

SUNSCAD

AGM April 3 2019

Agenda

1. Land Acknowledgement and Call to Order
 2. Roll Call and Announcement of Proxies
 3. Ratification of Chair
 4. Ratifications
 5. Approval of Agenda
 6. Overview of Rules of Order
 7. Health Insurance
 8. Consideration of Proposed Operating Budget 2019/20
 9. Consideration of Motions Served with Due Notice
 10. Disbandment of Bylaw (Constitutional) Committee
 11. Clubs and Collectives Reports
 12. Executive and Council Reports
 13. Announcements
 14. Time and Date of Next General Meeting: TBA
 15. Adjournment
-

Overview of Rules of Order

Presented by
Chair Sarah Trower

General
Motions and Amendments
Cheat Sheet

PLENARY PROCEDURE AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	Yes	Yes	2/3 Majority
Appeal the ruling of the chair	I appeal the ruling of the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes, advisability of referral only	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	No	Yes	No	No	Majority
Raise a matter previously tabled	I move that motion...be taken from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that the motion...be reconsidered	No	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	No	No	No	No	No vote taken, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	Yes	Majority
End the meeting	I move that the meeting adjourn	No	Yes	No	No	Majority

Ratifications

President - Cassidy Bernard

VP Internal - Olivia Fay

VP External - Asha Galloway

VP Finance - Peri McFarlane

Racialized Rep - Clara Chen

Design Rep - Katrina Tomas

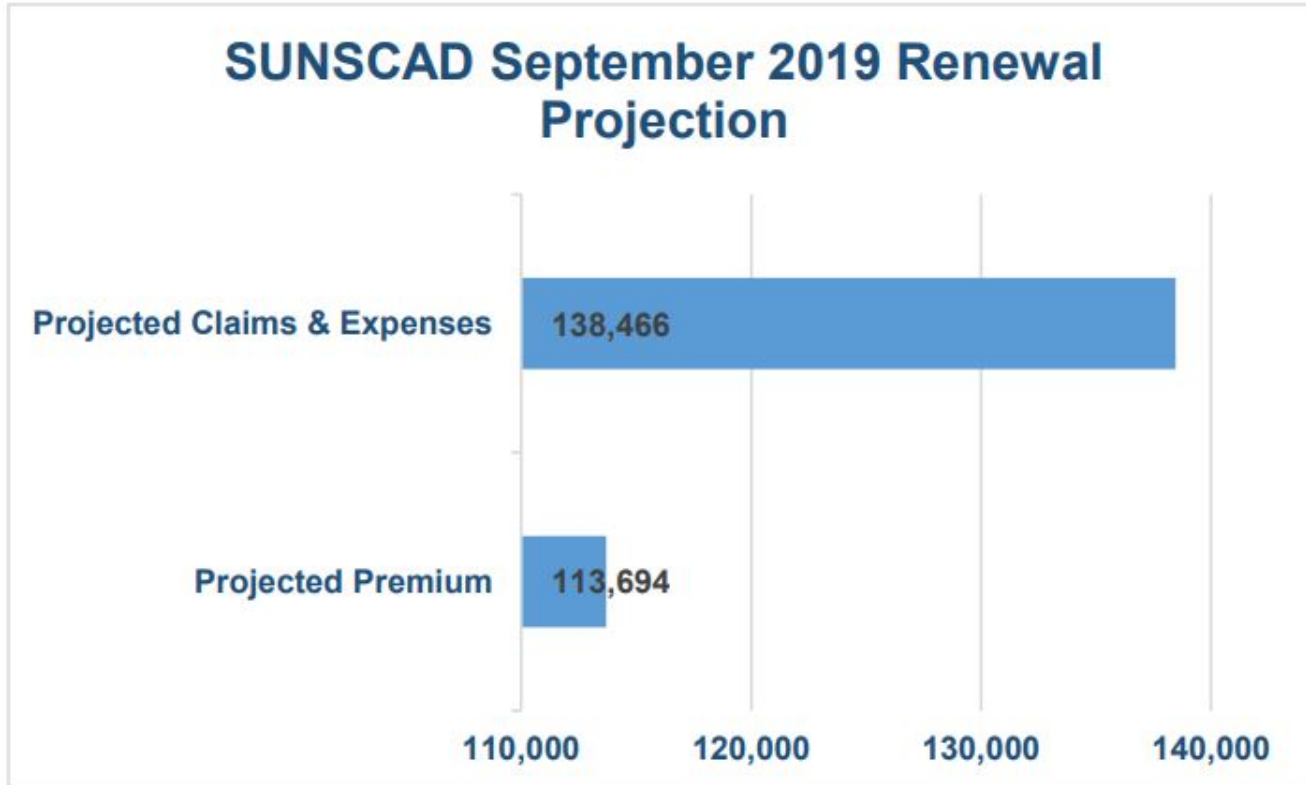
Media Arts Rep - Eric Duplessis

Accessibility Rep - Emma Barrett

Member at Large - Lillian Barrett

We will have a bi-election in the fall to fill in more positions

Health Plan Projection



Super Fun Budget Presentation

Wow. So cool. OMG Numbers.

