

Council Meeting Agenda
Monday, September 23rd, 2019
5:30pm – 7:30pm
SE2 324 Council Chambers

- 4.1 Call to Order
- 4.2 Welcome & Introductions
- 4.3 Acceptance of the Agenda
- 4.4 Old Business
 - 4.4.1 Executive Director's Report - *Caroline G.*
 - 4.4.2 Executive Objectives - *Executive team*
- 4.5 New Business
 - 4.5.1 Summer Executive Committee Meeting Minutes - *Justin C.*
 - 4.5.2 Councillor Appointment to Selection Committee - *Miranda C.*
 - 4.5.3 Overview of Committees - *Committee Chairs*
- 4.6 Open Forum
- 4.7 Reminders
 - 4.7.1 New Councillor Training: 2019-09-30 @ 17:30 in SE2 Council Chambers
 - 4.7.2 Next Council Meeting: 2019-10-07 @ 17:30 in SE14 (Library)**Summit Centre**
 - 4.7.3 Council mingler to follow next Council meeting in Habitat (19+ bring ID)
- 4.8 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, September 23rd, 2019
Minutes

- Executives:** Miranda Campbell – VP Student Experience
Justin Cervantes – President
Brin Farrell – Chair, Schools of Transportation, Construction & the Environment
Raynen Jamieson – Chair, School of Energy
L.T. Le – Chair, School of Health Sciences
Adam Nguyen – VP Equity & Sustainability
Steven Palfrey – VP External
Louis-Philippe Rivest Giguere – Chair, School of Computing & Academic Studies
Rose Salm – VP Finance & Administration
Hunter Sones – Chair, School of Business
Dawson Verboven – Chair, Downtown Campus
- Satellite Councillors:** Myka Gowler – Annacis Island Campus
Ashley Obeck – Marine Campus
- Staff:** Caroline Gagnon - Executive Director
Darla Willisroft - Administrative Coordinator
- Councillors:**
- | | |
|--------------------------|------------------|
| Mina Arab Khedri | Brianne Lee |
| Kayla Arbez | Gary Moon |
| Ophelia Bar-Lev-Wise | Macus Ong |
| Lloyd Carleton | Emma Raine |
| Evelyn Chan | Felix Ruttan |
| Adriana de Oliveira Lima | Grant Smith |
| Parm Dhaliwal | Andrea So |
| Robin Fityk | Anika Tabaschum |
| Craig Goodison | Monique Tan |
| Ruby Hsu | Kaitlyn Thompson |
| Delaney Hunt | Hunter Van Dyke |
| Cailo Kapronczai | Kay Yeh |
| Takeshi Keber | |
- Regrets:** Muhammad Abdullah
Andriy Goryelov
- | |
|----------------|
| Katie McLellan |
| Paige Purcha |
| Kai Zhang |

4.1 Meeting Called to Order

The Chairperson, Justin, calls the meeting to order at 17:45 (37 voting members, including Chair).

4.2 Welcome & Introductions

- Council briefly introduces themselves.

4.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Justin Cervantes

Seconded by: Monique Tan

36/0/0 Carried

4.4 Old Business

4.4.1 Executive Director's Report

- See attached.

4.4.2 Executive Objectives

- See attached.
- The Executives introduce their objectives for the year. The Executives should be held accountable by Council for progress towards them.

4.5 New Business

4.5.1 Summer Executive Committee Meeting Minutes

- See attached.
- An overview of each meeting is provided.

4.5.2 Councillor Appointment to Selection Committee

- See attached.

Motion:

Be it resolved that Monique Tan is appointed to the Selection Committee for a term ending 2020-05-31.

Moved by: Miranda Campbell

Seconded by: Emma Raine

Discussion:

- Are they eligible for running in elections the following year?

- No, but if they decide at a later date to run in the election they can withdraw from the committee.
- When would most of the workload occur?
 - During the by-election in October, and during the general elections in the spring.

Motion:

Be it resolved that Monique Tan is appointed to the Selection Committee for a term ending 2020-05-31.

Moved by: Miranda Campbell

Seconded by: Emma Raine

32/0/4 Carried

4.5.3 Overview of Committees

- See attached.
- Committee Chairs introduce the committees to Council. Committees will be filled at the next meeting; Council members interested in joining a committee need to fill out a brief application indicating their interest.

