

**Notice of BCITSA Special General Meeting (5:30 PM, April 20th, 2020)**  
**and Proposed Amendments to Bylaws**

**Added on April 17th:**

In anticipation of Monday's Special General Meeting, the Association has determined that electronic participation by members will be best facilitated through the *Microsoft Teams* platform currently used for Council Meetings.

The Special General Meeting can be accessed by all members in good standing of the BCIT Student Association via [this link](#).

For attendees who may be unfamiliar with the system, the meeting will be chaired by the President, and only one person at a time is recognized to speak. A speaker's list recording who wishes to speak next is maintained by the chair, and all members of the Association, whether members of Council or not, have the same speaking rights.

If you plan to participate in the meeting via a computer, you *may* download Microsoft Teams in advance but it is not necessary; however, the system does work best on its own installed apps. Participating via an internet browser is also an option for computer users. If you plan to participate via a smart phone, only the app works. It can be downloaded from the [Google Play store](#) or the [Apple App Store](#).

When you arrive in the meeting, please type your full name in the chat and please indicate if you wish to attend the Council meeting taking place afterwards. During Council, only members of Council may speak, move motions, or vote; however, members of the Association are permitted to speak during "Open Forum," which occurs at the end of the meeting. If you are interested in viewing the Council meeting, please email Crystal at [cman@bcitsa.ca](mailto:cman@bcitsa.ca) for more details.

**Posted on March 30th:**

At its regular biweekly meeting of the BCITSA Council, a Special Resolution was passed with the requisite 2/3 majority threshold, directing the President to call an SGM for Monday April 20th at 5:30pm, the details of which are outlined below.

Accordingly, the Association shall host such an SGM, and shall communicate in advance the logistical means by which members may participate electronically. The full motion reads as follows:

*"Moved by Rose, seconded by Andrea*

*Be it resolved that, pursuant to section 11 of the Bylaws, the President call a Special General Meeting, to take place at 5:30pm on Monday April 20th, prior to the next Council meeting.*

*Be it further resolved that the following items shall constitute the agenda for the Special General Meeting, being chiefly those amendments to Bylaws adopted unanimously by the Bylaw Committee on March 25th:*

1. *Call to Order*
2. *Adoption of Agenda*

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3. *Consideration of Bylaw Amendments:*

1. *Standardizing and harmonizing the structure of Committees of councillors, and other Association committees;*

2. *Reforming the appointment mechanism for the Satellite Councillors, the Indigenous Councillor, the International Councillor, and the Residences Councillor;*

3. *Adding one duty to the portfolio of Vice President, Equity & Sustainability;*

4. *[subsequently included within 3.1 and 3.7) Modernizing the terminology and practices to accord with modern practices, regarding AGM, budgets, and the audited financial statements;*

5. *[not proceeded with at this time] Resolving contradictions between sections of Bylaws, such as enhancing the independence of committees;*

6. *[not proceeded with at this time] Reconciling instances where provisions or phrasing are out of sync with law or each other;*

7. *Routine housekeeping amendments of a technical nature (4 in total); and*

8. *[not proceeded with at this time] should Council wish, draft amendments to rename Satellite Councillor positions."*

Special General Meeting Agenda

Monday, April 20th, 2020

5:30pm – 7:30pm

*Electronic Participation to be facilitated*

1. Call to Order
2. Acceptance of the Agenda
3. Committee standardization amendments (one motion)
4. Certain Councillor appointment amendments (one motion)
5. Addition of one Vice President duty amendment (one motion)
6. Routine housekeeping amendments (one motion, four proposals)
7. Meeting Adjournment

**Special General Meeting**  
**Monday, April 20<sup>th</sup>, 2020**  
**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:** Ashley Obeck – Marine Campus  
Myka Gowler – Annacis Island Campus
- Staff:** Caroline Gagnon – Executive Director  
Crystal Man – Administrative Coordinator  
Stewart McGillivray – Government Relations Strategist
- Councillors:**
- |                      |                 |
|----------------------|-----------------|
| Muhammad Abdullah    | Baldeep Litt    |
| Mina Arab Khedri     | Matthew Miller  |
| Kayla Arbez          | Gary Moon       |
| Ophelia Bar-Lev-Wise | Macus Ong       |
| Parm Dhaliwal        | Felix Ruttan    |
| Craig Goodison       | Andrea So       |
| Sean Green           | Anika Tabaschum |
| Ruby Hsu             | Kay Yeh         |
| Brianne Lee          |                 |
- Regrets:**
- |   |                  |
|---|------------------|
| Yasmeen Ali   | Emma Raine       |
| Danny Cameron – Chair, Aerospace<br>Technology Campus | Jordan Robinson  |
| Lloyd Carleton  | Grant Smith      |
| Adriana de Oliveira Lima                              | Kaitlyn Thompson |
| Delaney Hunt  | Hunter Van Dyke  |
| Cailo Kapronczai                                      | Weylin Waters    |
| Takeshi Keber   | Kai Zhang        |

