

**STUDENT ADMINISTRATIVE COUNCIL INC.**

**Annual General Meeting**

Welland Campus – The Core

Thursday, January 19, 2017

11:30 a.m.

**AGENDA**

1. Welcome – NCSAC President, AliceMary Nakiwala
2. President's Report – NCSAC President, AliceMary Nakiwala
3. Executive Vice President's Report – NL Campus – Executive Vice President, Fred Donkor
4. Executive Vice President's Report – Welland Campus – Executive Vice President, Ryan Huckla
5. U-Pass Report – NCSAC Executive Director, Stephen Kosh
6. Financial and Operations Report– NCSAC Executive Director, Stephen Kosh
7. Student Health Benefits Plan Report – NCSAC Business Manager, Karen Marasco
8. Constitution Revisions - NCSAC President, AliceMary Nakiwala
9. Adjournment

**STUDENT ADMINISTRATIVE COUNCIL INC.**  
**Annual General Meeting**  
Welland Campus, The Core  
Thursday, January 19, 2017  
11:30 a.m.

**1.0 WELCOME**

This meeting was called to order at 11:30 a.m. and chaired by AliceMary Nakiwala, Niagara College Student Administrative Council President. AliceMary explained to the membership the purpose of the Annual General Meeting. She outlined the process of reviewing the organizations financials and operations. She 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 AliceMary Nakiwala

This report accounts for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) President for the 2016-17 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. AliceMary introduced the NCSAC Board of Directors.

The members of the 2016-17 Niagara-on-the-Lake Executive Committee are:

- Executive Vice President- Fred Donkor
- Director Student Relations - Jared Dawson-Klein
- Director of Goodwill- Aman Arora
- Director of Special Events – Vineet Bhatia
- Director of Clubs – David Dominguez

The members of the 2016-17 Welland Executive Committee are:

- Executive Vice President- Ryan Huckla
- Director of Social Programming- Camron MacDonald (December 2016) Vacant
- Director of Student Relations – Ryan Krafft
- Director of Goodwill – Jennifer Simon
- Director of Clubs – Chelsea Mizzi

The 2016-17 Niagara Falls Student Representative is Gerica Layola (December 2016) Vacant.

The 2016-17 Board of Governor's Student Representative is - Joy Agunbiade, Regrets

### **Guiding Principles**

As an organization, we have 10 guiding principles that we use and work with.

1. Be professional in all we do
2. Ensure inclusivity and student voices are heard through active engagement
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

### **Hiring a new Executive Director**

In October, we hired Stephen Kosh. Steve joined the NCSAC team as our new Executive Director. Steve brings over eight years of student government experience. His most recent experience was with the Brock University Student Union (BUSU) as the Marketing and Communications Manager. Prior to that Steve was employed with the Mohawk College Student Association (MSA) as the Marketing and Communications Manager. He has demonstrated great knowledge of the industry through his advocacy, managerial skills and mentorship to the student leaders.

### **Committees**

AliceMary 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
- Sexual Assault Task force
- Transit Strategy Committee
- Town and Gown Committees  
(Welland and St. Catharines)

## **Special Initiatives and Projects**

### **Class Representative Program**

The Class Rep Program at the Niagara-on-the-Lake and Welland Campuses has been a success. For NCSAC to better serve and meet the needs of its members (students at large) the Class Rep Program aims to create a new level of engagement while strengthening the relationship between the NCSAC and the students we serve. To date there are just over 40 Class Reps registered. The Executive Vice Presidents at both campuses will continue to meet with Class Reps on a monthly basis.

### **New Renovated Cafeteria and Student Activity Room at the Niagara on the Lake Campus**

The NCSAC Team has been part of several meetings and conversations around campus redevelopment. We have worked diligently with the college to ensure that students have a new renovated Cafeteria and Student Activity room, as well as a board room that students are free to book and use when they need to. This is the first phase of the construction that has been taking place at Niagara College. The grand opening was on the November 17th. We are looking forward to the revealing of other campus re development projects.

### **The NCSAC App**

In September of 2015 NCSAC revealed its NC SAC Student Life App. The NCSAC Student Life app brings Niagara College services to student's fingertips and enables them to connect with their classmates and friends. It allows easy access to Niagara College events, calendars, contacts, maps, and more:

- Classes - Manage classes, create to do lists, reminders, and stay on top of assignments.
- Timetable Sharing - See when your friends are in class and free. Events – Find out what events are happening on campus. • Tour - Explore and get to know your campus
- Deals - Access exclusive discounts
- Campus Services - Learn about what services
- Groups & Clubs - Find out about clubs on campus and how to get involved
- Campus Feed - Join the campus discussion
- Campus Map - Get directions to classes, events and departments
- Students List - Communicate with fellow students
- Games – Join games and contests to win prizes

### **NCSAC Snapchat Accounts**

This year we officially created and launched two Snapchat accounts the NCSAC Welland and NCSAC Niagara-on-the-Lake accounts. We use this platform to stay connected to the student population. Snapchat has been one of our most active social media platforms. We have over 200 followers on both accounts. We are proud of the impact that it has brought to the students in regards to students being able to find out about what events are scheduled. We host competitions on this platform which kept our followers active and up to date.

