

STUDENT ADMINISTRATIVE COUNCIL INC.
Annual General Meeting
Niagara-on-the-Lake Campus – Student Activity Commons (N002b)
Friday January 19, 2018
12:00 p.m.

AGENDA

1. Welcome – NCSAC President, Ryan Huckla
2. President’s Report – NCSAC President, Ryan Huckla
3. Executive Vice President’s Report – NL Campus – Executive Vice President, Aman Arora
4. Executive Vice President’s Report – Welland Campus – Executive Vice President, Ryan Krafft
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, Ryan Huckla
9. Adjournment

STUDENT ADMINISTRATIVE COUNCIL INC.
Annual General Meeting
Niagara-on-the-Lake Campus – Student Activity Commons (N002b)
Friday January 19, 2018
12:00 p.m.

1.0 WELCOME

This meeting was called to order at 12:02 p.m. and chaired by Ryan Huckla, Niagara College Student Administrative Council President. Ryan 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, Ryan Huckla

This report accounts for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) President for the 2017-18 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. Ryan introduced the NCSAC Board of Directors.

The members of the 2017-18 Niagara-on-the-Lake Executive Committee are:

- Executive Vice President – Aman Arora
- Director Student Relations – David Obed
- Director of Goodwill – Tom Price
- Director of Social Programming – Vineet Bhatia
- Director of Clubs – Artem Mekshun

The members of the 2017-18 Welland Executive Committee are:

- Executive Vice President – Ryan Krafft
- Director of Social Programming – Ceren Camoglu
- Director of Student Relations – Marilia Fructuoso Machado Welter
- Director of Goodwill – Liam Fitzsimons
- Director of Clubs – Chelsea Mizzi

The 2017-18 Board of Governor’s Student Representative is – Vineet Bhatia

Governance Structure

Improving the way that NCSAC represents students, a new board structure has been created to maximize the efficiency of both NCSAC’s governance agenda and our services. Directors will now hold the role according to their school of study, acting as a leader who will voice the concerns of those students who share the “school of”. Additionally student reps from select non-academic student life departments will also be allowed to have representation on the Board.

New Governance Structure:

- President (voting member)

Niagara-on-the-Lake

- Executive Vice President (voting member)

Directors

- Director, School of Food & Wine Sciences (voting member)
- Director, School of Hospitality & Tourism (voting member)
- Director, School of Environmental & Horticulture Studies (voting member)
- Director, School of Business & Management Studies (voting member)

Welland

- Executive Vice President (voting member)

Directors

- Director, School of Trades (voting member)
- Director, School of Media Studies (voting member)
- Director, School of Technology Studies (voting member)
- Director, School of Nursing & Personal Support Worker Studies (voting member)
- Director, School of Justice & Fitness Studies (voting member)
- Director, School of Allied Health Studies (voting member)
- Director, School of Community Services (voting member)

Ambassadors

International (ex-officio, non-voting)

Athletic and Recreation (ex-officio, non-voting)

Indigenous (ex-officio, non-voting)

Ex-Board Member (ex-officio, non-voting)

Newly Created Student Staff Positions

NOTL

Student Communications Coordinator

Student Clubs Coordinator

Student Events Coordinator

Welland

Student Communications Coordinator

Student Clubs Coordinator

Student Events Coordinator

Transit

Transit continues to grow within the Niagara Region, and the population of Niagara College students requiring transit has also increased. NCSAC continues to advocate for improved and sustainable transit for the students of Niagara College. A referendum date has been set to increase the fee for the U-Pass which will improve transit for the students of Niagara College. President Ryan Huckla continues to sit on Regional committees and participates in transit discussions to keep up-to-date, informed, and to ensure the student voice heard.

