

STUDENT ADMINISTRATIVE COUNCIL INC.
Annual General Meeting
Welland Campus Student Centre (The Core)
Thursday, January 29, 2015
5:30 p.m.

AGENDA

1. Welcome – NCSAC President, Shane Malcolm
2. President’s Report – NCSAC President, Shane Malcolm
3. Executive Vice President’s Report – NL Campus – Executive Vice President, Matthew Cowell
4. Executive Vice President’s Report – Welland Campus – Executive Vice President, Alice Mary Nakiwala
5. U-Pass Report – NCSAC Executive Director, Jennifer Howarth
6. Financial and Operations Report– NCSAC Executive Director, Jennifer Howarth
7. Student Health Benefits Plan Report – NCSAC Business Manager, Karen Marasco
8. Constitution Revisions - NCSAC President, Shane Malcolm
9. Adjournment

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Thursday, January 29, 2015
5:35 p.m.

1.0 WELCOME

This meeting was called to order at 5:35 p.m. and chaired by Shane Malcolm, Niagara College Student Administrative Council President. Shane explained to the membership the purpose of the Annual General Meeting. He outlined the process of reviewing the organizations financials and operations. He also explained how the meeting and reports account for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) to aspire to provide healthy and safe activities, facilities and services while promoting an accessible College environment and contributing to the quality of student life. This report covers the activities of the corporation globally as well as at the campus level.

2.0 PRESIDENT'S REPORT

President's Report – presented by Shane Malcolm

This report accounts for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) President for the 2014-15 academic year. All efforts of NCSAC aspire to provide healthy and safe activities, facilities and services while promoting an accessible College environment and contributing to the quality of student life. This report covers the activities of the corporation through a global lens as well as the at the campus level. Shane introduced the NCSAC Board of Directors.

The members of the 2014-15 NOTL Executive Committee are:

- Executive Vice President- Matt Cowell
- Director of Social Programming- Tanvi Dave
- Director of Student and Community Relations- Brittany Lighthouse
- Director of Campaigns- Megan Paterson
- Director of Communications- Nimisha Sumathi
- Director of Club and Volunteers- Gabriela Hernandez Maltos

The members of the 2014-15 Welland Executive Committee are:

- Executive Vice President- AliceMary Nakiwala
- Director of Social Programming- Charles Burley
- Director of Student and Community Relations- Casey Forgeron
- Director of Campaigns- Nick Appelman
- Director of Communications- Jasmine Olah
- Director of Club and Volunteers- Jamie-Lynn Gillingham

The 2014-15 Board of Governor's Student Representative is Matt Cowell.

Malcolm outlined the committees the NCSAC Board are involved in, both within and external of the Niagara College community. All committee involvement is documented and kept on file in the NCSAC offices. NCSAC Directors represent the students of Niagara College on the following committees:

- Student Centre Management Committee (SCMC)
- Student Technology Enhancement Committee (STEC)
- Fee Protocol Committee
- Elections Committee
- Constitution and By-law Committee
- Policy Review Committee
- Finance Standing Committee
- Universal Bus Pass Committee – (U-Pass)
- Strategic Planning Committee
- Leadership Steering Committee
- U-Pass Steering Committee
- Academic Standards and Regulations Committee
- Sustainability Committee
- Smoking Control Committee
- Transform NC Committee
- Orientation Committee

Special Initiatives and Projects

The 2014-15 year has been an amazing year for this NCSAC. A year made complete through the exploration of new partnerships with academic areas, community organizations and other groups; we have launched new programs and service offerings and stayed committed to representing the interest of our students at all levels. The results of the organization's hard work over the past eight (8) months can be seen special initiatives and projects highlighted below.

- NCSAC Capital Projects
- NCSAC and the Digital Photography Project
- Rise and Shine Breakfast Program
- NCSAC Mobile App
- The Yellow Umbrella Project
- Capital Vision 2016
- NCSAC Food Bank Request on-line
- Opening the Niagara Falls Campus Office
- Living in Niagara – Report
- CSA Conferences

Student Advocacy

- Pan Niagara Transit Advocacy
- Niagara Poverty Reduction Network
- Partnership with Brock University Student Union (BUSU) and the Ride with Me Campaign
- CSA Student Advocacy Issues

- Tuition Deposit
- OSAP Vehicle Assessment
- Three (3) year Degrees

The full Annual General Meeting report will be available in the Library at both campuses as well as a copy in the NCSAC offices for students to view.

