

AGENDA

1. **Call to order**
Meeting Begins
2. **Ratification of the General Meeting's Chair**
3. **Explanation of the General Meeting Rules and Procedures**
Brief explanation will be provided of Robert's Rules of Order, the procedures employed by the Capilano Students' Union to conduct its meetings.
4. **Introduction of the Executive Committee and Staff**
5. **Adoption of the Annual General Meeting Agenda**
The draft agenda for the general meeting, as prepared by the Executive Committee, will be considered for adoption.
6. **Ratification of March 24, 2011 Semi-Annual General Meeting Minutes**
The minutes of the March 24th Semi-Annual General meeting will be considered.
7. **Presentation of 2010/2011 Audited Financial Statements**
The 2010/2011 audited financial statements, as prepared by Buckley Dodds, Chartered Accountant, will be considered for adoption.

Appointment of auditor for the 2011/2012 Fiscal Year.
8. **Financial Reporting on Building Fund (as per March 24, 2011 Semi-Annual General Meeting)**
9. **Report on Organizational Review (as per March 24, 2011 Semi-Annual General Meeting)**
10. **Special Resolutions**
The attached special resolutions will be presented to the membership for consideration.
11. **Executive Committee Report & Question and Answer Period**
An opportunity shall be provided for members of the Union to pose questions to the members of the Executive Committee.
12. **Adjournment**

SPECIAL RESOLUTIONS

Note: Proposed language is underlined. Language that is proposed to be struck has been crossed through.

1. Be It Resolved That the proposed amendments to the Remuneration Policy be approved as presented:

1. Executive members shall be remunerated up to a monthly maximum of \$1,000.00, subject to compliance with the following:

- a) a claim for \$400 must include the completion of essential duties check off list and monthly work report, which must be approved by 4 other executive committee members; and
- i) failure to provide proper regrets from Executive Committee meetings will result in a deduction of \$100.00 for each meeting where proper regrets are not submitted;
 - ii) failure to hold regular committee meetings, where applicable, will result in a deduction of \$100.00 for each required meeting not held;
 - iii) ~~failure to submit monthly Board of Governors and/or Senate reports, failure to attend Board of Governors and/or Senate meeting and submitting corresponding report where applicable, by the last day of the following month,~~ will result in a deduction of \$100.00 in each case; and
- 6) file completed essential duties check off list and monthly work report in the Executive Work Reports binder no later than the ~~15th day of the following month~~ last day of the following month; and
- 7) submit a cheque requisition with a copy of the essential duties check off list and monthly work report no later than the ~~15th day of the following month~~ last day of the following month.

2. Be It Resolved That the proposed amendments to Bylaw IV – Section 3 be approved as presented:

2. Semi Annual General Meetings

The semi-Annual General Meeting of the Union shall be held between February 15 and March 31 each year as set by a majority vote of a quorate executive committee meeting.

3. Annual General Meetings

The Annual General Meeting of the Union shall be held between ~~September 15 and October 31~~ October 15 and November 30 each year as set by a majority vote of a quorate executive meeting.

3. Be It Resolved That the proposed amendments to Bylaw IV – Section 5 be approved as presented:

5. General Meeting Agenda

- a) Except as hereinafter provided, the agenda for each general meeting shall be prepared by the executive committee of the Union for presentation to the general meeting.
- b) The executive committee shall include on the agenda of any general meeting any agenda item that: ~~by any member submitted in writing to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8.~~
- i.) was approved by a 2/3 vote of the Executive Committee; or
 - ii.) was submitted by any member, in writing, accompanying a petition of a minimum 1% of the general membership, to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8.

