

SSD Annual General Meeting Minutes

Date: February 27th, 2015

Call to Order: Sheppard at 10:13am

Territorial Acknowledgement: Sheppard acknowledged the territories

Approval of the Agenda: moved by Sheppard, seconded by Dwyer, carried

Approval of Minutes: moved by Sheppard, seconded by Dwyer, carried

Reports

Mitchell reported on the proposed UVSS Disability Policy. Mitchell also reported that she attends weekly meetings and has represented the interests of students with disabilities on the UVSS Board.

Dwyer reported on the organizing of the Accessibility on Campus event and on his time spent in the SSD Office.

Chevrier reported on the Accessibility on Campus and the Enablement Summit, and his activities in SSD Council meetings.

Sheppard reported on the hiring of Vinita as Office Coordinator and on the hiring of work-study students. Sheppard also spoke to the creation of a safe space and on the participation of students in the university. Sheppard reported on the organizing of the Enablement Summit and also on his work on the UVSS Disability Oppression. Sheppard also reported his involvement in the SSD radio show idea and on the UVSS anti-oppression workshop. Sheppard mentioned his activities in obtaining new equipment for the SSD office. Furthermore, Sheppard spoke to the creation of mindfulness workshops and weekly events for the SSD. Finally, Sheppard discussed the creation of peer-support communities modelled on Authors with Autism.

Finance Report

Dwyer reported on the SSD finances.

Question Period

McQuarrie, Tran, and Coughlan asked questions.

Motions:

Motion 1.

- 1) BIRT Article 11 of the Constitution be struck and the revised Article 11 with the following text be inserted:

11. The Council will consist of the following officeholders:

- a. President (or Chairperson);
- b. Treasurer;
- c. UVSS Constituency Representative;
- d. Graduate Students Representative;
- e. four Members of Council at Large;
- f. Law Students Representative;
- g. Engineering Students Representative;
- h. Education Students Representative; and
- i. Student Liaison/Resource Person.

Dwyer moved to strike f, g, and h, and insert “and” after e, seconded by Sheppard, carried.

Main motion carried.

Motion 2.

- 2) BIRT Article 1 of the Bylaws be struck and the revised Article 1 with the following text be inserted:

1. Members of the Society will have the following rights:

- a. to participate in and vote at annual and special general meetings of the Society;
- b. to attend meetings of the Council, other than in camera sessions, and to address the Council when recognized by the chair;
- c. to attend meetings of Society committees, other than in camera sessions, and to address the committee when recognized by the chair;
- d. to obtain a copy of the Constitution and Bylaws;
- e. to obtain a copy of any Council minutes within 5 business days of requesting minutes, if no formatting accommodations are requested;
- f. to obtain, in a timely manner, a copy of any Council minutes or of the Constitution and Bylaws in alternative formats that are reasonably available;
- g. to have access to the financial records of the Society on giving reasonable notice to the Treasurer; and
- h. to receive reasonable accommodations at Society events.

Coughlan moved to strike “have the following rights” and insert “be entitled to the following,” seconded by Dwyer, carried.

Carried.

Motion 3.

- 3) BIRT Article 2 of the Bylaws be struck and the revised Article 2 with the following text be inserted:

2. Associate Members will have the following rights:

- a. to participate in annual and special general meetings of the Society, but not including the right to vote; and
- b. to obtain a copy of the Constitution and Bylaws, including in alternative formats.

Coughlan moved to strike “have the following rights” and insert “be entitled to the following,” seconded by Dwyer, carried.
Carried.

Motion 4.

- 4) BIRT Article 4 of the Bylaws be struck and the revised Article 4 with the following text be inserted:

4. The general duties and responsibilities of members of Council include the following:
 - a. to be familiar with and adhere to the Constitution and Bylaws;
 - b. to attend and participate in annual or special general meetings of the Society;
 - c. to attend and participate in meetings of the Council;
 - d. to perform the duties and responsibilities of his or her office, as set out in Bylaw 5, diligently and to the best of his or her ability;
 - e. to prepare and present a report at annual general meetings describing their activities on Council for the preceding year;
 - f. to support and assist in events organized or sponsored by the Society; and
 - g. to communicate with members.

Dwyer moved to strike “Bylaw 5” and insert “Article 5 of the Bylaws,” seconded by Sheppard, carried.