3.0 EXECUTIVE VICE PRESIDENT’S REPORT – NIAGARA-ON-THE-LAKE CAMPUS (NL)

Executive Vice President – presented by Matthew Cowell, Niagara-on-the-Lake Campus

Matthew Cowell, Executive Vice President for the Niagara-on-the-Lake Campus provided an overview of excursions, events, club support and the food drive program offered by the NOTL Executive Committee. Matthew explained that the Executive Committee’s focus this year was to provide the Niagara-on-the-Lake students with quality events focusing on quality over quantity. The NOTL Executive started the year hosting a free Barbeque for students moving into residence in September. Also for orientation an outdoor movie night was organized. The NOTL Executive hosted Pub, Comedy and Karaoke nights and many other successful activities and excursions were organized and implemented to include:

- Pub Pong
- Halloween Movie Night
- Halloween Fashion Showcase
- Spidey Hypnotist and Mentalist Show
- NHL and FIFA Tournament
- Canada’s Wonderland Excursion
- Birthday Party Events – Monthly
- Green Day Activities
- Student Appreciation Day
- Terry Fox Run
- United Way Trivia Night
- Open Door (Open House)

As one of our main services and main focus of the Director of Campaigns, we offer the SAC Cares Emergency Food Bank to students. Each month we run a different campaign targeting students and staff in an effort to raise money or generate donations.

A main initiative this year has been raising awareness amongst students relating to who we are, what we do for them and the services we provide. We have done this by increasing face to face time with students and hosting events and activities. Another major contributor to this has been our monthly SAC Awareness Days where we have partnered with departments throughout the college showcasing our services and increasing our presence on campus.

Over the duration of the semester our Director of Clubs and Volunteers has managed to recruit and utilize 66 volunteers for different events, campaigns and other opportunities. We have been successful in sparking the interest in students to start clubs as we have currently sanctioned 9 since September which include:

- NC SAC Students For Life
- NC SAC Just Dance Club

- NC SAC Ukrainian Club
- NC SAC Office Administration Club
- NC SAC Enactus Club
- NC SAC Human Resources Club
- NC SAC Film Club
- NC SAC Civics Club
- NC SAC Let's Present Club

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For the third year in a row the NOTL Executive partnered with the College Student Alliance to advocate on behalf of Mental Health Awareness. We filled a week with engaging activities in hopes to reduce the stigma of mental health and display realities of it by educating students

We have been in close contact with the departments within the college and have partnered with many for promotional purposes. Throughout the semester we have focused on creating new and innovative ways to market ourselves and reach out to students. On top of chalking the courtyard for various events, we have realized the value of utilizing our social media outlets as well as OohLaLa App.

4.0 EXECUTIVE VICE PRESIDENT'S REPORT – WELLAND CAMPUS

Executive Vice President – presented by Alice Mary Nakiwala, Welland Campus

Alice Mary Nakiwala, Executive Vice President for the Welland Campus, provided an overview of Student Activities, Events, Excursions and Fundraisers offered by the Welland Executive Committee.

The Welland Executives have Ten Guiding Principles that enabled them to deliver services to the Niagara College student body;

1. Be professional in all we do

The number one goal of the Welland Executive team was to strive to be professional during their term of office. This included following through all office protocol to insure that we serve the students to the best of our abilities.

2. Ensure inclusivity and student voices are heard through active engagement

The focus this year has been to work towards bringing and actively engaging the student body, by welcoming and embracing diversity. This has been done in several ways; We have now sanctioned seven (7) Clubs.

- NCSAC Nerds & Geeks
- NCSAC Light 1's World

- NCSAC Juggling Club
- NCSAC IEEE (Institute of Electrical and Electronic Engineers) Club
- NCSAC Salsa Dancing Club
- NCSAC Construction Club
- NCSAC Summoners Club

Pending sanctioning are;

- NCSAC Hip Hop Club
- NCSAC Aboriginal Arts Club

Additionally, we hosted a Club Fair on Monday January 26th was a huge success.

