

**Kwantlen University College Student Association
Council Meeting Minutes
Friday, January 6, 2006 @11am.
Surrey Campus Conference Room C**

Call to order: at 11:22am by Danish Butt, with quorum present

Confirmation of Chair: no objections to Danish chairing the meeting

Adoption of Agenda:

No objections to approving agenda as presented

Present:

Raman Mann- Surrey Representative
Amrita Singh- Surrey Representative
Aaron Takhar- Chairperson of the Board & Finance Director
Arvinder Sanghera- Newton Officer
Nina Atwal- Newton Representative
Harvey Mann- Richmond Representative
Joey Atwal - Events Director
Jaivin Khatri – External Director
Satinder Sandhu – Academic Affairs Director
Sabrina Dhami – Langley Representative
Danish Butt – Staff

Proxies: None

Introductions: Roundtable

New Members: None

Declaration of Vacancies: None

Presentations to Council:

Joey/Jaivin

BIRT we move in camera with everyone present because of union negotiation update of CUPE local 2396

Carried by 2/3

In camera session lasted for 15 minutes

Satinder/Sabrina

BIRT we move out of camera

Carried by 2/3

Chairperson report:

Aaron/Harvey

BIRT the attached set of regulation changes be adopted as presented (attachment #1)

Carried by 2/3

There was discussion about the updates to reflect when the new Board of Directors takes office after the election to reflect better cohesion with the bylaws passed on September 29, 2005.

Discussion ensued for about 30 minutes while Aaron, Jaivin and Joey answered questions. The Council came to a general agreement after reviewing the new regulation changes.

Council also thanked Aaron for representing the KSA as the society chairperson, noting some accomplishments during a very active year. Aaron informed Council that he will not seek re-election, but will be more than happy to assist the KSA in other ways if the newly elected Board sees fit. Otherwise, Aaron thanked everyone and says they were a pleasure to work with and will be seeing many of them at SFU!

General Manager's Report:

Pavan is not present to give a report on behalf of the staff (this section now called the staff report)

Unfinished Business:

None

Campus Council Reports & Motions:

LCC Report: Report was sent but wasn't attached, Sabrina talked briefly

NCC Report: no attachment, Nina spoke briefly about activities at Newton

RCC Report: no attachment, Harvey spoke briefly about what he knows at richmond

SCC Report: no attachment, Satinder and Raman spoke briefly about Surrey

There was general awareness that this was the last meeting of the 2005 KSA council before the election. People talked about how the year passed by very quickly and what to take positive from it.

Liaison and Governance Reports and Motions:

Women's Liaison Report: no report attached, no one present

Disabilities Liaison Report: no report attached, no one present

Executive and Executive Committee Reports:

Academic Report: no report attached, Satinder gave a verbal report on what her meeting with Education representatives has been like. Also working with students in regards to academic issues. It has been very slow in December and school has not yet started.

Events Report: no report attached, Joey reflected on the past year and all the events that were thrown. Joey noted that this is probably the last meeting and the main point is to update the regulations in time for the election and to discuss immediate issues. Election section changes have not been made since December 2, when a number of changes were made and Joey says that he has some minor changes.

The chair noted that the bylaws do not permit changes to the election section at this time. Joey agrees not to bring them forward as the changes would not be in order.

The master copy of the regulations (on our server) should be updated tonight. Aaron agrees to pass the changes to Deep to update.

Harvey left at 1:30, gave proxy to Joey

External Report: no report attached. Jaivin gave a brief outline of events over the past year and highlighted some points. Questions were asked about the U-Pass etc. Jaivin answered questions. He also noted that it has been a delight working with all of you and wishes the incoming Board the best of luck!

Finance Report: no report attached but Aaron will take questions at this time: no questions put forward

Operations Report: not present, no report attached

Other Business: None

Submissions: None

Next Meeting: TBA (most likely February 3, 2006) depending on election appeals etc.

