

# DRAFT Minutes

Students' Union of Vancouver Community College Annual General Meeting  
Thursday, December 5, 2023 • Downtown Campus

---

## CALL TO ORDER – 12:16 PM

### 1. RATIFICATION OF MEETING CHAIRPERSON

#### AGM-2024-N01. Motion

Navroop Kaur/Harleen Kaur

Be it resolved that Michael Gauld, Director – Membership Development of the BC Federation of Students', be ratified as chairperson

**Carried**

### 2. ACKNOWLEDGEMENT OF TERRITORY

The Chairperson will acknowledge that the Students' Union operates on the territory of the Musqueam, Squamish, and Tsleil-Waututh nations.

### 3. ADOPTION OF THE AGENDA

#### AGM-2024-N02. Motion

Harleen Kaur/ Silvia Kriszan

Be it resolved that the agenda for the 2024 Annual General Meeting be adopted

**Carried**

### 4. ADOPTION OF THE MINUTES

#### AGM-2024-N03. Motion

Derek Papa/Marcus Ng

Be it resolved that the minutes from the 2023 Annual General Meeting be adopted

**Carried**

### 5. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

Erik Allas, partner at the accounting firm Tompkins Wozny LLP, will present the audited financial statements for the 2023-24 fiscal year.

#### AGM-2024-N04. Motion

Sylvia Krizsan/Harleen Kaur

Be it resolved that the Report of the Auditor be received.

**Carried**

### 6. APPOINTMENT OF AUDITOR

#### AGM-2024-N05. Motion

Navroop Kaur/ Ellen Leuterio

Be it resolved that the firm Tompkins Wozny LLP, be appointed as the auditor for the 2024-25 fiscal year.

**Carried**

### 7. CONSIDERATION OF MOTIONS

#### AGM-2024-N06. Motion

Sylvia Krizsan/ Jagdeep Singh

Whereas the Board of Directors are required to be good stewards of the union, ensuring it continues to grow, support members, and maintain good governance.

## Minutes

Students' Union of Vancouver Community College Special General Meeting  
Thursday, December 5, 2024 • Downtown Campus

---

Whereas, sometimes changes are needed to board composition to ensure that the board is best able to continue to effectively respond to the needs of members.

Therefore be it resolved that the following changes be made to Bylaws V, VIII, and IX.

### **BYLAW V - BOARD OF DIRECTORS OF THE UNION**

#### **Composition of the Board of Directors**

The Board of Directors will be comprised of the following positions:

- a. Accessibility Representative
- ~~b. Chairperson-~~
- b. Broadway Campus Representatives (2)
- ~~c. Director-At-Large (4)~~
- ~~d. Director of College Affairs-~~
- d. Director of Events
- ~~e. Director of Internal Affairs-~~
- e. Downtown Campus Representatives (2)
- f. Indigenous Students Representatives
- g. Pride Representative
- h. Women Students' Representative

### **BYLAW VIII –DUTIES & RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS**

#### **1. Accessibility Representative**

The Accessibility Representative shall be responsible for:

- a.) keeping the Board of Directors informed of the concerns of students who are deaf or hard of hearing, or identify as having a disability or mental health issue.
- b.) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c.) sitting on at least one (1) committee; and
- d.) performing such other duties as may be assigned by the Board of Directors.

#### **2. ~~Chairperson-~~**

~~The Chairperson shall be responsible for:-~~

- ~~a.) facilitating the Board of Director Meetings and assist in the preparations of meeting agendas;-~~
- ~~b.) keeping the Board of Directors informed of issues arising off campus which pertain to the activities of the Students' Union;-~~
- ~~c.) acting as a liaison between the Union and external organizations;-~~
- ~~d.) overseeing and helping coordinate the campaigns work of the Students' Union;-~~
- ~~e.) jointly, with the Provincial Executive Representative, ensuring local implementation of Federation campaigns;-~~
- ~~f.) assisting with government relations work of the Students' Union;-~~
- ~~g.) sitting on at least one (1) committee; and~~
- ~~h.) performing such other duties as may be assigned by the Board of Directors.-~~