- 3. Assist Niagara College in returning and remaining in top spot for student satisfaction**
- 4. Always focus on quality over quantity**
- 5. Increase awareness of all services we offer to students through innovative approach**
- 6. Represent the interests of the NCSAC in an efficient and transparent manner**
- 7. Be effective advocates for the students**
- 8. Be transformational leaders that are willing to learn and looking to inspire**
- 9. No matter what we do, we do it as one united body**
- 10. Have fun in all we do**

The first objective: The focus this year was to work in conjunction with the Niagara-on-the-Lake Executive to develop a Strategic Plan. This planning document was created to guide NCSAC with various goals and objectives. The Welland Executive focused on ensuring the students of Niagara College are the priority and have committed to be the voice for them. As a team the WC Executive chose to focus on two advocacies this year; The Yellow Umbrella Project and the promotion of the Universal Bus Pass (U-Pass).

The second objective: To enhance student awareness and engagement of NCSAC events and services. These objectives were achieved by hosting interactive club fairs, internal and external food drives, updated Residence Newsletters, utilizing Residence boards, meeting with Residence Life coordinators, hosting SAC Awareness Days, meeting face to face with students, raising awareness of U-Pass, Student Benefits and providing informational flyers.

The third objective: To enhance communication amongst NCSAC and the overall Niagara College community. This objective was achieved through SAC Cares, volunteers, face to face conversations and currently promoting the NCSAC elections with a focus on greater voter turnout. The WC Executive is marketing their initiatives through social media, videos and newsletters.

The fourth objective: To develop and surmount internal objectives within NCSAC. For the past year the focus has been on effective training through interactive transition retreats. These retreats have provided a forum for Executives to gain a clearer understanding of their roles and responsibilities.

The fifth objective: To explore new opportunities within and outside of Niagara College. A new opportunity the NCSAC is exploring is to create a Breakfast Club. This initiative began in September 2014. NCSAC continues to work with Red Frog at events to ensure student safety. Some of the events and excursions hosted by the WC Executive are:

- Pub Pong
- Movie Night (Food Bank fundraiser)
- Various SAC Awareness Days
- Scavenger Hunt
- Halloween Pub Night
- Pumpkin Carving Contest
- Ugly Sweater Pub Night
- The Yellow Umbrella Project
- Seasonal Spending Nooner
- We Got Game
- Orientation Mixer
- Halloween Haunt at Canada's Wonderland

Student outreach to include:

- Student Emergency Food Bank
- Student Academic Assistance Bursary
- Student Health Assistance Bursary
- Students Scholarship Awards Program

This year the WC Executive realized the Student Emergency Food Bank is the program most sought out by students. This year we implemented Food Bank requests on-line. Students fill out the food bank request form on-line stating dietary restrictions, number of dependents etc. This new system has removed the stigma of having to come to the office and ask for food and/or wait while the food order is being processed.

5.0 U-PASS REPORT

U-Pass Report – presented by Jennifer Howarth, Executive Director
Service Providers

Over the past year, NCSAC has worked with multiple transit providers to offer U-Pass services to the students of Niagara College. These transit companies include:

1. DanNel Bus Line
2. Fort Erie Transit
3. Niagara Falls Transit
4. Niagara-on-the-Lake Transit
5. Niagara Region Transit

- 6. Port Colborne Transit
- 7. St. Catharines Transit
- 8. Welland Transit

Distribution (Numbers as of January 28, 2015)

Spring 2014 – 1489 U-Pass sticker pick-ups
 Fall 2014 – 6271 U-Pass sticker pick-ups
 Winter 2015 – 890 U-Pass sticker pick-ups

In comparison from last year (numbers as of January 15, 2014)

Spring 2013 – 1237 U-Pass sticker pick-ups
 Fall 2013 – 5957 U-Pass sticker pick-ups
 Winter 2014 – 589 U-Pass sticker pick-ups

The numbers above for 2014-15 show that 70% of students are utilizing the U-Pass service (based on Niagara College projected enrolment figures from September 2014).

The chart below shows the year-over-year growth of the U-Pass by each Academic term.

U-Pass Pick-Up Increases		
Semester	# U-Passes	Year-over-year increase
S2013	1237	20.37%
S2014	1489	
F2013	5957	5.27%
F2014	6271	
W2014	589	51.10%
W2015	890	

Swipe Card & Chip Card

In Fall 2014 we implemented a swipe card system for St. Catharines Transit to help us better understand ridership on SC buses.

Additionally, in February 2015, students are being asked to visit the SAC office to have chip card sticker placed on their Student ID Card for access to Niagara Falls Transit buses. This piece will also help us identify ridership on Niagara Falls buses. The chip card for this service will determine a levy being charged by the transit authority for ridership on buses. The benefit to a chip card over a swipe card is that the chip will adjust numbers for transfers.