The Overall Unhelpful Budget Table No One Can Read

<u>Revenue:</u>	<u>18/19 Proposed Budget</u>	<u>Current Spending as of March 20th</u>	<u>19/20 Proposed Budget</u>
Student Fees	\$112,000.00	\$138,000.00	\$120,000.00
CFS Fees	\$14,000.00	\$14,811.00	\$16,000.00
Other (donations, interest)	\$1,000.00	\$0.00	\$0.00
Total Revenue	\$127,000.00	\$152,811.00	\$136,000.00
Expenses:			
Capital purchases	\$500.00	\$333.00	\$500.00 =
Registration of Joint Stocks Company	\$35.00	\$31.00	\$35.00 =
Accounting/Audit	\$4,000.00	\$4,255.00	\$4,200.00 +
Banking	\$400.00	\$307.00	\$400.00 =
Campaigns	\$500.00	\$0.00	\$500.00 =
CFS Fees	\$14,000.00	\$14,811.00	\$16,000.00 +
Conferences	\$4,000.00	\$3,678.00	\$5,000.00 +
Food Bank	\$250.00	\$180.00	\$200.00 -
Courier	\$150.00	\$0.00	\$100.00 -
Honoraria	\$2,000.00	\$1,574.00	\$3,000.00 +
Insurance	\$2,500.00	(\$1739 in year 2017/18) \$3211.00	\$2,000.00 -
Misc/pizza	\$300.00	\$250.00	\$400.00 +
Contingency	\$2,000.00	\$0.00	\$2,000.00 =
Office	\$2,850.00	\$629.00	\$2,000.00 -
Telephone	\$150.00	\$146.00	\$150.00 =
Wages and Salaries	\$80,000.00	\$55,000.00	\$85,000.00 +
Free Coffee (Student Publication)	\$3,000.00	\$40.00	\$3,000.00 =
Orientation	\$3,000.00	\$2,870.00	\$3,500.00 +
Clubs and Societies	\$1,000.00	\$450.00	\$1,500.00 +
Bursary x 3	\$3,000.00	\$3,000.00	\$3,000.00 =
Event subsidy	\$300.00	\$92.00	\$300.00 =
Internal Event			\$500.00
Total Expenses	\$123,935.00	\$87,646.00	\$133,285.00 +
Net Income	-\$12,235.00	\$59,827.00	\$215.00

Note: Grey Highlighted accounts can not be changed

Budget Overview

As a conservative guess, our budget is estimating 1,497 students throughout all three semesters for the 2019/20 calendar. Less than this years 1,721.

<u>Revenue:</u>		<u>Spending as of March 20th</u>	<u>2019/20 Proposed Budget</u>
Student Fees		\$138,000.00	\$120,000.00
CFS Fees		\$14,811.00	\$16,000.00
Other (donations, interest)	\$1,000.00	\$0.00	\$0.00
<u>Total Revenue</u>	<u>\$127,000.00</u>	<u>\$152,811.00</u>	<u>\$136,000.00</u>

CFS Fees are built into your student union fees as a balanced rate. All CFS Fees that come into SUNSCAD, go out

TD usually gives us \$1000 for orientation but it goes directly to the Office of Student Experiences and we do not get to choose how it is spent

Budget Part 1

Expenses:		<u>Current Spending as of March 20th</u>	<u>19/20 Proposed Budget</u>	
Capital purchases	\$500.00	\$333.00	\$500.00	=
Registration of Joint Stocks Company	\$35.00	\$31.00	\$35.00	=
Accounting/Audit	0	\$4,255.00	\$4,200.00	+
Banking	0	\$307.00	\$400.00	=
Campaigns	0	\$0.00	\$500.00	=
CFS Fees	0	\$14,811.00	\$16,000.00	+
Conferences	0	\$3,678.00	\$5,000.00	+
Food Bank	\$250.00	\$180.00	\$200.00	-

Capital Purchases go towards one time large purchases

CFS Fees are built into your student Campaigns allows us to partake in our own campaign actions separate from

We send students to several conferences throughout the year,

We purchase grocery gift cards for emergency funding options for students in need

Budget Part 2

Covers the Kitchenette area. This years insurance allows Clubs and Collectives to use the area and feed members. Our contract with the school covering the space has expired, but we can renew this years to match

Covers the pizza you are currently eating. If you are not, feel free to grab a slice. Or another. It is on us.