Discussion:

- What is the budget for the Student Spaces Development Committee? Is this committee for shopping?
 - About \$135,000; we have to abide by what BCIT will allow in the spaces, but it is more of a committee to guide the shopping.
- Are club executives allowed to be on the Clubs Committee?
 - Councillors cannot be appointed to it if they are in an executive position in a club.
- Does the Bylaw Committee create new bylaws, or is it just a review of existing?
 - Would start at looking for any existing holes in the current bylaws before creating new ones. It is up to what the committee would like to focus on. The committee reviews and makes recommendations to council for changes, anyone can bring ideas forward to the committee.

4.6 Open Forum

- Janet Routledge reached out and would like to collect stories from students and their experience with student loans. She will be presenting these on 2019-10-07 to the Legislative Assembly.
- What is the SA doing to encourage the youth vote in the Federal Election?
 - As long as you're eligible to vote, you can vote on the Burnaby campus. Materials have been received to promote the elections.

- Canadian Blood Donation clinic will be on campus 2019-09-27.
- ATC By-Election is underway.
 - Nomination period: 2019-10-03 to 2019-10-04 at 16:00
 - Voting period: 2019-10-15 to 2019-10-18 at 14:00
 - Results declared: 2019-10-18 at 16:30

4.7 Reminders

4.7.1 New Councillor Training: 2019-09-30 @ 17:30 in SE2 Council Chambers

4.7.2 Next Council Meeting: 2019-10-07 @ 17:30 in SE14 (Library) Summit Centre

4.7.3 Council Mingler to follow next Council meeting in Habitat (19+ bring ID)

4.8 Meeting Adjournment

It was moved by Justin Cervantes and seconded by Steven Palfrey that the meeting be adjourned.

32/0/4 Carried

The meeting was adjourned at 19:05.

Item 4.4.1: Executive Director's Report

- **Retail Operations:** All of our stores are on the right trajectory to meet budget projections. In the first two weeks of September:
 - Geared Up served 1,925 customers and made \$65,000 in sales;
 - Stand Central in SE2 served 5,608 customers and made \$22,000 in sales;
 - Stand South in SE12 served 7,744 customers and made \$37,000 in sales;
 - Pavilion served 10,363 customers and made \$81,000 in sales;
 - To compare, Stand North in NE1 during the first two weeks in September last year, served 7,068 customers and made \$52,000 in sales

Now that most school supplies have been purchased for Back-to-School and traffic patterns for customers as it relates to class schedules have been normalized, all retail locations will continue to work towards achieving sales targets.

- **Catering:** All the hard work has paid off as the new catering processes are in place and working well for both internal and external clients. There were training sessions for all internal staff who order catering. They were invited to do a walk through of the new processes.

The Catering Department is now producing on average seven paid catering orders per week. They also are providing daily grab and go food for the Pavilion operation. With management change at the Catering kitchen and Wayburne Cafe sales have increased significantly. The catering kitchen is now fully staffed and looking forward to provide great food for all our clients.

- **Habitat Pub:** This year, we want to show what the Habitat Pub is capable of accomplishing; overall excellent service, a great environment, and great food. The Service Manuals (Front and Back of House) have greatly helped develop and set standards for new hires. We also have new tools to improve knowledge and selling skills. These new tools include: our allergy awareness and nutrition guide, which explains in detail all ingredients that goes into our menu items and provide information related to dietary restrictions; and a new Draft Beer guide to improve product knowledge and enhance customer experience.

We are excited to introduce our weekly Trivia Nights to be held on Wednesdays. Supported by Whistler Brewing, we will provide exciting evenings of fun, games, great specials and giveaways. We foresee great traction with students wanting to make the Habitat Pub a release and unwind from their hectic school lives.

- **Student Development and Career Services:** We are ramping up to our first big events of the year including:
 - Sept 25 – Professional Headshots at DTC
 - Sept 26 – Early Stage Funding: Ask an Expert event with Entrepreneurship Services
 - October 1 – Tech Industry Days at DTC
 - October 1 – 4 - SUSO (Speak Up Speak Out) – a week of mental health initiatives including Doggie Destress Day and a Pride Social
 - October 7 – 10 – Employer Week at BBY
 - October 22 – Tech Startups: Panel Event at DTC with Entrepreneurship Services
- **Riipen Partnership:** Riipen is a Vancouver-based Future of Work company with offices in Vancouver, Calgary, Toronto, and Montreal. Their cloud-based software enables students at accredited post-secondary institutions to engage directly with employers through meaningful experiential learning. BCIT Student Association and Riipen will join forces this fall to deliver experiential learning experiences to students through a pilot funded by RBC

Future Launch. You can expect to see Riipen featured at Industry Days events, through Peak Leadership, an upcoming Hackathon, and other avenues throughout the school year.