Demographics

We created a field in our system to obtain demographics on where students are living in the Niagara Region (and elsewhere) to help us better understand needs for scheduling and routes.

This information is vitally important for us. Below are charts obtaining demographics for Fall 2014 and Winter 2015.

Fall 2014			
City	Contract	Non-contract	Percentage
Niagara Falls	238	896	18.09%
Thorold		293	4.67%
NOTL	5	469	7.56%
Fort Erie		72	1.15%
Grimsby		26	0.41%
Other	20	234	4.05%
Jordan		7	0.11%
Port Colborne	3	72	1.20%
Beamsville		14	0.22%
Vineland		7	0.11%
Virgil		2	0.03%
Wainfleet		22	0.35%
Welland	166	1735	30.32%
St. Catharines	74	1877	31.12%
Not entered		37	0.59%
Total	506	5763	6269

Winter 2015			
City	Contract	Non-contract	Percentage
Niagara Falls	79	168	26.67%
Thorold		30	3.24%
NOTL		49	5.29%
Fort Erie		11	1.19%
Grimsby			0.00%
Other	2	63	7.02%
Jordan			0.00%
Port Colborne	2	11	1.40%
Beamsville		2	0.22%
Vineland			0.00%
Virgil			0.00%
Wainfleet			0.00%

Welland	34	190	24.19%
St. Catharines	4	244	26.78%
Not entered		37	4.00%
Total	121	805	926

Service Schedules

The NCSAC is working towards creating campus shuttle routes that encompass a holistic approach in accommodating the needs of majority of students. Service routes were expanded to earlier morning and later evening service that, for the most part, work with class start and end times.

As of January 2015, bus service was extended to 10:30 p.m. from the Niagara-on-the-Lake campus to Welland, St. Catharines and Niagara Falls to accommodate late night classes.

Additionally, shuttle service was added to the Niagara Falls campus from the Welland campus on a trial basis in January 2015. Shuttles leave from the Welland campus for best connections from all other major hubs.

Holiday Schedules

Through discussions with the U-Pass committee it was decided that we decrease service during Reading Weeks and Winter Break to save cost on service. All information was communicated to students when “regular routes” were posted and communicated again one week prior to holiday schedules commencing. This change led to our ability to increase service during peak times of the year and peak daily hours.

U-Pass Steering Committee

The U-Pass Steering Committee continues to meet quarterly to bring forward transit challenges & opportunities and streamline communication regarding the U-Pass service. The Committee is comprised of the following members:

Shane Malcolm, President, SAC

Karen Marasco, Business Manager, SAC

Jennifer Howarth, Executive Director, SAC

Sean Kennedy, Vice President, Student & External Relations, Niagara College

Vince Malvaso, Director, Financial Services, Niagara College

Rick Anderson, Director, Student Services, Niagara College

Sean Coote, Director, International Department, Niagara College

Adam Dusome, Registrar, Niagara College

Michelle Carile, Executive Assistant, Student and External Relations, Niagara College

Each member of the committee serves a very important purpose and can bring forward any changes coming down the pipeline that may affect transit services for students. The committee meets on a quarterly basis to develop action items and delegate responsibilities to committee members.

A staff member from Academic scheduling is asked to sit on the committee when needed.

Summer Service

When the U-Pass was decided upon by referendum, in 2007, the initial intent was to schedule transit services during September to April. With increase in enrolment, expansion of academic programming and overall needs of the student body – the U-Pass service must be operational from May – August to ensure students can attend their classes.

This service is imperative throughout the entire year, but having the service run 51 weeks poses a significant loss in our U-Pass budget, which in the future may affect our service offerings at the NCSAC as we will be drawing funds from other revenue services to balance our budget. The number of students during our summer months vs. fall and winter are not proportional, which adversely affects our revenues. Expenses are essentially the same during all terms with less revenue to assist with service routes.

SAC and Niagara College are working to develop efficiencies for summer transit services. Definitive plans will be in place prior to March.

Financials

To date, we have a budgeted loss of just over \$40,000 from our U-Pass account, which can be mainly attributed to facilitating a summer service for the students of Niagara College. Not all expenses have been captured in this deficit as we have not included later runs at the Niagara-on-the-Lake campus in our figures. The U-Pass Steering Committee will meet to discuss this challenge and figure out opportunities to increase revenues for our summer U-Pass service.