Emergency funding

**Office supplies used by Tara and Exec
SUNSCAD Exec members are paid an hourly rate as compensation for the services they provide and the work they do representing us**

Expenses:		<u>Current Spending as of March 20th</u>	<u>19/20 Proposed Budget</u>	
Courier	0	\$0.00	\$100.00	-
Honoraria	0	\$1,574.00	\$3,000.00	+
Insurance	0	(\$1739 in year 2017/18) \$3211.00	\$2,000.00	-
Misc/pizza	0	\$250.00	\$400.00	+
Contingency	0	\$0.00	\$2,000.00	=
Office	0	\$629.00	\$2,000.00	-
Telephone	0	\$146.00	\$150.00	=
Wages and Salaries	\$80,000.00	\$55,000.00	\$85,000.00	+

Budget Part 2

Expenses:		<u>Current Spending as of March 20th</u>	<u>19/20 Proposed Budget</u>	
Free Coffee (Student)		\$40.00	\$3,000.00	=
Orientation		\$2,870.00	\$3,500.00	+
Clubs and Societies		\$450.00	\$1,500.00	+
Bursary x 3			\$3,000.00	=
Event subsidy			\$300.00	=
Internal Event			\$500.00	
<u>Total Expenses</u>		\$123,935.00	\$87,646.00	±
Net Income		-\$12,235.00	\$59,827.00	\$215.00

SUNSCAD publishes Free Coffee yearly
Ratified clubs and collectives can request up to \$200 dollars in reimbursements. Needs prior approval

SUNSCAD distributes \$3,000 in

With prior council approval, students

According to by-laws, the VP Internal must host one event/dance per year. Start thinking of ideas for next year now!

Due to enrollment increase and a not full exact, we have a large surplus that is going towards paying for student bus passes and health plan fees which are due before NSCAD gives us the Student Union Fees each year

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Telephone	\$150.00	\$146.00	\$150.00
Wages and Salaries	\$80,000.00	\$55,000.00	\$85,000.00
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Net Income	-\$12,235.00	\$59,827.00	\$215.00

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Motion 1

Be it resolved that any clause in this document which references the title Vice President Cultural Affairs or VP Cultural Affairs, be changed to Vice President Equity or VP Equity; and

Be it further resolved that Bylaw 3.2 A.iv be amended to read as follows:

Vice President Equity

Be it further resolved that Bylaw 4.1 A.iv be amended to read as follows:

The Vice President Equity

Motion 1

Be it further resolved that Bylaw 4 D be amended to read as follows:

The Vice President Equity of the Union shall: i. Be responsible with Vice President External, for the development of campaigns and formulation of policy on social justice and human rights issues. ii. Advocate for communications between NSCAD administration and students on supports for marginalized students. iii. Act as a liaison between local non-profit social justice organizations and Council. iv. Coordinate information sessions, workshops etc. pertaining to local art community or social justice issues, as required. v. Sit on at least one other committee within the University (includes SUNSCAD committees). vi. Be responsible for coordinating the SUNSCAD Food Bank and overseeing Food Bank helpers. vii. Perform such other tasks as Council may from time to time determine.

Motion 1

Be it further resolved that Standing Resolution 10 B.iii be amended to read as follows:

The Vice President Equity

Be it further resolved that any other reference to this threshold in any operating documents or publications of the Union be amended to reflect this change.

