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## November 2015 Policy and Structure Committee Meetings

### Agenda

1. Bylaw 7 Changes
2. Other Business

### Attendance

		October 15
VP Communications	Reena Cabanilla	✓
Speaker	Billy Graydon	
Board Member	Aidan Solala	
Board Member	Milan Maljkovic	✓
Engineering Society Member/Minute-taker	Andrew Kidd	✓
Engineering Society Member	Eric Bryce	✓
Guest	Colin Parker	✓
Guest	Raffi Dergalstianian	✓

✓- Present



Minutes

Item	Discussion	Final Recommendation
1	<p>Milan suggests a change to 1.0.1 d to remove “in any matter not concerning academics”. Everyone agrees.</p> <p>Reena accuses Colon of being a fuckboy. Laughter ensues.</p> <p>Discussed if campus organizations includes external organizations, and which external organizations do they include? (e.g. PEO? ESSCO?)</p> <p>Eric suggests changing 1.0.1 e “Liaising external with student organizations”</p> <p>A change to 2.0.5 “Alumni Association” to “Engineering Alumni Association”</p> <p>A change to 2.0.3 “each 31 May” to “the Fiscal Year” Allows only one Bylaw to be changed if the Fiscal Year changes</p> <p>A change to 2.0.8 “Society’s priorities” to “Society”</p> <p>Discussed if Executive meetings should be included in “Meetings”. Currently notices are not sent for Executive meetings and their minutes are not published.</p> <p>A change to 0.0.1 “In this document ‘Meetings’ includes all meetings of Council, General Meetings. and the Board.”</p> <p>Discussed how the Executive committee can make policy changes, and how Bylaw 1 states that the Exec should notify the Board of any policy change.</p>	<p><b>0.0.1. In this document “Meetings” includes all General Meetings and meetings of Council and the Board.</b></p> <p><b>1.0.1.c. Transition of the Society;</b> <b>d. Liaising with the Faculty and University; and</b> <b>e. Liaising with external student organizations.</b></p> <p><b>2.0.2. The Vice-President Finance shall report, at all regular meetings of the Board of the Society’s financial position including but not limited to:</b></p> <p><b>2.0.3. The Vice-President Finance shall, within two weeks following the end of the fiscal year as defined in Bylaw 1, submit the Society’s accounts and year-end financial statements to the auditors.</b></p> <p><b>2.0.4. The Vice-President Finance shall present the auditor’s report at the Annual General Meeting in October.</b></p> <p><b>2.0.5. The Vice-President Finance is responsible for working with the Engineering Alumni Association and the Faculty’s Office of Advancement on matters pertaining to fundraising.</b></p> <p><b>2.0.7. The Vice-President Finance, in conjunction with the Executive Committee, shall prepare three budgets for Board approval:</b> <b>b. Fall Budget containing detailed projections of planned revenues and expenditures which shall be presented before September 1;</b> <b>c. Winter Budget derived from the Fall Budget including revisions based on actual revenues and</b></p>



<p>Note for bylaw 1: Notice when execs make a policy change to the general public. Bylaw 1, 7.3.4, add “passed”.</p> <p>2.1.1 to 2.1.3 is to be amalgamated clauses about meetings into one clause.</p> <p>Discussed what would be a reasonable time period for VP Comm to upload Bylaws and Policies. 2.1.4 changed to “that the Bylaws and Policies are updated within a month.”</p> <p>2.1.5 will omit “and any other documents and reports”</p> <p>2.1.6 will omit “pointers”</p> <p>2.1.10 will omit “relevant”</p> <p>Discussed if anything section 2.2 needs to be changed. Will bring this up to Oghosa during the Board meeting.</p> <p>2.3.1 has “of those clubs” at the end. 2.3.5 has been removed. Discussed how Orientation is another big part of the VPSL portfolio, but their oversight is defined in Bylaw 2. Decided to reference Bylaw 2 here. 2.3.4 now reads “The Vice-President Student Life is responsible for the oversight of the OC</p>	<p><b>expenditures which shall be presented at the January Board meeting.</b></p> <p><b>2.0.8. The Vice-President Finance is responsible for the fiscal prudence of the Society.</b></p> <p><b>2.1.1. The Vice-President Communications shall ensure that notice of Meetings as required in other Bylaws, that an agenda is prepared for each Meeting, and that quality minutes are taken for each Meeting.</b></p> <p><del>2.1.4.</del> <b>2.1.2. The Vice-President Communications shall ensure that the Bylaws and Policies are updated within a month of any change.</b></p> <p><del>2.1.5.</del> <b>2.1.3. The Vice-President Communications shall ensure that records for all Meetings are being maintained and published online.</b></p> <p><del>2.1.7.</del> <b>2.1.5. The Vice-President Communications shall be responsible for maintaining the e-mail addresses using the “skule.ca” domain.</b></p> <p><del>2.1.8.</del> <b>2.1.6. The Vice-President Communications shall be responsible for maintaining a current list of contact information for all members of Council.</b></p> <p><del>2.1.10.</del> <b>2.1.8. The Vice-President Communications shall be responsible for overseeing the use of communications media to market Society services, operations, and events.</b></p> <p><b>2.3.1. The Vice-President Student Life shall be responsible for recognizing Affiliated Clubs and dealing with student issues pertaining to the membership of those clubs.</b></p> <p><b>2.3.4. The Vice-President Student Life is responsible for the oversight of the Orientation Director as defined in Bylaw 2.</b></p>
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