### **Focus on Mental Health Awareness**

In October we ran the Mental Health Awareness month. The Yellow Umbrella Project (#YUP) is a mental health initiative that the NCSAC has been involved with since its inception in January 2013. The mission of the NCSAC mental health week and Yellow Umbrella Project is to stop the stigma surrounding mental health and identify the resources available to students within their college community. NCSAC worked with the Friendship Bench organization in 2015 to bring one their signature yellow benches to our Niagara-on-the-Lake campus. The bench in Niagara-on-the-Lake was donated by the family members of a former Niagara College student who was silently battling mental health challenges and passed away. Our Student Association was the first College in Canada to have this symbol of hope installed on its campus grounds. This year we highlighted the bench and the significance of it. We had several events going on during the month to help start those conversations around ensuring we stop the stigma around mental health.

### **Sexual Health/Sexual Violence Initiatives and Events**

In November we ran the Sexual Health Awareness month. There were several topics covered during the month including The Means No Campaign was hosted at both Niagara-on-the-Lake and Welland Campus. The banners were well received by the students. We held a workshop titled Cookies and Consent that was facilitated by Hafsa Shaikh. She explained the importance of consent as well as providing an overview of the college's sexual assault policy. NCSAC live streamed Hafsa's presentation on our Facebook page for students that were unable to attend in person.

### **Rise and Shine Breakfast Program**

This year marks the third year of the NCSAC's Rise and Shine free breakfast program. Rise and Shine is offered every Tuesday and Thursday at all 3 campuses from 8 am-9 am. The program continues to offer continental style breakfast for students. Since September the Rise and Shine program has had approximately 5000 visits from students.

The NCSAC breakfast program is now being modeled by many of our peers at other Student Associations in Ontario. NCSAC is committed to the program and we will continue to offer the program for our students. We are constantly looking for ways to improve the program and expand our capacity and variety of menu items. To do so, securing external sponsorships will become an integral part of the next steps for the program.

### **NCSAC Student Emergency Food Bank**

The NCSAC campus food banks continue to be a vital support for our students in need. Since we developed the online request form last year, it continues to be widely utilized by students. The service provides an easy and discreet way for students to access food from the food banks. Since

September 2016 we have had approximately 200 students across all three campuses submit food bank requests. Over the past summer we experienced some new challenges with the food bank and had to close the Welland and later the Niagara-on-the-Lake food banks temporarily while we dealt with the issue. All three food banks are up and running.

### **Addition to our Health Plan**

This year we have a new addition to our Health Plan, for anyone who suffers from sleep apnea, effective January 1st, 2017, all plans will include partial coverage for CPAP machines and accessories as part of the Extended Health Care benefits. For more information please go to [wespeakstudent.com](http://wespeakstudent.com) or visit the SAC office to determine your eligibility.

### **Ketchup with AliceMary**

This is another means to get in touch with the student body and hear from them. This is a platform that students can send me questions and I will respond to them with answers or solutions while I eat something with Ketchup.

### **Student Jobs on Campus**

We continue to value our student population and ensure we provide job opportunities to students on campus through our student centers and shack at both campuses.

### **Food Variety in Student Centres**

In our student centers, we continue to provide the best value for food options on campus and we strive to maintain that. We have widened our food options at both the Welland and Niagara-on-the-Lake campus. At the Welland campus, The Core, we are famous for the special poutine combinations. At the Niagara-on-the-Lake campus, The Armoury we are serving Halal options with Shawarma and rice bowls from Shawarma House.

### **Collaboration with Various College Departments**

This year we have worked hand-in-hand with various college departments to ensure we service more students. During the September 2016 Orientation we had the first Color Run. For this event we joined forces with several college departments to ensure the Colour Run was successful. We also worked with the International Department to facilitate the Canada's Wonderland Halloween Haunt excursion, we were able to provide transportation and park entrance for three hundred students. We have worked with the Athletics department to host tournaments; the Smash Bros and Ping Pong tournaments. We also worked with Niagara College Student Services department to ensure we provide correct information to students in regard to the Niagara Colleges Sexual Assault policy. We will continue to work hand in hand with the college to ensure we serve the students to the best of our abilities.

### **Transit Initiatives**

#### **Transit Ambassador Program**

This year we launched the Transit Ambassador program, with the goal of educating fellow students about the U-Pass and transit in the Niagara Region. As a member of the NCSAC Transit Ambassador Program, their main objective is to extend the reach of NCSAC on campus in terms of getting our message out to the student population of Niagara College. This is a volunteer opportunity for students who are passionate about transit and a desire to assist and educate fellow students. These volunteers are tasked with assisting with SAC Awareness tables, (transit-specific) word of mouth and promotions as well as helping us communicate transit etiquette to students.

### **Transit Etiquette Video**

The NCSAC created a transit etiquette video. The goal of this video is to educate students around using good manners and respect when riding on the bus.

### **Transit Education**

Transparency is key when it comes to student government and we owe it to you as our membership to let you know what is going on in regards to Transit. We recently put out an open letter to the student population. This letter explains where we stand as an organization in regards to how and what we have done to help improve the transit situation. Please take the time to read it.

### **Advocacy Initiatives**

#### **Local Advocacy**

NCSAC has been on the forefront of local transportation issues over the past 18 months and have remained committed to the push for regional restructuring of the transportation system in Niagara. NCSAC has been a voice at the Niagara Regional Transportation Committee. We continue to advocate as your student representatives to the region. We were able to secure new bus routes to enhance and enable students to come to school. We are proud to say that we are starting to see the fruits of our labours. The bus route 40/45 is one of the new runs that has helped lighten the weight and frustration of our Niagara College Transit riders. As a transit rider myself, Transit has and will always be a priority.