- **Satellite Campuses:** Two satellite program coordinators have been hired to work out of satellite campuses. Their focus is to support the Councillors and Executives, as well as to represent the SA at these campuses. They will work closely with the Student Services, Advocacy and Marketing & Events teams to ensure smooth program delivery.

2019/2020 Executive Objectives

Name	Position	#	Objective
Justin Cervantes	President	1	Explore opportunities for enhancing experiential learning on campus
		2	Reduce dependencies on student fees
		3	Create benchmarks and KPIs for understanding how we successfully our organization operates
Rose Salm	VP Finance & Administration	1	Increase financial literacy of the Executive Board by conducting a basic info session in advance of the Annual General Meeting
		2	Conduct campaign in conjunction with Campus Print & Copy, faculty, and career-oriented associations to increase utilization of Print & Copy services around Industry Days and recruit seasons
		3	Review bylaws surrounding Councilor and Committee selection processes
Miranda Campbell	VP Student Experience	1	Create a platform such as an interactive website for clubs to communicate with each other as well as the SA to do joint club events and share resources/events
		2	Create cross-campus connections that allows satellite campuses to feel just as connected to the BCIT culture just as Burnaby is. This includes events and competitions, or maybe even class projects that can be done with students from other campuses.
Adam Nguyen	VP Equity & Sustainability	1	Bring Multicultural Day Event at the Great Hall
		2	Create a Sustainability and Equity Committee, and from there, working with a team to begin an initiative (an emphasis with future perpetuity)
		3	To influence a change in at least in one BCIT policy (particularly concerning sustainability / equity)
Steven Palfrey	VP External	1	Facilitate the Upass Referendum + Investigate Upass Contract
		2	Lobby to Government on a Municipal, Provincial, and Federal level with at least two trips to Victoria
		3	Identify rezoning opportunities near BCIT Burnaby Campus
Hunter Sones	Chair, School of Business	1	Creating a method for Executives' objective continuity
		2	Increase SA Services engagement among School of Business students
Raynen Jamieson	Chair, School of Energy	1	Develop a new framework for effective set rep meetings to be handed down to future chairs
		2	Increase communication between students and faculty about capstone funding, increase capstone funding, and move EXPO to SW1
		3	*Reserved for objective(s) created by set rep meetings*
Louis-Philippe Rivest Giguere	Chair, School of Computing & Academic Studies	1	Create a network to empower female tech students
		2	Continue and improve existing SoCAS engagement and wellness events, specifically the Sun Run and the LAN Party
		3	Facilitate student insight into industry though career-oriented connections

Item 4.4.2

L.T. Le	Chair, School of Health Science	1	Working with BCITSA objective 5: "Expand Student Mental Health Literacy", I would like to champion the creation of a peer to peer program supporting mental health and resiliency
		2	Raise awareness and provide naloxone kits year round to students
		3	Advocate for the creation of a BCIT Student Refugee Program
Brin Farrell	Chair, Schools of Transportation, Construction & Environment	1	Develop a strategy to enhance support and services for Applied & Natural Science students
		2	Develop a comprehensive program for the new Student Centre that refines space allocation and incorporates student and staff stakeholders in the planning process
Dawson Verboven	Chair, Downtown Campus	1	Help support the students in the ISEP program at DTC by making sure they have resources to succeed
		2	Generate more clubs that are DTC oriented. Create a culture of clubs that transition between program years
		3	Push for exam scheduling at DTC to be on par with the Burnaby campus. Exam schedules should be seamless between campuses.

Item 4.5.2: Councillor Appointment to Selection Committee

Suggested Motion: “Be it resolved that _____ (1 councillor) is appointed to the Selection Committee for a term ending May 31, 2020.”

The Selection Committee conducts its business mainly over email or teleconference, and appoints qualified non-partisan students to serve on the Elections Committee (Nov 1 – May 31) and to the Appeals committee (appointed for any given by-election or election). The workload is light, but committee members will gain experience evaluating resumes and applications, and assessing applicants for professionalism and independent thinking.