Orientation Week

NCSAC decided that it was time to allocate more money to the Orientation budget in order to provide Niagara College students with an incredible Orientation week. The Board of Directors passed a motion to contribute \$50,000 to the Orientation budget which allowed for multiple events, most notably the Carnival at the Welland campus in September, and the Skating Ice Rink at the Niagara-on-the-Lake campus in January. Understanding the impact that Orientation has on students NCSAC was committed to providing a great experience!

Mental Health

Mental Health is common and widespread across post-secondary institutions; with the additional stress that was brought on with the Faculty Strike that lasted an unprecedented five weeks, the NCSAC Board wanted to make sure that students' mental health was taken care of. Aspiria, an on-line counselling service, was added to NCSAC's Student Health Plan, and made available to all students (free of charge), in the event that they needed to talk to someone and have a licensed counsellor's advice.

Strike Advocacy

During the five weeks that the Faculty Strike took place NCSAC was committed to keeping students informed with accurate information from both the College Employer Council (CEC) as well as the Ontario Public Service Employees Union (OPSEU). NCSAC worked alongside other Student Associations to draft letters, attend meetings, and joined a rally at Queen's Park in Toronto to create awareness about the struggles students were going through due to the strike. The student leaders had the opportunity to meet with MPPs, the heads of both bargaining teams, and various media outlets.

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

Executive Vice President, Aman Arora

Aman Arora, 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.

As the Vice President for the NOTL campus, Aman Arora is responsible for leading the Niagara-on-the-Lake executive team. Together, the team worked on enhancing the student life experience outside of the classroom, for a memorable college experience.

Social Programming

NCSAC, being responsible for most of the events on campus, aims to provide a great student experience in a safe, healthy, and regulated environment. Since the beginning of the term, there have been multiple events executed by NCSAC at the NOTL campus, planned by the Director of Social Programming, Vineet Bhatia.

- Orientations
- NCSAC Glow Party
- Video Games and Arcade
- BBQ Lunches
- Dirty Bingo
- Karaoke
- Music Trivia
- Oxygen Bars
- Free Massages
- Canada's Wonderland Halloween Haunt
- Selfies with Santa

- Throwback Time Machine Pub Night
- Outdoor Ice Rink

The above mentioned events were successfully run and accomplished by NCSAC. There are additional events being planned that will be executed during the winter semester.

Goodwill & Community Involvement

NCSAC funds and operated the Rise & Shine Breakfast Program that provides free continental breakfast for students on Tuesday and Thursday mornings from 8:00 a.m. – 9:00 a.m. in the student centre ‘The Armoury’. The Director of Goodwill, Tom Price, leads this initiative, with the help of the NCSAC Street Team along with several volunteers. A team of five Street Team Members were hired in October to help manage the operations of NCSAC events. There are approximately 70 students who attend the Rise & Shine Breakfast programs each Tuesday and Thursday morning.

With NCSAC moving away from the traditional ‘Food Bank’ and implementing a new grocery gift card system, any food items that were collected by the NCSAC team were donated to the Hope Centre in Welland.

During the holiday season, NCSAC celebrates the season by creating a “donation tree” in the Glynn Library at the Niagara-on-the-Lake campus. Students and staff may purchase toys for children in need and place them under the tree. Once the items are all collected at the end of the season, NCSAC donates these items to charitable organizations throughout the region.

Clubs

Forming and being a member of a club is a part of student life on campus. Students come together sharing similar interests and work together to accomplish goals, by learning and helping others learn about some common interest. The Director of Clubs, Artem Mekshun, oversees nine clubs:

Sanctioned Clubs

- NCSAC Society for Ecosystem Restoration (SER)
- NCSAC Office Administration @ Niagara College
- NCSAC Human Resources @ Niagara College
- NCSAC DECA U
- NCSAC Archery Club
- NCSAC LGBTQ+
- NCSAC The Music Club
- NCSAC The Book Club
- NCSAC Vogue People

Class Rep Program

The NCSAC encourages students to get involved through the NCSAC Class Rep program to be the student voice for their program. With the Class Rep program, any student who is involved with bringing NCSAC to their class, is one of NCSAC’s voices. Information about NCSAC and the services that we offer are conveyed to fellow students by those class reps.