#### **CSA Update-Provincial Advocacy**

NCSAC continues to be a proud member of the College Student Alliance (CSA) alongside our peers in the other member Student Associations. It was a privilege to attend the 2016 CSA Advocacy Workshop in Toronto, which was a three-day long workshop. At Queens Park, we had an opportunity to meet with MPP's within our respective regions. We lobbied for 3 student priorities which are:

- Create an online open book project for the 40 most popular college programs to strengthen accessibility by lowering the cost of education.
- 2. Do not count Post-Secondary Student Support Program (PSSSP) funds as income in OSAP's needs assessment process.
- 3. Incrementally reduce the international student recovery fee (ISR) by \$75 per year.

I met with MPP Wayne Gates and MPP Taylor Armstrong and got good feedback, support, and encouragement from the MPPs. Now that we have advocated, lets us hope they spread the word and these recommendations are considered and implemented.

**Closing Remarks:** This has been a very productive year with its ups and downs and I can only look forward to continuing my term, serving you as the Niagara College Student Administrative Council President.

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

**Executive Vice President** – presented by Fred Donkor, Niagara-on-the-Lake Campus

Fred Donkor, 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 Niagara-on-the-Lake Executive Committee.

#### **Executive Summary**

**Mission Statement:** The Niagara College Student Administrative Council Inc. aspires to provide healthy and safe activities, facilities, and services while promoting an accessible college environment and contributing to the quality of student life.

NCSAC is responsible for making decisions on behalf of the students of Niagara College. The Student Administrative Council is YOUR voice

#### **Introduction to the Guiding Principles**

The Niagara College Student Administrative Council is dedicated to defining and enhancing student life on campus. Everything that we do follows the purpose of serving the student body of Niagara College. In the 2014 – 2015 academic year the NCSAC board created 10 guiding principles. This report outlines how the current board has followed those guiding principles to give our students the best experience possible.

##### **1. Be professional in all we do**

We strive to ensure that we carry ourselves in a professional manner as representatives of principle as mind as we’ve scheduled and attended monthly executive & board meetings, as well as various committees that our executives sit on with the college.

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

At the Niagara-on-the-Lake campus one of our biggest focuses this year was to ensure that the entire student body was given the opportunity to be involved in everything that we do. One of the ways that we are doing this is by partnering with different departments in the school that oversee various student groups on campus. An example of this is when we partnered with the International department on our Halloween Haunt excursion. By partnering with the international department we were able to ensure that the international students were not excluded from our regular annual trip. We were able to take a record breaking 300 students to the amusement park which was only possible because of the partnership. Another way that we’ve ensured student inclusivity is our clubs. Our Director of

Clubs – David Dominguez, has been greatly involved in the creation and operations of eleven clubs on the Niagara on the Lake campus. The clubs on campus this semester are as follows:

- NCSAC Students4Life club
- NCSAC Geeks & Nerds Club
- NCSAC International Business Club (IBC)
- NCSAC Katori Club
- NCSAC Run & Hike Club
- NCSAC Mature Students Club
- DECA U NCSAC Chapter
- NCSAC Latter Glory Arena
- NCSAC French Club
- NCSAC Ubuntu
- NCSAC Society for Ecosystem Restoration (SER)

These clubs are started by students and are all open to all students, in accordance with NCSAC policies and by-laws. We encourage students to start a club for anything they're passionate about. David puts on club fairs to help the clubs find students that are passionate about the same or similar causes/hobbies.

### **3. Assist Niagara College in returning and remaining in the top spot for student satisfaction**

After the unexpected temporary closure of the Niagara-on-the-Lake food bank, our Director of Goodwill, Aman Arora has been diligently helping to stock our Student Emergency Food bank, since it reopened this January. Aman has also taken it upon himself to oversee the Rise and Shine breakfast program, ensuring that we professionally provide the students at the Niagara-on-the-Lake campus with a healthy, nutritious breakfast twice a weekly since starting classes in September. Aman also oversees our volunteer base and coordinates the volunteers for helping with the breakfast program, events, and promotional initiatives. Aman has also been working with the Niagara-on-the-Lake Greenhouse program to introduce a new program where NCSAC will purchase the fruits and vegetables grown by the greenhouse technician students, and use those food ingredients in the preparation of food served in our student centres. This ensures that the food prepared does not go to waste, and we have the privilege of serving food with local ingredients grown on campus. Finally NCSAC has been helping to diversify the food options on campus. We have introduced a new Halal menu in the armory with food provided by the Shwarma House in St. Catharines. In addition to this, we continue to offer new food options in the Armory for our weekly specials, such as the various poutine specials and flavored grilled cheese specials.

### **4. Always focus on quality over quantity**

Our Director of Social Programming – Vineet Bhatia, has been focused on offering a variety of events at the Niagara-on-the-Lake campus to serve the general population of students, instead of serving any particular groups. He has programmed a Karaoke night every other month since September, as well as a Deal or No Deal event, a Pulse Pub Night, Monsters of Schlock, Excursions to Ice Dogs game, Canada's Wonderland, Sex Toy Bingo, Halloween events and Selfies with Santa.

**5. Increase awareness of all services we offer to students through innovative approach**

In order to ensure that the general student population knows about current events and initiatives in a timely manner, our Director of Student Relations – Jared Dawson Klein, has been engaged with the students at the Niagara-on-the-Lake Campus. Jared has set up SAC Awareness tables in the hall, and has also gone around the school talking with students and having pop up contests where he could ask them questions and help educate the students on what it is that we do, while also giving out fun prizes. He also makes sure that the poster boards around the campus are up to date with current marketing materials to help the students have a visual representation of what’s going on. Another way that Jared has encouraged the students to learn about NCSAC, was by hosting a SAC Feud event, which was a spinoff of the hit TV series, Family Feud. Jared also partnered with Hafsa Shaikh, Student Rights & Responsibilities Officer from Niagara College AliceMary Nakiwala, NCSAC President to work on planning for the Sexual Health and Sexual Assault Awareness initiatives. Jared also organized an oxygen bar on campus to help the students de-stress during the exam week.