#### **2. Broadway Campus Representative**

The Broadway Campus Representative shall be responsible for:

- a) representing the interests, needs, and concerns of Broadway campus members to the Board of Directors.;
- b) assisting with the coordination and implementation of Students' Union events and activities at the Broadway Campus;
- c) jointly, with the Chairperson coordinating and implementing Student Union and Federation campaigns at the Broadway campus;

- d) jointly, with the Director of College Affairs, implementing Students' Union and Federation membership awareness initiatives;
- e) jointly, with the Director of Internal Affairs, overseeing the provisions of Students' Union and Federation services and programs at the Broadway campus.
- f) overseeing the recruitment and coordination of Students' Union volunteers at the Broadway campus.
- g) sitting on at least one (1) committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

**3. Director At Large**

The Director at Large shall be responsible for:

- a) Maintaining membership in two (2) committees of the Union;
- b) assisting in the implementation and organization of campaigns and activities of the Union; and
- c) performing other such duties as may be assigned by the Board of Directors.

**~~Director of College Affairs~~**

~~The Director of College Affairs shall be responsible for:-~~

- ~~a) keeping the Board of Directors informed of issues arising within the College which pertain to the activities of the Students' Union;-~~
- ~~b) coordinating Union representation on all College committees;-~~
- ~~c) ensuring that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, and Senior Management of the College;-~~
- ~~d) ensuring that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues that could affect the education delivered by the College;-~~
- ~~f) assisting with the implementation of membership awareness initiatives of the Students' Unions;-~~
- ~~g) sitting on at least two (2) committee; and-~~
- ~~h) performing such other duties as may be assigned by the Board of Directors.-~~

**4. Director of Events**

The Director of Events shall be responsible for:

- a) overseeing the coordination of all Students' Union events;
- b) representing the Students' Union in coordination of participation in College events;
- c) overseeing the creation of an annual events plan for presentation and adoption by the Board of Directors prior to August 1 of each year;
- d) facilitation of the events and campaigns working group meetings;
- g) sitting on at least one (1) additional committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

**~~Director of Internal Affairs~~**

~~The Director of Internal Affairs shall be responsible for:-~~

- ~~a) assisting in formulating the budget for the Union;-~~
- ~~b) keeping the Board of Directors informed of all issues which pertain to the finances of the organization;-~~
- ~~g) sitting on at least one (1) committee; and-~~
- ~~h) performing such other duties as may be assigned by the Board of Directors.-~~

-

**5. Downtown Campus Representative**

The Downtown Campus Representative shall be responsible for:

- a) Representing the interests, needs, and concerns of Downtown campus members to the Board of Directors.;
- b) assisting with the coordination and implementation of Students' Union events and activities at the Downtown Campus;

## Minutes

Students' Union of Vancouver Community College Special General Meeting  
Thursday, December 5, 2024 • Downtown Campus

---

- c) jointly, with the Chairperson coordinating and implementing Student Union and Federation campaigns at the Downtown campus;
- d) jointly, with the Director of College Affairs, implementing Students' Union and Federation membership awareness initiatives;
- e) jointly, with the Director of Internal Affairs, overseeing the provisions of Students' Union and Federation services and programs at the Downtown campus.
- f) overseeing the recruitment and coordination of Students' Union volunteers at the Downtown campus.
- g) sitting on at least one (1) committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

### **6. Indigenous Student Representative**

The Indigenous Students' Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as Indigenous;
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

### **7. Pride Representative**

The Pride Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as someone from the LGBTQIA+ community;
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

### **9. Women Students' Representative**

The Women Students' Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as women;
- c) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

## **BYLAW IX – EXECUTIVE PORTFOLIO**

### **1. Selection of Representatives**

The Board of Directors shall annually select at its second meeting one (1) member to hold each portfolio position.

### **2. Replacement of Representative**

In the event of a vacancy in any of the portfolio positions, the Board of Directors will select a replacement to hold the position until the annual selection meeting. To hold an internal election to replace a representative presently holding a Portfolio position, two (2) weeks' notice requiring a two-thirds (2/3) majority vote is needed to place the election as an item on the next meeting's agenda.