Adjournment:

Raman/Jaivin

BIRT we adjourn

Carried

Meeting ended at 2:06pm

Attachment #1 Regulation Changes:

Changes made on January 6 Board meeting:

ADDITIONS/CHANGES to the Regulations are as follows:

Complete change of Board of Directors and Executive (Section 6)

Article 1. Terms of Office

1. Each member of the Board shall, at the Annual General Meeting where they take office or, in the event of a by-election, at the Council meeting where they take office, sign and date an Oath of Office which includes the following:

"I, _____, in view of the trust that the students of Kwantlen University College have vested in me, as well as my own personal sense of honour and duty, do solemnly affirm to fulfill my responsibilities as a Board member of the Kwantlen University College Student Association. I will do everything in my power to uphold and respect the Constitution, Bylaws, Regulations, and Policies of the Kwantlen University College Student Association. I am aware that my primary reporting responsibility is to the Board of Directors, and that the Board has the authority to reprimand me if I fail to perform my duties in a satisfactory manner. If a conflict of interest arises in which I, as a Board member, have the opportunity to exercise an official power or duty in ways that can lead to personal gain or advantage of any kind, I will relinquish my right to participate in the decision-making process. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in dealing with constituents, other representatives, and the Kwantlen community in an effort to achieve my goals. In executing my office, I will seek out and voice effectively the interests and concerns of the student body, so as to offer the student body a vehicle through which to address issues and improve the quality of life at Kwantlen for all students."

2. Each Board member shall be a salaried employee for the duration of their term of office.

3. Each Executive member shall work, on average, no less than forty (40) hours per week.

4. Executive Officers shall keep no less than ten (20) office hours per week, to take place at any office of the Society during regular business hours.

5. The Executive Advisor shall instruct each Executive member on the operations of the Societys offices when they assume office.

6. Each Executive member shall post, on or about her office door:

i. her specific office hours when they will be available to the staff and Members of the Society; and

ii. a means by which staff and Members of the Society can contact her outside of the posted office hours.

7. Each Executive member shall be responsible for the orientation of her replacement.

8. Each Executive member shall prepare a budget proposal covering the operations of her office, and all committees and other structures within her portfolio, and submit that proposal to the Treasurer no later than January 10 in any given Fiscal Year.

9. The Treasurer and President will prepare and maintain a strategic plan for the Society that covers at least a three year period with the assistance of the Executive Advisor.

Article 2. President

1. In addition to those powers and duties set out in the Bylaws, President shall:

i. co-ordinate, in general, the activities of the Executive and the Society as a whole;

ii. be the spokesperson of the Society on general issues, and fulfill the role of liaison or spokesperson on specific issues if the appropriate other Executive member is unavailable;

iii. work, on average, an additional five (5) hours per week above and beyond those hours worked in the performance of her primary portfolio;

iv. write letters on behalf of the Board ;

v. after a general meeting or referendum, cause to be filed with the Registrar of Companies the documents as required by the Society Act, and any other documents;

vi. ensure that bodies and individuals report back to the Board on actions the Board has directed them to take;

vii. be responsible for the management of the Societys offices and facilities, including their use, maintenance and condition in conjunction with the Vice President Internal Affairs;

viii. be responsible for the Societys referendums, annual general meetings, and special general meetings in conjunction with the Vice President External Affairs;

xi. be responsible for overseeing the Societys annual daytimer to be produced in conjunction with the Vice President External Affairs, Vice President Events & Student Life as well as the Events Marketing Coordinator;

x. liaise with the Campus Councils on administrative matters and the use of the Societys offices and facilities in conjunction with the Vice President Internal Affairs;

11. negotiate, with the General Manager, Executive Advisor and Treasurer contracts and other legal agreements concerning the Societys offices and facilities;

12. attend all regularly scheduled meetings of the Board of Directors and Board of Governors and make certain that other Board members are fulfilling their duties in conjunction with the Executive Advisor; and

13. have such other powers and duties as are assigned by the Board from time to time;

