



Annual General Meeting
Agenda
Monday, November 16, 2015
5:30-8:30pm

1. Meeting called to order
2. Acceptance of the Agenda
3. President's Report : Dylan
4. Report on Audited Financial Statements
5. [Click here to see 2014-2015](#)
6. Auditors Appointment for 2015/2016
7. Meeting Adjournment

**Annual General Meeting
Monday, November 16th, 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
Roland Gagel, Controller
Justin Bargiacchi, Assistant to the Executive Director and HR Generalist
- Councillors:**
- | | |
|---------------------|------------------------|
| Mikaela Blumke | Angela (Gee En) Kim |
| Stuart Budd | Henry Lo |
| John De Vera | Trevor Matthews |
| Megan Euverman | Matthew May |
| Kristen Houwers | Farid Mohammadi Ahwazi |
| Inderpreet Gill | Sarah Mulford |
| Josephine Grant | Jessica Ngo |
| Justin Guggenheimer | Dean Tamboline |
| Morgan Latremouille | Sarah Thomasen |
| Michael Hui | Princess Valenzuela |
| Jessica Kim | Marc Vouve |
- Absent:** Reza Filsoof
Minwoo Lee
- Shawana Michalek
Daniel Yen
- Guest:** Romano Giancarlo, Accountant (Smythe CPA)
Anita Johnson, Partner (Smythe CPA)
Hussain Haji, Manager (Smythe CPA)

1. Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 17:57. (35 voting members, including Chair)

- Meeting is open to all BCITSA members.

2. Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

Moved by: Jamie Haakons

Seconded by: Trevor Matthews

34/0/0 Carried

3. President's Report

Dylan Smith, President, goes over highlights from the 2014/2015 year.

- Busy year with several major initiatives.
- Career Services funding was passed in 2013/2014 referendum. Career Services has now been implemented and is up and running. It has been well-received by students. Did a number of workshops, career fairs and presentations. Started in September 2014 with 1 staff member and now have 4.
- Began the renovations on the Career and Student Resource Centre (CSRC) and the new staircase between the 2nd and 3rd level. Look forward to the completion of the centre.
- Childcare is running at capacity with 25 children. It is utilized by staff and students and BCIT, as well as the community. Are looking to increase capacity in the future.
- Student and Career Services department has done well. Peak Leadership has continued to increase in participation. Peer tutoring is also a strong continuing service.
- Advocacy office is well used. There were 246 cases, most of which were resolved within 4 weeks.
- The capital fund saw some small projects completed. Have a new branded van as well as a new playground for childcare.
- There was a strong turnout for elections. There has been a downward trend in numbers however.
- The referendum passed, which was key to the strategic plan. Increased fees by \$25 for full-time students. It was a close vote with a margin of 53.1% (about 1500 votes).
- 10 new clubs were sanctioned and 5 were de-sanctioned due to lack of activity. Clubs as a whole ran 150 activities during the year.
- Gave back \$35,000 to students through awards and bursaries.
- Student engagement went well with events including: Speak Up Speak Out, free headshot sessions and TEDxBCIT. Will be building on TEDx this coming year.
- Have expanded marketing and services. Have now opened up a dedicated room for teeth cleaning, which saw 573 visits. As well, developed a new partner with Pioneer Orthotics

5. Auditor's Appointment for 2015/2016

Motion:

Be it resolved that BCITSA appoints Smyth CPA as their auditors for the fiscal year 2015/2016.

Moved: Justin Deddens

Seconded: Jamie Haakons

34/0/0 Carried

Discussion:

- Auditors are appointed for five-year terms. This is just a reaffirmation of this five year appointment.
- Next year will be year five.

6. Item Inclusion: Bylaw Changes

- This was accidentally left off the agenda.

6.1 Bylaw 1

Motion:

Be it resolved that bylaw 1 be amended to include the definition of AIC as the Annacis Island Campus.

Moved: Nav Bhatti

Seconded: Meghan Fisher

34/0/0 Carried

Discussion:

- No discussion.

Motion:

Be it resolved that BCITSA accept the changes to Bylaw 1 as distributed.

Moved: Matthew May

Seconded: Marc Vouve

34/0/0 Carried

Discussion:

- No discussion.

6.2 Bylaw 11

- Pertains to elections and appointments.

Motion:

Be it resolved that BCITSA accept the changes to Bylaw 11 as distributed.

Moved: Matthew May

Seconded: Marc Vouve

34/0/0 Carried

Discussion:

- This is as presented for the time being. We will add the two new chairs for Bio Marine Campus and Annacis Island Campus later on.

7. Meeting Adjournment

It was moved by Jamie Haakons and seconded by Trevor Matthews that the meeting be adjourned.

18:43 **Carried**

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 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 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.

- I. 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