**6. Represent the interest of the NCSAC in an efficient and transparent manner**

We encourage the students at Niagara College to be involved with NCSAC so that they can have a clear image of what we do on campus. One of the ways we do this is through our Class Rep. Program. The class rep program is organized and run by the Executive Vice President, Fred Donkor. Fred recruits volunteers to be representatives of their prospective programs to act as liaisons between their program and NCSAC. We communicate all initiatives and events that we work on with them, and they deliver that information to their classes. In return they are given an open forum to voice any concerns or opinions that they or any of their classmates have.

**7. Be effective advocated for the students**

Our primary focus as members of the NCSAC, is ensuring that the student experience at Niagara College is enhanced as much as possible. To help with this, NCSAC is a proud member of the College Student Alliance (CSA). The CSA is a non-profit, non-partisan organization that believes in working collaboratively with post-secondary education (PSE) stakeholders & government to improve the college experience. They advocate for the collective student body, as well as for individual students. They are the main contact to government on the opinions of Ontario’s college students. Finally, they are guided by 5 Pillars: Affordability, Accessibility, Accountability, Transferability and Quality. The two Executive Vice Presidents – Fred Donkor, and Ryan Huckla (Welland Campus Executive Vice President), and the NCSAC President – AliceMary Nakiwala, act as the main CSA representatives for NCSAC, and they attend quarterly CSA conferences where they can advocate on behalf on the Niagara College student body. In addition to this, Fred, AliceMary, David, Vineet, and Ryan got to meet with the Minister of Education to further advocate for NC students on a provincial level.

**8. Be transformational leaders that are willing to learn and looking to inspire**

All of the members of the Niagara-on-the-Lake NCSAC Board, have either completed or are currently enrolled in the Leadership Exploration And Development program (LEAD), where they learn valuable tools and effective methods of leadership. During the year, members of the NCSAC Board have opportunities to attend various leadership conferences. Fred, AliceMary, David, and Ryan were provided the opportunity to facilitate workshops with the topic of leadership at the Canadian Conference on Student Leadership (CCSL), which was hosted by Brock University and Niagara College. In addition to this, members of the board were also invited to attend the Niagara Region Student Leadership Summit. Board members are given various opportunities to lead student volunteers who sign up to assist NCSAC with initiatives and events on campus. By having these opportunities, we can ensure that every board member that leaves NCSAC, leaves with valuable leadership skills and knowledge gained from their experiences here.

### **9. No matter what we do, we do it as one united body**

The NCSAC Board goes on various mandatory retreats where we are given a chance to really connect and bond as one unit. By doing so, we are all more capable of serving the students of Niagara College effectively. It is important to the NCSAC board that everything we do is done in unison. This is reflected when we have our campaigns and initiatives that are mirrored at both campuses. An example of this is our Yellow Umbrella Project, and our Healthy@NC initiatives. It is only through effective communication of the NCSAC team that we are able to make these campaigns and initiatives successful.

### **10. Have FUN in all we do**

As serious as we take our work, we also ensure that we enjoy our time in office. We do this by engaging with students in fun new mediums. We focus on having a strong presence at college functions, such as the NCSAC Color Dash, Niagara Grape and Wine festival, Leadership Conferences, and more. We're always sure to attend Karaoke nights and pub nights and enjoy the events alongside our fellow students.

## **4.0 EXECUTIVE VICE PRESIDENT'S REPORT – WELLAND CAMPUS**

**Executive Vice President** – presented by Ryan Huckla, Welland Campus

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

At the September orientation NCSAC hosted a variety of events for the incoming students. These events included a return performance of the Monsters of Schlock, a paint party, and in collaboration with Niagara College, a Colour Dash. The Welland executive team also assisted in the open house dates to help the transition for incoming students.

### **Clubs**

Over the duration of the semester the Welland Executive has sanctioned nine clubs which include:

- NC SAC Indigenous Craft club
- NC SAC Exercise is Medicine
- NC SAC Merge
- NC SAC Nerds and Geeks
- NC SAC Diamond Tech
- NC SAC Pool Club
- NC SAC Smash Bros.
- NC SAC Planes Walking
- NC SAC Pathfinders

We have made an effort to stay in close contact with all clubs ensuring the club mandate is being followed. We have hosted a club fair where we reached out to students, giving sanctioned clubs an opportunity to recruit members and showcase themselves to other Niagara College students.

### **Social Programming**

At the Welland Campus we have been able to host a wide variety of events that have attracted Niagara College students.

- Randy and Mr. Lahey
- Rocktober
- Halloween Haunt
- Pasta and Comedy Night
- Super Smash Bros. Tournament
- NCSAC Trivia
- Selfies with Santa
- Tony Lee XXX Hypnotist

We also participated in the COCA conference, sending two student delegates. There are more events being planned for the rest of the year including speakers, pub nights, and other events.

This year we have successfully recruited and utilized an abundance of volunteers to assist and promote events.

### **Campaigns and Food Bank**

As one of our main services and main focus of the Director of Goodwill, we offer the SAC Cares Emergency Food Bank to students. There have been multiple successful campaigns to collect food for the Emergency Food Bank, and to collect money for the Nourishing Minds Fund.