The year-over-year enrolment growth provides a number of growing pains to our transit services. The increased number of transit riders and out-of-the-norm class scheduling for our transit services have caused unfavourable circumstances for balancing our budgets. The 51 week/year service will pose significant benefits to students' accessibility to the College and their program, but it needs to happen in a more fiscally responsible way.

That being said, we have improved on our deficit from the year prior. We continue to work on efficiencies in this area.

Recommendations

It is imperative that we create a model of transit that fits the needs of majority of students. Our service extensions have brought us to the point where we have buses running from 7 a.m. – 10:30

p.m. bringing students to almost all areas of the Region. We are working with the Sustainability Department on carpooling initiatives and active transportation to help ease the pain points in transit.

Collectively, we need to brainstorm alternative solutions for summer transit. Our current process is not financially sustainable and poses serious risks to the health of our organization's fiscal situation. We are hoping to work more with Regional Transit to facilitate the service.

We recommend that we continue to work with College Administration on multiple issues within our transit service and continue to advocate to municipalities on the importance of a seamless transit system in the Region.

We, at SAC, firmly believe that transit is no longer a fringe benefit as a student. It is an essential service for students at Niagara College and must take a priority for the College and SAC if we are working towards our goal of reaching #1 in student satisfaction.

6.0 FINANCIAL REPORT

Financial Report – Jennifer Howarth, Executive Director

Audited statements for the NCSAC for year ended March 31, 2013 shows an excess of revenue over expenditure of \$562,784.00 which includes the food and beverage operations. These funds will be earmarked for future capital projects that will be decided by the Board of Directors at the March Board of Directors meeting. These projects may include: changes to the Armoury, Niagara-on-the-Lake SAC office, Welland office renovation, furniture for hallway outside of Welland SAC office. Additionally, this money is set aside in the reserve fund to maintain the operations of the Student Centres and capital expenditures for NCSAC.

Suggestion from the Auditor

At the September Board of Directors meeting, KPMG LLP, Chartered Accountants, Licensed Public Accountants had only one major concern regarding our statements; Summer U-Pass Service. The U-Pass Steering Committee has provided recommendations on how to decrease Fall/Winter expenses to accommodate the decrease of revenues for the Summer U-Pass Service. The audited financial statements presented at the September Board of Directors meeting should be the last statements where we see a loss in our U-Pass accounts.

Student Centre Operations

Over the past year, the NCSAC has been working diligently to ensure that the Student Centre Operations are at the minimum break-even businesses with the ultimate goal of limited profitability. We work towards limited profitability as we are a not-for-profit business and the revenues generated must be earmarked for capital reserve of future projects.

Our audits for 2012/13 show minor losses in The Core, Alexander Davidson's and the Armoury. The main reason they show a loss in the audited statements is depreciation. Discussions are taking place about the future of the Armoury and a competitive strategy surrounding this operation.

Special Projects and Initiatives

- Summer 2013 the Club Room, Welland Campus had a makeover. The purpose was to make this a more student friendly space.
- Bar height tables and stools were added to The Core and more individual seating for students.
- Long tables were added to the mezzanine of The Core for groups and a more effective space for rentals.
- Lounge furniture and large moveable white boards were added to the Niagara-on-the-Lake SAC office.
- Rebranding of the SAC Shack, target date September 2014. Allowing for a greater customer draw and more cohesive with NCSAC's other operations.

7.0 STUDENT HEALTH AND DENTAL PLAN REPORT

Student Health and Dental Plan Report – presented by Karen Marasco, NCSAC Business Manager & Student Health Plan Administrator

1,672 of the 7,437 students, who were charged the Health Care Fee, successfully opted out between August 31st and September 26th, 2014. An additional 905 students were added to the benefits as of January 28th, 2015. The Winter Opt Out session does not expire until January 30th; therefore final opt out numbers are not yet available.

To date, 29 September start students have chosen to cancel their automatic opt out as they now have now find themselves without benefits.

No Health Care Appeals have been filed to date this year.

All students charged the Health Plan Fee will have access to the AD&D (Accidental Death & Dismemberment) benefits as well as the Mental Health Wellbeing program offered by Ceridian. The fees for these benefits are not refunded to those opting out as they will retain access.

Recommendations

There will not be an increase in the fee charged to students for the 2015-2016 academic year; however, some of the benefits included in the plans will change.