Sheppard moved to strike “his or her” and insert “their,” wherever it occurs, seconded by Mitchell, carried.

Main motion carried.

Motion 5.

- 5) BIRT Article 5 of the Bylaws be struck and the revised Article 5 with the following text be inserted:

5. The following office descriptions will apply to and be implemented by the Society and its office holders:

President (Chairperson)

The President (Chairperson) will be the chief executive officer of the Society, and, in that capacity, will:

- a. act as chair at all meetings of the Society unless she or he delegates that responsibility to someone else, or unless she or he has resigned, and in the latter case, the Council may appoint one of its members to chair the meeting;

- b. be an ex officio member of all committees of the Society;
- c. represent the interests of and act as the principal spokesperson for the Society within the UVIC Community and public at large;
- d. be one of the executive office holders with signing authority for financial and other business of the Society;
- e. be responsible for management and supervision of Society staff;
- f. coordinate the activities of Council including calling meetings of Council when required; and
- g. be responsible for ensuring client confidentiality such that, in situations which so demand, staff will only share confidential information with the Chair unless authorized by the Chair to inform others.

Treasurer

The Treasurer will be the executive financial officer of the Society, and, in that capacity, will:

- a. manage the financial affairs of the Society under the Council's direction;
- b. ensure that the financial records of the Society are maintained in good order;
- c. produce budgets and financial statements for the Society and make them available to Council and Members on request;
- d. provide access to the financial records of the Society to Council and Members on request;
- e. be one of the executive office holders with signing authority for financial and other business of the Society;
- f. prepare and present an annual financial report to Members at annual general meetings; and
- g. comply with all applicable financial policies of the Society and the UVSS in performing her or his duties.

UVSS Constituency Representative

The UVSS Constituency Representative will be the representative of the Society on the UVSS Board and in that capacity, will:

- a. be a UVSS member in good standing;
- b. perform the duties and responsibilities of a constituency organization representative on the UVSS Board in accordance with Bylaw 8 of the UVSS Constitution and Bylaws;
- c. represent and promote the interests of the Society on the UVSS Board; and

- d. report to the Council on her or his activities on the UVSS Board, unless prevented from doing so for reasons of confidentiality.

Graduate Students Representative

The Graduate Students Representative will

- a. be enrolled in the Faculty of Graduate Studies at UVIC;
- b. represent and promote the interests of graduate students with a disability on the Council; and
- c. be the liaison between graduate students with a disability and the Council.

Member of Council at Large

Members of the Council at Large will:

- a. represent and promote the interests of students with a disability in general on the Council; and
- b. assist the executive directors in the performance of their duties.

Law Students Representative

The Law Students Representative will:

- a. be enrolled in the Faculty of Law;
- b. be accepted by Council as a member of Council before assuming his or her duties;
- c. represent and promote the interests of law students with a disability on the Council; and
- d. be the liaison between law students with a disability and the Council.

Education Students Representative

The Education Students Representative will:

- a. be enrolled in the Faculty of Education;
- b. be accepted by Council as a member of Council before assuming his or her duties;
- c. represent and promote the interests of education students with a disability on the Council; and
- d. be the liaison between education students with a disability and the Council.

Student Liaison/Resource Person

The Student Liaison/Resource Person will:

- a. be the liaison between students with a disability and the Council; and
- b. assist the President (Chairperson) in his or her role as spokesperson for the Society within the UVIC Community and public at large.

Sheppard moved to suspend the rules and not read the proposed amendment, seconded by Dwyer, carried.

Sheppard moved to strike the job descriptions of Law Students Representative, Engineering Students Representative, and Education Students Representative, seconded by Mitchell, carried.

Main motion carried.

Motion 6.

- 6) BIRT Articles 12 and 13 of the Bylaws be struck and the revised Articles 12, 12A, and 13 with the following text be inserted:

12. For the offices of President, Treasurer, Graduate Students Representative, UVSS Constituency Representative, Member of the Council at Large, and Student Liaison/Resource Person, an election will be held at each annual general meeting of the Society.

- 12A. Members elected to fill offices in accordance with Article 12 will take office immediately, with the exception of the office of UVSS Constituency Representative. The member elected as UVSS Constituency Representative will take office at the beginning of the term specified in the UVSS Constitution and Bylaws, unless the position of UVSS Constituency Representative was previously vacant or becomes so in the interim, in either of which cases the member elected as UVSS Constituency Representative will assume the office.