- Halloween food Drive
- Loveable Labels
- Holiday Toy Drive
- Desjardins food drive

Also on the agenda is a rose sale, a paint night, and an Art Show that is being planned by students of the Public Relations Graduate program.

We run the Rise and Shine breakfast program every Tuesday and Thursday, with the assistance of both staff and volunteers. Together we have been able to serve on average 100 students each breakfast.

### **STUDENT OUTREACH/VOLUNTEERS**

A main initiative this year has been raising awareness amongst students relating to who we are, what we do and the services we provide. We have done this by attempting to increase face to face time with students and hosting events and activities. There have also had Class Rep. Meetings that allow students to become a voice for their program and share the challenges faced as a student and learn more about NCSAC.

There has been a student team created called the VOICE that gives students the opportunity to help promote NCSAC initiatives, and develop more leadership opportunities for themselves. Currently the Welland VOICE team is managed by the Director of Student Relations and Director of Goodwill and includes six other students, and has great potential to grow in size.

With the amount of volunteers we have had assistance in the operations of NCSAC we have been very proud to award two volunteers for their services with recognizing them as Volunteer of the month, one for October and the other for November.

### **Advocacy**

Similar to past years we have taken a lead on ending the stigma that mental health has by teaming up with the College Student Alliance for the Yellow Umbrella Project. We included a “What Makes you Happy?” photo booth, BYOB Sundaes, Laugh you Lose contest, Videogame chill day, Cash Cube, and High Five tag.

Sexual Assault awareness is an important issue that our board took on to share with the students. Talking about the importance of consent, we had a banner signed by students approving a consensual campus and lifestyle. There was also presentation made called Cookies and Consent presented by Hafsah Shaikh, Student Rights & Responsibilities Officer from Niagara College. This session informed students both in the room and online about the important role a bystander can play and gave more information on consent and sexual assault.

We continue to attend the CSA conferences, and unite our voices to better serve the students.

## **5.0 U-PASS REPORT**

### **U-Pass Report – Executive Director, Stephen Kosh**

The U-Pass Report is included in the Financial and Operations Report.

### **Financial and Operations Report**

#### **1. Campuses – Niagara on the Lake, Welland and Niagara Falls Campuses**

- Niagara Falls campus closing August 2017 – NCSAC will continue to support the students of the Niagara Falls campus with events and service, but will not be replacing the Niagara Falls Director on the NCSAC Board of Directors
- For budget, this means approximately \$60,000 will flow back into the NCSAC operation budget for the 2017-2018 fiscal year

## **2. Welland Campus Redevelopment**

- Niagara College has currently broken ground on the new Cafeteria
- Planning has begun on the new Library and Student Services areas

## **3. Niagara on the Lake Campus Redevelopment**

- Currently in the process of designing the new Recreation Centre at NOTL
- NCSAC will be relocating the Shack at NOTL and as part of campus development, have a much more prominent space at that campus
- New Board Room and Student Commons opened in October at the NOTL Campus
- New NCSAC offices are on the agenda for 2018

## **4. Financial Update**

### **Audited Financial Statements**

- Highlights:
  - Student Activity Fee Revenue = \$1,248,807
  - Upass revenue = \$1,982,242
  - Upass expenses = \$2,268,000
  - Upass deficit = \$285,758U
  - Health and Dental revenues = \$1,359,014
  - Health and Dental expenses = \$1,348,980
  - Health and Dental Surplus = \$10,034
  - Total Revenue = \$6,541,002
  - Total Expenses = \$5,658,172
  - Payment to Niagara College = \$1,118,265 (Campus Redevelopment)
  - Net Loss = \$235,435

### **Operations**

- The Core remains in a deficit position of \$34,286
- The Armoury (Alexander Davidson's) remains in a deficit position of \$20,328
- The Knight's Quarters (Core Food) remains in a deficit of \$15,306
- The Armoury Kitchen is in a slight deficit position of \$1,481 with large gains from 2015
- Welland Shack is a steady profit centre at \$15,890
- NOTL Shack is in slight deficit of \$6,295 with large gains over 2015

### **Services**

- Health and Dental Plan remains in a strong position with added services in 2016-2017

- Upass remains the major financial issue as mentioned in previous agenda item

**5. Summary**

- NCSAC is in a strong financial position even with Transit being an issue
- Hoping to rectify the Transit situation over the next 2 years to get the service into the black with the least amount of impact to students as possible
- Look forward to another strong year of servicing our students!

**7.0 STUDENT HEALTH AND DENTAL PLAN REPORT**

**Student Benefits Summary – Business Manager, Karen Marasco**

There has been a decrease in the number of full-time domestic students charged the fee for 2016-2017. 7,001 students were charged the Health Care Fee in the Fall of 2016. Initially 1,591 of those students successfully opted out between September 1st and September 30<sup>th</sup>, 2016 leaving just over 77% of those students charged on the benefits. The majority of the Fall opt out refunds were processed on October 13<sup>th</sup> however a number have since cancelled their opt out as they now find themselves without benefits. 28 September starts and one January start student has chosen to cancel their automatic opt out to date.

To date over 420 September start students have taken advantage of the ‘Flex Plans’ and changed their benefit package at no additional cost to them.

An additional 811 January start students were added to the benefits as of January 1<sup>st</sup>, 2016. The Winter Opt Out session does not expire until Friday, January 27<sup>th</sup>, 2017, therefore final opt out numbers are not yet available.

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

**Special Projects & Initiatives**

After a very thorough RFP process, NCSAC has contracted ACL Student Benefits to administer our benefits for the next 3 years.