4. Be It Resolved That the proposed amendments to Bylaw XIII be approved as presented

1. Signing Officers

- a) The signing officers for the Union shall be directors or employees of the union as appointed by the executive committee.
- b) The signatures of at least (2) signing officers, one of whom must be a director of the society, shall be required for the execution of any legal documents or, subject to the policy of the Union, the disbursement of any funds on behalf of the Union.

e) ~~The signing officers of the Union shall be reappointed every four (4) months from the time of the original appointment.~~

5. **Be It Resolved That \$75,000 from prior year's surplus be allocated to the new building space
Be It Further Resolved That a full financial update be given at the SAGM in March 2012.**

6. **Be It Resolved That the amended 2011/12 budget be approved as presented.**

7. **Be It Resolved That the proposed amendments to Bylaw IV, sections 5 & 10 be approved as presented:**

BYLAW IV - GENERAL MEETINGS AND REFERENDA

5. General Meeting Agenda

a) Except as hereinafter provided, the agenda for each general meeting shall be prepared by the executive committee of the Union for presentation to the general meeting.

b) The executive committee shall include on the agenda of any general meeting every agenda item that: ~~by any member submitted in writing to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8.~~

i.) was approved by a 2/3 vote of the Executive Committee; **(proposed in motion #3)**

ii.) was submitted by any member, in writing, accompanying a petition of a minimum 1% of the general membership, to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8; or **(proposed in motion #3)**

iii) has been recommended by the Electoral Committee, such that the business refers only to Bylaw IV section 10, Bylaw VII, or the *Elections Policy* and submitted to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8 **(new proposal)**

10. Referenda

a) The members may vote on resolutions concerning the activities of the Union by means of a referendum.

b) Any such resolutions shall require a majority of the members who cast ballots in the referendum vote in favour of the resolution, except as stipulated by the *Society Act*, in order to pass.

c) Resolutions may be put to referendum by a simple majority vote of the Executive Committee or upon presentation of a petition to the Executive Committee which contains the text of the proposed resolution and the signatures of five (5) percent of the members of the Union in good standing.

The Executive Committee must place the resolution on the ballot of the next ~~regularly scheduled~~ election scheduled in accordance with Bylaw VII section 2.

d) The referendum shall be conducted by the Electoral Committee as stipulated for an election in accordance with the terms in Bylaw VII: Election of the Executive Committee Members. For the purposes of a referendum, Bylaw VII section 4 shall not apply.

e) The electoral committee must abide by the Bylaws and policies as written, but when the timelines and integrity of the referendum is in jeopardy, the electoral committee may, as required, develop interim policy where policy does not exist to address specific issues during a referendum.

No referendum shall be deemed valid or binding unless a minimum of five (5) percent of the members of the Union in good standing have cast ballots in the referendum. In order to exercise a vote members must be present at the time the vote is put. Votes by proxy shall not be allowed

Be It Further Resolved That the proposed amendments to Bylaw VII, sections 1a, 2c, 3, & 9 be approved as presented:

BYLAW VII - ELECTION OF EXECUTIVE COMMITTEE MEMBERS

1. Electoral Committee

The executive committee shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill executive committee positions. For the purposes of conducting an

election, the electoral committee is to be considered as independent authority in relation to the executive committee.

- a) The electoral committee shall be comprised of:
 - i) three (3) members of the Union, at least one of whom is a member of the executive committee; and at least one member who is not an executive committee member, and
 - ii) A staff member of the Union shall resource the committee.
 - iii) no member of the electoral committee may be a candidate in the election.
 - iv) Members of the Electoral Committee who are not members of the Executive Committee shall receive an honourarium of \$250 upon the conclusion of an election or referendum, provided that they attend all of the meetings of the Electoral Committee, complete a minimum of twelve (12) hours of polling, and participate in a review of the election or referendum.