Article 3. Treasurer

1. In addition to those powers and duties set out in the Bylaws, the Treasurer shall:

i. chair the Finance Committee and be the liaison between that committee and the Board;

ii. negotiate, with the President, Executive Advisor and General Manager, changes in the contracts for the staff of the Society and all permanent staff (other than the General Manager and Executive Advisor) and present those changes to the Board for approval, when appropriate;

iii. liaise with the Campus Councils on financial matters and their financial relations with the University-College;

iv. attend all regularly scheduled meetings of the Board;

v. advise the Board with the assistance of the Executive Advisor, in writing, of any changes to the Societys financial investments;

vi. ensure, with the help of the Executive Advisor, that the Budget adopted by the Board is adhered to by all areas and departments of the Society;

vii. bring motions to the Board proposing amendments to the Budget when necessary;

viii. liaise, in cooperation with the Executive Advisor, with organizations or societies who have specifically been contracted to provide universal services to the membership.

ix. have such other powers and duties as are assigned by the Board from time to time.

Article 4. Vice President External Affairs

1. In addition to those powers and duties set out in the Bylaws, the Vice President External Affairs shall:

- i. chair the Student Issues and Actions Committee and be the liaison between that committee and the Board;
- ii. be responsible for community outreach and external political events of the Society;
- iii. liaise with, and represent the Society on the Canadian Federation of Students BC Executive Committee, and attend all Canadian Federation of Students events, unless the Board, by Resolution, designates some other elected official to perform these functions;
- iv. attend all regularly scheduled meetings of the Board;
- v. attend all regularly scheduled meetings of the Kwantlen University College Board Of Governors along with the President and Executive Advisor;
- vi

liaise with the Campus Councils on academic matters and academic relations with the University-College;

- vii. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning academic affairs;
 - viii. oversee and ensure the organization and implementation of the annual August new-student orientations as jointly organized by the Campus Councils and the Counseling and Advising Departments on each campus;
9. act as the KSA representative on the KUC First Year Experience Committee, and attend meetings of that committee; and
- x. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying; and
11. have such other powers and duties as are assigned by the Board from time to time.

Article 5. Vice President Events & Student Life

1. In addition to those powers and duties set out in the Bylaws, Vice President Events & Student Life shall:

- i. chair the Events and Communications Committee of Council and be the liaison between that committee and the Board;
- ii. advertise Society events to the membership;
- iii. develop and co-ordinate a communications strategy between the Society and its members with the Events & Marketing Coordinator;
- iv. attend all regularly scheduled meetings of the Board;
- v. liaise with Kwantlen University College on matters of student life and recreation;
- vi. be responsible for the Societys advertising with assistance from the Events & Marketing Coordinator;
- vii. be responsible for the Societys volunteers with assistance from the Events & Marketing Coordinator;
- viii. maintain, or cause to be maintained, the Societys web site and ensure that it is up to date with the latest event and activity information with the help of the Technical Advisor and Events & Marketing Coordinator;
- ix. have such other powers and duties as are assigned by the Board from time to time.

Campus Councils (section 7) Wording and some minor procedures
SECTION VII: CAMPUS COUNCILS

Article 1. General Provisions

1. Pursuant to Bylaw 6, each campus of Kwantlen University College, which falls under the authority of the Kwantlen University College Board of Governors, shall have a Campus Council.
2. In the event of the creation of a new campus, the Board shall ensure that a new Campus Council is established.
3. In addition to the powers and duties stipulated in the Bylaws, Campus Councils shall:
 - i. research, provide information and raise awareness on issues of concern to the membership at their campus;
 - ii. offer a democratic venue for students of that campus to express their concerns;

- iii. provide campus specific services to the membership, including but not limited to information seminars, public speeches and discussion groups;
- iv. propose and lobby for Regulatory and Policy changes within the Society, representing the issues and concerns of their campus;
 - v. create their own procedures, by Resolution, and place those procedures in a Campus Council Handbook, provided that such a handbook is consistent with the Bylaws, Regulations and Policies of the Society;
 - vi. forward their minutes, once approved and signed by the Campus Director, to the President for review and possible recommendations thereto; and
 - vii. shall hold meetings no less than once per month, and shall advertise such meetings throughout their campus no less than seventy-two (72) hours before the scheduled time of the meeting. Meetings must be held on Kwantlen University College campuses.
4. A Campus Councils objectives and activities shall not be contrary to the Constitution, Bylaws, Regulations or Policies of the Society.