As of September 2016, ‘True Life, Out of Country Travel and Tuition insurance’ were been added to all student plans. As well an additional ‘Flex Plan,’ (*Enhanced Drug/Vision*), was added to the benefits for 2016-17. Student can now choose from four plan options: *Balanced Plan; Enhanced Drug/Vision Plan; Enhanced Dental/Vision Plan; Enhanced EHC/Vision Plan*. The additions of these extra benefits and flex plan have resulted in an increase of only \$6.30 per student for an entire year’s coverage.

As of January 1, 2017, the Extended Health Care benefits have been upgraded to include coverage for Breathing Equipment and supplies at no cost to student currently.

We have lowered the price for students to purchase individual or family benefits.

**Student Benefits Reports**

*As of January 13<sup>th</sup>, 2017*

Regular Student Benefits	2016-2017 Enrolment	Individual Opt Ins	Opt Outs	Total on Plan	% of Enrolment Remaining on Plan
<b>September** 2016</b>	6987	14	1563	5438	78%

<b>January 2017*</b>	811	N/A	N/A	N/A	N/A
<b>Total to Date</b>	7798	N/A	N/A	N/A	N/A

\*Complete January 2017 numbers are not available as the deadline date to opt out or purchase benefits is Friday, January 27<sup>th</sup>, 2017.

<b>Individual &amp; Family Applications</b>	<b>As of September 30th, 2016</b>	<b>As of January 13<sup>th</sup>, 2017</b>	<b>Online Applications</b>	<b>Total Family</b>	<b>Total Individual</b>
<b>Fall Family</b>	9		27	36	
<b>Fall Individual</b>	14				14
<b>Winter Family</b>		NA	N/A	1	
<b>Winter Individual</b>		2			2

The total family applications processed in the fall of 2015 was 30 as opposed to 36 applications processed in the fall of 2016 which may be partially due to the decrease in the cost of family benefits. Some applications have been received for family benefits starting in the winter term; however final numbers are not available as applications are still being accepted until the deadline of January 27<sup>th</sup>, 2017

### **Recommendations**

It is being recommended to the NC Board of Governors, to increase the Health Benefits fee as of September 2017 to cover the cost of the addition of additional benefits and help increase the reserve for any future additions or increases not to be shouldered by the students.

## **8.0 CONSTITUTION REVISIONS**

### **Constitution Revisions**

#### **Constitution Amendments**

#### **Cover Page**

Date change to current year.

#### **Article - Revision Details**

- 4.01 Removal of Niagara Falls Director of Student Affairs.
- 4.02a Now refers to last semester at Niagara College.
- 4.03a Added in "Hierarchy of Legislation."
- 4.03 Omit 12.5 hours and change to "regularly scheduled office hours."
- 5 Add in "Hierarchy of Legislation."
- 5.01 Changed details of the Board of Directors to between 8 and 13.
- 5.02 Describes Board of Directors and adds in Executive Director 2 Niagara College employees as non-voting members. Removes list of Board of Directors titles.
- 5.03 Omits rules regarding the duty of chairing meetings. Removes reference of Niagara

- 5.04 Refers to Bylaw 1 to describe staff duties. Omits the word “Professional” before Staff.
- 6.01c Adds posting of meeting minutes to NCSAC website.
- 6.01d Adds “submitted by President” and adds posting of Annual Report to NCSAC website
- 6.04 Clarifies the rules of a tie vote at NCSAC corporate meetings.
- 7 Remove Niagara Falls Director of Student Affairs.
- 7.01 Points to Bylaw 4 for the vacancy of any NCSAC role.
- 8.01a Adds in “in tandem with Niagara College” to ensure our Year Ends align.
- 8.01b Removes presentation of “updated income statements and bills paid at Board meetings.”
- 8.01c Adds in “presentation of monthly financial reports at Board meetings.”
- 8.01d Changes signing authority from Marketing Manager to Operations Manager.
- 8.01e Clarifies who can sign. Must be any 2 signing authorities.
- 8.01f Clarifies the authorization of Electronic Fund Transfers.
- 8.01g Omits “authorizes by the Board of Directors to sign such documents.
- 8.01h Clarifies category of goods for 3 quotes to Equipment only. Changes \$500 to \$1,000 as 3 quote threshold.
- 8.01i Changes “from” to “through.”

**Last Page – Signature Line**

Change of name for President from Shane Malcom to AliceMary Nakiwala.

Change of name for Executive Vice President NL Campus from Matthew Cowell to Fred Donkor.

Change of Name for Executive Vice President Welland Campus from AliceMary Nakiwala to Ryan Huckla.

# Constitution

Prepared for the  
Niagara College Student Administrative Council Inc.  
Niagara College of Applied Arts and Technology  
Welland, Ontario



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 19, 2017. This Constitution supersedes all previous Niagara College Student Administrative Council Inc. Constitutions.

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	<b>NCSAC CONSTITUTION</b> <b>NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL INC.</b>		<b>NUMBER OF PAGE(S): 7</b>
	<b>Approval Date: January 19, 2017</b>	<b>Effective Date: May 1, 2017</b>	<b>Replaces: January 25, 2016</b>
<b>CONSTITUTION</b>			

**Article 1: Head Office**

The Head Office of the Corporation will be on the Welland Campus of Niagara College, in the City of Welland, in the Province of Ontario.

Until changed by the Board of Directors, the Corporate Seal of the Corporation shall be in the form impressed in the margin hereof.

**Article 2: Mission Statement**

The Niagara College Student Administrative Council Inc. aspires to provide healthy and safe activities, facilities, and services while promoting an accessible college environment and contributing to the quality of student life.