The applicable section of [bylaws](#) are:

“12.18 The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee, shall be supported by senior staff members of the Association as designated by the Executive Director, and shall consist of the following individuals:

- (a) Vice President Student Experience;
- (b) one current Executive to be appointed by the Executive Board;
- (c) one Councillor, to be appointed by Council, subject to the following restrictions and exceptions:
- (d) any Executive running for re-election shall not be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee;
- (e) no member of the Selection Committee shall be eligible to stand for election as an Executive;”

Item 4.5.3: Overview of Committees

STUDENT SPACES DEVELOPMENT COMMITTEE

WHAT DOES THIS COMMITTEE DO?

Determine use of Student Space Fund

Facilitate design development decisions for SA spaces

POWER OF COMMITTEE: Approve use of Student Space Fund

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

Chair: Chair TCE

Vice Chair: VP Equity & Sustainability

4 Councillors, appointed by Council

Executive Director or designee (non-voting)

WHY JOIN?

- Collaborate on exciting campus development projects
- Ensure the student spaces fees adequately meet student needs and desires
- Leave behind tangible changes
- Meet imperative stakeholders

SKILLS YOU CAN GAIN:

- Budgeting and cost allocation
- Stakeholder management
- Qualitative research
- Strategic planning
- Inductive reasoning

OTHER RELEVANT INFORMATION:

This committee is not responsible for decisions related to the new student building.

RELATED BYLAW

12.8 The Student Spaces Development Committee shall, with respect to all BCITSA space development, facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA, shall grant or deny, in its sole discretion, any requests for funds to be drawn from the Student Space Fund, and shall consist of the following individuals:

- (a) the Chair of the School of Transportation, Construction and the Environment, as chair;
- (b) the Vice President Equity and Sustainability, as vice-chair;
- (c) four Councillors, to be appointed by Council; and
- (d) the Executive Director or designee thereof, in a non-voting capacity.

- 12.9 The Student Spaces Development Committee shall meet at least once a month to discuss any issues related to BCITSA space development.
- 12.10 Emergency Student Spaces Development Committee meetings may be held at the discretion of the chair of the Committee by providing 24-hour notice to the Student Spaces Development Committee members.
- 12.11 The Student Spaces Development Committee shall make best efforts to co-operate with each other to best achieve the Student Spaces Development Committee goals. If the Student Spaces Development Committee is unable to reach consensus on a matter, the Student Spaces Development Committee members in attendance at a meeting of the committee may resolve the issue by majority vote.
- 12.12 The chair of the Student Spaces Development Committee, or a Committee member designated thereby, shall report at Council meetings following each Students Spaces Development Committee meeting any appropriate information.

CLUBS COMMITTEE

WHAT DOES THIS COMMITTEE DO?

Review club activity
Make funding decisions
Make recommendations for club-related motions (eg. sanctioning)
POWER OF COMMITTEE: Recommend to Council; oversight to clubs

TIME COMMITMENT: Monthly meetings from September – May

COMMITTEE COMPOSITION:

Chair: VP Student Experience
Vice Chair: VP Equity & Sustainability
3 Councillors, appointed by Council
Executive Director or designee (non-voting)

WHY JOIN?

- Because you're passionate about it! All clubs and societies need passionate people to guide them and if you love being involved, then it's the place for you.
- Because it looks amazing on your resume. Employers look for these types of roles and the skills you develop in them. They are a proven catalyst for job prospects.
- To join the club community. The communities of students engaged in clubs and societies are tight-knit. You will meet others involved in clubs across BCIT's campuses and make new friends in the process.

- To lead the way in supporting clubs. As a committee member, you can influence how decisions on funding and club sanctioning are made. Your voice IS important, especially since you get to vote in the committee!

SKILLS YOU CAN GAIN:

You will develop a whole new skillset and improve skills you didn't even realise you had! This includes:

- The ability to think critically, analytically, creatively, and laterally
- An understanding of basic finance
- Independence of thought
- Ability to think strategically
- Ability to operate as part of a team
- Effective interpersonal and communication skills

OTHER RELEVANT INFORMATION:

Once appointed to Clubs Committee, Councillors are required to vacate any pre-existing voting role in a club. Councillors can participate in club activities outside of any decision making within it.