Article 2. Space

1. The Board shall do everything in its power to ensure that Campus Councils have organizing space available to them on each campus. The President and Executive Advisor, shall negotiate all contracts and leases with the Kwantlen University College concerning a Campus Councils organizing space.
2. Campus Councils be given priority over Clubs and other groups with regard to booking space in any Society facility, second only to the Board of Directors.

Article 3. Financing

1. The Treasurer along with staff shall annually budget for and provide Campus Councils with a lump-sum allocation within the Budget.
2. Campus Councils shall forward a budget proposal to the Treasurer no later than December 10 for the proceeding Fiscal Year, for her consideration.
3. In the event that a Campus Council fails to forward a budget proposal to the Treasurer in accordance with paragraph 2 above, the Treasurer shall allocate an amount that she deems appropriate for that Campus Council.
4. Campus Councils shall have the authority to spend funds allocated to them in the Budget, provided that:
 - i. the expenditure is consistent with the Budget;

- ii. the expenditure is approved by a Resolution of the Campus Council; and
- iii. the minutes of the approval referred to above have been reviewed by the President and Treasurer.

5. Pursuant to Roberts Rules of Order Newly Revised, a Resolution of the Campus Council referred to above would require no less than three (3) voting members of that Campus Council to be present at the meeting. If for any reason, the attendance at a meeting of three (3) voting Campus Council member is not possible, a Campus Director may choose to hold the meeting without quorum. In the event that such a non-quorum meeting does approve financial resolutions, the Treasurer or President must ratify those resolutions before such expenditures shall be deemed to be approved. The Treasurer may not alter or amend the referred motion in any way. The Boards discretion, however, shall not be limited or fettered in any way by this Article.

6. With regard to paragraph 4 above, the minutes of a Campus Council shall be deemed to be approved by the Board simply by being included in the Board package in accordance with these Regulations.

7. No Campus Council shall make any expenditure or incur any liability that puts it into a deficit situation, or otherwise does not conform to the Budget.

8. If a Campus Council does not spend all the money budgeted for it in a fiscal year, the unspent money shall be rolled into that Fiscal Years surplus or deficit, unless both the Treasurer and President determines otherwise prior to the end of the Fiscal Year.

Section 8, article 2 (signing authority) names changed to reflect adherence to new bylaws

Article 2. Signing Authority

1. The Society signing officers, as designated in the Bylaws, shall be responsible for making sure that they are instructed by the Executive Advisor and General Manager on appropriate procedures for reviewing cheques and the related supporting documentation.

2. A Society signing officer who approves a cheque requisition can also sign the related cheque.

3. Signing officers shall not sign any financial document, contract, or cheque unless there is sufficient documentation accompanying the financial document, contract, or cheque substantiating that the appropriate authority has approved the expenditure or contract.

4. Further to bylaw 9(2)(3) the President shall be a signing officer and further to bylaw 9(3)(4) the Treasurer shall be a signing officer. Further to bylaw 13, both the Executive Advisor and General Manager shall also be signing officers. In no circumstances shall there be other signing officers unless by a two thirds (2/3) resolution the Board decides otherwise.

Section 8, article 3, budget dates and titles changed

Article 3. Budget

1. The Board shall adopt a Budget for the Society no later than December 10 in each fiscal year for the upcoming fiscal year.
2. The Budget shall include the budget projections adopted by the Board for the previous year, the actual expenditures and revenues to date, variances, and the next fiscal years budget projections for all the Societys operations, including but not limited to the business operations.
3. The Budget shall include a statement of the amount of money in all the accounts of the Society.
4. The Budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, committee, business, staff department or position, executive member, and so forth.
5. The Budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business operations as a whole, all the departments within student government, and the services as a whole. The Budget shall include detailed line items for the expenditures within the offices of the Executive members, including but not limited to; salary, office supplies, local travel, special projects and volunteer recognition.
6. The Treasurer shall prepare a draft Budget for the Society, and submit that draft to the Board of Directors no later than January 15 in each fiscal year.
7. The detailed notes to each section of the budget shall be considered part of the budget.
8. Approval by the Board of the Budget or any amendment thereto shall be deemed to be authorization for the organization or person responsible for each department mentioned in the Budget to manage the monies allocated to that department. Expenditures shall not deviate from those contained in the Budget, unless an amendment has been approved by a

Resolution of the Board or with the approval of the Treasurer, President and Executive Advisor.