<b>Students:</b>	Clinton Fernandes	Student
	Yasmin Gardy	Student
	Sungwoo Kim	Student
	Charles Mah	Student
	Claire McCallum	Student
	Rebekah Muntelwit	Student
	Skye Nguyen	Student
	Richard Park	Student
	Danny Zaporozan	Student

### 1.0 Meeting Called to Order

The Chairperson, Justin, calls the meeting to order at 17:41 (36 voting members, including Chair).

### 2.0 Acceptance of the Agenda

**Motion:**

Be it resolved that BCITSA accept the agenda as distributed.

*Moved by: Hunter Sones*

*Seconded by: Miranda Campbell*

**Unanimous**

**Carried**

*17:45 Two councillors enter. The count is now 38.*

### 3.0 Committee Standardization amendments

- See attached.
- Mainly routine housekeeping amendments to standardize and harmonize committee structures.

**Motion:**

Be it resolved that the committee standardization amendments be adopted as presented.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**Amendment to the Motion:**

Be it resolved that the committee standardization amendments be amended by correcting the following typographical errors:

- harmonizing the capitalization of words at the beginning of each clause;
- in 12.9(b), change "Cubs" to "Clubs";

- in 12.9(d)(i), change "provisions" to "provision";
- in 12.11(b) change "Proposed" to "propose";
- in 12.12(a) change "ad" to "and";
- in 12.12(d) change "it's" to "its";
- in the pre-existing 12.36, moved to Bylaw 8, add spacing to "SchoolorSatellite" so that it reads as "School or Satellite"

*Moved by: Rose Salm*

*Seconded by: Steven Palfrey*

**28/0/9**

**Carried**

**Motion:**

Be it resolved that the committee standardization amendments be adopted as amended.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**25/0/12**

**Carried**

17:56 Executive enters. The count is now 39.

**4.0 Certain Councillor Appointment amendments**

- These amendments will shift the responsibility of appointing certain Councillors from single Executives to the entire Executive Committee over the summer months.

**Motion:**

Be it resolved that the councillor appointment amendments be accepted as presented.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**30/0/8**

**Carried**

**5.0 Addition of One Vice President Duty amendment**

- See attached.
- The VP QS is a newly created role with relatively fewer duties compared to the other executives. The Bylaw Committee would like to add a project to the role.

**Motion:**

Be it resolved that the addition of one vice president duty amendment be adopted as presented.

*Moved by: Rose Salm*

*Seconded by: Steven Palfrey*

**27/0/11**

**Carried**

**6.0 Routine Housekeeping amendments**

- See attached.

**Motion:**

Be it resolved that the routine housekeeping amendments be adopted as presented.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**35/0/3**

**Carried**

**7.0 Meeting Adjournment**

It was moved by Miranda Campbell and seconded by Raynen Jamieson that the meeting be adjourned.

**26/0/12**

**Carried**

The meeting was adjourned at 18:09.

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**Standardizing and harmonizing the structure of Committees of councillors, and other Association committees**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

*That Bylaw 12 be repealed in its entirety;*

*That each applicable section of Bylaw 12 be enacted in the following ways:*

- *Provisions relating to Set Rep Committees are re-assigned to Bylaw 8, as outlined below.*
- *Provisions relating to the Executive Committee are re-assigned to Bylaw 6, as outlined below.*
- *Provisions relating to the Selection Committee, Election Committee, and Appeals Committee are re-assigned to Bylaw 5 and Regulation 5, as outlined below.*
- *The remaining provisions are set out below, as relates to the Clubs Committee, Student Spaces Development Committee, Bylaw Committee, Finance Committee, and Advocacy & Policy Committee.*

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*That the new Bylaw 12 read as follows:*

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12. COMMITTEES

**Standing Committees**

12.1 There shall be the following Standing Committees of the Association:

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee; and
- (e) Advocacy & Policy Committee.

12.2 Each Standing Committee shall have the following members:

- (a) A Chair, who shall be designated in Bylaws;
- (b) One Executive, as vice-chair, as appointed by the Executive Committee, such appointment to be reviewable under 6.4(d);
- (c) Between two and four members of Council, to be appointed by Council; and
- (d) The Executive Director or a designee thereof, as an *ex officio* member.