2. Schedule of Elections

- a) Elections for expiring or vacant positions on the executive committee shall be held;
 - i) during the first five (5) work weeks of each Fall and Spring semester; and
 - ii) at such other times as deemed necessary.
- b) The schedule of elections for the executive committee shall be set by:
 - i) the executive committee; or
 - ii) the electoral committee in the event that the number of members of the executive committee falls below three.
- c) The schedule of elections shall include:
 - i) a minimum one (1) work week period for the submission of nomination forms to the electoral committee;
 - ii) a minimum one (1) work week period between the close of nominations and the commencement of polling;
 - iii) one all candidates forum, held during the campaign period on the North Vancouver Campus of Capilano University, not less than two (2) weekdays prior to the commencement of polling; and
 - iv) not less than ~~twenty-one (21)~~ forty-four (44) hours of polling over a period of ~~not less than three (3) weekdays~~ five (5) consecutive weekdays on the North Vancouver campus; and
 - v) Not less than four (4) hours of polling on each of the Sechelt and Squamish campuses.

3. Notice of Elections

Sufficient notice shall be deemed to have been given by:

- a) ~~the posting, on or about the North Vancouver Campus of Capilano University, not less than three (3) days prior to the opening of the nomination period, or not less than fifty (50) notices, not less than 8"x10" in size and three (3) notices, not less than 11"x17" in size, stating; The posting of not less than fifty (50) posters of at least 11"x17" on the North Vancouver campus of Capilano University and not less than ten (10) posters of 11"x17" at each of the Sechelt and Squamish campuses, not less than three (3) days prior to the commencement of the nomination period of any election, stating;~~
 - i) the positions vacant or expiring;
 - ii) the opening and closing date and time of the period for the submission of nominations;
 - iii) the location at which nomination forms may be obtained;
 - iv) the location to which completed nomination forms are to be submitted;
 - v) the period of time allotted to candidates for campaigning; and
 - vi) the days on which polling will take place.
- b) ~~the posting, on or about the North Vancouver Campus of Capilano University, not more than three (3) days after the closing of the nomination period, of not less than fifty (50) notices, not less than 8"x10" in size, and three notices, not less than 11"x17" in size, stating: The posting of not less than fifty (50) posters of at least 11"x17" on the North Vancouver campus of Capilano University and not less than ten (10) posters of 11"x17" at each of the Sechelt and Squamish campuses, not more than three (3) days after the conclusion of the nomination period of any election, stating:~~
 - i) the candidates for vacant positions on the executive committee;
 - ii) the date, time and location of polling stations;
 - iii) the date, time and location of the all candidates' forum; and
 - iv) The identification requirements for voting members wishing to cast a ballot.

9. Voting by Secret Ballot

- a) If only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the candidate. The candidate must receive the approval of the majority of the ballots cast to be declared duly elected.

- b) Where positions are contested, the candidate receiving a majority of votes cast shall be declared elected.
- c) ~~In order to exercise a vote members must be present at the time the vote is put. Votes by proxy shall not be allowed.~~ In order to obtain a ballot and vote in any election or referendum, voting members must:
 - i. Be physically present at the voting place during a scheduled voting time;
 - ii. Be on the voting members registry, or provide the Electoral Committee with a letter from Capilano University that certifies that the person is a voting member;
 - iii. Provide and have verified by a person authorised to do so by the Electoral Committee photo identification that is proof of that person's identity; and
 - iv. Not have previously voted in the same election or referendum.
- d) Voting by proxy is not permitted.

Be It Further Resolved That the proposed Bylaw VII, section 10 be adopted as presented:

10. Election Security

- a) Ballots for use in any election shall contain, at a minimum, the following security features:
 - i. Individual serial numbers that correspond and are cross referenced at the conclusion of voting to a central ballot registry;
 - ii. Other security measures as determined by the Electoral Committee that would prevent a person from counterfeiting a ballot and make it evident that a ballot had been tampered with, or otherwise physically differed from a ballot produced by the Electoral Committee; and
 - iii. The initials of a person who is authorised by the Electoral Committee to issue ballots added at the time the ballot is issued.