RELATED BYLAW

12.1 The Clubs Committee shall, with respect to all of BCITSA's Clubs, facilitate the determination of the distribution of the annual Club funds provided by the BCITSA annual budget, and shall consist of the following individuals:

- (a) the Vice President Student Experience, as chair;
- (b) the Vice President Equity and Sustainability, as vice-chair;
- (c) three Councillors, to be appointed by Council, none of whom shall, upon appointment, serve in any capacity that grants him or her any voting role in any Association-sanctioned Club; and
- (d) the Executive Director or any designee thereof, in a non-voting capacity.

12.2 If the Vice President Student Experience is unable to chair the Clubs Committee, Vice President Equity and Sustainability will chair the Clubs Committee.

12.3 The Clubs Committee shall meet at least every month during the academic year (September to May) to discuss club funding, and any issues related to Club activities and events affecting Student life.

12.4 Emergency Clubs Committee meetings may be held at the call of the Vice President Student Experience by providing 24-hour notice to the Clubs Committee members.

12.5 The Clubs Committee shall make best efforts to co-operate with each other to best achieve the Clubs Committee's goals. If the Clubs Committee cannot reach consensus on a matter, the Clubs Committee members in attendance at a Clubs Committee meeting may resolve the issue by majority vote.

12.6 The Vice President Student Experience shall report at Council meetings following each Clubs Committee meeting any appropriate information. If the Vice President Student Experience cannot attend at the Council Meeting to make a required report, Vice President Equity and Sustainability will report at the Council Meeting;

(a) this report shall include any recommendations for motions regarding matters related to Association-sanctioned Clubs. For greater certainty, this provision shall be construed as applying to existing, proposed, suspended, and de-sanctioned Clubs.

12.7 The Clubs Committee shall grant or deny, as it sees fit and in its sole discretion, any funding requests submitted by the Clubs on a monthly basis.

ADVOCACY & POLICY COMMITTEE

WHAT DOES THIS COMMITTEE DO?

Inform Council of policy-related issues/opportunities at BCIT & Government level
Develop proposals for Council
Take action and advocate on behalf of BCIT Student Association

POWER OF COMMITTEE: Propose to Council

TIME COMMITMENT: Monthly meeting (1-2 hours) + pre-readings (20 Minutes)

There will optional trips, scheduling will be collaborative and inclusive.

COMMITTEE COMPOSITION:

Chair: VP External
Executives: VP Equity & Sustainability & VP Student Experience
2-4 Councillors, appointed by Council
≥1 Advocacy Staff (*ex officio*)
Executive Director or designee (*ex officio*)

WHY JOIN?

- Get involved in municipal, provincial, federal politics, and meet with government branches from advanced education to budget and finance committees.
- Connect with leadership from BCIT, Deans, and learn about the organizational structures that operate in the background.
- Be part of leading changes from U-Pass agreements that benefit more students, to lowering educational expenses through open educational resources.

SKILLS YOU CAN GAIN:

- Learn how to take advantage of government programs & proposals.
- Research & persuasive writing
- How to lobby & soft skills when engaging with public figures

OTHER RELEVANT INFORMATION:

Be passionate about issues that affect students! We need people who are listening and engaging with their peers to make sure that there's good representation.

RELATED BYLAW

12.45 The Advocacy and Policy Committee shall be responsible for reviewing matters of public policy and studying the same, and shall consist of the following individuals:

- (a) The Vice President External, as chair;
- (b) The Vice President Equity and Sustainability;
- (c) The Vice President Student Experience;
- (d) Between two and four members of Council, to be appointed by Council;
- (e) One or more Advocacy Staff, in an ex officio capacity; and
- (f) The Executive Director or a designee thereof, as an ex officio member.

12.46 The Committee shall meet at least monthly to discuss matters of public policy. Emergency meetings may be held at the discretion of the chair by providing 24-hour notice to the members of the Committee.

12.47 The Advocacy and Policy Committee shall make best efforts to co-operate with each other to best achieve the Committee's goals. If the Committee is unable to reach consensus on a matter, the Committee members in attendance may resolve the issue by majority vote, such decision to be included in the minutes of the Committee accompanying the proposed policy position.

12.48 The chair of the Advocacy and Policy Committee, or a Committee member designated thereby, shall report at Council meetings any proposed policy positions.