The Mental Health Wellbeing program (LifeWorks) offered by Ceridian will be removed as we will not offer this program after August 31, 2015. The funds previously allocated to this program will be redirected to cover additional benefits. These benefits will include a 'True Life' policy added to the AD&D policy, which is a non-accidental death benefit payable in the amount of \$10,000.00. Also the services of a Registered Social Worker (RSW) and/or a Master of Social Work (MSW) will be added to the Paramedical Practitioners list.

If any additional funds for these new benefits are required they will be paid for by NCSAC and not charged to students.

8.0 CONSTITUTION REVISIONS

Constitution Revisions

Title Page

This official copy of the Niagara College Student Administrative Council Inc. Constitution was approved and adopted by the Board of Directors and by the General Membership on January 30 29, 20145. This Constitution supersedes all previous Niagara College Student Administrative Council Inc. Constitutions.

Article 4: Office

4.01 Term of Office

The term of office for the Board of Directors members begins on May 1 and is completed on April 30 of the following year.

4.02 Removal from Office

Any Board of Director member will be automatically removed from office when they:

- a. Do not meet membership requirements described in Article 3.01, or
- b. Fail to keep a G.P.A. per semester of 65% or higher.

The Executive Director, Executive Vice President(s) ~~(Business Manager if Executive Vice President is to be placed on Academic Contract)~~ and President will have the option to place an Executive Committee member on Academic Contract by a unanimous decision based on past performance in office or extenuating circumstances:

Any Board of Director member will be placed on probation with the approved academic contract, when issued any U (unsatisfactory) or N (not attending) notation on mid-term reports. If the student does not improve the specific course(s) grade to over 50% at and of the term – they will be automatically removed from office.

- c. Violating the goodwill of the corporation, or
- d. Being non-bondable, or
- e. Violating the college's academic and behavioural policies, or
- f. Missing more than (2) Board of Directors and/or Executive Committee Meetings per term of office without submitting written notice to the President at their respective campus 24 hours prior to scheduled meeting, or
- g. Are convicted of a criminal offence related to or involving the affairs of the Corporation

Automatic removal does not require any special meeting called to affirm removal. The President and Executive Vice President of the respective campus will notify the removed member in writing, which will state reasons for automatic removal and will be signed by the President, Executive Vice President of the respective campus and the Executive Director. In the case of an Executive Vice President's automatic removal, the ~~Business Manager of the~~ respective Executive Vice President of the alternate campus will sign documentation in their place.

All records and files relating to the removed Board of Directors member's position must be forwarded to the Executive Director.

Any removed member will be prohibited from running or being appointed to any position on NCSAC for a maximum period of three years. Within the three year period, the Board of Directors shall permit previously removed NCSAC members to request a review of their circumstances for removal. The Board of Directors will determine if the ban should be upheld or lifted.

4.03 Reprimands

Any Board of Director member will be subject to a written reprimand for the following reasons, which are not covered in Article 4.02:

- a. Violating the Corporation's Letters Patent, Constitution, By-Laws, Policies and Procedures and any other manual or agreements approved by the Board of Directors, or
- b. Consistently ~~failing to meet~~ ~~missing~~ 12.5 scheduled hours per week during regular office hours ~~scheduled-offices hours~~, or
- c. Neglecting their duties as describe in By-law 1.02, 1.03 or 1.04 or
- b. Failing to complete any ~~discretion~~ direction or decision made by the President, respective Executive Committee or Board of Directors.

4.04 Resignation from Office

Any Board of Director member who resigns from their position must submit a formal letter, dated and signed and addressed to their respective Executive Committee. A resignation will not be considered as a 'removal from office'.

All records and files relating to the resigned Board of Directors member's position must be forwarded to the Executive Director.

Article 5: Organizational Structures

Every person or position cited in this Article will abide by the Letters Patent, Constitution, By-laws, Policies and Procedures, and any other manual or agreements approved by the Board of Directors that relate to themselves or their positions.

5.01 Board of Directors

The Board of Directors will consist of the following voting members:

President
Executive Vice President (Welland)
Executive Vice President (Niagara-on-the-Lake)
Director of Social Programming (Welland)
Director of Social Programming (Niagara-on-the-Lake)
Director of ~~Campaigns Goodwill~~ (Welland)
Director of ~~Campaigns Goodwill~~ (Niagara-on-the-Lake)
Director of Student and Community Relations (Welland)
Director of Student and Community Relations (Niagara-on-the-Lake)
Director of Clubs ~~and Volunteers~~ (Welland)
Director of Clubs ~~and Volunteers~~ (Niagara-on-the-Lake)
Director of Communications (Welland)
Director of Communications (Niagara-on-the-Lake)

As well as the following non- voting members approved by the voting members:

Two Niagara College appointed staff
NCSAC Executive Director

The Chair will be appointed by the Board of Directors.

