
AGM April 19 2024

A SUNSCAD production

Agenda

1. Land Acknowledgement and Call to Order
 2. Roll Call and Announcement of Proxies
 3. Ratification of Chair
 4. Overview of Rules of Order
 5. Approval of Agenda
 6. Executive and Council Reports
 7. Health Insurance
 11. Ratifications
 12. Clubs and Collectives Reports
 13. Announcements
 14. Time and Date of Next General Meeting: TBA
 15. Adjournment
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Overview of Rules of Order

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

Today's Agenda

For voted approval

- **Budget Presentation**
 - **Ratify 2024/25 SUNSCAD Executive and Council**
 - **Ratifying the 2024-2025 Bylaws**
 - **Pigeon Press (announcements)**
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Overview of SUNSCAD

ROLES AND RESPONSIBILITIES

President

- Maintains efficient administration of SUNSCAD.
- Be the CEO of the Union
- Be the spokesperson for the Union (Represent the opinions of the Union as determined by Council)
- Represent the Union at all official functions of the University, where possible
- Represents SUNSCAD on the NSCAD Board of Governors.
- Be an ex-officio member of all Student Union Committees
- Exercise signing authority with the Resource Coordinator on the financial affairs of the Union
- Have the authority to grant extended, paid, hours to executives
- Call General Meetings when necessary by Council
- Represents SUNSCAD on the Academic Senate.
- Have the right to organize a committee of the student's union on any issues of concern to the students
- Liaises with the Alumni Association and FUNSCAD.
- Organizes student representation on all internal University Committees.
- Be the Staffing Relations Officer for temporary or permanent staff hired by the Union
- Perform other duties as Council may from time to time determine

VP Finance

- Responsible for the oversight of SUNSCAD budget.
- Sit on as many committees of the board as possible.
- Represents SUNSCAD on the NSCAD Board of Governors.
- Responsible for maintaining active communication with the members of the NSCAD Board of Governors.
- With the President and Council, develop briefs for submission to the Board
- Ensure that paycheques are signed on payday
- Meet regularly with the Resource Coordinator to go over finances
- Present a monthly report to Council on the financial state of the Union
- Ensure the expenditures are in accordance with the budget
- Responsible for preparing SUNSCAD yearly budget for the AGM.
- Responsible with VP External for the development of campaigns and formulation of policy on social justice and human rights issues
- Advocate for communications between NSCAD admin and students on supports for marginalized students
- Act as a liaison between local non-profit social justice organizations, with VP External and Council
- Coordinate information sessions, workshops etc. pertaining to local art community or social justice issues, as required
- Be responsible for coordinating the SUNSCAD Food Bank and overseeing Food bank helpers
- Perform other duties as Council may from time to time determine

VP Academic

- Responsible for the development and formulation of policy on academic matters.
- Advocates for students on academic matters.
- Advocate for communications between NSCAD administration and students on supports for marginalized students, alongside VP Finance & Equity
- Represents SUNSCAD on the Academic Senate.
- If possible, represent the Union on university committees dealing with academic appeals, instructional assessment forms, and disciplinary action
- File all documents regarding complaints with the Resource Coordinator that are brought to SUNSCAD's attention. These will be kept for up to 7 years
- Form the SUNSCAD Academic Committee when necessary
- Perform such other duties as Council may from time to time

VP External

- Maintains the Union's relationship with CFS-NS and CFS-FCEE.
- Responsible for implementing student campaigns which pertain to social justice and human rights, with VP Cultural.
- Coordinates attendance to conferences and meetings of affiliate student organizations and to be one of the delegates.
- Be responsible for informing students about those organizations.
- Sits on at least one other committee within the University.
- Chairs the external committee of the Union.
- Acts as the liaison between local artist-run centres and SUNSCAD.
- Acts as the liaison between local non-profits, social justice organizations and SUNSCAD.
- Coordinates the NSCAD Foodbank in conjunction with VP Finance and Equity.
- Perform such other duties as Council may from time to time determine

VP Internal

- Responsible for effective outreach to members of SUNSCAD and the NSCAD student body.
- Distribute internal communications
- Monitors and updates NSCAD bulletin boards.
- Responsible for updating and maintaining the SUNSCAD website
- Coordinates at least one event per semester.
- Coordinate workshops and information sessions pertaining to issues in the NSCAD community.
- Be responsible for the collection of copy, layout, publication and distribution of the student publication
- Be responsible for the coordination of the activities that initiate student participation in the student publication
- Strike an Events committee when necessary and be the chair
- Responsible for the oversight of Clubs and Collectives.
- Publish a list of active Clubs and Collectives by no later than Oct 31, of each Academic year and keep updated
- Perform such other duties as shall be determined from time to time by Council

Reports

SUNSCAD President - Owen Skeen

- Represented SUNSCAD both provincially and nationally at National General meetings, Provincial Executive meetings, and a student-government roundtable
- Represented the interests of students in meetings with senior administration
- Assisted in the ongoing effort to revitalize the Pigeon Press
- Sat on the Board of Governors, and argued for Board of Governors meetings to be public for all students
- Assisted in the addition of a supply of safer sex products to the student lounge
- Assisted with the SUNSCAD letter-writing campaign to protest the 2024/25 NSCAD course offerings
- Participated in the formation of 8 new SUNSCAD Committees
- Assisted in the ongoing effort to restructure SUNSCAD

Student representative attending meetings of

Board of Governors -

Board of Governors Sub-committees:

Budget Advisory

Financial & Physical Resources

Senate Executive

Occupational Health & Safety

Honorary Degree Committee

Teaching & Learning

Ad hoc meeting with Chief Financial Officer, Chief of staff, BOG chair, Ombuds

Events planning, including Fall & Winter orientation, etc.