Be It Further Resolved That the proposed amendments to Elections Policy Sections 5 & 6 be approved as presented:

5. Conduct of Candidates

- 1. Candidates shall be required to attend the all candidates forum. Failure to attend is grounds for disqualification.
 - a. Candidates may be granted an exception on receipt of proof for academic or employment obligations, or health issues.
- 2. Candidates shall not have ~~an~~ the following unfair advantages over other candidates:
 - a. candidates running for re-election shall not be shown any special treatment by the electoral committee,
 - b. candidates shall not use the equipment at the Union to their unfair advantage
- 3. Candidates shall not run in slates, real or apparent. A slate shall mean a group of 2 or more candidates who run for elected office on a similar platform for mutual advantage.
 - a. For further clarity, but without limiting the generality of the above, the following slate-like activities shall be prohibited:
 - i. appearing on another candidate's campaign materials, including but not limited to posters, banners, flyers, handouts, and websites;
 - ii. producing posters or other campaign materials that resemble those of another candidate in colour, branding, design, or appearance;
 - iii. using the same slogan or slogans as one or more other candidates.
 - b. at its discretion, the Electoral Committee may prohibit other activities it decides are slate-like
 - c. candidates are expected to campaign independently, but if joint campaign activities including but not limited to classroom announcements, leafleting, and other campaign activities do occur, they must be reported to the Electoral Committee. At its discretion, the Electoral Committee may approve such activities or order them to cease.

6. Campaigns

- 1. Candidates may make reasonable use of the Union computers, photocopiers, and scanners for the creation of their campaign materials. If a candidate wishes to use other equipment, the campaign materials must be in accordance with the Bylaws and policies of the Union.
 - a. A schedule will be posted in the Union office for candidates to book computer and scanner time; use of this schedule for Union equipment is mandatory.
- 2. All original election material must be presented to the electoral committee, by the candidate, for authorization. Any election materials failing to be so approved will be removed and disciplinary action may be administered.
 - a. The following is the minimum language required for campaign materials:
 - i. Candidate's name and position running for;
 - ii. that it is a CSU election; and

- iii. the polling dates and locations.
- b. All campaign materials will be free of hateful, phobic or demeaning language and graphics.
- 3. ~~Candidates may create no more than 150 photocopied campaign materials to distribute on campus, including posters and leaflets; there is a limit of a maximum of 15 posters of 11"x17". Candidates may produce not more than the following amounts of printed campaign materials for distribution on campus:~~
 - a. ~~The Union will provide the paper for candidates' use. Each candidate will be assigned a specific poster paper colour, other than white or black. All campaign materials must be in this colour and photocopied in black and white. Twenty-five (25) full colour or black ink posters not exceeding 11"x17"; and~~
 - b. ~~One hundred (100) full colour or black ink 8.5"x11 pages that may be cut in any way a candidate wishes. The Union will provide the paper for candidates' use.~~
- 4. ~~All election material must be posted in appropriate areas, these are limited to the Union bulletin boards;~~
 - a. ~~materials may be posted until 11:59pm on the last day of polling~~
 - b. ~~no candidate materials may be posted within 10 meters of the polling station~~

No campaign material may be posted anywhere on or about any of the campuses, except for materials described in section 3 which may be posted on CSU bulletin boards for the duration of the election, such that they are not posted within 10 metres of any voting place and that they are removed not later than 72 hours following the conclusion of voting.
- 5. Candidates may include a copy of their poster and return the candidate campaign sheet to the electoral committee prior to the first day of polling. This information will be posted near the polling booth for the voter's information.
- 6. The order of the candidate's appearance at the all candidates forum will be determined by random draw.

11. Be It Resolved That the Remuneration Policy be amended as follows:

THAT the Staff Relations Officer be paid \$400 per month;
 THAT CSU representatives to Board of Governors, Senate, and Alumni Association be paid \$100 per month;
 THAT Signing Officers be remunerated \$50 per month;
 THAT All other portfolios be remunerated 250 per month;
 THAT Monthly duties not require a 10-hour minimum and be remunerated at \$10 per hour to a maximum of 25 hours per month.