9. Before the Budget is approved, normal expenditures (such as expenditures on salaries and office supplies) shall be permitted for each department in accordance with the Budget of the previous fiscal year. Exceptional expenditures (such as for capital projects or special events) may only be authorized at the discretion of the Treasurer provided that such an expenditure:

- i. is consistent with the draft Budget as prepared by the Treasurer;
- ii. would not put the Society into a deficit position; and
- iii. would avoid putting the Society at some risk, regarding the loss of a program, service or opportunity that is in the best interests of the students of Kwantlen University College.

10. The Budget may include a contingency or reserve fund of unallocated monies to be used at some point in the future. Monies may only be spent or transferred from this fund by a Two-thirds (2/3) Resolution of the Board or with the agreement of the President, Treasurer, Vice-President Internal Affairs and Executive Advisor.

Section 8, article 4, positions and powers changed

Article 4.Contracts

1. The term contract shall include binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales under one hundred dollars (\$100.00).

2. The Treasurer and any one (1) of the President, the General Manager, and the Executive Advisor are the only individuals who can bind the Society to a legal contract. The only exceptions to this provision are:

- i. the General Manager may enter the Society into a contract to maintain or continue a service to the Society, but shall not enter the Society into contracts that would be considered political in accordance with this section, or that represent a new area of service.
- ii. that the Societys other managers and senior staff may authorize and approve purchase orders, cheque requisitions, invoices and bookings which relate to their area of responsibility; and

iii. that Executive members, managers, and senior staff may enter the Society into an administrative contract provided that the contract is fulfilling the intent of a Resolution passed the Board or a specific order from either the President or Treasurer.

3. Except in accordance with paragraph 2 above, members of Campus Councils, clubs, committees, members of the Board of Directors, and Society employees are not authorized to sign or otherwise engage in any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.

4. If any individual or group wishes to enter the Society into a contract, the following protocol must be observed:

i. the contract shall be submitted to the President no less than two (2) weeks before the agreement is to take effect;

ii. the President, in consultation with the Executive Advisor, shall ensure that the contract is consistent with the Regulations and Bylaws of the Society;

iii. the President shall determine if the contract is political or administrative, all contracts being administrative unless they result in:

a. a visible limiting of choice for the members of the Society;

b. an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;

c. a strategic or far-reaching agreement with the University-College;

d. any other consequences that should reasonably be brought to the attention of the Board of Directors.

iv. the President shall consult all administrative contracts with the Vice President Internal Affairs, Treasurer, Executive Advisor and General Manager, with the Executive body having the power to disapprove with a majority vote in an out-of-meeting motion;

v. in contracts involving a Campus Council, the Treasurer shall ensure that the Campus Council is in good financial standing

5. The Executive members may approve standard administrative contracts for use throughout the Societys operations, including but not limited to bookings agreements,

employment contracts and contracts with suppliers. Such standard administrative contracts need not be approved by the Board each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment.

6. Any contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of the Board, or with an out of meeting motion approved by the President, Treasurer and Vice President External Affairs.

THE FOLLOWING PARTS WILL BE DELETED:

Section 2:

Article 3 – Speaker of Council removed in its entirety

Article 12 – Executive Observer removed in its entirety

Section 5, Article 3 - Authority over the Social Justice Center removed in its entirety

Section 6 – Executive Board, has been replaced in its entirety because of the changes noted above.

All changes will appear on the KSA website later in the day. Jaivin to ensure that Harvey gets the message to get Deep (Technical Advisor) to post them ASAP.