4.0 EXECUTIVE VICE PRESIDENT’S REPORT – WELLAND CAMPUS

Executive Vice President, Ryan Krafft

Ryan Krafft, Executive Vice President for the Welland Campus, provided an overview of student activities, events, excursions and fundraisers offered by the Welland Executive Committee.

This year to mark the 50th Anniversary of Niagara College, NCSAC decided to donate \$50,000 from our Capital budget to the Orientation budget. NCSAC hosted a variety of events for the incoming students in September. These events included a Glow Party, Video Games in The Core, BBQ Lunch, and the final event was a Carnival Vendor Fair which took place on the front lawn at the Welland campus. The Welland executive team also assisted at the Open House to help provide information to incoming students.

Clubs

Over the duration of the Fall semester, the Welland Executive sanctioned eight clubs:

- NCSAC Magic: The Gathering Club
- NCSAC Exercise is Medicine Club
- NCSAC Merge Club
- NCSAC Nerds & Geeks Club
- NCSAC My Move Club
- NCSAC Smash Bros. Club
- NCSAC Photonics Club
- NCSAC Rainbow Knights Club

We have made an effort to stay in close contact with all clubs ensuring that their club mandate is being followed. We have hosted a Club Fair where we reached out to students, giving sanctioned clubs an opportunity to recruit new members and to showcase their club to other Niagara College students. We are planning a second Club Fair in the Winter semester.

Social Programming

At the Welland Campus we have been able to host a wide variety of events.

- Selfies with Santa
- Tony Lee XXX Hypnotist
- Oxygen Bar
- Free Massages
- Sip & Stretch
- Feel Good Flick Friday
- Canada's Wonderland Halloween Haunt
- Hot Breakfast
- Music Trivia
- Blue and White Home Opener
- Children's Christmas Party
- Paint Night
- Holiday Wishes
- Healthy @ NC
- Hot Chocolate Giveaway

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

In order to help NCSAC execute successful events, NCSAC has successfully recruited and utilized an abundance of volunteers. In addition, NCSAC also launched the NCSAC Street Team which has been very successful.

Campaigns & Food Bank

One of the main services offered by NCSAC is food assistance. In the past, NCSAC had a Student Emergency Food Bank located at each campus. This year, NCSAC moved towards a grocery gift card system that allows students to go to the grocery store and choose their own items. This new system has been widely accepted by students as well as staff who believe that implementing the new system better services students who face food insecurity. When there is a food drive held on campus, NCSAC will donate to a local charity in the community.

NCSAC is planning two additional fundraisers to benefit the food assistance programs they offer, including a Rose Sale and an Art Show, with proceeds going to these programs.

NCSAC runs the Rise & Shine Breakfast Program every Tuesday and Thursday from 8:00 a.m. – 9:00 p.m. in The Core with assistance of both staff and volunteers. Together we have been able to serve on average 100 students each day for breakfast.

Student Outreach & Volunteers

A main initiative this year has been raising awareness amongst students relating to who NCSAC is, what we do and the services we provide. NCSAC has done this by increasing face-to-face interaction with students and hosting events and activities, as well as increasing our marketing department and our outreach. There have also been NCSAC Class Rep Meetings that allow students to become a voice for their program, share the challenges faced as a student, and to learn more about NCSAC.

This year the Street Team was created which is a paid volunteer opportunity for students looking to get involved with NCSAC by promoting NCSAC initiatives, and to develop their leadership skills. Currently the Welland Street team is managed by the Director of Student Relations and Director of Goodwill as well as overseen by the Executive Vice President. The Street Team is made up of four students, and has great potential to grow in size and scope.

There have been two outstanding volunteers who are shown their commitment to NCSAC who have been recognized and have received signed certificates commending them for their work.