Advocating for students

Attended meetings with student and Dean

Academic and transfer credits – appeals with Dean of Students, Registrar & director of Academic Programs Registrar etc

Initiated Letter writing campaign delivered to the NS Legislature in response to Budget cuts to Arts funding

Assisted individual students with applications for provincial rent rebate & heating rebates

Researched income tax rules for international students and domestic students

Worked at student Foodbank

Investigations & Findings

Fall 2023 to February 2024 – VP Academic, Alexandra Butu & VP Finance, Chris Parsons start enquiry relating to administrative and financial procedures of student Union operations.

Annual Financial Audits were replaced with Financial Reviews in 2016

Accountants' letters of findings and recommendations were not shown to Executive members nor kept on file

As of financial year-end April 30th, 2023, financial statements show an accumulated surplus of \$245,000.

Between 2006 & 2022 Monies owing to students for Health Insurance opt-out refunds and UPass (transit pass) refunds never distributed to students.

Undistributed student refunds makeup \$116,000 of surplus. These monies are to be earmarked as 'restricted cash' pending a financial audit followed by a process to return money to students. Approximately \$43,000 of these funds are from 2015 to 2021 and owed to both current and recently graduated students.

The remaining \$73,000 for 2002 to 2014. A proposal to use these monies to establish SUNSCAD legacy donation / scholarship through the I.D.E.A. program specifically designed to support Mi'kmaw, African Nova Scotian and youth emerging from foster care. In addition, contribute to the materials fund and food support bursaries.

SUNSCAD Vice President Academic - Alexandra Butu (for all of 2023 - 2024)

- Advocated for: course descriptions that are easier to understand; campus dorms during entire time on the Board of Governors (am the one who brought the idea up and who helped solidify it in these meetings); to have lower or to stagnate tuition rates; prices paid upfront in some of the more costly courses to be reduced; a wider variety of courses to be offered throughout each semester, and to have specific courses required to graduate throughout all the degrees be offered throughout the year (although the condition was that student interest would be a determining factor if these changes would hold) ; a Dean of Students who will respect, understand, include students, I be willing to help all NSCAD students & be a reliable and trustworthy person ; keeping the Foodbank open and running;
- Stood in place of the Resource Coordinator to help hire, train and then support, to the best of my abilities, the CRO for the SUNSCAD 2024-2025 elections. [*Context for transparency: I was the closest qualified to help as I was a past CRO myself, and had been previously trained by both the Resource coordinator and the provincial government of Ontario for previous elections.*]
- Was in liaison with the V.P. Finance in regards to a handful of financial issues that came up.
- Supported and resolved: Master degree and academic-financial issues.; class issues as they were brought forward.
- Attempting to help the updating of the SUNSCAD website (sadly, due due to issues with the pages, it is trickier than expected.).
- Researched and compiled the past and ongoing issues with the SUNSCAD bylaws & how they relate to interferences with student union performance.
- Transferred ownership of the NSCAD Discord with the help of the Discord's server's previous owner, assuring its existence.
- Maintained email and online office hours and provided support to the other Executives as things came along.
- Analyzed agenda items in both SUNSCAD Working and Executive meetings with critical and realistic mind with the student's benefit at the forefront; attempting to balance what I knew from my role in this position (about courses, technology, bylaws, previous precedents, limitations, etc...) to what can be done and what is expected.
- Attended: the BOG Finance and Physical resources meeting up until November 2023; Curriculum Committee; Dean of Students Hiring Committee (ongoing) ; Travel Subsidy Committee, Senate meetings, Senate Research Committee, Attended all other Senate sub-committee meetings, Attended SUNSCAD Executive meetings and gave input and voted on discussion items in the agendas.
- Met with: the Dean (ex. issues regarding course selection, student emails of the letters of complaints, next steps, Self Service updates needed, etc...), the NSCAD Ombudsman, & the OSE and the OOB; Participated in OSE panel Q&A discussion,
- Continued attending the Board of Governors meetings until December 2023 to keep SUNSCAD's seats so they were not removed.

SUNSCAD Vice President External

- Initiated relaunch of SUNSCAD BIPOC Collective, created social media handle as part of this, renamed to UNISUN
- Held open call for logo for BIPOC Collective
- Coordinated with Spring Maker's Market
- Worked with Courtney from Mindful Campus on Ramadan Feast

Financial Report

Budget 2023/24 and 2024/25

[Book17.xlsx](#)

Documents did not work. Nothing was voted. All documents were sent in a later email to all students, on Saturday April 27th 2024.

2022/23 Financial Statements

Sent in a later email to all students

Health Plan Projection

Sent in a later email to all students

Ratifications

Ratifications

President - Owen Skeen

VP Internal - Jewell Tan

VP External - Mohammed Aadil Kaliva

VP Finance & Equity - Chelsea Stilwell

2SLGBTQPA+ Rep - Miranda Planetta

Textiles Rep - Beah Learn

Each person will be ratified individually.

*****This was omnibus. Not unanimous.*****



Bylaws

Bylaws - under review

The SUNSCAD Bylaws are and have been continuously analysed by the executives who have been on SUNSCAD for ~3 years, and now by the new executives as well, the conclusion is that they need to be reviewed properly.

The Bylaw/Constitution committee is active. It has been on-hold due to the necessity of the SUNSCAD Elections - the first without the Resource Coordinator.

Motions put forward:

1. For the SUNSCAD 2024-2025 Bylaws to be passed under interim.
2. For the role of the Resource Coordinator to be removed from the Bylaws until the new Bylaws are finalized and voted on in another General Meeting.

Announcements

Adjournment