13. Elections at an annual general meeting will be conducted by secret ballot. Self-nominations by candidates will be permitted. Nominations of members not physically present will be permitted provided that member's written consent to serve on the SSD Council has been obtained in advance.

Sheppard moved to strike "Nominations of members not physically present will be permitted provided that member's written consent to serve on the SSD Council has been obtained in advance," seconded by Graham-Knight, carried.

Main motion carried.

Motion 7.

- 7) BIRT Articles 31A and 31B of the Bylaws be inserted with the following text:

31A. 31A. In the event that the office of President (Chairperson) becomes vacant when no Council meeting has been scheduled in the future, a meeting of Council may be called by:

- a. a petition requesting a Council meeting signed by a majority of Council members, stating business to be conducted at the meeting, and circulated in accordance with sections 32 and 33; or
- b. a petition requesting a Council meeting signed by not less than 25 members, stating business to be conducted at the meeting, and circulated in accordance with sections 32 and 33.

31B. In situations where urgent Council action is required, the President (Chairperson) may convene an emergency or email meeting of Council, notwithstanding Articles 32 and 33, but subject to the following additional restrictions:

- a. in email meetings, there must be no reasonable grounds to doubt the identity of any Council member responding;
- b. no proposals to amend the Constitution and Bylaws may be considered or voted upon by Council in an emergency or email meeting;
- c. neither the adoption nor the amendment of a written policy of Council may be considered or voted upon by Council in an emergency or email meeting; and
- d. Emergency and email meetings of the Council are not considered meetings of Council for the purposes of Article 18 of the Bylaws.

Carried.

Motion 8.

- 8) BIRT, beneath Article 36 of the Bylaws, a Committees Bylaw with the following text be inserted:

Committees

36A. Committees of the Society may be formed or dissolved by the Council at any time.

36B. Members of committees are appointed by the Council and serve at the pleasure of the Council.

36C. Only Members of the Society are eligible to be members of committees.

36D. The Council may declare a committee to operate in camera, and any committee may declare itself to operate in camera at any time.

36E. Articles 36A through 36D do not apply to hiring committees, which will operate according to the provisions of the Collective Agreement between the UVSS and United Steelworkers and the UVSS Hiring Policy. The Council

will select those members of the hiring committee which are selected by the Society.

Carried.

Motion 9.

9) BIRT Articles 44 and 45 of the Bylaws be struck and the revised Articles 44 and 45 with the following text be inserted:

44. The Society's website and Facebook page are official publications of the Society and the Council will determine what constitutes acceptable content for them. Council may delegate this responsibility as it sees fit.

45. The Society website will contain, at a minimum:

- a. The Constitution and Bylaws of the Society;
- b. A section for notices of upcoming meetings and events; and
- c. A section containing the minutes of meetings of the Society.

Carried.

Elections

Motion 10.

BIRT nominations be opened to elect one member to the position of Chairperson/President.

Sheppard nominated Dwyer, Mitchell seconded, Dwyer accepted, carried.

Motion 11.

BIRT nominations be opened to elect one member to the position of Finance Director/Treasurer.

No nominations.

Motion 12.

BIRT nominations be opened to elect one member to the position of Member of Council at Large.

Sheppard nominated Chevrier, seconded by Mitchell, carried.

Motion 13.

BIRT nominations be opened to elect one member to the position of Member of Council at Large.

Sheppard nominated Naseemullah, seconded by Dwyer, carried.

Motion 14.

BIRT nominations be opened to elect one member to the position of UVSS Constituency Representative

Sheppard nominated Mitchell, seconded by Christie-Livingston, carried.

Motion 15.

BIRT nominations be opened to elect one member to the position of Graduate Students' Society Representative.

Dwyer nominated Sheppard, seconded by Mitchell, carried.

Motion 16.

BIRT nominations are opened to elect one member to the position of Student Liaison/Resource Person.

Sheppard nominated Zhang, seconded by Mitchell, carried.

Motion 17.

BIRT nominations be opened to elect one member to the position of Member of Council at Large.

Sheppard nominated Graham-Knight, seconded by Mitchell, carried.

Motion 18.

BIRT nominations be opened to elect one member to the position of Member of Council at Large.

Sheppard nominated Coughlan, seconded by Mitchell, carried.

Discussions:

Adjournment: Sheppard at 12:02pm