Advocacy

We have joined voices with other Ontario colleges and hold one day bi-monthly conferences which have covered a large amount of information and allowed us to see what types of issues are shared between different colleges.

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

5.0 U-PASS REPORT

Executive Director, Stephen Kosh

2013-16 U-Pass Financials from Audited Financials Statements

	U-Pass Revenues	U-Pass Expenses	U-Pass Total
2013 – 2014	\$1,757,006.00	\$1,812,171.00	(\$55,165.00)
2014 – 2015	\$1,803,780.00	\$1,856,286.00	(\$52,506.00)
2015 – 2016	\$1,982,242.00	\$2,268,000.00	(\$285,758.00)
2016 – 2017	\$2,132,757.00	\$2,488,609.00	(\$355,852.00)

NCSAC has been running this portfolio at a loss for several years.

2007 – Original Referendum Question

The referendum uses a Yes or No answer question which is:

Do you support an ancillary fee for the purpose of a public transit pass permitting universal access to St. Catharines, Niagara Falls, Thorold, and Welland transit services for all student activity fee paying students as per 'the terms of the referendum'?

Who pays? How much?

The U-Pass fee is a compulsory ancillary fee that all students are assessed at the beginning of their academic term. The cost per term is \$60 for this service. Students starting in September are assessed the fee for the fall academic year whereas January students are only assessed for the winter term. Any student enrolled in a program of study that is not charged the Student Activity Fee will not be charged the U-Pass fee for example; Academic Upgrading and Apprenticeship type programs of study.

2018 – Referendum Question

The referendum uses a Yes or No answer question which is:

Do you support the increase of \$46.84 (\$93.16 to \$140.00) per term to the Universal Bus Pass Fee starting September 2018 as outlined in the 2018 U-Pass 'Terms of the Referendum'?

6.0 FINANCIAL AND OPERATIONS REPORT

Executive Director, Stephen Kosh

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

- As you know, we officially closed the Niagara Falls campus in 2017. We did lose one position at NCSAC at the Niagara Falls campus.
- The Niagara Falls campus is up for sale and Niagara College is actively looking for a buyer.

2. Welland Campus Redevelopment

- The new Cafeteria is now “closed in” and work continues. We anticipate this to be ready for students in September 2018 along with our NCSAC Student Commons.
- Construction is nearing completion on the Student Services Hub in the heart of the campus.

3. Niagara on the Lake Campus Redevelopment

- Recreation Centre is underway and anticipated to be open for summer 2018.
- NCSAC will be relocating the Shack at NOTL and as part of campus development, have a much more prominent space at that campus.
- New NCSAC offices are on the agenda for 2018. We will be moving to where the old gym is in the lower level.

4. Financial Update

- Audited Financial Statements
 - Highlights:
 - Student Activity Fee Revenue = \$1,266,168
 - Upass revenue = \$2,132,757
 - Upass expenses = \$2,488,609
 - Upass deficit = \$355,852
 - Health and Dental revenues = \$1,387,945
 - Health and Dental expenses = \$1,323,974
 - Health and Dental Surplus = \$63,971
 - Total Revenue = \$7,176,338
 - Total Expenses = \$7,165,166

- Payment to Niagara College = \$1,369,338 (Campus Redevelopment)
- Net Profit = \$11,172

Operations

- The Core remains in a deficit position of \$43,711
- The Armoury (Alexander Davidson's) remains in a deficit position of \$22,286
- The Knight's Quarters (Core Food) remains in a deficit of \$629
- The Armoury Kitchen is in a slight deficit position of \$4,344
- Welland Shack is a steady profit centre at \$20,740
- NOTL Shack is in deficit of \$9,959
- Operations is booking a total loss of \$60,189 which is within \$1,000 of 2016.