**Vision Statement**

To be recognized by our stakeholders as continually striving to improve our advocacy, student satisfaction, sustainability, services and community involvement. We will aspire to develop and maintain unity between campuses and achieve successful student centre operations.

**Article 3: Membership**

**3.01 Membership Requirements**

To be a member of the Corporation, any person must:

- a. Be an enrolled student in a Niagara College full time post-secondary diploma or degree or advanced study diploma/certificate program, and pay student activity fees, or
- b. Be an enrolled student in a Niagara College part time post-secondary diploma or degree or advanced study diploma/certificate program, and pay student activity fees, or
- c. Be granted honorary or temporary membership by and according to terms of the Board of Directors by majority vote.

**3.02 Termination**

Membership in the Corporation cannot be transferred.

Membership will terminate:

- a. In case of member's death, or
- b. When the member no longer fits the membership requirements described in Article 3.01.

**3.03 Membership Privileges**

All members of the corporation have the right to:

- a. Vote in the Corporation elections and referenda, Annual General Meeting, and
- b. Nominate or second a candidate for Corporation elections, and
- c. Run for an Executive position if they meet the qualifications for candidacy described in By-law 4. , and

- d. Establish and/or join organizations controlled by the Corporation, according to guidelines and policies determined by the Board of Directors, and
- e. Use property under the control of the Corporation, according to guidelines and policies determined by the Board of Directors, and
- f. Propose or second amendments to this Constitution at an Annual General Meeting.

**Article 4: Office**

**4.01 Term of Office**

The term of office for the Board of Directors members at Niagara-on-the-Lake and Welland 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. of 65% or higher during their last completed academic semester at Niagara College.

The Executive Director, Executive Vice President(s) 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. When they are not bondable, or
- e. Violate the college's academic and behavioural policies, or
- f. Miss more than two (2) Board of Directors and/or Executive Committee Meetings per term of office without submitting written notice to the Vice 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 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 (3) 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 Hierarchy of Legislation, 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 regular scheduled office hours as per By-law 1 , or
- c. Neglecting their duties as described in By-law 1 , or
- d. Failing to complete any direction or decision made by the President, respective Executive Committee or Board of Directors.

A written reprimand will state the reasons for reprimand and any corrective measures to be taken. The reprimand will be signed by 2/3 of the Executive Committee at the respective campus. In the case of the President, written reprimands will be signed by 2/3 of the voting members of the Board of Directors.

The Executive Vice President at each campus will bring their concerns regarding written reprimands to the President and Executive committee at each respective campus. The Executive will decide appropriate corrective measures.

If the Executive member in question is the Executive Vice President, then the President and Executive Committee at each respective campus will discuss reprimands at a special meeting called by the President. The Executive and President will decide appropriate corrective measures.

#### **4.04 Resignation from Office**

Any Board of Director member who resigns from their position must submit a formal letter, dated, 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 Hierarchy of Legislation, 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 number of voting directors shall be between eight (8) and thirteen (13), as determined by resolution of the Board from time to time.

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

The Board shall be comprised of the following voting directors:

- (a) One (1) individual shall be elected by the membership to be a Director and President of the Association following the processes stated in By-law 3
- b) The other such directors will be outlined in section 5.03

In addition to the following non-voting director:  
NCSAC Executive Director acting as Corporate Secretary

As well as the following non-voting directors as approved by the voting directors at the September meeting each year:

Two (2) Niagara College appointed staff

The Chair will be appointed by the Board of Directors on an annual basis as per By-law 1.

### **5.03 Executive Committees**

The Welland and Niagara-on-the-Lake Executive Committee members are elected or appointed according to the regulations described in By-law 4 and will consist of one Executive Vice President and all Directors as stated in By-law 1. The President will be an Ex-Officio non-voting member of each Executive Committee

### **5.04 Staff**

The Student Administrative Council Inc. will employ full-time and part-time staff as necessary and as outlined in By-law 1. The Board of Directors will approve all job descriptions and pay ranges.

The reporting structure of all the Staff will be laid out in an organizational chart to be approved by the Board of Directors and reviewed when necessary.

## **Article 6: Corporation Meetings**

### **6.01 Annual General Meeting (AGM)**

- a. The Annual General Meeting will be held during the winter term at a time and place determined by the Board of Directors, and
- b. The President will act as Chair, and
- c. The meeting minutes will be submitted to the library and posted on the Student Administrative Council Inc. website within ten (10) business days of the Annual General Meeting by the Office Manager, and
- d. The final Annual Report will be submitted by the President to each campus library and posted on the Student Administrative Council Inc. website by April 30 of each year.

### **6.02 Special Meetings**

Special general meetings for members of the Corporation may be called by the Board of Directors or by written request of at least 10% of the members of the Corporation.

### **6.03 Notices of Corporation Meetings**

Notices of annual or special general meetings must be published at least five (5) business days before the meeting.

### **6.04 Voting at Corporation Meetings**

Each member of the Corporation has the right to one (1) vote at all general meetings.

At all general meetings, every question will be decided by a majority of the votes of the members present. Every question will be decided by use of a ballot or show of hands. If ballots are used then the results of the vote will be tallied by the Chair at the meeting and will represent the decision of the Corporation.

In case of a tie vote at any meeting of the corporation, the motion will be defeated.

## **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.

### **7.01 By-Elections**

The Student Administrative Council Inc. may call by-elections for any vacant Director role, once the procedures in By-law 4 have been followed.