### **3. Portfolio Limit**

Board members may only hold two portfolio positions unless a position sought by a board member is not contested by another board member.

### **4. Staff Relations Officer**

The Staff Relations Officer shall represent the Employer in dealings with the staff union, and in the execution of the employer's management rights. The Staff Relations Officer shall also fulfill any other labour relations or management responsibility assigned by the Board of Director directly, or via policy.

**5. Chairperson**

The Chairperson shall be responsible for:

- a.) facilitating the Board of Director Meetings and assist in the preparations of meeting agendas;
- b.) keeping the Board of Directors informed of issues arising off campus which pertain to the activities of the Students' Union;
- c.) acting as a liaison between the Union and external organizations;
- d.) overseeing and helping coordinate the campaigns work of the Students' Union;
- e.) jointly, with the Provincial Executive Representative, ensuring local implementation of Federation campaigns;
- f.) assisting with government relations work of the Students' Union;
- g.) sitting on at least one (1) committee; and
- h.) performing such other duties as may be assigned by the Board of Directors.

**6. Director of College Affairs**

The Director of College Affairs shall be responsible for:

- a) keeping the Board of Directors informed of issues arising within the College which pertain to the activities of the Students' Union;
- b) coordinating Union representation on all College committees;
- c) ensuring that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, and Senior Management of the College;
- d) ensuring that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues that could affect the education delivered by the College;
- e) assisting with the implementation of membership awareness initiatives of the Students' Unions;
- f) sitting on at least two (2) committee; and
- g) performing such other duties as may be assigned by the Board of Directors.

**Director of Internal Affairs**

The Director of Internal Affairs shall be responsible for:

- a) assisting in formulating the budget for the Union;
- b) keeping the Board of Directors informed of all issues which pertain to the finances of the organization;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

**8. Federation Representative**

The Federation Representative shall be appointed to fulfill the role of Local 16 Members' Representative on the Executive Committee of the BC Federation of Students and shall:

- a) attend all Federation meetings;
- b) regularly report to the Board about the services, campaigns, and internal affairs of the Federation;
- c) ensure that all reports and other materials from each Federation meeting are made available to the board and members.

**Carried**

**AGM-2024-N07. Motion**

Daljinder Singh/Derek Papa

Whereas SUVCC seeks to ensure that a wide variety of voices represent students  
Whereas the current bylaws allow for members to remain on the board for an indefinite number of terms  
Whereas this does not necessarily ensure that there is space at the table for new members  
Therefore be it resolved that Bylaw V Section 2 be amended to add the following:

- c) The term of office for members of the board of Directors shall be limited to a maximum of 4 terms. Following the completion of 4 terms in office, a board member may not be eligible for re-election or reappointed to the board.

**Carried**

**AGM-2024-N08. Motion**

## **Minutes**

Students' Union of Vancouver Community College Special General Meeting

Thursday, December 5, 2024 • Downtown Campus

---

Gift Hwaeze/Ellen Leuterio

Whereas the recent update to Policy 20.03 Board Compensation ensures that board members are adequately compensated for their time volunteering on the board.

Whereas moving Sections 1 and 2 of the policy would further ensure that future boards cannot increase nor reduce the amount they receive in compensation without approval of the general membership.

Be it resolved that Sections 1 and 2 of Policy 20.03 Board Compensation be added to the Bylaws as Bylaw V.

Be it further resolved that all following Bylaws be renumbered accordingly.

**Carried**

## **8. PRESENTATION OF THE 2023-24 ANNUAL REPORT**

### **AGM-2022-N09 Motion**

Zay Bo/Derek Papa

Be it resolved that the 2023-24 Annual Report be received.

**Carried**

## **9. QUESTION & ANSWER**

The Board and Staff will respond to questions from members

## **10. ADJOURNMENT**

### **AGM-2022-N10 Motion**

Jean Uubilo/Lalyn Malgapo

Be it resolved that the motion Adjourn at 1:30

**Carried**