Services

- Health and Dental Plan remains in a strong position with added services in 2017 including CPAP machines and equipment.
- U-Pass remains the major financial issue as mentioned in previous agenda item which is why we're conducting the referendum.

5. Summary

- NCSAC is in a strong financial position even with Transit being an issue.
- We are excited about the Transit Referendum vote. We're excited to be listening to the students through a referendum and will deliver the service to the best of our abilities moving forward without a deficit position.

There was a question from a student asking if Niagara College has been looking for a new site for a campus in Niagara Falls. Steve responded that he is not aware of any plans of Niagara looking for a new site.

7.0 STUDENT HEALTH AND DENTAL PLAN REPORT

Business Manager, Karen Marasco

Student Benefits Summary

There has been a slight increase in the number of full-time domestic students charged the fee for 2017-2018. 7,214 students were charged the Health Care Fee in the Fall of 2017. 1,495 of those students successfully opted out between September 4th and September 29th, 2017 leaving just over 79% of those students charged on the benefits. The majority of the Fall opt out refunds were processed on October 5th however a number have since cancelled their opt out as they now find themselves without benefits. 17 additional students have chosen to cancel their automatic opt out this September. January numbers are not yet available.

So far this year 471 September start students have taken advantage of the 'Flex Plans' and changed their benefit package at no additional cost to them. (Up from 420 last year)

An additional 997 January start students were added to the benefits as of January 1st, 2018. The Winter Opt Out session has been extended to Friday, February 9th, 2018 due to the strike therefore final Winter opt out numbers are not yet available.

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

Special Projects and Initiatives

The fee for the benefits was increased by \$2.00 a semester to cover the costs of upgrading the Extended Health Care portion to include coverage for Breathing Equipment and supplies.

Due to the stress experiences by many students during the strike, NCSAC teamed up with *'Aspiria'* to offer all students, both Domestic and International, an online assistance portal to get them the help they need when they need it. This program, in the form of counselling, is a 100% free service which students can access for help with any issues they may have resulting from the strike and/or stresses of college life. NCSAC covered the entire costs of the service this year.

Student Benefits Report
As of January 16, 2018

Regular Student Benefits	2017-2018 Enrolment	Individual Opt Ins	Opt Outs	Total on Plan	% of Enrolment Remaining on Plan
September** 2017	7,201	13	1495	5,719	79.3%
January 2018*	997	N/A	N/A	N/A	N/A
Total to Date	8,198	13	N/A	N/A	N/A

*Complete January 2018 numbers are not available as the deadline date to opt out or purchase benefits is Friday February 9, 2018.

Individual & Family Applications	As of September 30, 2017	As of January 16, 2018	On-line Applications	Total Family	Total Individuals
Fall Family	13		31	44	
Fall Individual	15				15
Winter Family		N/A	N/A		
Winter Individual		1			1

The total family applications processed in the fall of 2016 was 36 as opposed to 44 applications processed in the fall of 2017 which may be partially due to the decrease in the cost of family benefits and increase in enrollment. 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 February 9th, 2018 deadline.

Recommendations

With the current three-year contract expiring after the 2018-2019 academic year, there could be a rate increase of a maximum of 10% imposed in this third and final year. The NCSAC Board of Directors will be recommending an increase of \$2.50 per term to the Health Benefits fee as of September 2018 through the Fee Protocol process which requires approval by the NC Board of Governors. If the imposed increase to students falls short of the rate increase stated by the insurance company, NCSAC will utilize their reserves to cover the difference.

8.0 CONSTITUTION REVISIONS

Constitution Amendments

Cover Page

Date change to current year.