Be it Further Resolved That the Policy Committee review the terms of reference for all positions that receive remuneration and provide recommendations for the Spring General Meeting.

12. Be it Resolved That the amendments to Bylaw XIII section 4 b) be approved as presented:

4. Capital Expenditures

a) Capital Expenditures not budgeted for by the Union:

- i) exceeding \$1000.00 per individual item; and/or
- ii) exceeding \$5000.00 in total,

in the fiscal year where expenditures are made, shall be approved by special resolution at a general meeting.

b) all contracts and agreements entered into by the Union:

- i) not exceeding ~~\$1000.00~~ \$25,000 in ~~gross~~ net value per individual item; and/or
- ii) not for a duration of time exceeding one (1) year

may be approved by a 2/3rds majority of the executive committee. Any contract exceeding these requirements shall be approved by the special ordinary resolution at a general meeting.

iii) Any contract required for the provision of an extended health and dental plan such that no service agreement exceeds a term of 36 months, and no policy agreement exceeds a term of 12 months

Be It Further Resolved That Bylaw XIII be sent to the Finance Committee for further review.

13. Motion to suspend policy

WHEREAS section 6 and 7 of the *Remuneration Policy* structurally has restricted the ability of Executive Committee members who are representatives on the Capilano University Board of Governors in their ability to

both perform their duties and receive remuneration for the performance of those duties in accordance with the same policy; and

WHEREAS two members of the Executive Committee were unable to be paid for their work as a result of this policy for several months over the past year; and

WHEREAS the Executive Committee, in recognition of the problems caused by this policy, has recommended for approval amendments to the *Remuneration Policy* in the form of Special Resolution #1 that would mitigate the structural issues that have resulted in these problems and reasonably prevent future issues; therefore

BE IT RESOLVED THAT Bahiyyih Galloway and David Clarkson be paid for the duties they completed since August 1, 2010 for which they have not previously received remuneration.

14. Motion to terminate contract

WHEREAS the CSU Executive has entered into several contracts that are not compliant with Bylaw XIII over the years,

WHEREAS many of these contracts are essential to the proper functioning of the CSU, and other important services, such as the collective agreement, the health and dental contract, the U-Pass contract etc., it is likely, as this is not a bylaw that is referenced often, that board members did not realize they were breaking a bylaw when they entered into the contracts, and

WHEREAS the Legal Retainer agreement with the law firm Heenan Blaikie was only approved on Sept 16th, 2011, and at the subsequent executive committee meeting it was brought to attention that the retainer agreement was not compliant with the bylaws,

WHEREAS the contract, as written, can be terminated at any time, the executive could have, acting in good faith, terminated it at the point when it was discovered to be non-compliant, and then brought it to this general meeting, if the executive felt compelled to ensure compliance with the bylaw, and

WHEREAS the CSU executive has decided to continue with the contract indefinitely, without bringing it to a general meeting at all, nor decide to inform the general assembly in any capacity of the non-compliance with bylaws, in the interest of upholding accountability and the will of the membership, as laid out in the bylaws,

WHEREAS the executive has acted outside of its authority on this matter, as laid out in the bylaws

Be it Resolved That the assembly recognize that the retainer agreement entered into on the date of Sept 16, 2011 be recognized as not compliant with bylaw XIII

Be it Further Resolved That the retainer agreement be paid up to the current date, and subsequently the contract be immediately terminated on account of not being compliant with CSU bylaws

Be it Further Resolved that the CSU executive committee be required to constantly remain compliant with its bylaws

Be it Further Resolved that in the event that an item that is approved by the executive that is later found to be non-compliant, any ongoing expenses should be immediately cut off, and the item be brought to the next general meeting for approval, along with a written report explaining the reasons for non-compliance.