In the event of a tie vote, the motion will be defeated.

5.02 Executive Committees

The Welland and Niagara-on-the-Lake Niagara College campuses will each have an Executive Committee. The Executive Committee members are elected or appointed according to the regulations described in By Law 3 and will consist of one Executive Vice President and all Directors as stated in Article 5.01. The President will be an Ex-Officio non-voting member of each Executive Committee.

The Chair will be held by each member of the respective Welland and Niagara-on-the-Lake Executive Committee at least once per term. In the event of a tie vote, the Chair will hold the deciding vote.

The Niagara Falls Executive Committee will consist of the Director of Student Affairs, Executive Vice President from Welland and Executive Vice President at the Niagara-on-the-Lake. The President will chair this committee and act as an ex-officio non-voting member.

~~The Chair will be held by each member of the respective campus Executive Committee at least once per term. In the event of a tie vote, the Chair will hold the deciding vote.~~

Article 7: Elections and Referendum

The following regulations apply to all elections and by-elections for all of the Executive Committee positions at Welland and Niagara-on-the-Lake.

All Executive Committee members of the Corporation at Welland and Niagara-on-the-Lake will be elected each year prior to the end of April. The candidates with the majority of votes will be elected to serve their respective offices for the length of the term described in Article 4.01.

The Director of Student Affairs at Niagara Falls will be selected by a Hiring Committee at a time appropriate for the needs of the Niagara Falls campus.

7.01 By-Elections

The Student Administrative Council Inc. may call by-elections for Welland and Niagara-on-the-Lake as described in By Law 3.06, when there is a vacancy in an Executive Committee position where no other Executive Committee member or current student representation of the Niagara College Student Administrative Council Inc. is available to assume that position. The Council will move straight to the hiring process for any vacancy for the Director of Student Affairs position at Niagara Falls.

8.03 Protection of Members

No member of the Board of Directors, or Executive Committee, or staff will be liable for:

- a. Neglect or default of any other member or officer, or
- b. Any loss or damage arising from bankruptcy, insolvency or any wrongful action or any person who was in possession of any money, securities, or affects-effects of the Corporation, or
- c. Any loss occurred by any error of judgement or oversight on their part, or
- d. Any other loss, damage or misfortune when executing office duties unless it occurs through their own dishonesty, default, wilful neglect or wrongful act.

8.04 Agreements

NCSAC will ensure that all contractual agreements signed with the College or external partners will abide by the following:

- a. Contractual agreements will be no more than three years in length, and
- b. Within each contract, there must be a specific end date, and
- c. At the expiry of contractual agreements, a Request for Proposal (RFP), standard solicitation strategy, will be used by the NCSAC to compete for contract opportunities, and
- d. All contracts over \$1000 must be signed by the President, one full-time staff (signing officer), and one (1) Executive Vice President, and
- de. All contracts must be signed only by a signing officer of the corporation, and

e.f. If the contractual agreement exceeds \$30,000, NCSAC will ensure the contract is assessed by legal counsel prior to signing.

9.04 Repeal/Enactment of Article Amendments to the Constitution

Articles of the Constitution have been amended/enacted according to the procedures indicated in Article 9.01 and enacted this ~~30th~~29th day of January, 20145.

Motion made to accept the revisions to the constitution as presented.

Motioned by: Joseph Biancaniello,
Seconded by: Nick Appelman

Discussion: Students at large requested an explanation of “what is a Constitution?” and “why does the NCSAC have to bring these changes to an Annual General Meeting?” NCSAC President, Shane Malcolm answered these questions to the student’s satisfaction.

In Favour: 19
Abstention: 1
Opposed: 0
Motion Carried

9.0 ADJOURNMENT

Adjournment

The Annual General Meeting adjourned at 6:42 p.m.

~~Katryna McKenna~~
Shane Malcolm
President

~~Shane Malcolm~~
Matthew Cowell
Executive Vice President
NL Campus

~~Amber Ziomick~~
Alice Mary Nakiwala
Executive Vice President
Welland Campus