### **7.02 Referendum**

A referendum is a general polling to find out the opinion of the membership on any issue or question that affects them. Referenda can be called when:

- a. Majority of the Board of Directors upon approval at a meeting decides to do so, or
- b. Ten percent (10%) or more of the membership petition to do so based on the legal definition of a petition.

The following rules will be applied for the administration of referenda:

- a. The Board of Directors will appoint a Chief Returning Officer who will be responsible for organizing and conducting all aspects of the referenda, and
- b. The questions to be decided by referenda must be published in Niagara College media and posted on bulletin boards at least five (5) business days before the opening of the polls, and
- c. The results of a referendum will only be upheld by the Board of Directors if there is 10% or more voting participation by the Corporation's membership.

## **Article 8: Finances and Legal Matters**

### **8.01 Finances of the Corporation**

- a. The fiscal year of the Corporation finishes on March 31<sup>st</sup> of each year in tandem with Niagara College.
- b. The finances of the Corporation consist of all monies accruing to the Corporation.
- c. Updated monthly financial reports must be presented and approved by the Board of Directors at all Board meetings.
- d. There will be six signing officers of the corporation including the: President, Executive Vice Presidents, Business Manager, Operations Manager and Executive Director.
- e. Any purchase orders, cheque requisitions, and receipts for payment and recording must be signed by any two (2) authorized officers of the corporation.
- f. The President or one (1) Vice President must authorize the payment of all Electronic Fund Transfers (EFT).
- g. All cheques, bills of exchange or other orders for payment of money require two signatures from any two (2) signing officers.

- h. In the case of equipment purchases where there are goods and/or services of comparative value that exceed, \$1,000 three (3) proven attempts for quotes are required.
- i. All purchases must be made through Ontario suppliers unless otherwise unavailable.
- j. All intended purchases totaling over \$1,000 to be paid for out of the Student Activity Fund must be presented to and approved by the Executive Committee of the respective campus, or to the Board of Directors when dealing with a global expenditure.
- k. The funds from the Trust Fund of the Corporation will be deposited for safekeeping with one or more banks, trust companies or other financial institutions selected by the college on behalf of the Corporation.

### **8.02 Honorarium**

An honorarium will be paid to the Executive Committee members on a bi-weekly basis in recognition for their services to the Corporation.

Honorarium amounts will be established by the Board of Directors in the beginning of the Fiscal Year and will be part of the Corporation budget. No Board of Directors or Executive Committee member shall receive any benefits either monetary or otherwise, other than the normal fringe benefits received.

Criteria for receiving an honorarium:

- a. Regular attendance at all Board of Directors and Executive Committee meetings, and
- b. Fulfillment of duties relating to their positions as described in the Constitution, By-laws and Policies, and
- c. Completion of duties and/or directives assigned by the Board of Directors and the Executive Committees.

### **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 of any person who was in possession of any money, securities, or 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 Indemnity of Members**

Every member of the Board of Directors, or Executive Committee, or staff and his heirs, executors and administrators, and estate and effects, respectively shall at all times, be indemnified and save harmless out of the funds of the Corporation from and against:

- a. All costs, charges and expenses incurred through any action, suit or proceeding that is brought, started or prosecuted against them for any act, deed, marker, or anything done or allowed by their office duties in good faith, and
- b. All other costs, charges and expenses incurred except for those incurred by their own wilful dishonesty, default, wilful neglect, or wrongful act.

### **8.05 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 (3) 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 Information (RFI) will be completed, and
- d. All contracts will include a 90 day notice period for termination, and
- e. If the Review Committee deems it necessary after receiving the RFI, a Request for Proposal (RFP), standard solicitation strategy, will be taken into consideration by the NCSAC to compete for contract opportunities, and
- f. All contracts excluding event/performer agreements, over \$1,000 must be signed by the President, one full-time staff (signing officer), and one (1) Executive Vice President, and
- g. Only official signing officers of the corporation may sign contracts including event/performers agreements, and
- h. If the contractual agreement exceeds \$30,000, NCSAC will ensure the contract is assessed by legal counsel prior to signing.

**Article 9: Amendments**

**9.01 Amendments to the Constitution**

The Board of Directors may enact, amend or rescind any part of the Constitution and these changes will only be valid after they are confirmed by the Board of Directors and motioned and approved at an Annual General Meeting called for that purpose.

All constitution changes must be posted on the Student Administrative Council Inc. website five (5) business days prior to the Annual General Meeting.

The final vote will be taken at the Annual General Meeting and such amendment(s) shall not take effect until the first day of May of that year. No amendment(s) to the Constitution shall be retroactive.

**9.02 Amendments to the By-laws**

The By-laws of the Niagara College Student Administrative Council may be amended by a seventy-five percent (75%) vote of the Board of Directors provided always that notice of such amendment(s) shall have been given in writing at a previous meeting of the Board of Directors. The final vote will be taken at the next notified meeting and such amendment(s) shall not take effect until the first day of May of that year. No amendment(s) to the By-laws shall be retroactive.

**9.03 Gender and Number**

In this Constitution, unless the context otherwise requires, words in the singular number of the masculine gender will include the plural number and feminine gender as necessary.

**9.04 Repeal/Enactment of Article Amendments to the Constitution**

Articles of the Constitution have been amended at the AGM according to the procedures indicated in Article 9.01 and will be enacted on the first day of May of this year.

\_\_\_\_\_  
*AliceMary Nakiwala*  
 President

\_\_\_\_\_  
*Fred Donkor*  
 Executive Vice President  
 Niagara-on-the Lake Campus

\_\_\_\_\_  
*Ryan Huckla*  
 Executive Vice President  
 Welland Campus