Article Revision Details

3.01 Removal of 'full-time' and 'part-time' to 'Be enrolled as a student at Niagara College and pay the student activity fee, or'

4.01 Removal of 'at Niagara on-the-Lake and Welland'

4.02b Removal of 'Executive' to just 'Vice President(s)'
Change 'an Executive Committee member' to 'a Board of Director member'

4.02c Change 'Violating' to 'Violate'

4.02d Change 'When they are' to 'Are'

4.02f Addition 'meetings without proper notice, or'

Removal of 'and/or Executive Committees Meetings per term of office without submitting written notice to the Vice President at their respective campus 24 hours prior to the schedules meeting, or'

4.02g Addition 'Fail to perform job duties as specified in By-law 1, or'

4.02h Addition 'Violate 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'

Removal of 'Executive' to just 'Vice President(s)'

Change 'documentation' to 'the document'

4.03 Removal of 'Reprimands' By-law

4.04 Removal of 'respective Executive Committee' to 'respective Vice President or in the case that a Vice President is resigning, they will submit their formal letter of resignation to the President.'

5.01 Number of voting directors changes from 'thirteen' to 'seventeen'

5.02a Removal of 'shall be'

Change 'be' to 'act as'

5.02b Removal 'The other such directors will be outlined in section 5.03'

Addition 'one (1) Vice President from each campus, elected by their respective campus or appointed by the Board of Directors following the processes stated in By-law 4.'

- 5.02c Addition 'one (1) Director per school of, elected by their respective 'school of' or appointed by the Board of Directors following the processes stated in By-law 5.'

Change 'non-voting directors' to 'non-voting members'

Omit 'Two (2) Niagara College appointed staff' and change to

- '2-6 student ambassadors from non-academic college departments, and
- A part NCSAC Board Member
- The NCSAC Executive Director acting as the Corporate Secretary'

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

- 5.03 Removal of 'Executive Committees' By-law

- 7 Omit 'Executive Committee positions at Welland and Niagara-on-the-Lake' and change to 'Board of Directors positions.'

Omit 'Executive Committee' and change to 'Board of Directors'

Removal 'at Welland and Niagara-on-the-Lake'

- 7.01 Omit 'vacant Director role' and change to 'vacant Board of Director role'

- 8.01d Removal of 'Executive' to just 'Vice President(s)'

- 8.01e Omit 'Any' and change to 'All'

- 8.01f Addition 'All cheques, bills of exchange or other orders for payment of money require two signatures from any two (2) signing officers.'

- 8.01g Remove 'All cheques, bills or exchange or other orders for payment of money require two signatures from any two (2) signing officers'

- 8.01g Change 'The President or one (1) Vice President must authorize the requisition for payment of all Electronic Fund Transfers (EFT).' To 'The President or one (1) Vice President as well as one additional signing officer must authorize the requisition for all Electronic Fund Transfers (EFT). Once an authorized signatures are given, the transfer of funds will be considered authorized.'

- 8.01h Addition 'The President or one (1) Vice President as well as one additional signing officer must authorize the requisition for all on-line payments. Once an authorized signatures are given, the on-line payment will be considered authorized.'

- 8.01k Change 'All intended purchases totalling 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.' To 'All intended purchases pertaining to capital expenses outside the budgeting process must be authorized by the Board of Directors. In special

circumstances where the asset of the corporation requires in order to conduct effective business, a purchase within \$2,500 can be made without authorization. Such purchases must be reported to the Board of Directors at the following Board of Directors meeting.'

- 8.02 Change Executive Committee members on a bi-weekly basis' to 'Board of Directors members'

'Omit '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.' and change to 'Honorarium amounts will be established by the Board of Directors in the beginning of the Fiscal Year and will be part of the Corporation's Operating budget.'

- 8.02a Remove 'Regular attendance at all Board of Directors and Executive Committee meetings, and'

- 8.03 Removal 'or Executive Committee'

- 8.04 Removal 'or Executive Committee'

- 8.05d Addition 'exceeding one year'

- 8.05f Removal of 'Executive' to just 'Vice President'

Last Page – Signature Line

Change of name for President from AliceMary Nakiwala to Ryan Huckla.

Change of name for Executive Vice President NL Campus from Fred Donkor to Aman Arora.