12.3 Outside the Summer Months, each Standing Committee shall meet once a month, but committee members may decline to hold a meeting if there is insufficient business and each member has unanimously consented in writing to cancel the meeting.

12.4 Each Chair of a Standing Committee, or a vice-chair in their absence, shall report to Council on the Committee's work in the preceding month.

12.5 Each Standing Committee shall make best efforts to co-operate with each other to best achieve the Committee's goals. If the Committee cannot reach consensus on a matter, the Committee members in attendance at a meeting of the Committee may resolve the issue in accordance with *Robert's Rules of Order, Newly Revised*.

12.6 Quorum for transacting business shall be equivalent to the next whole number greater than 50% of the Committee's voting membership. In the absence of quorum, members may nonetheless discuss business but cannot making binding decisions of any sort.

12.7 Emergency meetings of the Committee may be held at the discretion of the Committee Chair by providing 72-hour notice to the Committee members.

12.8 Council may create any Ad Hoc Committee, from time to time, subject to the following:



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- (a) Notice to Council must be provided for any motion establishing an Ad Hoc Committee;
- (b) Prior to such notice being given, the Executive Board shall have considered the matter at a previous meeting;
- (c) The motion establishing an Ad Hoc Committee shall state the purpose of the Committee, shall designate its Chair, and shall specify if the Committee expires on the 31st of May or upon completion of its work, whichever is earlier;
- (d) The provisions of Bylaw 12 governing the membership and procedures for Standing Committees shall apply to any Ad Hoc Committee.

**Duties of each Standing Committee**

12.9 The Clubs Committee shall:

- (a) 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;
- (b) Grant or deny, as it sees fit and in its sole discretion, any funding requests submitted by Clubs on a monthly basis;
- (c) not include as a member of the Committee any Councillor who continues, upon appointment by Council, to serve in any capacity that grants him or her any voting role in any Association-sanctioned Club; and
- (d) Cause its Chair, or vice-chair as the case may be, to report any appropriate information to the Council meeting following each Committee meeting, such report to include the following:
  - (i) any recommendation for motions regarding matters related to Association-sanctioned Clubs. For greater certainty, this provisions shall be construed as applying to existing, proposed, suspended, and de-sanctioned Clubs.

12.10 The Student Spaces Development Committee shall:

- (a) With respect to all BCITSA space development, facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA;
- (b) grant or deny, in its sole discretion, and requests for funds to be drawn from the Student Space Fund; and
- (c) review any other matters assigned to it by Council.

12.11 The Bylaw Committee shall:

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- (a) Conduct a review of BCITSA's Bylaws at least once during the elected term of each VP Finance & Administration;
- (b) Proposed governance procedures for adoption by Council;
- (c) Prepare such documents as are necessary to propose any amendments agreed upon by Committee for the Association's Annual or Special General Meetings;
- (d) 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 Annual or Special General Meeting, as the case may be; and
- (e) review any other matters assigned to it by Council.

12.12 The Finance Committee shall:

- (a) Facilitate the oversight and effective financial operations of the Association;
- (b) review the monthly financial statements of the Association;
- (c) ensure the transparency of, and facilitate access to, all the financial documents of the Association with respect to the Members;
- (d) review the annual budget of the Association within a reasonable time prior to its presentation and adoption by Council;
- (e) review the financial statements of the Association within a reasonable time prior to the the Annual General Meeting, subject to the following:
  - (i) Failure by the Committee to review the annual budget of the Association prior to the Annual General Meeting in accordance with Bylaw 12.12(e) shall not relieve any party of its duty to prepare and present the financial statements at such a Meeting in accordance with these Bylaws, and shall not invalidate such presentations in any way; and
- (f) review any other matters assigned to it by Council.

12.13 The Advocacy & Policy Committee shall:

- (a) Be responsible for reviewing matters of public policy and studying the same;
- (b) Adopt, as needed, external policy positions for consideration and adoption by the Association; and
- (c) review any other matters assigned to it by Council.

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*That sections 12.35 to 12.37 of Bylaws regarding Set Representative Committees be re-enacted at the end of Bylaw 8:*

(\_) Set Representatives Committees shall be formed for each School or Satellite Campus for the purpose of facilitating a structure for communication between Chairs/ Satellite Councillors and their respective Set Representatives, each Set Representatives Committee which shall consist of all of the Set Representatives from the applicable School or Satellite Campus.

(\_) Each Set Representatives Committee shall be chaired by the Chair of such School or Satellite Campus, as the case may be.

