shall be interpreted as the masculine and the singular and vice-versa, as per the context requires.

3. These bylaws shall be the primary governing document of the BCITSA.

- a. These bylaws shall set forth the foundation for the structure, operation, and maintenance of the BCITSA.
- b. These bylaws supersede all policies, procedures, and special resolutions duly passed by the BCITSA.
- c. For greater certainty, these bylaws supersede the bylaws of any other organization of which the BCITSA is a member. No decision of the BCITSA, including the decision to join any alliance, lobbying organization, or other external group shall be considered as constituting an implied repeal of any bylaw of the BCITSA.

BYLAW 11 – ELECTIONS AND APPOINTMENTS

1. The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April.
 - a. The date of the election shall be fixed by the Executive Director and the President in conjunction with BCIT not later than the last day of August the year prior to the election.
2. A Chief Returning Officer, hereinafter referred to as the CRO, shall be appointed by the Selection Committee named in (3) below, and shall chair the Election Committee and be responsible for the administration and conduct of all elections.
 - a. The CRO shall be an ex-officio member of Council during an election period.
 - b. The CRO shall coordinate with the BCIT Registrar's Office to validate candidate eligibility.
3. Selection Committee:
 - a. The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee.
 - i. The Selection Committee shall solicit applications for candidates for the Election Committee and the Appeals Committee in conjunction with the Marketing Department of the BCITSA.
 - ii. Candidates must be current BCIT students.
 - iii. The Selection Committee shall review all applications received under (i) above, interview selected candidates, and appoint successful candidates for each vacant position.
 - b. The Selection Committee shall consist of:
 - i. The Vice-President, Student Affairs
 - ii. One current Student Executive
 - iii. Two members of Senior Staff designated by the Executive Director
 - c. Notwithstanding (b)(i) and (b)(ii) above, no Student Executive running for re-election shall be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee.
 - d. No member of the Selection Committee shall be eligible to stand for election as a Student Executive.
4. Election Committee:
 - a. The Election Committee shall be composed of
 - i. The Chief Returning Officer
 - ii. Two (2) Deputy Returning Officers
 - b. Members of the Election Committee shall
 - i. Not be a current Student Executive or member of Council

- ii. Not have been a Student Executive or member of Council in the 12 months prior to their appointment.
 - iii. Not be eligible to stand for election as a Student Executive
 - iv. Be appointed for a term from October 1st to May 31st.
 - c. The Election Committee shall be responsible for the interpretation of the Elections bylaw and of the electoral process. All findings of fact made by the committee shall be final, save for where such finding is patently unreasonable, such that no reasonable decision-maker could have made such a finding.
 - d. The Elections Committee will rule on questions of candidate eligibility and will hear complaints filed during the election period.
 - e. The Elections Committee may consult on administrative matters with
 - i. The Human Resources Generalist, and/or
 - ii. The Vice-President, Student Affairs, provided that he is not himself a candidate for election.
 - f. The Elections committee shall be advised on matters of natural justice by a member of the Advocacy staff appointed by the Executive Director.
 - g. Members of the Election Committee shall attend a training session organized by the BCITSA Executive Director or her designee.
 - h. The Election Committee shall provide Council with a written report upon the conclusion of an election, including the results of all rulings and decisions made by either the Election Committee or the Appeals Committee, with the report to be preserved by the Association.
 - i. The Election Committee shall reach decisions by majority vote.
 - j. Decisions of the Election Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Election Committees and Appeal Committees.
 - k. Members of the Election Committee shall receive an honorarium for their term, and a further stipend for each election or by-election they administer.
 - i. The amounts of remuneration permitted above shall be fixed by Council and reviewed from time to time.
 - l. Any duties of the Elections Committee that fall outside of the term of the Committee under (b)(iv) above shall be carried out by the President and Vice President, Student Affairs in conjunction with the Executive Director, at their discretion.
5. Appeals Committee:
- a. An individual against whom an unfavourable decision is made by the Election Committee may appeal that decision to the Appeal Committee, which shall have jurisdiction to review decisions of the Election Committee subject to 4(c) above.

- i. An appeal of a decision made by the Election Committee must be received by the Appeals Committee not later than 24 hours after the decision of the Election Committee is issued.
 - b. The Appeals Committee shall consist of three Students-at-Large, appointed by the Selection Committee. One member of Council shall be present as an observer only.
 - i. No member of the Appeals Committee shall have any prior or current relationship to either party.
 - c. The Appeal Committee shall be advised on matters of natural justice by a member of the Advocacy Staff appointed by the Executive Director.
 - i. Notwithstanding (c) above, the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter.
 - d. The Appeals Committee shall meet with both parties individually to hear arguments about the validity of the decision of the Election Committee, having regard to 4(c) above. Arguments shall be restricted to errors in the interpretation of these bylaws, and of the application of prior precedents. Challenges to findings of fact by the Election Committee shall only be entertained if, in the opinion of the Appeals Committee, those findings were patently unreasonable.
 - i. The Chief Returning Officer shall represent the Elections Committee and the Complainant before the Appeals Committee.
 - e. After hearing arguments, the Appeals Committee shall meet in camera with the member of the Advocacy Staff appointed under (c) above to make its decision on the appeal.
 - f. Decisions of the Appeals Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Appeals Committees.
 - g. A decision will be rendered within 48 hours of the filing of the appeal with all parties present.
 - i. Notwithstanding (g) above, where all parties are unable to be present within the prescribed deadline, the Appeals Committee shall render its decision in writing and transmit the decision to all parties.
 - h. Decisions of the Appeals Committee are final and are not subject to further appeal or review.
 - i. Prior to hearing an appeal, members of the Appeals Committee shall receive a training session from a member of the Advocacy staff designated by the Executive Director.
6. Elections:

- a. The Notice of Elections shall be posted at least two (2) weeks prior to the opening date for nominations in the official Association publication and shall include the following:
 - i. The date of the elections and the hours during which the polls will be open.
 - ii. The location(s) and the method(s) of the polling.
 - iii. The opening and closing dates for nominations, where the nomination forms may be obtained, and where the nomination forms may be submitted to the BCITSA.
 - iv. The positions of the Executives for which Nominations are being called.
 - b. Voting stations may be set up with the permission of the Elections Committee for the purpose of encouraging students to vote.
7. Nominations:
- a. All candidates must:
 - i. Be members of the Association
 - ii. Be full-time students based on BCIT criteria
 - iii. Be in good standing with the Association
 - iv. Have a minimum of sixty-five percent (65%) previous term standing GPA.
 - b. Any ATC candidate must be a full-time student with a minimum of 10 months left in his/her consecutive study period as of June 1st.
 - c. Any DTC candidate must have a minimum of one course at the downtown campus in addition to meeting BCIT full-time requirements for the duration of his/her time in office.
 - d. Submit complete nominations packages to the CRO within dates provided.
 - e. Elected Executive posts shall be as follows:
 - i. President
 - ii. Vice President Finance and Administration
 - iii. Vice President Student Affairs
 - iv. Vice President External
 - v. Vice President Campus Life
 - vi. Chair of the School of Business
 - vii. Chair of the School of Health Sciences
 - viii. Chair of the School of Energy
 - ix. Chair of the School of Transportation, Construction & the Environment
 - x. Chair of the School of Computing & Academic Studies
 - xi. Chair of the ATC
 - xii. Chair of the DTC

8. Campaigning

- a. Campaigning shall begin upon the adjournment of the “All candidates meeting” until the close of the polls.
- b. The use of lewd, indecent, or suggestive material or the defamation of campaign materials, irrespective of the form they may take is prohibited. A candidate using such materials or acting in such a manner shall be disqualified upon the decision of the Election Committee.
- c. Campaign materials shall only endorse one candidate.
- d. Candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance.
- e. Campaign materials shall not bear slogans which are the same or similar to those of other candidates.
- f. No campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof.
- g. Members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from discussing the election publicly and/or online until the results of the election have been announced.
- h. Candidates who are BCITSA employees or volunteers shall not be permitted to campaign during their working hours.
- i. Except in cases of self-endorsement, no current Student Executive or BCITSA employee shall publicly endorse any candidate.
- j. Candidates shall not solicit endorsements from any Student Executive.
- k. The campaign expenses incurred by any one candidate must not exceed seventy-five (75) dollars. The use of club funds or Association funds is prohibited. All campaign expenditures are to be accounted for and submitted to the CRO after the date of the elections.
 - i. For the purpose of calculating campaign expenses, any in-kind donations shall be counted at their market value.
- l. All campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results.

9. Polls and Voting

- a. All members (full and part-time) in good standing as defined by BCIT will be eligible to cast a vote.
- b. Vote count should occur immediately upon the closing of the voting system.
- c. The candidate who receives the largest number of accepted ballots shall be declared elected subject to ratification by Council.
- d. Candidates can appeal the results to the Election Committee within 24 hours of the results being announced.

- e. The use of electronic devices for voting shall be permitted. However soliciting or coercion will result in the disqualification of a candidate.
- f. Any candidate running uncontested for a position in a general election or by-election must be declared elected by a majority vote in the form of a yes-no vote.

10. Elected Executives

- a. Elected Executives shall attend the Association Executive orientation as scheduled by the Association Executive Director and attend, if possible, Council meetings, as guests, to familiarize themselves with the affairs of the Association.

11. Appointment of Councillors:

- a. The students of the five (5) Schools and the ATC/DTC listed in the Bylaws shall be represented on the Association Council according to the following method based on enrollment figures as of September 15th of that academic year. Council ratio is one councillor per every 300 full- time students.
- b. Each School shall be represented by at least one councillor from that School. The ATC and DTC chairs shall also be represented by at least one Councillor.
- c. Each Councillor shall be selected by the School Chair and is accountable to them. It is intended that the selection of Councillors if possible reflect the make-up of students within the School they are chosen from.
- d. The Residence Student Councillor, Aboriginal Student Councillor and International Student Councillor shall be selected by the Chair of the School of Computing and Academic Studies