BYLAW COMMITTEE

WHAT DOES THIS COMMITTEE DO?

Review Bylaws

Make recommendations for amendments to Bylaws & governance procedures

POWER OF COMMITTEE: Propose to Council

TIME COMMITMENT: Min. 1 meeting every 2 months; more often before AGM & SGM(s)

COMMITTEE COMPOSITION:

Chair: VP Finance & Administration

2 Councillors, appointed by Council

Executive Director or designee (*ex officio*)

WHY JOIN?

- If you're passionate about rules being fair, Bylaw Committee reviews the SA's bylaws during its meetings and makes recommendations accordingly. This is a good opportunity to spot and correct items whose wording may be inadvertently unfair or unclear!
- View and discuss any proposed changes to the bylaws before they are put to council.

SKILLS YOU CAN GAIN:

- Build critical analysis skills
- Effective communication skills
- Learn how to word bylaws clearly and concisely

OTHER RELEVANT INFORMATION:

There is a lot of reading. Pre-reading will probably be required before meetings.

RELATED BYLAW

12.13 The Bylaw Committee shall conduct a review of BCITSA's Bylaws at least once during each elected term of the VP Finance & Administration, shall propose governance procedures for adoption by Council, and shall consist of the following individuals:

- (a) the Vice President Finance and Administration, as chair;
- (b) two Councillors, to be appointed by Council; and
- (c) the Executive Director or a designee thereof, as an *ex officio* member.

12.14 The Committee shall meet at least bi-monthly to discuss any necessary amendments to the bylaws of the Association. Emergency meetings may be held at the discretion of the chair by providing 24-hour notice to the members of the Bylaw Committee.

12.15 The Bylaw Committee shall make best efforts to co-operate with each other to best achieve the Bylaw Committee's goals. If the Bylaw Committee is unable to reach consensus on a matter, the Bylaw Committee members in attendance at a meeting of the committee may resolve the issue by majority vote, such decision to be included in the minutes of the Bylaw Committee accompanying the proposed Bylaw change.

12.16 The chair of the Bylaw Committee, or a Committee member designated thereby, shall report at Council meetings any proposed amendments to the Bylaws.

12.17 The Bylaw Committee shall prepare such documents as are necessary to propose any amendments agreed upon pursuant to Bylaw 12.15 at the Association's Annual General Meeting and/or Special General Meeting(s), and shall take all such further steps or actions necessary or desirable to effect any amendment of these Bylaws that is authorized and approved by resolution at such meeting.

FINANCE COMMITTEE

WHAT DOES THIS COMMITTEE DO?

Review monthly financial statements
Ensure transparency & access to financial documents
Review annual budget
POWER OF COMMITTEE: Oversight

TIME COMMITMENT: Monthly meeting

COMMITTEE COMPOSITION:

Chair: VP Finance & Administration
Vice-Chair: Executive appointed by Council
2 Councillors, appointed by Council

WHY JOIN?

- If you're curious about the financial workings of a non-profit, this is a great learning opportunity.
- Learn about the composition and process of our investment portfolio. We will occasionally meet with our Portfolio Manager, who will be able to answer any more detailed questions you might have regarding the nature of our investments.
- Advocate for financial statement transparency by questioning the budget and overseeing the monthly financial statements

SKILLS YOU CAN GAIN:

- Enhanced financial literacy
- Strengthen critical thinking with financial statements
- Basic investment knowledge

RELATED BYLAW

12.42 The Finance Committee shall be formed as a standing committee to facilitate the oversight and effective financial operations of the Association, and shall consist of the following individuals:

- (a) Vice President Finance and Administration, as chair;
- (b) one Executive, as vice-chair, as appointed by Council; and
- (c) two Councillors, as appointed by Council.

12.43 The Finance Committee shall:

- (a) review the monthly financial statements of the Association on a monthly basis;
- (b) ensure the transparency of, and facilitate access to, all of the financial documents of the Association with respect to the Members;

(c) review the annual budget of the Association within a reasonable time prior to the presentation of such annual budget at the Annual General Meeting.

12.44 Failure by the Finance Committee to review the annual budget of the Association prior to the Annual General Meeting in accordance with Bylaw 12.42 shall not relieve any party of its duty to prepare and present the annual budget of the Association at such meeting in accordance with these Bylaws, and shall not invalidate such presentation in any way.