(\_) Each Set Representatives Committee shall have meetings per the frequency established by the Chair. If a Set Representative will be absent, he or she shall designate another Student to attend the committee meeting in his or her place, such substitute to be drawn from the same set as the absent Set Representative.

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*That sections 12.38 to 12.41 of Bylaws regarding Executive Committee be re-enacted at the end of Bylaw 6:*

(\_) The Executive Committee shall be formed as a standing committee to facilitate the operations of the Association, particularly during the Summer Months in lieu of Council and its standing committees, and shall consist of the following individuals:

(a) the Executives, as voting members; and

(b) the Satellite Councillors, as non-voting members.

(\_) The Executive Committee shall:

(a) during the Summer Months, have and perform all of the powers, duties and obligations vested in Council and its standing committees pursuant to these Bylaws;

(b) meet at least once per month during the Summer Months for purposes of exercising the powers of Council and its standing committees;

(c) create, implement, amend or replace, or cause the creation, implementation, amendment or replacement of, the BCITSA Strategic Vision, from time to time; and

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(d) meet at least once per month in respect of all months that are not Summer Months for purposes of discussing progress made with respect to the BCITSA Strategic Vision.

(\_) Each voting member of the Executive Committee shall be entitled to one vote on any motion coming before it.

(\_) At the first meeting of Council following the Summer Months, a report of all business conducted by the Executive Committee during the Summer Months shall be presented to Council for information purposes only.

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*That sections 12.18 to 12.34 of Bylaws regarding Selection Committee, Election Committee, and Appeals Committee be re-enacted at the end of Bylaw 5.*

**Reforming the appointment mechanism for the Satellite Councillors, the Indigenous Councillor, the International Councillor, and the Residences Councillor**

*Moved by \_\_\_\_\_, seconded by \_\_\_\_\_*

*That the Bylaws be amended in the following ways to assign responsibility to the Executive Committee collectively for the appointment of Satellite Councillors, Housing Student Councillor, Indigenous Student Councillor, and International Student Councillor.*

- 1. Definitions in 1.1(vv) be amended by replacing “Vice President Student Experience” with “the Executive Committee”;*
- 2. Add an additional responsibility of the Executive after 4.6(k) -*

*“(\_) During the Summer Months, select the Housing Student Councillor, Indigenous Student Councillor, and International Student Councillor;”*

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3. *Combine sections 7.1(e) and (f), while replacing each reference to a Vice-President with the phrase “the Executive Committee,”;*
4. *In section 7.1(h), replace “each Chair or VP” with “those,”;*
5. *Delete Vice President Student Experience and Vice President Equity & Sustainability responsibilities for Councillor appointment by repealing 7.3(d)(vi) and (ix) and by repealing 7.3(e)(viii).*
6. *Amend section 7.3(f)(vi) by replacing the phrase “Satellite Councillors” with “Satellite Campuses,”;*
7. *Amend section 7.4 by replacing the phrase “the Vice-President, Student Experience, with the assistance of the BCITSA Human Resources Department” with “the Executive Committee,”;*
8. *Amend section 9.8(b) by replacing the phrase “the Vice President by whom they were appointed” with “the President,”*

**Adding one duty to the portfolio of Vice President, Equity & Sustainability**

*Moved by \_\_\_\_\_, seconded by \_\_\_\_\_*

*That Bylaw 7.3(e) be amended by adding the following section:*

- (\_) once during the fall and once during the spring, execute one or more projects or initiatives which promotes at BCIT one or more of the United Nations Sustainable Development Goals.

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**Routine housekeeping amendments of a technical nature**  
**(4 in total)**

***(includes “[subsequently included within 3.1 and 3.7) Modernizing the terminology and practices to accord with modern practices, regarding AGM, budgets, and the audited financial statements”)***

*Moved by \_\_\_\_\_, seconded by \_\_\_\_\_*

*That the Bylaws be amended by replacing the phrase “Controller” with “Director of Finance” throughout the Bylaws, specifically in 1.1(y) [definitions], 15.2(c)(ii) [disbursements], 20.2 [seal], 21.3 [inspection of records], and 22.2(d) [Officers].*

*That section 10.4(a)(i) be amended by replacing the entirety of paragraph (a) with the following:*

*“(a) in relation to the most recent fiscal year ending May 31st, and”*

*That the following amendments be made in Bylaws 10 and 11 regarding notice provisions for Annual General Meetings and Special General Meetings:*

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- *in 10.2 and 11.3, replace the phrase “thirteen (13) days” with the phrase “twenty-one (21) days,”; and*
- *In 10.2(b) and 11.3(b), delete the full section relating to official publications, and renumber accordingly.*