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Motion 2

Be it resolved that Bylaw 3.2 B be amended to read as follows:

B. SUNSCAD Councilors—Divisional Representatives The Council shall include the following Councilors, insofar as it is possible. Councilors must be members of the Union. Each Councilor must identify as a member of the group of students who are being represented and may be decided upon by a General Election or by election from within that group, or appointed by council. Positions on the council shall consist of two types of representatives; divisional representatives and constituency representatives, which include the following positions:

Motion 2

Art History Representative

Ceramics Representative

Textiles Representative

Painting Representative

Jewelry Representative

Drawing Representative

Media Arts Representative

Design Representative

Film Representative

Master of Fine Arts Representative

Master of Design Representative

Master of Arts in Art Education Representative

Foundation Student Representative

PBAC Student Representative

Transfer Student Representative

Academy Campus Representative

Fountain Campus Representative

Port Campus Representative

Motion 2

i.Women's Representative

ii.Two-spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, + (2SLGBTQIA+) Representative

iii.Black Students' Representative

iv.Indigenous Students' Representative

v.Accessibility Representative

vi.International Students' Representative

vii.Mature Students' Representative

viii.Part-time Students' Representative

ix.Students living in Residence Representative

x.Member at Large

xi.Racialized Students' Representatives

Motion 2

Be it further resolved that any other reference to this threshold in any operating documents or publications of the Union be amended to reflect this change.

Motion 3

Be it resolved that Bylaw 4. C be amended to read as follows:

C. The Vice President External of the Union shall:

- i. Be responsible to Council for the development and formulation of policy on external affairs.
- ii. Have the right to organize a student Union committee on any external issue.
- iii. Be responsible for maintaining the Union's active participation in and communication with the provincial student organization and the national student organization.
- iv. Be responsible for implementing the campaigns of both the provincial and national student organizations.
- v. Be responsible for coordinating the preparation for delegates to conferences and meetings of affiliate student organizations.

Motion 3

- vi. Be responsible for informing students about those organizations.
- vii. Be one of the delegates to all conferences or meetings of affiliate student organizations.
- viii. Sit on at least one other committee within the University (includes SUNSCAD committees).
- ix. Chair the external committee of the Union.
- x. Manage the NSCAD Food Bank, including supervision of food bank helpers, alongside the VP Equity.
- xi. Act as a liaison between local artist run centres and Council.
- xii. Perform such other duties as Council may from time to time determine.

Motion 3

Be it further resolved that Bylaw 4. E be amended to read as follows:

E. The Vice President Internal of the Union shall:

- i. Be responsible for the effective dissemination and distribution of information to the membership.
- ii. Distribute internal communications such as posters and weekly student email announcements.
- iii. Be responsible for updating and maintaining the SUNSCAD website.
- iv. Monitor and update the SUNSCAD bulletin boards.
- v. Allot bulletin board space to councilors as required and requested.
- vi. Coordinate the organization of at least one dance per semester.
- vii. Coordinate information sessions, workshops etc. pertaining to internal issues of the NSCAD community, as required.
- viii. Be responsible for the collection of copy, layout, publication and distribution of the student publication.
- ix. Be responsible for the coordination of the activities that initiate student participation in the student publication.

Motion 3

- x. As necessary, chair the Communications committee and the Events committee.
- xi. Manage the petty cash fund, alongside the VP Financial.
- xii. Be responsible for the oversight of Clubs and Collectives, including facilitation of workshops and allotment of bulletin board space to these groups as required in accordance with Bylaw 6: Other Groups.
- xiii. Publish a list of active clubs by no later than October 31st of each Academic year and keep updated.
- xiv. Perform such other duties as shall be determined from time to time by Council.

Motion 3

Be it further resolved that Bylaw 4. F be amended to read as follows:

F. The Vice President Financial of the Union shall:

- i. Represent the student Union on the Board of Governors of NSCAD University, hereafter to be referred to as the 'Board'.
- ii. Be responsible to Council for the development and formulation of policy on issues that arise from the Board.
- iii. Be responsible for maintaining active communication with the members of the Board.
- iv. Sit on as many committees of the board as possible.
- v. With the president and Council, develop briefs for the submission to the Board.
- vi. Ensure that pay cheques are signed on payday.

Motion 3

- vii. Meet regularly with the resource coordinator to go over finances.
- viii. Present a monthly report to Council on the financial state of the Union.
- ix. Ensure that expenditures are in accordance with the budget.
- x. Prepare a yearly budget to be passed at the AGM.
- xi. Perform such other duties as Council may from time to time determine.

Motion 4

Be it resolved that Bylaw 4.3 A.B. be amended to read as follows:

B. Each officer shall submit to Council a written report on their activities at each regular meeting of Council.

By-Law Committee

Disband it

Reports

Announcements

The background is a light beige color with a repeating pattern of various coffee-related icons in a dark brown outline style. These icons include coffee cups, mugs, coffee filters, coffee grinders, and coffee beans, scattered across the entire page.

FREE COFFEE 2019

SUNSCAD

Adjournment