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

Removal of 'Executive' to just 'Vice President'

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 Friday, January 19, 2018. This Constitution supersedes all previous Niagara College Student Administrative Council Inc. Constitutions.

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	NCSAC CONSTITUTION NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL INC.		NUMBER OF PAGE(S): 7
	Approval Date: January 19, 2018	Effective Date: May 1, 2018	Replaces: January 19, 2017
CONSTITUTION			

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 enrolled as a student at Niagara College and pay the student activity fee, or
- b. 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 5, 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 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, Vice President(s) and President will have the option to place a Board of Director 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. Violate the goodwill of the corporation, or
- d. Are not bondable, or
- e. Violate the college's academic and behavioural policies, or
- f. Miss more than two (2) Board of Directors meetings without proper notice, or
- g. Fail to perform job duties as specified in By-law 1, or
- h. Violate 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
- i. 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 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, Vice President of the respective campus and the Executive Director. In the case of a Vice President's automatic removal, the Vice President of the alternate campus will sign the document 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 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 Vice President or in the case that a Vice President is resigning, they will submit their formal letter of resignation to the President. 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, Bylaws, 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 seventeen (17), 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 elected by the membership to act as a Director and President of the Association following the processes stated in By-law 3
- b. one (1) Vice President from each campus, elected by their respective campus or appointed by the Board of Directors following the processes stated in By-Law 4.
- c. one (1) Director per school of, elected by their respective "school of" or appointed by the Board of Directors following the processes stated in By-Law 5.

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

- 2-6 student ambassadors from non-academic college departments, and
- A past NCASC Board Member
- The NCSAC Executive Director acting as the Corporate Secretary

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

5.03 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 Board of Directors positions.

All Board of Directors members of the Corporation 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 Board of Director role, once the procedures in By-law 5 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 31st 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, Vice Presidents, Business Manager, Operations Manager and Executive Director.
- e. All purchase orders, cheque requisitions and receipts for payment and recording must be signed by any two (2) authorized officers of the corporation.

- f. All cheques, bills of exchange or other orders for payment of money require two signatures from any two (2) signing officers.
- g. The President or one (1) Vice President as well as one additional signing officer must authorize the requisition for all Electronic Fund Transfers (EFT). Once an authorized signatures are given, the transfer of funds will be considered authorized.
- h. The President or one (1) Vice President as well as one additional signing officer must authorize the requisition for all on-line payments. Once an authorized signatures are given, the on-line payment will be considered authorized.
- i. 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.
- j. All purchases must be made through Ontario suppliers unless otherwise unavailable.
- k. All intended purchases pertaining to capital expenses outside the budgeting process must by authorized by the Board of Directors. In special circumstances where the asset of the corporation is required in order to conduct effective business, a purchase within \$2,500 can be made without authorization. Such purchases must be reported to the Board of Directors at the following Board of Directors meeting.
- l. 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 Board of Directors members 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's Operating budget.

Criteria for receiving an honorarium:

- a. Fulfillment of duties relating to their positions as described in the Constitution, By-laws and Policies, and
- b. Completion of duties and/or directives assigned by the Board of Directors.

8.03 Protection of Members

No member of the Board of Directors, 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 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 exceeding one (1) year 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) 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 Bylaws 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.

Ryan Huckla
President

Aman Arora
Vice President
Niagara-on-the Lake Campus

Ryan Krafft
Vice President
Welland Campus

Motion made to accept the revisions to the 2018-2019 NCSAC Constitution as presented.

Motioned by: Ryan Huckla

Seconded by: Larissa Fonseca Cunha Lima

All in Favour, Motion Carried.

9.0 ADJOURNMENT

Adjournment

The Annual General Meeting adjourned at 12:45 p.m.

Ryan Huckla
President

Aman Arora
Executive Vice President
NL Campus

Ryan Krafft
Executive Vice President
Welland Campus